

# Clinch-Powell Educational Cooperative Head Start/Early Head Start Program

## PARENT HANDBOOK



**P.O. Box 279  
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Tazewell, Tennessee  
(423) 626-9270  
[www.cpec.org](http://www.cpec.org)**

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# WELCOME

Welcome to the **Clinch-Powell Educational Cooperative Head Start/Early Head Start Program**. We are glad you have chosen our Program and are excited to serve your child(ren) and family this year. This handbook was written as a guide to describe our Program and provide details that go into making each day a positive experience for you and your child.

The Head Start Program serves a total of 431 Preschool children in the Center-Based and Home-Based settings in a three-county area, which includes Campbell, Claiborne, and Scott counties. The children receive comprehensive services in the centers and in their homes.

The Early Head Start Program serves a total of 80 infant and toddler children in the Center-Based and Home-Based settings in Claiborne and Hancock counties. The children receive comprehensive services in the centers and in their homes.

Parents are encouraged and supported in their efforts to participate in the Program.. We have an open door policy and the centers are open to parents during all Program hours.

# MISSION STATEMENT

The Mission Statement of Clinch-Powell Educational Cooperative Head Start/Early Head Start Program is to provide high-quality comprehensive services to enhance the lives of children and families from prenatal to preschool age.

# **EDUCATION**

## **ARRIVAL AND DEPARTURE**

In order for your child to fully benefit from the Head Start experience, he/she must be dropped off by 9:00 am when the learning day begins. You are expected to send your child every day unless he/she is ill. Head Start is a voluntary program with service hours and attendance requirements designed to provide maximum benefits to your child. If you are unable to meet these requirements, program staff will provide referrals to area programs that may offer hours to accommodate your needs. If you choose to leave your child past 1:30 pm, you will be responsible for providing afternoon transportation. Due to the increased focus on school readiness and the need for additional staff training, all centers will be closing at 1:30 pm on the 3<sup>rd</sup> Wednesday of each month during the Program Year. Children will not be permitted to stay beyond 1:30 pm on these days. If the child is in an extended duration classroom, the early Wednesday release does not apply. Core hours for extended duration classrooms are from 8:00 am-2:00 pm. The bus will leave the center at 2:00 pm.

## **EARLY HEAD START ONLY**

In order for your child to fully benefit from the Early Head Start experience, he/she must be dropped off by 9:00 am, when the learning day begins. You are expected to send your child every day unless he/she is ill. Early Head Start is a voluntary program with service hours and attendance requirements designed to provide maximum benefits to your child. Classroom operation hours are 7:30 am-3:30 pm. Due to the increased focus on school readiness and the need for additional staff training, all classrooms will be closing at 1:30 pm on the 3<sup>rd</sup> Wednesday of each month during the Program Year. Children will not be permitted to stay beyond 1:30 pm on these days.

## **HOME VISITS AND PARENT-TEACHER CONFERENCES**

Home visits and parent-teacher conferences are a very important part of the Center-Based Program. Teachers/Caregivers are required to make two home visits and schedule two parent conferences per year. The first home visit will be at the start of the Program Year, usually in August. The purpose of this visit is for your child to get to know his/her teacher, to complete all necessary paperwork, and to answer any questions you may have about the Program. The second visit will be near the end of the year. The purpose of this visit is to inform you of your child's progress and to give you some activities that you can do with your child during the summer. If your child will be

attending kindergarten, preparation for entry into the school system will also be discussed. Your participation in these home visits and parent-teacher conferences are greatly appreciated.

### **HAND-TO-HAND POLICY**

If your child will be riding a Head Start bus, we require that you abide by our “Hand-to-Hand” Policy in order to transport your child as safely as possible. At the morning bus stop, you must hand-deliver your child to the bus monitor; and at the afternoon bus stop, an adult must meet the bus in order for the bus monitor to hand deliver your child to you. If a designated adult is not there to meet the bus, then your child will be returned to the center. If you transport your child in the morning, you are required to hand deliver him/her to a teacher or a teacher assistant inside the Head Start center. We require that you pick up your child in the afternoon by the same method. You will not be permitted to deliver your child to the center until a teacher or teacher assistant is present. Only teaching staff are allowed to receive your child. Check with your child’s teacher for the correct time to bring him/her to school.

### **EARLY HEAD START ONLY**

When transporting your child to the center, you are required to hand-deliver him/her to a primary caregiver or a caregiver inside the Early Head Start center. We require that you pick up your child in the afternoon by the same method. You will not be permitted to deliver your child to the center until a primary caregiver or caregiver is present. Only Early Head Start caregivers are allowed to receive your child. Check with your child’s primary caregiver for the correct time to bring him/her to school.

### **CLOTHING**

Your child should dress in clothing that is comfortable and suitable for the weather. Children are involved in a number of messy, creative activities that can get clothes dirty. Therefore, we ask you to send your child in comfortable clothes that they can play in without worry. An extra set of clothing (well labeled) must be available at the center at all times in case of an accident.

## OUTDOOR PLAY

Outdoor play is a very important part of our program. It is a State licensing requirement that outdoor play be provided every day except when it is raining and when temperatures are below 32°F or above 95°F. **Infants also participate in outdoor play.** Please make sure that your child is suitably dressed for all weather conditions with shoes, coat, gloves, etc.

## TOYS AND TREASURES

Each child has a specially marked “cubby” for personal belongings and treasured art projects. Past experience has shown that toys from home can create conflicts at the center. We have a wide variety of fun and interesting toys in the classroom that offer many opportunities for sharing. We ask that you leave personal belongings at home.

## POSITIVE GUIDANCE

Positive guidance techniques will be implemented to help children develop trust and self-control. Staff are trained to intervene immediately to stop behaviors that are unsafe or destructive. Teaching staff will model appropriate interactions. They will not isolate, spank, shake, jerk, shame or deny food, rest or outdoor play. Children will not be punished for bathroom accidents. Activities will be provided that engage children physically and mentally and are appropriate for the attention span of the child to help promote positive behavior which will be praised and reinforced. We require that parents who volunteer or visit the center abide by these standards if you must correct your child on the Head Start/Early Head Start Program’s premises.

# **DISABILITIES**

## **SERVICES TO CHILDREN**

The Head Start/Early Head Start Program offers services to children with disabilities, regardless of the severity of the disability. The Program will not deny placement on the basis of the disability when parents wish to enroll their child; the child meets eligibility requirements; Head Start/Early Head Start is an appropriate placement; and the Program has availability. The Program will assist families with locating services for their child with special needs. Staff will be trained in working with each child's specific needs through guidance from parents, therapists, the Program, and outside agencies. Placement options will be determined based upon the needs of the child, M-Team and/or therapist recommendations, and parent requests.

# **FAMILY ENGAGEMENT**

## **PARENT/CENTER COMMUNICATION**

It is very important that parents and teachers communicate regularly. Calendars, flyers and other information regarding training and classroom activities/events are sent home in a timely manner. Also, please feel free to talk to your child's teacher at any time by visiting or calling the center. Your input is always welcome. A bulletin board with announcements is available in the center for you to view and read. Please take time to scan the parent board regularly to keep informed of center and community events.

## **ATTENDANCE**

In the event of an unexpected absence, you must contact the center within one hour of the program start time to inform the staff that your child will not be attending that day. If your child is absent for three consecutive days, your Family Advocate will contact you to provide support services, as needed, for the child to resume attendance. If your child has a pattern of absences, you must meet with staff to develop an attendance plan that includes strategies to improve the child's attendance. If a child ceases to attend or continues to have frequent absences, the Program will consider the enrollment slot as a vacancy and it will be filled with another child on the waitlist.

# **GOVERNANCE**

## **POLICY COUNCIL**

The Policy Council is a formal structure of shared governance of the Head Start Program in accordance with the Head Start Program Performance Standards, which provides parents an opportunity to participate in decision-making concerning program design and implementation. Parents of currently enrolled Head Start children are eligible to serve and make up the majority of the Council. Other members are from the community and may include previous Head Start parents. The Policy Council has a total of 18 members, which includes: 11 parents and 7 community representatives. Membership on the Council is limited to a total of five years of service with re-elections annually. Policy Council representatives are elected from each center at the September Parent Meeting. Each center receives a copy of the Policy Council Minutes for Parent Committee review and the minutes are posted on the Parent Room bulletin board. The names from each center are drawn for appropriate representation with the remaining names serving as alternates. All program options are represented. There are four scheduled meetings per year with more if needed. Meetings are held at the central office in Tazewell and transportation is provided.

# **HEALTH**

Before your child attends the Head Start/Early Head Start center, he/she **MUST** follow the periodic schedule for check-ups and screenings as outlined in the EPSDT schedule for the Bureau of TennCare. The physical/well-child exam includes:

- **Height**
- **Weight**
- **Hematocrit and or Hemoglobin**
- **Blood Pressure**
- **Lead Screening**
- **Hearing Screening**
- **Vision Screening**
- **Tuberculosis Risk Assessment**
- **Along with a general health assessment, to be completed on a well child/physical form**

After enrollment, each child will receive screenings with parental permission that includes:

- **Behavior**
- **Social-Emotional**
- **Developmental**
- **Dental**
- **Speech**
- **Nutrition**

## **ILLNESS**

You are the best judge of your child's health and we trust that you will not bring a sick child to the center. However, if your child displays signs of illness, teaching staff will contact the Health Manager to make a determination if symptoms warrant a child's need to be sent home. The following criteria will be considered, but not limited, in determining if your child must go home:

- |   |                          |
|---|--------------------------|
| * <b>A temperature of 100.5 degrees or more</b> | * <b>Diarrhea</b>        |
| * <b>Vomiting</b>                               | * <b>Severe coughing</b> |
| * <b>Difficulty breathing</b>                   | * <b>Sore throat</b>     |
| * <b>Yellowish skin or eyes</b>                 | * <b>Pink eye</b>        |
| * <b>Open sores</b>                             |                          |

## **MEDICATION PROCEDURES**

Before any medication can be given to your child, the medication must be brought to the center by the parent and a medication form must be signed and dated. To be given at the center, all medication be in the original bottle and include:

- \*label stating a prescription number
- \*date of prescription
- \*doctor's name
- \*amount and time to be given

Only one day's worth of medication will be accepted per day. If at all possible, ask your doctor to prescribe medication so that it will not need to be given during center hours. We cannot give any medication other than those prescribed by a medical professional; therefore no over-the-counter drugs (such as Tylenol, Benadryl, etc.) or sunscreen are to be sent to the center. Medication will be stored in a metal box under lock and key, except rescue medication. Rescue medication will be stored out of reach of children in an unlocked box or backpack. Rescue medication **ONLY**, may be transported on the bus.

## **TOBACCO-FREE**

To promote the health and well-being of children and families, the program will provide a tobacco-free environment for staff, parents and children. Staff and volunteers will serve as role models by not smoking (including electronic cigarettes) in the presence of children, parents, and participants at any program facility which includes indoor and outdoor areas, playgrounds and parking lots. Being a guest on school property, we will abide by the policy enforced by the respective school system. Staff will assist parents who wish to quit smoking by facilitating access to recommended smoking cessation programs and materials.

# NUTRITION SERVICES

Children attending Head Start/Early Head Start will be served nutritious meals daily including Breakfast, Lunch, and Snack.

Head Start/Early Head Start partners with USDA Child and Adult Food Care Program (CACFP), which reimburses the program for nutritious meals and snacks. Therefore, all meals and snacks are free for Head Start/Early Head Start children.

Meal time is also a learning experience. Staff and children eat together, at which time children have the opportunity to taste new foods, ask questions and share their likes and dislikes of the foods that are being served. All meals MUST meet USDA and CACFP guidelines. Accommodations will be made for children on medically-based diets who have allergies or intolerances to food or other required medical dietary modifications. However, written documentation from the child's physician is required. Religious and cultural customs will be accommodated with written request by the parent/guardian.

While volunteering in the Head Start/Early Head Start classroom, please feel free to eat lunch with your child. Volunteering two hours will permit you to eat at no cost.

# **MENTAL HEALTH**

## **SERVICES FOR CHILDREN AND FAMILIES**

The Head Start/Early Head Start Program promotes positive mental health/social-emotional wellness for enrolled children through daily routines, activities, and scheduled classroom observations that are conducted by a professional with knowledge of child development and best practices for preschool classrooms. The Program also offers referrals to mental health professionals upon request from the parent/guardian. Upon parental request, staff will provide referrals for mental health services.

## **PARENT ENGAGEMENT**

Parent Engagement is built up on mutual trust and respect between families and staff. It means promoting relationships with families that support family well-being and promoting positive parent child relationships, and providing ongoing learning for the parent and child. Every family has diverse interests and strengths that the Program will encourage and build upon to enhance the educational outcomes for the child (ren).

## **PROGRAM SURVEYS AND EVALUATIONS**

In an effort to continuously improve our services, we need your feedback and input throughout the year. After each parent meeting you will be given an opportunity to complete an evaluation to request additional training or activities. At the end of the Program Year, you will be asked to complete a program evaluation to express your thoughts and feelings about the Program, your child's teacher, and what your child has learned. These are very important to us as we strive to improve the quality of our services.

## **PARENT PARTICIPATION**

Parent engagement is the cornerstone of every Head Start /Early Head Start Program; therefore, we encourage all parents to volunteer and become involved in all areas of the Program. As parents, you are the primary educator in your child's life. We want to partner with you and encourage you to become actively engaged in your child's education. Volunteering in the classroom, attending parent meetings, and serving on various committees are just a few of the opportunities for parent engagement offered by the Program. However, because the interest and needs of Head Start/Early Head Start families differ, you may choose to become involved in different ways. Please talk to your child's teacher or Family Advocates to discuss the many ways that you can become involved in the Program.

## **PARENT MEETINGS**

The Program provides monthly parent meetings which allow parents an opportunity to connect with other parents, participate in a researched-based curriculum to enhance parenting skills, request specific training based on interest, receive school readiness activities to use at home, plan fun events for the classroom, participate in leadership opportunities by serving on Policy Council, advisory committees, and participate in special projects. Representatives from different community agencies are invited to the meetings to provide training, resources, and information. The scheduled meeting day will be voted on in September at the first parent meeting in order to ensure the best possible attendance. It is our hope that you will take the opportunity to attend these meetings.

## **VOLUNTEERS**

Parent visits and volunteering during center hours are always welcome. You are encouraged to take advantage of the many opportunities throughout the year to volunteer in your child's classroom. All volunteers must complete a TB risk assessment prior to contact with children.

## MALE INVOLVEMENT

The Program is committed to encouraging male involvement in a child's life. This involvement can be demonstrated through shared decision making about the program, participation in classroom activities, and attending parent meetings. There are various activities offered at the centers such as the "Buddy Breakfast/Lunch", READ Program and a STEM Workshop. You will be provided with additional details throughout the Program Year.

## CELEBRATIONS

Holiday celebrations in the classroom will be planned with respect to enrolled families' cultures and conducted in a way as to honor the families' value systems. No child shall be forced to participate in any celebration and an alternate activity will be planned and provided. Families will not be expected to make donations for celebrations/events. However, if parents wish to donate food for celebrations, such as family day or other center activities, only store bought, pre-packaged, unopened food can be accepted (to ensure the safety of the children). Homemade food items are not permitted to be served in the center. **No cupcakes, cookies, etc. will be allowed for any event at the center. Only healthy snacks like Gold fish crackers, fruits, vegetables, etc. will be permitted.** Your teacher can provide healthy snack options that are safe for young children.

# **TRANSPORTATION**

Each child transported on the bus will be required to wear or ride in a Child Safety Restraint System. Trained staff will properly secure the child. A bus monitor will be on the bus to ensure children are transported safely as required by both the Department of Human Services and the Head Start Program. Please do not eat, drink, or litter on the bus. Maximizing the safety of the children is our priority. Safety principles will not be sacrificed for operational efficiency. Transit time, number of children to be picked up, number of school bus stops, street crossings, and hazardous weather policies will be adhered to.

## **LOADING**

Flashing amber warning lights are activated at 300 feet before stopping to warn other drivers that the bus is about to stop. The red warning lights are turned on and the stop sign comes out when the bus has come to a complete stop. The driver then checks mirrors and oncoming traffic, to make certain that the children can board safely. Parents should look both right and left and then at the bus driver to be signaled when it is safe to cross the street and board the bus. The adults should cross in front of the bus at least 12 feet to ensure that the bus drivers can clearly view the crossing. The bus monitor will buckle the child in their assigned seat. The bus will move only after every passenger is safely buckled in.

## **UNLOADING**

The flashing amber warning lights are activated 300 feet before stopping. The red warning lights and stop sign are turned on after the bus stops. The bus driver checks mirrors and oncoming traffic. The bus monitor then unbuckles the child and escorts them to the waiting parents at the designated bus stop.

# **HOME-BASED ONLY**

## **SOCIALIZATION SESSIONS**

Times will be scheduled for you, your child, your home visitor and other children and families to attend **weekly** group socialization. Each session will last about three hours and will include lunch for the parent and child. Your Home Visitor will let you know your socialization day and time. Please make every effort to attend these sessions because they are very beneficial to you and your child. You will be asked to sign a socialization agreement outlining socialization responsibilities. We can also provide transportation to these sessions if needed. Please discuss your transportation needs with your Home Visitor.

## **HOME VISITS**

The Home-Based option is designed to provide weekly home visits to each family. The Home Visitor will stay at least 1½ hours at each visit. Cancelled visits must be rescheduled within the week that they are cancelled. Home Visitors will bring information and activities to share with you and your child. Parents are expected to be an active part of each home visit. It is very important that you and your child are prepared for the visit at your scheduled time. This will give your child a sense that he/she is special because you are setting aside this time just for him/her. You will be asked to complete and sign a Parent/Home Visitor Agreement, which outlines both the responsibilities of the parent and Home Visitor.

## **PARENT PARTICIPATION**

Parent engagement is the cornerstone of every Head Start Program; therefore we encourage all parents to volunteer and become engaged in all areas of the Program. As parents, you are the primary educator in your child's life. We want to partner with you and encourage you to become actively engaged in your child's education. Keeping all scheduled home visits, attending socialization sessions, and serving on various committees are just a few of the opportunities for parent engagement offered by the Program. However, because the interest and needs of Head Start/Early Head Start families differ, you may choose to become involved in different ways. Please talk with your Home Visitor to discuss the many ways that you can become involved in the Program.

**Appendix A**  
**Notice of Parent's**  
**Rights**



**Clinch-Powell Educational Cooperative**  
**Head Start/Early Head Start**

P.O. Box 279  
106 Ingle Drive  
Tazewell, TN 37879  
T: 423.626.9270  
F: 423.626.8246

Annual Notice of Parental Rights Pertaining to Privacy of Child Records

Dear Parents and Guardians:

This letter serves as a reminder of your rights under the Head Start Program Performance Standards (HSPPS) – Protections for the Privacy of Child Records.

1. You have the right to provide written consent before Clinch-Powell Educational Cooperative (CPEC) Head Start/Early Head Start discloses personally identifiable information (PII) from your child's records.
2. However, CPEC Head Start/Early Head Start is permitted to disclose PII from child records, without consent of the parent, if the disclosure meets one of the following exceptions:
  - a. The disclosure is to program managers or governing body members who need to access PII to provide Head Start services such as managers or support staff. It may also include a volunteer or consultant who, while not employed by CPEC, performs program-related services such as mental health consultants or nurses.
  - b. The disclosure is in connection with a program audit or evaluation to ensure that the Program is in compliance with the federal requirements.
  - c. The disclosure supports a study to improve child and family outcomes.
  - d. The disclosure is to address a disaster, health or safety emergency during the period of emergency, or a serious health and safety risk.
  - e. The disclosure is necessary to comply with a sealed judicial order or lawfully issued subpoena.
  - f. The disclosure is to the Child and Adult Care Food Program (CACFP) to conduct program monitoring, evaluations, and performance measurements regarding meals provided by the Program.
  - g. The disclosure is to a case worker or other representative from a state or local welfare agency, who has the right to access a case plan for a child who is in foster care placement, when the agency is legally responsible for the child's care and the agency agreed in writing to protect PII, to use the information from the child's case plan for specific purposes intended of addressing the child's needs, and to destroy information that is no longer needed for those purposes.
  - h. The disclosure is to the appropriate parties to address suspected or known child abuse or neglect.

3. You have a right to:
- a. View a log of all individuals, agencies or organizations to whom PII from your child's records was disclosed.
  - b. A free copy of any records provided to a third party, unless the disclosure was made pursuant to a court order ordering their nondisclosure.
  - c. View any written agreement that CPEC Head Start/Early Head Start has with third parties.
  - d. View your child's record on file with CPEC Head Start/Early Head Start. Please talk to your child's teacher if you have any questions or concerns.
  - e. Request an amendment of your child's record if you believe that portions of the record are inaccurate, misleading, or otherwise in violation of the child's privacy rights.
    - i. If you believe that any information in your child's record is inaccurate, misleading, or otherwise in violation of the child's privacy and would like to request amendment of your child's record, please contact CPEC Head Start/Early Head Start at 423-626-9270 and we will help you through the process.

Please sign and date the attached "Acknowledgement of Recipient of Annual Notice" form attached to this letter.

Thank you,

A handwritten signature in cursive script that reads "Jaime David".

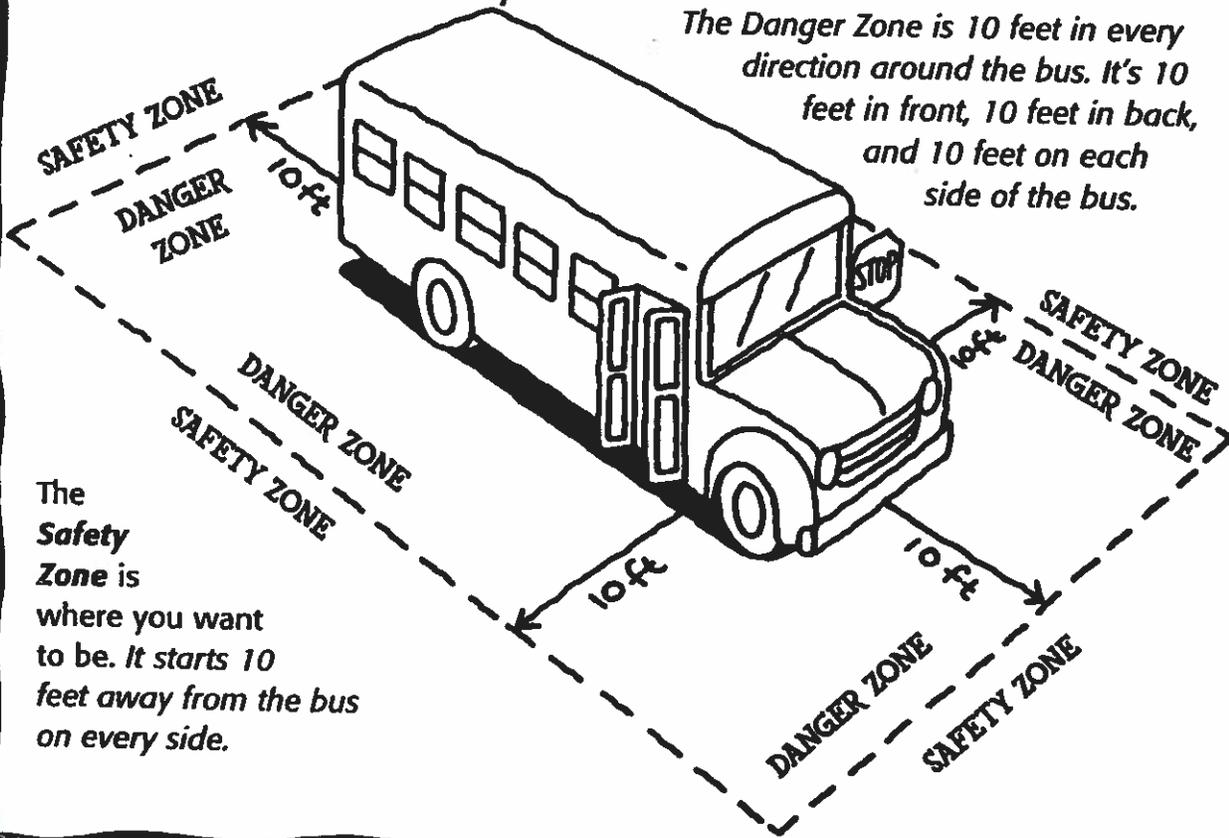
Jaime David  
HS/EHS Assistant Director

**Appendix B**  
**Stay Out of the**  
**Danger Zones**

# Stay Out Of The Danger Zone

Every bus has a **Danger Zone** around it. That is the area where the bus driver can't see you.

The Danger Zone is 10 feet in every direction around the bus. It's 10 feet in front, 10 feet in back, and 10 feet on each side of the bus.



The **Safety Zone** is where you want to be. It starts 10 feet away from the bus on every side.

## ACTIVITY:

It's smart and easy to stay in the Safety Zone. Solve each math puzzle. Then use the Answer Code to find out what kind of steps you need to take to get there from the bus. Write your answer on the blank lines.

### Answer Code

- 1=I
- 2=N
- 5=G
- 10=A
- 20=T

### TO REACH THE SAFETY ZONE

TAKE FIVE \_\_\_\_\_ STEPS.

$\begin{array}{r} 7 \\ - 2 \\ \hline \end{array}$	$\begin{array}{r} 15 \\ - 14 \\ \hline \end{array}$	$\begin{array}{r} 5 \\ + 5 \\ \hline \end{array}$	$\begin{array}{r} 12 \\ - 10 \\ \hline \end{array}$	$\begin{array}{r} 15 \\ + 5 \\ \hline \end{array}$
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Appendix C**

**Program Policies and  
Procedures that Align  
with Gold Sneaker  
Policies.**

**Clinch-Powell Educational Cooperative**  
**Head Start/Early Head Start Program**  
*Policies and Procedures*

File: Health

<b>Subject:</b> Physical Activity			
<b>Approved by:</b> CPEC Board and Policy Council		<b>Effective Date:</b> 10/24/18	<b>Regulation Reference/CFR#:</b> TN DHS Licensing Standards: 1240-04-01-.15
<b>Revision Supersedes:</b> 10/24/18		<input checked="" type="checkbox"/> <b>Revision Date:</b> 6/25/19 <input type="checkbox"/> <b>Review Date:</b>	HSPPS 1302.31(c)(4)
<b>Policy:</b> Children of all ages will be provided opportunities for physical activity.			
<b>NUMBER</b>	<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1.	All children will be offered a minimum of sixty minutes of physical activity per day (indoors or outdoors).*	Teaching Staff	Daily
2.	Physical activity will be a balance of free play, teacher directed activities, and music and movement. Activities are documented on daily schedules and lesson plans.*	Teaching Staff	Daily
3.	The time for outdoor play can be adjusted to meet the needs of the varying age groups and individual children.	Teaching Staff	Daily
4.	Physical activity will be a positive experience for children and will never be used negatively or to control behavior. Physical activity will not used as a reward or punishment.*	Teaching Staff	Daily
5.	Children will not be allowed to remain sedentary or to sit passively for more than 30 minutes continuously, except for rest or nap time.*	Teaching Staff	Daily
6.	Viewing of television, videos and other visual recordings will be limited to no more than 20 minutes per month of educational programs or programs that actively engage child movement.*	Teaching Staff	Daily
7.	Use of computers and tablets must be for educational purposes only, for children two and older, and will be limited to 30 minutes per day per child.	Teaching Staff	Daily
8.	<i>I am Moving, I am Learning</i> activities by Choosy Kids® will be integrated into curricular activities and daily routines and documented on lesson plans.	Teaching Staff	Daily

\*Noted Program policies and procedures align with Gold Sneaker policies.

## Clinch-Powell Educational Cooperative Head Start/Early Head Start Program

### *Policies and Procedures*

**File:** Health

<b>Subject:</b> Tobacco-Free Policy			
<b>Approved by:</b> CPEC Board of Directors and Policy Council		<b>Effective Date:</b> 7/14/95	<b>Regulation Reference:</b> Caring for Our Children Basics 3.3.0.1 Use of Tobacco
<b>Revision Supersedes:</b> 8/1/15		<input type="checkbox"/> <b>Revision Date:</b> 10/24/18 <input checked="" type="checkbox"/> <b>Review Date:</b> 6/25/19	TN DHS Licensing Standards: 1240-04-01-.12(14)(a)
<b>Policy:</b> The Program will provide a tobacco-free environment for staff, parents and children.*			
NUMBER	TASK	PERSON RESPONSIBLE	DATE TO BE COMPLETED
1.	Staff and volunteers will promote good health habits and serve as role models by not smoking or using tobacco products in the presence of children, parents, as well as participants, during the course of work.	All Staff	Daily
2.	There will be no smoking (including electronic cigarettes) or use of tobacco products in any area at any time, including both indoor and outdoor areas not limited to playgrounds and parking lots.	All Staff	Daily
3.	There will be no smoking or use of tobacco in any program vehicle at any time.	All Staff	Daily
4.	There will be no tobacco use in personal vehicles being used in the course of work (including travel to work, lunch or break times) or when transporting children or family members to agency-authorized activities.	All Staff	Daily
5.	Field trips, center-sponsored activities, or other off-site agency functions (in-service training) will be tobacco-free. Because of the need to maintain a high adult/child ratio during field trips, staff and	All Staff & Volunteers	Daily

<b>NUMBER</b>	<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
5. (cont.)	volunteers will not leave the children for the purpose of a smoking break. Parents will not be permitted to smoke on field trips.	All Staff & Volunteers	Daily
6.	Staff will not smoke or use tobacco products during home visits. Parents will be informed of the hazards associated with second and third hand smoke prior to the home visit.	All Staff	Throughout the program year
7.	Staff will be informed of this policy through signs posted in facilities, the Policy Manual, orientation and training.	All Staff	Daily
8.	Volunteers, parents and participants will be informed through the following methods: a. The parent Handbook; b. Signs; c. Announcements; and d. Other methods of communication.	All Staff	Throughout the program year
9.	The Program will assist staff who wish to quit use of tobacco products by facilitating access to recommended smoking and tobacco cessation programs and materials.	Program Director	As necessary

*\*Noted Program policies and procedures align with Gold Sneaker policies.*

Clinch-Powell Educational Cooperative  
Head Start/Early Head Start Program

***Policies and Procedures***

**File:** Nutrition

<b>Subject:</b> Meal Service and Food Allergies			
<b>Approved by:</b> CPEC Board of Directors and Policy Council		<b>Effective Date:</b> 11/30/01	<b>Regulation Reference:</b> TN DHS Licensing Standards 1240-04-01-.13  HSPPS 1302.44(a)
<b>Revision Supersedes:</b> 10/24/18		<input checked="" type="checkbox"/> <b>Revision Date:</b> 6/25/19 <input type="checkbox"/> <b>Review Date:</b>	
<b>Policy:</b> Nutritional services will be culturally and developmentally appropriate, meet the nutritional needs of and accommodate the feeding requirements of each child, including children with special dietary needs and children with disabilities.			
<b>NUMBER</b>	<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
1.	A relaxed mealtime will be provided. Sufficient time will be given for children to eat in a pleasant, well lit and comfortably ventilated area to encourage socialization.	Teaching Staff/ Volunteers	Daily
2.	Age appropriate furniture and utensils will be provided in all centers, when possible.	Program Director/ Nutrition Manager	Daily
3.	Staff and volunteers will serve as a model of appropriate eating patterns and behavior at meal times. This will be accomplished by eating the same food items and sitting and talking with the children while they eat to encourage socialization.	Program Staff/ Volunteers	Daily
4.	Appropriate portion sizes will be assured through staff training and adherence to child care licensing and CACFP regulations.*	Food Service Staff/ Teaching Staff/ Nutrition Manager	Daily
5.	A variety of nutritional foods will be served at mealtime and snack time to broaden each child's food experience.	Food Service Staff/ Teaching Staff/ Nutrition Manager	Daily
6.	Children will be taught to appreciate cultural differences in foods during mealtime, snack time, and nutrition activities in the classroom.	Teaching Staff	Daily
7.	Each child will be encouraged, but not forced, to eat or taste his/her food. Food will never be used as a punishment or reward.*	Teaching Staff	Daily
8.	All mothers are encouraged to breastfeed and staff will be sensitive to breastfeeding mothers with infants.* Breastfeeding mothers will be encouraged to come to the center to feed their children, when possible.	Program Staff	Ongoing

<b>NUMBER</b>	<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
9.	Each infant will have a feeding plan on file, which is completed by the parent(s) and staff to address unique feeding patterns.*	Caregivers Nutrition Manager	First Home Visit
10.	Infants will be held while they are being fed and eye contact will be maintained to enhance bonding and security. Interactions with infants will be modeled in a calm and loving manner. No infant will be laid down to sleep with a bottle.	Caregivers/ Home Visitors	Daily
11.	Infants will be held in a semi-sitting position with head tilted slightly forward and slightly higher than the rest of the body and supported by the person feeding the infant.	Caregivers/ Home Visitors	Daily
12.	Bottles will be held at an angle to allow fluid, not air, to leave the nipple.	Caregivers/ Home Visitors	Daily
13.	Infants will be burped, at a break during the feeding, and at the end of the feeding.	Caregivers/ Home Visitors	Daily
14.	Infant cereal will always be served with a spoon unless medical reasons prohibit it, in which case, documentation from a health professional will be required.	Caregivers/ Home Visitors	Daily
15.	Older children may hold their own bottle while sitting on the lap of an adult or while sitting in an age appropriate chair.	Caregivers/ Home Visitors	Daily
16.	Older toddlers eating solid foods or involved in a nutrition activity may sit in age appropriate chairs at tables and feed themselves with close supervision and eye contact of an adult. This will help to reduce the risk of choking and new food reactions. A meal supervision plan will be followed for each classroom.	Caregivers/ Home Visitors	Daily
17.	Religious and cultural food customs will be accommodated with written request by the parent.	Food Service Staff/ Teaching Staff/ Nutrition Manager	Upon enrollment and on-going
18.	Staff will be informed of children with food allergies. They will be trained on emergency procedures in the event of an allergic reaction. Allergies will be posted in classrooms and kitchen areas.	Nutrition Manager/ Program Staff/ Volunteers	Ongoing
19.	Children on medically-based diets, who have allergies or intolerances to food or other required medical dietary modifications, will be accommodated. Written orders will be obtained from a healthcare provider.	Nutrition Manager/ Program Staff	Upon enrollment and on-going

<b>NUMBER</b>	<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE TO BE COMPLETED</b>
20.	A F.A.R.E form will be developed and maintained in the child's health record. Ongoing monitoring of allergy plans will ensure appropriate accommodations are being made.	Nutrition Manager	Upon enrollment and on-going
21.	Prior to serving any foods to children with allergies, staff will check meals and snacks to verify that they are allergy safe and sign-off on the <i>Food Allergy Prevention Check</i> form.	Teaching Staff/ Food Service Staff	At each meal
22.	Ongoing monitoring of procedures related to serving meals to children with allergies will occur throughout the year.	Nutrition Manager	Ongoing
23.	Children will be involved in developmentally appropriate food-related activities, which will encourage a positive attitude toward food and cooperation with others and consist of respect for the child.*	Program Staff/ Nutrition Manager	Ongoing
24.	Nutritional resources will be incorporated into the center-based and home-based education programs to increase acceptance and interest in foods through hands-on activities. Children and parents will be educated on how food contributes to good health.	Program Staff/ Nutrition Manager	Ongoing

*\*Noted Program policies and procedures align with Gold Sneaker policies.*