

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

Parent Handbook



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Table of Contents

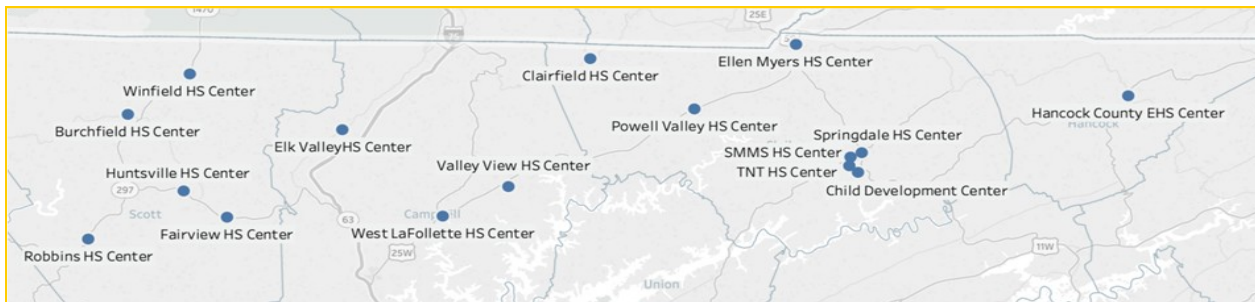
Welcome.....	4
Administrative Staff.....	5
Program Information.....	6
Arrival and Departure.....	6
School Closings.....	6
Attendance.....	7
Annual Notice of Parental Rights Pertaining to Privacy of Child Records.....	9
Education.....	10
Home Visits and Parent-Teacher Conferences.....	10
Hand-to-Hand Policy.....	10
Clothing.....	11
Outdoor Play.....	11
Toys and Treasures.....	11
Positive Guidance.....	11
Child Abuse and Neglect Reporting.....	12
Disability Services for Children.....	13
Parent, Family, and Community Engagement.....	13
Parent/Center Communication.....	13
Parent Participation.....	13
Parent Meetings.....	14
Active Parent Curriculum.....	14
Volunteers.....	15
Male Involvement.....	15
Celebrations.....	15
Policy Council.....	16
Health Services.....	16
Screenings.....	16
Illness.....	17
Medication Procedures.....	17
Tobacco Free.....	18
Nutrition and Meal Services.....	19
Meals and Snacks.....	19
Food Allergies and Intolerances.....	19
Breastfeeding.....	19
Mental Health and Wellness.....	19
Transportation.....	20
Hand-to-Hand.....	20
Loading and Unloading the Bus.....	20
Home-Based Only.....	21
Center Locations.....	22

Welcome

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

Clinch-Powell Educational Cooperative has operated Head Start educational programs for young children since 1972. Beginning as a Home Start Program, the agency was funded in 1975 as a Home Start Training Center. After being awarded several consecutive expansion grants, the Program now serves 422 children ages birth to five, and their families, in Campbell, Claiborne, Hancock, and Scott counties through both home-based and center-based options.

Parents are encouraged and supported in their efforts to participate in the Program. Participation is voluntary and not a requirement of the child's enrollment. We have an open door policy and the centers are open to parents during all Program hours.



Program Options

CPEC offers both center-based and home-based options, and has designated centers in each county that provide extended hours.

Early Head Start (EHS) serves pregnant women and children from birth to three years old, and their families. EHS is offered through both center-based and home-based options in Claiborne County and through the home-based option in Hancock County. Children attend the center-based option 5 days/week, 8 hours/day from August through June. Home-based participants receive weekly home visits and attend a weekly socialization group session.

Head Start (HS) serves children ages three through five years old, and their families. HS is offered through the center-based option in Claiborne and Scott counties and through both center-based and home-based options in Campbell County. Children attend the center-based option 5 days/week, 5.75 hours/day from August through May. Home-based participants receive weekly home visits from August through mid-April and attend a weekly socialization group session.



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Clinch-Powell Educational Cooperative
Head Start/Early Head Start



Follow us on Instagram
[clinchpowellsehs](https://www.instagram.com/clinchpowellsehs)



Visit us at
www.cpec.org

Meet Our Administrative Staff

Debbie Gibson, Executive Director

Management Staff

Dr. Kim Turner	Head Start/Early Head Start Director
Rachel Barnard	Health/Family Engagement Manager
Kim Barnett	Fiscal Officer
Sharon Bengé	Parent Engagement Manager
Joshua Boldin	Eligibility-Recruitment-Selection-Enrollment-Attendance/Wellness Manager
Christina Brooks	Records Administration Manager
James Coffey	Transportation Manager
Cortney Gambrel	Disability/Mental Health Manager
Rick Harness	Facilities Supervisor
Jeannie Hayes	Human Resources Manager
Donna Roberts	Early Head Start Education/Home-Based Manager
Gladys Seals	Professional Development/Transition Manager
Heather Sexton	Head Start Education/Nutrition Manager

Support Staff

Tim Tuttle	Facilities Assistant
Daniel Jenkins	Procurement/Property Coordinator
Trace Ross	Management Information Technician
Michelle Webb	Fiscal Assistant

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

*“The **vision** of Clinch-Powell Educational Cooperative Head Start/Early Head Start is to be recognized as the premier child development program in the four-county service area, as we endeavor to establish community partnerships that promote positive and productive relationships with families, which empower them toward self-sufficiency and life-changing achievements.”*

Program Information

Arrival and Departure

Head Start

In order for your child to fully benefit from the Head Start experience, he/she should arrive by breakfast when learning 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 1:00 p.m., you will be responsible for providing afternoon transportation. Buses will depart at a scheduled time each day. However, your child may stay until 3:00 p.m. if needed (3:30 p.m. at CDC). Due to the increased focus on school readiness and the need for additional staff training, all centers will be closing at 1:00 p.m. on the 3rd Wednesday of each month during the Program Year. Children will not be permitted to stay beyond 1:00 p.m. on these days. If your child is enrolled in an extended duration classroom, the early Wednesday release does not apply. The bus will leave the center at 2:00 p.m. in extended duration classrooms which include Ellen Myers, TNT, Valley View, Burchfield, Huntsville, and Winfield. Additional extended duration classrooms, without bus transportation, include CDC, Springdale, and West LaFollette.

Early Head Start

In order for your child to fully benefit from the Early Head Start experience, he/she should arrive by breakfast, when learning 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 a.m.-3:30 p.m.. Due to the increased focus on school readiness and the need for additional staff training, all classrooms will be closing at 1:00 p.m. on the 3rd Wednesday of each month during the Program Year. Children will not be permitted to stay beyond 1:00 p.m. on these days.

School Closings

In the event of bad weather, the Program will follow the public school system schedule in each respective county. If the public schools are closed, Head Start and Early Head Start classes, home visits, and home-based socialization session will be canceled.

If the public schools open one hour late, the Head Start center will be open on regular schedule and the bus will run on a normal schedule. If schools open two hours late, the Head Start center will open one hour later than the normal schedule and the bus will run one hour later than normal schedule.

If the public schools open one hour late, the Early Head Start center will be open on regular schedule. If the public school opens two hours late, the Early Head Start center will open one hour later than normal schedule.

Attendance

Head Start can build an essential life skill:

Show up on time, every day – to school and eventually work

Building the habit of good attendance is important to your child's success and learning from preschool forward.

Did you know?

Missing 10 percent of preschool (one or two days every few weeks) can

- ◇ Make it harder to develop early reading skills.
- ◇ Make it harder to get ready for kindergarten and first grade.
- ◇ Develop a poor attendance pattern that's hard to break.

By encouraging your child to attend every day, the routines they develop in preschool will continue throughout school and life. Make the most of your time with us!

Give us a call!

If your child will be absent for any reason, please call us. Feel free to leave us a message, if needed. Please state your child's name, the reason for their absence, and when your child will return.

Chronic Absenteeism

If your child is repeatedly absent, or their attendance drops below 80%, your Family Advocate may ask you to complete an Attendance Plan. Before that happens, work with your child and his/her Teacher to help your child develop strong attendance. You can:

- ◇ Set a regular bed time and morning routine
- ◇ Share ideas with other parents for getting to preschool on time
- ◇ Stay in communication with center staff about requirements before preschool begins
- ◇ Make back-up plans if something comes up
- ◇ Schedule appointments and extended trips when preschool is not in session, and
- ◇ Talk to center staff if your child seems anxious about going to preschool.

We love having your child in class! Please let us know how we can support your child's regular attendance. How important is regular attendance? Extended or repeated absences may lead us to drop your child from the program so that we can serve another child.

We will contact you within 1 hour

If your child is unexpectedly absent, we are required to call you within the hour. In some cases, your Family Advocate may come in person to check in with you.



Help Your Child Succeed in Preschool: Build the Habit of Good Attendance

Early School Success goes hand in hand with good attendance!

DID YOU KNOW?

Showing up on time every day is important to your child's success and learning from preschool forward.

Missing 10 percent of preschool (one or two days every few weeks) can

- Make it harder to develop early reading skills.
- Make it harder to get ready for kindergarten and first grade.
- Develop a poor attendance pattern that's hard to break.

High quality preschool programs have many benefits for your child. The routines your child develops in preschool will continue throughout school. You can make the most of preschool by encouraging your child to attend every day!

WHAT YOU CAN DO

Work with your child and his/her teacher to help your child develop strong attendance. Your enthusiasm is a big boost to success.

Talk about it – sing about it – make it an adventure!

- Set a regular bed time and morning routine
- Lay out clothes and pack backpacks the night before
- Share ideas with other parents for getting out the door on time

Before the school year starts:

- Find out what day preschool starts and start the exciting count down!
- Make sure your child has the required shots.
- Attend orientation with your child to meet the teachers and classmates.

Ready – Set GO!

- Develop back-up plans for getting to preschool if something comes up
- Ask family members, neighbors or other parents to lend a hand if you need help dropping off or picking up your child
- Schedule medical appointments and extended trips when preschool is not in session
- If your child seems anxious about going to preschool, talk to the program director, teacher, your doctor or other parents for advice. If the problem persists, make sure the program is a good fit for your child.



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.*

Education

Home Visits and Parent-Teacher Conferences

Home visits and parent-teacher conferences are a very important part of the Center-Based Program. Teachers/Primary Caregivers are required to make two home visits and schedule two parent conferences a 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

Head Start

When transporting your child to the center 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. If at any time it becomes necessary for your child to be picked up by another adult that is not listed on the "Hand-to Hand", you must make the changes in person at the center.

Early Head Start

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.



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 control. Staff is 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.



Child Abuse and Neglect Reporting

Head Start employees are required to call the Tennessee Department of Children's Services if they suspect a child has been the victim of abuse or neglect. Staff will follow the state guidelines and all reports will be confidential.

Tennessee's state law definition of child abuse is:

"Abuse exists when a person under the age of 18 is suffering from, has sustained or may be in immediate danger of suffering from or sustaining a wound, injury, disability or physical or mental condition caused by brutality, neglect or other actions or inactions of a parent, relative, guardian or caretaker."

Abuse can be physical, verbal, emotional, or sexual. The following are examples of how each can be characterized:

Physical Abuse means any time a parent or caretaker hurts or injures a child on purpose. It also includes a parent or caretaker who fails to protect a child from a person who is hurting them. Physical abuse can seriously injure or even kill a child.

Physical Neglect means putting a child at serious risk of injury or illness by not adequately watching out for their safety, health and survival. Examples include:

- Abandonment
- Lack of supervision
- Life-endangering physical hygiene
- Lack of adequate nutrition, so the child doesn't grow normally
- Lack of shelter
- Ignoring medical or dental needs, putting the child's health in danger
- Not meeting a child's basic clothing needs

Sexual Abuse means touching or penetrating a child's intimate parts, oral sex with a child, indecent exposure or any other sexual act performed in a child's presence for sexual pleasure. It also includes using a child for prostitution and/or making child pornography. A parent or caretaker who fails to try to protect a child or stop sexual abuse by another person is also involved in child sexual abuse.

Emotional Abuse includes verbal assaults (insults and/or yelling), ignoring a child and constant fighting in the family. If a child is shamed and humiliated enough, they will begin to live up to the poor image communicated by the abusing parent or caretaker.



Report Suspected Child Abuse & Neglect

877-237-0004

Call 911 if there is a life-threatening emergency

Disability Services for 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.

Parent, Family, and Community Engagement

Parent and family engagement is building relationships with families based on mutual trust and respect between families and staff. It means promoting relationships with families that support family well-being and promoting positive parent and child relationships, and providing ongoing learning and development 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 family and child.

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.

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 committees like Policy Council and the Health/Education/ Nutrition/Disability Advisory Committee 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 advocate 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 Active Parenting: First Five Years, a researched-based parenting curriculum to enhance parenting skills, request specific training based on the needs and interest of parents, receive school readiness activities to use at home, plan fun events and celebrations for the classroom, participate in leadership activities by serving on parent committees, and participating in special projects. The parent meetings will begin in September and continue through April. It is our hope that you will take the opportunity to attend these meetings.



Your Child's first few years are so important! Learn how to make the most of them with Active Parenting: First Five Years, a program for parents and other caregivers. Written by parenting expert (and dad) Dr Michael Popkin, this course will show you how to nurture your child with a "just right" combination of freedom and nonviolent discipline. Millions of parents have achieved success with Active Parenting-and you can too!

Active Parenting: First Five Years uses entertaining video scenes to demonstrate common parenting challenges and solutions. Each session allows plenty of time for discussion and activities.

Session I: You and Your Child

- Styles of parenting
- Ages and stages of development
- Building a bond with your child
- The method of choice

Session II: Preventing Problems

- Your child's beautiful brain
- Using nonviolent discipline
- The A-C-T of parenting

Session III: Encouraging Positive Behavior

- The power of encouragement
- Choices and consequences
- Caring for the caregiver

Session IV: Preparing for school readiness

- 6 smart things parents can do to help young children get ready for school



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 and center. Volunteers will be recognized for participation in the program for attending parent meetings and volunteering. All volunteers must complete the volunteer orientation packet before any contact with the children.

Ask your child's teacher for more details about the ways you can volunteer and be involved the Program.

Family Involvement

The Program is committed to creating a welcoming and inviting environment that encourages families to participate in the program. The program offers opportunities for family involvement by volunteering and participating in classroom activities, attending parent meetings, and shared decision making by serving on advisory committees. There are also activities offered at the centers such as the "Buddy Breakfast/Lunch", READ Program, and STEM Work Shop. You will be provided with additional details throughout the Program Year as to the dates of these events.



Celebrations

Holiday celebrations in the classroom will be planned with respect to 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. All donations for celebrations and events are voluntary. 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. Your teacher can provide ideals of acceptable items for you if you choose to make a donation.



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. The names from each center are drawn for appropriate representation with the remaining names serving as alternates. 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. 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 if needed.



Health Services

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 for the purpose of establishing a medical home. The physical/well child 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
- Hearing
- Vision

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:

- A temperature of 100.4 degrees or higher
- Vomiting
- Difficulty breathing
- Yellowish skin or eyes
- Open sores
- Diarrhea
- Severe coughing
- Sore throat
- Pink eye

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 must meet the following guidelines:

- Be in the original bottle
- Date of prescription
- Amount and time to be given
- Label stating a prescription number
- Doctor's name
- Expiration date

Only one day's dose of medication will be accepted per day. If at all possible, ask your physician to schedule the medicine to be given before or after class. 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. The Health manager will meet with the parent to complete an Individual Health plan before the child can attend the center.



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, to include indoor and outdoor areas, playgrounds or 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 and Meal Services

Children attending Head Start/Early Head Start will be served nutritious meals daily including breakfast, lunch, and afternoon snack.

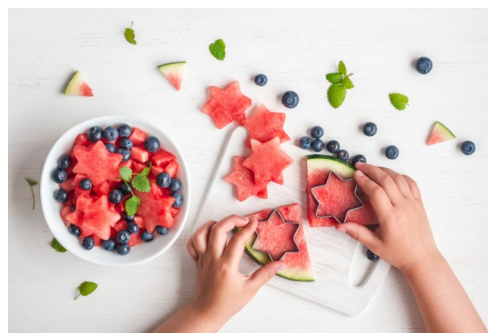
Head Start/Early Head Start partners with USDA Child and Adult Food Care Program (CACFP), which reimburses for Head Start/Early Head Start children to have nutritious meals and snacks. Therefore, all meals and snacks are at no cost for Head Start families.

Meals and Snacks

Meal time is a learning experience in the program. Staff and children eat together (family style) 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. Teaching staff encourage children to try new foods, but are never forced to eat any kind of food. 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 culture customs will be accommodated with written request by the parent/guardian.

Safety is of the upmost importance during meal times. Each teacher completes a mealtime supervision plan. This plan details steps taken to ensure that special safety considerations are put in place for children with food allergies, disabilities, and to ensure all children are safe while enjoying each meal.

Most of the Head Start classrooms eat their meals inside the elementary school cafeterias; however, we do have some classrooms that eat their meals inside the classrooms. Meal schedules will vary for each classroom, your child's teacher will inform you of the meal times for your classroom. Menus are posted in your child's classroom and copies of the menus are provided as requested. Food is never used as a reward or punishment, and no child is forced to eat any meal.



Food Allergies and Intolerances

Accommodations for children who are diagnosed by a medical professional as having food intolerance (which can result in diarrhea or nausea, etc.) or a food allergy (child requires an EpiPen), or required medical dietary modifications (such as a disability) will be met. Written documentation from the child's physician will be required before the accommodations will be implemented. Religious and cultural customs will be accommodated with written request by the parent/guardian.

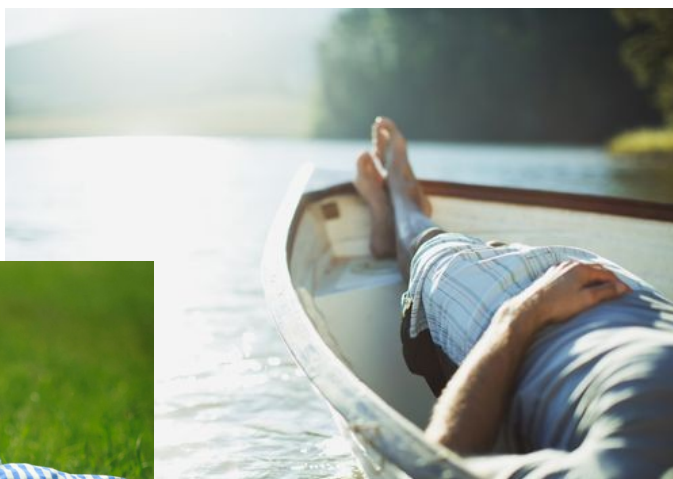
Breastfeeding

Breastfeeding is welcomed and encouraged in all Head Start/Early Head Start centers. Accommodations will be made for breastfeeding mothers at all centers.

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

Mental Health and Wellness

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.



Transportation

Transportation services may be available for Head Start children (excluding Early Head Start) who would not be able to attend without this service. Bus stops will be utilized in an effort to maintain the 45 minute time limit as outlined by DHS State Licensing regulations. 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. No food or drinks will be allowed on the bus.

Hand-to-Hand

In an effort to transport your child as safely as possible, we ask that you abide by the “Hand-to-Hand” policy. When you are meeting at a bus stop, you must hand deliver the child to the bus, and an adult must meet the bus in the afternoon in order for an employee to hand deliver the child to an awaiting adult. If a designated adult is not available to receive the child from the bus, the child will be returned to the center and you will be contacted to pick up the child.

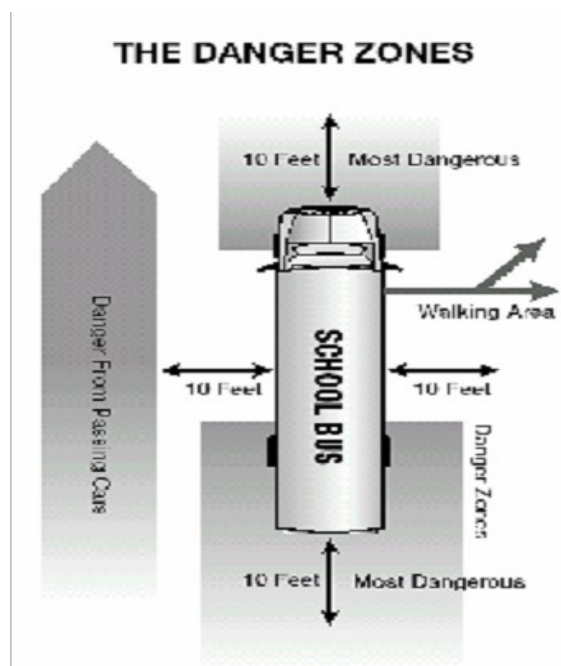
If at any time it becomes necessary for your child to be picked up by another adult that is not listed on the “Hand-to-Hand”, you must make the changes in person on the bus.

The Program promotes a tobacco free environment for children, parents, and staff, therefore, we request you honor the “Smoke Free Zone” around the Head Start buses by extinguishing all nicotine products and electronic cigarettes before approaching the bus.

Loading and Unloading the Bus

During loading, 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 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.

During unloading, the bus driver will check mirrors and oncoming traffic. The bus monitor will unbuckle the child and escort him/her to the waiting parent 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.

Campbell County

Elk Valley

6693 Highway 297
Pioneer, TN 37847
(423) 784-2193

Valley View

1189 Old Middlesboro Highway
LaFollette, TN 37766
(423) 562-7090

West LaFollette

210 W. Beech Street
LaFollette, TN 37766
(423) 562-7335

Scott County

Burchfield

1108 West 3rd Avenue
Oneida, TN 37841
(423) 569-5022

Fairview

8706 Baker Highway
Huntsville, TN 37756
(423) 663-9301

Huntsville

3225 Baker Highway
Huntsville, TN 37756
(423) 663-4668

Robbins

359 School House Road
Robbins, TN 37852
(423) 627-4647

Winfield

23374 Scott Highway
Winfield, TN 37892
(423) 569-2147

Claiborne County

Child Development Center

775 Blue Top Road
New Tazewell, TN 37825
(423) 626-2517 OR (423) 626-6423

Clairfield

6366 Highway 90
Clairfield, TN 37715
(423) 784-7700

Ellen Myers

190 Nettleton Road
Harrogate, TN 37752
(423) 869-4513

Powell Valley

245 Powell Valley School Lane
Speedwell, TN 37870
(423) 869-0222

SMMS

450 Brown Street
Tazewell, TN 37879
(423) 626-1622

Springdale

1917 Highway 25E South
Tazewell, TN 37879
(423) 626-5152

TNT

497 Davis Drive
New Tazewell, TN 37825
(423) 626-5708

Hancock County

Early Head Start

398 Harrison Street
Sneedville, TN 37869
(423) 733-1500