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The information contained in this handbook is subject to change without prior notice.
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WELCOME…

... to SIU Carbondale Head Start. We are pleased and excited about having your family in our program! This Parent Handbook has been designed to provide Head Start families information about our program’s services, policies and procedures. Please take the time to familiarize yourself with our program and use this booklet as an easy reference throughout the year.

SIU Carbondale Head Start is operated by Southern Illinois University at Carbondale on a federal grant. The program serves 380 children three to five years of age from families qualifying for Head Start throughout Jackson and Williamson Counties.

Head Start helps all children succeed by providing a comprehensive program that provides children and families with activities and services that help them grow mentally, socially, emotionally and physically as they prepare for kindergarten and beyond. Head Start takes a developmental approach to early childhood education in an environment which allows children to explore discover and play.

School readiness is a strong focus of the Head Start program. We have worked with parents, staff and local public schools to determine specific school readiness tasks for children to work on while they are at Head Start to prepare them to make a successful transition to kindergarten and for later learning and life. Classroom activities and the curriculum at Head Start are designed to support the school readiness skills identified on the next page.

Research shows that children are more likely to succeed in school and in life when their parent (parents) are involved in their education. As parents, you are the first and most important teachers of your children. We encourage you to participate fully in our program. We offer opportunities for you to become involved in classroom activities, in developing and participating in center programs, as well as direct involvement in the decision making of program planning and operations. We are hopeful that your experiences in Head Start will assist you in meeting the needs of your child and strengthening your family. We look forward to working with you and your child throughout the year!

SIU Carbondale Head Start Program Director
The school readiness tasks listed on this page have been identified by local schools as important skills for children as they transition to kindergarten.

### SOCIAL AND EMOTIONAL DEVELOPMENT
Relates to the skills children develop that allow them to interact with others and to express their emotions.
- Easily separates from parents
- Respond appropriately to directions given by adults
- Follow one or two step directions
- Understand there are rules and consequences for inappropriate actions
- Understand turn taking, waiting, and not interrupting others
- Understand the meaning of "no", "please" and "don't do that"
- Demonstrate respect/manners towards themselves, others and possessions
- Show ability to keep track of personal belongings
- Demonstrate the ability to solve small problems on their own

### COGNITION AND GENERAL KNOWLEDGE
Relates to the areas of math, science, social studies and the arts.
- Count in correct order from 1-20
- Recognize numbers 1-20
- Match quantities 1-10
- Name 9 basic colors (red, orange, yellow, green, blue, purple, black, brown, white)
- Classify objects based on color, size, shape and quantity
- Name basic shapes (circle, square, triangle, rectangle, star, oval)
- Understand positional words (on/off, under/over, in/out, up/down, in front of/behind)
- Recognize alike/different
- Recognize and name common objects and pictures

### LANGUAGE AND LITERACY
Relates to the skills necessary for speaking, understanding, listening, communicating, reading and writing.
- Speak in complete sentences understandable
- Ability to discuss picture/events from a story or experience
- Identify rhyming words
- Have exposure to books and nursery rhymes
- Recognize name
- Writes first and last name using upper and lowercase letters (i.e. John)
- Identify and name some letters, especially those in own name

### PHYSICAL HEALTH AND DEVELOPMENT
Relates to gross motor skills involving large muscles, fine motor skills involving small muscles, ensuring a child can take care of him/herself and is healthy and ready to learn.
- Correctly hold a pencil, crayon, etc.
- Demonstrate ability to use scissors, glue, paint and other art materials appropriately
- Demonstrate ability to zip, snap, and button
- Demonstrate ability to dress themselves and care for personal bathroom needs
- Bounce a ball

### APPROACHES TO LEARNING
Relates to the child’s response to learning situations, such as the child’s curiosity, flexibility, or persistence at challenging tasks.
- Focus on an activity for at least 10 minutes
PHILOSOPHY

SIU Carbondale Head Start philosophy dictates that honesty and integrity is central in carrying out the mission of the program. Moreover, each individual has a unique value and a basic need to be respected, to be recognized and to be needed.

MISSION

Educating Children, Empowering Families, Strengthening Communities.

VISION

The diagram represents the program’s vision for staff, children, families and community, ensuring diversity, empowerment, visibility and integration.
SIU Carbondale Head Start Centers

Carbondale Center
1900 North Illinois Avenue
Carbondale, Illinois 62901
(618) 453-2440
Fax: (618) 453-5399
Holly Duckworth, Center Director
E-mail: hed60@siu.edu

Marion Center
907 N. Vicksburg Street
Marion, Illinois 62959
(618) 997-4255
Fax: (618) 997-8144
Wendi Funk, Interim Center Director
E-mail: funk@siu.edu

Murphysboro Center
McElvain School
593 Ava Road
Murphysboro, IL 62966
(618) 687-4433
Fax: (618) 565-1087
Camellia Blythe-Friday, Ctr. Dir./Sup. Teacher
E-mail: conqr@siu.edu

Malone’s Early Learning Center
Head Start Co-Location Center
108 Walnut
Carterville, Illinois 62918
(618) 985-5911 or (618) 453-6448
Lois Malone, Executive Director
Joyce Guy, Head Start Contact Person
E-mail: joyg@siu.edu
**Head Start Management Team**

<table>
<thead>
<tr>
<th>Role</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim Director</td>
<td>618-453-7171</td>
</tr>
<tr>
<td>Business Manager</td>
<td>618-453-6632</td>
</tr>
<tr>
<td>Office Manager</td>
<td>618-453-0731</td>
</tr>
<tr>
<td>Receptionist</td>
<td>618-453-6448</td>
</tr>
<tr>
<td>Early Childhood Development Coordinator</td>
<td>618-453-0394</td>
</tr>
<tr>
<td>Family &amp; Community Partnerships Coordinator</td>
<td>618-453-0586</td>
</tr>
<tr>
<td>Health &amp; Nutrition Coordinator</td>
<td>618-453-0930</td>
</tr>
<tr>
<td>Collaborations/Training Specialist</td>
<td>618-453-3903</td>
</tr>
<tr>
<td>Early Child Development Specialist</td>
<td>618-453-3905</td>
</tr>
<tr>
<td>Early Childhood Development Coach Specialist</td>
<td>618-453-3365</td>
</tr>
<tr>
<td>Enrollment &amp; Family Services Specialist</td>
<td>618-453-0766</td>
</tr>
<tr>
<td>Health Specialist</td>
<td>618-453-0797</td>
</tr>
</tbody>
</table>
The primary role of the Family and Community Partnership staff is to support families in their growth and development. The Head Start program serves as a link between families and the community. Every family enrolled in SIU Carbondale Head Start is assigned a Family Community Service Worker (FCSW or Community Worker) who will:

- Advocate for your family
- Assist your family in obtaining health requirements for Head Start attendance
- Support your family in setting and reaching goals and overcoming challenges
- Inform you of community resources and how to access them
- Encourage you to volunteer in the program
- Transport you to scheduled appointments when needed
- Help you in crisis or emergency situations – please call in times of crisis
- Help you obtain special Head Start services, such as helping families learn about nutrition, good health, appropriate childhood development & more
- Keep you informed of parent involvement, volunteer and employment opportunities at Head Start
- Work with you on your child’s absenteeism & develop a plan to ensure good attendance
- Provide information about early childhood development

Your Community Worker will contact you at least monthly to check in with your family. They will follow-up on your goals and inform you about upcoming events at your child’s center. Community Workers will also meet with your family at least one time each enrollment year in a home visit. This home visit is in addition to the two provided by teachers. The purpose of this visit is to build a relationship with you that lets us work together to help your family build upon its strengths and identify areas for support and growth. All families are encouraged to develop at least one Family Partnership Agreement goal with staff to work toward achieving personal and/or family goals. Visits will be scheduled at times that are convenient for parents and staff.

Parents as well as Community Workers are encouraged to keep scheduled appointments to ensure that all home visits are completed in a timely manner.
**PROGRAM AND SCHEDULE OPTIONS**

**Center-Based Program:** Children enrolled in center-based programs attend Head Start classes in one of our centers/sites, depending on the location of their home address and qualifications for co-locations. Half-day, full-day and limited full-day/school year programs are available.  **Classes meet** five (5) days per week, Monday through Friday.

**Half-Day Program:** Morning sessions operate from 8:00 am–11:30 am and afternoon sessions are from 12:30 pm–4:00 pm at the following locations:

- Carbondale Head Start Center
- Marion Head Start Center
- Murphysboro Head Start Center

**Full-Day, School Year Program:** Sessions operate from 8:00 am–4:00 pm at the following sites:

Carbondale Head Start Center
- Families must qualify for childcare subsidy and make a parent co-pay for childcare services

Marion Head Start Center
- Families must qualify for childcare subsidy and make a parent co-pay for childcare services

Murphysboro Head Start Center
- Families must qualify for childcare subsidy and make a parent co-pay for childcare services

Malone’s Head Start Co-Location Center
- Hours are 6:00 am – 6:00 pm
- Families must qualify for childcare subsidy and make a parent co-pay for childcare services

**Transportation:** Bus transportation is available at the following locations:

- Carbondale Head Start Center
- Marion Head Start Center
- Murphysboro Head Start Center
- Malone’s Co-Location Center offers their own transportation; Head Start is not responsible for any transportation arrangements. Please contact them to setup.

**Transferring Centers:**
If you are ever interested in transferring centers, please contact your center director.
PARENT’S RIGHTS

- To be welcomed in the center or classroom during all program hours and be treated with respect and dignity.
- To be informed regularly about your child’s progress in Head Start.
- To choose whether to take part in the Head Start program activities.
- To participate as a member of the Parent Committee meetings.
- To help plan parent activities to enhance parents’ daily living.
- To be informed about operation of the program through Policy Council representative and communication.
- To receive information regarding community resources, agency activities, and program planning.

PARENT’S RESPONSIBILITIES

Parents have primary responsibility for their child; as the child’s legal guardians, they are required to care for and supervise him/her. This includes adhering to rules and requirements of this program. The Head Start staff assumes a secondary role in the life and education of the child. We accept the responsibility delegated to us by the child’s parents to care for the child, feed the child and teach the child for a portion of the day-and are accountable to parents for carrying out those responsibilities.

The following are general program rules that are the responsibility of the parent:

- Send your child to school on a daily basis.
- Notify the school if your child will be absent, for whatever reason.
- Read and follow all bus policies if Head Start provides your child transportation.
- Notify Head Start in writing of any change of information, such as a change in address, phone, emergency information, health issues, or family situations.
- Obtain all health exams and needed records.
- Work in partnership with Head Start staff to strengthen your family and prepare your child for school.
- Read and respond to all written notices, bulletins, and newsletters sent home.
- Tell us about your likes, dislikes, concerns and ideas about our program.
- Know and respond to the individual needs of your child.
- Take an active interest and talk daily with your child about their Head Start experience.
- Walk your child to and from the bus.
HEALTH AND ENROLLMENT REQUIREMENTS

Your child’s state of health impacts upon his/her total development and ability to benefit from the Head Start experience. Our program goals are to assure that each child is in optimal health, that preventative health measures are taken, and that follow-up treatment and services are obtained for any health condition detected.

Head Start requires for each child to have a complete physical exam, an immunization record, a TB screening, a blood lead test with results, a hemoglobin screening and a yearly dental exam. Head Start will provide vision and hearing screening for every child attending Head Start, and the results will be provided to parents.

Before your child’s first day, you must provide:

Complete Physical Exam
All children must have a physical exam on file. The exam cannot be more than six (6) months old prior to the date of enrollment. If a child is enrolled for a second year, an updated physical exam will be required.

Health Screenings
1. Blood lead test with results completed at or after 24 months of age.
2. TB test with results or TB risk assessment.

Within 90 days of enrollment, you must provide:
1. Hemoglobin or Hematocrit blood test with results.
2. Dental exam

Yearly Requirements – Each year your child is enrolled, you must provide:
1. An updated physical exam
2. An updated dental exam

If additional treatment or services are needed as a result of the above screenings (for example dental treatment or low hemoglobin follow-up) parents should work with providers and the Head Start Program to ensure that all necessary services are received.

To ensure a safe and healthy environment for children, staff and volunteers, parents who will regularly volunteer in the classroom must obtain TB clearance and provide a physical examination signed by a medical professional as required by the Illinois Department of Children and Family Services (DCFS). DCFS physical forms are available through your center director.
MEDICAL CONDITIONS

At times, we have children enrolled in our program that require special attention due to a medical or physical condition. If your child has any limitations, medications, or special conditions at time of enrollment or throughout the year, you must provide written documentation from a physician. This will be done on the SIU Carbondale Head Start Physician’s Statement for Medical Condition and Limitations form. Due to requirements outlined in the State of Illinois DCFS Licensing Standards for Daycare Centers, your child may not be able to attend until forms are received.

The health staff will provide individual attention to those families with special health concerns, and assure that children with special health needs are monitored closely on a daily basis within the program. Your child’s general wellness will be noted on a daily basis.

Whenever the limitation or treatment is discontinued, parents should again provide written documentation from the child’s physician stating the limitations have been lifted.

MEDICATION

Over-the-counter medication will not be administered to children at Head Start.

If possible, every effort should be made by parents to administer prescribed medication to their child before or after school hours. Please notify us if your child is receiving any type of medication at home, so we are aware and can watch for adverse signs or allergic reactions.

Prescribed medications must be in their original container with the full pharmacy label attached.

When necessary, prescribed medications can be given at Head Start with a written statement from the physician and medication request form from the parent. All medication forms may be picked up in your center director’s office. Due to requirements outlined in the State of Illinois DCFS Licensing Standards for Daycare Centers, your child may not be able to attend until forms are received. NO medication will be given until all forms are received. Please take the forms with you to your doctor visit.

Head Start will maintain documentation of when and who administered medication to your child. These forms will be reviewed with parents regularly.
REQUIREMENT OF CERTIFIED BIRTH CERTIFICATE

Illinois Department of Children and Family Services (DCFS) Licensing Standards for Daycare Centers require a certified birth certificate or other reliable proof of child identity and age be provided within 30 days of enrollment into a licensed child care facility. A certified birth certificate is the one issued from the county clerk’s office of the county where the child was born, not the one received at the hospital. Other forms of acceptable identification include a passport or visa along with an affidavit or notarized letter explaining why a certified birth certificate cannot be produced.

Licensed day care centers are required by law to notify the Illinois State Police or local law enforcement agency if the proof of identity is not submitted within the 30 day time frame. Parents will be notified in writing when Illinois State Police or local authorities have been contacted and will be advised that they have an additional 10 days to comply by submitting the required documentation.

Certified copies of birth certificates can be obtained by contacting the County Clerk’s office in the county in which the child was born. For Jackson and Williamson Counties, the information is as follows:

Jackson County – Cost is $15 for one copy; $17 for two
  • Jackson County Clerk 618-687-7360
  • Jackson County Health Dept. 618-684-3143, keeps birth records for 10 years.

Williamson County – Cost is $17 for one copy; $4 for each additional copy.
  • Williamson County Clerk 618-997-1301

ENROLLMENT UPDATES

In order to continue enrollment after the first year, parents will be required to provide updated information upon the request of Head Start staff. Examples of information that will have to be updated may include, but is not limited to, the following
  • Permission forms
  • Family income (upon 3rd year of enrollment)
  • Physical and dental examinations (see health requirements for additional information)
  • Emergency Data Forms
  • Child and Adult Care Food Program (CACFP) Enrollment Forms
CHANGE IN INFORMATION
Whenever there is a change in address, phone, emergency contacts, health providers, health conditions, work/school schedule, family situation, or other pertinent information, we ask that this information be submitted, in writing, as soon as the change occurs. It is essential that we are able to reach you or a designated adult at all times, in case of an emergency situation, so please keep your addresses and phone numbers up-to-date with us. It is also important for us to be aware of any household changes or transitions your child may be experiencing. This will enable us to be supportive, empathetic, and understanding of your child’s individual needs.

COURT ORDERS & CUSTODY
State law maintains that both parents have access to their child unless there are legal documents which define the restrictions. In situations involving child custody disputes or restraining orders, a copy of the court order MUST be in the child’s file. We cannot prohibit contact with either parent without current court orders.

REGISTERED SEX OFFENDERS
NO person who is registered as a sex offender is allowed to enter or loiter within 500 feet of any Head Start center. This policy does NOT differ for registered sex offenders who are parents/guardians of a child enrolled in the program. Furthermore, a registered sex offender who is a parent/guardian of a child enrolled in the program will NOT be permitted to attend Head Start activities or programs held off-site. We will NOT release a child to any person listed as a registered sex offender.

DRUG FREE ENVIRONMENT
SIU Carbondale Head Start centers operate a healthy environment that is free from alcohol, illicit drugs, and smoke. State laws and University policies regarding these items are strictly enforced.

CHILD ABUSE/NEGLECT REPORTING
Illinois state law mandates, under the Abused and Neglected Child Reporting Act, that any school/day care personnel who suspects child abuse or neglect must make a report to the Illinois Department of Children and Family Services child abuse hotline.

Head Start staff receive training to recognize the signs of abuse and neglect. Staff is trained in providing intervention, support, and assistance to families that are in need of help.
PEST MANAGEMENT PLAN

Public Act 93-381 Integrated Pest Management in Licensed Day Care Centers (effective July 1, 2004)

Please be advised that the SIU Carbondale Head Start Centers located in Carbondale, Marion and Murphysboro implement an Integrated Pest Management Plan. The plan involves the use of pesticide applications involving antimicrobial agents and baits. Anti-microbial agents such as disinfectants, sanitizers, deodorizers and insecticide baits and rodenticide baits are NOT SUBJECT to notification requirements.

It is recognized that pests can best be controlled through an integrated pest management program that combines preventative techniques, nonchemical pest control methods and appropriate use of pesticides with preference for products that are the least harmful to human health and environment. If a different pesticide application approach is determined necessary, written notification will be provided to enrolled children’s parents and staff at least two business days before application along with contact information for the center.
TRANSPORTATION RULES

Generally, transportation is provided for children to and from our Head Start programs. However, in order for the program to be in compliance with federal Head Start regulations and the Illinois Dept. of Children & Family Services licensing regulations, it may not possible to offer transportation to all children. Route boundaries must be set to limit each bus route to one hour. Therefore, there may be some outlying areas or communities where transportation cannot be provided. Buses are not to back up or do U-turns while transporting children and children must be picked up on the curb side of the bus, so buses may not be able to pick up/drop off on some streets or apartment/mobile home complex parking lots due to this regulation. In most instances, an approved pick up point can be arranged if you live in an area where transportation will not be provided. Contact your center director who will work with you in arranging an alternate pick up/drop off location.

Head Start drivers comply with Illinois Secretary of State bus driver regulations. Bus monitors are assigned to each bus route. Head Start takes the responsibility of transportation very seriously and requests full cooperation in following our bus procedures and policies. The children’s safety is the main concern and responsibility of the bus drivers and monitors. Parents must treat the bus drivers and bus monitors with respect and courtesy, allowing them to focus on the children’s safety. Parents must abide by the following bus procedures that were also listed on the Transportation Agreement signed during the time of application. Failure to do so may result in the loss of pick-up and drop-off services.

1. Children should be ready and waiting for the bus, as Head Start’s policy is a one (1) minute wait at each house.

2. **Parent/guardian/designated person is responsible for escorting children to and from the bus** before and after each bus route. Failure to do so will result in the completion of the **Transportation Memo: Failure to Walk Children To/From the Head Start Bus**. The memo will be completed and a copy given to the Parent/Guardian/designated person that is responsible for escorting children to and from the bus. Copies will also be forwarded to the center director and the administration office for tracking purposes. **Failure to comply could result in the loss of bus service.** Head Start will assume responsibility for children after they have entered the bus. Once released from the bus, children are in the care of the Parent/Guardian/designated person responsible for escorting children to and from the bus.

3. Parent/guardian/designated person is responsible for being at the assigned drop-off location at a specified time. If the approved adult is not at the drop-off location, your child will not be released from the bus. The driver will contact the staff person assigned to the radio who will attempt to contact the approved adult. Head Start staff are not expected to work after normal work hours and therefore, cannot be responsible to care for your child when the approved adult is not at the designated drop—off location. When an approved adult is not at home or at the drop-off location, the program reserves the right to take the child to the local police department or place a call to the Department of Children & Family Services; however, procedures vary with each individual case.
4. Parents should notify the center when their child will not attend class. Parents may meet the bus driver and explain their child’s absence.

5. If there is a change in the child’s pick-up or drop-off point, parent/guardian must contact the center director in writing to determine if the change can be made. **Only the center director can authorize a change.** In general, changes cannot be made over the telephone.

6. For safety reasons, the following items are not allowed: rolling backpacks, food, drink, toys or other personal items. Personal items are allowed if requested by the teacher for a special day. All personal items must fit in the child’s backpack.

Parents will be notified as soon as possible if transportation will be unavailable. In the case of bus failure while children are being transported on the bus, parents and/or other authorized persons (as listed on the child’s Emergency Data Form) will be contacted immediately to pick up their children.
The Child Development Program is designed to meet each child’s individual and school readiness needs and the educational priorities of the community. Regardless of cultural background or special needs, every child is offered a variety of learning experiences designed to help them develop in the following areas:

- Physical Development and Health
- Social/Emotional Development
- Language
- Literacy
- Math
- Science
- Social Studies
- Creative Arts
- Approaches to Learning

In addition, children are offered opportunities to develop an appreciation for ethnic and cultural diversity. Children participate in indoor and outdoor play and field trips around the community. They are encouraged to express their feelings, to develop a good feeling about themselves (positive self-concept), and to get along with other children.

**Classroom size** consists of a maximum of 15-20 children per classroom. **The general daily schedule** at Head Start is as follows:

**Half-day schedule:**

<table>
<thead>
<tr>
<th>AM Session</th>
<th>PM Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>12:30</td>
</tr>
<tr>
<td>8:15</td>
<td>1:00</td>
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<tr>
<td>9:15</td>
<td>1:45</td>
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<tr>
<td>10:45</td>
<td>3:15</td>
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<tr>
<td>11:20</td>
<td>3:50</td>
</tr>
<tr>
<td>11:30</td>
<td>4:00</td>
</tr>
</tbody>
</table>

Arrival/Greeting  
Breakfast/Lunch/Tooth Brushing  
Self-Selection/Gross Motor  
Lunch/Snack  
Prepare for Departure  
Departure

**Full-day schedule:**

<table>
<thead>
<tr>
<th>AM Session</th>
<th>PM Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>Arrival/Greeting</td>
</tr>
<tr>
<td>8:15</td>
<td>Breakfast/Clean-up/Tooth Brushing</td>
</tr>
<tr>
<td>9:30</td>
<td>Self-Selection/Gross Motor</td>
</tr>
<tr>
<td>11:00</td>
<td>Lunch/Clean-up/Prepare for Nap Time</td>
</tr>
<tr>
<td>12:30</td>
<td>Nap Time</td>
</tr>
<tr>
<td>2:45</td>
<td>Snacks</td>
</tr>
<tr>
<td>3:00</td>
<td>Self-Selection/Gross Motor</td>
</tr>
<tr>
<td>3:50</td>
<td>Prepare for Departure</td>
</tr>
<tr>
<td>4:00</td>
<td>Departure</td>
</tr>
</tbody>
</table>

**Special note:** Children attending Malone’s Head Start Co-Location can receive additional childcare before 8:00 am and after 4:00 pm. **Teaching staff** consists of highly qualified, degreed teachers to work with you and your child. One supervising teacher and one teacher are assigned to each classroom.
CLASSROOM ARRIVAL/DEPARTURE

When parents are providing their own transportation to and from Head Start, we assume responsibility for children when the parent has signed the child in and has presented that child to the teacher. Your child must be signed in by a responsible adult-not dropped off at the door. Please do not drop off your child before 8:00/12:30 at Carbondale, Marion or Murphysboro centers. Teachers use this time to prepare for class and are not available to provide care for your child.

At the end of the day, all children must again be signed-out in the classroom. Upon departure, please make sure that the center director and child’s teacher are aware that your child is now leaving with you.

RELEASE OF CHILD

In order to ensure your child’s safety, a child will only be released from the center or the bus to the child’s parent/guardian, or designated person indicated on the child’s Emergency Data and Consent to Release (EDF) form. WE CANNOT TAKE RELEASE PERMISSION OVER THE PHONE. The Center Director must be given written permission to release your child to someone not on the EDF.

If you know in advance that a designated person will be picking up your child, please notify us. Persons unknown to the staff will be required to provide photo identification and the child the will not be released until identification is identified.

Parent/guardian or designated person is required to sign the child out of the center. All persons, relatives, or others, must abide by these policies.

FACILITY SECURITY

Centers in Carbondale, Marion and Murphysboro utilize a Security Access System (buzzer system) and a real-time video surveillance system. Generally doors remain locked during the school day and visitors, including parents, will only have access to the building by being buzzed in. Buzzers are located at designated entrances. Monitors are installed in the building for staff to view and allow visitors access to the center. This security system is utilized to enhance the safety and security of Head Start facilities.

Co-location security: Malone’s Co-Location utilizes real-time video surveillance.
WHAT TO BRING & WHAT NOT TO BRING

Head Start provides all of the classroom supplies that your child will need.

Please send your child with:

- Play clothes!
  - Shoes should be protective of toes, heels and soles of little feet.
  - Clothes should be easily washable.
  - Provide simple clothing without complicated fastenings.
- At least one set of labeled, extra clothing – to be used in the event of a bathroom accident, paint spill, etc. Remember to send replacement extra clothing when your child wears his/hers home and/or when the weather changes.
- Jacket/coat, hat, and gloves when weather is cold. We will go outside on clear days if the temperature is above 25° Fahrenheit (wind chill included)
- A backpack or bag for belongings (no rolling backpacks due to bus safety).

Please do not send your child with:

- Any toys from home unless requested by the teacher for an activity such as show and tell.
- A rolling backpack.
- Snack or lunch foods unless approved by the Center Director in advance (see Treat/Snack Policy on page 29)
- Inappropriate clothing, such as dress clothes or other clothing that cannot get messy.
- Any item that will not fit in the child’s backpack or bag.
ATTENDANCE POLICY

Regular attendance at Head Start supports your child’s development and kindergarten readiness. All children are expected to attend Head Start five (5) days a week, Monday through Friday.

Each day a child is absent, the parent/guardian must call the center to inform staff of the reason for the child’s absence. Community Workers will follow-up on any absences that have not been called in.

Head Start staff will document absences and indicate them as being either “excused” or “unexcused”. The following absentee reasons will be considered “excused”:

1. Illness of child (refer to pages 22-23 to determine if your child is too ill to be at school)
2. Inclement Weather
3. Doctor/Dental Appointment
4. Agency/Health Requirements Pending
5. Transportation Problems – Head Start bus is not running
6. IEP – child is attending IEP meeting during school hours
7. Temporary Family Situation

An absence is considered “unexcused” if it does not meet one of the above criteria. After four consecutive absences in one month, your Community Worker must make face to face contact with you, either by home visit or center visit. Your Community Worker will discuss attendance, complete an Attendance Action Plan, initiate appropriate family support procedures and develop a plan with you to improve attendance.

*Head Start will not allow a child to attend if health requirements or emergency data forms are not received.

In the event of chronic absenteeism, meaning excessive unexcused and/or excused absences, the center director will evaluate the situation to consider if the child should be dropped from the program; the center director shall take into consideration the number of all absences, the reason for absences, the family’s desire to remain in the program and all pertinent information.

Consequently, in the event of chronic absenteeism and after careful evaluation, a child may be dropped from the program and placed on the waiting list. The child’s slot must then be considered an enrollment vacancy. Parents/guardians will be notified in writing if their child is being considered for dismissal from the program.
ILLNESS

Please do not send your child to school if your child is ill. Remember to notify the center whenever your child is going to be absent for illness. If we determine that we are unable to care for a child in attendance due to illness, parents will be notified and requested to pick up their child immediately. In some instances we may request a statement from a physician stating that the child may return and participate in activities before that child can return to school.

A child should be kept home and may be sent home for any of the following symptoms:

- Complains of not feeling well and is unable to participate comfortably in program activities.
- Shows any flu-like symptoms (fever, vomiting, and diarrhea).
- Has a rash combined with fever.
- Has open, oozing, or bleeding sores and/or has mouth sores with inability to control saliva.
- Has head lice or scabies.
- Shows any sign of any communicable disease: Pink eye (conjunctivitis), impetigo, strep throat, chicken pox, etc.
- Has breathing difficulties or other signs or possible severe illness.

COMMUNICABLE DISEASES

During the course of the year it is to be expected that your child, at one time or the other, will be exposed to common communicable diseases. Keep in mind that it is not until about age six before a child’s immunities seem to become fully established. The illness your child is experiencing now actually provides a means for his/her body to recognize and fight infections as he/she grows.

SIU Carbondale Head Start program follows guidelines set forth by the Centers for Disease Control and Prevention (CDC) for childcare providers, along with local health departments, when determining exclusion and attendance polices for children that are exhibiting symptoms of any communicable disease. Individual parents/guardians will be contacted regarding any health concerns and/or any requests that their child see a physician for diagnosis and treatment. **A notification to all parents regarding common communicable diseases of children is generally not needed.**

Parents of pre-school children need to be aware of the following common diseases and routinely check their child for signs and symptoms. This information is to help you recognize illness in your child before send him/her to school. These guidelines will help ensure a healthy environment for all Head Start children and staff.
IS YOUR CHILD WELL ENOUGH TO BE IN SCHOOL TODAY?

Use this guide to help you determine when to send your child to school:

- Fever over 100 degrees (underarm)
- Open/infected sores not easily covered
- Vomiting more than twice in 24 hours
- Diarrhea
- Earache
- Read eyes with discharge
- Lice or Nits
- Not feeling well enough to participate in school activities

- Runny nose
- Cough
- Rash
- Been to the doctor, hospital or emergency room
- Is not acting like usual
- Family member that is ill

- Feeling well today
- Has been well for the last 24 hours without use of fever medication

Working together to keep children, families and staff healthier!
ACCIDENTS & INJURIES

A staff member trained in first aid will handle all injuries. Minor injuries (bumps, scrapes, bruises) will be reported to parents by our Injury Incident Report, which will be sent home with your child. Should your child receive an injury that requires medical care, Head Start will provide you with an SIU Carbondale Accident/Medical Claim Form. Notify your center director that you will be taking your child to see a doctor and they will guide you through the process. Should your child be involved in a medical or dental emergency, our staff is trained to follow the steps in our emergency plan of action. A decision will be made if the accident/illness requires an ambulance to transport your child to emergency medical care, or if parents/staff are able to transport your child. You will be contacted immediately. If you cannot be reached, we will call the next person designated on the Emergency Data Form that you have completed.

HYGIENE

It is our intent to reinforce healthy hygiene practices in children to develop lifelong healthy habits. To this end, we practice good hand washing techniques routinely and frequently with the children. Dental hygiene is also practiced as children brush their teeth on a daily basis.

In compliance with DCFS regulations, children shall be given sponge baths, if necessary, to ensure cleanliness. Parents will be notified if your child has received a bath and be provided with additional hygiene education information.

EMERGENCY CLOSING

In the event of an emergency, the Head Start Director is responsible for making the decision to cancel or postpone classes. Examples of situations that might call for canceling or postponing classes would be inclement weather, natural disasters, or damage to center buildings.

Closure announcements will be made on radio stations WCIL-FM 101.5, WDDD-FM 107.3, as well as television stations WSIL (Channel 3) and KFVS (Channel 12).

Parents will need to keep their phone numbers updated all year round. Head Start utilizes a program called SchoolMessenger which contacts the parents when there is a closure or an early dismissal due to weather.

When bad weather causes early dismissal or cancellation of classes, parents are responsible for picking up your child in an allotted time frame or making arrangements for someone to be home when your child is dropped off by our buses.

Special Note: Children attending Head Start classrooms at Malone’s will have school unless those facilities are closed by announcement.
CRISIS / EMERGENCY INFORMATION

In the event of a crisis situation such as tornado, fire, earthquake, or civil disturbance:

- No child will be dismissed from school unless a parent/guardian (or individual designated on the Emergency Data Form) comes for him/her and has proper identification.
- All parents/guardians or designated individuals who come for children must sign them out in the classroom or at a temporary release station. Signs will be posted indicating where the temporary release station is located.
- We are prepared to care for your children in times of critical situations. We have a number of staff with first aid certificates, and we will be in communication with various local emergency services.
- Emergency Preparedness supplies are available at each center. Supplies include a food/water kit for each child and adult in the building.
- During emergencies, we ask for your help in the following areas:
  - Please do not call the school—we must have the lines open for emergency calls.
  - Following a crisis situation, do not immediately drive to the center—streets and access to the center may be cluttered with debris. The center access route and street entrance areas must remain clear for emergency vehicles.
  - Do turn your radio to WCIL-FM 101.5, WDDD-FM 107.3, for further information and directions.
SIU Carbondale Head Start implements the Creative Curriculum, a research based curriculum that supports a developmentally-appropriate approach to learning for preschool-age children. Children are taught in a play-based approach through a series of well-planned units that promote language, literacy, math, science, creative arts, social emotional development, approaches to learning, physical development and health, cognition and general knowledge, and English language development. Development of good health and nutritional habits, personal safety habits and self-help skills are also individualized. Head Start’s classroom curriculum is designed to meet your child’s individual needs. Children participate in daily indoor and outdoor play and field trips around the community. Children are encouraged to express their feelings, develop a good feelings, and get along with other children.

Children are free to choose from specially designed and teacher facilitated activities which support school readiness through a variety of learning interest centers located in each classroom. Interest centers are equipped with materials that go along with teacher interactions to build children’s skills and promote school readiness. Some of the centers included in the classrooms are listed below:

- Block center
- Dramatic play center
- Computer center
- ABC center
- Sensory center
- Music and movement center
- Book center
- Art center
- Science center
- Writing center
- Math center

SCREENINGS

Head Start is mandated to provide health and educational screenings to all children enrolled within our programs. Head Start is obligated to inform parents prior to screenings. Screenings will take place within 45 days of the first day of attendance. Children receive screenings relating to speech & language, developmental skills, social-emotional development, hearing/vision, and height/weight. Results of your child’s screenings will be provided to you but otherwise kept confidential.

OUTCOMES

Your child’s progress will be assessed throughout the school year. Teachers work with your child to complete assessment, rating scales, portfolios and record observations. Results from these assessments are shared with you throughout the year and also are used to plan educational experiences based on your child’s strengths, needs, and interests.
DISCIPLINE POLICY

Discipline of children is viewed as an educational process. Head Start staff assist children in developing the self-control and self-direction needed to thrive in group situations. Children are taught to assume responsibility for their actions and appropriate behavior is encouraged and rewarded. Our goal is to provide an accepting classroom environment where all children are viewed equally. Each classroom teacher will develop rules with their children at the beginning of each school year. These rules will be posted in the classroom and will be reviewed with the children frequently throughout the school year.

Firm positive statements and redirection of inappropriate behaviors shall be the accepted techniques used in the classroom. In some instances, a child may need to spend some time away from the rest of the group in order to regain control of his/her behavior. No physical discipline, verbal humiliation, demeaning or other inappropriate language shall be tolerated at any time.

Parents and teachers will discuss the child’s behavior at parent/teacher conferences, home visits, and whenever the teacher or parent feels a discussion is necessary. Head Start will request a parent conference to inform and work with the parent in developing a plan of action for children who exhibit challenging and disruptive classroom behaviors. Generally, it is not SIU Carbondale Head Start policy to dis-enroll children due to disciplinary issues. However, in some cases Head Start may not be able to meet the needs of some children.

MENTAL HEALTH

The primary role of the Head Start mental health services is to provide activities that encourage the social and emotional development of children enrolled in the program. The Head Start agency has a mental health consultant to assist with family support issues, such as substance abuse, domestic violence, or stress-related issues. The staff receive training in working with children and families dealing with child behavior and family functioning. Parents will complete a social/emotional screening to provide observations on their child to determine the need for any additional services.

Promotion of mental wellness and encouraging positive social relations in children is our goal. Through social/emotional screenings, curriculum activities and general classroom observations, which are performed periodically throughout the year, we ensure that our classroom environments are supportive, responsive, and positive in meeting children’s needs.

At times a teacher may feel a child is experiencing difficulties or showing concerning behaviors in the classrooms and would benefit from mental health services. Parents will be contacted to discuss the situation and if necessary, an Individual Positive Intervention Plan may be developed to support the child’s needs. Many preschool age children experience periods of non-compliance and stress. Head Start teaches children and families how to handle stress in a more positive way.
DISABILITIES

The Disabilities Service Area is designed to identify, evaluate needs and coordinate services to children with special needs and their families. Children with disabilities may be dually enrolled in both Head Start and special education programs. The child development staff work closely with local school districts and agencies to provide services to these children. Staff will ask to get a disabilities release of information form signed by the parent to better serve the child’s needs.

Assisting the family through referrals, locating, and providing services with outside agencies for children with special needs are important functions of this service area. The child development staff work with parents to ensure that they are educated about their child’s disability and are aware of the child’s rights to the optimal available education. The child development staff work with the classroom teacher to make sure the teacher has the knowledge and skills to work with special needs children.

HOME VISITS & PARENT/TEACHER CONFERENCES

Parents of children enrolled in the center-based programs will receive a minimum of two home visits by teaching staff during the year. These are in addition to the one home visit provided by Community Workers. Teacher home visits are an in-depth opportunity for parents and teachers to:
- Develop/share individualized learning goals for your child
- Share observations about your child’s strengths, needs, and interests
- Hear about the classroom schedule and activities
- Provide teachers with suggestions for possible curriculum ideas

Teachers will have paperwork, such as screenings, progress reports to be reviewed, and signed. These visits are highly encouraged so teachers and parents as a team can enhance learning both at school and in the home.

Parent/Teacher Conferences are also offered a minimum of twice annually by teaching staff. Conferences are generally held at your child’s center. Parents are asked to share information about their child’s progress, ask questions, give input into the curriculum and learn more about their child’s educational progress from the teacher’s observations. This is typically when teachers share screening results. At each visit or conference, teachers will develop a form to share the child’s specific progress made since the last contact. These conferences are highly encouraged so teachers and parents as a team can enhance learning both at school and in the home.

Parents as well as teachers are encouraged to keep scheduled appointments to ensure that all home visits and conferences are completed in a timely manner.
NEWSLETTERS

Parents will receive a classroom calendar and an agency newsletter each month during the school year. Calendars will list classroom activities, field trips and special days. The agency newsletter will contain Head Start news, parent/child activity suggestions, and agency/center announcements and activities. Please read this newsletter as part of your parent responsibilities. The newsletter will also list job openings within the program (i.e., bus drivers, monitors and substitutes).

FIELD TRIPS

To enrich our curriculum, spark the child’s interest, and provide an opportunity for children to practice and develop social skills in a variety of settings, field trips are included in our teaching instructional program.

Written permission must be obtained from parent/guardian for each trip. You will be notified of each scheduled trip. Parents are encouraged to attend with their child.

To ensure safety, field trips will not exceed 30 miles one way, a minimum of four adults will be required to keep staff/child ratio low, and at least one adult will be certified in First Aid/CPR.

DAILY MEALS & SNACKS

Head Start’s nutrition program is designed to help meet your child’s daily nutritional needs. Head Start participates in the Child and Adult Care Food Program (CACFP) which requires children in half day programs to receive at least 1/3, and children enrolled in full day programs to receive at least 2/3 of their recommended daily nutritional allowances.

- Morning children will receive breakfast and lunch.
- Breakfast will be provided to children that are brought to school after breakfast is served to ensure that all children have the opportunity to have breakfast.
- Afternoon children will receive lunch and an afternoon snack.
- Full-day children receive breakfast, lunch and afternoon snack.
- Parent input and feedback is used during menu development.

Staff is trained on how to create a pleasant meal atmosphere, which develops acceptance to a variety of foods and creates positive attitudes towards eating. Nutrition activities for children are conducted in the classroom on a weekly basis. Parent education covering a variety of nutrition topics is provided through formal workshops/trainings, newsletters, and informational handouts.

Head Start requires that all meals and snacks be served family style. Snack/meal time is viewed as an opportunity for learning and developing good health habits, socialization skills, self-help skills, decision-making skills, and communication skills. The Head Start food program adheres to strict requirements including the types of foods served, amounts served, and style in which meals and snacks are presented to children.
Each Head Start child is ensured of receiving a nutrition assessment. Identifying specific nutrition needs of individual children is one of the program’s responsibilities. Special dietary needs and feeding problems will be given individual attention. Our dietitian is also available to parents for one-on-one nutrition counseling.
**TREAT / SNACK APPROVALS**

Bringing treats or snacks to any Head Start classroom by either a parent or staff person requires prior approval.

1. Parents are encouraged to select **nutritious** foods.
2. Parents must send a note with their child to the center director three (3) days in advance stating what food item you would like to bring and on which day.
3. The center director will send a note home with the child giving consent to send the food item(s).
4. All food brought in must be pre-packed and in the original container, unopened.
5. Suggestions of food items - muffins, dried fruits, raisins, popcorn, snack crackers, graham crackers.
6. Parents may choose to bring party plates, napkins, cups, etc., instead of a food item, since Head Start already provides a snack.

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<tr>
<th>Child’s Name: _____________________________</th>
<th>Classroom: __________</th>
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<tbody>
<tr>
<td>Parent’s (or staff) Name: ____________________</td>
<td>-----------------------</td>
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<tr>
<td>Date request received by Center Director: ____________________</td>
<td></td>
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<tr>
<td>Date and time treat/snack will be served: ____________________</td>
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<td>Reason request is received: ____________________</td>
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<tr>
<td>The treat/snack that will be served: ____________________</td>
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<tr>
<td>Center Director’s Action (circle one): approved</td>
<td>denied</td>
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<td>Comments:</td>
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<tr>
<th>Center Director Signature: ____________________</th>
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<tbody>
<tr>
<td>Health/Nutrition Staff Signature: ____________________</td>
<td>Date: __________</td>
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Observation (if conducted)
Parents, you are your child’s first teacher! The Head Start program is family-centered and is designed to support parents as the most important influence in their child’s life. Head Start encourages parents to become actively involved in their child’s education, including direct involvement in decision making groups within Head Start. The Head Start program strives to meet the needs and interests of the families enrolled.

The Head Start program works with the family as a whole and provides opportunities for parents to learn and grow. Workshops and training sessions for parents are held on a regular basis throughout the year. Staff will work with families on achieving more formal goals, such as receiving a high school diploma/GED, learning English as a second language (ESL), obtaining employment, etc.

Parents are highly encouraged to volunteer anytime the center is open. However, volunteering by parents is not required in order for a child to attend. Some ways parents can choose to participate are:

- Working in your own home with your child.
- Participating in home visits and parent teacher conferences.
- Planning, developing and attending parent activities.
- In the governance of the Head Start classroom and program by:
  - Attending and supporting the monthly Parent Committee meetings.
  - Serving as officers of the Parent Committee.
  - Serving as elected members of the Policy Council.
  - Electing parents to represent them at Parent Committee meetings and Head Start Policy Council meetings.
  - Serving on the Male Advisory Panel, Education Committee and/or Health Advisory Committee.
- Volunteering at Head Start Centers. Job descriptions for the various volunteer positions are on the following pages.

If you are interested in volunteering in one of these activities please contact your center’s center director, community worker, or teacher. Parents come from diverse backgrounds and have a variety of educational training levels and skills. The educational training and skill level of a parent does not make a difference in whether a parent can volunteer at Head Start!
PARENT COMMITTEE MEETINGS

All parents who have children enrolled in Head Start are members of the Head Start Parent Committee. A parent at Head Start is defined as a Head Start child’s mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree. Parent Committees meet from September through April, and are usually referred to as parent meetings. On-site childcare, refreshments and transportation arrangements are available at the meetings. The Parent Committees are established at the center level. In this program, the parent committees are established at the following sites:

- Carbondale Center
- Malone’s Early Learning Center
- Marion Center
- Murphysboro Center

The three main functions of the Parent Committees are:

1) Participate in the governance of the Head Start classroom and program by:
   a) Attending and supporting the Parent Committee meetings
   b) Serving as officers of the Parent Committee
   c) Serving as elected members of the Policy Council
   d) Electing representative(s) to the Policy Council per the established guidelines

   At the September parent meeting, parents will elect officers for the remainder of the year and select their representative(s) to the Policy Council. Offices include chairperson, vice-chairperson and secretary.

2) Advise staff in developing and implementing local program policies, activities and services.

3) Plan, conduct and participate in informal as well as formal programs and activities for parents and staff.

The names of parents elected to serve as Parent Committee officers, Policy Council representatives or other leadership positions will be listed in the October Family Connections newsletter.
Health Advisory Committee

The program utilizes a Health Advisory Committee composed of Head Start staff, Head start parents, and community health professionals to offer support, guidance, and advisement to the Head Start program’s health services – which includes: health, dental, mental health, and disability services. Each Parent Committee is responsible for electing 2 parents to participate in the Health Advisory Committee. Generally, the Health Advisory Committee meets two times each year – once in the Fall and once in the Spring.

Education Committee

Parents are elected at the September parent meeting to participate in the Education Committee. This committee is part of the SIU Carbondale Head Start School Readiness Leadership Team. As a member of this committee, parents attend meetings twice a year. At the Education Committee Meetings, parents and other committee members receive updates on program-wide child outcomes and kindergarten readiness skills outcomes. During the process of data report sharing, committee members provide input on program reinforcing strengths and ways to support identified areas in need of improvement. Parents also participate in conversations centered around children and families and strengthening the connection between home and school as a means to school readiness and future academic success.
HEAD START POLICY COUNCIL

The Head Start Policy Council is made up of parents and representatives of the community. Representatives from Parent Committees are elected to serve as members of the SIU Carbondale Head Start Policy Council. Elected representatives serve a one-year term, from October to September and no member may serve more than three terms.

No SIU Carbondale employees, or members of their immediate families, may serve on Policy Council except parents who occasionally substitute for regular staff. In the program, occasional is defined as a Policy Council parent who is substituting as no more often that once each three months.

Policy Council meetings are held monthly. On-site childcare and refreshments are provided at the meetings. Mileage reimbursement, at the established state rate and/or transportation arrangement, is provided for Policy Council members attending meetings. Occasionally, meetings/trainings may be held that require the child care costs incurred by the parent to be reimbursed. Staff will provide and verify forms for reimbursement for qualifying events.

The direct functions of the Policy Council are:
1) Serve as a link to the Parent Committees, grantee governing body, public and private organizations and the communities they serve.

2) Assist Parent Committees in communicating with parents enrolled in all program options to ensure they understand their rights, responsibilities and opportunities in Head Start and to encourage participation in the program.

3) Assist Parent Committees in planning, coordinating and organizing program activities for parents with staff assistance and ensuring that funds set aside from program budgets are used to support parent activities.

4) Assist in recruiting volunteer services from parents, community residents and community organizations and assist in the mobilization of community resources to meet identified needs.

5) Establish and maintain procedures for working with the grantee or delegate agency to resolve community complaints about the program.

HEAD START ADVISORY BOARD

This board is another governing body of SIU Carbondale Head Start which consists of at least five members. The membership must include those with the following expertise: a background in fiscal management/accounting, a background in early childhood education, a licensed attorney, a past/present Head Start parent whose background is reflective of the community served, and a community member with expertise in education, business administration or community affairs. None of the members are directly involved in the Head Start Program in their daily work. The SIU Carbondale Head Start Advisory Board members have various administrative responsibilities for monitoring and approving aspects of the Head Start Program, i.e., fiscal, grant application. The Governing Body and the Policy Council do not have identical memberships and functions.
MALE INVOLVEMENT

All men involved in the lives of SIU Carbondale Head Start children have the opportunity to significantly influence the children’s social development, health and emotional well-being. Children guided by responsible male care giving have the opportunity to experience the unique male perspective.

SIU Carbondale Head Start celebrates and enhances the male parenting role by:
- Encouraging responsible fathering/male role modeling;
- Helping children and men relate and connect;
- Educating men about parenting; and
- Creating opportunities for individual and group male involvement and leadership.

Two unique opportunities are provided by SIU Carbondale Head Start to help foster male involvement:

**Men Understanding Small Children’s Learning Experiences – MUSCLE**
The SIU Carbondale Head Start MUSCLE program recognizes the contribution of fathers and father figures who read to children. Certificates, storybooks, child and adult sized t-shirts can be earned by men participating in the program.

**Male Advisory Panel – MAP**
The Male Advisory Panel (MAP) is a group of father/father-figures and male community volunteers who meet at least 2-3x times per school year. Meetings typically last 1½ - 2 hours, refreshments and/or meals are usually served to those attending. The purpose of MAP is to:
- Enhance the experiences of children enrolled in Head Start by supporting male caregivers in their role
- Plan program-wide male involvement activities
- Provide input to Head Start about the needs/interests of fathers/father-figures
- Learn about topics of interest to fathers/father-figures
- Help fathers/father-figures of preschool children to meet and get to know each other
- Identify fathers/father-figures to serve as role models for children attending Head Start

In addition to these male-focused services, men in the program are encouraged to participate in all parent involvement activities including: monthly parent committee meetings, home visits, parent/teacher conferences, classroom field trips and the annual parent activity. Leadership opportunities are available for parents on Parent Committee, Policy Council, Education Committee and Health Advisory Committee and men are strongly encouraged to take a leadership role in the program.
IDEAS FOR ASSISTING IN THE CLASSROOM

Position Duties
- Assist the teacher in carrying out activities for the classroom
- Support teacher in preparing bulletin boards and other materials for educational activities
- Read stories to children
- Monitor children on the playground
- Assist children with hand washing and tooth brushing
- Accompany teachers and children on field trips
- Help the teacher ensure that the classroom is clean and toys are sanitized

Benefits
- Learn how an educational preschool operates
- Gain experience in a possible career field
- Strengthen your resume
- Learn appropriate educational techniques
- Gain an understanding of child development and classroom management

IDEAS FOR ASSISTING IN THE CENTER

Position Duties
- Assist the Center Director in carrying out activities for the center
- Check all center/classroom first aid kits monthly
- Assist in monthly updating of the parent bulletin board
- Ensure parent meeting and other notices are posted throughout center
- Copy, staple, collate printed materials
- Make parent meeting and other event reminder calls to parents who provide authorization for parent-to-parent contact
- Help ensure the center is clean and furnishings/materials are sanitized
- Assist with routine maintenance of playground (clear branches, rake surfacing materials, clean tables/surfaces)
- Assist with recruitment of families to the program by posting flyers in the community

Benefits
- Learn how an educational preschool operates
- Gain experience in a possible career field
- Strengthen your resume
- Learn professional office procedures and techniques
- Gain an understanding of child development

Requirements
- Must follow agency guidelines for confidentiality and standards of conduct
- A DCFS physical with TB test and/or background check may be needed
IDEAS FOR ASSISTING WITH TRANSPORTATION

Position Duties
- Receive training to serve as a bus monitor on transportation routes (ensure children are seated, buckled, bags stowed safely under seats, etc.)
- Ensure children remain seated on the bus
- Develop and carry out developmentally appropriate activities for children while on the bus (songs, finger plays, games, etc.)
- Help ensure an appropriate noise level is maintained on the bus so as not to disrupt the driver
- Assist the bus driver in cleaning/sanitizing bus
- Assist Center Director in loading/unloading buses, escorting children to classrooms, etc.

Benefits
- Learn how an educational preschool operates
- Gain experience in a possible career field
- Strengthen your resume
- Learn transportation procedures
- Gain an understanding of child development

Requirements
- Must follow agency guidelines for confidentiality and standards of conduct
- A DCFS physical with TB test and/or background check may be needed

IDEAS FOR ASSISTING IN THE KITCHEN

Position Duties
- Assist cooks in the preparation and serving of meals and setting up meal carts
- Assist cooks in keeping the kitchen clean and orderly, washing dishes
- Assist cooks in food deliveries, storage and inventory

Benefits
- Learn how an educational preschool operates
- Gain experience in a possible career field
- Strengthen your resume
- Learn kitchen operations for large meal service
- Gain an understanding of child development and nutrition

Requirements
- Schedule an appointment with the Health/Nutrition Coordinator and the Center Director to complete necessary paperwork and training.
- Must follow agency guidelines for confidentiality and standards of conduct
- A DCFS physical with TB test and/or background check may be needed
VOLUNTEER IN-KIND

In order to operate, Head Start is required annually to generate 20% of its funding from volunteer hours and donations, which is called in-kind. We rely on parents to help us meet this federal grant requirement. Tasks/activities that provide a benefit to the Head Start the program, such as those described in the volunteer job descriptions can be counted as in-kind donations.

Parents are to fill out an in-kind sheet each month to document services provided.

VOLUNTEER REQUIREMENTS

Head Start staff support and supervise all parent volunteers, working closely with parents to make sure that standards are followed and parents succeed with volunteer experiences.

To ensure a safe and healthy environment for children, staff and volunteers, parents who will regularly volunteer in the classroom must obtain TB clearance and provide a physical examination signed by a medical professional as required by the Illinois Department of Children and Family Services (DCFS). DCFS physical forms are available through your center director.

In addition, a background check and/or fingerprinting are required for parent volunteers who will be used as replacement or supplemental staff (counted in the child/staff ratio). Your Center Director will consult with you when additional requirements are needed.

The program has outlined the following as general requirements and responsibilities for parent volunteers.

- Show emotional maturity when volunteering.
- Demonstrate respect for children and adults.
- Seek guidance from classroom teacher/center director.
- Keep all information about children and families confidential.

EMPLOYMENT OPPORTUNITIES

Parents may, when qualified, be considered for employment in positions in the Head Start program. Former and current parents are encouraged to apply for vacant positions, and their Head Start background will be given consideration when positions are filled. Positions are listed in the monthly newsletter, on the SIU Carbondale Human Resources website (http://hr.siu.edu/) and posted at each center/co-location.
PARENT/VOLUNTEER AWARDS, RECOGNITION & APPRECIATION

A Parent Volunteer of the Month will be selected for each center/co-location from September through April based on In-kind.

At the end of the year, parent volunteers will be recognized at the center/site for their contributions. Parents/Guardians who have volunteered 50 hours will receive a parent volunteer recognition certificate. Others who volunteer 25 hours will receive a general volunteer recognition certificate.

The center/site Male and Female volunteers who meet the established center/site volunteers of the year criteria during the program year will be awarded the center/site Male and Female volunteers of the year award. The Murphysboro Male or Female volunteer of the year awardee with the highest volunteer hours is entitled the Earlene Sanders Award.

All center/site Male and Female Volunteers of the Year are eligible to apply for the SIU Carbondale Head Start Program Male and Female Volunteer of the Year awards. Each year a Policy Council member is recognized as the Recipient of the Rosia Kerrens Award. Policy Council establishes criteria for the recipients and the selection process.

ACTIVITY FUNDS

The Parent Activity Fund is established for parents to plan and participate in activities which they have designed for themselves. Normally, $10 per child per center/co-location set enrollment will be provided by Head Start grant funds annually for parent education activities and will be administered by guidelines developed by the SIU Carbondale Head Start Policy Council who will direct and monitor how these funds will be utilized.

In addition to the Parent Activity fund additional funds may be made available for each center Parent Committee, with guidance and assistance from the appropriate staff and center director approval, to utilize to support center-based activities that provide opportunities for parent/child interaction. The funds should be used to purchase supplies, materials, etc. that enhance the goals and objectives of the Head Start program. If available, the funding will be provided by Head Start grant funds for each center. The amounts will be determined annually and approved by Policy Council as part of the program’s annual budget.

Funds set aside for the parent activity should be sufficient and eliminate the need for any center-initiated fundraising activities. Any fundraising project must have the prior approval of the SIU Carbondale Head Start Director.
CHILDCARE SERVICES

Head Start will provide childcare services to Head Start parents attending authorized and appropriate meetings, i.e., Parent Committee meetings, Policy Council meetings, and other Head Start related functions, with the exception of overnight conferences. The Head Start Director is responsible for childcare decisions and for making any exceptions for special circumstances.
COMMUNITY RESOURCE GUIDE

- Head Start staff compiles and distributes a Community Resource Guide to all enrolled families.
- The guide is a comprehensive listing of community resources, agencies, programs and services available to individuals, families and children in Jackson and Williamson Counties.
- You will receive a Community Resource Guide at Parent Orientation.
- Your Community Worker will help you locate resources and provide confidential referrals to agencies providing services, such as food stamps, clothing, employment assistance, housing, mental health, domestic violence, substance abuse, counseling, etc.

REFERRALS

Referrals requesting services for children and their families may come from Head Start staff and/or our agency to other community agencies. Head Start must receive a Release of Information authorization from parents/guardians before sharing any information with any outside community agency. Any information is considered confidential. Family/Community Service Workers will follow up with families about their satisfaction with referrals.

CONFIDENTIALITY

All family information and children’s files are kept strictly confidential. Only authorized Head Start personnel have access to files. Head Start is obligated to receive written consent from parents, prior to sharing information with anyone.

RECORDS

Normally SIU Carbondale Head Start Policy regarding official child records is as follows:

Review and/or Copy of Records

1. Parents and legal guardians who wish to review or obtain copies of their child’s file should contact the Center Director to make the request and to complete necessary paperwork. All requests to review the child’s folder will be processed within 72 hours. All requests to copy the child’s folder will be processed within two (2) weeks.

Transfer of Records to Public/Private/Parochial School

1. Records of children who are age-eligible for kindergarten are normally provided to the respective school district. Parents/guardians will be provided a form to complete indicating the specific items from the child’s Head Start folder to provide to the public school.

No records will be released to any outside agency without the express written consent of a child’s parent and/or guardian.
PROCEDURE FOR COMMUNITY CONCERNS/COMPLAINTS

1304.50(d)(2)(v) The Governing Body and Policy Council have the operating responsibility (the individual or group that is directly responsible for carrying out or performing the functions consistent with the general guidance and oversight from the group holding general responsibility) to establish and maintain procedures for hearing and working with grantee agency to resolve community complaints about the program.

The Policy Council, along with the Advisory Board establishes and maintains procedures for working with the grantee agency to resolve community complaints about the program. The procedure for parents or a community member to make a formal concern/complaint regarding the SIU Carbondale Head Start program the following procedures must be followed:

1. All formal parent/community concerns/complaints must be submitted in writing to the Center Director on the SIU CARBONDALE Head Start Parent/Community Complaint Form. The Center Director will forward a copy of the concern/complaint to the Head Start Director for information purposes only. The Center Director will investigate and make every effort to resolve the concern/complaint at this level within two weeks of receiving the complaint.

2. If the Center Director cannot satisfactorily resolve the concern/complaint, the Center Director will refer the concern/complaint to the Head Start Director to investigate and determine any actions to be taken. The complaint when deemed appropriate will be forwarded to the Executive Director.

3. If the Head Start Director cannot resolve the concern/complaint, the Executive Director will be informed. The Executive Director will determine necessary action to be taken. The Executive Director will inform the Advisory Board and the Policy Council of the complaint and action taken or seek input from the Advisory Board and Policy Council for resolutions concerning incidents of a serious nature such as incidents involving injuries, potential litigation, and safety issues.

Note: Complaint forms are available at the Center Director’s offices or Head Start Director’s office. Anyone needing help completing the form may contact the respective community worker and/or Center Director.
HEAD START COMMUNITY/PARENT CONCERNS/COMPLAINT FORM

Name ______________________________________ Date __________________
Address ______________________________________ Date __________________
Phone __________________ Work/Other Phone __________________

Head Start Child’s Legal Parent/Guardian ______ Community Member _______
Other (Please describe) ____________________________________________
_____________________________________________________________________
_____________________________________________________________________

Child’s Name (if applicable) _________________________________________
Center Location: Carbondale ___ Marion ___ Murphysboro ___
Co-Location (Malone’s) _____
Attendance ___am ___ pm ___all day

Nature of complaint. Please explain and describe the incident(s) in detail and
Attach to this form. Cite times, dates, witnesses, and events.

What Corrective action would you like to see taken regarding this complaint?
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

(Add pages if necessary)

Signature of Complainant ____________________________________________ Date __________

Center Director __________________________________ Date __________
HEAD START COMPLAINT RESOLUTION FORM

Complainant Name __________________________   Date __________________

Head Start Child’s Legal Parent/Guardian _________  Community Member ______
Other (Please describe) _______________________________________________
____________________________________________________________________
____________________________________________________________________
Child’s Name (if applicable) ____________________________________________

Center Location: Carbondale ___ Marion ___ Murphysboro ___
Co-Location (Malone’s) _____
Attendance ___ am ___ pm ___ all day

Summary of complaint.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Nature of Investigation: How was investigation handled (meeting, phone call, interviews, etc.)?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Action Taken:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Completed by ____________________________________
Signature
INFORMATION

My Child’s Head Start Center: ________________________________
Telephone #______________________________________________

My Child’s Teacher: _______________________________________

My Child’s Center Director: _________________________________

My Child’s Bus Driver: _____________________________________

My Child’s Family & Community Service Worker: ________________

EMERGENCY NUMBERS

My Child’s Doctor: _________________________________________
Telephone #_______________________________________________

My Child’s Dentist: _________________________________________
Telephone #_______________________________________________

Local Police #____________________________________________

Fire Department #_________________________________________

Poison Control Center #____________________________________