

**Alta Head Start  
Main Office  
142 Javit Ct., Youngstown, Ohio  
330-736-0071**

**[www.altahedstart.org](http://www.altahedstart.org)**

## Alta Head Start Center Locations

Center	Location	Telephone	Days/Hours
<b>Campbell HS</b>	2002 Community Circle, Campbell, OH 44405	330-799-6839	a.m. 8:00- 11:30 p.m. 12:00-3:30 M-Thu
<b>Camp Challenge</b>	939 Wilkinson Avenue Youngstown, OH 44509	330-736-0071	8:15-3:30 Mon-Fri
<b>McCartney HS</b>	1988 McCartney Road, Youngstown, OH 44503	330-750-7122	8:15- 4:45 Mon-Fri
<b>OCCHA HS</b>	3660 Shirley Road, Youngstown, OH 44502	330-750-7102	8:15- 3:30 Mon-Fri
<b>Renaissance HS/EHS</b>	345 Oak Hill Avenue, Youngstown, OH 44502	330-750-7110	8:15- 4:45 Mon-Fri
<b>Rockford Village HS/EHS</b>	1406 Dogwood Drive, Youngstown, OH 44505	330-736-0071	8:15- 4:00 Mon-Fri
<b>Sebring</b>	126 W. Indiana Avenue, Sebring, OH 44672	330-750-7138	8:15- 3:30 Mon-Thurs
<b>St. James</b>	7640 Glenwood Avenue, Boardman, OH 44512	330-629-2186	a.m.8:15-11:45 p.m. 12:30-4:00 Mon-Thurs
<b>Westchester HS/EHS</b>	122 Westchester Drive, Austintown, OH 44515	330-750-7103	8:15- 4:45 Mon-Fri
<b>YSU</b>	Youngstown State University College of Education-Beeghly Hall 1 University Plaza Youngstown, OH 44555	330-736-0071	8:15-3:30 Mon-Fri
<b>Alta Head Start Child Care Partner Sites and Locations</b>			
<b>EASTER SEALS CDC</b>	299 Edwards Street Youngstown, OH 44502	330-743-1168	8:30-3:30 Mon-Fri
<b>Potential Development</b>	209 W. Woodland Avenue, Youngstown, OH 44502	330-746-7641	9:00-3:00 Mon-Fri
<b>Youngstown City Schools Collaborative</b>			

<b>Choffin</b>	200 Wood Street Youngstown, OH 44504	330-736-0071	9:00-3:00 Mon.-Fri.
<b>Harding Elementary</b>	1903 Cordova Avenue Youngstown, OH 44504	330-744-7517	9:00-3:00 Mon.-Fri.
<b>Martin Luther King</b>	2724 Mariner Avenue Youngstown, OH 44505	330-744-7823	9:00-3:00 Mon.-Fri.
<b>McGuffey Elementary</b>	310 S. Schenley Avenue Youngstown, OH 44509	330-744-7999	9:00-3:00 Mon.-Fri.
<b>Paul C. Bunn</b>	1825 Sequoya Drive Youngstown, OH 44514	330-744-8963	9:00-3:00 Mon.-Fri.
<b>Taft Elementary</b>	730 E. Avondale Avenue Youngstown, OH 44502	330-744-7973	9:00-3:00 Mon.-Fri.
<b>Mahoning County Educational Service Center</b>			
<b>Lockwood United Methodist Church</b>	4570 Lockwood Blvd. Boardman, OH 44511	330-788-7634	8:15-3:45 Mon-Fri

# W e l c o m e

Alta wishes to welcome you and your family to our Birth to Five Head Start Program. We hope to partner with you as your child begins their educational journey. We are excited to be a part of that journey with you! Head Start is different from other preschool programs as we offer education, health, social-emotional, and social services to all of the children and families who participate. We encourage you to participate and will work closely with you to assure that your child gets the best possible services, as well as meeting any needs that you or we may identify. Please know that you are welcome to visit or volunteer at your child's center at any time.

It is very important that you read this handbook and keep it handy as it will answer many of the questions that you may have.

## ADMINISTRATIVE STAFF

CEO	Joe Shorokey
Head Start Director	Judy Miller
Assistant Director	Shirley Ferguson
Education Manager	Lisa Beckinger
Family & Community Partnership Manager	Marie Komora
ERSEA Manager	Denise Washington
Health & Nutrition Manager	Lori Stellmar
Mental Health & Disabilities Manager	Theresa Boano
Facilities & Transportation Manager	Diane Hyshaw
Transportation Supervisor	Doug Richardson
Human Resource Manager	Dave Tharp
Fiscal Manager	Kimberley Liadis

## **MISSION, PHILOSOPHY AND VALUES:**

The **Mission** of Alta is:

To support the social, emotional, behavioral and physical well-being of children, adolescents, young adults and their families.

The **Philosophy** of Alta is that:

- In order to achieve our mission, we must see the person we are working with as part of a family system and that family system plays a key role in helping the person achieve their goals.
- We are one of many systems in the community that play a role in helping the person's we serve achieve success in their lives. It is essential that we collaborate with all organizations or systems that might help the persons we serve achieve their goals.
- Members of the organization, at all levels, equally share a commitment to excellence in their roles, in serving the community, and fulfilling the mission of the Center.

The **Values** of Alta are:

- Compassion: We will work to understand the points of view of those we serve and work alongside with.
- Trust: We will demonstrate integrity and reliability to those that we serve and to the community.
- Fairness: We will be consistent and equitable in how we treat those we serve and those we work alongside with.
- Excellence: We will continuously strive to improve in all areas of the organization so that the persons we serve recognize our commitment to excellence.
- Transparency: The rationale for decisions made by the organization and its staff in all of its dealings will be clearly communicated.
- Collaboration: We will work in partnership to achieve shared goals with the people we serve, with our staff, and with other systems and organizations in the community.
- Ethical: The practices at all levels of the organization will be based on both professional ethics, as well as the golden rule of treating all with dignity and respect.

**Sample Schedule for Head Start Infant/Toddler Classes.**

**All EHS Classrooms operate Monday through Friday. EHS is considered a full day/full year program by the Office of Head Start.**

Schedule	Scheduled Activities
8:00 - 8:15	Arrival, Health Check
8:00 - 8:15	Restrooms – Diapering / Wash hands
8:15 - 8:45	Breakfast
8:45 - 9:00	Restrooms – Dental Hygiene
9:00 - 10:00	Individual or Small Group Activities
10:00 - 10:15	Story Time
10:15 - 10:35	Outdoor Play - Large Motor/Songs/Games
10:35 - 11:00	Restroom / Diapering / Hand Washing
11:00 - 11:30	Lunch
11:30 - 12:00	Restroom / Diapering / Hand Washing Prepare for Nap Time
12:00 - 1:30	Nap Time
1:30 - 2:30	Restroom / Diapering / Hand Washing/Free plan
2:00 - 2:30	Snack
2:30 - 2:45	Restroom / Dental Hygiene
2:45 - 5:00	Free Play/Departure
*Times may vary due to individual needs of the children.	

**Sample Schedule for Head Start Preschool Classes.**

**Head Start Preschool Half-Day Classes—Monday through Thursday**

AM Schedule	PM Schedule	AM Schedule	PM Schedule	Scheduled Activities
8:30 - 9:15	1:15 - 2:00	8:15 - 9:00	1:15 - 2:00	Arrival, Breakfast or Lunch & Brush Teeth
9:15 - 9:30	2:00 - 2:15	9:00 - 9:15	2:00 - 2:15	Group Time/Greeting/Study Topic
9:30 - 10:00	2:15 - 2:45	9:15 - 9:45	2:15 - 2:45	Outdoor Learning/Gross Motor
10:00 - 11:00	2:45 - 3:45	9:45 - 10:45	2:45 - 3:45	Learning Centers based on unit of study including library, blocks, art, science, math, manipulative, sand/water
11:00 - 11:15	3:15 - 4:00	10:15 - 11:00	3:15 - 4:00	Reading/Story/Literacy
11:15 - 11:30	4:00 - 4:15	11:00 - 11:15	4:00 - 4:15	Clean-up and set-up for lunch or snack
11:30 - 12:00	4:15 - 4:45	11:15 - 11:45	4:15 - 4:45	Lunch in AM, Snack in PM

### Head Start Preschool Full Day—8 am to 3:30 pm

Schedule	Scheduled Activities
8:15-8:45	Children Arrival / Health Check / Breakfast
8:45-9:00	Restrooms / Hand Washing/ Dental Hygiene / Tooth Brushing
9:15-9:30	Large Group (Teacher-directed activities in areas of Math, Language Arts, Mental Health, Science, Nutrition, Dental Health, Social Studies, Anti-Bias, Literacy & Writing)
9:30- 9:45	Music/Movement
9:45 -10:45	Small Group Learning Centers (Child initiated activities: Manipulative, Math, Science, Art, Writing, Computers, Dramatic Play, Blocks, Sand/Water Play & Library)
10:45 -11:30	Outdoor Play
11:30-11:45	Story Time/Literacy and Language
11:45-12:30	Clean-Up/Restroom/Lunch
12:30-1:00	Clean-Up/Restroom
1:00 -2:30	Rest Time
2:30-3:15	Restroom / Hand Washing / Snack
3:15-3:30	Clean up/Dismissal
3:30-5:00	Extended Services (Must be pre-approved)

### Staff/Child Ratios and Group Size

Head Start requires the following staff/child ratios and group sizes, depending on the age of the majority of the children and type of program:

Age Group/Type of Class	Staff/Child Ratio	Maximum Group Size
Head Start Infant/Toddler	1 Teacher for 4 children	8
Head Start Preschool Full Day (M-F)	3's 1 Teacher/1 Assistant	17
	4's 1 Teacher/1 Assistant	20
Head Start Preschool Half-Day (M-Thu)	3's 1 Teacher/1 Assistant	15
	4's 1 Teacher/1 Assistant	17

### The Preschool Day

Transitions are a very important part of a child's life and they are easiest for children when they feel comfortable and safe about where they are going and who is going to take care of them there. Here are some positive ways to help your child to begin and end his/her school day.

How to Help Your Child Begin his/her Preschool Day:

- Re-connect your child to the staff-role modeling a friendly tone of voice as you say “Hello” to the teachers.
- Encourage your child to share something new or exciting that happened to him/her at home. Remember little events to adults are big news to children.
- Plan to spend a moment updating with staff. Teachers will share information with you and your child about some of the special upcoming events of the day.
- Say goodbye to your child in a special way with a hug, kiss and a high five or any other little ritual that is unique to your family. Let him/her know who will be picking them up later that day and an approximate time that person will be at school.

**Children must arrive on time every day, as this will help develop a regular routine and easy transition from parents to teacher. Parents are responsible for informing the teacher when their child is going to be late arriving to class. If necessary, excessive numbers of late arrivals will be addressed by your Family Advocate and the Family and Community Partnership Manager.**

#### **How to Help your Child end his/her Preschool Day:**

- Greet your child in a special way with a hug, kiss and high five or any other little ritual that is unique to your family.
- Encourage your child to share a specific detail about his/her day as this encourages language development. Some ideas include: asking your child to show you a toy she/he played with that day, say hello to a special friend your child played with that day, look at and describe your child’s artwork created that day. Talk to your child’s teacher for more ideas on conversation starters with your child.
- Connect with your child’s teachers to hear about your child’s learning experiences that day.

Picking your child up on time reduces your child’s stress of worrying about where his/her parent/guardian is and why he or she is still in the classroom when all the other children have left for the day.

**Children must be picked up on time every day, as this will help develop a regular routine and easy transition from teacher to parent. Parents are responsible for informing the teacher when they are going to be late picking up their child. If necessary, an excessive number of late pickups will be addressed by your Family Advocate and the Family and Community Partnership Manager.**

#### **Disabilities**

Head Start meets the special needs of all children and their families by assuring that all services offered to children and families, include children with disabilities and their families.

Head Start provides services to children with special needs in the least restricted environment and in collaboration with the child and family’s local school district.

Head Start will make necessary provisions and modifications to meet the special needs of children with disabilities so that they may be included in all aspects of the program.

If you have concerns related to your child’s development, Head Start will guide and support you in requesting a formal evaluation and in obtaining needed services.

### **Employee Complaints/Questions**

Employees must follow the agencies chain of command as described on the Table of Organization if they have a complaint or question.

### **Parent Participation Policies**

#### **Parent Support for Questions/Problems**

If parents have a concern, complaint, or question, they can share their issue with their child's teacher first. If no solution is reached, the Education Supervisor or the Teacher/Administrator at small sites should be contacted. If they do not believe their issue is resolved or questioned answered, they may then contact their Family Advocate or the Head Start Director.

Parents are encouraged to share program related concerns or ideas with their Policy Council representative to bring to Policy Council if appropriate or initiate discussion at their monthly local Parent Committee Meeting.

#### **Parent Participation and Access to the Center and Staff**

The Alta Head Start program practices an "Open Door" policy. It is our belief that parents are their child's first teacher and encourage parents to participate in their child's education. It is fun and exciting for children when they see their parents and family members volunteering in the classroom and participating in program activities. Parents are encouraged to participate, whenever possible, in the activities at the center. They may volunteer for field trips (preschool classes only), class parties, and special agency functions. Parents are always welcome to drop in to join in daily activities, read a story, or participate in learning center activities.

Each parent of a HS child will be invited to participate in two parent conferences and two home visits per year with the purpose of discussing the child's developmental progress and working together to set future goals. The results of the ongoing assessments completed by teaching staff with the use of the Teaching Strategies Gold assessment tool will be shared at these meetings. Additional conferences will be scheduled at the request of the parents. Parents will also be contacted by their assigned Family Advocate to offer assistance and support as needed.

Due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in lengthy conversations. Teachers want to be able to focus on you and your child at these times. However, please feel free to share brief comments or observations about your child with his/her teacher.

HS parents will be invited to monthly Parent Committee meetings for training, networking with other parents, and decision making about their children's program. Each Parent Committee selects a representative to serve on Policy Council. The Policy Council consists of at least 51% parents of currently enrolled children and community representatives. The Policy Council is parent of the shared governance requirement for all HS programs and is a valuable tool for parent input into their child's early care and education program.

**Contact information for parents:** We encourage children and families to interact with other families, building friendships and contacts for networking and mutual support. If you would like the contact information for the other parents/guardians you can ask your child's teacher for the Parent Roster. The



contact information that appears on the roster is for parents or guardians who have given permission at the time of application for the program.

### **Guidance and Behavior Management Policy**

It is the policy of the program not to physically discipline children, i.e. spanking. In the classrooms, the teaching staff is required to provide positive discipline and guidance for the children. Our teaching staff is well trained in positive behavioral supports and intervention techniques and we partner with parents to resolve any problems that arise.

Whenever there is a confrontation or behavioral problem between children or between a child and a staff member the following measures may be taken:

- a. Separate children and assist them in resolving their conflicts.
- b. Separate the child from others and talk to child regarding their behavior. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time or be redirected to another area.
- c. For continual disruptive behavior or behavior that puts staff or other children at risk, the following people will be consulted: the parent, the teacher and center administrator and the early childhood mental health consultant. A plan of action will be developed to help the child develop socially acceptable skills for interacting with others and methods of self-control. This plan will be implemented and evaluated for effectiveness with continued input from the parents and staff. No child will be expelled from a HS classroom. For children whose behavior continues to put the child and/or others at risk, Alta HS has created the Camp Challenge site. The classroom is in a beautiful park setting and will enroll a maximum of 12 children. Children will receive additional help with social/emotional issues. Children transferred to that site will be returned to their regular classroom as soon as possible. Parents will be involved in the decision to transfer to Camp Challenge and transferring back to a regular classroom.

Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with respect. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used.

Our Early Childhood Mental Health Consultant assists staff and families in building social-emotional/behavioral development in children. The Mental Health Consultant can be contacted at 330-736-0071.

### **Staff will not impose punishments for failure to eat, sleep or toileting accidents.**

The code of conduct required by the HS Performance Standards states:

**Standards of conduct.** (1) Grantee and delegate agencies must ensure that all staff, consultants, and volunteers abide by the program's standards of conduct. These standards must specify that:

- (i) They will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability:

- (ii) They will follow program confidentiality policies concerning information about children, families, and other staff members;
- (iii) No child will be left alone or unsupervised while under their care; and
- (iv) They will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

Consequences of violating any of the above elements of the standards of conduct or licensing requirements are addressed in the Alta Head Start Personnel Policies.

In addition to the above requirements, the following specifications of **ODJFS Rule 5101: 2-12-22 OAC** apply to all employees of the center:

### **5101:2-12-22 Child Guidance and Management for Licensed Child Care Centers**

#### **CCCMTL 3**

***Effective Date: July 1, 2011***

***Most Current Prior Effective Date: July 1, 2010***

- (A) Child care staff members assigned to supervise a child or group of children shall be responsible for their guidance and management.
- (B) Child guidance and management measures must be developmentally appropriate for the child, shall be consistent, and shall be explained to the child and shall take place at the time of the incident as soon as the issue can be safely addressed.
- (C) The child care staff member shall:
  - (1) Use developmentally appropriate techniques suitable to the children's ages and relevant to the circumstances such as, but not limited to:
    - (a) Setting clear limits.
    - (b) Redirecting the child to an appropriate activity.
    - (c) Showing children positive alternatives.
    - (d) Modeling the desired behavior.
    - (e) Reinforcing appropriate behavior.
    - (f) Encouraging children to control their own behavior, cooperating with others and solving problems by talking things out.
  - (2) Intervene, when needed, as quickly as possible to ensure the safety of all children.
  - (3) If centers use developmentally appropriate separation from the situation the separation shall last no more than one minute for each year of age of the child and shall not be used with infants. When the child is to return to the activity child care staff members must review the reason for the separation and what behavior is expected.
  - (4) Communicate and consult with parents or guardians prior to implementing any specific behavior management plan. This plan must be in writing and signed by the parent/guardian and must be consistent with the requirements of this rule.
- (D) All employees and child care staff members shall not:
  - (1) Abuse, endanger or neglect children.

- (2) Utilize cruel, harsh, unusual, or extreme techniques.
- (3) Utilize any form of corporal punishment.
- (4) Delegate children to manage or discipline other children.
- (5) Use physical restraints on a child.
- (6) Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control.
  - (a) Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position.
  - (b) Prone restraint includes physical or mechanical restraint.
- (7) Place children in a locked room or confine children in any enclosed area.
- (8) Confine children to equipment such as cribs or high chairs.
- (9) Humiliate, threaten or frighten children.
- (10) Subject children to profane language or verbal abuse.
- (11) Make derogatory or sarcastic remarks about children or their families.
- (12) Punish children for failure to eat or sleep or for toileting accidents.
- (13) Withhold any food, including snacks and treats, rest or toilet use.
- (14) Punish an entire group of children due to the unacceptable behavior of one or a few.
- (15) Isolate and restrict children from all activities for an extended period of time.

## **Supervision of Children**

### **Arrival and Departure Procedures**

The parents are required to bring their children into the classroom and sign the in/out log. The same procedure must be done at the end of the day when picking children up. Any medications, special pick-up notes, etc. are to be given to the teacher.

Children may not be dropped off at the entrance of the building or be sent inside alone. The staff must be made aware of each child's presence before the parent departs. At the time of pick up, parents are asked to make contact with their child's supervising staff member to ensure that staff is aware that the child has been picked up. Parents are responsible for the supervision of their child before sign in and after sign out.

### **Release of Children with Custody Agreements**

Access will be denied to anyone who wishes to see a child for whom they do not have custody or for whom there is a restraining order. Evidence of Custody Papers and/or Restraining Orders must be on file at the center in order for the center staff to act on behalf of the child.

### **Release of Children**

Staff is not permitted to release children to anyone who is not listed on the “emergency contact” form and who does not provide photo identification. Staff will record the ID number or make a copy of the ID to place with the sign-out form. Children will not be released to anyone under the age of 16 unless specific arrangements have been made in writing by the parents, with our Enrollment Department. If no approved adult is present when a child arrives home on the bus, the child will be returned to the center.

Staff will not release **children to anyone, including parents, who appear under the influence of drugs or alcohol.** Emergency contacts will be called to transport the child home. A report will be made to Children Services Board as mandated by the State of Ohio, and the Police Department may be called to intervene in such matters.

Anytime a parent/guardian/authorized person who arrives to pick up an Alta Head Start child is physically and/or emotionally impaired to the extent that the staff on site determines the child would be placed at risk of harm if released to such an individual, staff will assist the impaired person. Staff will help in calling the designated emergency contacts to transport the child home. If a situation would involve refusal of such assistance, the police department may be called to intervene in such matters and a report will be made to Children Services Board as mandated by the State of Ohio.

#### **Determining Location/Status of Children Arriving from another Site**

Children arriving from another school will be met by a designated staff person who has the daily bus pick-up/drop-off log. The staff member will communicate with driver/aide to confirm absences. If the driver or aide is unable to confirm absences the teaching staff will contact the parents or guardian.

#### **School Delays or Cancellations**

When classes are delayed or cancelled due to inclement weather, the news media will be contacted with our school closings per the Head Start Director. In the event of an emergency closing due to unhealthy building issues, we will attempt to notify parents or listed emergency contacts of the closing. Parents may call 330-736-0071 for information about their site.

**We encourage you to watch your local television station for announcements regarding school closings.**

<b>TELEVISION STATIONS</b>
WKBN-Channel 27
WYTV-Channel 33
WFMJ-Channel 21

#### **Transitions**

Alta Head Start provides transition plans for all children moving in or out of our program or changing classes. The plans are developed by teachers in collaboration with the parent. Children who are moving out of Early Head Start will begin the transition process at 30 months. The teacher and family advocate will develop a transition plan with the parent that will include best placement. This may include HS preschool if the family is still qualified, another center, or other program as needed. If the child is moving to a HS preschool classroom, the teacher will accompany the child for visits to that room. The parents will be

notified before the move to the preschool will take place.

All children entering our program are encouraged to visit the Early Head Start/Head Start site with their family before the first day of school. We also encourage parent participation in all transition activities. Children leaving HS for kindergarten will also have a written plan.

## Meals and Snacks

Children in part-day setting will receive a breakfast and lunch, or a lunch and a snack meeting 1/3 of their daily nutritional needs. Children in a full day setting will receive breakfast, lunch and snack, meeting 2/3 of their daily nutritional needs required by United States Department of Agriculture (**USDA**) Standards. Menus are posted in each classroom.

Alta HS will participate in the Ohio Child and Adult Care Feeding Program (**CACFP**), which assists child care sponsors in serving nutritious meals by providing funds to supplement food costs. The Child and Adult Care Food Program features a nutrition program that meets the nutritional needs and feeding requirements of each child, including those with special dietary needs and disabilities. The program serves a variety of foods, considers culture and ethnic preferences, and broadens the child's food experience.

Foods served are high in nutrients, low in fat, sugar, and salt and conform to the serving sizes and requirements of the USDA and CACFP.

Breakfast	Lunch or Supper	Snacks (Two of the four groups)
Milk Fruit or Vegetable Grains or Bread	Milk Meat or meat alternate Grains or bread Two different serving of fruits or vegetables	Milk Meat or meat alternate Grains or bread Fruit or vegetable

Infants are fed "on demand" at appropriate intervals. Alta HS will provide standard formula for all infants. If a child requires a special formula for medical reasons, this will be provided upon the receipt of a statement from the child's physician stating the formula needed. Baby food will also be provided and will be introduced in cooperation with the parents.

Preschool and/or toddler children will receive meals according to their class schedule.

Upon request, the Health/Nutrition Manager will assist parents with any nutritional needs that occur in the home or with their child. Alta Head Start will make provisions for children with special eating disorders or allergies only when the request is accompanied by **signed documentation and instructions from a physician.**

Although we are under no obligation to make menu adjustments for religious or preferential reasons, we strive to work with families and make accommodations for the benefit of the child. We promote child wellness by providing nutrition-related services that supplement those in the home.

Due to outside regulations, parents are not allowed to bring food in from home to serve children in the classroom setting. This policy includes birthdays & holidays celebrations.

**Procedures for Emergencies and Accidents**

The centers have devised several procedures to follow in the event that an emergency occurs while a child is in the center’s care. In the event of a tornado or fire, written emergency plans describing routes and procedures are posted at each classroom entrance for staff to follow to assure that the children arrive at the designated place for safety. In order to prepare children for the need to evacuate, the center does conduct monthly fire drills and periodic tornado drills.

Should we need to evacuate due to fire, weather conditions, or loss of power, heat or water to the center - our emergency destination will be:

<b>SITE</b>	<b>EVACUATION PLACE</b>
Campbell	Bus Garage 2002 Community Circle - Campbell, Ohio 44405
Camp Challenge	Social Hall-939 Wilkinson Ave Youngstown, Ohio 44509
Lockwood	Fire Station corner of Lockwood & Shields Rd.
McCartney	Auto Zone 1960 McCartney Road - Youngstown, Ohio 44505
OCCHA	Crane Memorial 1152 E. Midlothian Blvd - Youngstown, Ohio 44502
Renaissance	ODJFS 345 Oakhill Ave. - Youngstown, Ohio 44502
Rockford Village	The Center for Community Empowerment 1420 Dogwood Lane - Youngstown, Ohio 44505
Sebring	Western Area Council (WAC) Office 305 N. 15th Street - Sebring, Ohio 44672
St. James	Boardman Public Library 7680 Glenwood Ave. - Boardman, Ohio 44512
Westchester	Rachel's Restaurant 54 Westchester Drive - Austintown, Ohio 44515
YSU	Cushwa Hall

A sign will be posted on the door of the center indicating the evacuation and the location where you can pick up your child. Parents will be contacted as soon as possible to come and pick up their child. If a parent cannot be reached, we will contact the emergency contacts as listed on your enrollment information. It is important to keep your emergency contact list with up to date information.

All Head Start staff is trained in First Aid, CPR and Communicable Diseases to be used with children attending our school. In case of a minor accident or injury, staff will administer basic

first aid. If the injury is determined to be more serious, first aid would be administered and the parents will be contacted immediately to assist in deciding on the appropriate course of action.

If any injury is life threatening, the Emergency Medical Services (**EMS**) will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. (Only parents or EMS are permitted to transport children.)

#### Incident and Injury Report

An incident or injury report will be completed, and given to the person picking up the child, on the day of the incident or injury, if any of the following occur: (a) the child has an illness, accident, or injury which requires first aid; (b) the child receives a bump or blow to the head; (c) the child has to be transported by EMS; or (d) an unusual or unexpected event occurs which jeopardizes the safety of the child.

If a child requires emergency transportation, a report will be available within twenty-four hours after the incident occurs. This report is explained to the parent. If an injury is severe, a copy of the incident report is sent to the offices of the Ohio Department of Jobs and Family Services (ODJFS) and the Head Start Regional Office.

#### **Management of Illness**

All centers provide a clean and healthy environment for your child. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you do not bring a sick child to the center. He or she will be sent home! Please plan ahead and have a back-up care plan in place, if you are not able to take time off from work or school to pick up your child when ill. The National Centers for Disease Control and Prevention recommend that children with the following conditions or symptoms should be excluded from child care either to reduce the risk of spreading the infection, or to allow children time to recover to the point where they can be safely cared for:

- **Fever** with temperature of 100 degrees F – in combination with any other signs of illness
- **Diarrhea** (more than three abnormally loose stool within a 24 hour period)
- **Severe coughing** (causing child to become red or blue in the face or make whooping sounds)
- **Difficult or rapid breathing**
- **Yellowish skin or eyes**
- **Redness of the eye**, obvious discharge, matted eyelashes, burning or itching
- **Untreated skin patches**, unusual spots or rashes
- **Persistent abdominal pain**, more than two hours with other symptoms
- **Unusually dark urine** or gray or white stools
- **Stiff neck** with an elevated temperature
- **Evidence of untreated lice, scabies** or other parasitic infestation
- **Vomiting** more than once or when accompanied by any other sign of illness
- **Sore throat** or difficulty swallowing
- **Chickenpox** (Varicella-Zoster), until all sores have dried and crusted (usually six days)
- **Mumps**, until nine days after an onset of parotid gland (near ears) swelling

- **Measles**, until four days after an onset of rash
- **Rubella**, until six days after an onset of rash
- **Impetigo**, until 24 hours after treatment has been initiated
- **Hepatitis A virus**, until one week after an onset of illness, jaundice, or as directed by the Health Department
- **Tuberculosis**, until an appropriate health care provider or health official certifies in writing that the child is in appropriate therapy and can attend care.
- **Signs of possible severe illness** such as irritability, unusual tiredness, or neediness that compromises the ability to care for other children

### **Procedure If a Child Becomes Ill at School**

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. Parents will be notified. If a child does not feel well enough to participate in center activities, the parent will be called to pick-up the child. Children will only be released to parents or persons listed as the emergency contact. Anytime a child is isolated, he or she will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before using again.

### **Notification of Exposure to a Communicable Disease**

Parents are notified by a letter sent home with their child on the same day if their child or children are exposed to a communicable disease in the classroom. Children will be re-admitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious. Certain communicable diseases may require a release from the physician before the child can return. (e.g. pink eye, ringworm etc.)

### **Medication Administration**

The Alta HS/EHS program staff will administer medication to your child if the following forms are completed accurately and are on file in the classroom:

You must complete the Health History and Child Enrollment and Health Information for Child Care centers and Type A Homes (01234) forms. If the parent reports any health concerns, **(i.e. asthma, allergies)** on either form, the parents must also fill out the IHP (Individual Health Plan) and the Request for Administration of Medication for Child Care Centers & Type A Homes **(ODJFS01217)**.

### **Prescription Medication**

If a child needs to receive medication or treatment at school, the Health/Nutrition Manager, or Health Assistant, Teacher or other staff will help you fill out the appropriate forms. The parent will train the classroom staff and other designated staff to administer the medication or treatment requiring special procedures. The parent will sign the IHP (Individual Health Plan) as the trainer. Each trained staff must sign the form indicating they have been trained and/or informed. **Only trained staff members are permitted to administer medication or perform medical treatments listed on the IHP (Individual Health Plan).**

Once all parts of the form are completed by all parties, it is reviewed and signed by the parent the site administrator and health staff. When medication is to be given to the child, parents must complete Box 1 of the Request for Administration of Medication **(JFS01217)** form. If the medication is in the original container with the pharmacy label attached there is no need for Box 2 to be completed.



### **Non-Prescription Medication**

The physician's instructions, Box 2, must be completed on the Request for Administration of Medication form (**JFS01217**) by a licensed physician, a licensed dentist or an advanced nurse practitioner when:

1. A physician's instruction is needed for a nonprescription medication(e.g. child is under age or underweight per the label instructions); or
2. It is a sample medication without a prescription label; or
3. The nonprescription medication is to be given longer than three consecutive days within a fourteen day period; or is a topical product or lotion that is being used for the skin ailment and is to be applied longer than fourteen consecutive days; or
4. The child is on a modified diet (an entire food group is eliminated) or food supplements: or
5. The medication contains codeine or aspirin.

Enrollment records, including the IHP (Individual Health Plan) and Request for Administration of Medication (**JFS01217**) must be on file no later than the first day of attendance and updated annually. The IHP (Individual Health Plan) and the Request for Administration of Medication (**JFS01217**) forms are kept in the child's class room and main file.

### **Transportation of Children**

#### **Emergencies**

If a child requires transportation in an emergency, the parent or emergency services will be contacted. No child will be admitted to the program whose parents refuse to grant consent for emergency transportation.

#### **Field Trips**

The Infant/Toddler classrooms (EHS) will not be participating in any field trips.

Throughout the year field trips will be planned and transportation will be provided by Head Start buses. Parents or guardians are required to sign the required Alta Head Start Field Trip Permission slip before any child will be permitted to attend a field trip. Phone calls, as well as, handwritten permission will not be accepted.

A child without a signed Alta Head Start permission slip from a parent or legal guardian **will not be permitted to participate** in the field trip. During trips the teaching and driving staff supervise the children by routinely taking a head count and tracking on attendance sheets. This procedure is followed throughout the trip. During the driving time on a field trip, staff to child ratio will be met by either, the bus driver and bus aide and/or teaching staff.

#### **Supervision on Field Trips**

Staff/child ratios will be maintained at all times and additional staff will be included for improved supervision. An attendance list will be included on the bus and the list will be checked each time the children enter or leave the bus. Additionally, each staff member will be assigned a small group of children and given a list of those children. They will be responsible for regularly checking their group by name and number. Emergency contact information will be taken on each trip in case there is a need to contact parents or emergency contacts for a child.

#### **Daily Transportation Services**

Due to increasing costs, Alta HS will only be able to offer limited transportation services to families. Transportation services will be offered only to selected children enrolled in the half-day programs. Selection for transportation services is based on a determination of the families with the greatest needs.

Families whose income is above the Federal poverty level or have their own transportation will not receive transportation.

**Families who are accepted for transportation services must adhere to the following guidelines:**

- a. Parents must be visible to the driver before the driver will pick up/drop off any child during pick up and drop off.
- b. The bus will wait **1 minute only** for each child to board the bus. Children should be ready at the designated time for pick up. Children **MUST** be ready when the bus arrives. The driver will not return to pick up your child at a later time.
- c. When a parent is not home, children will be taken to the Transportation Office located at our McCartney Learning Center site (1988 McCartney Road).  
**The parents or approved emergency contact must pick up their child at this office and must provide a photo I.D. before any child will be released.**
- d. Children will not be released to anyone not listed on the "Release To" form.
- e. Only Head Start children and parents (**providing space is available**) are permitted to ride the bus.
- f. Notify Transportation, the teacher or your Family Advocate if your child is **NOT** coming to school.
- g. Drivers are not permitted to leave the bus. Parents or guardians must escort their child to and from the bus to assure the child's safety.
- i. If your child misses the bus, it is your responsibility to notify the center your child missed the bus, and will be late or absent. It will be the parent's responsibility to provide transportation on any day your child misses the bus. Parents must inform classroom teachers if your child is to ride the vehicle home.
- j. Drivers **DO NOT HAVE THE AUTHORITY TO CHANGE ROUTES**. The routes do not allow for additional stops. Your child will be picked up and dropped off at the same location every day. You must make arrangements through your family advocate to request any changes in pick-up and drop-off locations. Changes will be approved only if they will not significantly affect the bus route and times.
- k. Food, drinks, toys, book bags, etc. are not permitted on our buses.

**PICK-UP/DROP-OFF PROCEDURAL INCIDENTS:**

**The following actions will be taken if your child is not picked up at the center by closing time or if you are not at the designated site for your child to get off the bus:**

**(1) FIRST INCIDENT** –Your child will remain in the building with staff and continued attempts will be made to reach you. If an unreasonable amount of time passes, then emergency contacts will be called to pick up your child. The parent will receive a letter upon arrival to pick up the child explaining the problems incurred when a child is left after preschool hours. The child's Family Advocate will contact the parent within the next 24-48 hours to discuss the situation with the parent and offer assistance with a solution to the problem. *In all cases as a last resort, if the parent or emergency contact cannot be reached within a reasonable time after the Center has closed, the police department will be called to take custody of the child and to place the child in the custody of child protective services.*

**(2) SECOND INCIDENT--** In addition the above actions, the parent must set up a meeting with his/her Family Advocate, and the two will develop a written plan of action. This plan will list specific actions that the parent must follow to ensure that his/her child will be picked up by an approved adult at the proper time.

### **Swimming Policy**

No swimming activities will be offered to Alta HS children.

### **Outdoor Play Policy**

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperature is extremely warm or extremely cold. Children will not be taken outside when the temperature, wind chill or heat index factored in, drops below 20 degrees or rises above 90 degrees. If the situation requires it, we will adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, teachers will have the children participate in indoor gross motor activities.

### **Sunscreen**

#### **Protection from Sun/Heat**

All children are to be protected during outside play from the cold, sun/heat and potential insect bites. Children having outdoor water play (sprinklers, etc.) will require an application of sunscreen. During hot weather, children are given time to play in shaded areas.

Outdoor water activity requires sunscreen/sun block (SPF 15 or higher) to be applied 30 minutes prior to going outside. Sunscreen must be brought in by the parent and the parent must give permission on the ODJFS Request for Administration of Medication form. If the parent does not bring in sunscreen and fill out the 1217, the child is not permitted in outdoor water activity. Alta Head Start will not provide the sunscreen.

A playground schedule is available at each large site to accommodate all classrooms in that facility. All full-day and Early Head Start classrooms will have morning and afternoon outdoor due to the extended hours.

Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens and boots in the winter time.

### **Child Abuse Reporting**

The program staff is required, by the **Ohio Revised Code 2141:421**, to report any suspicion of child abuse or neglect to the proper authorities (Children Services Board or Local Police Department). Failure, on our part, to report any suspected abuse or neglect of children could lead to prosecution. The safety of the children is always our first concern and through the year we will be promoting awareness of child abuse and neglect by distributing information and coordinating educational workshops for parents.

In the event of a home injury of your child, prior to coming to school, please call and inform the teachers so the teacher can be aware of the injury and provide extra care to your child.

## **WHAT IS CHILD ABUSE?**

Child abuse is legally defined as:

- A physical injury which is inflicted by other than accidental means on a child by another person.
- Sexual abuse, including both sexual assault and sexual exploitation.
- Willful harming or endangering of a child.
- Cruel or inhuman corporal punishment or injury.
- Neglect, including both severe and general neglect.
- Abuse (all of the above) in out-of-home care.

## **INDICATORS OF CHILD ABUSE**

Below are some indicators of child abuse, which can help you, recognize an existing or potential problem of abuse:

### **Physical Abuse:**

Physical abuse may be defined as any act which results in a non-accidental physical injury.

- Bruises, burns, abrasions or lacerations.
- Belt buckle marks, handprints, bite marks, and pinches.
- Child states injury was caused by abuse.
- Injury unusual for a specific age group.
- A history of previous or recurrent injuries.
- Unexplained injuries; conflicting explanations or reasons for injury.
- Child excessively passive, compliant or fearful.
- Caretaker attempts to hide injuries.

### **Neglect:**

Neglect is essentially the negligent treatment or maltreatment of a child by a parent or caretaker under circumstances indicating harm or threatened harm to the child's health or welfare. Indicators of neglect:

- Child lacking adequate medical or dental care.
- Child is always sleepy or hungry.
- Child is always dirty or inadequately dressed for weather conditions.
- There is evidence of poor supervision.
- Conditions in home are extremely or persistently unsafe or unsanitary.

### **Sexual Abuse:**

Sexual abuse is defined as acts of sexual assault on and the sexual exploitation of minors.

Indicators of sexual abuse:

- Child reports sexual activities to a trusted person.

- Detailed and age-inappropriate understanding of sexual behavior (especially by younger children).
- Child wears torn, stained or bloody underclothing.
- Child is a victim of other forms of abuse.

**Reporting:**

The law requires certain professionals to report suspicion and/or knowledge of child abuse, which includes physical abuse, sexual abuse, neglect and cases of severe emotional abuse that constitute willful cruelty or unjustifiable punishment of a child. As teachers and staff working with young children, all Alta HS staff are included in the category of professionals required to report.

**Parent Access to the Center**

Parents are welcome in the center at all times. Parents must sign in and out at the entrance area and in the classroom at small sites. HS encourages parents to volunteer at the center, observe your child, or participate in classroom activities.

The Office of Head Start requires the Head Start program to accept all children who qualify by age and income. However, because of limited enrollment slots, acceptance criteria is also based on giving first priority to those children and families with the greatest need.

**Evening/Overnight Care**

No Alta HS center will offer evening or overnight services.

**Admission & Enrollment Policies & Procedures**

**Center Fees**

The Alta Head Start program and Early Head Start is funded through the Department of Health and Human Services (HHS) to provide free services to eligible children ages 6 weeks to 5 years and pregnant women. There is no registration fee or weekly fees for attendance in a HS classroom.

In order to be accepted into the program, the following criteria for acceptance must be met:

- a. Children must be six weeks to 3 years old for our Early Head Start Program and 3-5 years old for our Head Start Preschool Program.
- b. Children 5 years of age after September 30<sup>th</sup> will be accepted only if the child has a diagnosed disability and can be dually enrolled in both the child's local school district and the Head Start Program. (Poland and Boardman's children must be 5 by August 1)
- c. Families must meet income and program guidelines to be eligible.
- d. Children whose family income is at or below the Federal Poverty Guidelines for Ohio are given priority for enrollment. Additionally, priority is given to children with diagnosed disabilities, homeless families, families receiving TANF/SSI, and foster children. The HS required selection criteria which is approved by the HS Policy Council is designed to identify those children/families with the greatest need for services. These children will be enrolled first. Other eligible children will be placed on a waiting list ranked by selection criteria points and date of application.

**Overtime Charges**

Head Start does not offer extended hours at the current sites. There is no scheduled fee for overtime, but parents should be aware of the consequences of failing to pick up their child as discussed in the section on transportation.

Children enrolled in partner sites (sites not licensed or managed by Alta) may be charged a fee for hours outside of the range designed as HS hours. For example, if HS hours are 8:00 am to 5:00 pm and the child stays at the site until 7:00 pm, the partner site may charge a fee for the additional hours.

### **Disenrollment of a Child**

The Office of Head Start does not allow HS programs to permanently dis-enroll a child. If a child is not attending class, the parent will be contacted by the teacher and/or the family advocate for that family. The family advocate will work with the family on improving attendance. If the child still does not attend regularly, the child will be dis-enrolled to allow a child who will attend to receive services. These children would be eligible to reapply for admission to the program.

Once children are determined to be eligible and are enrolled in the HS Infant/Toddler program or the Preschool program, they remain eligible even if the family circumstance improves. Children transitioning from the Infant/Toddler program to the HS Preschool program must have income eligibility determined. If they are still income eligible for HS, they will have a space in the HS program.

No Head Start children can be disenrolled due to behavior problems unless the program and the parent agree or an alternative choice for best placement.

### **ADMISSION PROCESS:**

- a. Parents may call or stop in the Alta Head Start main office at 142 Javit Court, Youngstown, Alta's 711 Belmont Ave. office, or stop in one of our large centers: McCartney; Renaissance; and Westchester Learning Centers to complete an application. Applications are accepted throughout the year.
- b. Parents or guardians should bring the following information in order to complete the application process:
  1. Proof of Income
  2. Verification of the child's age
  3. Medical or insurance card (if applicable)

### **Health and Screening Requirements**

After completing an application, parents or guardians will be given a physical, Child's Medical Statement and a dental form that must be completed by a physician and dentist.

**A physical form, Child's Medical Statement and Immunization Record must be signed by a physician or certified nurse practitioner and is required to be submitted within 30 days of enrollment or the child will not be allowed to attend class.** The physical form must be updated every 13 months or as required by the schedule recommended by the state (EPSDT Schedule).

The physical must include the following:

- Child's Name
- Child's Date of Birth
- Date of Exam
- Height
- Weight
- Up-to-Date Shots
- Hearing Screening
- Blood Pressure
- Lead Screening\*\*
- Hemoglobin/ Hematocrit\*\*
- Address & Phone number of person completing the exam

*\*\*These services may be through a referral to a separate provider.*

ODJFS Rules and the Head Start Performance Standards require that the health status of all Head Start children takes place within 30, 45 or 90 days of enrollment into the program.

Healthchek or Early Periodic Screening, Diagnosis and Treatment (**EPSDT**) are a group of screenings provided through Ohio Medicaid program that focus on prevention and treatment of health problems. The Head Start Program is required to follow Healthchek requirements for all Head Start children. Children will receive must receive vision, hearing, speech, developmental, and social/emotional screenings within 45 days of entry (first day of classes attended) into the HS program. These screenings should be included in the child's well check exam. However, the HS program may offer additional screening options or a referral for additional exams if indicated by the screening. Parental approval is required before any screening is conducted by HS staff or HS partners.

### **Notification of Enrollment**

The parent/guardian who completed the application will be notified if their child has been accepted into the program as soon the selection process has been completed. Children are selected by a committee made up of staff and parents. The committee reviews the applications, including the points awarded based on an approved selection criteria ranking point system designed to ensure those children with the greatest need are enrolled first. Enrollment may also depend availability of space based on the age of the child, type of program option (full or half-day), or the preferred center location.

Any changes to information given on the application packet must be communicated to the office immediately so that current information is always on file. This is for the safety of your children.

### **Parents Please Note**

1. A copy of the center's written policies and procedures are available at the center for you to review. Ask the Center Administrator or Teacher/Administrator for a copy to review.
2. Ongoing monitoring activities are conducted by staff at multiple levels to ensure each HS location complies with all Office of Head Start and ODJFS regulations for health and safety. Daily safety checks are completed in each classroom and on the playground. Any issues will be corrected in a timely manner and children will not be allowed in any unsafe areas.

Staff are observed and evaluated by the Education Supervisors, the Education Manager, the Curriculum Specialist, and the Assistant Head Start Director on a regular basis to ensure teaching staff are complying with all regulations, the adopted curriculum (Creative Curriculum), and best practices for development of academic, physical, and social emotional skills. Alta staff are required to provide high quality early childhood services that meet or exceed all requirements and regulations.

3. Because there is no charge for HS services, parents cannot file for the child care tax reduction and will not need the program's tax ID number.
4. Attendance-From the first day of enrollment, a young child's attendance matters! Good attendance leads to lifelong learning and positive habits necessary for school and work. Alta Head Start staff are concerned about the safety and well-being of children. When a child is absent with no call from the parent or guardian, your Family Advocate will contact you to inquire about the child's whereabouts and well-being.

5. Current Contact Information-It is important to us that we be able to contact you at all times. If a situation should occur where your information changes such as telephone, emergency contacts or address, please notify us as soon as possible.

## Additional Alta Head Start Policies

### Diapering

The program supplies disposable diapers and wipes at no cost to the parents. If a child requires a special diaper due to allergies or a medical condition, the program will provide them as long as the parent gives the program a physician statement identifying the type of diaper and the reason for this requirement. If a parents have a preference, they may choose to furnish their child's diapers.

- It is best practice for your child to come to school in a clean, dry diaper.
- It is our practice for staff to send your child home with a clean, dry diaper.
- During diapering, we adhere to state licensing rules and our Alta Head Start policies and procedures in maintaining good health and safety practices.
- In addition, diapers are provided when your child is developing toilet training skills.

### Clothing

- Please provide a complete change of clothing for the classroom in case of emergencies. Label each piece, including socks and underwear, with your child's name.
- Children will be happier and safer if you dress them in clothes that are washable, comfortable and allow the child to be independent.
- When choosing clothes for your child to wear to school, consider the following:
  1. Would you care if an outfit came home stained with mud, paint or food?  
If so, consider another outfit.
  2. We can prevent many toileting accidents if children wear clothing that can be unbuckled, unbuttoned or pulled off without a struggle.
  3. Children's Personal Items from Home (Including Jewelry, Toys, Money)  
Please do not allow your child to bring personal items from home to the classroom. Unfortunately, many of these items can pose a safety issue to the children in our program. Also, we cannot guarantee that any item will not be lost or damaged. The Alta Head Start program will not be liable for the replacement or cost reimbursement of any personal item brought from home.
- We can prevent unnecessary injuries if children wear rubber-soled shoes, such as tennis shoes. (Flip-flops not permitted).

### Confidentiality

Keeping your information confidential is important to us. All employees and volunteers sign a Confidentiality Statement agreeing to abide by the rules and policies of Alta HS. No information will be given to any agency or person without first securing a signed Release of Information form from the parents of the said child.



### **Parent Committee Meetings**

All parents of enrolled children are members of the classroom parent group. Parent committees may assist in the development of social and educational activities for the healthy growth of children and families. The election of parent officers, at the center level, takes place during the September parent meeting. There will be an election of parent group officers consisting of:

- Chairman
- Vice Chairman
- Secretary

At this meeting, times and dates for regular meetings will be determined by the group along with suggestions for meeting content, agenda items, and responsibilities of members. During parent center meetings, teachers will provide reports on classroom activities, upcoming events at school and in the community.

### **Policy Council**

The Head Start Policy Council (PC) is the governing, decision-making body of Head Start made which consists of parents of currently enrolled children, community agencies, former Head Start parents, and friends of Head Start. Policy Council members review reports required by the Head Start Act of 2007.

Training on Parliamentary Procedure as well as other governance and leadership related trainings are provided for Policy Council members. Serving on Policy Council is a tremendous opportunity for the growth and development of skills and knowledge.

### **Smoke Free Policy**

The program is required to maintain a Smoke Free Environment according to **ACYF-PI-HS95-04** for children, parents, and staff. There will be no smoking in any Head Start facility, vehicle, or during any Head Start activity, including field trips. Copies of Smoke Free Policies will be posted in classroom parent corners.

### **Drug Free Zones**

Alta Head Start is under the “**Drug Free Zones**” jurisdiction as are other Day Care Centers and schools. Under **Ohio Revised Code #292503**, any person or persons selling drugs within 1000 feet of a school to a juvenile is subject to enforced penalties under the law. Alta prohibits possession of illegal drugs or selling of drugs to anyone regardless of age on or near our premises.

### **No Weapons Policy**

Possession of a firearm or deadly weapon on Alta HS’s premises is prohibited. This prohibition extends to a firearm or weapon carried on the person while on duty, stored in agency owned and leased buildings, stored in an agency owned vehicle or a privately owned vehicle used for agency purposes, parked on agency premises or designated employee lots. Staff must report any suspected violation(s) of this policy to their immediate supervisor.

### **Cell Phone Policy**

Families are asked to refrain from cell phone use (talking and/or texting) when visiting Alta Head Start buildings. This includes no cell phone use when entering classrooms at arrival and dismissal times.

# Notes