

Center Locations

Kingsland Head Start Center

16651 Hwy 79
Kingsland, AR 71652
Phone: 870-348-5778

Rison Head Start Center

700 Main Street
Rison, AR 71665
Phone: 870-325-6306

Woodlawn Head Start Center

6760 Hwy 63
Rison, AR 71665
Phone: 870-357-2579

Administration Office

Phone: 870-325-6324
Fax: 870-325-6602

Cleveland County School District

Cleveland County Head Start

ABC Program



Family Handbook

2016-2017

Pam Draper, Program Director

P.O. Box 600

700 Main Street

Rison, AR 71665

Phone: (870) 325-6324 Fax: (870) 325-6602

Center Phone Numbers

Rison Center: (870) 325-6306

Woodlawn Center: (870) 357-2579

Kingsland Center: (870) 348-5778

Hours of Operation

Monday - Friday

7:30 a.m. - 3:30 p.m.

After School Care - (For those who qualify for services)

2:30 p.m. – 5:30 p.m. (Fees assessed for late pick-ups)

Centers will be dismissed occasionally on Friday for teacher work days.

Holidays will be observed according to individual district schedules.

- Children must be signed in their classroom by **8:15 a.m daily**. *** You must contact staff by 8:15 if child will late, a determination will be made if your child will be able to attend based on our absentee policy.**

(Must be at least 16 years of age to sign a child in or out)

- A child will only be released to persons who permission has been given; unless a signed dated letter is sent to your child’s teacher.
- Transportation on school bus will not be provided without signed permission form.
- Parents are responsible to communicate daily if child is a pick-up or bus rider.
- If an emergency arises, a call must be placed for arrangements for your child’s pick-up.

Absenteeism

After two consecutive days of being absent, please call your child’s teacher for explanation.

- If parent has not contacted the teacher after two days, the teacher will attempt to call the parent/guardian. After 4 days, the review team will contact the family.
- Your child’s attendance cannot fall below 85% without an excuse; A review team will evaluate your child’s attendance to determine whether excused or unexcused.
- When a child has been consistently absent, the review team reserves the right to fill your child’s slot with another child from the waiting list.
- Excused absences include: Health issues/illness that requires an excuse upon return, Death in family, Hospitalization, Communicable disease i.e: chicken pox, head lice, etc., injury, court ordered.
- *Mandated Head Start requirements are excused absences with proper documentation .

There shall be no more than 4 unexcused absences in one month

Table of Contents

Personal Appearance/Hygiene

All volunteers are expected to adhere to the dress code suitable for your school district. Volunteers are expected to wear clothing that will reflect pride in the center as well as setting a good example of dress and grooming for the children. Dress in comfortable, well-fitting clothes that will allow you to join in the children’s activities.

Confidentiality

All volunteers are expected to adhere to the Cleveland County School/Cleveland County Head Start confidentiality policy. Specifically, child records, family records and employee records are confidential information.

Tobacco Use

Volunteers are expected to adhere to the CCHS personnel policy with regards to smoking. No smoking is permitted at any time on program premises (including the building, the parking lot, sidewalks, etc.) in program vehicles, or at any time the volunteer is representing the program. Head Start Bureau final program instruction effective 05/01/95 requires all Head Start programs to provide a smoke-free environment for children and adults who participate in the program.

Meal Periods

Head Start Performance Standards states that staff (paid or unpaid) must ensure that nutritional services in the center-based settings contribute to the development and socialization of the enrolled child. All children, classroom staff, including volunteers, must eat together family style and share the same menu to the extent possible.

- Adults are to eat at the same table with the children at every meal including snack and eat the same thing the children eat. Mealtime should be a relaxed atmosphere and basic table manners should be practiced at every meal.
- Children are encouraged to taste all foods, but never forced to eat a food they don’t like.
- Food must never be used as a punishment or reward. This practice is a licensing requirement (500 Behavior Guidance #5L).
- Allow slow eaters at least 30 minutes to finish.
- Children need to participate in meal service (wiping tables, setting table, cleaning up).
- All adults and children must wash their hands before eating. If silverware is dropped on the floor, get a clean replacement. This practice is a licensing regulation (700 Nutrition #4 & 1102 Hand washing #4).

2.	Hours of Operation
3	Table of Contents
4.	Welcome/Admission/Accepted
5.	Parent’s Rights for Children with Special Needs
6.	Parent’s Rights and Responsibilities
7.	How You Can Help/Parent Training/Interview Policy
8.	Program Governance
9.	Head Start Committee/Policy Council
10.	Classroom Activities/Personal Property
11.	Curriculum
12	Head Start Components
13.	School Bus Rules
14.	Bus Regulations
15.	Health Policy
16.	Pink Eye Policy/Head Lice/Ringworm
17.	Medication Policy
18.	Emergency Medical & Dental Procedures/Biters Policy
19.	Reporting Child Abuse
20.	Behavior Management Policy
21.	Criteria for Selection of Head Start Children/ABC Children
22.	Emergency Contacts
23.	Incident Weather Policy/Important Websites
24.	Contact Information
25.	Volunteer Information
26.	Mission Statement/Agency Structure
27.	Orientation/Volunteer Standards of Conduct
28.	Committees/Funding/Job Descriptions
29.	Child Abuse/First Aid/Transportation
30.	Personal Appearance / Hygiene / Tobacco Use/ Meal Periods

Welcome to the Head Start/ABC Program

The purpose of the Head Start/ABC Program is to help your child get a head start into the world of education and society, with personal experiences. ***Our mission is to bring strong awareness on positive family and child outcomes. To close the achievement gap and to build a better future for children, families, and communities served by the Head Start program.***

Head Start/ABC provides children with activities that help them grow mentally, socially, emotionally, and physically. Head Start staff recognize that as parents, you are the first and most important teachers of your children. We welcome your involvement in all aspects of our program. It is very important for parents and staff to work together so that each child will be able to learn and develop to his/her full potential.

Being a parent means accepting certain responsibilities. Parenting is not an easy job. How much money you have does not determine if you are a good or bad parent. Being a parent means giving your child your time, care, love and patience.

Admission

- ◆ The Cleveland County Head Start-ABC Program will comply with all Head Start and ABC screening procedures.
- ◆ Notification of selection and a screening date will be mailed to parents one week prior to the date of registration.
- ◆ No child will be considered enrolled until all registration forms are complete.
- ◆ No child will be denied enrollment because of race, sex, disabling condition, color, or national origin.
- ◆ No child will be enrolled in the program without proof of current immunizations. Children must have immunizations required by Arkansas State Law prior to enrollment in the program.

Accepted

The Cleveland County Head Start accepts children **ages three to five years** as mandated in ACYF Head Start guidelines under the following conditions.

- ◆ The child must be three years old by August 1st of the current school year.
- ◆ The child must not be eligible for public school by August 1st of the current year.
- ◆ Enrollment priority is given to economically disadvantaged children and children transitioning from Early Head Start.

Reporting Child Abuse & Neglect

It is the responsibility of everyone at Head Start to help keep children safe. Sometimes you may suspect that a child has been abused or neglected. Sometimes children will tell teachers, other staff members and other adults that they have been abused.

Arkansas law requires that any individual working in a licensed childcare facility that suspects a child has been abused or neglected **MUST REPORT** to the proper authorities. CCHS/ABC staff and volunteers are required to obey that law by reporting suspected incidences of abuse or neglect. All reports are kept confidential.

The Arkansas Child Abuse Hotline is available 24 hours per day, 7 days per week, 365 days per year to take your call. The phone number is 1-800-482-5964.

Emergency and First Aid Procedures

Each center has a plan for emergency procedures and a plan for emergency situations that require first aid. The center director will provide you with clear rules about universal precautions and first aid treatment. Maps of evacuations are posted in each classroom. The center director and classroom staff will identify this information for you, but it is the responsibility of volunteers to familiarize themselves with these routes. Volunteers will be given the opportunity to receive CPR and First Aid training with CCHS/ABC staff; however, volunteers should not practice first aid treatment unless program staff is not able to. Regular fire, tornado, vehicle evacuation or emergency drills will be conducted and everyone is responsible for knowing his/her role in case of an emergency.

Transportation

Seat belts must be worn at all times by everyone in the vehicle. Vehicles must be checked using the established procedures. Eating and drinking is not permitted while transporting children.

Volunteer Activities

- Comfort or make children feel wanted at the center as they come in.
- Read stories to the children.
- Help children with puzzles or other games they can work with.
- Help with finger paints and other art materials.
- Play games with children.
- Help with supervision on playground.
- Help with supervision on field trips.

Committees

Parents serve on different committees to join with Head Start staff in making decisions about content and operations of the program, and how they and their children will participate in them. Parents and staff work together to help assess the agency to find strengths and weaknesses of the program. Each center committee is made of a chairperson, co-chair and secretary. The following is a list of committees:

- Center Parent Committee***
- Policy Council***
- Curriculum Committee***
- Health Advisory***
- Community Partnership***
- School Readiness Committee***

Agency Funding

Head Start is a federally funded program that requires a 20% community match called in-kind. The in-kind or non-federal share is raised through volunteer services, donation of equipment or supplies and donated space, etc. The nutrition program for the children is primarily paid for through the federally funded (USDA), state operated Child Care Food Program.

Services

Head Start is a comprehensive developmental program designed to meet the needs of children from low-income families. Many of those needs can and are met through the component areas. Those components include: Education and Disabilities Services, Family Services, Health and Nutritional Services and Community Partnerships. All services provided for the child and the families are of equal importance depending on the needs of the child and family.

Definition of a Volunteer

According to Head Start performance standard "Volunteer" means an unpaid person who is trained to assist in ongoing program activities under the supervision of a staff person in areas such as health, education, transportation, nutrition and management.

Volunteer Requirements

Age and Health:

In accordance with Arkansas State Licensing Requirement 304, all volunteers shall be 18 years old or older, unless the volunteer is under the direct supervision of the person in charge and has been approved on an individual basis by the Child Care Licensing Unit. If you are a regular Volunteer you will be required to complete the paperwork for a criminal record check, and receive first aid-CPR training.

Volunteer Job Descriptions

CCHS maintains a list of available volunteer activities. All volunteers are encouraged to investigate opportunities within the program at any time, and we invite your ideas for new work opportunities.

Notice of Parent's Rights for Children with Special Needs

*All children who enter the Head Start/ABC Program receive physicals and other health screening tests to make sure they are healthy and are developing normally. Some children will need additional or special services to help meet any needs which are uncovered by these physicals and screenings.

*In order to give children the right kind of help, a Child Study Team will meet to review the child's strengths and needs, and to plan exactly the right services and activities for them.

*Before the team meets, they will also need as much information as possible about your child. They may want to talk to doctors, nurses, teachers, social workers, or other agencies which have seen your child.

YOU HAVE THE RIGHT

*To give your written consent before any of this information is shared with the Head Start/ABC Program, and before our program gives other agencies any information regarding your child.

*The team will most likely be made up of the Head Start/ABC teachers, doctors, and other specialists who have seen your child, and Head Start/ABC health, education, and other staff members. The people who are on the team are there because they know something about your child, or about other children with special needs, or because they will be taking part in actually teaching or giving other services to your child. The team will also need information from you, the parents, who know your child better than anyone else in the world. They will need your help in deciding the best services to meet your child's needs.

YOU HAVE THE RIGHT

*To meet with your Child Study Team and to give them your observations and information about your child. If you like, you may bring someone with you to speak for you or to help you in the meeting. If you can't come to a meeting, you can send this person instead, and/or send your information to the team in writing. You may also send your child to different doctors or specialists for another physical or other tests and share the results with the team.

*The team should not take too long to finish its planning so that the Program can begin giving the right services to your child as early in the school year as possible. Your child's review should be finished in a timely manner. You will be shown the team's written plan for your child. You have the right to give or not give your written O.K. for these plans.

IF YOU DO NOT AGREE WITH THE PLANS FOR YOUR CHILD:

*You can meet with the Head Start/ABC Staff to talk over the plans and the reasons you do not agree with them. You may bring someone with you to help you during the meeting. You may ask questions of anyone at the meeting.

Parents Rights and Responsibilities

1. To be recognized as my child’s primary educator and as such, make decisions regarding his/her education.	1. To follow Head Start/ABC procedures by having my child dropped off and picked up at assigned times, along with setting a regular pattern of attendance to school everyday.
2. To be welcomed in the classroom anytime.	2. To accept Head Start/ABC as an opportunity through which I can improve my life and the lives of my children.
3. To help develop parent programs that will improve daily living for my family and me.	3. To take part in the classroom as an observer, a volunteer worker and to contribute my services in whatever way I can toward enrichment of the total program.
4. To decide how I will participate in the Head Start/ABC Program.	4. To provide parental support and to work with teachers, staff and others in a cooperative way.
5. To be informed regularly about my child’s progress in Head Start/ABC.	5. To guide my child with love and respect and to show respect and courtesy to staff members and other parents.
6. To expect guidance for my child from teachers and staff that will help his/her total individual development.	6. To take advantage of programs designed to increase my knowledge about child development and my skills in areas of possible employment.
7. To be able to learn about the operation of the program, including the level of education and experience required to fill various positions.	7. To become involved in community programs that help to improve health, education, and recreation for all.
8. To be informed about all community resources concerned with employment , health, education, and the improvement of family life.	8. To participate in parents meetings to keep informed of my child’s activities along with attending volunteer trainings and follow procedures outlined.
9. To be treated with respect by all staff and other parents.	9. To obtain Head Start/ABC health requirements for my child which include: up-to-date immunizations, a physical exam, a dental screening, and any recommended follow-ups.
10. To share my culture in developmentally appropriate ways.	10. To report suspected child abuse or neglect incidents as required by law,.

Orientation

All volunteers are encouraged to attend an orientation. During this orientation, the person in charge will review key points of information, and the volunteer will be required to acknowledge this training by sign in log.

Volunteer Training

Volunteers are not required to have any special education, training, or skills. If a volunteer has any special talents we encourage them to utilize them in any way possible. In accordance with performance standards, volunteers will be given the opportunity and encouraged to attend trainings and workshops.

Volunteer Standards of Conduct

Volunteers 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.
- Follow program confidentiality policies concerning information about children, families, and other staff members.
- Not leave a child alone or unsupervised while under their care
- Use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation.
- Not employ **ANY** methods of discipline that involve isolation, the use of food as punishment or reward or the denial of basic needs.
- Not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.
- **Cell phone use is prohibited in the building and around students unless prior approval is given by Center Director for emergency situations only. This includes texting and calling. Please refrain from all use.**

Volunteer Bill of Rights

Every Volunteer has:

- The right to be treated as a co-worker
- The right to a suitable assignment
- The right to know as much about the organization as possible
- The right to training for the job
- The right to continuing job education
- The right to sound guidance and direction
- The right to have a place to work
- The right to promotion and a variety of experiences
- The right to be heard
- The right to be recognized

Mission Statement

Cleveland County School District

Cleveland County Head Start-ABC Program

The mission of the Cleveland County School District Head Start-ABC program is *to bring strong awareness on positive family and child outcomes. To close the achievement gap and to build a better future for children, families, and communities served by the Head Start program.*

Head Start Performance Standards

The Performance Standards are rules CCHS/ABC Program must go by to keep in compliance with Head Start laws. Volunteers are encouraged to review them.

Target Population

Head Start is primarily for children from low-income families. At least 90% of the children enrolled must meet federal income guidelines, which are updated annually. CCHS/ABC Program provides services to eligible children 3 years old to 5 years old in Cleveland County. The child must be a least 3 years old by August 1st of the year he/she is enrolled. The program's over-income slots are selected through criteria that is entered into an online tracking system called (COPA) and given points by criteria such as disabilities, age, etc.

Agency Structure

CCHS is a federally funded program and is administered by the Cleveland County School District, an Executive Director and a governing Policy Council.

The Head Start Policy Council is composed of seven (7) members. Seven (7) are parents of currently enrolled Head Start children, with 6 alternates from each classroom, one (1) member is a liaison for the school district, three (3) are community representatives who have demonstrated an interest in services provided to low-income children and families. The Policy Council has general responsibility for establishing a method of hearing and resolving complaints about the Head Start program, operating responsibility for conducting program evaluation, and approval/disapproval responsibilities before major decisions are finalized or action is taken.

The Program Director is responsible for supervision of the staff at their local center. The local program staff includes classroom teachers and teacher assistants whose primary duties consist of nurturing and teaching preschool children through organized activities that stimulate each child's physical, emotional, intellectual and social growth and get them ready for their transition to Kindergarten and beyond.

How You Can Help!

1. **Volunteer:** Your time to help in classrooms, on field trips, planning activities for the children, making things, etc.
2. **Attend Meetings:** A center committee meeting will be held in several different formats through the year. You will have an opportunity to meet and talk with other parents, plan activities, make things, and to learn. Parents help to plan these meetings so you can have programs that will meet your needs.
3. **Provide ideas and input into the program:** You can serve on one of the policy committees: the Center Committee, Policy Council Committee, Health Advisory Committee, Social/Services/Parent Involvement, or Education Advisory Committee.
4. **Make materials to be used in the classroom:** We will furnish the supplies.
5. **Organize center and playground workdays.**
6. **Tell others the benefits of the Head Start Program.**
7. **Attend training sessions and workshops.**
8. **If you have suggestions** for things you would like to do for center times, for center committee meetings, or field trips, we welcome your ideas.

Interview Policy

All children enrolled in the Cleveland County Head Start/ABC Program are subject to interviews by Child Care Licensing Personnel, DCFS Special Investigation Personnel and Law Enforcement Personnel for investigative purposes and/or determining compliance with licensing requirements.

YOU HAVE THE RESPONSIBILITY TO:

- Go to as many of the team meetings as possible.
- Ask questions whenever you don't understand what is being said or done, or whenever you are concerned about how your child is acting or learning.
- Share your observations about your child with the team, as well as any changes in the family which might affect your child in the center.
- Try to carry out those activities which the team suggests would be helpful to your child when they are at home, and report back the effect these activities have on them.

Program Governance

The **Cleveland County Head Start Program** is administered by the Cleveland County School District under the direction of the school board, superintendent, and a governing Policy Council. Together these entities administer three Head Start Centers. They are dedicated to providing a comprehensive child development program that includes education, health, social services, and opportunities for parent involvement for 108 three and four year old economically disadvantaged and disabled children in Cleveland County that follow Head Start selection criteria.

The **ABC Program** is a state funded Pre-K program that is also administered under the umbrella of the Cleveland County School District guidance of the Policy Council. It is a program that is intended for all at-risk three and four year olds (especially those in families with incomes less than 200% of the federal poverty threshold). We provide comprehensive support services, a developmentally appropriate curriculum and many opportunities for learning in an engaging environment.

Religious Policy

No religious activity may occur during any ABC day and no ABC funds may be used to support religious services, instruction or programming at any time.

To assure that no religious activity is paid or subsidized by public funds or occurs in any manner suggesting governmental endorsement of any religion or message:

- A. (ABC funds must be used exclusively to support allowable ABC program costs incurred to provide non-religious instruction and activities during the ABC day.
- B. No religious activity may occur during any ABC day regardless of the source of funds used to support the activity.

Licensing Requirement

Parents have the right to review Licensing Compliance Records provided by the Arkansas Department of Human Services, Division of Child Care and Early Childhood Education.

Cleveland County School District

Cleveland County Head Start

ABC Program



Volunteer Information

Contact Information

All staff can be contacted by email at firstname.lastname@clevelandcountyschooldistrict.org

Center	Center Director	Staff
Kingsland Head Start 16651 Hwy 79 Kingsland, AR 71652 870-348-5778		Kay Spurlock-Teacher Virginia Broughton-Teacher's Aide
Woodlawn Head Start 6760 Hwy 63 Rison, AR 71665 870-357-2579	Melissia Nelson	Melissia Nelson- Teacher Jennifer McGahhey-Teacher Jessica Thompson- Teacher's Aide Cammie Raney- Teacher's Aide Brooke Davison- Component Aide
Rison Head Start 700 Main Street Rison, AR 71665 870-325-6306	Kelli Baggett	Cynthia Parnell- Teacher Tamecki Rainey- Teacher Willie Bea Brandon- Teacher Laura Baxter- Teacher's Aide Laura Long- Teacher's Aide Ashley McKnight- Teacher's Aide
Pamela Draper 870-325-6324	Program Director	pamela.draper@clevelandcountyschooldistrict.org
Laura Burns 870-325-6324	Education Specialist	laura.burns@clevelandcountyschooldistrict.org
Alicia Wilkie 870-325-6324	Health-Mental Health- Disabilities Specialist	alicia.wilkie@clevelandcountyschooldistrict.org
Mary Baker 870-325-6324	Family Services Specialist	mary.baker@clevelandcountyschooldistrict.org
Connie Keese 870-325-6306	Transportation-Facilities Spe- cialist	connie.keese@clevelandcountyschooldistrict.org
Kelli Baggett 870-325-6306	Nutrition Specialist-Center Director	kelli.baggett@clevelandcountyschooldistrict.org

Head Start Center Committee

Every parent who has a child enrolled in Head Start/ABC is a member of this committee which carries out at least the following minimum responsibilities:

1. Assist teacher, center director, and all other persons responsible for the development operation of every component including curriculum in the Head Start/ABC Program.
2. Works closely with classroom teachers, and other staff to carry out daily activities .
3. Plans, conducts, and participates in the program and activities for parents and staff.
4. Participates in recruiting and screening of the employees within the guidelines established by the Policy Council and the Board of Education.
5. ABC parents are encouraged to be members of the center committees and actively participate and provide suggestions for the center but will be in a non-voting capacity.

Head Start Policy Council

This council must be set up at the grantee level. All parents serving on the Policy Council must be elected by parents in the program. One representative from each classroom and at least one alternate from each classroom, three community people and one Board Member, recommended by the director and staff, and approved by the parents. ABC parents are invited to actively participate as members of the policy council, but in a non-voting capacity.

It is important that the membership of the policy groups be rotated to assure a regular change of new ideas into the program. For this purpose, terms of membership must be limited to no more than three years, one year terms.

No staff member of the grantee agency shall serve on the council or committee in a voting capacity. Staff members may attend the meetings of the councils or committees in consultative, non-voting capacity.

Every corporate board operating a Head Start Program must have a Policy Council a defined by HHS (Health and Human Services). The corporate body and the Policy Council must not be one and the same.

The Head Start Policy Council serves as a link between public and private organizations, Neighborhood Councils, Cleveland County School Board of Education, and the community it serves. They plan, coordinate and organize agency-wide activities for parents with assistance of staff.

It may not be easy for Head Start Directors and professional staff to share responsibility when decisions must be made. Even when they are committed to involving the parents, the Head Start Staff must take care to avoid dominating meetings by force of their greater training and experience. They must learn to ask parents for their ideas, and listen with attention, patience and understanding. Self-confidence and self-respect are powerful motivating forces. Activities which bring out these qualities in parents can prove invaluable in improving family life of young children from low-income households.

Classroom Activities

A daily schedule of activities is posted in each classroom.

Children will be served a breakfast and lunch meal that is approved by the Child Care Nutrition Program. A nutritious snack will be served in the classroom every afternoon. (Please do not send food with your child.)

Teachers will implement a curriculum/lesson plan that includes experiences in all components and child development areas.

Child will conduct emergency drills on a regular basis. (fire, tornado, earthquake, etc.)

Personal Property

The only personal property your child will need will participating in our program is:

- Blanket for naptime
 - Backpack (to be checked daily for important notices)
 - Seasonal change of clothing for accidents and spills (underwear, socks, etc.)
 - Appropriate outerwear
- ◆ Please put your child's name on all personal property.
 - ◆ Do not bring toys, food, videos or other personal property to your child's center. Staff cannot be held responsible for items brought from home.
 - ◆ No pillows or stuffed animals will be allowed for napping.

Your child will be very active while participating in the Head Start program. Please dress your child in clothing that is easily managed with no or little assistance and appropriate for outside play.

Inclement Weather Policy

Rison

Parents should listen to the following broadcast systems for information during inclement weather conditions. (KATV) Channel 7, (KARK) Channel 4, (KTHV) Channel 11, radio station (KSSN) 95.7. (Social Media) ccsdheadstart.org, Facebook, Twitter.

Kingsland

Parents should listen to the following broadcast systems for information during inclement weather conditions. (KATV) Channel 7, (KARK) Channel 4, (KTHV) Channel 11, and radio station (KBJT) in Fordyce.

Woodlawn

Parents should listen to the following broadcast systems for information during inclement weather conditions. (KATV) Channel 7, (KARK) Channel 4, (KTHV) Channel 11, radio station (KWRP)105.5 and (KSSN) 95.7.

Inclement weather conditions may dictate that school begins later than 8:00 a.m..
Do Not Call Head Start Employees.

Important Head Start/ABC Websites

Cleveland County School District
Cleveland County Head Start-ABC Program
<http://ccsdheadstart.org/>

Arkansas Department of Human Services
Division of Childcare and Early Childhood Education
www.arkansas.gov/childcare/

Arkansas Head Start
<http://www.arheadstart.org/>

Cleveland County Public School
<http://rison.k12.ar.us>

National Head Start Association
<http://www.nhsa.org/>

US Department of Health and Human Services
Administration for Children and Families
<http://eclkc.ohs.acf.hhs.gov/hslc>

Emergency Contacts

Cleveland County Ambulance Service	325-7313
Dallas County Ambulance Service	870-352-3155
Cleveland County Sherriff's Department	325-6222
Rison City Police	325-6381
Rison Fire Department	325-7208
Woodlawn Fire Department	357-8345
Kingsland Fire Department	348-5555
Fordyce Fire Department	870-352-2345
Rison Clinic	325-6255
Kool Smiles	870-534-9917
Dr. Marvin Caudle (Warren)	870-536-4602
Dr. John Durmon (Warren)	870-226-5165
Dr. Donnie Bryant (Warren)	870-226-6556
Poison Control Center	1-800-222-1222
Child Abuse Reporting Hotline	1-800-482-5964
Battered Women's Hotline	1-800-332-4443
Cleveland County Health Unit	325-6311
Dallas County Health Department	870-352-7197
Jefferson Regional Medical Center	870-541-7100
Dallas County Memorial Hospital	870-352-3155
Bradley County Memorial Hospital	870-226-3731
Children's Clinic	870-534-6210

Curriculum

Head Start/ABC is a complete child development program. We utilize two curriculums within our program. The Creative Curriculum and the newly adopted Houghton Mifflin Pre-K curriculum. In our program children will learn from their daily interaction with the environment along with pre-determined themes provided by Houghton-Mifflin.

The Houghton Mifflin Pre-K curriculum is aligned with key critical Pre-K learning goals, including those defined by Head Start and is developmentally appropriate for 3-5 year olds. Developmentally appropriate means that the classroom environment, activities and interactions take into account the developmental stages of each child. The Houghton Pre-K curriculum provides learning in the following areas:

Welcome to School	In the City, in the Country
My Family, My Community	Let's Move
My Five Senses	Growing and Changing
Seasons all Around	Ready for Kindergarten
Construction Zone	Animals Everywhere

By following the Creative Curriculum for room arrangement and interest center set up, children are introduced to a print rich environment that promotes literacy skills and fosters school readiness. Interest areas include the technology center, sand and water, blocks, dramatic play, book nook, art center, science center, etc. By using the Houghton Mifflin Pre-K coupled with Creative Curriculum, children will develop emergent literacy skills, mathematical and scientific thinking, and an understanding of social studies through their involvement in each interest area.

Head Start Components

Education-Transition:

- Assessments on each child will be completed by October to develop individual learning plans to meet each child's needs.
- Every activity is a planned learning experience including outside play, meal time, and nap time.
- Head Start Children and families are supported through head start transition activities to achieve successful transition from Head Start into the Public School and to facilitate continuity of the program.

Health:

- Each child will be required to receive a physical exam, dental exam, and any treatment as indicated from the exam.
- Parents are asked to accompany children to their medical and dental appointment. Transportation is available on the school bus for exams but parents must accompany their child.
- If your child receives any type of dental work (i.e. filling, cap, etc.), they will not be allowed to return to school for the day.

Nutrition:

- Children enrolled will receive breakfast, lunch, and an afternoon snack.
- Nutritional experiences will be held at least twice a month in each center.

Family Services:

- Most families have special needs: i.e. better housing, educational advancement, counseling, etc.
- Although we don't have the all the answers, perhaps the staff can provide you with information to help with the concerns you have.

Mental Health:

- The Head Start Program is designed so that children learn to feel good about themselves.
- Success, not failure is emphasized.

Parent Involvement:

- For a Head Start to be successful, parents MUST participate.
- Parents are encouraged to volunteer in a variety of ways.

Disabilities:

- Children with disabilities received the same services as non-disabled children in the program.
- Special services are provided, when and if needed, and if available.

Transportation:

- Head Start children and families are supported through assistance with transportation through the Cleveland County School District as well as the Head Start program.

Criteria for Selection of Head Start Children

The applicants are selected based on an approved point system which consists of several special variables including family income, age, any diagnosed disabilities and parental status. Children not accepted into the program will be ranked according to points scored for later acceptance, if a vacancy occurs. If a child is not placed in the Head Start Program, a letter will be sent to the parents informing them that the child will be put on a waiting list.

- ◆ Children are automatically enrolled for the second year, pending completion of enrollment forms for new school term
- ◆ Children must meet income eligibility as set forth in Head Start Family Income Guidelines for the current year. Enrollment can include children in the above income category as long as it does not exceed 10% of the total enrollment, if slots are available after all income eligible children have been placed in Head Start.
- ◆ Head Start may serve up to 35% of their children from families with incomes of up to 130% of the poverty line, after all income eligible children have been served.
- ◆ Four year old children will be given first consideration for enrollment, if enrollment is not completed for four year olds, the remaining slots will be filled with three year olds. A child must be 3 years of age by August 1st (or state required date) of the current school year.
- ◆ Disabling conditions will be considered, 10% of enrollment slots will be available for children with disabilities.

Criteria for Selection of ABC Children

Arkansas Better Chance for School Success

The **ABC Program** is a state funded Pre-K program that is also administered under the umbrella of the Cleveland County School District with the exception of the Policy Council.

Parent/guardian shall present the following documentation showing:

- ◆ Child is three years old by August 1st of current year (or state required date).
- ◆ Child is current or on an acceptable catch-up schedule for required immunizations
- ◆ Families gross earned income does not exceed 200% of Federal Poverty guidelines.

Acceptable documentation of income shall include a copy of one of the following:

- Paystubs dated within the past 30 days.
- Current W-2 forms
- Current Federal Income Tax Forms
- Documentation from DHHS caseworker showing family gross income is <200% of Federal Poverty Level.

Behavior Management Policy

CCSD-CCHS uses the following methods of behavior management.

Head Start will encourage self-control and respect for the feelings and rights of others. When a dangerous/aggressive behavior has occurred, a child will be released to their parent/guardian or emergency contact as soon as possible to ensure the safety and well-being of all concerned.

The method of discipline will not be humiliating, frightening, or physically harmful to the child. It will be consistent and individualized for each child so as to be appropriate to their level of understanding and directed toward teaching the child acceptable behavior and self-control.

CCSD-CCHS believes that the staff and parents should work together to address the social and emotional needs of their children. ***This is a team effort, and families are expected to be part of that team.***

Limits are set and firm consistent controls for defiant behaviors are to be enforced. The following steps will be used when a child demonstrates behaviors which are disruptive to the class, aggressive toward others, destructive of property, or defiant to class instructions and/or rules.

Step 1: The classroom teacher and staff will talk with the child about the behavior, choices and consequences of those choices, and will **redirect** the child to a specific task.

Step 2: At the time a child's behavior is out of control and likely to cause harm to the child and other people, or the child's behavior is so disruptive to the class activities, the child will spend time away from the group to enable him to calm down and return to the group. Teachers will complete a **challenging behavior incident report** to inform parents of the behavior.

Step 3: If the inappropriate behavior continues or intensifies the teacher will make a **phone call** to have the parent talk with the child about their behavior.

Step 4: If the inappropriate behavior continues or intensifies, the child will be sent home for the remainder of the day. **The child must be picked up within 30 minutes of receiving a call.** The mental health specialist or the central office staff will be notified when a child has been sent home for the remainder of the day.

Step 5: If the child continues to have aggressive behavior in the classroom, the mental health specialist along with the center director will determine on an individual basis if a **formal conference** is deemed necessary. As needed, a conference will be scheduled to include the parents/guardians, teacher and mental health specialist to work on plan to improve the child's behavior. **Child will continue to be sent home if aggressive behavior continues to disrupt the classroom activities or the behavior could potentially harm others.**

Step 6: If teaching staff is unable to observe improvements with the child's behavior plan, the mental health specialist will **request an observation from the mental health professional for possible referral.** If a referral is deemed necessary by the mental health professional, **parents/guardians are required to make an appointment for a professional mental health observation and provide documentation of the appointment.**

Immediate Dismissal: (See School District Policy) the Executive Director, Program Director and School Board officials will use discretion to modify this policy on a case by case basis. CCSD/CCHS will also follow the school district policy on bringing weapons to school.

School Bus Rules

There must be an attitude of respect and cooperation on the part of each student and parent toward the bus driver. The bus driver is responsible for the safety of students riding the bus. The driver has the same responsibility as the teacher in controlling discipline. The first duty of the student passenger is to obey the driver's directions promptly and cheerfully. The driver must concentrate on driving the bus, and any distraction may cause him/her to have an accident.

Some Basic Rules for Riding the Bus

1. Obey the bus driver.
2. Stay seated when bus is moving.
3. No fighting, kicking, hitting, biting, or spitting on the bus.
4. No talking ugly, swearing, name calling, or shouting.
5. Keep hands, feet, and other object to yourself and out of aisles.
6. No eating or drinking on the bus.
7. When you board the bus, go straight to your seat and stay in your seat until the bus arrives at your stop or your school.
8. Keep your head and hands inside the bus.
9. Do not throw anything out of bus windows.
10. Cross the road in front of the bus after the bus and other traffic has stopped.
11. ***Head Start students will not be permitted to:***
 - ***Ride a bus other than their usual bus, unless we have a note from parent.***
 - ***Get off of the bus some place other than their regular stop, unless a parent contacts the Center Director, teacher, or bus driver in writing stating this request. No parent will be allowed to change their child's bus destination unless it is an Emergency. Head Start-ABC will not accept students request, even if they are an older sibling.***

Students who abuse the rules for riding the bus may be suspended from riding the bus. Riding a school bus is a privilege, not a right. Head Start/ABC parents are responsible for putting their child on the bus in the morning, and being at the bus stop in the afternoon to receive the child. If parents do not obey this rule, the child may be suspended from riding the bus.

Bus Regulations

If your child rides a **Head Start/ABC Bus**, the bus will pick your child up at the home or designated location and a parent or an adult must be present to put the child on the bus and take the child off the bus. Drivers of the bus will honk three (3) times and if no one appears, the driver will leave. In the afternoons, if no one is present, the child will be taken back to the center at which time you will be contacted to come to the center and pick the child up. ***Under no circumstances will we pick up or drop off a child in an area that is not designated as a Head Start route.***

Children must be ready in the morning time, the bus driver can not wait and hold up traffic for you to dress your child. Monitors will not exit the bus for any reason other than the safety of a child.

We also request that you call your child's center if they will not be riding the bus on their regular scheduled morning route. **Due to safety issues, these changes will be made only in the event of an emergency.**

If your child has been assigned to ride a **regular school district bus** they are mandated by the school district. Some of these buses have regular bus stops and your child must be at the stop with an adult or older sibling. No child is to be left at the stop alone. Someone must be present in the morning and in the afternoon to take care of the child. If no one is present in the afternoon, the child will be returned to the center and you will be contacted to come and pick your child up. Remember, it is a privilege for your child to ride a bus, not the law. The school district maintains the right to discontinue this privilege if it is continually abused.



Head Start/ABC Child Abuse Policy

The Cleveland County Head Start Program has adopted the following policies for preventing emotional, physical, verbal, and sexual abuse or neglect.

STAFF WILL NOT:

1. Ridicule the children for any reason.
2. Humiliate children by making unfavorable examples of them or by pointing out weaknesses before a group.
3. Punish children for toileting accidents.
4. Administer any form of physical punishment.
5. Label children unfavorable.
6. Make abusive physical gestures to children.

STAFF WILL:

1. Observe children daily (with a witness) for bruises, cuts, sores, that are untreated or current.
2. Observe the children for signs of physical and behavior changes.
3. Provide services for children with special needs as outlined in the Head Start Performance Standards.
4. Discourage and prevent violence among children.
5. Provide resource referral service to children in need of clothing, food, shelter, medication or general hygiene assistance.
6. Remove any child from any activity or area of the classroom setting whose behavior subjects them or other children to danger.
7. Meet with parent(s) or guardian(s) of children who continually exhibit unacceptable behavior.
8. Report suspected child abuse/neglect as required by law through those channels established in the Child Abuse and Neglect Plan.

Procedure for Reporting Child Abuse/Neglect

All persons employed by the Cleveland County Head Start/ABC Program are advised that they are mandated reporters under the child abuse laws and provided the necessary information to carry out such reporting. They are instructed to report any suspected abuse to the Department of Human Services Central Intake Number at 1-800-482-5964 immediately, and then contact the Head Start Director and Social Services Specialist. Employees making contact with the Department of Human Services will complete an Abuse and Neglect Report form, in duplicate, one copy will be filed in the central office and the other copy will be placed in the child's confidential folder.

The Intake number is posted on staff bulletin boards in all classrooms and in the central office.

Should the staff suspect the Center Director, or if the Center Director should suspect the staff, they will report this suspicion immediately to the Department of Human Services Central Intake at 1-800-482-5964. Again, an Abuse and Neglect form will be filled out and a copy of the report will be filed in the central office. Employees also report suspicion to the Head Start/ABC Director immediately after calling the department of Human Services, if deemed necessary, the employee may be temporarily removed from the classroom until an investigation is complete.

Emergency Medical and Dental Procedure

In case of an accident, while a child is in care of Head Start/ABC, the teacher's aide will stay with the injured child and the other children while the classroom teacher tries to contact the parent or guardian.

If they are found to be unavailable, the teacher will take step to contact the child's primary care physician, preferred emergency room, or hospital and follow instructions given. If needed, the child will be transported to hospital or office as indicated by doctor for treatment.

At the Rison center, the component aide or the center director will be called to assist in the classroom in the teacher's absence. At the Woodlawn center, the Woodlawn High School Principal or his appointee will fill in the teacher's absence. At the Kingsland center, appointee designated by the Superintendent's office will assist.

The care may include examinations and any test which, in the opinion if the doctor or dentist are deemed necessary or advisable. This does not include the right to perform surgical operations without further consent from the parent or guardian, except in the case of an emergency when every effort has been made to locate the parent or guardian and they are found to be unavailable.

Head Start/ABC Staff will continue to try to contact the parent or guardian and the teacher will stay with the child until a family member arrives.

A Notification of Accident Form will be filled out including the parent's name, the child's name, date, how the injury occurred, and what first aid procedures were administered, who administered them, and the time they were administered. A copy of this is given to the parent/guardian and a copy is kept in the child's confidential folder. This form is also used on a daily basis with minor accidents and injuries.

Procedure for Biters of Staff and Children

When one child bites another child, both parents will be notified. While the teacher is notifying parents by phone, the aide will take the child that is bitten and wash the area with antibacterial soap and water. If the skin is broken it will need to be covered with a band aid. Over the next few days, the area will need to be monitored for any signs of infection. If the area becomes infected, the child will need to be taken to their primary care physician. A check needs to be made to see if both children are up-to-date on their immunizations. The child who bites needs to brush his/her teeth and rinse their mouth out, and the teacher will follow the appropriate discipline guidelines.

A written notification will be sent home to both parents, along with a copy of the biters policy. Parents are asked to sign the notification and return it. If a child bites the second time, a written notification will be sent home, signed-returned and the teacher or Center Director will consult with the parent by phone in regards to the child's behavior. If the incident occurs twice in one week, a parent-teacher conference will be required. On the third biting incident, a conference will be scheduled with the parent or guardian and the child's teacher. After this conference, if biting persists the child may be referred to a specialist from the Southeast Arkansas Education Cooperative or to our mental health consultant from Southeast Arkansas Behavioral Health Care for a follow-up evaluation.

Health Policy

1. Classroom staff will make a daily health observation of children. Children will be checked each morning on arrival for contagious or infectious disease. Also, no child will be admitted who displays any of the symptoms listed below.

Parents or guardians will be notified to pick up the child if the child exhibits any of the following symptoms: (State Licensing)

- A. **Fever:** Any child or staff with a body temperature of 100, accompanied with Lethargy (tired, sluggish) or any of the symptoms indicated below.
- B. **Diarrhea:** Three (3) or more watery stools in an 6 hour period, and continued episodes over a 3 or 4 day time frame unless the child is under the supervision of a physician with written documentation.
- C. **Vomiting:** Vomiting on two or more occasions within a 6 hour period.
- D. **Rash:** Children will be observed daily for signs and symptoms of a contagious or infectious rash. If a child is found to have a rash not obviously associated with diapering, heat or allergic reaction to a medication, the parent or guardian will be notified to pick up the child immediately. The child will not be admitted back until the rash has completely cleared and they have a signed release from a doctor. Skin conditions that have not been diagnosed as noncontagious by a physician included but not limited to:

- ◆ *Yellow (jaundiced) eyes or skin*
- ◆ *Children in contagious stages of chicken pox, measles*
- ◆ *Untreated impetigo*
- ◆ *Untreated scabies or head lice*

- ◆ *Any lesions with drainage from an infected site. Ex. (Cellulites)*
 - E. **Sore throat:** If associated with fever or swollen glands in the neck.
 - F. **Severe coughing:** episodes of coughing which may lead to gagging, vomiting, or difficulty breathing.
 - G. **Pink Eye:** Pink or red eye (s) which may be swollen with white or yellow discharge, until the child has been on antibiotics for 24 hours.
2. Any child who becomes ill and unable to participate in daily activities will be isolated and supervised.
3. Facility staff will be subject to the same exclusion guidelines for contagious or infectious disease that are enforced for children.
4. Any child who is injured will have immediate attention. Appropriate action will be taken to meet the child's needs. Parents will be notified of all injuries. Injuries that require the attention of medical personnel will be reported to the parent immediately.
5. Parents or guardians of all children will be notified of contagious illness as soon as possible.



Pink Eye (Conjunctivitis) Policy

Conjunctivitis, commonly known as pinkeye, is an inflammation of the conjunctiva, the clear membrane that covers the white part of the eye and the inner surface of the eyelids. While pinkeye can be alarming because it may make the eyes extremely red and can spread rapidly, it's a fairly common condition and usually causes no long-term eye or vision damage. When a child shows symptoms of pinkeye, it's important to see a doctor for symptoms listed below:

Symptoms include: *eyeball or inner lining is red *swelling *itchy *light hurts the eye *watery or teary *a thick crusty discharge causing the eye to be hard to open after sleep *possibly have a low grade fever

As soon as the symptoms of pink eye have been detected, the child will be isolated from the other children. Facility staff shall be subject to the same exclusion guidelines for contagious or infectious disease that are enforced for children. Parent(s) or guardian of infected child will be notified to pick child up from Head Start as soon as possible. Parent(s) or guardian of all children in the classrooms will be notified of the contagious illness. Infected child cannot return back to school until treatment has been received for 24 hours but preferably accompanied by a doctor's release.

Head Lice Policy

Head lice is not an indication of cleanliness or poor hygiene and it is not uncommon for a child to have a case of head lice. However, due to the fact that head lice can spread from one child to another, it is important to exclude children with live lice from the center until they are treated. If live lice are found, the child will immediately be removed from the classroom and parents will be required to pick child up as soon as possible to prevent spread. The child will be sent home with lice shampoo kit along with instructions to remove live lice from the home.

Parents are **strongly** encouraged to remove all nits as well. All children in the classroom of the infected child will be examined for lice and classroom will be sanitized appropriately. Letter will be sent home to children's parents to watch for potential spread. The child with head lice may not return to class unless proof of treatment has been received along with signed head lice procedures.

After child has been treated, **parent must transport the child to school the when returning to school** and have staff person check the child for signs of live lice before the child will be readmitted to the classroom. (If staff is unsure, child may be observed by school district nurse)

If a child continually comes to school with head lice, a referral will be made to the child's physician. Child will be taken to the school district nurse after 7 days of treatment being received and if new nits are found the child will be sent home again. If a student has lice three (3) consecutive times, a conference will be held with the parent(s), health specialist and center director. The student must then seek medical attention necessary, the student's name could potentially be sent to the Health Department.

Ringworm Policy

Ringworms are reddish scaling circular patches with raised edges and clear in the center or light or dark (non-red) patches involving the face and upper trunk or cracking, peeling of the skin between the toes.

- Scalp— redness, scaling of scalp with broken hair or patches of hair loss.
- Causes— fungus infection spread by contact with infected humans, animals, or surfaces touched by infected individuals.

As soon as one of these symptoms is suspected, they are to be sent home and may return 24 hours after treatment has begun. The ringworms on the skin may be treated with cream, but for ringworms in the hair, they must be taken to the doctor to receive a prescription for oral medication. Upon return to school we must have verification from the parent that it is being used and a note from the doctor if the ringworms are in the hair.

Medication Policy

Medications will be given only to children with a diagnosed health impairment requiring daily medication during Head Start/ABC hours.

The family and the physician should schedule the administration of medication during times when the child is most likely to have parental supervision.

No over the counter medicine, such as aspirin or cough syrup, will be given.

If medication must be given, it must:

1. Be in a prescription bottle from the pharmacy.
2. Be clearly labeled with the amount of dosage, stating clearly the exact time to be given, and special instructions such as "keep refrigerated."
3. Must be accompanied by a **written statement** from the doctor stating the exact time to be given, the amount of dosage, and side effects to watch for and expected side effects on the child's behavior.
4. It will be put in a safe place in a locked file cabinet along with instructions from the doctor. If the medication needs refrigeration, it will be placed in a locked container in the refrigerator with instructions included.

Before any medication is administered, recorded parental consent must be on file in the child's folder. The school nurse will train staff on giving medication.

Teachers will post on bulletin boards a form showing the name of the child given medication, time given, amount of dosage, and by whom the medication is administered, accompanied with a cover sheet for confidentiality.