

# *Salem-Keizer School District*

## *Salem-Keizer Head Start* **Family Handbook**



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Child's Name

Salem Keizer Head Start 503.399.5510

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## **Welcome to Salem-Keizer Head Start Handbook Contents**

### **1. “Welcome!”**

2. Philosophy Statement

### **3. “YOU”**

4-5. Parent and Volunteer Code of Ethics

6. Your Rights

7. Your Home

8. Volunteering

9. Becoming a Partner

10. Where Do You Fit?

11. Parent Policy Council

12. Parent Employment

### **13. “YOUR CHILD”**

14-15 Typical Day

16. Classroom

17. Curriculum

18. Helping in the Classroom

19. Education Home Visits/Conferences

20. Family Night

21-22. Language Model

23. Outside Play

### **24. “YOUR FAMILY”**

25-26. Health Requirements

27. Confidentiality

28. Family Services

### **29. PROGRAM POLICIES/PROCEDURES**

30. Child Abuse

31. Illness

32. Head Lice

33. Left Child

34-35. Attendance

36. Criminal History

37. Snow & Ice

38. Transportation

39. Pedestrian Safety

40. Field trips

41. Discipline

42. Medical Emergency

43. Emergency Contact

44. Zero Tolerance

45-46. Smoke Free Environment

47-48. Short Term Exclusions

49. Medication Administration

50. Emergency Preparedness

51. Animals in the Classroom

52. Holidays/Celebrations

53. Food Allergies

54. Meal Service

55. Extended Absences

56. Boundaries

57. Hand Washing

58. Media and Screen Time

# Welcome

## **Welcome to Salem-Keizer Head Start!**

We are pleased that you and your child have chosen to be with us this year. We hope that all Head Start families will feel that Salem-Keizer Head Start is your child's home away from home. Head Start offers many opportunities to get involved in your child's education. Please ask your family advocate about volunteer opportunities, site meetings, and policy council. Childhood is a time for exploring, creating and discovering. Your child is going to have a wonderful experience in our classroom. I have seen what talented and special staff we have in our program; they are committed to early childhood education. Please contact me if you need anything.

Stephanie Whetzel, Program Coordinator  
(503) 399-5510

## **Salem Keizer Head Start Philosophy Statement**

By providing an early connection to schools, Head Start staff and families partner to prepare children to see themselves as capable learners, who are developing skills that will enable them to make sense of their world and to succeed in it.

Head Start has a commitment to:

- Establishing a supportive learning environment for children, parents, and staff
- Recognizing that children, families, and staff have roots in many cultures; working together to effectively promote respectful, sensitive, and proactive approaches to diversity issues
- Understanding that the empowerment of families occurs when their ideas and opinions are heard and respected
- Embracing a comprehensive vision of health for children, families, and staff, which assures the basic health needs are met
- Respecting the importance of all aspects of an individual's development, including social, emotional, cognitive, and physical growth
- Fostering relationships with a larger community, so that families are respected and served by a network of community agencies in partnership with one another
- Developing a continuum of care, education, and services that allow stable, uninterrupted support to families and children during their Head Start experience.

**You**

## Parent and Volunteer Code of Ethics and Conduct

Salem-Keizer Head Start is committed to providing a nurturing environment for children, families, and employees. Some examples of behavior which are not acceptable include (this list is representative and not to be considered inclusive):

- Use of profanity
- Disparaging/belittling remarks to or about others
- Threats of physical harm, implicit or explicit
- Spanking, striking or physically hurting children, including your own
- Theft of program equipment, supplies or items belonging to others
- Suspicion of being under the influence of legal or illegal substances
- Harassment of any kind
- Inappropriate remarks or conduct

1. We request that all Salem-Keizer Head Start parents and volunteers assist our program in maintaining a professional atmosphere of mutual respect, loyalty and trust. Any behavior which is not acceptable from a child, parent, volunteer or employee which does not promote the well being of all present should be addressed immediately by the person in charge of the classroom, meeting, facility, function, etc. In cases where the behavior is not immediately remedied or there is serious concern for the welfare of others present, the person in charge will ask the offender to leave the premises. Should the offender refuse to leave the premises, the person in charge may contact the local law enforcement authorities for assistance.
2. Controlled Substances, Weapons, and Threatening Behavior – There will be no tobacco products, drugs or drug paraphernalia, alcohol or drug use, and/or firearms or weapons of any kind (knives, chains, bats, etc.), or physical or verbal threats or harassment of any kind on any property being used by Salem-Keizer Head Start (including buildings, playgrounds, buses), during any Salem-Keizer Head Start activities (including field trips, parent meetings, and special events), or in the home of any Salem-Keizer Head Start child while a Salem-Keizer Head Start representative is present.
3. Following cases that warrant a report on the above incidents, a review of the situation will be conducted by the appropriate area manager, the parent or volunteer involved and the Director. At that time a determination will be made regarding the need for extended exclusion from participation in the Head Start program. The review committee will determine the length of time of the exclusion as well as conditions for the individual to resume participation in the program. *(Please note: if the individual accused of misconduct chooses not to attend the meeting, the meeting will be held without his/her participation, and the individual will be mailed a letter indicating the committee's decision).*

In cases of extremely serious breaches of conduct, the committee mentioned above may recommend further review of the situation to the Policy Council Executive Committee and they may determine that excluding the individual on a permanent basis is in the best interest of all concerned. This policy applies to all program operations including but not limited to home visits, special events, parent meetings, classrooms, offices, meeting rooms, buses, parking lots, and field trip sites.

The Agency will not tolerate any behavior that threatens the safety or well-being of those who come in contact with our program. Therefore, all threats, any unlawful harassment, physical abuse or theft will be reported to the proper law enforcement authorities.

4. To ensure that the building remains a safe and secure place for your child to attend school, the following procedures will be enforced. Your cooperation and understanding are greatly appreciated.

- All visitors must check into the office as soon as they enter the building. Volunteers must use the Salem-Keizer School District volunteer badge to identify themselves.
- All doors will be locked except when being used by students to pass to and from activities.
- Anyone on school property unknown to staff will be asked if they do not have a visitor's name tag.



## **Your Rights as a Program Parent**

- To be welcomed in the classroom;
- To always be treated with dignity and respect;
- To be informed regularly about my child's progress in the program;
- To expect guidance for my child from teachers and staff;
- To be informed about all community resources concerning health, education, and the improvement of family life;
- To be able to learn about the operation of the program including the budget and level of education and experience required to fill various staff positions;
- To take part in major policy decisions affecting the planning and operation of the program;
- To take part in planning and carrying out programs designed to increase skills in my areas of interest;
- To participate in adult programs that may be helpful for my family and me.

## **Your Home is Your Child's First Classroom . . .**

You are your child's first teacher! In fact, you are always teaching. Every experience your child shares with you is a learning experience. Working with you to fold the clothes or going to the store teaches your child things about how the world works.

One of the primary goals of the Head Start program is to help children gain social and educational skills.

The education team works with your child to help them learn ways of effectively dealing with their current surroundings and to meet the responsibilities which will come later in school and life.

We achieve this goal by recognizing and supporting parents as the primary educators of their children.

Since you are the main influence in your child's growth, we invite you to participate actively in your child's education. We look forward to your involvement in as many ways as you feel comfortable.

One simple way for you to be meaningfully involved in your child's experience is to keep in contact with your child's teacher. Come in and volunteer or check in by phone to see how your child's day went. Most importantly ask your child about his/her day. Take time to ask them about their artwork and make sure to ask them if there are any notes from school. Teachers send home flyers and reminders about upcoming activities.

## **Volunteering in the Classroom**

### **You are welcome and important**

Your presence in the classroom is very important! As a parent, you bring excitement and pride to young children. You are also a source of support for the classroom.

While all parents are welcome and their time spent in the classroom is valuable, not everyone feels comfortable right away. Sometimes walking into a classroom can feel overwhelming and you may not feel sure what to do next. Here are some tips.

#### **OBSERVE!**

Visit your child's classroom to see first hand how the staff and children work together. It can be very rewarding and educational. Just sit back and watch the day unfold.

By listening and watching you will learn the day's routine and how the adults in the classroom guide children through their day.

You don't need to rush into things. Feel free to observe until you feel more comfortable about volunteering.

#### **JUST DO IT!**

Go ahead! Take the plunge and schedule your next visit to the classroom. Plan to get more involved in the children's activities.

Don't worry! We all learn by trying new things.

#### **MORE INFORMATION**

After you've got your feet wet you will probably have a lot more questions. Talk with your child's classroom teacher. They will have information and videos about child development and early childhood education to share with you.

Don't forget to come to the monthly site meetings, where you can talk with other parents about what is happening in the classroom.

## Become a Partner in the Program

Staff members expect the involvement of all parents in all parts of the Head Start program. It is your responsibility as a parent to be involved in your child's education.

- Volunteer in the classroom at least one time a month
- Participate in home visits
- Attend two parent/teacher conferences, observe in the classroom prior to the conference
- Attend Site Meetings
- Offer curriculum suggestions
- Be involved in a program committee
- Help plan and attend field trips
- Be a Policy Council Representative

As a parent of Head Start I agree to:

- Have my child ready and waiting for the bus 10 minutes before pick up time
- Be at the bus stop waiting for the bus after class ends or make arrangements with the teacher for an alternative plan
- If I bring my child to school I will walk my child to the classroom and sign them in before leaving.
- I will not bring my child to school before the start time of class
- If I pick my child up from school, I will arrive on time.
- Follow the Head Start Attendance Policy

## Where Do You Fit?

Each person has unique interests. Head Start offers a wide variety of activities.  
Which one is right for you?

If you like ...	Then you might ...	Description
<ul style="list-style-type: none"> <li>• Making decisions</li> <li>• Organizing</li> <li>• Setting program policy</li> </ul>	<b>Attend Parent Policy Council</b>	Council meets once a month in the evening. Parents are elected as officers and representatives from each site. The Council makes decisions regarding program operations.
<ul style="list-style-type: none"> <li>• Sharing ideas</li> <li>• Giving classroom suggestions</li> <li>• Planning special activities</li> <li>• Meeting other families</li> <li>• Taking ideas home</li> </ul>	<b>Attend Site Meetings</b>	Site Meetings happen once a month. All parents are expected to attend. You will learn Policy Council information as well as discuss classroom issues. This is a time for parent education activities.
<ul style="list-style-type: none"> <li>• Spending time with your child</li> <li>• Watching other children at play</li> </ul>	<b>Volunteer</b> in the classroom	Monthly As frequently as you want!
<ul style="list-style-type: none"> <li>• Working on projects</li> <li>• Calling parents</li> <li>• Collecting recyclable materials</li> </ul>	<b>Volunteer</b> from home	As frequently as you want!
<ul style="list-style-type: none"> <li>• Learning how children develop</li> <li>• Have an interest in a career in education</li> </ul>	Apply for a <b>paid assistant</b> position	Paid position, minimum of four hours per day, additional training funds are available for education coursework.

## **Parents are Partners in the Head Start Program Parent Policy Council**

Policy Council meets monthly. Parents share ideas about the program and make important decisions about the Head Start program.

Two parent representatives are elected from each child's classroom to offer ideas about the program and make decisions about Head Start issues. All parents are welcome to attend the monthly Policy Council meetings but only elected officers can vote. Policy Council will meet the last Thursday of each month. Monthly attendance is required at the Council meetings.

Throughout the year parents make and approve decisions about the operations of the program, obtaining funding, and providing services to families. Policy Council members will be expected to attend the monthly site meetings to report decisions and share program information.

Special committees are appointed by Policy Council to work on program activities and business. As a Policy Council member you will attend special training and help plan training events for others.

The Executive Committee consists of:

- Chairperson
- Vice-Chair
- Secretary
- State Representative

**Making a commitment to Policy Council is exciting and rewarding.  
Your voice can make a difference.**

## **Have you ever considered a career in education?**

There is an opportunity to get paid for helping in the classroom.

Each year a parent is hired to assist in each Head Start classroom. Parent Assistants work four days a week for a minimum of four hours per day. Monthly training is provided for parent assistants, with time to get to know other parent assistants at other sites. This is a great opportunity to help in the classroom, learn from the children and get paid for it. If you are interested, please contact your child's teacher or family advocate for an application.

### **Parent assistants will be required to:**

- Provide all employment paperwork needed
- Ride to and from school on the Head Start school bus
- Attend a bus monitoring training
- Sign a confidentiality statement
- Obtain a TB screen
- Obtain a food handlers card
- Attend monthly parent assistant training

If you are interested in being a substitute Parent Assistant you will need to complete the listed requirements, plus be able to drive and have daily accessibility to a car. You may be asked to meet the bus at a designated area so you can ride to and from school with the children.

# Your Child



## **The Head Start Classroom... a Typical Day**

After entering the classroom, most likely you will see children greeting their classmates and teachers. Books and other manipulatives may be spread out on the floor. Or the children may be involved in circle time. Now is the time to just join the fun. Sit yourself down on the floor and before you know it a small child will want to climb onto your lap.

Soon the children will begin to get ready for another event. A snack and lunch will be served to all children. The staff will appreciate your help in seeing that everyone gets their hands washed. You might help by being the first to wash your hands and setting a good example. Also, after snack you can help to see everyone gets his or her teeth brushed.

When you join the children at the table, you'll notice that snacks are designed to be nutritious and are served "family style." It's important to encourage this self-help activity and to remind children to take "sensible" servings. You can assure them that they can always have more food. Small milk pitchers make it easier for the children to pour their own drink. They soon learn how to clean up accidental spills themselves.

A class schedule is posted in the classroom, and you can check it to find out the general routine of the class day. Whenever any staff member has a free moment, they will be glad to answer your questions and give you some guidance on how you can be of assistance.

The next activity usually is free choice time. Find a place that looks interesting to you. Perhaps you are comfortable reading to children. Try sitting down on the floor, take a book and just start looking at it. Soon several children will appear, as if by magic.

Play dough is another choice in most classrooms. You can help to make certain that the children are encouraged in their own efforts by teaching them some simple techniques, such as how to roll a ball, roll out a "snake", or use the roller to make a "tortilla." You will get good ideas by watching and listening to the staff as they work with the children.

Children will have the opportunity to go outside to play. Run, walk, jump, skip- BE A KID AGAIN, IT'S FUN! Support the children in their activities by making sure they are safe.

Most children are free to use the bathroom whenever they need, depending on the location of the bathroom.

Most children will ride the bus home; you can help the children with coats and backpacks. Walk with the children to the bus and make sure everyone is seated and belted.

Go home and rest and **COME BACK AGAIN SOON!**

*We believe children learn best by “doing”. Their work is their play. Through play children become active and creative explorers who are not afraid to try out ideas and to think their own thoughts.*

**Wear comfortable clothing for active play and that is ok to get messy.**

We encourage clothes with easy to use buttons and zippers. Belts sometimes get in the way of last minute toilet needs. Label coats with your child’s name.

We go outside every day and encourage active large motor play. Please send your children ready play in the cold or heat. We discourage wearing flip-flops because it’s difficult to run and ride bikes outside.

Being “creative” often involves paint, glue, water, etc. We do have aprons available but they don’t cover up everything. If your child is worried about your response to him/her getting messy they might not get the most out of their experience.

We do have extra clothing for emergencies. ***Remember if your child comes home in something from school, please return it.*** We want to have extras available for the next time, if needed. You can also pack extra clothes for your child in their backpack.

### **Creative Curriculum**

Our curriculum is built to support children becoming independent, self-confident, and inquisitive learners. When you observe in the classroom, you should see:

- Children learning concepts and skills through meaningful activities such as playing with blocks, measuring sand and water, drawing and painting, participating in dramatic play (house, restaurant, dentist, doctor).
- Activities planned for children to develop large muscles (jumping, running, hopping) and small muscles (cutting, painting, play dough, building with small blocks).
- Children working in small groups on individual or self-selected activities.
- Opportunities for children to learn that reading and writing have meaning.
- Teachers observing children and interacting to help children use materials; adding new materials when needed; and making suggestions to extend children’s play.
- **Teachers who are genuinely interested in what children are doing, how they are feeling, and what they have to say.**

**Meaningful learning starts with children’s first hand experiences – family, language, neighborhood – and gradually expands upon what is familiar and what children already know. Children’s learning does not occur in narrowly defined subject areas; their development and learning are integrated.**

Curriculum supports each child’s social, emotional, cognitive, and physical development. Health, nutrition, and mental health, are incorporated on a daily basis through activities such as hand washing, tooth brushing, preparing food, and talking about feelings. The daily implementation of the curriculum is responsive to ongoing observations of children.

Our curriculum is:

- Based upon child development principles
- Specific in goals and objectives for children’s development and learning that are achievable, but also challenging
- Inclusive of developmentally appropriate indoor and outdoor activities
- Responsive to a system for observing and documenting children’s progress in all areas of development
- Intellectually engaging and personally meaningful to children
- Designed to be inclusive of all children, including those with identified disabilities and special learning and developmental needs

**An essential part of our program is the involvement of family in your child’s education. We value and encourage your input into our curriculum planning. If your child has a particular learning style or interest, please let us know.**

When working with children, remember:

- Speak softly.
- Listen and respond to a child's words; encourage them to talk to you about what they are doing.
- Kneel or sit down to be at the child's level.
- Encourage children to become more involved in activities. Avoid making models for children to copy.
- Children need to feel successful. Help a child if a task is hard, but don't do it for them.

Steps in Resolving Conflicts:

- Approach calmly, stopping any hurtful actions. Place yourself between the children, on their level. Use a calm voice and gentle touch. Remain neutral rather than take sides.
- Acknowledge children's feelings.
- Gather information. Ask both sides to tell about the problem.
- Restate the problem for both sides to hear.
- Ask for ideas for solutions and choose one together. Encourage children to think of a solution.
- Be prepared to give follow-up support. Stay near the children.

## **Education Home Visits & Parent /Teacher Conferences**

Education visits are designed for your child's teacher to work with you, the primary educator of your child, and your child.

Typically, you and your child's teacher will meet throughout the school year for two home visits and two conferences. Based on when the child starts school, the family will have home visits or teacher/parent conferences as scheduled. At conferences and home visits, teacher and parents plan and do activities that will help your child grow and learn. You know your child best, so many of the ideas for activities will come from you. You understand your child's experiences and know what they enjoy doing at home.

These visits are chances for you, your child, and the teacher to spend time together. They also give you time to share information about your child's growth and development.

You and the classroom teacher develop, together, an "Individual Learning Plan" for your child that becomes a part of the classroom curriculum. The information you share about your child's interests, skills, successes, likes and dislikes, routines, health and family relationships help to strengthen the teacher's efforts to individualize a classroom curriculum that meets the developmental needs of your child.

You will attend two Parent/Teacher conferences, fall and spring.

## Family Nights

This is a time for planned parent education activities. There are certain topics that are required such as child development, nutrition, medical, dental and safety. Advocates will be asking for parent input into topics. All classroom parents have the chance to make suggestions, ask questions, and offer ideas for the improvement of the classroom. This is an excellent way to get to know the parents of your child's classmates. You will meet with the teacher and advocate, along with other parents to discuss issues concerning your child's class, to plan for special activities, and to learn more about your child's education.

Parents elect two representatives from each site to take their ideas and to represent their child's class at Policy Council meetings. Policy Council representatives will share information at each family nights as to what was discussed at Policy Council. This will ensure all parents are informed about program information.

## Salem-Keizer Head Start Language Policy

### **Policy:**

Salem-Keizer Head Start will encourage the development of children's home language while fostering the acquisition of English. The introduction of new concepts will take place in the children's primary language in order to build on their prior knowledge base. Re-enforcement of the concepts will occur in both English and Spanish. If a child speaks a language other than English or Spanish, the educational team will find the necessary means to meet the language needs of that child to the best of the program's ability.

### **Goals:**

- We acknowledge and value parents as the first teachers of language and culture for their children.
- Preservation and continued learning in the primary language is essential for the success of language development for children and their parents.
- We believe that before a second language is learned there must be a strong foundation in the first language.
- Classrooms will reflect the culture and ethnicity of the children and families in the curriculum, environment, and languages used in the classroom.

### **In the Head Start classroom:**

- The educational team will have an English and Spanish speaking adult.
- The posters, photos, wall displays, and other print in the classroom will reflect the ethnicity and language of the children and families.
- Home cultures will be represented through listening, speaking, writing, and reading experiences.
- Books in the classroom will be in the home languages of the children. The books will be high quality, linguistically appropriate literature.
- Literature will reflect and respect all cultures represented in the classroom.
- All language activities will build on real experiences and will be relevant and appropriate to the lives of the children.
- Children and family pictures will be displayed around the classroom.
- Common cultural objects will be incorporated into interest areas.
- Information displayed on the Parent Bulletin Board will be in Spanish and English.
- Printed materials sent home will be in English and Spanish. A Spanish translator will be available at all parent meetings.
- Parents and other community members are always welcome and encouraged to share their home language and culture in the Head Start classroom.



## **Language Policy**

### **Techniques used to help children understand and use language:**

- Provide nonverbal and verbal cues (pointing and gesturing with hands and eyes)
- Provide rich language models that repeat, expand, and extend what the child has said to a slightly higher level of language use.
- Respond to children's attempts at communication.
- Modeling responses and encouraging but not requiring repetition of the model.
- Talking about activities and situations as they are occurring – the here and now.
- Using simple instructions instead of complex ones.
- Repeating and revising spoken words and providing increasing nonverbal clues until the children understand.
- Using role-playing with consistent vocabulary.
- Using consistent vocabulary and language patterns in routine activities.
- Paraphrasing
- Demonstrating and modeling
- Providing choices from which children may select.
- Using contexts with known information for presenting new information.
- Redirect children's requests or questions to their peers for response or action.
- Schedule ample pretend, free play, and dramatic play experiences in order to facilitate peer social interaction.
- Develop a classroom routine and be consistent – it helps children put meaning to what happens around them.

## **Outside Play**

Outdoor activities are an important part of our Head Start day. They provide essential opportunities for a child's health and well-being. Health experts agree on the importance of fresh air for children. It is a negative health effect for children to spend too much time in a closed indoor setting.

Our Head Start Performance Standards require that we provide at least 20 minutes of active play outside each day. This time provides important opportunities for children to develop large motor skills, learn to use outdoor equipment, participate in group games, and increase social skills for sharing and safety.

Parents will want to dress their children in warm clothing during winter months, knowing that they will be playing outside at school every day.

If parents feel that their child is not well enough to play outside at school, they will want to consider keeping him/her at home for the day. We do not want children to miss school, but we do want them to participate in the total Head Start day which includes fresh air and enjoyment of the outdoors.

# Your Family

## Health Enrollment Requirements

An important part of the Head Start Program is seeing that each child receives a physical and dental exam, immunizations, and screenings in speech, hearing, vision, and development. Screenings are quick, simple procedures that are used to find out if a child might need extra help to succeed in the classroom.

### **Before the first day of class each child must:**

- **Have up-to-date immunizations**
- **Have had a physical exam (well child check) within the last year**
- **Have had a dental exam within the last year**

Oregon Law (OAR 333-19-020 to 090) requires that a student must have **one of each of the following vaccinations before initial enrollment:** measles, mumps, rubella (MMR), polio, diphtheria, tetanus, hepatitis B, and varicella (chickenpox).

The following vaccines are additional requirements for specific grade levels: • Hepatitis A • TDAP

Parents must complete an Oregon Certificate of Immunization Status (CIS) form. Students who are not in compliance with their immunizations will be excluded on a statewide exclusion day in mid-February. They may not return to school until their immunizations are in compliance. Students may be exempted from receiving certain immunizations for medical conditions or non-medical reasons.

Beginning the 2016-17 school year, schools and health departments will be required to post immunization rates twice each year on District and School websites within 30 days after:

\*the start of school

\*the February Exclusion Day

### **ASTHMA**

Asthma is the leading serious chronic illness among children in Oregon. Asthma can have a great impact on a student's experience and success at school. It is one of the leading causes of absenteeism for school aged children. All students who are identified as having asthma must have an "Asthma Treatment at School" form completed by their health care provider. This form gives specific instructions from the doctor on the emergency management of the student's asthma. It will remain in place for the student until they graduate or transfer from Salem-Keizer Schools and is to be updated when the doctor makes a change and the parent provides the new form to the school. If the student does not have this form completed and needs assistance with their emergency inhaler the staff will follow Salem Keizer "Standing Orders" signed by our medical officer.

## **SEVERE ALLERGIES**

A student who has a severe allergy may have the emergency medication epinephrine prescribed for use in the event of an exposure. All students with epinephrine prescribed must have a Severe Allergic Reaction Emergency Plan completed by their health care provider. This plan identifies the substance for which a student is allergic with specific instructions on the emergency treatment for a severe allergic reaction. It will remain in place for the student until they graduate or transfer from Salem-Keizer Schools and is to be updated when the doctor makes a change and the parent provides the new plan to the school.

Parents are responsible for making sure that their child meets these requirements. If you need help – such as finding a doctor for the exam or immunizations or help finding a dentist, please contact your Family Advocate.

## **Health Services**

Our program provides your child with comprehensive health services, promotes preventive health, and provides your family with information and skills that support your child's ongoing health care.

- We assure that each child receives a medical exam, dental exam and dental treatment if needed, and make sure that each child's immunizations are up-to-date.
- Each family receives a nutrition assessment and feedback on that assessment from a licensed nutritionist.
- Parents receive health and nutrition information through newsletters, Parent Meetings, and home visits from staff.
- Children receive U.S. Department of Agriculture approved snacks and lunches. They also learn about health and nutrition in class.
- Our staff is available to help you with any health-related concerns you may have.
- If follow up treatment for urgent health needs are not addressed Department of Human Services may be notified.

## Confidentiality

It is the responsibility of Head Start staff to maintain confidentiality and protect the privacy of children and families.

Confidentiality means we keep what parents and family members share with Head Start staff private. All written information is kept strictly confidential, unless parents authorize, in writing, for it to be released. Parents tell us exactly what information they wish to be shared and with whom to share it. Parents of Head Start children have the right to review child and family records, and to request an explanation for information in those records, as well as how the information is used.

### Release of Confidential Information

Confidential information will be released to other agencies and/or persons *only* with informed parental consent, in writing, and only for purpose of securing needed services for Head Start children and families with the following exception:

**Any employee who has reasonable cause to believe that any child with whom he/she comes in contact in an official capacity has suffered abuse, or that any adult with whom he/she comes in contact has abused a child, shall report or cause a report to be made immediately to Child Welfare or the local law enforcement agency.**

Head Start operates on the premise that staff (teacher, IA and advocate) work together as a team to meet the needs of your family. The focus of the educational team is to meet the needs of your child. The focus of the advocate is to meet the needs of your family. Knowing that child and family needs will overlap, the team will be sharing information that each has learned from talking with you as the parent or guardian. It is important for you to know that information shared with the Head Start staff is confidential but it is your responsibility to only share information about your family that you are comfortable having shared with the team.

**Family Services...**  
**Helping families reach their own goals**

One of the first staff members you met was your Family Advocate. This was the staff member who helped you complete the paperwork and other things necessary to enroll your child in our program.

Over the school year, Family Advocates work to help families in their own efforts improve the condition and quality of family life. During the first visit you and your Advocate will begin to explore your family's strengths. You and your Family Advocate will discuss your family interests and goals. Together, you will develop a "Family Partnership Agreement" which is special and individual to you and your family. You create it—with the help of your Family Advocate.

Family Service home visits provide an opportunity for you to receive adult support and time to explore your interests.

Services offered to families include:

- Every classroom has a Family Advocate assigned to it. Advocates are available to program parents for home visits and for adult support.
- Access to community resources for such issues as clothing or food needs, crisis counseling, parenting assistance, or learning to use available community resources and services.
- Identification and support for family strengths and family goals.
- Mental Health
- Adult Education

# Program Policies



## **Head Start Program Child Abuse Reporting Policy**

**Definition:** Abuse is any injury to a child by other than accidental means.

**Oregon State Law:** “Any public or private official having reasonable cause to believe that any child...has suffered abuse, or that any adult...has abused a child shall report or cause a report to be made.”

**Philosophy:** Our Head Start program believes that parents have the main responsibility for the care of their own children. We support parents who are having problems with their children by helping them find new ways to handle discipline and to be more successful with their children.

We know that families sometimes have difficulties. We prefer that parents contact Child Welfare themselves to ask for help or to let them know when a child has been hurt. We can help you do this if you share the problem with us.

However, if Head Start staff member suspects a child is abused, the law requires we notify Child Welfare directly. After Child Welfare has had a chance to meet with you, we can talk and discuss the situation with you.

Our Head Start staff will continue to work with families when they are having problems. We will continue to provide support and services to you, your child, and your family.

## Should I Send My Child to School?

In order to protect all children at school, the State of Oregon regulations state that sick children cannot come to school. If your child becomes ill or has an accident while he/she is at school, we will provide immediate attention and notify you at once. Staff cannot transport children in their personal vehicles so your child will stay at school until someone comes for him/her.

Please do not send your child to school if he/she has ...

- **Fever of over 100.4 F; Stay at home until fever is below 100.4 for 24 hours** without use of fever reducing medications (Advil, Tylenol, Aspirin).
- Vomiting (at least one episode that is unexplained)
  - Stay at home until vomiting has stopped for **48 hours**.
- Stiff neck or headache with fever.
- Any rash with or without fever.
- Unusual behavior change, such as irritability, lethargy or extreme drowsiness.
- Jaundice (yellow color of skin or eyes)
- Diarrhea (3 watery or loose stools in one day without fever OR sudden onset of loose stools)
  - Stay home until diarrhea has stopped **for 48 hours**.
- Skin lesions that are “weepy” (fluid or pus filled).
- Colored drainage from eyes.
- Brown/green drainage from nose with fever of greater than 100.4 F.
- Difficulty breathing or shortness of breath; serious, sustained cough.
  - **Stay home until symptoms have improved for 24 hours.**
- Symptoms or complaints that prevent the student from participating in his/her usual school activities.

If your child has symptoms listed above due to a non-contagious problem, a signed statement from your doctor is needed to allow attendance at school. In order to protect the health of all children in the classroom, the Head Start Program reserves the right to exclude a child suspected of carrying any contagious disease. Please call the teacher if your child will be absent.

## **Salem-Keizer Head Start Head Lice Policy**

1. Children are checked regularly by staff for head lice.
2. If you receive notice that your child has head lice, use treatments or the medicated shampoo that your doctor, pharmacist, or the Marion County Health Department recommends on all family members who have head lice.
3. Remove all nits after treatment.
4. Wash all combs or brushes used by the person in extra hot (128 degrees Fahrenheit) soapy water for at least 10 minutes. Wash all clothing (including coats, hats and scarves) and bedding used by the infested person in the last 2 days prior to treatment. To wash these items, do one of the following:
  - Wash in extra hot water or place the item in the dryer on high heat for at least 5 minutes.
  - Pack non-washable items in a sealed plastic bag for 2 days to eliminate the risk from head lice that may have been transferred onto those items.
  - You should vacuum upholstered furniture, carpets, bicycle helmets, and upholstered car seats. Change the vacuum cleaner bag after use and place it in a sealed plastic bag and put the bag in the outside garbage.
  - Do not use lice sprays. They may cause toxic or allergic reactions.

**5. Accompany your child to school in order for staff to check your child for live head lice before being allowed back in the classroom. Your child may only begin riding the bus and attending class once classroom staff has checked the child to ensure all live head lice have been removed.**

6. The Head Start staff will do their part to clean the classroom.

Salem-Keizer Head Start follows the Health Department guidelines when disclosing information regarding communicable diseases. The control of head lice is an ongoing health problem. It is nothing to be embarrassed about; hopefully together we can prevent its spread.

## LEFT CHILD POLICY

**Policy:** After every **reasonable effort** is made to contact a child's own parent or emergency contact, and no contact is made Department of Human Services (Marion Co. 503-378-6800) will be contacted to pick up your child.

### **Procedure:**

- Head Start staff is responsible for obtaining, from each parent, emergency contacts for each child in the program. Families will be asked for this information during enrollment. Following enrollment, it is the responsibility of the parent to ensure that **current emergency contact information** is given to the teacher and family advocate.
- Head Start will provide transportation with the child release form for each classroom.
- If no one is at home to receive your child after school and no other arrangements have been made, the bus driver will:
  1. Contact dispatch for them to contact parents or emergency contacts to inform them that the child is being taken back to the school if it is an AM class.
  2. Take the child back to school if it is an AM class (The Parent Assistant is not expected to accompany the child back to school.)
  3. If the Teacher is no longer in the classroom, the bus driver will bring the child to the school office if it is an AM class.
  4. Classroom staff or Head Start office staff will then begin contacting the child's parents. If the parents cannot be reached, staff will attempt to contact the emergency contacts. **This is why updated emergency information is so important.**
  5. If contact has not been made by the time the school office closes, and all reasonable effort has been made to contact a parent and emergency contacts, the Department of Human Services **and/or** a law enforcement agency will be called to pick up the child.
- For PM and Full Day classes, if no one is home to receive the child, the teacher is no longer in the classroom, the school office is closed, and the bus driver is unable to contact a parent or an emergency contact, the bus driver will take the child to East Salem Community Center. A dispatcher will make all the reasonable attempts to contact a parent or guardian along with Head Start staff
- The Coordinator, Teacher and Family Advocate will be notified of the situation. If possible, staff will leave a message for the parent and/or emergency contact informing the parent of the child's location.
- If the dispatcher is unable to make that contact, then the dispatcher will call DHS and have them pick up the student.

## Head Start Attendance Policy

As a parent:

- I will teach my child the importance of school by ensuring he/she attends school every day on time. I will check in with the school office, first, before bringing my child to the pre-kindergarten classroom if we are late.
- I will notify the teacher of the reason for my child's absence, either verbally or in writing before class. If there is no contact on my part, I can expect a phone call from the teacher or advocate.
- I am aware of the pre-kindergarten attendance policy and the consequences of continual absences.
- If I have challenges with my child's attendance, I will work with my Family Advocate to help problem solve a solution.

**We cannot emphasize enough the importance of regular attendance but we are sensitive to special circumstances. Please contact your child's teacher regarding absences.**

When parents do not contact the classroom teacher about the nature of an absence, the following guidelines will be used.

1. Parent(s) will receive a phone call from the Salem-Keizer Head Start auto dialer the day the child is absent.
2. Parent(s) of students who miss 2 or more consecutive unexcused days will receive a phone call from the teacher.
3. Parent(s) of students who miss 4 or more consecutive unexcused days will receive a phone call from the advocate.
4. If the teacher or advocate is unable to make contact with the parent, the advocate will notify the Community Partnerships Coordinator to send a letter of concern.
5. If there is no response from the parent after the letter of concern and attendance has not improved, the advocate will create an attendance plan with the parent.

6. If the parent does not comply with the attendance plan, a home visit with the Family Advocate will be conducted to problem solve the barriers to regular attendance.
7. If your child continues to have poor attendance, a letter will be sent notifying the parent that the child will be withdrawn from the program. Parent must contact the Community Partnership Coordinator immediately to discuss further action.
8. If a child is absent 10 consecutive days without prior approval, he/she will be dropped from the Salem-Keizer Head Start program.

## **Criminal History**

State law requires anyone who has contact with children to fill out a Criminal History Background Checklist. This involves teachers, bus drivers, cafeteria employees, custodians, parent assistants, and volunteers. This is for the safety of everyone involved.

It is our policy to have all parents fill out this form. This will allow you to volunteer in the classroom, participate in group activities with children in the classroom, and accompany us on field trips whenever your schedule allows.

If for any reason your criminal checklist is denied, you may still visit the classroom but may only have direct contact with your own child.

## **Snow and Ice Policy**

The School District decides transportation for Head Start during periods of snow and icy road conditions. Please listen to local radio stations to find out what the schools are doing.

- If there is a 2-hour delay, Head Start AM classes will be canceled.
- PM classes will be on a normal schedule unless they are specifically closed.
- Full-day Head Start will start two hours later than normal.

\*If K-12 schools are closed, the Head Start is closed as well.

\* If schools are closed, all home visits, parent meetings and field trips will be cancelled for the day.

Parents should also be aware that during snow and ice, snow routes might be necessary. If you live in outlying areas or on hills, we may not be able to transport your child, even if schools and Head Start classes are operating. Your bus driver will notify you about snow routes.



## BUS TRANSPORTATION AGREEMENT

Head Start staff and parents are partners in your child's education. Safety is our number one concern for your child on the bus. This is a reminder of the commitment involved in having your child transported to school on the Head Start bus.

- Be at your child's bus stop at least 10 minutes before the bus is scheduled to arrive to take your child to school. In addition, be waiting at your child's bus stop at least 10 minutes before the bus returns him/her home from school.
- When the bus arrives, please always keep your child with you and walk him/her to the bus. This is a serious safety concern. Children running or playing at the bus stop could be injured.
- If there is no Parent Assistant on the bus, the parent may be required to buckle their child into the seat.
- When your child is dropped off from school, you must come to the bus to receive your child. Before your child is released from the bus an authorized adult must sign the child out each day at the bus stop, identification will be checked as needed.
- Children will not be allowed off the bus until the driver sees that you are there. If you are not present at the bus stop to receive your child at the appointed time and your child attends an AM class your child will be returned to the classroom, and you will be called to pick him/her up at school. If your child attends a PM class then they will go to the East Salem Community Center, located at 1850 45<sup>th</sup> Ave, and you will be called to pick him/her up.
- If contact has not been made by the time the school office closes, the Department of Human Services and/or law enforcement agency will be called to pick up the child.
- At the bus stops where several children are dropped off together, you may be asked to provide identification to receive your child. If someone other than yourself will be receiving your child, please make certain this individual is an authorized adult on the Emergency Contact/Child Release form. They too need to provide identification and the name on the identification needs to match the name on the Emergency Contact/Child Release form.
- Keep your Teacher and Advocate informed in writing of any changes in your telephone number, child-care provider, address, or authorized adults who may pick up your child. Adults may be asked to show picture identification.
- Salem Keizer Schools is a smoke-free environment. There is no smoking permitted at the bus stops, or within sight of students.

**We will attempt to provide transportation for all students, but this is not guaranteed. Some students may not be able to receive transportation due to the length of the bus route or if the student lives outside of the transportation area. If a student refuses to ride the bus home from school an authorized person must pick-up the child from school.**

**I understand inability to follow these guidelines may terminate transportation privileges.**

**Thank you for your participation and support in ensuring the safety of all students in the Salem-Keizer Head Start program.**

## **Pedestrian and School Bus Safety**

### **Pedestrian Safety:**

Teach your children these pedestrian safety rules:

- Always cross the street with an adult (if you are younger than 10 years old).
- Stop at the curb before crossing the street.
- Walk; don't run, across the street.
- Cross at corners, using traffic signals and crosswalks.
- Look left, right, and left again before crossing.
- Walk facing traffic.
- Make sure drivers see you before crossing in front of them.
- Do not play in driveways, streets, parking lots or unfenced yards by the street.
- Wear white clothing or reflectors when walking at night.
- Cross at least 10 feet in front of a school bus.

### **School Bus Safety:**

It is essential that an adult accompany children to and from the Head Start bus at home and at school.

Teach your children these bus safety rules:

- Always buckle your seat belt and keep it buckled.
- When boarding and exiting the bus:
  - Wait your turn.
  - Take one step at a time.
  - Hold on to the handrail.
  - Avoid Danger Zones—In front of the bus, in back of the bus, anywhere near the wheels.
- Listen to the bus driver's directions in the event of an emergency
  - Stay in your seat until the bus driver or bus monitor tells you to get out of your safety seat to stand.
  - Walk quickly to the exit.
  - Grasp adult's hand.
  - Move safely away from the bus.
  - Listen for your name to be called.

## **Field Trips**

As part of our curriculum, we want to provide children with as many learning experiences as possible. They will be taking walking field trips as well as school bus transported field trips.

You will be notified in advance and asked to sign and return a permission slip to your child's teacher. Your child will not be able to go on the field trip without written or verbal permission from you. If the teacher cannot get your permission by the day of the field trip, your child will stay in the school office until the class returns.

Remember to dress your child appropriately for fieldtrips with comfortable walking shoes and coats, if necessary.

Parents are encouraged to participate in the field trip. Families and siblings will need to provide their own transportation and we encourage parents to carpool.

There are never any costs for Head Start students to attend fieldtrips.

## **Discipline/Guidance Policy**

Salem Keizer Head Start believes in providing all children with a safe, nurturing, engaging, enjoyable, and secure learning environment. Teachers help children learn how to establish positive, constructive relationships with adults and children. Children learn to accept responsibility for their own actions, think for themselves, express their feelings, have empathy for others, and solve problems.

Staff understands children have different levels of ability to control their own behavior. Staff assists children to develop self-control by:

- Providing activities which are appropriate for the attention span of each child.
- Developing consistent and clear rules (to the extent possible, involving children in the process)
- Helping children to develop problem solving skills by modeling how to solve problems and resolve conflicts.
- Observing, anticipating, and redirecting
- Reinforcing positive behavior
- Learning from natural/logical consequences
- Talking with parents about childrearing practices in order to provide consistency for the child at home and school.

The following methods of discipline/behavior management will not be used:

- Punishment/penalizing children-consequences as punishment
- Emotional or physical abuse
- Humiliation
- Seclusion/isolation/timeout
- Use of food as punishment/reward
- Withholding outside time
- Denial of basic needs.

For more specific techniques, refer to: *Salem-Keizer Head Start Guidance Procedures*

## **Medical Emergency Policy**

In case of a medical emergency staff will act quickly and calmly to ensure the health and well being of each child.

1. Depending on the seriousness of the injury it will be determined whether to call 911. Staff will use emergency contact information. Emergency information will be located in the classroom and in the school office.
  2. A trained staff person will administer first aid, if necessary. First aid supplies are located in the classroom.
  3. Staff will use the Nurse Helpline as a resource for following up on health concerns.
  4. If 911 is called, Paramedics will decide if it is necessary to transport your child to the hospital, you will be called immediately to meet your child at the hospital. A staff member will go with your child to the hospital. If you are not available, your emergency contact will be called.
  5. Staff will document the injury and the follow-up.
- If your child needs to go home you will be contacted to come and get him/her, staff may not transport a child in their own car.

## **Emergency Contact Information**

It is very important the Head Start staff has **current** and **accurate** emergency contact information.

### **Emergency contact information would include:**

- Names and telephone numbers of parents or legal guardians
- Names and telephone numbers of any contact persons to whom the child may be released, if the parent or guardian is not available
- Special conditions, disabilities, or allergies
- Parent or guardian written consent, in case emergency care is needed ( Located on the Emergency Treatment & Authorization Form)

In case of an emergency school closure, staff will not be able to call each parent. **So we can best provide for the safety of your child, it is very important the Emergency School Closure Form is completed and given to the teacher. Please notify your teacher or advocate if the information changes.**

## **No Weapons at School**

Salem-Keizer Public Schools has a “zero tolerance” policy for weapons. That means WE WILL NOT TOLERATE POSSESSION OF WEAPONS, including toy “look-alike”, on district property or at school activities. We realize children some times slip toys in their backpacks without you knowing, but because of the serious implications, we must take them away and give them to the school principal. You will receive a phone call from the teacher and in order to get the toy back; you must come to the school and pick it up.

## Smoke Free Environment

### **Policy:**

Head Start of Salem-Keizer School District recognizes its responsibility to promote the health, welfare and safety of students, staff and others on Head Start property and at program sponsored activities. In light of scientific evidence that tobacco use is hazardous to health, it is the intent of Salem-Keizer Head Start to establish a tobacco-free environment, and to engage in coordinated tobacco prevention activities.

Consequently, tobacco use, distribution, or sale by staff or others on school district premises, at program sponsored events, in school district owned, rented, or leased vehicles, or otherwise while on duty is prohibited.

In recognition of the importance of modeling healthy behaviors, tobacco use by employees, parents, and volunteers is prohibited in any area (on-site or off-site) that is within sight of Head Start participants. Program staff, volunteers, and others must avoid bringing clothes that smell of smoke into the classroom, program office or onto the playground. Staff will request that parents not smoke during home visits. Parents will be informed of the smoke-free request prior to the home visit.

### **Definitions: (for purposes of this policy)**

"Tobacco use" means to inhale, exhale, burn, carry, ingest or use any tobacco product or tobacco-like product; to carry any lighted or heated product. "Use of tobacco product" includes the use or carrying of any electronic smoking device that is turned on or producing vapor." "Use of tobacco product" does not include the use of any product specifically approved by the United States Food and Drug Administration for sale as a tobacco cessation product if the product is marketed and sold solely for the approved purpose.

"Tobacco product" means cigarettes, cigars, pipes and any other smoking product; dip, chew, snuff, snus, and any other smokeless product; and electronic smoking devices.

"Electronic smoking device" means an electronic or battery-operated device that delivers nicotine or other substances in vapor form and which may simulate smoking. "Electronic smoking device" includes any such device, whether manufactured, distributed, marketed or sold as an electronic cigarette, an electronic cigar or cigarillo, an electronic pipe, an electronic hookah or any other product name or descriptor.

### **Procedures:**

#### **Tobacco Prohibitions:**

- Tobacco use is prohibited on the premises of all Salem-Keizer Head Start property.
- Head Start staff, parents, volunteers, and contracted employees will not engage in tobacco use on Head Start premises, in Head Start Vehicles, or during Head Start activities.
- Clothing, bags, hats and other personal items used to display, promote, or advertise tobacco products are prohibited on Head Start premises, in head Start vehicles, or during Head Start activities.



- Tobacco advertising is prohibited at Head Start sponsored activities, Head Start sponsored publications, or on Head Start premises.
- Acceptance of gifts or funds from the tobacco industry is similarly prohibited.
- Age appropriate tobacco prevention message shall be incorporated into classroom teaching.
- Staff, volunteer, and parent prohibitions will lead to disciplinary action determined and imposed by Salem-Keizer Head Start Policy Council. Prohibitions will lead to disciplinary action.

**Procedures:**

**Tobacco Prevention Activities:**

- The Head Start Health manager and Coordinator will ensure that appropriate tobacco messages are incorporated into classroom instruction, and staff and family services education and resource materials.
- Head Start will collaborate with agencies and groups that conduct tobacco use prevention activities and education in the Salem-Keizer area.
- Head Start will promote cessation resources to staff, volunteers and parents- and offer these as possible alternatives to discipline for violations of tobacco use policies.
- Head Start staff will provide pregnant women and other family members, as appropriate, with prenatal education on risks from tobacco use on fetal development.

**Procedures:**

**Facility Signs and Program Communication:**

Head Start Administration will post signage in facilities and vehicles to communicate the no tobacco use policy. Staff will be informed of this policy through such means as orientation and training provided by supervisors. Parents, families and others will be informed through such means as the parent handbook; signs posted on parent bulletin boards; announcements during parent orientation, site meetings, Health Policy Council, and explanations of the policy attached to home visit notification.

This policy has been approved and received an A grade by the American Lung Association (March 2009).

Approved by Policy Council on April 2012

## **Short Term Exclusion and Re-admittance**

Policy: In order to maintain a healthy classroom environment, Salem-Keizer Head Start staff will facilitate a safe environment for all children by temporarily excluding children with conditions or illnesses that preclude them from attending class.

Procedure:

1. Children with the following conditions or illnesses will be excluded from class until a doctor clears the child for re-admission:
  - ◆ Chicken Pox – all lesions have dried and crusted
  - ◆ Diphtheria
  - ◆ Impetigo – 24 hours after medical treatment has been initiated
  - ◆ Hepatitis
  - ◆ Measles
  - ◆ Meningitis
  - ◆ Mumps
  - ◆ Pertussis (Whooping Cough)
  - ◆ Rubella
  - ◆ Scabies – after treatment has begun
  - ◆ Strep Throat – 24 hours after medical treatment has been initiated
  - ◆ Tuberculosis – physician states child is no longer infectious
  - ◆ Stools containing blood or mucus
  - ◆ E. coli (O157:H7) or Shigella Infection
  - ◆ Mouth Sores associated with drooling unless physician states condition is noninfectious
  - ◆ Rash with fever or behavior changes unless physician states condition is noninfectious
  - ◆ Persistent cough that prevents student from actively engaging in classroom activities

Continued on next page...

## **Short Term Exclusion and Re-admittance Continued**

- ◆ Illness that prevents the child from comfortably participating in program activities.
  - ◆ Illness that results in a greater need for care than what the staff can provide without compromising the health and safety of other children.
  - ◆ Fever of 100.4° F. or higher with or without lethargy, persistent crying, difficulty breathing or other manifestations of possible severe illness.
  - ◆ Diarrhea or vomiting two or more times in 48 hours.
  - ◆ Head Lice, not until all live bugs have been removed.
2. Upon discovering that a child has any of the above criteria, staff will notify the child's parent, guardian, or other authorized adult of the child's condition and arrange for the child to be picked up. At least one adult will remain with the child until pick up.
  3. The child's file will be documented about the occurrence of the condition or illness, action taken and the readmission of the child into class.
  4. When there is an outbreak of a communicable disease, classroom staff will notify the office, who will then provide (when appropriate) fact sheets about the illness. We follow Marion County Health Department and Salem-Keizer Public School District guidelines for communicable disease reporting.
  5. It is the desire of the Salem-Keizer Head Start for children to miss as little school as possible. However, staff will do all that is necessary to ensure a safe environment for all children and reserves the right to require a doctor's note that specifically clears the child for re-admission into the classroom.

## Salem-Keizer Head Start Prekindergarten Medication Administration Policy

- Medication for Head Start children will normally be administered outside the school setting.
- Under exceptional circumstances, school personnel may assist a child in taking medication, someone that has received District Medication Administration Training. (preferably the teacher)
- A back-up staff member will also be trained and kept informed of all current procedures.
- Medication administration procedures will be outlined in an individualized plan for the child. A written parent or guardian authorization must be in the child's file for all medications administered.
- School personnel who assist the child in administration of medication will keep a written record of date, time, and dosage received by the child. This document, Daily Medication Administration Record, shall be kept in the child's file at the school site and an additional copy of the plan shall be kept in the child's file at Central office.
- Special circumstances, such as spills, responses, reactions, and refusals to take medication, will be communicated verbally to the parent or guardian and will also be documented in the child's health record.
- Prescribed medication must be labeled with the child's first and last name, the name of the medication, the date the prescription was filled, the name of the health care provider who wrote the prescription, the expiration date, and complete administration, storage, and disposal instructions.
- The prescribed medication must be provided in the original, child-resistant container labeled by a pharmacist.
- Medication must be kept away from food and stored in closed containers that are inaccessible to children and prevent spillage.
- If medication requires refrigeration, a small lock box designated for medication may be kept in the refrigerator.
- Every effort should be made to minimize the transportation of medication.
- The parent or guardian must inform the teacher of any change in medication and a written document must be in the child's file to discontinue administration of medication.

## Emergency Preparedness

Policy: Parents and staff will work together using the Salem-Keizer School District policy for emergency preparedness to ensure that children are safe and prepared for emergencies that could include earthquakes, fire, and lockdowns. Practice evacuation drills will be performed by staff to prepare for each event on a regular basis.

### Procedure:

1. Emergency evacuation routes will be clearly posted in each classroom.
2. Children will be prepared for evacuation drills by talking about emergencies and the evacuation process in advance of holding drills.
3. Staff will plan and conduct a monthly fire drill as well as either an earthquake or lockdown drill rotating monthly. Drill information should be recorded in the Emergency drill report and turned in to the office.
4. Follow procedures and instructions for notification of parents:
  - ◆ Early in the year during orientation or the first home visit, parents need to be told that in the case of a natural disaster they should stay home and wait by the phone until they are contacted by either the emergency response personnel or Head Start staff.
  - ◆ Following evacuation of the site and consultation with emergency personnel and Head Start administration, parents will be contacted and provided with instructions regarding transportation arrangements/responsibilities and updated on their child's health status.
5. During actual incidents, parents and guardians should wait to receive information directly from the principal or district offices before taking action. Information from students may be incomplete or not accurate. The district will make every effort to relay up-to-date information, which will provide parents and guardians with the expected actions they should take during the incident.

## **Animals in the Classroom**

Policy: The presence of animals in the classroom will be dictated by Salem-Keizer School District Policy.

Procedure:

1. Permission must be obtained from the principal for an animal to be brought on the premises.
2. Staff will ensure that the health of the students in their classroom will not be adversely affected by an animal in the classroom.
3. Through parent newsletters or other communications, parents will be informed of the possibility of resident or visiting animals to the classroom and will be given the opportunity to notify staff of any potential health risk to their student.
4. Before an animal becomes a resident animal, students must be educated on the animal and safe handling practices.
5. No wild or exotic animals will be housed in a classroom.
6. Animals must be humanely contained in secure cages and shall not freely roam the premises, nor have unsupervised contact with students.
7. A designated staff member with a resident animal in their class must provide for the health, care, feeding, watering, cleaning, and waste disposal of the animal.
8. No animals shall be kept in the classroom during school vacation periods.

## **Salem-Keizer Head Start Holiday/Celebrations Policy**

**Policy:** We strive to educate children about the world in which they live. This includes seeing the differences and similarities of our world. Holidays can be an opportunity to help children gain greater understanding of the world. In our program, teachers **educate** about holidays rather than **celebrate** a holiday. If a teacher chooses to educate children about a holiday they need to pay attention to the balance and the importance we put on certain holidays over others. No one holiday should be portrayed as more important than any other.

### **Procedures:**

- Avoid stereotypes. Be culturally relevant.
- All activities will be developmentally appropriate, meaningful to children and meet the developmental needs of all the children in the classroom. Activities will be open-ended and child directed, not teacher directed. Activities will adhere to the normal schedule and routine of the day.
- Teachers might read a book or have a discussion to educate children about historical or cultural meaning of a holiday.
- Avoid “special performances”. Encourage parents to participate in regularly scheduled class time activities. Even though parents enjoy watching their children, performing for a group can make children anxious. “Parties” are not a part of our curriculum.
- Activities will allow for individual process and creativity
- To meet children’s developmental needs, there will be activities available every day that address all areas of development.
- In planning activities teachers will avoid commercialism and materialism.
- Activities or gatherings will not involve sugary snacks.

## Food Allergy & Dietary Restrictions

Policy: There will be a plan in place to accommodate and ensure the safety of each child with a food allergy or other dietary restrictions.

Procedure:

1. Parent or guardian at the time of enrollment will inform staff of any food allergies or dietary restrictions.
2. A signed *Medical Statement – For Accomodating Disabilities* form from a recognized medical authority and the parent or guardian will be put on file stating the food to be eliminated, why it is eliminated and appropriate substitutions.

**A recognized medical authority is as follows:** \*Medical Doctors of Medicine (MD); Doctors of Osteopathy (DO); Doctors of Naturopathy (ND); Physician's Assistant (PA); Certified nurse practitioner or clinical nurse specialist; Doctor of Dental Medicine (DMD); Doctor of Dental Surgery (DDS); Doctor of Optometry (OD)

3. Classroom staff will be notified of allergies and a list will be posted in a substitute teacher notebook in the classroom so substitute staff will be aware of allergies/dietary restrictions.
4. Kitchen staff will be notified of all food allergies/dietary restrictions
5. Staff will work together to ensure that a plan is in place for all children with allergies/dietary restrictions prior to the child attending class.
6. All staff involved with the child will receive education on the types of common food allergies and any signs/symptoms to be aware of.
7. Salem-Keizer Head Start will honor requests for food substitutions when the requested food replacement is readily available and does not exceed the normal cost of a Head Start provided meal.
8. If an entire CACFP food component is to be eliminated because of a disability, the substitution will not take place without a Licensed physician (MD) signed *Medical Statement – For Accomodating Disabilities* form.
9. Salem-Keizer Head Start may make food substitutions for individual participants who are medically certified as having a special medical or dietary need. When the foods to be omitted are required component of the CACFP meal patter, the special dietary need for substitute foods must be supported by a *Medical Statement – For Accomodating Disabilities* form completed and signed by a *recognized medical authority*.
10. **Other Special Needs (e.g., Cultural, Religious)** Salem-Keizer Public Schools, Child Care Programs does not allow substitutions for lifestyle choices.



## Meal Service

**The Child and Adult Care Food Program (CACFP) provides reimbursement for nutritious meals. Oregon's program is funded by the U.S. Department of Agriculture and administered by the Oregon Department of Education. Children will receive breakfast and lunch. Meals are served Family style with limited help.**

1. A variety of different fruits and/or vegetables will be offered at every meal.
2. Healthy beverages options to include 1% milk served at all meals. Fresh water will be freely accessible before and after each meal service and has no added sweeteners. Juice and sugar-sweetened beverages including sports drinks are never served.
3. Students will participate in a minimum of 30 minutes of structured (adult led) and 30 minutes of unstructured active time each day.

## USDA Nondiscrimination Statement

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form, \(AD-3027\)](#), visit any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov) eMail

This institution is an equal opportunity provider."

## **Salem-Keizer Head Start Extended Absence Policy**

**Policy:** Children will have an excused absence for 2 weeks if families take a vacation or have a family emergency. Staff must be notified in advance in order to excuse the absence. Advocate will complete an attendance plan with the family in order to ensure compliance with the Head Start attendance policy.

If families choose to take a vacation during the holiday season they may use this time in conjunction with the school district winter break, which gives them a total of 4 weeks. It is up to the families on how they plan their 2 weeks, whether it is combined, 2 weeks before or after winter break, or a week before winter break and a week after winter break. It is the parent responsibility to notify the teacher and advocate of vacation time. If families are gone for more than the combined 4 -week period, their child will be dropped from the program, allowing the next child on the wait list to be enrolled. Upon return, if parents notify staff of their desire to return to the program, their child will be re-enrolled when the next opening occurs.

Head Start staff will continue to monitor daily attendance and will follow the Attendance Policy. As family issues/ emergencies arise it is the parent responsibility to notify the teacher and advocate so a plan can be put in place in regards to absenteeism.

## **Boundaries Procedure**

Our boundary policy aligns with our philosophy of serving children in their neighborhood schools. We feel it is very important to start building the home-school connection and getting families involved in their home school at an early age.

If you are enrolled in the Salem-Keizer Head Start Program and move out of the boundaries during the school year, you may choose to self-transport for the remainder of that school year only. Regular attendance will be monitored. The following school year your child will receive priority as a transfer to Community Action Head Start.

When you move your family may choose to leave Salem-Keizer Head Start to attend Community Action Head Start, you will receive priority as a transfer family and other children in the family will be considered for services, as space is available.

## Hand Washing

Policy: Salem-Keizer Head Start Staff, volunteers, and children working in the classroom will teach and model proper hand washing practices and techniques as a preventative measure to lower the risk of contracting and spreading communicable diseases.

Procedure:

This includes, but is not limited to, washing hands –

- ◆ Upon entering the classroom.
  - ◆ Before, during and after preparing food
  - ◆ Before eating food.
  - ◆ Before assisting with tooth brushing.
  - ◆ After using the bathroom.
  - ◆ After blowing your nose, coughing or sneezing.
  - ◆ Before and after providing first aid
  - ◆ Before and after assisting a child with toileting, diapering or nose blowing
  - ◆ After touching garbage.
1. Children (students) shall wash their hands in situations as described above.
  2. Recommendations for the use of soap and water for hand washing and the use of hand sanitizer per guidelines of Center for Disease Control and Prevention (CDC). (<https://www.cdc.gov/handwashing/when-how-handwashing.html>)
  3. Procedure for proper hand washing technique to be posted at all sinks within facility

This policy complies with Head Start Performance Standard: 1304.22  
Approved by Policy Council – May 23, 2018

# Media and Screen Time Policy

## Policy

The use of media, such as television, films, and videotapes, is limited to developmentally appropriate programming and requires prior approval. Media are used to supplement curriculum as a special event rather than part of the regular daily routine. The use of classroom computers is integrated into the learning environment and is one of many options to support children's learning.

## Procedure

### All Media

- ♦ Parents are informed if electronic media are used in the program.
- ♦ Screen time is related to instructional goals (i.e., supports and extends children's current interests and experiences, content is discussed with children, etc.)
- ♦ Screen time never exceeds 60 minutes per day.
- ♦ Electronic media is not on during non-viewing times.
- ♦ Adults do not use electronic media for personal use during class time

### Film, Videotape and Electronic Media\*\*

- ♦ Staff must preview any film, videotape, etc. to be used in the classroom prior to use.
  - Screen content is appropriate for ages of children, nonviolent, and culturally sensitive.
  - Screen media is free of advertisement and brand placement
- ♦ At least one alternative activity is available while electronic media is used
- ♦ Program's use of screen viewing encourages active child involvement.

### Computers

- ♦ Curriculum objectives and software are connected to computer play.
- ♦ Plans are created for equitable access to the computers.
- ♦ Computer is set-up to encourage independent access by students during selected times
- ♦ Computer software is stored in a secure area and away from magnetic fields.

\*This does not include augmentative communication or other electronic devices that are used by children with disabilities as part of their educational program.

\*\*Screen time includes all electronic media, such as television, video/DVD, electronic games, computers, tablets, smart phones, or any other screened electronic devices.

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