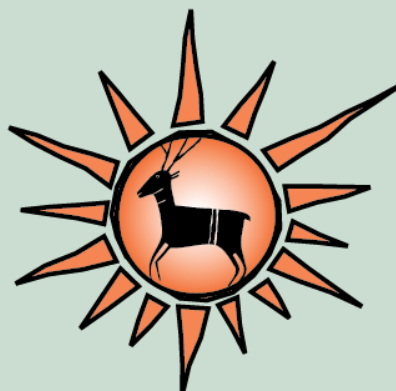


# DEER VALLEY UNIFIED SCHOOL DISTRICT



**DEER VALLEY**  
*Unified School District*

## HEAD START

### PARENT HANDBOOK

Deer Valley Unified School District's Early Childhood Classrooms are based on the belief that all children are capable of success. In partnerships with families, educators, and the community, we provide quality developmentally appropriate learning opportunities designed to meet each child's individual needs.

17624 N 31st Ave, Phoenix, AZ 85053  
602-467-6013



Published By:  
Deer Valley Head Start Office  
17624 North 31st Avenue  
Phoenix, Arizona 85053  
602-467-6013

The Deer Valley Unified School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

The Head Start Program is funded by the U.S. Department of Health & Human Services through the City of Phoenix – Human Services Department



### **Mission**

Deer Valley Early Childhood Programs provide each learner extraordinary educational opportunities.

### **Philosophy**

Deer Valley Early Childhood programs provide an environment that respects the unique developmental needs of each child. We provide a play-based environment, which promotes language, intellectual, social, emotional, physical, and creative development of each child. We encourage children to express their individuality by offering developmentally appropriate experiences which:

- Encourage self-esteem and self-reliance
- Develop an interest and joy in learning
- Enhance communication skills
- Support concept development
- Develop fine and gross motor skills
- Encourage appropriate interactions with children and adults
- Teach problem-solving and decision-making skills
- Encourage the child to have concern for others
- Respect the cultural and individual backgrounds of the home and family

Families and staff are partners in observing growth and providing guidance to ensure the success of each child.

### **The Parent-Teacher-Child Team Approach**

Deer Valley Head Start implements developmentally appropriate programming. The teacher, parents and children work together as a team to assure each family receives an individualized program which builds ownership into a program that recognizes parents as the child's first and primary teacher. We have also kept in mind the special needs, characteristics, interests and learning styles of each child. We encourage children to use critical thinking when making decisions, problem solving and learning.

Deer Valley Head Start's learning activities focus on the intellectual, social, emotional, physical and cultural needs of each child. We will make every effort to teach children new concepts in their dominant language and encourage them to respect the cultures of others. In preparation for kindergarten, we will be observing and assessing each child's progress in a variety of development areas such as the arts, language, literacy, physical motor, cognitive thinking, mathematics, science and socialization. Your child's interests and your home/school goals will assist the teachers in developing daily lessons. Your involvement as a parent volunteer will be critically important to the overall success of your child.

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## **License Status**

Deer Valley Head Start is licensed by the Arizona Department of Health Services, Division of Licensing Services. All records related to licensing reviews are public records. You may review records for any licensed program at 150 N. 18th Ave., Phoenix, Arizona, 85007. For further information on licensing, call 602-364-2539.

Note: You may request a list of licensed daycare providers in the Deer Valley district from the Head Start Office.

## **Office Location, Hours, and Phone Numbers**

### **Deer Valley Head Start**

17624 N 31st Ave  
Phoenix, Arizona 85053  
8:00 a.m. - 4:00 p.m.  
Monday – Friday  
Phone: 602-467-6013  
Fax: 602-467-6019  
Email: [headstart@dvusd.org](mailto:headstart@dvusd.org)

### **Manager**

Janet Zeek: 602-467-6013

### **Secretary**

Janice Hedman: 602-467-6015

### **Clerk/Receptionist**

Amy Linsley: 602-467-6013

### **Case Workers**

Erika Ortiz Munoz: 602-501-0665

### **Itinerant Special Education Teacher**

Nancy Persons: 602-467-6016

## Classroom Locations

### **Constitution Elementary**

18440 N. 15th Ave.  
Phoenix, Arizona 85023  
License # 4134

#### ***Classroom – G105***

Class Time: 8:00 am – 2:30 pm

**602-467-6167**

#### ***Classroom – G106***

Class Time: 8:00 am – 2:30 pm

**602-467-6166**

### **Sunrise Elementary**

17624 N. 31st Ave.  
Phoenix, Arizona 85053  
License # 11720

#### ***Classroom - 1201***

Class Time: 8:00 am – 2:30 pm

**602-467-5989**

### **Village Meadows**

2020 W. Morningside Dr.  
Phoenix, Arizona 85023  
License # 4135

#### ***Classroom – 203***

Class Time: 8:00 am – 2:30 pm

**602-467-6401**

#### ***Classroom – 204***

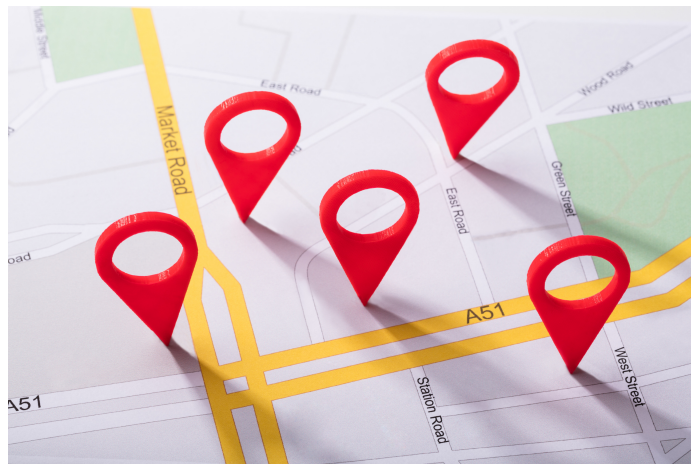
Class Time: 8:00 am – 2:30 pm

**602-467-6400**

#### ***Classroom – 704***

Class Time: 8:00 am – 2:30 pm

**602-467-6337**



*All classes are held Monday through Thursday.  
Deer Valley Head Start follows the Deer Valley USD calendar.*

## **Eligibility Requirements**

Low-income families with children who are 3 years of age before August 31, 2022, and who reside in the boundaries of the Deer Valley Unified School District (DVUSD) may be eligible. The priorities are as follows:

- Families who meet or earn less than the Federal Family Income Guidelines. (Copies available in the Head Start Office.)
- Children referred by DVUSD Special Education Services Department. (10% of enrollment)

## **Staff Requirement**

All Head Start staff receive a background screening, hold a fingerprint clearance card, and reference checks. All teachers have a minimum of a Bachelor's degree in Early Education and hold a valid certificate from the Arizona Department of Education. Instructional assistants hold and/or are working towards a Child Development Associate (CDA) Credential or have an Associate's degree in Early Childhood.

## **Confidentiality and Student Records**

Deer Valley Head Start staff are required by state and federal law to keep all student information and records confidential. To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The definition of "legitimate educational interest" and the criteria to determine who are school officials is defined in District Governing Board Policy J-7061. A copy of this Governing Board Policy is available upon request in your child's school or in the Head Start Office.

## **Parent Responsibilities**

Head Start encourages parents to take an active role as the primary teacher in their child's life. Throughout this handbook you will read that parents are necessary to assure the success of their child. Home visits, orientation, parent meetings, volunteering, monitoring the quality of Head Start and cooperating with Head Start staff on all issues related to your child's health and education are very important. We need you. Plan to be an active volunteer. There are a variety of ways you can support your child. Ask your child's teacher how you can help.

*(Please Note: Volunteers must be at least 18 years old, unless they are associated with a school-based volunteer program. All volunteers must participate in the Deer Valley USD Volunteer Orientation.)*

## **Parent / Community Classroom Volunteers**

Volunteering in your child's classroom is one of the best ways to support your child's educational experience. Showing your child how important they are and their education leads to success.

### **When you are volunteering, you must follow the policies/procedures listed below:**

1. All campus policies and procedures as outlined in the DVUSD Volunteer Handbook. **(PLEASE REMEMBER TO SIGN IN AND OUT THROUGH THE MAIN OFFICE AND WEAR YOUR HEAD START BADGE.)**
2. All classroom volunteers are required to attend a volunteer training provided by DVUSD and must have a signed Volunteer Service Agreement on file.
3. Volunteers must maintain confidentiality regarding Head Start students and families. We ask that you **not** discuss or "share" information about individual students or their families.
4. We use positive problem-solving techniques in our classrooms. Volunteers are provided orientation and ongoing training for positive teaching strategies. (See page 9 of this handbook for Discipline Policies.)
5. Our dress code requires that you dress neatly and with regard for the image of "teacher." We must always look clean and modest, dress comfortably to work and play with children.
6. Cell phones should be used in emergency situations only and must be set to vibrate during class hours.
7. We always have an **eye for safety** and never leave children unattended. Watch for anything that could be a danger to children. **Volunteers may not bring younger children/siblings to volunteer. Head Start does not carry accident insurance for non-Head Start children.**
8. Remember to sign your volunteer in-kind sheet once each month.
9. Please plan ahead to schedule your classroom volunteer time so the teachers can organize an activity for your supervision.

**Please Note: All regular volunteers are required to provide evidence of a current, negative TB test result and hold a fingerprint clearance card issued by the State of Arizona. A regular volunteer is defined as any person volunteering 3 or more times, interacting with Head Start children other than their own.**

*Thank you for supporting your child's education.*

## **Teaching Children Self-Control (Discipline Policy)**

All learning opportunities for young children should be positive and helpful in teaching acceptable behavior and self-control. Children will be encouraged to follow rules which they have developed for themselves.

Teachers and staff follow the Child Day Care Regulation (#R 9-5-510) which requires:

1. Explaining rules to children and alternatives to unacceptable behavior.
2. No physical punishment. No emotional or mental stress which would prove frightening to a child.
3. Isolation (time out) with supervision not to exceed three (3) minutes.
4. Punishment will NOT be associated with toilet training.
5. Food cannot be withheld as a means of punishment.

Children are more successful when methods are consistent at home and at school. All practices will be followed with regard to the developmental age of the child. Six steps will be taken for effective guidance that we recommend to you as well.

1. *Approach calmly.* Your body language says a lot about your intentions and feelings. Stay neutral in order to respect all points of view in a conflict.
2. *Acknowledge feelings.* Make simple statements such as "I can see you're feeling sad/angry/upset." This helps the child let go of feelings and prepares him/her to think clearly about solutions.
3. *Gather information.* Listen to all points of view, both for your own information and so children can learn what others believe they need. The details revealed about a conflict are very important in finding a solution. Listen carefully.
4. *Restate the problem.* Use as much of the children's language as possible and rephrase child language that may be hurtful.
5. *Ask for ideas for solutions and choose one together.* Respect the child's ideas, even if some are unrealistic. Explore how they might work.
6. *Be prepared to give follow-up support, and acknowledge efforts and future successes.*

**(As developed by the High/Scope Educational Research Foundation)**

## **Multi-Disciplinary Conferences**

*If the above practices prove to be repeatedly unsuccessful, a Multi-Disciplinary Conference (MDC) will be scheduled to discuss other options. An MDC may include teachers, a child's parents, program assistant, manager, therapists and others involved in the child's care. A plan will be developed to support the child. Each team member will follow the same plan to give the child consistent adult support. The team will meet as often as necessary to adjust the plan. If the child needs behavioral health services, a referral will be made to an appropriate resource.*

## Important Events

**Orientation:** A formal orientation will be held prior to school starting. If a child starts after the first day of school, instructors will provide orientation to explain Head Start policies and classroom routines to the family. Parents are required to attend orientation prior to their child starting school.

**Home Visits:** Each child's teacher will go to their home twice during the school year, once in the fall and once again in the spring. Home visits are valuable in building respectful relationships with families and gives the instructional staff a broad understanding of each child in their classroom.

**Parent/Teacher Conferences:** This is a time for families to talk one on one with the teachers in the classroom. During the conference, teachers discuss the child's academic progress, what they like to do when they are in school and how they interact with peers. Head Start requires these meetings to assure parent/teacher communication and the development of a partnership that meets the goals you establish with teachers at your first home visit and throughout the year. We appreciate your cooperation when your teachers schedule these meetings with you. Conferences are scheduled for 2nd and 4th Quarters but families may schedule a conference at any point during the school year to discuss their child's progress.

**Kindergarten Transition Planning:** This is done through planned activities throughout the school year. Each classroom provides activities for those children who will be entering kindergarten in the fall. Activities range from reading books to interacting with kindergarten children in collaborative activities. During Parent/Teacher conferences, teachers discuss with each family a kindergarten transition plan and answer any questions parents may have regarding their child attending kindergarten. It is an exciting time for both children and their parents and Head Start wants to make sure the entire family is prepared.

**Holidays/Early Release Schedule:** Deer Valley Head Start observes the same holiday schedule as Deer Valley Unified School District. You will be reminded of each holiday in writing by the teachers, you will also be provided a Holiday/No School/Early Release Schedule.

**Staff In-Service Days:** The staff of Deer Valley Head Start are the finest early childhood professionals available. One of the reasons your teachers are "the best" is because Head Start and the Deer Valley USD offer continual educational opportunities to them. Therefore, you will see staff training days occurring approximately once a month. These are Early Release days, you will be advised of these days in writing by your child's teacher.

## Parent Partnerships



**Parent Meetings** are scheduled monthly in your child's classroom. You are **required** to attend the parent meetings, as your participation is essential to developing the program for your child throughout the school year. You will establish policies, share ideas for classroom activities and get to know your fellow parents/families. Your teachers are counting on your participation to assure that your child's program reflects your ideas, family traditions and individual needs.

### Training Opportunities for Parents

Throughout the year a variety of training opportunities will be available for parents and guardians of our Head Start children. These trainings will be on various topics such as discipline, school readiness, nutrition and safety in the home just to name a few. Your child's teacher or caseworker will provide each family with information for upcoming trainings. If you have a specific topic you are interested in learning more about you can contact your child's teacher, your caseworker or the Early Childhood Office

### Child Care Food Program

Deer Valley Unified School District participates in the Child Care Food Program. All meals and snacks will be made available to enrolled children without regard to sex, race, color, age, handicap or national origin. Any person who believes that he or she has been discriminated against in any USDA related activity should write immediately to the Secretary of Agriculture, Washington, D.C. 20250. The USDA reimburses the district to provide free meals to all enrolled children.



### Family Style Meals

Head Start uses a "family style" meal service in the classrooms to give the children the opportunity to serve themselves and to enjoy conversations in small groups while eating. If volunteers choose to join us for meals or snacks, please allow the children to continue to serve themselves in order to foster independence. In order to assist staff with meal service, volunteers must have a current food handler's card on file in the classroom.

### Meal Service

Meal service will be provided each day. Menus will be posted in your child's classroom. If your child has a special diet or is allergic to certain foods, please be sure to notify his/her teachers and the City of Phoenix caseworker. If your child has a special diet or food allergy, **you must provide a Doctor's statement describing the condition**, so that teachers and City of Phoenix caseworkers can develop a plan to support your child's needs. A listing of all children with allergies will be posted in the classroom as a guide to those serving meals.

***Please notify the teacher one-half hour before class begins if your child will not be present for one or more of the meals (Head Start is charged for all returned meals).***





## Food Policy

Deer Valley Head Start is committed to providing children with nutritious food which promotes healthy growth and development. We strongly encourage foods high in nutrients and low in fat and/or sugar.

To support best practices that meet the nutritional needs of the developing child, we recommend that each classroom adopt a policy that celebrates all birthdays for the month on the same day. Refer to the following guide as examples of foods that are low in sugar.

### Recommended Food

Fresh fruit  
Whole wheat crackers  
Lowfat yogurt with fresh fruit  
Peanut butter and celery  
Vegetable sticks with lowfat yogurt dish  
Bran and fruit muffins  
Pizza  
Quesadillas  
Fruit kabobs  
100% fruit juice  
Quick bread – pumpkin, zucchini,  
banana Pretzels  
Baked tortilla chips and salsa  
100% fruit juice popsicles  
Popcorn  
Graham crackers

### Foods Not Recommended

Candy  
Gum  
Marshmallows  
Potato Chips  
Doughnuts  
Soda Pop  
Cakes  
Pastries  
Cookies  
Fruit Punch or fruit flavored drinks  
Cupcakes

Each classroom has funds for food preparation activities. Families do not need to buy food for the classroom. If a family chooses to participate in a special event by providing food, it must be prepackaged and nutritious. **Child care regulations prohibit the distribution of home cooked foods from unlicensed kitchens to children, families and staff in our program.**





## **Dental Health – Tooth Brushing Procedures in the Classroom**

In accordance with the City of Phoenix Policy H-6 – Tooth brushing in the Classroom (Performance Standard 1304.23(b)(3), Deer Valley Head Start will implement tooth brushing in the classroom. This is a component of the Head Start Dental Curriculum.

The Tooth Brushing Procedures are as follows:

### **When and How**

1. Teachers will introduce and instruct children as to appropriate toothbrushing techniques as outlined in the Head Start Curriculum.
2. Tooth brushing will occur once each day following a meal or snack while children are seated at the table or in groups seated elsewhere in the classroom.
3. Staff will distribute the toothbrushes, cups and toothpaste and supervise children as they brush.
4. When brushing is completed, the toothbrushes will be thrown away.
5. Tables will be sanitized with proper solution following tooth brushing.

### **Handling and Storage of Toothbrushes**

1. We use one-use-tooth-brushes that are disposed of daily.
2. Health precautions should be followed. These include wearing gloves when handling toothbrushes and ensuring that toothbrushes do not touch at any time.

### **Other Considerations**

1. In the event a child refuses to brush his/her teeth, staff will encourage the child to participate.
2. Staff will discuss this with the parent and agree on strategies to encourage the child to brush both at home and at school.



## Holiday Celebration Policy

The Deer Valley Head Start program is committed to providing a variety of activities that offer positive experiences for ALL of our children. All celebrations will follow health, safety and nutrition guidelines, as defined by federal and state standards. Respect will be shown for cultural, religious and individual differences.

Options for "typical" community celebrations will be offered for Head Start parents to consider. At the first or second parent meeting each school year, parents will be advised of any guideline restrictions related to celebrations. Parents will be invited to choose a variety of celebration events for the school year. We will encourage parents and community members to tell us how they celebrate as a family or community, so that we can incorporate those traditions into our classroom learning experiences.

**Options could be,** but are not restricted to:

(Note: Traditional holidays are in parenthesis.)

- Fall Harvest (Halloween)
- Winter Festival (Christmas)
- Friendship Day (Valentine's Day)
- Family Day (Mother/Father's Day)
- Earth Day
- Spring Festival (Easter)
- End of the Year Celebration/Volunteer Recognition



### **All year long we celebrate milestones:**

For example - birthdays, learning to whistle, printing one's name, tying shoelaces, losing a tooth, making a friend, telling a story, etc.

### **We celebrate points of learning:**

For example - colors, a seed sprouting, days of the week, numbers, shapes, swinging and sliding, cleaning up an activity, helping a friend, etc.

### **We celebrate children and families:**

For example - the birth of a sibling, a grandparent's visit, moving to a new house or apartment, etc. Children need this reinforcement because what happens at home is very important.

### **We celebrate wonders in the world:**

For example - a thunderstorm, a shuttle launch, mud puddles after rain, etc.



## Clothing

It is important that your child have comfortable play wear on while attending Head Start. Please send you child in clothing that is OK for messy play. Dress your child appropriately for the weather. **(If you need clothing assistance, please contact the teacher or caseworker.)** Shoes should have straps or be closed style; **no "flip-flops"**. Please make sure the shoes are safe and comfortable to the child. (Tennis shoes preferred.)

Please do not send your child to school wearing loose jewelry such as bracelets, necklaces or rings. Head Start is not responsible for items lost or stolen.

NOTE: Please provide a complete outfit that will remain at school in case a change of clothes is needed. (Example: shirt, pants/shorts, underwear, socks, etc.). Mark all items with your child's name and place in a plastic bag with child's name on it. It will be required the first day of school. **(See Sun Safety Policies for additional information about clothing; see Special Needs section for information about diapering.)**

## Backpacks

All children should bring a backpack to school each day. **(Please check your child's backpack daily for important information.)**

## Toys to School

Children are not allowed to bring food, toys or make-up to school. However, teachers may have a specific day for "show and tell". At that time, it will be appropriate to bring something from home.



## Daily Sign-In and Out

A complete signature (first name, last name and time) from parents/guardians or designated responsible adult (18 years or older) is required daily to sign their child in when arriving and out when departing Head Start. The sign-in sheet will be with your child's teachers. We request identification (with picture) to verify the person picking up a child, or you may bring the person in to meet us. **Persons signing a child in/out must be eighteen (18) years or older.**

Parent/guardians must authorize persons to pick up children **"in writing"** except in an emergency. For emergency situations a phone call must be received **from the parent/guardian.** (#R9-5-306A)

### ***Please note:***

***If your child is picked up/dropped off by day care personnel, please make sure their names are listed on your child's emergency card. If your child receives transportation through DVUSD Student Support Services, District Transportation personnel will sign your child in and out of the classroom.***



## Release of Children

Children will NOT be released to anyone under eighteen (18) years of age. It is the responsibility of the parents/guardians to inform the Deer Valley Head Start classroom teachers personally and in writing if an adult other than those listed on their child's emergency card is to pick-up their child. Report any emergency card changes (people, address, phone number, etc.) in person. You will receive written notification if your child's emergency information is not current. Please realize that staff must release children to either parent unless there is a court-order document in the child's file that would prevent that parent from having access to the child.

## Dismissal Policy

Arrival and dismissal times are not the appropriate times for lengthy discussions with the teachers. Please schedule a conference time before or after class so you will have the teacher's complete attention. If it is an emergency let us know, and we'll contact your caseworker.

***After a fifteen minute "grace period", if your child has not been picked up, one of the emergency contacts will be notified to pick up your child. PLEASE BE ON TIME!! A child left longer than one hour will be considered "abandoned" will be reported through a "911" call.***



## Early/Late Arrival/Dismissal Policy

Your child needs a consistent routine:

A. Children cannot be signed in to the classroom until class time begins. The teachers need the time prior to class to prepare for the day. We appreciate your cooperation.

B. Children arriving to class or who are picked up from class more than 15 minutes late must be logged on a classroom Tardy Sheet by a responsible adult (must be 18 or older) to be released from class.

C. Late arrival/dismissals (when staff members are no longer at the gate) require parents to check in through the school office and bring students to /or pick students up from the classroom.

**D. Habitual or frequent tardy/late arrivals and pick-ups will count toward absenteeism (3 tardy/late pick up = 1 absence) and will jeopardize your child's placement in our program. PLEASE BE ON TIME!!**



### Attendance Policy

We require that you notify the classroom staff (see page 3 for your classroom's phone number) whenever your child will be absent due to illness or other reasons. Please call at least one half hour before class to report an absence. **In the event that your child has 20 total absences, she/he will be dropped from the program.**

Note: If your child is absent for more than three days because of illness, a note from the Doctor will be required to return to class. Please alert your Doctor so she/he can give you a note on the day of your child's exam. If your child has been absent for 4 days, and you have not contacted Head Start, the caseworkers will make a home visit. **(Reference Performance Standard #1305.8.)**

Children are expected to attend school daily. Please realize that bringing your child to school daily sets an example for good attendance. This establishes and reinforces an attitude for your child that will carry into adulthood. This attitude promotes good attendance, responsibility, and a commitment to her/his future. **When an attendance problem has been identified, you will receive a warning letter. Chronic or excessive absenteeism without a documented excuse (acceptable cause) will result in a meeting with a caseworker, teacher and Early Childhood Manager to determine your child's continued placement in Head Start.**

***If transportation has been assigned to your child through the Individual Education Plan (IEP) process, and your child is going to be absent, please contact transportation at 602-467-5090 to report the absence.***

## Prolonged Absence Policy

A child's place may be held in a Head Start classroom, **upon written request** from parent or guardian, for a period of no longer than two (2) weeks. These days are included in the total absence count (20). **Should the request exceed two weeks of absence, the child may be dis-enrolled or the child will be placed on a waiting list.** There will be no guarantee of re-enrollment, nor of placement in the same classroom as the one vacated. A parent or guardian will sign a statement acknowledging this policy and the consequences of their decision. **(NOTE: The Manager will review each request and determine the child's placement status.)**



## Disenrollment Procedures

Sometimes we discover a child who demonstrates developmental behaviors (ie., biting, hitting, scratching, pushing, use of inappropriate language, etc.) or needs that may require intervention, treatment or instruction beyond what is available at Head Start. After all efforts have been made and/or due to unforeseen and extenuating circumstances, we reserve the right to dis-enroll a child who, or whose family, demonstrates one or more of the following:

1. Excessive absenteeism (refer to Attendance Policy)
2. A child consistently demonstrates a behavior that results in injuries to others and him/herself. For example: slapping, kicking, hitting, biting, punching, and throwing objects or furniture on a regular basis. In these instances, reasonable efforts will be made to work with the child and his/her family and provide appropriate referrals for assistance.
3. A child consistently runs from staff and leaves the classroom or building.
4. A parent or family member is abusive or threatening (verbally or physically) to staff and/or children.
5. A parent requests disenrollment.

## Medication

### **There will be no medication administered by Head Start staff, except Epi-Pens.**

Consult the school nurse regarding routine or required medications. Medications are labeled and stored under lock and key and refrigerated if necessary. This includes medications required for staff and volunteers. A written plan developed by parent/guardian and the appropriate school or support staff is required for students with specific health issues. Teachers will document in the classroom health log any changes in behavior that may be associated with the medication. In addition, Head Start staff will assist parents/guardians in communicating with doctors regarding the effect of the medication on the child. (Reference Performance Standards # 1304.22 (c)(1) & (5)).



## Illnesses

Your child should be kept at home if she/he shows any signs of illnesses, such as an excessive runny nose, red throat, rashes, infected eyes, fever, upset stomach, diarrhea, head lice, and infected sores.

Daily health checks are made by teaching staff at arrival time. Children who have symptoms of illness must be signed in and then out. A day missed will still be counted as an absence.

According to Arizona Child Care Regulations, any child with a contagious illness may not stay in a child care center during that illness. If your child becomes ill during the day, she/he will be isolated in a space with supervision and comfort, and you will be contacted to take your child home immediately. To ensure a healthy classroom environment your child must remain home for 24 hours following fever, vomiting, or diarrhea. (See Child Care Licensing Regulation #R9-5-515-A)

## Communicable Diseases

Arizona State Law requires that any communicable disease be reported immediately. It is important to us that we inform all of our families of any exposure, as quickly as possible. Children showing symptoms during the day of a: **RASH ... SORE THROAT ... DIARRHEA ... INFLAMMATION ... VOMITING ... FEVER ... ETC. will be immediately isolated from the group.**

**Parents/guardians or persons responsible shall be notified at once and are required to make necessary arrangements for prompt pick-up of the child.** Please let teachers know if your child has a contagious illness. For example, Ringworm is contagious and, even if covered, must be reported to the teacher. (See Child Care Licensing Regulation #R9-5-515) All children will be monitored carefully to assure that immunizations, physical exams, dental exams, and follow-up treatments are completed. We appreciate your cooperation. Your child's health is a prerequisite to learning.



### **Emergency Illness / Accident Procedures**

This plan is an addendum to the Emergency Injury / Illness Procedures posted in the classroom. The following are specific directions for contacting parents/guardians after an incident involving illness or injury of their child. (DHS R9-5-514)

#### **Red Alert: (Don't move the child/adult... call 911)**

1. Call the parent/guardian immediately (within 30 minutes).
2. Complete a written report using the accident/incident report form in the nurse's office as soon as possible the day of the incident.
3. Give parent/guardian and Early Childhood Manager a copy of the report within 24 hours of the incident.

#### **Yellow Alert: (Needs advanced medical treatment within 2 hours)**

1. Follow the same procedures as described in the red alert.

#### **Green Alert: (No symptoms after 3-5 minutes. Return to play.)**

1. Write an *Ouch Report* as soon as possible.
2. Give the *Ouch Report* to the parent/guardian or designated adult the day of the incident at dismissal time.

### **Insurance**

Deer Valley Unified School District carries general liability insurance as required by law. In addition, Head Start carries student accident insurance for all enrolled Head Start students. The accident policy coverage is in effect during class time and class functions only. Head Start does not carry accident insurance for non-Head Start children.

If you have any questions about this information, please contact the Early Childhood Manager at 602-467-6013.



## Hand Washing Practices

Hand washing is required by all staff, volunteers, and children when hand washing would reduce the risk of transmission of infectious diseases to themselves and to others.

Children and Adults will wash their hands:

- On arrival for the day
- After using the toilet or diapering
- After toothbrushing
- After handling body fluids such as blowing or wiping noses, coughing on hands, or touching any mucus, blood, or vomit
- Before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking like meat and eggs
- After playing in water that is shared by two or more people
- After handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals

Proper hand-washing procedures are followed by adults and children and include:

- Using liquid soap and running water
- Rubbing hands vigorously for at least 20 seconds, including the back of hands, wrists, between fingers, under and around any jewelry, and under fingernails, rinsing well, drying hands with a paper towel, or a dryer, and avoiding touching the faucet with just-washed hands. Use a paper towel to turn off the faucet.



## **District Head Lice (Pediculosis) Policy**

In accordance with the Deer Valley Unified School District policy regarding communicable diseases, the listed procedures for pediculosis are as follows:

1. Suspicion or case is reported to the School Nurse.
2. School Nurse assesses and confirms presence of pediculosis – lice eggs or lice.
3. School Nurse notifies parent and campus administrator.
4. School Nurse provides verbal and written guidelines for treatment. Treatment is based on Arizona and Maricopa County Departments of Health procedures.
5. Student is excluded from school until first treatment is completed and all lice eggs removed.
6. Prior to returning to class, the parent and/or guardian brings the student to the School Nurse's office.
7. Student is examined and School Nurse verifies completed treatment which includes the removal of all lice eggs. If the student is cleared, she or he will return to class. A follow-up exam will be done 8-10 days later.
8. If lice eggs remain, the student is excluded and the parent/guardian completes the treatment (ie: removal of the lice eggs).
9. The School Nurse can request verification of treatment by asking the parent/guardian to submit the product information, sales receipt, etc.
10. The confirmed child's class, siblings and other known exposures are checked for the presence of lice eggs or lice.
11. If a child becomes re-infested, the child is excluded from school and once again is properly treated (steps 5-10 above).
12. When an outbreak occurs ("An outbreak exists if the reported number of cases exceeds the normal incidence of disease in your school"), the County Health Department, Communicable Disease Section, will be notified in compliance with Arizona Department of Health Services R9-5-515 (outbreak of lice and an individual's re-infestation need to be reported) and Maricopa County Health Department (disease reporting criteria).

DVUSD Policy 10/24/00

**Note: If a doctor's note is provided by the parent or guardian, the school nurse still must conduct the examination for lice and lice eggs to determine if the student may return to class.**

## Sun Safety Policies

Deer Valley Head Start can provide parents upon request with a sun safety checklist for clothing, hats, sunglasses and sunscreen.

Parents are encouraged to provide sun protective clothing for children. Light colored, loose-fitting, lightweight cotton clothing is best for sun protection. Tightly woven fabrics give more protection from the sun. To determine the weave of clothing hold it to the light and assess the amount of sunlight that can pass through, less light is a tighter weave. Deer Valley Head Start will provide parents with additional information on sun safe clothing upon request.

Parents are encouraged to provide a hat for each child. The hat should have at least a 3 inch brim, and provide protection from the sun for the child's face nose, neck and ears. Parents must clearly mark the child's first and last name on the hat. Parents must take the hat home weekly to clean. Deer Valley Head Start will provide children a place to store their hat and will remind children to wear their hat when going outside.

Deer Valley Head Start encourages children to wear sunglasses while outdoors. Sunglasses should be shatterproof to protect the eyes in case of breakage. Look for sunglasses with the label, "meets ANSI Z80.3 General Purpose requirements" or "meets ANSI Z80.3 Special Purpose requirements", to assure that they can block UVA and UVB rays. Parents must clearly mark sunglasses with the child's first and last name (fingernail polish or permanent marker works best). Parents and children should bring the child's sunglasses with them and take them home each day. Deer Valley Head Start will provide children a place to store their glasses when they are not using them.

Children should wear sunscreen and a lip balm containing sunscreen each day. Sunscreen and lip balm should be administered by the parent before the child arrives.

Deer Valley Head Start will schedule limited outdoor time between the hours of 10:00 am - 3:00 pm. When activities are scheduled outdoors between 10:00 am - 3:00 pm, shade will be made available for all children, and children will be reminded to wear their hats, sunscreen, lip balm, and protective clothing. (R9-5-501B7) \*\*\***BRING a labeled water bottle daily.**





## Safety Procedures

A. Staff: Be assured that our staff have met all of the following requirements:

1. Fingerprinted and licensed with the state to work with preschool aged children
2. First Aid/CPR Card
3. Health/Emergency Card

B. Classroom:

1. A ratio of 1 adult per 15 children will be maintained.
2. A fire drill will be held once a month. Children will practice evacuating the school building.
3. Lock down drills, bus evacuation drills and pedestrian safety training will be conducted throughout the year. Parents, teachers and children will be required to follow campus procedures.
4. Any accident or injury is documented. Teachers and school nurses will assess the injury and apply first-aid as indicated. (See Emergency Procedures)
5. In accordance with the Health and Human Services requirements (CFR45-013), Head Start has student accident insurance and liability insurance for accidents that occur during class times and functions.
6. Will not admit visitors to classrooms without prior authorization.
7. **All parents who volunteer on a regular basis in the classroom must have a current TB test result on file in the classroom. Contact your Head Start caseworker for more information.**
8. **Fingerprint clearance cards are parent-funded.**

**Please Note:** A regular volunteer is defined as any person volunteering three or more times while interacting with Head Start children other than their own.

## **Examples of Support Services Available for Families of Deer Valley Head Start**

Parent Education Classes ... Parent/Teacher Conferences ... Regular Newsletters ... Family Oriented Activities ... Parent Meetings ... Health Services Available (Vision And Hearing Screening) ... Social Services ... Employment Training Resources ... Education Referrals ... General Education Degree ... English As A Second Language Classes ... Etc. Let Us Know What You Need.

### **Social Services/Health Services/Behavioral Support**

Each family will receive a complete needs assessment and follow-up service as required. A caseworker is also available to our families to assist in emergency situations that might include, shelter, food, clothing and health related needs. The caseworker is located in the Head Start office at the Deer Valley District Office. (See page 3 for phone numbers.)

You and your family are important to us. If, for any reason, you need assistance with day-to-day life please call our office at 602-467-6013. We have a variety of resource people available to help you cope with problems due to financial, relationship, physical, emotional, work related, etc. stresses. You do not need to be alone. Your caseworker, teachers, and Head Start office staff are part of your family team. Let us help you.

Behavioral Support is provided by the City of Phoenix Human Services Department to student and families in Head Start. The overall goal of behavioral support is to promote social competence and self-sufficiency through education and guidance. Specialists act as a resource and as consultants to the program. In addition, the Head Start Specialist may provide assessments, evaluations and referral services when requested by staff or parents and when appropriate written consent has been obtained.

The nature of the services Head Start provides for families is very confidential. Our policies clearly prevent access to family records, except to those with written permission by a parent/guardian.

### **Placement of Children With Special Needs**

Deer Valley Head Start is part of Student Support Services in the Deer Valley Unified School District. Head Start utilizes inclusive practices. Physical therapy, occupational therapy, speech therapy and mental health services are provided in the classroom for children who qualify for special education services. Assistance with transition, or bridging, from Head Start to Kindergarten is also provided. The Head Start staff will support all children and families to assure that special services are provided as needed. Note: If a child's special needs include diaper changing, an area will be provided in accordance with licensing standard R9-5-503. Diapering will be done in privacy with sensitivity to the child.

## Transportation

**There is NO transportation support available through the Head Start program.** (If transportation has been assigned to your child through the Individual Education Plan (IEP) process, please notify your Head Start teacher.) Parents and children will be provided pedestrian safety and bus evacuation training throughout the school year.

If your child receives transportation and is going to be absent, please contact transportation at 602-467-5090 to report the absence.

## Responsibilities to Protect Children

Head Start teaching staff and volunteers are **required** by Arizona Law (ARS #13-3620) to report **any suspected** cases of child abuse or neglect, including third-party reporting, to the Department of Child Safety, at 1-888-767-2445. As a part of each daily health check and throughout the day, children will routinely be observed. Be assured that, while normal bruises and scrapes and/or mood swings will not alarm our trained staff, they may ask from time to time for clarification from you on how an injury may have occurred or why a child's behaviors have changed. Please do not feel threatened by this procedure, it is Head Start's way of assuring you that your child's needs are being met by caring and supportive adults. **All inquiries will be made in a sensitive and confidential manner.** These inquiries usually give parents and staff an opportunity to work as a team on how they can better support a safe and healthy environment for the child.

## Public Concerns / Complaints About Personnel (District Policy #K-1361, Dated 10/24/00)

### Required Information

The following information concerning a complaint is required:

The name(s) of the person(s) making the complaint.

Whether the person(s) making the complaint represents an individual or a group. If a group is represented, information shall be provided about the nature of the group and the manner in which the group has reviewed and taken a position on the matter.  
Whether the person(s) making the complaint has discussed the problem with the employee in question.

A summary of the complaint(s) and of the above three items.

## **Processing of Complaint(s) Following Written Summation**

The complaint shall be presented to the employee toward whom it is directed, together with a suggested solution, personally and in writing, by the person(s) filing the complaint. It is the responsibility of the employee's supervisor to keep the Superintendent informed as the matter is reviewed at the various administrative levels.

The employee will have a minimum of five (5) working days in which to reply to the complaint at each administrative level at which the matter is reviewed.

If the complaint is not resolved between the originator of the complaint and the employee, the complaint shall be reviewed by the employee's supervisor. Until the matter is resolved, it may be reviewed at each successive administrative level.

The Superintendent shall be the final administrative level.

Following the decision of the Superintendent, if any of the parties concerned deem it necessary, the matter may be referred to the Board within ten (10) working days following the Superintendent's decision.

The Board shall consider all facts and provide the employee with all elements of due process in reaching a decision.

Note: The form to file a complaint against personnel, Exhibit K-1481, is available at the Deer Valley District Office. This form should be submitted to the employee's supervisor. The date it is submitted is the date that the above process begins.

## **Field Trips**

Field trips are a wonderful opportunity for the child to experience the community in which they live and to extend classroom experiences.

- ◆ Teachers will receive written authorization from all parents of children attending the field trip prior to the child's participation. All permission signatures must be received at least 24 hours prior to the trip.
- ◆ The adult/child ratios will vary with location and circumstances. As a general rule, we want to have one adult per two children.
- ◆ Adults will exhibit professional behavior (no weapons, smoking, usage of drugs or alcohol allowed) and dress appropriately when on field trips.

## **Facility Inspection Reports**

Preschool facilities are licensed through the Arizona Department of Health Services at 150 N. 18th Avenue, 4th Floor, Phoenix, Arizona 85007. Facility Inspection reports are available on site, and upon request in the DVUSD Early Childhood Office or by calling 602-467-6013.

## **Liability Insurance**

Liability insurance is carried by Deer Valley Unified School District for each of our preschool sites and documentation of the liability insurance coverage is available for review at each of the preschool locations.

## **Parent Access**

As per R9-5-301.D of the Arizona Administrative Code, a parent of an enrolled child is allowed immediate access to areas of the school where his/her child is located during regular hours of operation. However, in order to provide a safe school environment, we strongly recommend that all parents sign in at the front office before proceeding on campus.

## **Notification of Pesticide Application**

The School District's yearly pesticide application schedule can be found on the parent information board located near the entrance of each preschool classroom.