



# 2024-2025

# PARENT HANDBOOK

Ascension Head Start - 3 Year Olds  
Donaldsonville Primary - 4 Year Olds  
Duplessis Primary - 3 Year Olds  
Lakeside Primary - 3 Year Olds  
Pecan Grove Primary - 3 Year Olds  
Sorrento Primary - 3 Year Olds  
Sugar Mill Primary - 3 Year Olds

# Welcome to Our Program!

Head Start is a federal program that was started in 1965 as part of the War on Poverty Campaign. It is one of the longest running programs of its nature and has benefited many children and their families. In Ascension Parish, the school board is the grantee that enters a contract with the federal government to accept the Head Start grant. APSB has been sponsoring Head Start in Ascension Parish since 1983. Two hundred fifty-one children aged three to four are offered the opportunity to participate in the program.

The Ascension Parish Head Start program follows the mandates of the Head Start Program Performance Standards, LDOE Licensing Bulletin 137 and the rules and guidelines set forth by the Ascension Parish School Board and the student's school campus.

It is the responsibility of all Ascension Parish Head Start parents to read this handbook in its entirety and to comply with all guidelines and policies as stated in this handbook. Any questions or concerns about these guidelines and policies should be brought to the attention of the administrators of your child's school.

## Mission

Provide high-quality adult/child interactions to prepare students to be kindergarten-ready.

## Vision

All students and families will acquire the skills necessary to break the cycle of poverty and improve their quality of life so they can fulfill their dreams.

## Goals

1. Ensure school readiness by utilizing effective teacher-child interactions and intentional teaching strategies in a positive classroom environment promoting optimal learning and development in order to grow scholars, build futures and support families.
2. Utilize data consistently and efficiently across all service areas to make data driven program decisions that grow scholars, build futures and support families.
3. Improve efficiency in collecting, tracking and utilizing program data to ensure proper provisions for health, mental health, nutritional, and oral health needs, utilizing the program data to improve dissemination of supportive, comprehensive, education to families, reinforcing the correlation between health and school readiness.
4. Ascension Parish Head Start staff will strengthen families by utilizing the PFCE Framework to enhance the overall well-being and personal growth of each family in order to grow scholars, build futures and support families.
5. To be compliant with Head Start standards and ensure that implementation of a sound financial system meets the required federal standards for financial reporting, accounting records, internal controls, budget control, with cost principals, cash management and administrative costs.

## Transportation Guidelines

### Bus Transportation

Students must be picked up and dropped off at the same address every day. This helps ensure the safety of the children.

#### Morning Pick Up:

- Students must be at the bus stop (not in the house, down the street, etc.) 15 minutes prior to the estimated arrival time given by the bus driver. The driver is not required to blow the horn or wait for the student.
- Students must be accompanied by an adult while waiting for the bus.

#### Afternoon Drop Off:

- Someone from the 3<sup>rd</sup> Party Release Consent Form must be at the bus stop (not in the house, down the street, etc.) 15 minutes prior to the estimated drop off time given by the bus driver. The driver is not required to blow the horn or wait for someone to receive the student.
- The person receiving the student must be listed on the 3<sup>rd</sup> Party Release Consent Form.
- The person receiving the student must present a valid driver's license picture ID for the student to be released.

- If the person receiving the student is not listed on the 3<sup>rd</sup> Party Release Consent Form and/or does not present a valid driver's license or picture ID, the student will be returned to school and will need to be picked up by someone listed on the 3<sup>rd</sup> Party Release Consent Form who presents a valid driver's license or picture ID.
- If a student is returned to school three times the parent/guardian must meet with the principal. Failure to comply could result in a suspension from the bus.

## Car Transportation

### Morning Drop Off:

- Students must be secured in a car seat on the side closest to the school in the back seat of the vehicle.
- Students must be dropped off in the car rider line by 8:30 am.

### Afternoon Pick Up:

- No student will be released without an appropriate car seat secured in the back seat for the student.
- Someone from the 3<sup>rd</sup> Party Release Consent Form must pick up the student in the car rider line by.
- The person receiving the student must be listed on the 3<sup>rd</sup> Party Release Consent Form.
- The person receiving the student must present a valid driver's license picture ID for the student to be released.
- If the person receiving the student is not listed on the 3<sup>rd</sup> Party Release Consent Form and/or does not present a valid driver's license or picture ID, the student will not be released until someone listed on the 3<sup>rd</sup> Party Release Consent Form arrives and presents a valid driver's license or picture ID.
- If a student is late being picked up from school three times the parent/guardian must meet with the principal.

Transportation changes must be requested to the office and approved by the principal no later than one hour prior to dismissal time. Emergency situations will be considered by the principal only. A teacher, paraprofessional or bus driver cannot approve transportation changes.

## Home Visits

Federal regulations mandate that at least two home visits are completed each year. The first home visit occurs before the children begin. This is when all the intake forms are completed. The second home visit is scheduled near the end of the school year. Your child's teacher will contact you to schedule these visits.

## Intake Information

All the intake forms must be completed before your child can begin attending school. These forms will be given to you in a folder. Please take care of this folder since it will be used as your child's official folder during the school year. The teacher and paraprofessional will make a home visit and explain the documents in the folder and answer any questions you may have. Please use black or blue ink only when completing the forms for copying purposes.

## Parent Conferences

Parent conferences will be held twice during the school year: Once in the fall and once in the spring. Please make every effort to attend. You will be provided information about your child's progress towards the goals you set at the beginning of the year. You will also be given strategies to help your child reach their goals.

## Field Trips

Field trips are an important part of the Head Start program. Children must have the field trip permission form signed by the parent/guardian to be able to attend. We cannot take any child on a field trip without this signed form. For the safety and security of all children, no child will be allowed to be checked out at the field trip location off campus.

## Schedule

Below is a general daily schedule, which includes the activity and the approximate number of minutes for each activity. The order of activities may vary.

Activity	Minutes
Breakfast	20
Greeting Circle/Movement	15-20
Learning Center Activities	75
Story Time	10
Outdoor Learning	30
Lunch/Hygiene	25
Literacy/Math Development	15
Small Group Activities	40
Story Time	10
Rest/Nap	75
Closing Circle/Departure	10

## Curriculum

We believe that each child is unique, and an important individual and we will provide for the special needs of each child in our program. The Frog Street PreK Curriculum and Conscious Discipline that we use are aligned with Louisiana's Birth to Five Development Standards and the Head Start Early Learning Outcomes Framework. Both meet the recommendations of the National Association for the Education of Young Children and the mandates of the Head Start program. Each Ascension Parish Head Start facility is inspected and approved by the LA Early Learning Center Licensing Division. This should help you to understand that every effort has been made to provide your preschooler with the most appropriate instruction.

Children will be given many experiences that encourage the development of language. Stories, songs, and fingerplays are often used to foster literacy development. Motor development will be emphasized and will include activities for fine and gross muscle development. Field trips will enrich the experiences initiated in the classrooms. Learning at Ascension Head Start is vertically aligned with the curriculum used in the Ascension Parish Public Schools and children attending Ascension Head Start are assessed based on the LA Birth to Five Standards using MTS Gold (student assessment).

## Conscious Discipline Curriculum

### Brief Overview

- Five Step for Self-Regulation
- Celebrations - high fives, class celebrations, positive notes, text messages, or phone calls to parents for students following rituals and routines
- Non-tangible or tangible rewards such as stickers and treasure box can be used for returning permission slips, assignments, etc. on time
- Daily Positive Structures
  - Safe Keeper
  - Brain Smart Start
  - I Love You Rituals
  - Feelings Buddies Curriculum
  - Baby Dolly Circle Time
  - Friends and Family Board
  - Safe Place

### Feelings Buddies Curriculum

- Students learn to identify the facial expression and body language associated with feelings of happy, angry, sad, scared, calm. As the students are ready they will learn about frustrated, anxious, and disappointed.
- Students learn strategies / tools for managing their own emotions and going to the safe place to calm their strong emotions through breathing and choices with adult help until they are calm and can make a choice to practice how to problem solve in that situation.

- Students learn to identify these feelings in their friends and help them calm down and solve problems.

### Opportunities for Parents to Learn More About Conscious Discipline

- Virtual and in-person informational meetings
- Set up a safe place and home
- Observe in a classroom
- One-on-one support

## Conscious Discipline Classroom Behavior Plan/Discipline Policy

The classroom behavior plan and discipline policies stem from the principles of the Conscious Discipline system developed by Dr. Becky Bailey. Dr. Bailey’s principles focus on life values and change from the inside out and focus on seven basic social skills, which directly relate to seven life values, for operating and managing a “Brain Smart” classroom.

Seven Basic Social Skills	Seven Essential Life Values
Anger Management Helpfulness (kindness, sharing) Assertiveness Impulse Control Cooperation Empathy Problem Solving	Integrity Interdependence Respect Empowerment Diversity Compassion Responsibility

### What These Principles Look Like in the Classroom:

A sense of classroom family/community is essential to provide a place where each child feels safe and welcome. We work with our students on building one another up, communicating effectively during conflict, and taking responsibility for their actions. The time it takes to establish a positive classroom community depends on the personalities and social makeup of the class each year.

It is important that as parents and teaching staff we work together with our children to be sure they feel comfortable communicating their concerns and conflicts. We will hold regular class meetings, develop rules, establish jobs, understand choices, learn to use I-messages and build communication skills. These are just a few examples of structures within the classroom that are used to fulfill and uphold the behavior and discipline plan policy.

Rather than a system that focuses on negative behavior by providing only punishments or negative meaningless color coordinated levels of good and bad, situations in the classroom involving discipline are used as teachable moments. Please know that there will be consequences for unsafe choices or inappropriate behaviors and there will also be lessons taught to ensure our children learn to make safe choices and demonstrate appropriate behavior.

## Supplies

- Your child is not required to bring any school supplies to school. Materials needed will be provided by Ascension Parish Head Start.
- The only requirement is for your child to have at least two complete sets of clothes including tops, bottoms, socks, and underwear. Place in a gallon sized zip lock bag and label all clothing with your child’s name.

## Clothing

- For your child’s safety, the Ascension Parish School Board does not allow students to wear necklaces or bracelets of any type. Only stud earrings may be worn; dangling earrings are not allowed.
- No slippers, flip flops, sandals are allowed.

- Children should wear shoes that completely enclose their feet.

## Celebrating Birthdays

- Classroom-wide birthday celebrations are not allowed Head Start. Parents cannot bring cupcakes, cake or etc. to celebrate their child's birthday.
- We acknowledge students' birthdays; however, we do not have classroom-wide celebrations.

## Calendars / Newsletters

- A calendar is sent home monthly.
- Newsletters are sent home weekly.
- Important notes are sent home as needed.
- Please be sure to carefully read these items and ask your child's teacher if you have any questions.

## Parental Involvement

Consider getting involved in one or more of these ways:

1. Become a Policy Council representative of the school your child attends. The meetings are held about five times a year. You can help to make decisions concerning the program.
2. Join a committee: The Parent Committee develops activities for the center and plans activities for the classes. The Health Advisory Committee looks at the health needs of the community and the program and advocates for the program.
3. Attend training meetings and workshops sponsored by Ascension Parish Head Start.
4. Volunteer in the classroom for School Readiness Functions. Parents are invited into the classroom to help with the everyday activities. Please come whenever you have time so that you can see what is going on and become a part of your child's education. While at the school, your child will be required to follow both federal and state regulations established for the protection of all children.
  - a. There will be NO CORPORAL PUNISHMENT of your child by you or anyone else. Remember, you do not take the place of the teacher, but work alongside her to obtain school readiness strategies to better serve the children of the program.

Note: Cell phone usage is not allowed at our Ascension Parish Head Start schools. If you must make/receive a call, please exit the building.

## Parent Requirements

- All records pertaining to you, or your child are considered confidential. Any information obtained will be stored in locked file cabinets and only people with clearance shall be allowed access to the file cabinets. A disclaimer sheet will be stapled on the inside of each folder to document who has read the file.
- Head Start is an equal opportunity organization and there is no discrimination based on race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities.
- Any child enrolled in the program must have on file a current telephone number and other emergency numbers. Any time these numbers are changed, Head Start must be notified by the parent. In times of emergencies, these are the numbers we will use to contact you concerning your child.
- Third party release forms are very important and must be provided. Please make every attempt to list any and all persons whom you give permission to pick up your child or receive your child from the bus. If the names need to be updated, it is your responsibility to come and give that information to the teacher.
- When your child misses school, let his/her teacher know. Extended unexcused absences can result in your child being dropped from the PreK program and replaced with a child on the waiting list.
- If your child has an illness that requires medication that must be given at school, Ascension Parish School Board policy must be followed. The doctor ordering the medication must fill out the appropriate paperwork prior to the child being given the medication. This can be arranged by talking to the school nurse, Mrs. Jeannine Massey. Her number is (225) 391-7351.
- If your child needs a special diet, a note on a prescription pad from your doctor must be submitted so that accommodations based on the doctor's recommendation can be made. This must be submitted to the school lunch program before changes can be made. Send this to the school nurse so that she can make substitutions.
- If symptoms of contagious or infectious diseases are observed, the parent will be called to come and pick up his/her child. The child will need to be excluded from the program until the illness or symptoms are gone. Bus

monitors will do a health check prior to the child getting on the bus.

- Any suspected child abuse or neglect of a child will be reported to the Child Protection Office @ 644-4603 or 1-800-861-4589. This is in accordance with LARS 14:403.
- Discipline: There is no corporal punishment administered by anyone to children at Ascension Head Start. The procedure to handle inappropriate behavior is posted in each classroom and on bulletin boards. A copy can be provided if requested.
- It is not permissible for a child or a parent to bring his/her own food into the center. Lunch for parents will be provided.
- Parents need to inform classroom staff of any individual concerns they have in regard to their child. Ascension Parish Head Start will strive to accommodate all children, but if it is found that they cannot best serve the needs of the child, then alternative placement will be discussed with the parent.
- Ascension Parish Head Start has timelines for certain requirements of the program. We expect parents to help accomplish these activities within the timelines established by the federal government. This includes the completion of all physical and dental exams and family assessments. Parents must provide documentation that their child has completed both a dental and physical exam within the established due dates.
- Toys are not allowed at the center, unless specifically requested by the teacher for a special activity.
- Label all children's personal belongings. If this is not done, then Ascension Parish Head Start staff may not be held accountable if something is lost.
- School board policy requires that all parents and visitors report to the office, present a picture ID, sign-in, and receive a name tag prior to visiting any classroom.
- For your child's safety, school board policy does not allow students to wear necklaces or bracelets of any type. Only stud type earrings may be worn; dangling earrings are not allowed. No slippers, flip flops, or sandals are allowed.

## Head Start Program Performance Standards and LDOE Licensing Policies

### 1. Child Abuse and Neglect Policy

- a. As mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline (885) 4LA-KIDS [(855) 452-5437].
- b. An early learning center shall not delay the reporting of suspected abuse or neglect to the Child Protection Statewide Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations.
- c. An early learning center shall not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protections Statewide Hotline. Neglect is:
  - o Failure to obtain health care
  - o Delay in health care
  - o Failure to obtain dental care
  - o Abandonment
  - o Expulsion of the child from the house
  - o Leaving child with others for days
  - o Inadequate nutrition, clothing, or hygiene

### 2. Non-Discrimination Policy

This early learning center does not discriminate based on race, color, creed, sex, national origin, handicap, ancestry, or whether a child is being breastfed.

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Ascension Parish School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. The school district pledges to protect qualified applicants and employees with disabilities from discrimination in classification, referral, and other aspects of employment based on disability. The school district will also provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship. Any person having inquiries concerning the Ascension Parish School District's compliance with Disabilities Act of 1990 or Section 504 is directed to contact Ronda Matthews, at 1100 Webster Street, Donaldsonville, LA. (225) 391-7000, who has been designated by the school board to coordinate the district's efforts to comply with the

regulations implementing Title VI, Title IX, The American Disabilities Act and Section 504.

### 3. Admission Policy

Head Start Performance Standards (1302.10; 1302.11; 1302.12; 1302.13; 1302.14; 1302.15; 1302.16) state the requirements for determining community needs and recruitment areas. These contain requirements and procedures for the eligibility determination, recruitment, selection enrollments and attendance of children in Head Start programs. In carrying out this responsibility, the grantee has set as its primary objective for recruitment that of providing the maximum number of needy, eligible children with the Head Start experience before they enter kindergarten. Since the grantee cannot serve all eligible children, it is felt that priorities for recruitment must be established. In addition, recruitment must be carried out in such a way as to minimize personal bias. The program completes a community assessment every three year and a self-assessment annually to help in determining the areas with the greatest need for Head Start.

Service areas will be determined according to the information compiled during the community assessment. Information to be studied includes:

- Census information
- Families in areas that qualify for support services such as Free and Reduced Meals, Food Stamps, TANF, etc.
- Other child development and childcare programs that serve Head Start eligible children
- Estimated number of children with disabilities
- Education, health, nutrition, and social service needs of Head Start eligible families
- Resources in the community that can address the needs of Head Start eligible children and their families

Children qualify for the program based on completing an application and submitting the appropriate documents with the application. The documents must include the following:

- Birth certificate, which verifies that the child is the correct age to attend Head Start.
- Immunization record, which shows that the child is current on immunizations.
- Income verification, which determines that the child meets the income criteria established by the federal government for participation.
- Proof of residency, which shows that the family resides in Ascension Parish.
- Proof of documented disability, if applicable.

Applications are processed according to the criteria and are ranked accordingly. Children are found either eligible or ineligible for participation. Because Head Start cannot accept all children who apply, some children are placed on a waiting list and if slots are vacated during the year, children from the waiting list are accepted into the program.

### 4. Disclosure of Information Policy

This early learning center operates under the authority of the Louisiana Department of Education, Division of Licensing. All licensing surveys/inspections, regulations and information regarding early learning centers can be located on the department's website.

### 5. Complaint Policy

- a. Any grievance concerning the program must follow procedures established by the Ascension Parish School Board. Any complaints about our program can be reported to the School Board office at 225-391-7000.
- b. This early learning center operates under the licensing authority of the Division of Licensing. Parents may call or write the Division of Licensing should they have significant, unresolved licensing complaints at Department of Education, Division of Licensing, P.O. Box 4249, Baton Rouge, LA 70821, P: 225-342-9905, F: 225-342-2498.

### 6. Parental Access Policy

Parents may visit the center any time during its regular hours of operation and when children are present.

### 7. Parental Involvement Policy

Parents are offered a minimum of two opportunities for involvement each year, which may include but are not limited to, an open house, parent education sessions, parent and staff conferences, family potluck

dinner, holiday party, or parent or grandparent's day.

## 8. Behavior Management Policy

- a. The behavior management policy for this early learning center includes the Conscious Discipline methods and behavior guidance previously explained in this handbook. (See previous explanation.)
- b. This early learning center prohibits children from being subject to any of the following:
  - i. Physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position
  - ii. Verbal abuse, which includes but is not limited to using offensive or profane language telling a child to "shut up," or making derogatory remarks about children or family members of children in the presence of children
  - iii. The threat of a prohibited action even if there is not intent to follow through the threat
  - iv. Being disciplined by another child
  - v. Being bullied by another child
  - vi. Be deprived of food or beverages
  - vii. Being restrained by devices such as highchairs or feeding tables for disciplinary purposes
  - viii. Having active playtime withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the outdoor playtime
- c. Time Out - Following the principles of Conscious Discipline, this early learning center does not utilize time out.

## 9. Electronic Devices Policy

Electronic devices, including but not limited to television, movies, games, videos, computers and handheld electronic devices, shall adhere to the following limitations:

- a. Electronic device activities for children under age two are prohibited.
- b. Time allowed for electronic device activities for children ages 2 and above shall not exceed 2 hours per day.
- c. Electronic device use is not permitted in the classroom. If you receive a phone call, please step out of the classroom to take it.
- d. Please be mindful when taking pictures in classrooms. At special events, please take pictures of only your child.
- e. Refrain from posting pictures of both children and adults on social media. Only post photos of your child.

## 10. Computer Practices Policy

Computers that allow internet access by children are equipped with monitoring or filtering software that limits access for children to inappropriate websites, email and instant messaging

## 11. Programs, Movies and Video Games Policy

- a. Programs, movies, and video games with violent or adult content including but limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children.
- b. All television, video DVD, or other programming shall be suitable for the youngest child present.
- c. "PG" programming or its television equivalent shall not be shown to children under age five.

## 12. Monitoring Policy

- a. A center may provisionally employ a staff member, a person for whom it has requested a CCCBC based determination of eligibility for childcare purposes, and for whom the department has received a satisfactory fingerprint-based Louisiana or federal criminal history information record, pending the department's receipt of the other CCCBC results and determination of the person's eligibility for childcare purposes.
- b. A provisionally employed staff member may be counted in child to staff ratio, but must be always monitored in accordance with the following:
  - i. A monitor of a provisionally employed staff member must be an adult staff member for whom the center has a CCCBC-based determination of eligibility for the childcare

- purposes, (or prior to October 1, 2018, a satisfactory CBC), who is designated by the center to monitor a specific provisionally employed staff member.
- ii. The center must designate a monitor for each provisionally employed staff member present at the center.
- iii. The monitor shall be always physically present at the center when the provisionally employed staff member is present at the center.
- iv. Monitors must remain within close enough physical proximity of their designated provisionally employed staff member to be able to intervene at any time if intervention is needed.
- v. A monitor shall perform at least one visual observation of each designated provisionally employed staff member every 30 minutes.
- vi. The center may designate one monitor for up to a maximum of five provisionally employed staff member at a given time.
- vii. At least one monitor must be always physically present in any room during naptimes if a provisionally employed staff member is present.
- d. The center shall have a log or other written documentation of the monitoring of provisionally employed staff members that identifies each provisionally employed staff member, the designated monitor for each and the times of the visual observations.

### 13. Smoke Free Policy

As per the program instruction # ACYF-PI-HS-95-04 (Establishing a Smoke Free Environment in Head Start Program), all Head Start Grantees are required to create a smoke-free environment and to eliminate exposure to tobacco smoke by children, staff, and parents in the Head Start Program.

### 14. Confidentiality Policy

- a. According to the Head Start Program Performance Standards (HSPPS), the Ascension Parish Head Start Program has policy that ensures that all information acquired on children, families, or employees will be kept confidential. The policy includes the procedures for obtaining and recording information.
- b. During orientation of staff, a statement is made emphasizing the fact that information received about a child's family is to be considered private and should not be shared with others. This is a condition for continued employment. Staff must sign a declaration acknowledging their understanding of this policy of confidentiality.
- c. At the time of parent orientation, parents will learn of the policy of confidentiality to alleviate any fears of sharing information with staff. Volunteers in the program are also required to abide by the policy of confidentiality.
- d. During the in-take of information, each parent/guardian will sit individually with staff and record information on the child's health booklet. Some of this information is personal and should be considered as confidential. Parents are assured that disclosing such information is voluntary and that they only need to share sufficient information to accommodate the child. With the completion of the child's folder, records will be locked in file cabinets in the rooms. A disclaimer sheet will be stapled on the inside of each child's folder so that whenever a staff person accesses a folder, they will sign knowledge of confidentiality policy.

These persons should be allowed to access information in a child's folder:

Principal/Assistant Principal  
 Program Facilitator  
 Child's classroom teacher and paraprofessional  
 Family Educator  
 Speech Therapist  
 Education/Disability Coordinator  
 Mental Health Consultant/Guidance Counselor  
 Pupil Appraisal Team  
 IEP Facilitator  
 Itinerant Non-categorical Teacher  
 Ascension Parish Monitoring Team

Teachers are responsible for the file cabinet key and when absent, arrangements must be made for the paraprofessional to have the key.

## 15. Attendance Policy

The Ascension Parish Head Start Program is mandated in Section 1302.15 of the Performance Standards to have an average daily attendance of 85% of the children enrolled in the program monthly. In section 1302.15 of the Performance Standards, it states that a child must be replaced within 30 calendar days whenever a vacancy occurs. To meet the federal regulations, Ascension Parish Head Start implements the following procedures on child attendance.

### Parent Responsibilities:

- Parents will be oriented and encouraged during orientation, home visits, and conferences to have their child participate in the program every possible day from the time of enrollment until the last day of the program year. The goal is to have your child participate in as many full days as possible. It is necessary to have consistent and daily attendance in order for your child to be prepared for the next educational level.
- Parents are expected to call or send a written note if their child is absent or going to be absent from school. An explanation of why the child cannot attend and when the child can be expected to return to school must be included in the explanation.

### Teacher Responsibilities:

- A record of all attendance will be recorded daily.

### In the Event of Absences:

- Teachers will maintain a parent/teacher communication log. When a student is absent, within one hour of the start time of school, parental contact will be attempted. When a student has excessive absences and parent/guardian has not notified staff of absences, immediate contact to parent will be made. This contact will be documented. The teacher may use any method that they would like to maintain these documents. The communication log must indicate the child's name, date of absences, date of contact, and parent response. The log should be available for review should a monitor request this information.
- When there is a problem or concern with an Ascension Parish Head Start child and their absences, the Family Educator must also be contacted so she can follow up with the family. The teacher will review the absentee report and if they see that a child has not participated in the program on a consistent basis, the teacher will let the Ascension Parish Head Start Leadership Team know.

### Family Services Team Responsibilities:

- If the parents have not notified the school of the reason for the child's absence, or if the teacher cannot establish telephone contact with the parent, then the family educator will make a home visit.
- If contact is made on the home visit, it will be determined why the child has been absent from school. The reason will be documented in the database. The family educator will point out the need for the child to attend school daily, as well as the federal Head Start regulations regarding attendance, and the possibility of the child being dropped from the program if attendance is inconsistent.
- If there are extenuating circumstances, the family educator will determine if there is anything Ascension Parish Head Start can assist the family with to get the child back into school. The Ascension Parish Head Start Leadership Team will review and discuss situations where extenuating circumstances exists. Some examples are chronic illness with documentation, transportation problems, death in the family, or an ill family member that prevents the parents from getting the child to school. These issues will be considered on an individual basis.
- If contact is not made on the home visit, a letter is left at the parents' home indicating that the parent must contact your child's school within two days. If contact is still not made, Ascension Parish Head Start attempts to make one more contact. If we do not get a response, the Ascension Parish Head Start Leadership Team will review the case to determine if the child should be dropped from the program.
- The Ascension Parish Head Start Leadership Team will meet to review and discuss the situation to see what arrangement has been made and exhaust all possibilities (if any) before dropping the child from the program. If attendance becomes regular and/or parents notify the teaching staff about excused absences, no further action will be necessary. If excessive absences persist, the Truancy Department will be contacted and become involved.

Note: Documenting and following up on attendance concerns will be a combined team effort with the teaching staff and family educator involved in the effort to keep the Ascension Parish Head Start child in the program and educate the parents on the benefits and importance of regular attendance. In the event a child is not participating on a regular basis and the program has made every effort to improve attendance and

has not been successful, the child will be dropped from the program and the slot will be filled by a child on the waiting list.

## Procedures

### 1. Physical Activity

Children aged two and older shall be provided physical activity that includes a combination of both teacher-led and free play, both indoors and outdoors, weather permitting for a minimum of 60 minutes per day.

### 2. Sleep/Rest

Children under four shall have daily rest time of at least 75 minutes a day.

Children ages four and older shall be offered the opportunity for quiet time.

### 3. Receiving and Releasing a Child from the Center

- The person checking a student out from Head Start (schools) must be listed on the third-party release form AND be at least 18 years old.
- The person receiving a child from the bus must be listed on the third-party release form, also known as the Parent Transportation Letter of Assurance AND be at least 12 years old. Children not enrolled in the Head Start program are not allowed to be in attendance for activities on campus, except for the Center Committee meetings.

## Help Break the Cycle - Healthful Hints/Guidelines

The goal for our school system is to educate your child. In order for this to take place, your child must be healthy and in the right frame of mind to learn. For your child's well-being and for the protection of other students and staff, the following recommendations are provided to you.

### Fever

Students with fever of 100.0 or greater should remain home until they are fever free for 24 hours without fever reducing medications. If the fever continues for more than 48 hours, it is recommended they be seen by a doctor.

### Vomiting/Diarrhea

Students who are vomiting and/or have diarrhea should remain home until they have not vomited or had diarrhea for 24 hours. It is advised that you stop milk and milk products for the next few days. It is recommended that you contact your doctor if your child becomes dehydrated: vomiting/diarrhea persists more than 24 hours, child cries without tears, lips and mouth are dry, strong smelling or dark urine, eyes appear sunken, and child looks weak or lethargic.

### "Pink Eye"/Conjunctivitis

Students who have redness in the white of the eye, watery or thick drainage with mucus and us that causes the eyelids to stick together, and complains that their eye burns, itches, or feels as if they have something in it, should remain home from school. Pink eye is a highly contagious condition. For your child to return to school, they must receive a note from the doctor stating that it is no longer contagious, and they can return to school.

### Colds

A typical cold last about 1 week, causing a stuffy nose, mild cough, and low-grade fever, generally less than 100 degrees. If your child has a temperature above 100 degrees, a bad cough, sore throat, earache, or headache, they should remain home. If these symptoms persist for 48 hours, it is recommended that your child be seen by a doctor.

### Nasal Discharge

Students who have a yellow/green discharge from the nose for more than 3 days, a yellow green discharge accompanied by a fever, or who are coughing up yellow/green mucus should be seen by a doctor.

### Ringworm

The infection manifest itself usually in the form of one to four flat, ring-shaped sores that can be dry or scaly, or

crusted and moist. Ringworm can be transmitted if untreated sores remain on the skin. Ringworm medication may be purchased at any drugstore without a prescription. To return to school, you must send proof of treatment. A note from your doctor, pharmacist, or a medication label is acceptable. Your child will not be admitted back to school without this note. Once treatment has begun and proof of treatment has been provided, your child may return to school. Upon return, the affected area must be covered.

### Unidentified Rash

If your child is referred to the school nurse or school office with an unidentified rash, your child will not be able to return to school until the rash is determined non-contagious by a physician. Proof from a physician is necessary to return to school.

### Antibiotics

Antibiotics are not administered in the school setting according to the Ascension Parish Medication Policy. If antibiotics are prescribed, it is recommended that the child remain home for 24 hours after treatment has begun, unless the doctor states otherwise. Then a doctor’s note to return to school is requested.

PLEASE ENCOURAGE YOUR CHILD TO WASH HANDS FREQUENTLY, TO COUGH INTO THEIR ARM OR A TISSUE, AND TO DISCARD ANY USED TISSUE INTO THE GARBAGE CAN.

## Use of Gloves

# Do's & Don'ts

## DO'S AND DON'TS FOR WEARING GLOVES IN THE HEALTHCARE ENVIRONMENT

Types of gloves encountered in the healthcare setting	
<p><b>STERILE GLOVES</b></p> <p>Indicated for performing any sterile procedure including but not limited to vaginal delivery, invasive radiological procedure, central vascular device dressing change, and accessing implanted central venous access ports.</p>	
<p><b>NON-STERILE GLOVES</b></p> <p>(e.g., nitrile, latex, medical vinyl)</p> <p>Indicated in situations when there is potential for contact with infectious material (e.g., blood, other body fluids, microorganisms).</p>	
<p><b>NON-MEDICAL GLOVES</b></p> <p>(e.g., vinyl)</p> <p>May be used for food handling and some housekeeping procedures (e.g., cleaning and disinfection).</p>	
<p><b>UTILITY GLOVES</b></p> <p>(e.g., facility, maintenance, central sterile processing)</p> <p>Used for manual cleaning of instruments and decontamination with harsh chemicals.</p>	

Do	Don't
<p>✓ <b>DO</b> wear gloves to reduce the risk of contamination or exposure to blood, other body fluids, hazardous materials, and transmission of infection.</p>	<p>✗ <b>DON'T</b> re-use or wash gloves (except for utility gloves after being properly cleaned).</p>
<p>✓ <b>DO</b> clean hands before putting on gloves for a sterile procedure (e.g., insertion of catheter or other invasive device).</p>	<p>✗ <b>DON'T</b> substitute glove use for hand hygiene.</p>
<p>✓ <b>DO</b> clean hands after removing gloves.</p>	<p>✗ <b>DON'T</b> use non-approved hand lotions.</p>
<p>✓ <b>DO</b> clean hands and change gloves between each task (e.g., after contact with a contaminated surface or environment).</p>	<p>✗ <b>DON'T</b> use gloves if they are damaged or visibly soiled.</p>
<p>✓ <b>DO</b> make sure that gloves fit you properly before performing any tasks.</p>	<p>✗ <b>DON'T</b> touch your face when wearing gloves.</p>
<p>✓ <b>DO</b> ensure the correct type of glove is available if you have skin sensitivity or allergy issues.</p>	<p>✗ <b>DON'T</b> wear the same pair of gloves from one patient to another.</p>
<p>✓ <b>DO</b> wear gloves in hemodialysis settings for any contact with the patient or the patient's equipment.</p>	<p>✗ <b>DON'T</b> wear gloves in the hall; consult your facility's policy for exceptions.</p>
<p>✓ <b>DO</b> follow your facility's policy on glove use and remember to consult CDC* and WHO* hand hygiene guidance.</p>	<p>✗ <b>DON'T</b> forget to remove and dispose of gloves properly.</p>



## Remove Disposable Gloves Safely



1. Wash gloves prior to removal.  
Pinch outside of glove near wrist.



2. Peel glove down away from wrist,  
turning glove inside out.



3. Pull glove off and hold in gloved hand.



4. Slide two fingers under the wrist of  
the remaining glove, without touching  
the outside of the glove.



5. Pull and roll second glove down over  
the first glove. Dispose of according to  
pesticide label directions.



6. Wash hands with soap and water.

## When and How to Wash Your Hands

Keeping hands clean through improved hand hygiene is one of the most important steps we can take to avoid getting sick and spreading germs to others. Many diseases and conditions are spread by not washing hands with soap and clean, running water. If clean, running water is not accessible, as is common in many parts of the world, use soap and available water. If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands.

### When should you wash your hands?

- Before, during and after preparing food
- Before eating
- Before and after caring for someone who is sick
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

## How should you wash your hands?



What should you do if you don't have soap and clean running water? Washing hands with soap and water is the best way to reduce the number of germs on them in most situations. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Alcohol-based hand sanitizers can quickly reduce the number of germs on hands in some situations, but sanitizers do not eliminate all types of germs and might not remove harmful chemicals. Hand sanitizers are not as effective when hands are visibly dirty or greasy.

### How do you use hand sanitizers?

- Apply the product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the product over all surfaces of your hands and fingers until your hands are dry.

**CAUTION!** SWALLOWING ALCOHOL-BASED HAND SANITIZERS CAN CAUSE ALCOHOL POISONING. KEEP IT OUT OF REACH OF YOUNG CHILDREN.