

Head Start Preschool/Early Head Start Parent Handbook 2026-2027



Broward County Public Schools
Early Childhood Education Department



Lori Alhadeff
Maura McCarthy Bulman
Adam Cervera, Esq.
Debra Hixon
Dr. Jeff Holness
Sarah Leonardi
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or email eeo@browardschools.com.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email eeo@browardschools.com.

browardschools.com

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education



The School Board of Broward County, Florida
The Nation's Largest Fully Accredited School System

Head Start Preschool/Early Head Start Staff

Sharonda Bailey
Director, Early Childhood Education

Kimberly Eichner
Curriculum Supervisor

Cherellda Branch
Family Service Supervisor

Elizabeth Gload
Head Start Preschool/Early Head Start Specialist

Jennifer Amador
Data Management Specialist/ERSEA

Rosana Moreira De Galeano
*Health, Safety, Nutrition, Facilities, and Transportation
Specialist*

Miriam Herrera
Budget Analyst III

Melissa Miner
Senior Compliance Specialist

Office Number: 754-321-1961
Fax Number: 754-321-1968

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

Table of Contents

Contents

DISTRICT POLICIES.....	1
Accidents.....	1
After School Programs	1
Boundaries	1
Cost	1
Mandatory Reporting.....	1
HEAD START PRESCHOOL/EARLY HEAD START PROGRAM.....	1
History	1
Purpose	2
Head Start Preschool (HSP)	2
Early Head Start (EHS)	2
Community Partnerships	3
Disabilities	3
Policy Council	3
Parent Committees	4
Transportation.....	5
ASSESSMENTS AND SCREENINGS.....	5
BRIGANCE	5
Devereux Early Childhood Assessment	6
Hearing Screening	6

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

Vision Screening.....	6
Height/Weight Screening	6
Speech/Language Screening	6
Dental Screening.....	6
REGISTRATION	6
ATTENDANCE.....	7
HSP/EHS Performance Standard for Attendance	7
Early Sign-Outs	8
Excused Absences	9
Physical Health	9
Mental Health	9
Physician's Note	10
Late Pick-Up	10
Tardiness	10
Unexcused Absences.....	11
CURRICULUM.....	12
Conferences and Home Visits	13
Daily Classroom Components:	13
HSP Daily Schedule Sample	13
EHS Daily Schedule Sample	13
Rest Time	14
FAMILY ENGAGEMENT.....	14
Family Engagement.....	14

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

Family Assessment.....	14
Parent Committee.....	14
Parent Participation	15
HEALTH, SAFETY, AND NUTRITION	15
Dress Code	15
Emergency Procedures.....	15
Family Health Insurance.....	15
Food Allergies.....	16
Healthy and Nutritional Meals/Snacks	16
Medication	16
Mental Health Supports	16
Required Health Documents.....	17
Sick Children	18
Toilet Training.....	18
Child Care Licensing	18
Who to Contact.....	26
Appendix A	27

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

DISTRICT POLICIES

Accidents

In the event of an accident or illness of a child while in our care, the parent/guardian will be notified immediately. Please keep emergency contact information current. A *Student & Visitor Injury/Illness Worksheet* will be completed and faxed to the District's Safety Department and the Risk Management Department if an accident were to happen.

After School Programs

Please contact your assigned elementary school to obtain information related to the After School Care Program services. Not all elementary schools offer services for preschool students.

Boundaries

There are no requirements for children enrolled in Head Start Preschool (HSP)/Early Head Start (EHS) to attend a school within their boundary (home school). However, it is recommended that your child attend a school that is closest to where you live or work because the program does not offer transportation services. Once children enter Kindergarten, they must attend their boundary school, which is determined by the home address.

EHS is located at 6 sites within Broward County: Bethune Elementary in Hollywood, Broward Estates in Lauderhill, Peters Elementary in Plantation, Charles Drew Elementary in Pompano Beach, Thurgood Marshall Elementary in Fort Lauderdale, and Gulfstream Early Learning Center in Hallandale.

Cost

There is no cost for the program. HSP/EHS serves families meeting the federal poverty guidelines.

Mandatory Reporting

The HSP/EHS Program adheres to the School Board of Broward County Policy (SBBC) 5.3 - Mandatory Reporting of Child Abuse and/or Child Neglect.

HEAD START PRESCHOOL/EARLY HEAD START PROGRAM

History

The District's Head Start Program began as an eight-week summer program in 1965. Although the program was being offered in the elementary public schools, the Economic Opportunity Coordinating Group, a local community action agency was the selected grantee overseeing the program. In October of 1976, The School

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

Board of Broward County, FL became the Head Start grantee offering services to 375 families. Over the years, the program has expanded to currently serve 2,003 Head Start Preschool and 96 Early Head Start children and their families.

Purpose

The Early Childhood Education Department administers the District's HSP/EHS Program. The direct connection between the HSP/EHS Program and the District streamlines the coordination of services and referrals required to meet the needs of HSP/EHS children and families enrolled in the program. Services such as speech/language evaluation, psychological referrals, and counseling are coordinated among programs to ensure families receive referrals and services in a timely manner.

Head Start Preschool (HSP)

HSP is a preschool and family-support program for children ages 3 to 5. The program provides education, health services, nutrition, and family support. It is held at 49 elementary school sites. These sites are selected based on the free/reduced lunch program data and the results of the HSP/EHS Community Assessment Report. HSP classes follow the 180-day school calendar. The program's hours of operation adhere to each elementary school's hours.

Early Head Start (EHS)

EHS is a program for families serving pregnant mothers, infants, and toddlers up to the age of three. The program is a center-based program made up of 12 classrooms located in six Broward County schools. The program is designed to improve the overall developmental progress of children, with an emphasis on increasing families' knowledge of parenting practices and strengthening the family unit. The program's objectives are accomplished through services that include developmentally appropriate infant-toddler activities, comprehensive health care, nutrition, and social services for the children and their families. EHS center-based services are provided during the school year following the School Board of Broward County approved calendar, with children and families receiving services throughout the summer months.

When a child is in EHS, they are eligible to go into a Head Start Preschool 3-year-old classroom, following the criteria below:

- The child must be 36 months (3 years old) or older
- The child must be developmentally ready
- There must be an open seat available at the school of the parent's choice

When a child turns 30 months old, the assigned Parent Educator will schedule a meeting with the parent/guardian to begin the transition process. The transition

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

process includes a review of data, input from the Child Development Associate (CDA) and decision made by the committee, which includes: the parent, CDA, Parent Educator, EHS Social Worker, and EHS Teacher Specialist. When the child turns 3 years old **and** there is an open seat available, the committee determines if the child is developmentally ready to transition. When it is determined the child is ready to transition, the committee develops a transition plan. **If a parent declines the transition, the Parent Educator will assist the parent in finding a preschool placement outside of Head Start.** Please note, if a seat is unavailable in a Head Start Preschool 3-year-old classroom, your child can remain in EHS.

Communication between parents and/or guardians with the school will be handled through the designated process as identified by the Head Start department.

Community Partnerships

Volunteers and community organizations play a significant role in the successful implementation of the HSP/EHS Program. Volunteers assist with classroom activities, parent education, and recruitment of other volunteers. Donations of goods, services, and time count toward the 20% non-federal share required in the HSP/EHS budget. Businesspeople, high school, college students, **parents of HSP/EHS children**, retired senior citizens, professionals, and members of service clubs and organizations are welcomed and needed in the program. Whether in the classroom or behind the scenes, volunteers and community organizations are a vital part of the program's success and to the children and families they serve.

Disabilities

A child's experiences, from the moment of birth, if not before, affect how the brain develops and their later outlook on the world, ability to learn, form healthy relationships and shape behavior. All program classrooms are fully inclusive learning environments and support the unique school readiness needs and abilities of all enrolled children and families. When a child qualifies for or has an Individualized Educational Plan (IEP), they are placed in classrooms based on the individual needs of the child.

Policy Council

The Policy Council and their committees shall: encourage participation in the program; serve as a link to enhance communication among all components of Head Start; facilitate parents' understanding of options, rights, responsibilities, and opportunities within the Head Start Program; help to plan, coordinate, and organize program activities for parents in conjunction with the staff; ensure the Parent Activity Funds are used to support parent activities; recruit volunteer parents, community residents, and organizations to assist with Head Start needs; assist with

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

the mobilization of community resources; assist in resolving program complaints; work in concert with key management and the governing body to develop, review, and approve or disapprove the following policies and procedures:

- ✓ All funding applications and amendments
- ✓ Procedures describing the implementation of shared decision-making
- ✓ Procedures for program planning, philosophy, long and short-range goals and objectives of the program
- ✓ The composition of the Policy Council and the procedures by which members are chosen
- ✓ Criteria for defining recruitment selection, and enrollment priorities
- ✓ The annual self-assessment of programs including planning or other actions that may result from the review of the annual audit or findings from the Federal monitoring review
- ✓ Program personnel policies and subsequent changes to those policies, including standards of conduct of program staff, consultants, and volunteers
- ✓ Written procedures for resolving internal disputes, including impasse procedures
- ✓ Participate in the recruitment, screening, and decisions to hire or terminate the Head Start Preschool/Early Head Start Director and Head Start Preschool/Early Head Start Specialist and any person who works primarily for the Head Start program

Parent Committees

The Parent Committee is required by the Federal government for all Head Start Preschool/Early Head Start Programs. All parents are automatically members of the Parent Committee. Parents are chosen to serve on the Policy Council from the Parent Committee(s). Parents from the Head Start Preschool and Early Head Start should participate in the Parent Committee. There is a Parent Committee Cohort in eight geographical areas around the county. The Parent Committee is organized and run by parents. The Parent Committee must be comprised exclusively by the parents of children currently enrolled at the school site. Parent Educators will work together in their cohorts to assist parents with meetings.

Parent Committee Meetings are scheduled by the parents and held regularly at one of the cohort schools and/or virtually. Parents are expected to sign in when attending all meetings. The meetings are to be conducted by the parents.

A parent can volunteer, report areas of improvement and success to representatives, and assist with planning activities.

The issues discussed could be center-based or program related. Parents are responsible for recording, collecting, and submitting Parent Committee Meeting Minutes to the Cohort Parent Educator.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

Transportation

Transportation is not provided for students in the HSP or in the EHS Center-Based Program, as stated on the recruitment information and during the application process. Parents/guardians must plan to bring their child to school and pick them up on a timely basis. To facilitate transportation to the school sites, parents may select the closest site to home, work, or any other site convenient for the parents.

ASSESSMENTS AND SCREENINGS

Screenings/Assessments used to support the HSP/EHS Program are:

- BRIGANCE Preschool Screening (HSP/EHS) – Developmental Screening
- Devereux Early Childhood Assessment (HSP/EHS) – Social Emotional Assessment
- Speech and Language
- Hearing and Vision
- Height and Weight
- Family Assessment (HSP/EHS) – Identify and address family needs

Ongoing Assessments used to support the HSP/EHS Program are:

- Teaching Strategies GOLD (HSP/EHS) – On-going Assessment in Social/Emotional, Physical, Cognitive, Language, and Literacy Development
- Letters/Sounds and Concepts of Print Assessments (HSP) – Early Literacy Skills
- Phonological Awareness (HSP) – Early Literacy Skills

The HSP/EHS Program works collaboratively with parents to identify children's health and developmental progress. The HSP/EHS Performance Standards require that children participating in the program be screened to monitor progress in the areas of development, social-emotional, hearing, vision, speech, language, height/weight, and dental. These screenings, except for the dental screening, shall occur within the first 45 days upon entering the HSP/EHS Program.

The following tools have been selected to ensure compliance with the performance standards screening requirements:

BRIGANCE

BRIGANCE screening measures a child's progress over time according to the HS Child Development and Early Childhood Framework. The results enable teachers to plan developmentally appropriate lessons and individualize instruction to improve educational outcomes.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

The Devereux Early Childhood Assessment

The Devereux Early Childhood Assessment (DECA) is designed to measure the frequency of specific behaviors and help children develop healthy relationships, self-management, resilience, and wellness skills. Teachers' and parents' DECA ratings are compared to create a comprehensive picture of the child's strengths and areas for growth. If concerns are identified, teachers and parents work together to develop individualized strategies that support the child's continued growth and strengthen positive behaviors.

Hearing Screening

Hearing is screened using the traditional pure tone audiometer method. A pure tone audiometer is a device that checks how well a child can hear different sounds. It helps us quickly determine if their hearing is within a normal range or if they may need further testing.

Vision Screening

Vision is screened using the Spot Vision Screening Tool. The Spot Vision Screening Tool is a child friendly, objective, accurate vision test that ensures reliability and early detection of refractive errors.

Height/Weight Screening

The weight and height of children are measured to calculate the body mass index.

Speech/Language Screening

Speech and language are measured to identify any concerns. Currently the Speed Developmental Indicators for the Assessment of Learning, Fourth Edition (Speed DIAL-4) is being utilized.

Dental Screening

A dental exam is required upon entry and every 6 months while in the program. Parents are referred to the Florida Department of Health for dental services as needed. For children enrolled in Early Head Start, the dental exam will be required on the child's first birthday or when the child cuts their first tooth, whichever comes first.

REGISTRATION

Families are given 14 calendar days upon acceptance into the HSP/EHS program to obtain the required medical documentation and complete registration, for their child to sit in the classroom.

Failure to obtain the required documents, register your child, and have your child start within the 14-day period can result in your child being waitlisted or withdrawn from the HSP/EHS program.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

ATTENDANCE

HSP/EHS Performance Standard for Attendance

Children are required to be in school every day, to arrive at school on time, and to be picked up promptly at dismissal. When a child is not going to be in attendance the **parent must contact the school and report the child's absence.**

The HSP/EHS Program requires that students' Average Daily Attendance (ADA) below 85% be reported to the federal government monthly. Federal regulations and School Board's Attendance Policy 5.5, govern the HSP/EHS Program's attendance requirements. In circumstances where chronic absenteeism persists, the child's seat will be considered a vacancy.

- The teacher will contact the parent(s)/guardian(s) about the child's attendance
- The teacher will inform the Parent Educator during the weekly contact about the child's attendance
- Parent Educators will follow up with families after 3 consecutive excused absences (unless a doctor's note prescribes a specific timeline), a regular pattern of absence, 2 consecutive unexpected absences or frequent non-consecutive absences, unless they are the result of a well-documented illness
 - Parent Educators will contact parent(s)/guardian(s) to review the terms of The Head Start Preschool/Early Head Start Parent Certification and Attendance Guidelines to review and discuss the parents' role, responsibilities, and the need for compliance to allow the child to continue in the program
 - If the Parent Educator is unable to reach the parent via phone and email, alternate contacts should be attempted. If the above contact attempts are unsuccessful after three documented attempts), the Parent Educator should enter a referral in ChildPlus to the assigned Social Worker
 - Head Start staff will contact parent(s)/guardian(s) to review the terms of The Head Start Preschool/Early Head Start Parent Certification and Involvement Agreement and to review and discuss the parents' role, responsibilities, and the need for compliance to allow the child to continue in the program and create an action plan timeline for improvement.
- The Social Worker, School Administrator or designee, Family Services Supervisor, and Parent Educator meet with the parents to create an Action Plan to improve attendance. The Action Plan will include an appropriate timeline for attendance to improve based on the family's needs. The details of the action plan must be documented in ChildPlus as a "Parent Contact" in the Family Services/Event tab

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

- If the timeline outlined in the Action Plan is not followed, the teacher and Family Services staff will conduct a second meeting with the parent/guardian and a school administrator or designee. At that time the parent/guardian will receive absenteeism letter #1 and a referral for counseling or referral to childcare agencies if needed.
- Absenteeism Letter #1 - If the timeline outlined in the Action Plan is not followed, the teacher and Family Services staff will conduct a second meeting with the parent/guardian and a school administrator or designee. At that time, the parent/guardian will receive absenteeism letter #1 and a referral for counseling or referral to childcare agencies if needed.
 - If chronic absenteeism persists the Parent Educator refers the family to the task-assigned Social Worker for more intensive follow-up
 - Parent Educators and Social Workers must document all efforts in ChildPlus to reengage the family to resume attendance.
- The goal is to reinforce the previous steps, revise a plan of action and/or interventions, if needed, and set a time limit for compliance. These efforts must be documented again in ChildPlus in Family Service Events as a "Parent Contact"
- Follow-up is conducted and the Action Plan is reviewed based on the individual situations of families. For families in crisis, the program will continue intensive case management as needed
- If extenuating circumstances are not applicable, intensive case management is documented, and parents still do not comply with the Action Plan, appropriate action will be taken, which will include the issuance of:
 - Absenteeism Letter #2 – after a 3-day period is reviewed and the child continues to be absent without extenuating circumstances documented
 - Absenteeism Letter #3 – after a 7-day period is reviewed and the child continues to be absent without extenuating circumstances documented
 - After the 3rd letter of absenteeism, the child's seat will be considered a vacancy, and a Declaration of Vacancy (DOV) will be entered to withdraw the child from the Head Start Preschool/Early Head Start program
- If the child does not resume, the child's slot must be considered an enrollment vacancy, as agreed to in the Head Start Preschool/Early Head Start Parent Certification

The same process will take place for late pick-ups and tardiness.

Early Sign-Outs

When children are signed out early by their parents/guardians consistently, their educational progress may be negatively impacted. The HSP/EHS Program strongly encourages parents to ensure their student is in school for the full day.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

The HSP/EHS Program will follow the established procedures for early release for children enrolled in elementary schools, which ensure all students are treated consistently. Children shall not be released within the final 30 minutes of the school day unless the principal/designee determines that it is an emergency, or the child has a medical/dental appointment that cannot be scheduled at another time.

Excused Absences

Students must be in school unless the absence has been permitted or excused for one of the reasons listed below (F.S. ss. 1003.24(4), 1003.26).

1. Illness of student, which may be related to physical or mental health.
 - A student's physical and mental health are factors that parents will consider to determine if their child must stay home from school.

Physical Health: Broward County Public Schools (BCPS) recommends keeping a child home if they have:

- a. A fever of 100.4 degrees F or higher,
- b. Sore throat, coughs, chills, and/or body aches,
- c. Rashes, yellow eye drainage, greenish-yellow phlegm from a cough or cold, vomiting, or diarrhea.

Mental Health: BCPS considers mental health to be a part of a person's overall health and wellness. A student's successful participation in school activities may be severely affected by the social/emotional well-being of the student (e.g., excessive stress or anxiety, depression, grief/bereavement).

Physician's Note: If a student is continually sick and/or repeatedly absent from school, the student must be under the supervision of a licensed health care practitioner, or if the absence is related to the student having autism spectrum disorder, receiving services from a licensed health care practitioner or behavior analyst certified pursuant to F.S. s. 393.17, in order to receive an excuse from attendance (F.S. s. 1003.24(4)).

2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student's own faith.
5. Required court appearance or subpoena.
6. Special event. Examples of special events include important public functions, educational enrichment activities, conferences, state/national competitions,

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

college/university campus tour/visit, as well as exceptional cases of family need. A special event must be approved by the principal, or the principal's designee, prior to the absence. In cases where prior approval was not possible, the principal may excuse the absence.

7. Scheduled medical or dental appointment. This may include "an appointment to receive therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to F.S. s. 393.17 for the treatment of autism spectrum disorder, including but not limited to, applied behavioral analysis, speech therapy, and occupational therapy" (F.S. s. 1003.21(2)(b)(2)). 62
8. Students who have, or are suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. s. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo, and scabies. Students are allowed a maximum of five excused days' absence for each infestation of head lice.

Policy 5.5 – Attendance can be found at

<https://schoolinfo.browardschools.com/bcpsweb/displaypdf.html?filename=Policy 5.5>

Late Pick-Up

It is important that the child be picked up promptly at the school's dismissal time. Young children may become anxious if their routine is disrupted. In the event of an emergency, the parents should notify the school as soon as possible. If a parent/guardian is unable to pick up their child at the time of dismissal, after school care should be arranged.

Tardiness

In accordance with the SBBC Attendance Policy 5.5, the HSP/EHS Program will follow each school's established procedures for admitting children who have been tardy. Tardiness is disruptive to the learning environment and can have a negative impact on student achievement.

Child tardiness is considered excused if parents call the school, if they or an appropriate adult accompanies their child to school, or if they provide a note to the school. All other tardiness is considered unexcused unless the principal determines that there are extenuating circumstances. Excessive tardiness will be addressed on a case-by-case basis. Parents of EHS Center-based students who

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

drop off their child late will need photo identification, and a Head Start staff member will escort the child to class.

If a child's tardiness is excessive and the problem cannot be resolved after the teacher and/or Parent Educator talk with the family, the following steps need to be taken:

- Tardiness Letter #1 (Meeting held with Parent Educator and teacher/CDA with a copy of the letter going to school-based admin so they are aware.)
- Tardiness Letter #2
- Tardiness Letter #3
- After the 3rd Tardiness letter possible removal of the child from the Head Start Program.

Unexcused Absences

If absences are not excused, as defined in the previous section, the absences are considered unexcused. Children without a completed Certificate of Immunization indicating compliance with the current required schedule of immunizations will not be allowed to attend class until this document is provided or a waiver is obtained. Children who receive the first shot in a series of immunizations, but who are late obtaining subsequent shots, will be given a three-day grace period after which they will be excluded from school and resulting absences will be considered unexcused.

When parents have difficulty meeting the terms of the Preschool Family Agreement Form and/or the SBBC Attendance Policy (i.e., unexcused absences, tardiness, failure to pick up child promptly after school), the program will try to support the parents to allow the child to continue in the program. The process outlined below will be followed:

The teacher will contact the parent(s)/guardian(s) about the child's unexcused absences.

The teacher will inform the Parent Educator about the child's attendance after completion of Step 1.

The HSP/EHS Parent Educator will contact parent(s)/guardian(s) to review the terms of *The Preschool Family Agreement* and review and discuss the parents' role, responsibilities, and the need for compliance to allow the child to continue in the program. If the absences result from temporary family problems that affect a child's regular attendance, the program must initiate appropriate family support procedures for all children with four or more consecutive unexcused absences. These procedures must include home visits or other direct contact with the child's

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

parents. Contacts with the family must emphasize the benefits of regular attendance, while at the same time remaining sensitive to any special family circumstances influencing attendance patterns. All contacts with the child's family, as well as special family support service activities provided by program staff, must be documented. A plan of action and intervention is developed and documented on the *Prekindergarten Conference Form* (teacher) and in the family folder (Parent Educator).

If the problem is not resolved, the teacher and HSP/EHS Family Services Staff will meet with the parent(s)/guardian(s) and a school administrator. The goal is to reinforce the performance standard, revise plan of action and/or interventions, if needed, and set a timeline for compliance. These efforts must be documented on a *Prekindergarten Conference Form* and in the family folder.

If a parent does not comply with the agreed upon timeline, appropriate action will be taken. These actions may include referral for counseling, referral to childcare agencies, and/or removal of the child from the HSP/EHS Program.

CURRICULUM

All children enrolled in the HSP/EHS Program are provided with a learning environment encompassing varied complexities of experiences to help them develop socially, cognitively, physically, and emotionally in a manner appropriate to their age, individual interest, temperament, language, cultural background, and stage of development.

The Head Start Early Learning Outcomes Framework, and the Florida Early Learning and Developmental Standards provide the HSP teachers, and EHS teacher assistants, with knowledge of what preschool children are expected to know and be able to do in the domains of Approaches to Learning, Social and Emotional Development, Language and Literacy, Cognitive Development and General Knowledge, and Physical Health and Development.

The curricula used in the HSP Program to teach these skills include:

- *The Creative Curriculum System for Preschool*
- Conscious Discipline
- Feeling Buddies Self-Regulation Toolkit: Conscious Discipline
- Heggerty Phonological and Phonemic Awareness for Preschool

The curricula used in the EHS Program to teach these skills include:

- *The Creative Curriculum for Infants, Toddlers, and Twos*
- Conscious Discipline Feeling Buddies
- Partners for Healthy Baby (home-based summer curriculum)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

Conferences and Home Visits

Parents are encouraged to stay involved in their child's learning. Teachers are required to complete two (2) face-to-face home visits for each child and parents are required to participate. It is especially important and highly recommended that parents support the home visit. The purpose of the home visit is to enhance the knowledge and understanding of both staff and parents of the child's education and developmental progress and activities in the program. **Home visits are not conducted at the school.**

Teachers are also required to conduct two (2) parent conferences annually. One prior to the end of the second semester, December, and the other prior to the end of the school year, May. The purpose of the conferences is to enhance the knowledge and understanding of both staff and parents of the child's education and developmental progress and activities in the program. The information shared must be different than the information shared during the home visit.

Daily Classroom Components:

HSP Daily Schedule Sample

Breakfast
Group Meeting (Planning; Math, Science, & Literacy Content; Conscious Discipline activities)
Interest Areas
Read-aloud
Lunch
Outdoor Activities
Read-aloud
Rest time
Snack
Toothbrushing
Group Meeting (Shared Writing, Music and Movement, Review of the Day)
Interest Areas/Departures
Small Group (implemented throughout the day)
****Times and order may vary at each school. Please contact your child's teacher to obtain a copy of the daily schedule with times.***

EHS Daily Schedule Sample

Hello and Goodbyes
Routines and Experiences
Oral Health Care
Diapering and Toileting

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

Outdoor Activities

Meals and Snacks

Rest Time

****Times and order may vary at each school. Please contact your child's teacher to obtain a copy of the daily schedule with times.***

Rest Time

A maximum of 1 hour is allocated for rest time for all Head Start Preschool classrooms. Rest/sleep time for infants and toddlers in Early Head Start is individualized according to each child's needs. Alternative activities are provided for children who wake up early and for those who choose not to nap.

FAMILY ENGAGEMENT

Family Engagement

The HSP/EHS Program acknowledges that the parent is the most important influence in a child's development. Therefore, the program gears its services to support families in nurturing the development of their children, to enhance their capacity to achieve their own goals and aspirations, and to influence the quality of life in their communities.

Family Assessment

Family Service staff does a Family Assessment (FA) each year to assess a family's needs and determine how the program can best support the attainment of each family's goals. A mid-year contact will also be made to assess if family needs have changed, or if additional services are required. In addition, quarterly parent group trainings are scheduled to assist parents in supporting their child's school readiness goals related to literacy, math, and social-emotional development. Staff are available to help families throughout the year and will conduct additional family assessments if necessary. **(Family Assessments can be made virtually, by phone, or in person)**

Parent Committee

All HSP/EHS Parents are members of the Parent Committee established at one of the cohort schools. The Parent Committee, in conjunction with the teacher and Family Services Staff, helps determine what activities will be offered at the school throughout the year. Parents are also encouraged to participate in their child's school Parent Teacher Association (PTA)/Parent Teacher Organization (PTO) and School Advisory Council (SAC)/School Advisory Forum (SAF) Meetings.

(Parent Committee meetings will be held at a school location and offered virtually.)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

Parent Participation

Parents are encouraged to participate in the classroom and events organized by the HSP/EHS Program. In addition, parents are invited to participate in the HSP/EHS Parent Committee at each site. At the quarterly committee meetings parents receive program updates and provide input on program services and activities.

HEALTH, SAFETY, AND NUTRITION

Dress Code

According to SBBC Policy 5090, students have a right to wear stylish clothes of their choice if those clothes are appropriate for school, are not dangerous to health and safety, and do not create a substantial and material disruption to the school.

For your child's safety, the following items are not permitted in the Head Start Preschool and Early Head Start classrooms:

- Backless, sling back, or open-toed footwear (i.e. Crocks, sandals, flip-flops, etc.) are not permitted. Closed toe shoes must be always worn.

For children participating in Early Head Start (infant and toddler classrooms) the following items are **not** permitted:

- Hair beads, barrettes, bows, hair ties of any size/kind, or with objects on them. Small hair accessories, such as barrettes, beads, bows, etc., pose a danger to a child's health and safety where a child can choke, or the item can be lodged in a child's ear or nose.
- Any jewelry, except for earrings with a screw back or locking mechanism

Please see Appendix A for more information on Choking Hazards and young children.

Emergency Procedures

The Broward County School Board Emergency Preparedness Manual contains a plan of action for all emergencies. Please visit the website for further information at <https://www.browardschools.com/bcps-departments/safety-security-and-emergency-preparedness>. Policies for health emergencies can be accessed at <https://www.browardschools.com/bcps-departments/coordinated-student-health-services/chronic-health-conditions>.

Family Health Insurance

If your child needs health insurance, please contact the Florida KidCare program, which provides eligible uninsured children under age 19 a full array of comprehensive health benefits. You can contact them by calling 954-467-8737 or online at <https://www.floridakidcare.org/>. If you have adults in your household who

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

need health insurance, please call 1-800-318-2596 or online at <https://www.healthcare.gov/>.

Food Allergies

As per Head Start Preschool/Early Head Start Performance Standards, all individual child food allergies must be posted prominently where staff can view wherever food is served. Parent/Guardian permission will be obtained before posting. Children with food allergies **MUST** provide a note from their health care provider and the following forms if applicable:

- Form – Medical Statement to Request Special Needs and/or Accommodations
- Head Start Preschool/Early Head Start Parent/Guardian Permission for Dietary Needs

Appropriate substitutions will be made to the menu to accommodate children with special dietary needs.

Healthy and Nutritional Meals/Snacks

Head Start Performance Standard 1302.44 requires that toddlers and preschool children share the same menu. Infants' diets and mealtimes are individualized according to each child's needs. The HSP/EHS Program adheres to the nutritional service guidelines followed by the School Board of Broward County in accordance with the National School Lunch Act. All meals meet the USDA meal patterns and serving size requirements. Portion sizes are measured to comply with the USDA requirements based on the age of the child. All children receive a nutritious breakfast, lunch, and snack. **Food from home is not permitted. This includes items in recognition of any celebrations (i.e., cake, cupcakes, cookies, juices, chips, etc.).**

Medication

If your child is taking medication during school hours, your doctor must complete and sign the *Broward County Public Schools Authorization for Medication Form*. This includes over-the-counter medications. The parent/guardian must bring the medication to the school. The medication must be in the original container and labeled with the child's name, the name of the medication, and amount to be given. For more information, please refer to SBBC Policy 6305.

Mental Health Supports

Head Start School Social Workers are here to enrich the caregivers' capacities to promote children's social-emotional development and the mental well-being of their families. Head Start School Social Workers:

- Help school staff and parents identify needs that may interfere with the child's learning, behavior, and social-emotional needs

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

- Implement strategies to support children with mental health and social-emotional concerns, including internalization challenges such as appearing withdrawn, and externalization challenges such as undesirable classroom and home behaviors
- Help parents and staff gain a better understanding of mental health indicators and social-emotional behaviors by providing access to interventions, if needed
- Share mental health materials and resources to teachers, families, and staff as needed
- Lead and assist with parent workshops, parent committee meetings, and support groups
- Conduct and assist with in-person and virtual parent conferences and home visits
- Can assist the Family Services staff in supporting regular child attendance
- Refer families to community agencies for socio-economic needs, mental health, and behavioral health, as needed

It is the hope that these resources, information, and referrals will enhance the quality of life for our Head Start families.

Required Health Documents

1. Original Comprehensive Medical Examination (DH Form 3040) with lead testing and including the following results within the last 12 months:

- Unclothed Physical Examination
- Hearing Screening
- Height and Weight
- Anemia Blood Testing (Hct or Hgb) with results
- Blood Pressure
- Health & Developmental History
- Vision Screening
- Developmental Assessment
- Results of lead and hemoglobin do not have to be current

2. Original up-to-date Florida Certificate of Immunization (DH Form 680)

3. Varicella Vaccine required or documentation of disease (chicken pox) (12 months and over)

4. MMR #2 must be given prior to the child entering kindergarten.

5. One HIB is required if the child is less than 4 years or 11 months of age.

6. Child's Medicaid Card, if applicable

Additional Registration Requirements:

- Proof of Residence (2 required)
- Emergency Contact Phone Numbers (2 required)
- Proof of Dental Exam

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

Sick Children

Sick children may not come to school. If a child becomes ill while at school, parents will be called to pick up their child immediately. The child will be isolated until the parent arrives to pick him/her up. This is for the protection of the child as well as the protection of other children and teachers. Upon recommendation of the Committee on the Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be brought to school when any of the following exists:

- Fever (100.4 degrees and above within the last 24 hours)
- Vomiting and/or diarrhea
- Any symptoms of childhood disease, such as scarlet fever, Measles, Chicken Pox, Strep Throat, Flu, Hand/Foot and Mouth or any infectious and contagious diseases
- Sore Throat
- Croup
- Cloudy or green runny noses, persistent cough
- Any unexplained rash
- Any skin infection, boils, ringworms, or impetigo
- Conjunctivitis (pink eye) or other eye infections (all eye infections are contagious; your child must be on medication for at least 24 hours before returning to school)
 - Symptoms can include any or all of the following: redness, watery eyes, itchy eyes, burning, eye discharge, and swollen eyelid
- Head lice

Please inform the school if your child has any health conditions such as:

- Allergic reaction (food, insect bites, etc.,)
- Asthma
- Seizures
- Sickle Cell anemia
- Any other health conditions

Toilet Training

Children who are enrolled in the HSP/EHS Program are not required to be toilet-trained to participate in the program.

Child Care Licensing Policies and Statements for Early Head Start Parents ONLY

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

In 2018, Broward County Schools Early Head Start program became licensed through Broward County Child Care Licensing. Broward County Child Care Licensing requires specific paperwork that includes policies and statements relating to the program and care of children. Upon enrolling in the Early Head program, you signed each policy and statement and were provided with information through brochures and flyers. The brochures and flyers include:

- Know Your Child Care Facility
- The Flu – A Parent's Guide
- Distracted Adult

Below is a summary of the documents you signed for your records.

Child Care Licensing Policy: No Food from Home

The HSP/EHS program adheres to the nutritional services guidelines followed by the School Board of Broward County in accordance with the National School Lunch Act. All children attend full day and receive meals and snacks that provide two thirds of the child's daily nutritional needs. Individual schools are responsible for serving meals as planned by the Broward County Schools Food and Nutrition Department. All meals and snacks meet USDA meal patterns, serving size requirements and are high in nutrients and low in fat, sugar, and salt. USDA funds are the primary source of payment for meal services. EHS funds are used to purchase formula and food for the infants that is not funded by USDA.

Head Start Performance Standard 1302.44 requires that toddlers and preschool children share the same menu. Infants' diets and mealtimes are individualized according to each child's needs. The HSP/EHS Program adheres to the nutritional service guidelines followed by the School Board of Broward County in accordance with the National School Lunch Act. All meals meet the USDA meal patterns and serving size requirements. Portion sizes are measured to comply with the USDA requirements based on the age of the child. All children receive a nutritious breakfast, lunch, and snack. As per Head Start Program Performance Standards, all individual child food allergies must be posted prominently where staff can view wherever food is served. Parent/Guardian permission will be obtained before posting. Children with food allergies MUST provide a note from their health care provider. Appropriate substitutions will be made to the menu to accommodate children with special dietary needs. **Food from home is not permitted.**

Child Care Licensing Policy: Consent for Staff to Assess Child Records

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

According to the Florida Department of Children and Families Child Care Handbook, Section 7.3, Part D Enrollment information shall include parental/guardian consent for childcare personnel to have access to your child's records. By providing consent, school-board personnel may access your child's records in the event of an emergency or any situation the requires staff access.

Child Care Licensing Policy: Child Discipline

According to the Broward County, Florida-Code of Ordinance, Chapter 7, Article II-Child Care Facilities, Section 7-34-Additional child discipline requirements:

Each childcare facility must have a written discipline policy, which must include standards that prohibit children from being subjected to any method or practice of discipline or punishment that is cruel, harsh, or unusual, as described in the State Requirements. In addition:

- (a) Children shall not be directed or permitted to discipline other children.
- (b) Children shall not be confined in any form of physical restraint, equipment, device, or furniture, including, but not limited to, highchairs, swings, walkers, and spinners, as a form of discipline.
- (c) Children shall not be prohibited from participating in, or required to participate in any physical activity as a method of punishment.

Also,

- Children shall NOT be subjected to discipline that is severe, humiliating, or frightening.
- No cruel, harsh, physical, or unusual punishments shall be permitted.
- No child shall be delegated or permitted to discipline another child.
- No physical restraints, equipment, devices, or furniture shall be used to confine a child, including, without limitation, swings, walkers, and spinners.
- No child shall be confined in an enclosed area, such as a closet, locked room, box, or bathroom.
- No child shall be subjected to profane language, threats, derogatory remarks, or other verbal abuse.
- No child shall be punished for failure to eat or sleep, or for toileting accidents.
- No child shall be punished by withholding food, rest, or using the toilet.
- No physical punishment shall be used, such as, but not limited to, spanking, hitting, striking, biting, or pinching.
- No child shall be threatened with any punishment.

Positive Redirection

Positive redirection is used for purposes of guiding and teaching the child, providing encouragement, a sense of satisfaction, and it helps the child

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

understand the consequences of his/her behavior. Effective, positive redirection imposes behavioral limits on the child which can provide a sense of security, a respect for order, and enable the child to predict and understand surroundings. Positive redirection effectively enlists the child's help rather than locking the child and adult into a power struggle or adversarial, punishing relationship. Positive redirection promotes the child's discovery of those values that will be of the greatest benefit to the child, both now and in the future.

Expulsion and Suspension

Students enrolled in the Early Head Start Program are prohibited from suspension and expulsion.

Child Care Licensing Policy: Children's Health and Safety

- Children may not be in school for any of the following reasons:
 - A fever greater than 100.4° F
 - Too ill or uncomfortable to participate in classroom activities
 - Excessive, productive coughing
 - Diarrhea and/or vomiting
 - The medical definition of diarrhea is the frequent passage of loose, watery stools, typically 3 or more times in a 24-hour period
 - Appears to be contagious to others
 - Communicable illnesses, such as Meningitis, Measles, Salmonella, etc. Children will not be able to return until they are symptom free for 24 hours.
 - If your child has flu-like symptoms such as fever greater than 100.4°, sore throat, cough, chills, body aches, etc. Also keep your child home for rashes, yellow eye drainage, or greenish-yellow phlegm from a cough or cold, diarrhea, etc.
- **Children that have an illness that may be contagious to others must bring a note of good health from the doctor upon their return to the school**, following the School Board of Broward County guidelines.
- Children who have been sent home three or more times for a reoccurring illness or health concern **must bring a note of good health from the doctor**.
- For children to take medication during school hours the School Board of Broward County medication policy must be followed.
 - This includes over the counter medication such as diaper rash cream, suntan lotion, etc.
- Children must wear shoes that surround their entire feet. For safety purposes, flip-flops, Crocs, and sandals are not permitted.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

- Children may not wear items that jeopardize their (and their peer's) safety including:
 - Hair accessories which include but are not limited to hair beads, barrettes, bows, hair pins/clips, hair ties of any size/kind, or with objects on them
 - Hanging jewelry such as necklaces, bracelets or earrings

Child Care Licensing Policy: Hours of Operation

According to the Head Start Performance Standards, Section 1302.21(c)(1):

A program must provide 1,380 annual hours of planned class operations for all enrolled children. Each Early Head Start site is required to offer 8 hours of care per day to meet these requirements. Each Early Head Start site has different hours based on school opening and closing times. Please see the list below for your child's school hours.

- Bethune Elementary - 7:45 a.m. – 3:45 p.m.
- Broward Estates Early Learning & Community Resource Center 7:30 a.m. – 3:30 p.m.
- Drew Family Resource Center - 7:30 a.m. – 3:30 p.m.
- Gulfstream Early Learning Center - 7:00 a.m. – 3:00 p.m.
- Peters Elementary - 7:30 a.m. – 3:30 p.m.
- Thurgood Elementary – 7:30 a.m. - 3:30 p.m.

Child Care Licensing Policy: Immunizations

This notice serves as acknowledgement to all parents that at the time of enrollment, there may be children attending our school(s) that are exempt from receiving their immunizations.

Child Care Licensing Policy: Physical Activity

The school shall ensure that each age group or class must have a written and followed plan of scheduled daily activities. The plan shall be posted in a conspicuous location accessible to parents. The written plan must meet the needs of the children being served, and must include alternate activities in case of inclement weather, and include scheduled activities:

- That promotes emotional, social, intellectual, and physical growth.
- Planned activities for children one (1) year of age and up to enrollment in kindergarten shall include a minimum of forty (40) minutes of combined indoor and outdoor physical activity for every three and one-half (3½) hours in care, excluding quiet or nap times.
 - These activities may include but are not limited to playground equipment, ball games, caregiver lead small group games, and caregivers direct large group games. In the event of inclement weather, a rainy-day activity schedule shall be followed.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

- The children's clothing and shoes must be appropriate for the activity scheduled, i.e. sneakers or closed-toe shoes, jackets, short pants, etc.

Child Care Licensing Policy: Passwords

According to the Broward County, Florida-Code of Ordinance, Chapter 7, Article II-Child Care Facilities, Section 7-44-Additional requirements for releasing a child from childcare facility, a program must:

Be accountable for the children in care, to facilitate the release process, and to ensure the safety of the children in their care, the childcare facility must have, implement, and follow written procedures for the release of children. A childcare facility shall not release a child to any person(s) other than the person(s) authorized by the parent and listed on the Child Care Enrollment Information Card or its equivalent. Any person(s) authorized to take a child from the childcare facility, if unknown to the childcare personnel releasing the child, must present a government-issued photo identification to the childcare personnel before the child is released. A password or number identifier known only to the parent and the facility shall be recorded on the Child Care Enrollment Information Card or its equivalent. If no authorized person is available to remove a child from care and the child must be released, the child's parent must first contact the childcare facility and give the correct password or number identifier assigned to the child and then authorize another individual to remove the child from the facility. The person authorized by the parent to remove the child must present a government-issued photo identification prior to the child being released to that person.

Child Care Licensing Policy: Safe Sleep Policy for Infants

The purpose of a Safe Sleep policy is to maintain a safe sleeping environment that reduces the risk of Sudden Infant Death Syndrome (SIDS). SIDS is the sudden death of an infant less than one year of age that cannot be explained after a thorough investigation has been conducted.

Childcare providers can maintain safer sleep environments for infants that help reduce the chances of SIDS. Our goal is to take proactive steps to reduce the risk of SIDS in childcare and work with parents to keep infants safer while they sleep. To do so, this facility will practice the following safe sleep policy:

Safe Sleep Practices

1. Infants less than one year of age will always be placed on their backs to sleep. When, in the opinion of the infant's licensed health care provider, an infant requires alternative sleep positions or special arrangements, the

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

provider must have written instructions on file at the facility, signed by the infant's licensed health care provider. The written instructions must detail the alternative sleep positions or special sleeping arrangements. School staff will put the infant to sleep as specified in the written instructions.

2. The American Academy of Pediatrics recommends that infants are placed on their back to sleep, when infants can easily turn over from their back to their stomach, school staff is **required** to return the child to their back
3. Sleeping infants shall have a supervised nap/sleep period. School staff shall be positioned where he or she can always see and hear the infant(s). School staff shall physically check on the infants frequently during nap/sleep time and shall remain in close proximity to the infants in order to see and hear them if they have difficulty while napping/sleeping or when they awaken.
4. Equipment, such as a sound machine, that may interfere with the staff's ability to see and hear a child is prohibited.
5. Steps will be taken to keep infants from overheating by regulating the room temperature, avoiding excess bedding, and not over-dressing or over-wrapping the infant. Infants should be dressed appropriately for the environment. School staff will conduct physical checks of the infant to ensure he or she is not overheated or distressed.
6. The lighting in the classroom must allow school staff to see each infant's face, to view the color of the infant's skin, and to check on the infant's breathing and placement of the pacifier (if used).
7. All school staff will receive in-person or online training on infant safe sleep based on the American Academy of Pediatrics safe sleep recommendations.

Safe Sleep Environment

1. Room temperature will be kept at no less than 68° F and no more than 85° F when measured two feet from the floor.
2. Infant cribs will not have blankets or bedding hanging on the sides of the crib.
3. Blankets, loose bedding, comforters, pillows, bumper pads, or any object that can increase the risk of entrapment, suffocation or strangulation are not permitted in cribs.
4. Toys and stuffed animals will be removed from the crib when the infant is sleeping.
5. Only an individually assigned safety-approved crib with a firm mattress and tight-fitting sheet will be used.
6. Only one infant will occupy a crib at a time while sleeping.
7. Sitting devices such as car safety seats, strollers, swings, infant carriers, infant slings, and other sitting devices will not be used for sleeping/napping.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

When an infant falls asleep in any device other than a crib, school staff will move the infant to their assigned crib for the remainder of their sleep/nap.

8. Smoking, vaping, or use of any tobacco products are prohibited.
9. Home monitors or commercial devices marketed to reduce the risk of SIDS shall not be used in place of supervision while children are sleeping/napping.
10. All parents/guardians of infants shall be informed of and given the facility's written Safe Sleep Policy at enrollment.

Child Car Seats and Booster Seats

According to Head Start Preschool/Early Head Start policy **6.5.2.2 Child Passenger Safety**, *when children are driven in a motor vehicle other than a bus, all children should be transported only if they are restrained in a developmentally appropriate car safety seat, booster seat, seat belt, or harness that is suited to the child's weight and age in accordance with state and federal laws and regulations. The child should be securely fastened, according to the manufacturer's instructions."* And according to **Florida law 316.613**, *all children 5 years or younger must have a proper car seat. Children 3 years old and younger need the full car seat, and children 4- and 5-years old need booster seats.* Children are to be brought to and picked up from school in the appropriate car/booster seat. If an aftercare program is picking your child up in the afternoon, they too must have the appropriate car seat/booster.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education

Who to Contact

Main Number (754) 321-1961 (option 4)

For questions/concerns not listed please contact Broward County Schools
Early Childhood Department at the number listed above.

Head Start Family Services	Cherellda Branch-McKenzie
Head Start Curriculum	Kimberly Eichner
Early Head Start Services	Liz Glaid
Health and Nutrition	Rosana Moreira De Galeano
Enrollment	Jennifer Amador
Compliance	Melissa Miner

Appendix A



EARLY HEAD START

Parent Information to Prevent Choking in Infants and Toddlers

Putting things in their mouth is one of the ways that babies and children under 3 years old explore their worlds. Choking is usually caused by food, toys and other small objects that can easily get stuck in a child's windpipe.

By knowing the dangers, you can keep your child(ren) safe and prevent choking.

TOYS AND OTHER SMALL OBJECTS THAT ARE CHOKING HAZARDS

- Hair accessories
- Jewelry
- Balloons
- Toys with small parts
- Doll accessories
- Coins
- Paperclips
- Safety pins, push pins
- Marbles and small balls
- Water beads
- Nails, bolts and screws
- Broken crayons
- Small bottle caps
- All small objects that can lodge in the windpipe

FOODS THAT ARE CHOKING HAZARDS

Hard, smooth foods can block the windpipe:

- Nuts
- Sunflower seeds
- Watermelon with seeds
- Cherries with pits
- Raw carrots, peas, and celery
- Popcorn
- Hard candy
- Raw apples and pears

Soft food should be cut into small pieces, peeled if they have skin, or avoided:

- Cheese
- Hot dogs and sausages (cut into half moon or triangle shape, not round)
- Grapes
- Caramels



HOW CAN I HELP MY CHILD AVOID CHOKING

- Encourage children to sit while playing and eating
- Teach children to chew and swallow their food before talking
- Don't allow your child to run when playing with toys or eating
- Supervise older children so they don't give your child anything that can pose as a choking hazard
- Check toys for small or broken pieces
- Avoid using hair accessories and allowing children to wear jewelry
- Make sure choking hazards are out of reach to young children



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Office of Academics
Early Childhood Education



Help Your Child Succeed in Preschool and Kindergarten Build the Habit of Good Attendance

DID YOU KNOW...

Showing up on time every day is important to your child's success and learning from preschool forward.

Missing 10% of school (1 or 2 days every few weeks) can make it harder to:

- Gain early reading and math skills.
- Build relationships.
- Develop good attendance habits.

High quality preschool and kindergarten has many benefits!

- The routines your child develops will continue throughout school.
- Make the most of early grades by encouraging your child to attend every day.

WHAT YOU CAN DO

Work with your child and his/her teacher to develop your child's strong attendance.

Talk about it – sing about it – make it an adventure!

- Set a regular bedtime and morning routine.
- Lay out clothes and pack backpacks the night before.
- Share ideas with other parents for getting to school on time.

Before the school year starts

- Find out what day school starts and begin a countdown!
- Keep your child healthy and make sure your child has the required shots.
- Attend orientation with your child to meet teachers and classmates and find out about health and safety procedures.

Ready, Set, GO!

- If you are concerned your child may have Covid-19, call your school for advice. Ask for resources to continue learning at home if needed.
- Ask family members or neighbors for assistance if you need help.
- Try to schedule non-urgent medical appointments and extended trips when school is not in session.
- If your child seems anxious about preschool or kindergarten, talk to the program director, teacher, your doctor or other parents for advice.

Revised September 2022



Visit Attendance Works at www.attendanceworks.org for free downloadable resources and tools!



Get ready for one of the biggest adventures of your child's life!

School will be starting soon. These tips can help your children look forward to attending school every day.

Did you know that missing just one or two days of preschool or kindergarten every few weeks can make it harder for children to develop reading skills, and to be prepared for kindergarten or first grade?

Adventure Time!

Take your child to visit the school to see the building

- If possible, meet their teacher and visit their classroom!
- Visit with neighbors to see who is going to the same school. It's always fun to have a buddy.
- Explore a pick-up and drop off sharing plan with neighbors, or a "Walking School Bus."
- Respond right away to outreach from your child's teacher. Ask any questions you have!



Story Time!

Tell your child positive stories from when you were a young student

- Make up silly songs about everyday routines: getting up, eating breakfast and going to school.
- Read to your child each night in your home language.
- Books can address children's concerns in playful ways and support conversations.

