Calcasieu Parish School Board
Early Childhood Department



Family Handbook
2026-2027

Administrative Staff

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Alishia Vallien

John F Kennedy Administrator
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SCHOOL ADDRESS

John F Kennedy	2001 Russell St, Lake Charles, LA 70615
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JD Clifton	100 N Prater St, Lake Charles, LA 70601
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Jake Drost	1150 N Crocker St, Sulphur, LA 70663

HOURS OF OPERATION

7:15 a.m. to 3:30 p.m.

IMPORTANT PHONE NUMBERS

John F Kennedy	(337) 217-4760
JI Watson	(337) 217-4670
JD Clifton	(337) 217-4215
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Early Childhood Department

Mission Statement

"The mission is to build a collaborative, supportive network that develops the capacity of families, communities, and public and private agencies to expand access to high-quality early care and education for all of Calcasieu's youngest residents, birth to age five, so they enter school healthy and ready to succeed."

Vision Statement

"Every child in Calcasieu Parish has access to high-quality early care and education and enters Kindergarten ready for life long success. "

Welcome to an exciting year in our PreK3/PreK4 program. We are delighted that you have entrusted your child with us during this stage of his/her life. We will make every effort to ensure that your child receives a quality education that is developmentally appropriate.

It is our goal for everyone to have a productive and memorable school year and forming a partnership with our families is a top priority. We have an open-door policy, and parents are welcome to visit the center at any time. We look forward to partnering with you as your child's educational journey begins.

Dr. Joubert and the Head Start Staff

PURPOSE
To Set the Standards for a Learning Environment and Community

This parent handbook was created to help parents/guardians know what is expected and required of them while their child/children attend Head Start. Parents have many responsibilities and obligations in our program, so this handbook is designed to be your roadmap for you and your child's success. Our staff works diligently to create a safe and fun learning environment for your child. Our guidelines and parent expectations extend that goal to include our students' families to create a learning community. You are your child's first and

most important teacher. By showing your support and positive response to our school rules and expectations, you are setting the standard.

WELCOME TO HEAD START

Head Start is a comprehensive early childhood program for low-income children and their families. Our Head Start program is funded to serve three- and four-year-old children and their families. At least 10% of our enrollment opportunities are made available to children with disabilities. The program receives 80% of its funding from the Federal Department of Health and Human Services, and 20% called non-federal share or in-kind is generated locally from donated goods and services of parents, communities, and organizations.

Admissions Policy
1509.3

Requirements for new and returning families to apply for enrollment for their child in Head Start include the following:

1. Must have a certified copy of child's birth certificate.
2. Must have an updated immunization record (shot record).
3. Children must be at least three years old or four years old by September 30th of the enrollment year.
4. Must provide proof of income for the past 12 months for the parent(s) or guardian(s) residing in the household.
5. Must reside within the Head Start service area.
6. Must complete an application form and if accepted, must complete enrollment forms.
7. Must attend parent orientation upon entry and attend the transition meeting at the end of the year.

Head Start Eligibility Requirements

You must meet one of these eligibility requirements as defined in 1305 Head Start Act:

- A family's income must be equal to or below the poverty line.
- If anyone in a prospective Head Start child's family receiving SSI or SNAP.

Family members include the child, the child's parent(s) or guardian(s), and any other person living in the child's household who is supported by the income of the child's parent(s) and is related to the child's parent(s) or guardian(s) by blood, marriage or adoption.

A family is categorically eligible for Head Start if the child is homeless (defined in 1305.2) or the child is in foster care, as defined in 1305.2.

Program staff must:
Conduct an in-person interview with each family and verify information as required in paragraphs above.

ATTENDANCE AND ABSENCES

A written excuse is required from the parent or legal guardian upon returning to school. Students that have not arrived at school by 8:45 parents/guardians will be contacted via text message for unexpected absences. All absences require a written note or doctor's excuse. The Early Childhood Social Worker will contact the parent/legal guardian regarding the absences after the third unexplained absence. Parents of students who exhibit chronic absenteeism (absent for 15% of the month) will be contacted by the Early Childhood Social Worker for a mandatory attendance meeting to discuss and develop a plan of action.

SIGNING IN AND OUT

All students must be signed in and out daily by Head Start staff. Students can only be signed out by persons listed on their emergency card. Staff will print the name of the person to whom the child is released along with the time of pick up.

CHECK OUT

All students leaving school before 2:45 p.m. must be checked out in the office first. The reason for checking out must be documented. Please make every effort to make appointments after 3:00 p.m. so that you do not have to check your child out early. We encourage all 3-year-old students to remain at school until 2:45 p.m. and 4-year-old students to remain at school until 3:00 p.m. unless they are ill. If you must check out your child, we request that you do so before 2:15 p.m. No students will be allowed to check out between 2:15 and 3:00.

DEPARTURE/EMERGENCY CARDS

Pre-K 3-year old's will be dismissed at **2:45 p.m**. and Pre-K 4-year old's will be dismissed at **3:00 p.m**. You are required to be on time to pick up your child. All students should be picked up by the designated time listed above. Parents who do not pick up their child by the designated time more than three times will be referred to the Head Start Principal. **Due to licensing regulations, your child will only be released to persons listed on the emergency card. It is especially important that you list everyone that could possibly pick up your child. Regardless of the emergency, a student will not be released to someone who is not on the emergency card.** Anyone picking up your child for the first time **must present a picture I.D. (this includes parents)**. You may be asked to present your picture I.D. several times (days or weeks) until the staff is familiar with you. Always

have your I.D. with you when picking up your child in case the teacher and/or paraprofessional are absent or an emergency arises.

For the safety of your child, parents **will not** be allowed to call the school to add names to the emergency card. A new name may be added to the emergency card by the parent/guardian in the presence of the teacher or a staff member. These rules are strictly enforced, and no exceptions are made.

UPDATED INFORMATION/EMERGENCIES

Parent or guardian shall be notified immediately of any illness or injury. If the parent or guardian cannot be reached, the staff will contact others on the emergency card. If you change your address or phone number during the school year, you are required to inform your child's teacher and the secretary immediately so that we will have accurate information on file in case of an emergency. Students may be released to all individuals listed on the emergency card.

VISITORS

All visitors must report to the office to sign in and receive a visitor's tag which must be always worn while in the building. Head Start Staff will walk visitors to his/her destination.

HURRICANE PREPAREDNESS

Closure of school is determined by the Superintendent of Calcasieu Parish School Board. Please watch local news channels and cpsb.org for school closure and return dates. If closure becomes necessary during the school day, parents will be notified by the Site Administrator.

FIRE DRILLS/TORNADO DRILLS

We are required to conduct monthly fire drills. During fire drills, everyone must exit the building and report to their designated area until an all-clear signal is given. Please do not attempt to enter the building while we are conducting a fire drill. Students cannot be checked out during emergency drills. Tornado drills will be conducted in March, April, and May.

WITHDRAWAL

Please notify the office, Early Childhood Social Worker, and/or teacher if you plan to withdraw your child from school.

FOOD AND NUTRITION SERVICES

Breakfast, lunch, and snacks are provided daily for each child. Any dietary restrictions must be written by the doctor and given to the nurse.

FIELD TRIPS

Field trips are used as an integrated experience which enhances children's learning. Head Start promotes active exploration and learning in a setting away from the center. Children must ride the Calcasieu Parish bus to and from the field trip. Check-outs from the field trip are not allowed for any reason even upon the return to school.

Field trips give children and families an opportunity to:

- Learn about and explore natural environments within their community.
- Learn and participate in community cultural activities.
- Extend a child's understanding of specific objects, environments, plants, animals, community workers, and activities such as visiting the library.

BIRTHDAY PARTIES

Birthdays are special occasions, and celebrations are allowed. However, all parties must be approved by the principal. Parties are only allowed during your child's snack period. Please be on time and ready at the time designated by the principal or teacher. Parents should also provide all the supplies needed for the treat they bring and assist in clean-up. All food brought into the school must be purchased from a store or bakery.

REST/NAPS

We provide a rest/naptime in all our center-based programs. A towel will be provided to place on his or her cot for daily rest time. All bed linen will be labeled with the child's name. Towels will be sent home to be laundered weekly and more frequently as needed.

RECORDKEEPING

The staff keeps daily records regarding attendance and incidents/accidents relating to a child's health.

HOME VISITS/PARENT-TEACHER CONFERENCE

Home visits/parent-teacher conference are made to inform parents of what is going on in the program and to form a partnership with parents. Family participation is highly encouraged.

Your child's teachers or designee will make at least two (2) mandatory visits to your home and conduct two (2) mandatory parent/teacher conferences per year. The purpose of the first home visit is to allow an opportunity for the staff to get to know each child and family. The purpose of the second visit is to discuss the child's growth and development.

CLOTHING

Young children can have accidents or may be involved in messy play throughout the day. The child's parent or guardian must always provide a clean change of clothing to be kept at the center labeled with the child's name. It is recommended that the change of clothing be a complete uniform. Clothing must be exchanged as the seasons change so that children are appropriately dressed. When a child wears home the change of clothing left at the center, the parent/guardian must immediately provide the center with another set of clothing.

RECOMMENDED DRESS CODE

The Calcasieu Parish Public School System expects the dress code policy will support a positive school culture by identifying attire that promotes school safety and student health. All parents and students are expected to be responsible in their dress and grooming. Cleanliness is most important. Students should maintain appropriate hygiene. Research indicates that student dress helps set the pattern for classroom behavior and academic performance. Clothing and/or appearances that distract or disrupt normal classroom routines are considered improper. In all cases, the school principal shall inform the student, parent, and school community about the school dress code policy. ***All students and parents are expected to follow the written policy. Please notify the principal if there are extenuating circumstances regarding the uniform policy.***

Questions about the school Dress Code Policy should be referred first to the school principal or other school authority. Individuals who still have questions about a school's Dress Code Policy can contact the Early Childhood Department at (337) 217-4210.

School Dress Code

All Head Start Students will be provided with one complete uniform.
Students attending all Pre-K-12 schools in Calcasieu Parish shall adhere to the following official school dress code:

1. Uniform shirts will be white, hunter green or navy-blue polo/golf style shirts (short or long sleeves with a collar) or shirts that button down the front with a collar. Emblems, logo decoration, or decorative trim is not allowed. High school and Middle school administrators have the option to choose a uniform shirt in one of the school's colors.
2. White, hunter green or navy-blue turtlenecks with no emblem, logo, decoration, or decorative trim are acceptable. Turtlenecks can be worn separately or under a uniform shirt.
3. T-shirts (solid white, hunter green or navy blue) will be allowed under the uniform shirt.
4. Spirit shirt/club shirt may be worn on days determined by the school administrator.

5. Administrators may option to have students wear the official school logo on the school's designated shirt.
6. PreK and Head Start shirts do not have to be tucked in.
7. Khaki, or navy-blue pants (shades may vary) or blue/black jeans (shades of blue may vary); skirts, shorts, skirts, skorts, or jumpers must be uniform style and color. Blue jeans pants and shorts (shades of blue may vary) shall not have any holes, rips, or tears. No blue jeans shorts, no corduroy or wind-suit materials, no sweatpants, no stretch pants or leggings, no jeggings, no joggers, no spandex, no baggy pants, no bell-bottoms, no carpenter or cargo styles, no hip-huggers, no side-knee pockets, no capris. Emblems, logos, or decorations are not allowed. Shorts and skorts must measure (front and back) no shorter than three inches above the knee and no longer than mid-knee. Skirts and jumpers must measure no shorter than three inches above the knee. ***Girls should wear shorts or bloomers under skirts or dresses.***
8. Belts should be black, brown, navy blue, hunter green, or khaki with no emblem, logo or decoration and must be worn with slacks and shorts that are designed to have belt loops. Belts must be visible and worn around the waist. Belts are optional for pre-kindergarten, kindergarten, and first grade students. ***Head Start students are encouraged not to wear belts.***
9. Socks (or stockings for girls) are required and should be hunter green, navy blue, khaki, black, or white with no emblem, logo or decoration and must cover the ankle and be visible. Middle and High School students are not required to wear socks or stockings with sandals.
10. Appropriate shoes must be worn and not include thongs. Sandals are not allowed in elementary grades. ***Slip on shoes, tennis shoes, or shoes with Velcro are recommended.***
11. Acceptable outerwear for the classroom is limited to include sweaters, sweater vests, sweatshirts, and light jackets. During class time, jackets are to remain open and not zipped or buttoned. Colors for classroom outerwear include khaki, navy blue, hunter green, and white. No emblem, logo or decorations are allowed on classroom outwear. The uniform shirt must be worn under outerwear. ***All outerwear should be labeled with the student's name.***
12. Heavy coats and jackets worn to and from school and/or outdoors are not restricted, but recommended to colors of navy blue, white, khaki, and hunter green in color.
13. No headwear should be worn on campus with the exception of knit caps in extremely cold weather.

Recommended Dress Code Regulations

<u>Other Dress Code Regulations</u>

1. Prohibited items include, bandannas, hair rollers, extremes in hairstyles, psychedelic hair colors, lines, letters, or designs shaved in the head.

Beads or excessive barrettes in the hair are also prohibited for both boys and girls. This could cause a choking hazard for children 3 and under.

2. Sunglasses, nose rings, visible body piercings, and excessive or inappropriate jewelry are prohibited.
3. Prohibited items include excessive and inappropriate makeup, painted faces, **inappropriate tattoos, and stick-on tattoos.**
4. Clothing worn is not to be suggestive or indecent.
5. Clothing, jewelry, and general appearance are not to be of the type that would cause a disturbance or distract or interfere with the instructional programs.
6. Clothing, jewelry, and general appearance are to be such as not to constitute a health or safety hazard.

Principals may declare spirit or club days and allow students to wear school spirit shirts, or dress up days (i.e., when school pictures are scheduled) or allow students to wear other dress code attire such as uniforms or special dress for Boy Scouts, Girl Scouts, athletes, cheerleaders, band, chorus, etc. Other questions about uniforms should be referred first to the school authorities, then to the central office staff.

DRESS CODE FOR PARENTS AND VISITORS

Parents and visitors are asked to dress appropriately when entering the building. Clothing worn should not be suggestive or indecent. Adults are asked to refrain from wearing bedclothes (pajamas) in the building. Men are asked to refrain from wearing sagging bottoms. ***Parents and visitors will be asked to leave the building if dressed inappropriately.***

EARLY CHILDHOOD CURRICULUM

Children benefit most from a comprehensive program that provides them with learning skills. We provide each child with a learning environment that will support social, intellectual, physical, and emotional development. Head Start prepares children to be successful in any pre-kindergarten/kindergarten program.

The curriculum used for Head Start 3-year-old is Connect 4 Learning and Heggerty. The 4-year-olds will use Eureka Squared for math and Heggerty, CKLA for Literacy and Language, which all are based on sound early childhood education principles and developmentally appropriate practices. Teachers look at resource materials for ideas for activities and concepts to be developed according to each child's stage of developmental and individual needs. To individualize the curriculum to meet each child's developmental stage and areas of interest, several screening and assessment tools are utilized. The teachers use anecdotal observations, information given by parents in interviews, home visits, conferences, and helpful screening/assessment instruments throughout the year to gather information about the children, and plan

activities for large groups, small groups and for individuals within each classroom.

CENTERS/LEARNING ACTIVITIES

- Art
- Blocks
- Dramatic play or practical life
- Manipulative or table toys
- Nature/Science/Math
- Water and sand play
- Reading area or library
- Writing/Computer

Music and gross motor activities are scheduled daily. The daily schedule is designed to meet the developmental needs of children in each class.

Behavior Management Policy (1509.A.8)

The long-term goals for children enrolled in the program is to provide a setting where children can slowly develop a sense of inner self-control, that they can begin to understand the reasons for limits that are set and develop a sense of both being respected and respecting other's rights and feelings.

When behavior problems arise, staff members are encouraged to look at classroom routines, the environment, and individual needs of the child to help the child overcome the behavior. It is important for all adults to be aware of the language, the tone of voice, and the manner of speech used when working with young children. Providing each child with choices, foreseeing problems, and responding to their needs immediately enables us to help the child positively without having to use direct discipline.

One of the goals of guidance and discipline is to help the children develop tools to solve problems. Discipline is the external tool to help children develop internal control. Young children learn by experimenting, testing limits, and experiencing the consequences of their behavior.

A child's behavior can affect his/her learning as well as the group's learning. When a behavior is severe, actions must be taken to protect other students and staff. Since unacceptable student behavior does not arise solely from the student's reaction to school, the school cannot expect to take sole responsibility. It is a partnership between teachers, parents, Principal, Early Childhood Social Worker, and the Mental Health Specialist to find understanding and cooperation to help the student. Please discuss with your child the need for

and importance of good behavior and a good attitude while attending school each day. We want the absolute best learning environment for each student. Head Start staff will be in communication with parents/guardians of the child. Written correspondence and/or parent conferences will be used to inform the parent of behavior concerns.

Self-Reflection

Calcasieu Parish School Board Head Start does not support the use of traditional time out. Positive statements such as, "*Do you need to be by yourself for a while?*" should be used to help the child recognize the need to quiet himself. Other statements such as, "*This seems to be hard for you right now, can I help you find something else to do?*" allow children a choice in choosing a more appropriate activity for that time. Children may be invited to work independently in another area of the classroom for a brief time (one minute per year of age) in order to gain self-control, and in those cases, the child has an open invitation from the teacher to return to the age group when she or her feels ready.

DISCIPLINE PROCEDURES

1. The teacher or assistant talks to the student about his/her behavior using positive statements such as those listed under "self-reflection."
2. The teacher allows the child to choose an appropriate activity for that time.
3. The child will be allowed to work independently in another area of the classroom while being monitored for a short time (one minute per year of age) in order to gain self-control, and in those cases, the child has an open invitation from the teacher to return to the group when he or she feels ready.
4. If the child continues to exhibit behavior problems after steps 1-3, he/she may be taken to the Head Start Principal or designee. If necessary, the principal may contact the parent.

PROHIBITED ACTIONS

- 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;
- 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;

- the threat of a prohibited action even if there is no intent to follow through with the threat;
- being disciplined by another child;
- being bullied by another child;
- being deprived of food or beverages;
- being restrained by devices such as highchairs or feeding tables for disciplinary purposes; and
- having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime;

Time Out:

- time out shall not be used for children under age two;
- a time out shall take place within sight of staff;
- the length of each time out shall be based on the age of the child and shall not exceed one minute per year of age;
- for children over age six, a time out may be extended beyond one minute per year of age, if a signed and dated statement, including a maximum time limit, from the parent granting such permission, is on file at the center.

1302.17 Suspension and expulsion.

(a) *Limitations on suspension*. (1) A program must prohibit or severely limit the use of suspension due to a child's behavior. Such suspensions may only be temporary in nature.

(2) A temporary suspension must be used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.

(3) Before a program determines whether a temporary suspension is necessary, a program must engage with a mental health consultant, collaborate with the parents, and utilize appropriate community resources – such as behavior coaches, psychologists, other appropriate specialists, or other resources – as needed, to determine no other reasonable option is appropriate.

(4) If a temporary suspension is deemed necessary, a program must help the child return to full participation in all program activities as quickly as possible while ensuring child safety by:

(i) Continuing to engage with the parents and a mental health consultant and continuing to utilize appropriate community resources.

(ii) Developing a written plan to document the action and supports needed;

(iii) Providing services that include home visits; and,

(iv) Determining whether a referral to a local agency responsible for implementing IDEA is appropriate.

(b) *Prohibition on expulsion*. (1) A program cannot expel or unenroll a child from Head Start because of a child's behavior.

(2) When a child exhibits persistent and serious challenging behaviors, a program must explore all possible steps and document all steps taken to address such problems and facilitate the child's safe participation in the program. Such steps must include, at a minimum, engaging a mental health consultant, considering the appropriateness of providing appropriate services and supports under section 504 of the Rehabilitation Act to ensure that the child who satisfies the definition of disability in 29 U.S.C. §705(9)(b) of the Rehabilitation Act is not excluded from the program on the basis of disability, and consulting with the parents and the child's teacher, and:

(i) If the child has an individualized family service plan (IFSP) or individualized education program (IEP), the program must consult with the agency responsible for the IFSP or IEP to ensure the child receives the needed support services; or,

(ii) If the child does not have an IFSP or IEP, the program must collaborate, with parental consent, with the local agency responsible for implementing IDEA to determine the child's eligibility for services.

(3) If, after a program has explored all possible steps and documented all steps taken as described in paragraph (b)(2) of this section, a program, in consultation with the parents, the child's teacher, the agency responsible for implementing IDEA (if applicable), and the mental health consultant, determines that the child's continued enrollment presents a continued serious safety threat to the child or other enrolled children and determines the program is not the most appropriate placement for the child, the program must work with such entities to directly facilitate the transition of the child to a more appropriate placement.

Abuse and Neglect Policy and Child Protection Agency's Phone number

child abuse and neglect policy:

a. as mandated reporters, all staff and owners shall report any allegation or suspicion of abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline (855) 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; and

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 Protection Statewide Hotline;

Telephone Report

Any employee having reasonable cause to suspect abuse/neglect of a child shall immediately make a phone report to the child protection office as follows:

Department of Child and Family Services (DCFS)
Child Protection
P.O. Box 16865
Lake Charles, LA 70616
Toll-Free:
1-855-4LA-KIDS
(1.855.452.5437)

Electronic Devices Policy (1509.A.9)

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

a. electronic device activities for children under two are prohibited

b. time allowed for electronic device activities for children ages two and above shall not exceed two hours per day, with the exception that television, DVD, or video viewing shall be limited to no more than one hour per day

Computer Practices Policy (1509.A.10)

All computers that allow internet access by children are equipped with monitoring and filtering software by CPSB that limits access by children to inappropriate websites, email, and instant messaging.

Programs, Movies and Video Games Policy (1509. A. 11)

Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children. All programs, movies, and video games shall be suitable for the youngest child present. Programs, movies, and video games with violent or adult content,

including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children. All programs, movies, and video games shall be suitable for the youngest child present; "PG" programming or its television equivalent shall not be shown to children under age five; "PG" programming shall only be viewed by children age five and above and shall require written parental authorization; any programming with a rating more restrictive than "PG" is prohibited; all video games shall be suitable for the youngest child with access to the games: "E10+" rated games shall be permitted for children ages 10 years and older; "T" and "M" rated games are prohibited.

CONFIDENTIALITY OF FILES

All files of Head Start children are confidential. The Principal, Early Childhood Social Worker, speech therapists, resource teachers and other approved staff have access to these files. Parents have the right to view their child's file at any time.

AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION

Head Start will not release information from a child's record or file without the parent signing the Consent for the Request of Confidential Information form. Parents have the right not to sign the release. The consent is good for a one-year time period from the date signed and shall be revocable at any time. The parent may choose to sign a release allowing Head Start staff to disclose specifically identified information to other providers/agencies if:

- The release lists the specific agencies, providers or individuals to whom information may be given.
- The release specifies the type of information given and the form (video or audio tape, written report, oral report or electronic medium).

FAMILY PARTNERSHIP AGREEMENT

The family partnership agreement supports parents in identifying their own strengths, interests, and goals. This includes writing down these goals as well as setting timelines for achieving them. An Early Childhood Social Worker will schedule a time and place to begin the family partnership process. After the initial meeting, the family service staff will continue to follow up and work with the family to achieve identified goals and record accomplishments.

PARENT INVOLVEMENT POLICY

Head Start believes that parents are a child's first and most important teachers because they are the most significant adults in his/her life. It is our goal to promote the parent/child relationships and help parents in the challenging task of child rearing. We do this by using parent volunteers. We use our parent

volunteers in every area of the school. Many classrooms and program activities provide opportunities for parent and community involvement.

PARENT RESPONSIBILITIES

We believe parents play a key role in their children's success. We also believe that parents should be active voices and role models in the education of their children. In order to be active in your child's education, *parents will be encouraged to do the following:*

- Attend 2 parent-teacher conferences and participate in 2 home visits each year.
- Attend open house.
- Attend parent committee meetings throughout the program year.
- Be on at least one planning committee. The parents on these committees will be required to plan and carry out the activity.
- Attend at least two workshops and/or training courses.
- Participate in at least one classroom activity throughout the year (ex. read to the class, prepare a healthy snack, assist with a party etc.).
- Attend at least three of the monthly classroom parental involvement activities set by your child's teacher.

OTHER PARENT RESPONSIBILITIES /EXPECTATIONS

- Check your child's backpack and home learning folder everyday. Our teachers work extremely hard to communicate with parents and the home learning folder is a great tool to exchange essential information. Please check your child's folder each day for important papers, notes, invitations, and/or notices and return as soon as possible.
- Make sure your child gets an appropriate amount of sleep each night. Research shows that preschoolers should get at least 11 hours of sleep each day.
- Do not allow your child to have candy, sweets, or unhealthy snacks before or during arrival at school. Students should not arrive at school with candy in their possession or in their mouths.
- Students should have proper hygiene and arrive at school appropriately groomed and clean. Please see recommended Dress Code.
- Parents should not enter the school while on a cell phone. This is a safety precaution and will be strictly enforced. Arrival and dismissal is a hectic time at school and your full attention is needed by the staff and your child. Please complete your call before entering the school and refrain from making or receiving calls until you have exited the school grounds.
- Report all new address and/or telephone numbers to your child's teacher and the front office. It is extremely important for our staff to have the most up-to-date contact information to be able to contact you in case of an illness or emergency.

- Parents will convey a positive attitude while on school grounds. Vulgar language and/or behavior will not be accepted. We ask that parents respect our staff as early childhood professionals. Program administrators will not tolerate blatant disrespect of any staff member.

WAYS PARENTS CAN VOLUNTEER

- Taking an active part in participating with a teacher in working with a child or children in the home
- Accompanying children on field trips
- Serving as a substitute teacher or volunteer in the classroom
- Providing childcare for other parents during program related activities

HEALTH AND SAFETY PROCEDURES

We always need to keep up-to-date emergency contact information about each child in our files. Any change of information from parents must be given to the principal or teacher to ensure that the master files are updated.

All staff at each center must have current First Aid and CPR certification.

In the event of an emergency, either the parent or emergency contact person(s) will be contacted as soon as possible.

IMMUNIZATIONS (SHOT RECORD)

All children must be current on immunizations, and she/he must maintain all shots required by state health laws. During the year, parents are asked to forward up-to-date immunization information to the nurse. According to CPSB policy, beginning school year 2009-2010, two (2) doses of Varicella vaccine will be required in Louisiana schools for entry into Pre-K, Kindergarten, Daycare, and HeadStart programs for children aged 4 years and older. If a second dose of Varicella vaccine has been received at least 30 days after the first dose, no additional doses are required. This is in addition to the regular age appropriate vaccines required depending on the child's age. Prior to entry, these students must have documented proof of immunizations for: two (2) doses of Measles-Mumps-Rubella vaccine; three (3) doses of Hepatitis B vaccine; and booster doses of DTaP and Polio vaccines administered on or after their 4th birthday and prior to school entry.

ADMINISTRATION OF MEDICATION

Parents must inform staff of any medications their children receive before arriving at school. Medication will be given at school according to CPSB policies and procedures. Necessary forms may be obtained from the principal/nurse. All

children with known medical conditions must have all required documents completed before starting school.

All staff members who administer medication shall have medication administration training that includes auto-injectable epinephrine. Providers may complete the approved self-paced, online training provided by the LDOE or utilize an in-person trainer. If taught in person, the training must be taught by a licensed nurse, licensed physician, licensed physician's assistant, licensed pharmacist, licensed paramedic, or licensed EMT who is on the LDOE registry of approved trainers. Training for auto-injectable epinephrine shall be completed every year. Training for medication administration shall be completed every two years with an approved childcare health consultant.

ILLNESSES

Children will not be allowed to stay at school if they are sick. The staff will determine when a child needs to go home using an Illness Triage Protocol. No child will be permitted to stay at school with any of the following conditions: fever-100.5F or higher, vomiting, loose stools, abdominal discomfort, sore throat, productive cough, purulent nasal discharge, red or draining eyes, open sore, unidentified rash, etc. While waiting on parent, student will be separated from other students in direct supervision either in the classroom or other designated location. A doctor's note is required for those students needing to be seen by a physician.

LIFE THREATENING CONDITIONS AND ALLERGIES

Parents are to inform the nurse of all life-threatening conditions. Additional medical information from the medical provider will be required. This includes conditions such as asthma and allergies. All allergies require an Allergy Action Plan to be completed by the doctor. This includes food allergies. Your child's attendance will be restricted without the necessary information.

Emergency Medications

1. Children who require emergency medications, such as an EpiPen or Benadryl, shall have a written plan of action that shall be updated as changes occur or at least every six months, and shall include:
    a. method of administration;
    b. symptoms that indicate the need for the medication;
    c. actions to take once symptoms occur;
    d. description of how to use the medication; and
    e. signature of parent and date of signature.

SAFETY AND INCIDENT REPORTS

We encourage all parents to report health and safety hazards to the principal or another staff member. It is particularly important to note unusual or strange circumstances that may cause an accident or become a safety issue.

ACCIDENTS

Minor accidents requiring first aid will be treated in the center office by the nurse, teacher, assistant, or staff certified in first aid. If a child sustains any type of head injury, bump or broken skin, the child's parent must be notified by the teacher, Early Childhood Social Worker, nurse, or Principal. An incident report will be prepared by the teacher immediately after the child is treated. All incidents, accidents, and illnesses will be documented.

AUTHORIZATION FOR EMERGENCY MEDICAL OR DENTAL TREATMENT

Parents are asked to sign an Emergency Treatment and Transportation Information on emergency cards in advance (i.e., at enrollment) in the event he/she is unavailable to give such permission at the time of an emergency. In an event the parent or emergency contact person cannot be located, the consent can be used to seek treatment until the parent or guardian arrives.

Monitoring Policy for Provisionally Employed Staff
Title 28, Part CLXI, Bulletin 137 §1811

Brenda Hunter, J.D. Clifton, J.I. Watson, Jake Drost, and J.F. Kennedy Head Start Programs may at times employ staff persons whose CCCBC (Child Care Criminal Background Check) status is considered "Provisional". "Provisional" status occurs when one or more portions of the requested CCCBC is complete, but the department is awaiting the return of information necessary for completion of the remaining portions (ex. any person that has resided in another state). Childcare CCCBCs now require a search of local, state, and federal databases. Families shall be made aware of the possibility of the presence of a provisionally employed staff member anytime that such staff is employed by Brenda Hunter, J.D. Clifton, J.I. Watson, Jake Drost, and J.F. Kennedy Head Start Programs. Provisionally employed staff will be monitored at all times they are present in the facility or on the premises. Brenda Hunter, J.D. Clifton, J.I. Watson, Jake Drost, and J.F. Kennedy Head Start Programs shall maintain written documentation of the monitoring of provisionally employed staff members. Documentation shall identify each provisionally employed staff member, the designated monitor for each, and the times of the visual observations. Observations will occur a minimum of every 30 min and monitoring documents will be signed by designated monitor. Such monitoring shall continue until which time the provisionally employed staff person's CCCBC status is updated to "Eligible for Childcare Purposes."

PROGRAM GOVERNANCE

Head Start programs must operate under a philosophy of shared governance. This enables parents and community members to be active decision-makers in policies, procedures, and other important issues that affect how a program operates. Parents can express an interest and possibly be elected to become members of the Policy Council and attend meetings.

PARENT COMMITTEES

Parent Committees are organized at the center level. Every parent with a currently enrolled child is a Parent Committee member. Activities for the Parent Committee include:

- Planning, conducting, and participating in formal or informal programs and activities for parents and staff (e.g., Parent Committee meetings, family picnics, family field trips, etc.) Parent Committees are encouraged to discover and discuss what parents would like to do; what they would like to learn; and how ideas can be carried out with or without staff assistance.
- Collaborating with local foundations and other organizations to advocate on behalf of low-income family needs.
- Assist in securing funding, recruiting parents and other resources to support desired parent driven activities, and as part of the matching non-federal share.

POLICY COUNCIL

The Head Start Policy Council participates in shared governance of the Head Start program. The Policy Council functions as a link to Parent Committees in communicating with parents.

Policy Council members operate as the voice for the parents who have children currently enrolled in the program. The Policy Council is made up of 51% parents and 49% community members. Policy Council members receive formal training in their roles and responsibilities. The Policy Council representative's role is to express the ideas and viewpoints of the parents at the center they represent.

Policy Council members cannot be Head Start employees, nor can they be related to any Head Start employee by blood or marriage. There is a lifetime limit of five one-year terms to serve on the Policy Council.

CALCASIEU PARISH SCHOOL BOARD (GOVERNING BOARD)

Calcasieu Parish School Board has administrative and fiscal responsibility for the Head Start program. As the governing board for the program, the CPSB School Board is a partner in the shared governance of the Head Start.

OPEN DOOR/PARENTAL ACCESS POLICY

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

NON-DISCRIMINATION POLICY

We, the employees at Head Start, will not and do not discriminate on the basis of race, color, creed, sex, national origin, handicapping condition, ancestry, or whether the child is breastfed.

NOTICE OF PROHIBITION OF UNLAWFUL DISCRIMINATION BASED ON SEX

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex education programs or activities which receive Federal financial assistance. It is the policy of the Calcasieu Parish School Board to maintain a learning environment that is free from prohibited sexual discrimination or sexual harassment. All forms of unlawful sex discrimination on the part of an employee-to-employee, employee-to-student, student-to-student, and any person to another person or any combination of these relationships are prohibited.

Unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct, and verbal harassment of a sexual nature are some examples of prohibited conduct.

The School Board recognizes that peer sexual harassment is a form of prohibited discrimination and can contribute to an unacceptable educational environment. The Board, therefore, will not tolerate sexual harassment on the part of any student toward another student.

Inquiries about or complaints of violation of this policy or of Title IX of the Education Amendments of 1972 may be submitted to:
Dr. Felicia Coleman
CPSB Title IX Coordinator
Email: felicia.coleman@cpsb.org
Phone: 337.217.4150 Extension 1503
or as provided in the Calcasieu Parish School Board complaint and grievance procedures (Formal Procedure for Sexual Harassment Compliant and Formal Procedure for Student-to-Student Sexual Harassment Complaints), copies of which may be obtained from the Calcasieu Parish School Board's main office at:
3310 Broad Street
Lake Charles, LA 70615
337.217.4000

The Louisiana department of Education does not discriminate on the basis of sex in any of the education programs or activities that it operates, including employment and admission related to such programs and activities. The Department is required by Title IX of the Education Amendments of 1972 (Title IX), and it is implementing regulations not to engage in such discrimination.
The Department's Title IX Coordinator is:

Louisiana Department of Education
Executive Office of the Superintendent
Office of the General Counsel
P.O. Box 94064
Baton Rouge, LA 70804-9064
Telephone: (225) 342-8087

All inquiries pertaining to the Department's policy prohibiting discrimination based on sex or to the requirements of Title IX and its implementing regulations can be directed to Mr. Fruge or the United States department of Education, Assistant Secretary for Civil Rights.

COMPLAINT POLICY AND PROCEDURES (1509.5)

If parents have a concern about their child's development, we encourage it to be discussed with the child's teacher. It is important that parents discuss with their child's teacher any concerns involving behavior, activities, health, or emotional well-being. The more information parents share about their child, the better we can care for the child and help him/her develop his/her learning skills.

It is our policy to work closely with parents and their children to create a positive learning experience. We encourage parents to share comments and concerns with the Head Start staff. Parents' concerns will always be addressed. If your complaint has not been resolved at the school level, you may contact Dr. Michelle Joubert @ 337-217-4210.

If a parent has a significant, unresolved licensing complaints, please contact:
Louisiana Department of Education Licensing
Child Care Licensing and Regulatory Section
P.O. Box 4029
Baton Rouge, LA 70821-3078
Phone: (225) 342-9905
Fax: (225) 342-2498
LDELicensing@la.gov

Disclosure of Information Policy
§1509. A.4
CHILD CARE LICENSING AND REGULATORY SECTION
Department of Social Services
Building a Stronger Louisiana

NOTICE TO PARENTS:
HOW TO REQUEST INFORMATION ON LICENSING COMPLIANCE

At the conclusion of each licensing visit when an area of non-compliance with the licensing relations is noted, a Statement of Deficiencies is given to your childcare provider. The Statement of Deficiencies may be found on the LDE Licensing website at www.louisianabelieves.com. A hard copy of the Statement of Deficiencies may be obtained by submitting a request to:

LDE Licensing
P.O. Box 4249
Baton Rouge, LA 70821

225.342.9905
Fax: (225)342-2498
LDELicensing@la.gov

If you would like additional information on how to view or obtain copies of the Statement of Deficiencies, please contact our office at (225)342-9905.

Notice of Prohibition of Alcohol, Tobacco, and Firearms:
The use of alcohol, tobacco, and the use or possession of illegal substances or unauthorized potentially toxic substances, fireworks, firearms, pellet or BB guns (loaded or unloaded) on any Calcasieu Parish School Board Property is strictly prohibited.