



# Cardinal Services

Easterseals Northern Indiana Network Member

Kosciusko County Head Start/Early Head Start is a division of Cardinal Services, Inc.

## **Kosciusko County Head Start/Early Head Start Parent Handbook 2021-2022**



Kosciusko County Head Start/Early Head Start  
is state licensed and nationally accredited.



*Kosciusko County Head Start/Early Head Start believes that  
parents are their child's forever teachers.*

*"This institution is an equal opportunity provider"*

## Important Information

**Child's Name:** \_\_\_\_\_

**Child's Teacher is:** \_\_\_\_\_

**Teaching Assistants are:** \_\_\_\_\_

**Location of your Child's Classroom:** \_\_\_\_\_

**Classroom Phone Number:** \_\_\_\_\_

**Teacher's Office Phone:** \_\_\_\_\_

**Your child attends class from \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ Tuesday—Friday.**

**EHS Home Based only:**

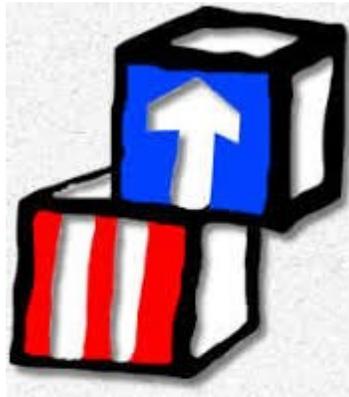
**Your regular Home Visit time is:** \_\_\_\_\_

### **Kosciusko County Head Start/Early Head Start Main Office**

811 S. Buffalo St. Warsaw, IN 46580

(574) 267-2451 or 1-800-315-2308

Fax: (574) 267-1998



## **Philosophy of Kosciusko County Head Start/Early Head Start**

We believe that the development of positive self-esteem, good healthy habits, development of literacy skills and an enthusiasm for learning will encourage academic success as well as life skills.

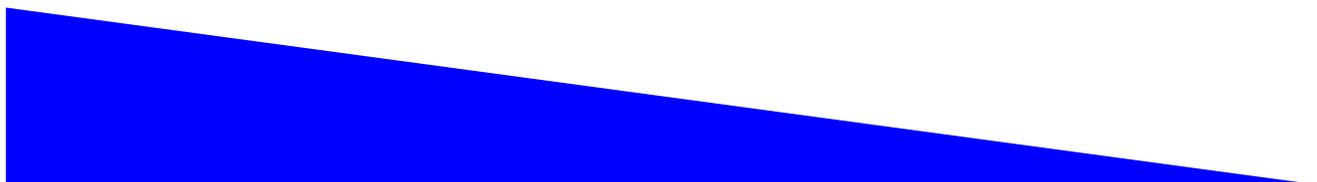
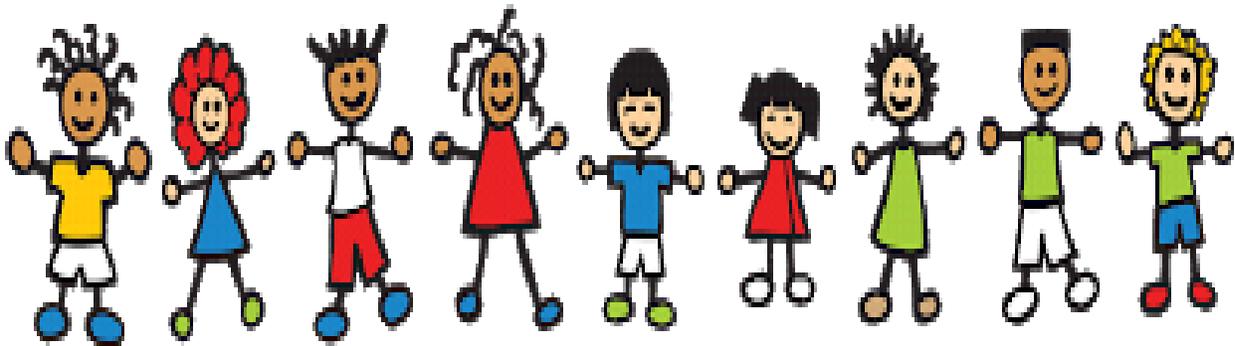
We believe parents are their child's first and most important teacher. We offer families the opportunity to be involved in activities that enhance the development of their skills, self-confidence and a sense of independence.

We believe this will foster an environment in which their children can develop to their full potential.

We believe family and community engagement and support are essential to the program. Through volunteers, sharing ideas and attending meetings and trainings, a greater degree of mutual understanding is achieved.

We believe in providing a child-centered developmentally appropriate environment that will invite learning through exploration and discover.

These experiences will encourage children to build ethnic pride and develop social and intellectual skills.



## Table of Contents

Child, Class, and Teacher Information.....	2
Program Philosophy.....	3
Table of Contents.....	4
Head Start/EHS Program Options.....	5
Letter on Licensing.....	6
Program Services.....	7
Building for the Future with CACFP.....	8
Attendance Policy.....	9
Substance Abuse, Complaint, Confidentiality Policies.....	10
Second Hand Smoke Flyer.....	11
Discipline Policy.....	12
Child Abuse and Neglect Policy.....	13
Emergencies, Parent/Teacher Conferences.....	14
Parent, Family, Community Engagement.....	15
Parent Opportunities.....	16
Protection of Child, Staff/Child Ratio Policies.....	17
Classroom Policies.....	18
School Delay and Closing Policy.....	19
Illness and Lice Policy.....	20
Head Start Health Requirements.....	21
Early Head Start Health Requirements.....	22
Dental Requirements.....	23
Women, Infants, Children (WIC) Information.....	24
Drop-Off/Pick-Up Procedures.....	25-27
Early Head Start Home-Based Information.....	28
School Readiness Goals (SRG's).....	29
A Parent's Guide to School Readiness.....	30
This is How I Learn Milestone Guide.....	31
Head Start Assessments.....	32
Early Head Start Assessments.....	33
Disability Services / Additional Information.....	34
Code of Conduct.....	35

## **Kosciusko County Head Start/Early Head Start Programs**

### **Early Head Start**

Early Head Start serves prenatal mothers, infants, and toddlers. It is an income-based program and is at no charge to families.

- **Home-Based Program**

The Early Head Start Home Based program provides a qualified infant and toddler teacher to come into your home and provide age appropriate activities for you and your child. The visits are once a week for 1½ hours.

- PIWI Play groups are held two times per month to provide social experiences for children and parents.
- Playgroups are held 22 times per year.

### **Head Start**

Head Start serves children ages 3-5 years. It is an income-based program and is at no cost to families.

- **Head Start Classroom Program**

The Head Start Classroom Program provides a qualified preschool teacher to provide age appropriate activities in the classroom setting. Kosciusko County Head Start has six classroom locations. Breakfast, lunch, and snack are provided.

**Warsaw—811 S. Buffalo Street**

**Lincoln Elementary School**

**Claypool Elementary School**

**Leesburg Elementary School**

**Mentone Elementary School**

**North Webster Elementary School**

#### **Tell a Friend About Us!**

Our parents are our best advertisement! If you know a family with young children who could benefit from our services, please encourage them to apply for our program!





In compliance with the Indiana Code 12-17.2-2, 12-17.2-4, and 12-17.2-5, the following information must be provided for all parents who enroll their child in the Kosciusko County Head Start/ EHS program.

In Warsaw, the childcare license number is 14260. We are licensed for a total of 78 children and our current license expires on 12/31/22.

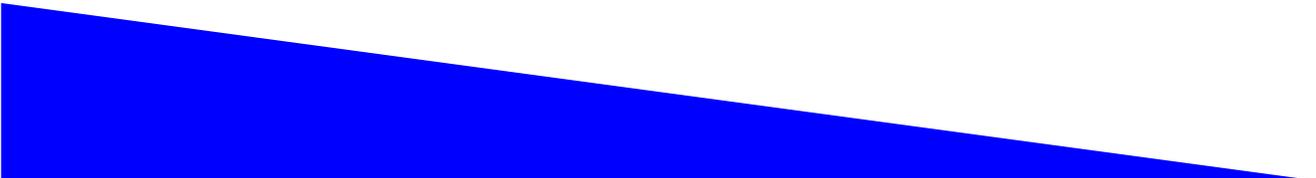
In North Webster, the childcare license number is 1100117. We are licensed for a total of 30 children and our current license expires on 6/30/23.

In Mentone, the childcare license number is 1100111. We are licensed for a total of 22 children and our current license expires on 12/31/22.

In Claypool, the childcare license number is 1100577. We are licensed for a total of 20 children and our current license expires on 12/31/22.

In Leesburg, the childcare license number is 1100578. We are licensed for a total of 20 children and our current license expires on 12/31/22.

If you have any complaints concerning the licensing of our centers, you can file them with Brighter Futures at 800-299-1627 or OECOSL at 1-877-511-1144.



## **Kosciusko County Head Start/Early Head Start Services**

### **EDUCATION:**

Teaching methods are developed to meet the particular needs of each child. Individual problems get individual attention. Children are introduced to the world of words. A learning environment with varied experiences help children develop in a manner appropriate to their age and stage of development. Self-reliance, self-esteem, and self-confidence are encouraged and fostered. Parents get involved in educational activities in the classroom and at home to enhance their roles as the primary teacher in their child's education and development.

### **DISABILITIES:**

Children with special needs are welcomed into the Head Start program. Special services are provided to children based on each child's needs and strengths. Children with special needs are provided an opportunity for early intervention, treatment and mainstreaming with other preschool children.

### **HEALTH:**

This area includes developmental screenings, visual and hearing tests, dental examinations, immunizations and periodic physical examinations for Head Start children. Families are provided with the necessary skills and support to link with an ongoing health care system to ensure that their child continues to receive comprehensive health care even after leaving the Head Start program. Head Start provides information and assistance when necessary to complete a medical and dental examination for every child in the program.

### **NUTRITION:**

Foods are provided which will help meet the child's daily nutritional needs. Staff, children, and families learn to understand the relationship of nutrition to health, understand factors which influence good food practices, and use a variety of ways to provide for nutritional needs and to apply this knowledge in the development of good eating habits after leaving the Head Start program.

### **MENTAL HEALTH:**

Prevention, early identification and intervention of problems that interfere with a child's development are provided. Development of a positive attitude toward mental health services is encouraged. Staff and parents are provided with an understanding of children's growth and development and the need for a supportive environment. Families are referred for appropriate counseling.

### **SOCIAL SERVICES:**

Head Start provides referrals for emergency assistance or crisis intervention and offers information on the available community services and how to use them. Families are assisted in their efforts to improve the condition and quality of home life by setting and working toward family and/or personal goals. Eligible children are recruited and referred to the program regardless of race, sex, creed, color, national origin, or handicapping condition.

### **PARENT ENGAGEMENT:**

Parents are invited to participate in every phase of planning and operating the program. Experiences are planned for parents that support and enhance their parental role as well as other aspects of their personal lives. Parents are recognized as being contributors to the Head Start program and to the community. Parental participation in the classroom and other activities as observers, volunteers or paid staff is highly encouraged. Head Start has a strong emphasis on family literacy as part of family involvement.

### **TRANSITION:**

Services are provided for children and their families through activities and opportunities that build on developmental experiences, family strengths, and established support systems. These services help facilitate continuity for children as they transition into and out of Head Start.

# Building for the Future with CACFP

This day care receives support from the Child and Adult Care Food Program to serve healthy meals to your children.

Meals served here must meet USDA's nutrition standards.

**Good nutrition today means a stronger tomorrow!**



Meals--CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the FIVE)
Fluid Milk	Fluid Milk	Milk
Fruit or Vegetable	Meat or meat alternate	Meat or meat alternate
Grains or Bread	Grains or bread	Grains or bread
Meat/Meat Alternate	Vegetable	Fruit
	Fruit	Vegetable

**Participating Facilities**--Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Child Care Homes:** Licensed or approved private homes.
- **After School Care Programs:** Centers in low-income areas provide free snacks to school-age children and youth.
- **Emergency Shelters:** Programs providing meals to homeless children.

**Eligibility**--State agencies reimburse facilities that offer non-residential day care to the following children:

- Children age 12 and under,
- Migrant children age 15 and younger, and
- Youths through 18 in after school care programs in needy areas.

**Contact Information**--If you have questions about CACFP, please contact one of the

Sponsoring Organization/Center

Indiana Department of Education

Kosciusko County Head Start  
A Division of Cardinal Services, Inc.  
811 South Buffalo Street  
Warsaw, IN 46580

574-267-2451 or 800-315-2308



CACFP Staff  
School & Community Nutrition  
Indiana Government Center North, 9th floor  
100 N Senate Ave  
Indianapolis IN 46204  
800-537-1142 or 317-232-0850

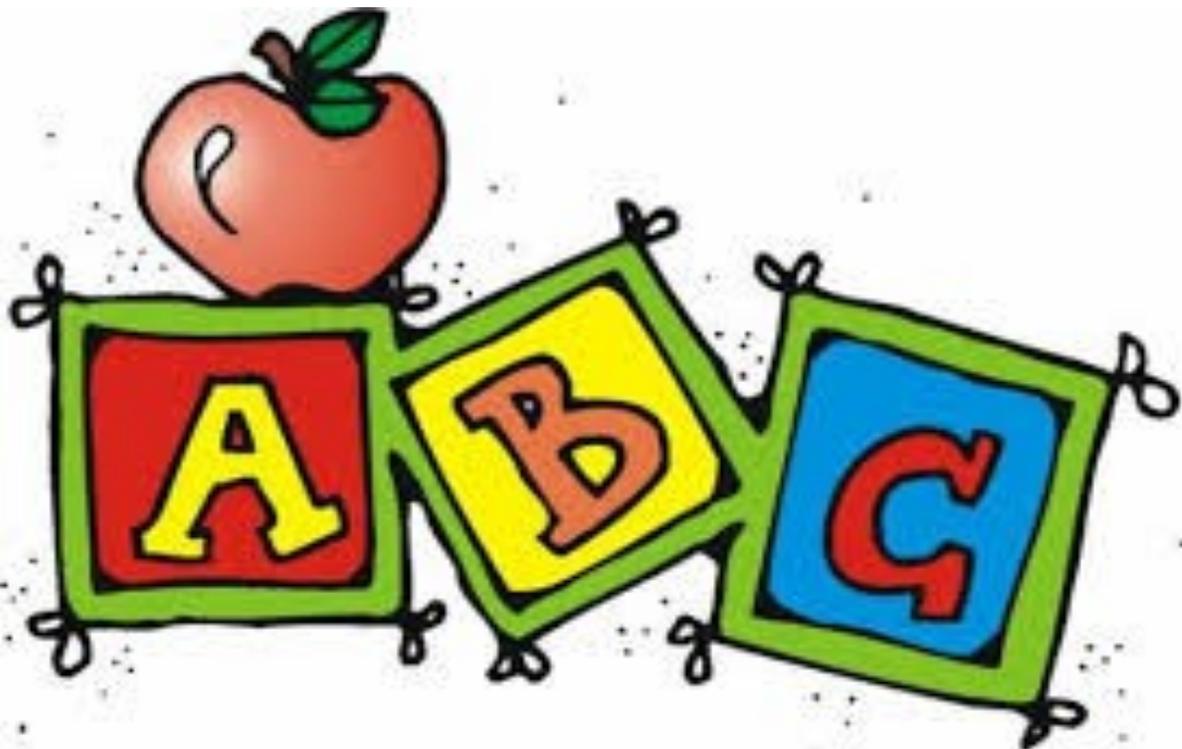
## Attendance Policy

### Head Start

- Attendance is taken daily by the teachers who must record the reason for absence. Please contact your child's teacher if your child will be absent, and let the teacher know the reason why your child will be absent.
- If you have not contacted your child's teacher within the first hour of school, your child's teacher will attempt to contact you to determine the reason for the absence. If your child's teacher does not hear from you for two consecutive days, he/she will complete a home visit to find out why the student was not at school.

### Early Head Start (Home-Based)

- Your child should meet with his/her home visitor on a regular basis or you will be depriving him/her of opportunities to learn and develop socially, physically, and emotionally.
- According to EHS performance standards, each child is required to receive 46 home visits a year and any missed home visits must be made up.
- **Excused absences** include illness of your child, yourself, or the home-based teacher, a family emergency, or your home-based teacher cancels, or is more than 15 minutes late.
- **Unexcused absences** include any reason not already mentioned or missing a visit without notice (no call, no note.) **You may only have 3 "no shows"**. More than that could result in your family being dropped from the Home-Based Program.
- Participation in socializations/play group is expected. Twenty-two playgroups are held throughout the year. Notifications will be given to the parents in advance. Parents/guardians are required to attend with their child.



## **Substance Abuse/Firearms Policy**

- To support a healthy environment for children, staff, and families, Cardinal Services/Head Start/Early Head Start is a smoke, alcohol, and illegal substance free environment. All tobacco-related activities are prohibited, including lighting, smoking, carrying or otherwise possessing a lighted or smoldering cigar, cigarette, pipe, or any other smoking paraphernalia, including use of personal vaporizers and electronic nicotine delivery systems (ENDS), and using any smokeless tobacco products. Tobacco use on or in Kosciusko County Head Start/Early Head Start is prohibited, including inside the building, outside the building, in parked vehicle, or in the parking lot. Additionally, this policy extends to those attending after-hour family events, parent meetings, field trips, and/or committee meetings.
- Firearms Policy: Use of or possession of firearms is prohibited on Head Start/Early Head Start premises unless the person is required to carry a firearm as a condition of their employment.

## **Complaint Procedure**

A complaint alleges that Head Start /EHS regulations, department policies, or agency policies were not followed or were administered in a discriminatory or unfair fashion.

**The problem-solving procedure is as follows:**

- An informal discussion between a parent and the staff member with whom the conflict is with is encouraged.
- If the conflict is not resolved, a Community Complaint Form is completed and given to the program director, who will interview both parties.
- If the complaint is not yet resolved, or no action occurs within 5 working days, the complaint may be presented in writing to the Policy Council.
- If the complaint is not resolved, or no action occurs within 5 working days, the complaint may be presented in writing to the Vice President of Children's Services.
- If the complaint is not resolved at this level, the complaint may be presented in writing to the Executive Director/Cardinal Services Board who has thirty working days to resolve the complaint.
- The content of all meetings will be kept confidential. Mediators or other neutral parties may be asked to assist in resolving differences.

For Further information or if you have any complaints concerning the licensing of our main center, you can visit [www.childcarefinder.in.gov](http://www.childcarefinder.in.gov) or contact the Division of Family and Children.

## **Confidentiality Policy**

- Head Start/Early Head Start staff will not discuss one child or one family with the parents of another child. Please do not ask us for information concerning anyone except your own child.
- All files are maintained in locked cabinets and are available to only Head Start/EHS staff members. A child's records are available to the custodial parents or guardians. With your written permission, we will send your child's records to any other agency, school, or individual requested by you.

# Secondhand Tobacco Smoke and the Health of Your Family

## Make Your Home and Car Smoke-Free

Secondhand smoke is the smoke that comes from the burning end of a cigarette, cigar or pipe. Secondhand smoke can make you and your children sick.

## Protect Your Family

- Make your car and home smoke-free.
- Family, friends or visitors should never smoke inside your home or car.
- Keep yourself and your children away from places where smoking is allowed.
- If you smoke, smoke only outside.
- Ask your doctor for ways to help you stop smoking.

## Secondhand Smoke is

## Dangerous

Everyone knows that smoking is bad for smokers, but did you know:

- Breathing in someone else's cigarette, pipe or cigar smoke can make you and your children sick.
- Children who live in homes where people smoke may get sick more often with coughs, wheezing, ear infections, bronchitis or pneumonia.
- Children with asthma may have asthma attacks that are more severe or occur more often.
- Opening windows or using fans or air conditioners will not stop secondhand smoke exposure.
- The U.S. Surgeon General says that secondhand smoke can cause Sudden Infant Death Syndrome, also known as SIDS.
- Secondhand smoke also can cause lung cancer and heart disease.

## Remember

Keeping a smoke-free home and car can help improve your health, the health of your children and the health of your community.

## **Discipline Policy**

- **Our Goals:**
  - Maintain a safe classroom so children can thrive
  - Help individual children express feelings and interact with other children in positive ways
  - Guide children to behave in acceptable ways
  - Help children gain self-control
- **We believe:**
  - Building relationships with children as members of our school family establishes a trusting environment
  - Setting clear limits gives children guidance and security
  - Knowing what is expected of them makes children feel comfortable and secure
  - Children need to feel safe and respected
  - Adults must model acceptable behavior and redirect children
  - Whatever behavior you focus on, you get more of
- **Our methods:**
  - Starting each day the "Brain Smart" way through songs and exercises
  - Positive reinforcement with verbal praise, smiles, and pleasant attention for appropriate behavior and positively stating the alternatives when a conflict situation occurs
  - Offering choices: "You can pick up the blocks, or I will help you"
  - Pointing out natural or logical consequences
  - Providing renewal time in the "safe place"
  - Arranging discussion between children and adults
  - Clarifying messages and seeking understanding from your child
  - Following through with guidance given. Nurturing responsible behaviors. Providing anger management through stress reduction activities (S.T.A.R., ballooning, draining, stretching)



## **Aggressive Behavior Policy:**

- If a child continually displays disruptive behaviors (behaviors hurting him/herself or others), you will be contacted to discuss the situation and help the teacher problem-solve alternative discipline options.
- If the behavior pattern does not improve using the informal plan that you and the teacher created, a conference will be called. A formal behavior plan with input from parents, teachers, staff, and the mental health consultant will be formed to address the behavior. Parent/Guardian participation is important to this process.
- Your child could be excluded from attending Head Start until you are able to attend a meeting with the Behavior Planning Team. Your child may be referred to local education or mental health agencies for further evaluation.
- The Staff will not use any form of corporal punishment including spanking or any mental or emotional cruelty including threats as means of punishment. Rarely, in special instances when a child is likely to hurt him/herself or others, a trained staff member will restrain the child by holding him/her.

We want to work as a team with parents, and we believe parents are the experts on their own children. If we asked for your ideas in dealing with your child's behaviors, we will not be critical of the discipline you use at home. We believe success comes from keeping the lines of communication open.

## **Child Abuse and Neglect**

- Head Start/EHS has always been an advocate for the care and protection of children. By Indiana State law, Head Start is required to report any known or suspected cases of child abuse or neglect to Child Protection Services (CPS) at the Division of Family Resources (DFR). We rarely need to make such reports at Head Start, and we are available to provide parents whatever support or assistance we can before problems get out of hand.
- State Licensing Regulations require that Head Start Staff call CPS if they observe anyone on Head Start premises engaging in any of the following actions toward children:
  1. Inflicting corporal punishment in any manner upon a child's body.
  2. Hitting, spanking, beating, shaking, pinching or any other measures that produce physical discomfort.
  3. Cruel, harsh, unusual, humiliating, or frightening methods of discipline, including threatening the use of physical punishment.
  4. Placement in a locked or dark room.
  5. Public or private humiliation, yelling, or abusive or profane language.
- It is the policy of Kosciusko County Head Start to report all suspected cases of child abuse and neglect. Nothing relieves any staff from the responsibility of reporting suspected child abuse and neglect as required by law.
- Under Indiana law, any person who reports suspected child abuse and/or neglect in good faith is immune from civil liability or criminal penalty.

### **Care Line/Parent Stress Line Information**

Call Monday-Saturday from 8:30 AM to 8:30 PM.

1-800-CHILDREN

(1-800-244-5373)

*The Indiana Prevention of Child Abuse has a Parent Stress Line for:*

- Help with children's difficult behaviors
- Information on child abuse and neglect
- Information on child development
- Ways to prevent child abuse and neglect
- Emotional support for parents
- Where to go for more help
- Educational literature

## **Emergencies**

- In case of a medical emergency at school, trained Head Start staff will evaluate the severity of the emergency.
- If the emergency is life threatening, an ambulance will be called immediately, as well as the parents.
- If the emergency is not life threatening, parents will be notified.
- If the parents cannot be reached, the emergency numbers listed in the child's file will be called.
- It is necessary for Head Start/Early Head Start to have up-to-date emergency numbers and information. If the emergency contact numbers you have given us change during the year, it is your responsibility to let your child's teacher or another Head Start staff member know.

## **Parent Teacher Conferences (Head Start Only)**

- Parent/Teacher conferences are held at least 2 times per program year for Head Start.
- Your child's teacher will contact you about setting an appointment.
- Parent/Teacher conferences are usually held at your child's Head Start site or in the home.

Meeting with your child's teacher is very important, and provides you with an opportunity to discuss your child's development and ask the teacher questions. Being informed about your child's education will help them succeed at Head Start/Early Head Start and beyond. Conference Tool-Kits are made available before each conference.

## **Parent, Family, and Community Engagement (PFCE)**

Scientific studies have shown that parent, family, and community engagement in a child's life is a key to children being successful in school. The National Head Start/Early Head Start program has created a framework that is integrated in all Head Start/Early Head Start. The goal of this framework is that children are ready for school and sustain development and learning gains through third grade. This is done by encouraging parent, family, and community engagement to impact the child's life.

Below are the seven PFCE outcomes, and listed underneath each outcome are some examples of how Kosciusko County Head Start/Early Head Start provides systems, tools, and opportunities for the parents, families, and communities to achieve the outcome.

### **Family Well-Being:** *Parents and Families are safe, healthy, and have increased financial security*

- Family Service or teaching staff will complete a strengths assessment at least once a year to identify strengths and any needs of the families. This information is used to aid parents in making goals for their family. Head Start/EHS staff assist families in achieving these goals by providing resources and information.

### **Positive Parent-Child Relationships:** *Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child's learning and development*

- Head Start encourages families to come into their child's class or volunteer for field trips. Head Start also provides events throughout the year to encourage parents to spend quality time with their children (i.e. Donuts for Dads, Muffins with Moms).
- The Home-Based teachers provide activities for parents to do with their children throughout the week.

### **Families as Lifelong Educators:** *Parents and families observe, guide, promote, and participate in the everyday learning of their children at home, school, and in their communities*

- Head Start/Early Head Start staff will provide parents with activities to do at home with their children on a weekly basis.
- Parents are encouraged to attend parent/teacher conferences. Head Start provides parents with a parent/teacher conference tool-kit to give them information about the conference, and to allow parents to give valuable input about their child's education.

### **Families as Learners:** *Parents and families advance their own learning interests through education, training, and other experiences that support their parenting careers, and life goals.*

- Family Service or Teaching staff make educational or training goals with families (when applicable), and provide support for parents as they pursue furthering their education.
- Head Start/EHS Staff inform parents of additional opportunities within the community pertaining to adult education.

### **Family Engagement in Transitions:** *Parents and families support and advocate for their child's learning and development as they transition to new learning environments, including EHS to HS, EHS/HS to other learning environments, and HS to kindergarten through elementary school.*

- Head Start/EHS Teachers together with parents will create a transition plan for their child transitioning from EHS to Head Start (or other preschool), or from Head Start to Kindergarten.

### **Family Connections to Peers and Community:** *Parents and families form connections with peers and mentors in formal or informal social networks that are supportive and/or educational and that enhance social well-being and community life.*

- Head Start Family Service provides opportunities for parents to spend time with their child and meet other parents in an educational setting through special events. Head Start staff also provide families with information about programs, and events within the community.

### **Families as Advocates and Leaders:** *Parents and families participate in leadership development, decision making, program policy development, or in community and state organizing activities to improve children's development and learning experiences.*

- Head Start/Early Head Start staff encourages parents to join the Policy Council which allows parents to give their input on decisions within the program.
- Parent Surveys are sent out 3-4 times a year to all Head Start/EHS families to allow parents to give their input in the program.



# Parent Opportunities in Head Start & Early Head Start

## **Policy Council**

Policy Council is a group of parents/guardians who have been elected by all the parents in Head Start and Early Head Start. The Council approves policies, procedures, and hiring and termination of staff. They have a voice in budgets, grant writing and suggestions for improvement. Meetings are held monthly for one hour. Childcare is provided. *Join us, and let your voices be heard!*

## **Parent/Guardian Engagement Activities**

Parent/Guardian engagement activities give parents/guardians opportunities to interact with their child in a classroom activity planned by the teacher. Activities are planned quarterly. Look for flyers in your child's back pack or ask the teacher.

## **Health Services Advisory Council**

This is a group of parents/guardians and community members who have a specific interest in health. This group meets 2-3 times per year to evaluate, monitor, and guide the wide range of health services we recommend for our children. We work with groups in the community who are providing some of these services. The HSAC also brainstorms ideas to make services more easily available. *Join us, and lend your ideas for improved health!*

## **Healthy Relationships**

Healthy Relationships is a program sponsored by the Family Service department that meets to encourage positive interactions between parents/guardians and children. Families participate in various games and activities and enjoy a light snack at every meeting. The purpose of this program is to provide children and parents/guardians with a free opportunity to engage in developmentally appropriate activities. *Join us, and let the good times roll!*

## **Classroom Activities and Field Trips**

Parents/Guardians are always welcome to visit and volunteer in the classroom or on field trips. Come to the classroom to read, play, observe, or share a skill or activity that your family enjoys. Let your child's teacher know how you'd like to assist! *Come and join the learning!*

## **Parent/Guardian-Child at Home Activities**

Opportunities are provided for you to work on activities with your child at home, based upon the curriculum and your child's needs. *Head Start/Early Head Start believes parents are their children's first and most important teachers!*

***The time you spend in special activities supports Head Start/Early Head Start and counts as an In-Kind contribution to our programs.***

## Protection of Children Policy

- **Center Drop-off:** An adult named on the Emergency Contact Form **MUST** sign your child into the center at the time of drop-off before the child will be permitted into the classroom.
- **Center Release:** Your child will **ONLY** be released from the center to the adults listed on your Emergency Contact Form. The authorized adult must sign your child out from the center.
- **Not on the list?** If a person other than those listed is to pick up your child, you must call or send a note to school with the adult's name and relationship to your child before we will release your child to him/her.
- If staff do not recognize the adults they will ask to see I.D., so tell the person to be prepared. A staff member may make a copy for the child's file.
- Your child may be transported to the Division of Family and Children Services as an abandoned child if an authorized adult does not pick up your child from the center at dismissal time.
- We realize that emergencies may occur. If that happens, please call your child's classroom or the main center before class ends for the day.
- To assure that all Head Start centers are safe, regular lockdown, fire, and tornado drills are completed at all sites.
- If an intoxicated or impaired person insists on removing children from Head Start, staff will immediately report the incident to the local police agency.

## Child/Staff Ratio Policy

- Each classroom will be staffed with a lead teacher and assistant (s). Two staff members are with the children at all times. Children are in direct supervision at all times.



## **Outside Food Policy**

State law requires that all food served to children and staff is prepared in a licensed kitchen. For birthdays or other special occasions when your child wants to take treats to class, please consider one of the non-food treat items listed below. **Any food item brought to class by your child will be sent back home.** We cannot allow any exceptions.

### **Non-Food Treats**

- coloring books
- pencils
- crayons
- stickers
- super-balls
- party favors

## **Celebration Guidelines**

- Educational activities will be planned for the children throughout the year to emphasize specific dates. Please note:
- Follow our treat guidelines (above) if you wish to send in a treat for your child's birthday.
- We will not dress up for Halloween.
- Our focus will be on the "giving" rather than the "getting" spirit of Christmas. We will present various ways cultures celebrate their holiday season.
- Do not send valentines with your child for Valentine's Day.
- Please do not send birthday party invitations to be handed out at school. These will be sent back home.
- As always you are welcome to be a part of our classroom activities. Your child and all of us look forward to your participation.

## **Parent Reminders for the Classroom**

- Please don't send toys, snack foods, candy or gum with your child to Head Start.
- Label your child's belongings.
- Send your child in washable clothing that is comfortable and appropriate for the weather.
- Please leave cell phones in your car or have them turned off when entering the building. Your child's teacher may have important information to share and cell phones interfere with this communication.
- Send an extra change of clothing in a bag labeled with your child's name to be kept at the center.
- During the winter months, please dress your child in warm clothes. We will play outside daily unless the wind chill temperature is below 25 degrees or it is raining.
- Each child needs to have a book bag to keep his/her papers together in one place. Please **NO backpacks with wheels.** We do not have the cubby space to store these. If you are unable to provide a backpack for your child, please let your child's teacher know so one can be provided.

## School Delays and Closings

Listen to your local radio or television station for information concerning your child's school system delays or closings!

Head Start will not be mentioned specifically, so listen for your child's school system!

**WRSW FM 107.3**

**Willie FM 103.5**

Closing and delays will also be announced on the Kosciusko County Head Start/EHS Facebook page.

### **Warsaw (Including S. Buffalo, Claypool, Leesburg, and Lincoln locations):**

- **Delays:** If there is a 2-hour weather-related delay for the Warsaw school system, there will be class at the Warsaw, Claypool, and Leesburg sites. Classes will begin **2 hours late** due to weather delays; please do not bring your child to school any earlier than this time. Breakfast will not be served on delay days. Lunch and snack will follow regular schedule.
- **Closings:** If the Warsaw school system closes for the day due to weather, there will be no classes at that 811 S. Buffalo, Claypool, Leesburg, and Lincoln sites.

### **North Webster Center:**

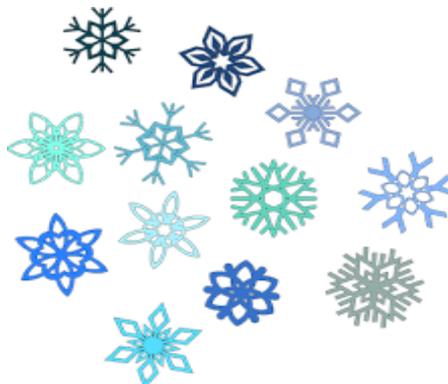
- **Delays:** If there is a 2-hour weather-related delay for the Wawasee school system, there will be class at the North Webster center. Classes will begin **2 hours late** due to weather delays; please do not bring your child to school any earlier than this time. Breakfast will not be served on delay days. Lunch and snack will follow regular schedule.
- **Closings:** If the Wawasee school system closes for the day there will be no classes at the North Webster center.

### **Mentone Center:**

- **Delays:** If there is a weather-related delay for the Tippecanoe Valley school system, there will be class at the Mentone center. Class will begin **2 hours late** due to weather delays; please do not bring your child to school any earlier than this time. Breakfast will not be served on delay days. Lunch and snack will follow regular schedule.
- **Closings:** If the Tippecanoe Valley school system closes for the day there will be no class at Mentone.

### **EHS Home-Based Programs:**

- If there are weather related concerns, your home-based teacher will contact you if a visit will be canceled or delayed.



## Illness Policy and Procedures

Your child should **NOT** attend school if he/she has any of the following conditions:

- When your child feels **TOO SICK TO PLAY!**
- Fever over 100 degrees
- Diarrhea
- Vomiting
- Constant Coughing
- Unknown Rash or Open/draining sores
- Eye Drainage or Inflammation
- Known Live Lice
- Ear Ache, Sore Throat, Belly ache (cause unknown)
- If your child is sick and needs to be kept home, please, call your child's classroom teacher or the Head Start Main office at 267-2451 or 1-800-315-2308 to let us know.
- Please keep your child home if he/she is "too sick to go play." All children go outside everyday (weather permitting).
- If your child becomes sick at school we will call for him/her to be picked up. **Your child may not return to class until 24 hours after symptoms are gone or after being cleared by a doctor. For example, if a child is sent home on Monday, they may return to class on Wednesday.**
- Bring a note if your child is seen by a doctor. It should say when it is okay to return to school.
- Head Start will notify you of any significant occurrences or emergencies that happen while your child is in our care.
- You will also be notified if your child is exposed to any communicable disease at the center.
- Medicine that must be given during class must be in a labeled container from the pharmacist and your permission must be in writing.
- Head Start can apply sunscreen, bug repellent, non-medicated powder, Vaseline, and A&D Ointment and give Tylenol and Benadryl with a signed consent (usually signed at your home visit).
- We will send a note home, when "Boo-Boos" (scrapes, bumps, etc.) happen at school.
- Please notify Head Start staff if your child comes into contact with anyone who has tested positive for COVID-19. KCHS will continue to follow COVID-19 guidelines from the CDC and the local health department.

## Lice Policy

Whenever a student is found to be infested with live head lice, the student's parent or guardian will be notified and asked to pick up their child immediately. For the purpose of this guideline: a student is considered infested with head lice if an examination of the child's head reveals at least one (1) live louse or multiple nits within ¼ inch of the scalp. A notification of head lice will be sent home as well as a treatment suggestion page and a lice comb (if available). The child will be readmitted to school after the appropriate treatment is completed. The child may return to school the next day after he or she has received treatment. Upon returning to school the child will be examined for live lice. If no live lice are found the child may return to class. If live lice are found the child will need to receive further treatment at home before returning to class.

## I NEED TO STAY HOME IF...

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100.4 or higher	Within the past 24 hours	Within the past 24 hours.	Body rash with itching or fever.	Itchy head, active head lice.	Redness, Itching, and/or "crusty" drainage from eye.	Hospital stay and/or ER Visit

## **Head Start Health Requirements**

### **Physical Exam (30 Days)**

Indiana State Licensing requires documentation of a physical exam within the first 30 days of school. **Your child will be excluded from school until an updated physical is on file.** The physical exam is good for one year from date of exam. We are required to have updated physical exams, and we will keep you informed if your child's physical exam needs updated. At your child's physical exam, Head Start requires the following things to be completed:

- Overall Exam
- Blood Pressure
- Lead and Hemoglobin
- Vision Screening
- Hearing Screening
- Updated Immunizations (if necessary)

### **Vision and Hearing Screening (45 Days)**

Documentation of a hearing and vision exam is due within the first 45 days of school. Your child's doctor can complete this at his/her physical exam. If your child sees an eye doctor or ear nose and throat doctor, we require documentation of an exam from these specialists directly.

### **Lead and Hemoglobin (90 Days)**

Documentation of a lead screening and hemoglobin screening is due within the first 90 days of school. Your child's doctor can complete these screenings at his/her physical exam.

### **Dental Exam (90 Days)**

Documentation of a dental exam is due within the first 90 days of school. The dental exam must be completed by a dentist.

### **Health Requirement Follow-up**

If your child's doctor or dentist has indicated that your child requires follow-up for any health or dental concern, we aid families in receiving the necessary follow-up, and we require documentation of the necessary treatment. The Head Start Health Specialist will inform parents if their child's health requirements or follow-up is due.

### **Nutritional/Growth Assessment**

A nutritional and growth assessment is conducted in the fall and the spring. Parents will be sent a report including your child's nutritional and growth assessment information. If you have concerns about your child's nutrition, development, and/or weight, Head Start has a licensed dietician on contract who will meet with Head Start families at no cost to them.

If you have any questions about Head Start Health Requirements, please contact:

Jennifer VantWoud  
Head Start Health Specialist  
(574) 371-1460  
[jennifer.vantwoud@cardinalservices.org](mailto:jennifer.vantwoud@cardinalservices.org)

## Early Head Start Health Requirements

Below are the Early Head Start health requirements. Documentation of the listed exams and screenings are required. Parents can sign a consent for the doctor to release the information to Early Head Start. If you have any questions, please contact your child's teacher.

Child's Age	Requirements
2 Weeks	<input type="checkbox"/> New Mom/Baby Visit with Head Start Nurse
2 Months	<input type="checkbox"/> Physical Exam <input type="checkbox"/> 1st set of immunizations
4 Months	<input type="checkbox"/> Physical Exam <input type="checkbox"/> 2nd set of immunizations
6 Months	<input type="checkbox"/> Physical Exam <input type="checkbox"/> 3rd set of immunizations
9 Months	<input type="checkbox"/> Physical Exam
12 Months (1 year)	<input type="checkbox"/> Physical Exam <input type="checkbox"/> Decide on Dental Home <input type="checkbox"/> 4th set of Immunizations <input type="checkbox"/> Hemoglobin Screening <input type="checkbox"/> Lead Screening
15 Months	<input type="checkbox"/> Physical Exam
18 Months (1.5 years)	<input type="checkbox"/> Physical Exam <input type="checkbox"/> Finish Immunizations
24 Months (2 years)	<input type="checkbox"/> Physical Exam <input type="checkbox"/> Hemoglobin Screening <input type="checkbox"/> Lead Screening <input type="checkbox"/> Dental Exam
30 Months	<input type="checkbox"/> Dental Cleaning <input type="checkbox"/> Physical Exam
36 Months (3 years)	<input type="checkbox"/> Physical Exam <input type="checkbox"/> Blood Pressure <input type="checkbox"/> Vision Screening <input type="checkbox"/> Hearing Screening <input type="checkbox"/> Dental Cleaning

## **Head Start/EHS Dental Requirements**

- For Head Start, a professional dental exam is required within the first 90 days of school. This exam must be completed by a dentist. We require documentation of the exam signed by your child's dentist. If you need a yellow dental exam form, please let us know.
- Early Head Start children will need a dental exam after their 2nd birthday, unless required earlier by a doctor.
- We encourage parents to find a regular dentist for their child. We can help! We have lists of providers, and we can help parents apply for insurance, make appointments, arrange transportation, and possibly help with translation. The Head Start Health Specialist or Early Head Start Home Based teachers will assist parents in finding a dental home, if needed.
- Make follow-up appointments if any cavities need fixed. Follow the direction of the dentist and make sure to keep those appointments! If you need help, please ask the teacher or Family Service staff.
- Make the next regular exam appointment. Having your child's teeth checked regularly by the dentist will help keep you child's teeth healthy and catch problems early. You could make the next appointment before you leave the dentist's office, so they will send you a reminder.
- Help with your child's tooth brushing until the age of seven! They need supervision to get all their teeth clean. Remember to be a good example, too!
- Head Start/Early Head Start participates in the BRUSH Dental Program to encourage dental health at home and at school.

### **Why are regular dental exams and necessary treatment needed for your child?**

- You want to help start your child on a life-long journey of good oral health!
- The first 20 teeth are very important in your child's oral health. They will eventually fall out, but in the meantime, they have some serious jobs to do!
- Baby teeth (primary teeth) are needed for good nutrition, so your young child can bite and chew the most nutritious foods. Chewing adequately will aid digestion and decrease choking hazards.
- Baby teeth are required for the proper development of speech.
- Primary teeth (baby teeth) will affect the growth of jaw and facial muscles and bones.
- Primary teeth act as important place-holders for the permanent teeth. If lost too early, the incoming teeth can be crooked and hard to keep clean, which causes more decay
- Decayed teeth can cause the permanent teeth to come in damaged and cause your child pain.
- Extreme cases of infection, can lead to abscess, spread to nearby bone, sinus, and even brain tissue.



# WIC Eligibility

## What is WIC?

WIC is a nutrition program that helps pregnant women, new mothers, infants and children eat well and stay healthy.

## Who's eligible?

- Pregnant women
- New moms (up to six months after delivery)
- Breastfeeding moms (up to one year after delivery)
- Infants (babies under the age of one)
- Children under the age of five

You must live in Indiana, be a United States citizen or Qualified Alien (if age 18 or over), and meet income guidelines. The guidelines are on the back side of this brochure or at <http://www.in.gov/isdh/19695.htm>.

## What does WIC provide?

- Healthy foods designed to meet special nutrition needs
- Nutrition and health screening and assessment
- Nutrition education and counseling
- Breastfeeding support, including breastfeeding moms receiving more nutritious foods from WIC and mom-to-mom support from Peer Counselors
- Referrals to other Indiana health, family, and social services

## How does WIC work?

Contact the WIC clinic in your community for a free visit to be enrolled and pick up benefits. Clinic information may be found at <http://www.in.gov/isdh/20424.htm>. At your first appointment, you will receive all of the services WIC provides to support you in helping your family.

WIC benefits may be used at local grocery stores to purchase baby formula, milk, cereal, yogurt, juice, eggs, cheese, peanut butter, beans, whole wheat bread, brown rice, whole wheat tortillas, corn tortillas, fresh and frozen fruits and vegetables, and baby food.



## What's new?

eWIC cards have replaced checks.

The new INWIC App makes it easier to manage your benefits!



## Income eligibility

Families already receiving Medicaid, SNAP, and TANF are income eligible for the WIC program.

Household* size	Annual income, up to \$ (Total before deductions)	Monthly income, up to \$ (total before deductions)	Weekly income, up to \$ (total before deductions)
1	\$22,459	\$1,872	\$432
2	\$30,451	\$2,538	\$586
3	\$38,443	\$3,204	\$740
4	\$46,435	\$3,870	\$893
5	\$54,427	\$4,536	\$1,047
6	\$62,419	\$5,202	\$1,201
7	\$70,411	\$5,868	\$1,355
8	\$78,403	\$6,534	\$1,508

*If you are pregnant, count yourself as two (2).*

*For households with more than 8 members, add \$7,992 annual income for each additional member.*

*\*Household means a group of people (related or not) who are living as one economic unit.*

## Kosciusko County WIC

1515 Provident Dr. Suite 120  
 Warsaw, IN 46580  
 574-269-4456  
**warsawWIC.org**

## QUESTIONS?

For more information or to find a clinic near you, call **800-522-0874** or visit our website at **WIC.in.gov**.

Find us on Twitter @IndianaWIC

This institution is an equal opportunity provider.



## **Drop-Off/Pick Up Procedures**

All sites will begin drop-off ten minutes before class starts. Once class begins, you must call the classroom in order to drop-off/pick-up your child. The outside doors are locked all day and no outside entrance will be used during school hours. Students will only be released to the approved adults on their Emergency Contact List. You will have ten minutes after class ends in the afternoon to pick up your child. Your child may be transported to the Department of Child Services (DCS) as an abandoned child if an authorized adult does not pick him/her up from the center at dismissal time.

It is the guardian's responsibility to buckle the child into the car. If your child is unable to buckle himself/herself, please pull forward out of the line to help your child buckle.

### **Head Start Classroom: Warsaw Site**

811 S. Buffalo St. Warsaw, IN 46580

**Main Number:** (574) 267-2451

#### **Warsaw 1**

**Teacher:** Stephanie Wilcox

**Class Number:** (574) 371-1481

**Office Number:** (574) 371-1466

**Class Time:** 8:30am-3:00pm

#### **Warsaw 2**

**Teacher:** Jamie Norris

**Class Number:** (574) 371-1474

**Office Number:** (574) 371-1482

**Class Time:** 8:30am-3:00pm

#### **Warsaw 3**

**Teacher:** Christi Lopez

**Class Number:** (574) 371-1480

**Office Number:** (574) 371-1467

**Class Time:** 8:30am-3:00pm

#### **Warsaw 4**

**Teacher:** Josefina Cervantes

**Class Number:** (574) 371-1489

**Office Number:** (574) 371-1463

**Class Time:** 8:30am-3:00pm

- Drop off time is 8:20-8:30am. Class begins at 8:30am.
- Drop-off and pick-up at the front entrance. Please stay in your car and the Head Start staff will come to your car for a contactless sign-in/sign-out.
- After 8:30am, you must call the classroom and a staff member will come out to pick up your child.
- If you need to pick your child up prior to the 3:00pm dismissal time, you must call the classroom and a staff member will bring your child out.



## Drop-Off/Pick Up Procedures

All sites will begin drop-off ten minutes before class starts. Once class begins, you must call the classroom in order to drop-off/pick-up your child. The outside doors are locked all day and no outside entrance will be used during school hours. Students will only be released to the approved adults on their Emergency Contact List.

You will have ten minutes after class ends in the afternoon to pick up your child. Your child may be transported to the Department of Child Services (DCS) as an abandoned child if an authorized adult does not pick him/her up from the center at dismissal time.

It is the guardian's responsibility to buckle the child into the car. If your child is unable to buckle himself/herself, please pull forward out of the line to help your child buckle.

### Head Start Classroom: Claypool Site

2024 W 700 S. Claypool, IN 46510

**Teacher:** Holly Trump

**Class Number:** 574-566-9011

**Class Time:** 8:15 am—3:15 pm

- Drop off time is 8:05-8:15am. Class begins at 8:15am.
- Drop-off and pick-up at **Door #11**. Please stay in your car and the Head Start staff will come to your car for a contactless sign-in/sign-out.
- **Visitors to the school will be very limited, so please plan to arrive on time during drop-off/pick-up.**
- If you are going into the building for any reason, all visitors **MUST** go to the front office, sign in, and get a name tag. You will need to bring your photo ID to sign in. This includes dropping off/picking up your child at unscheduled times, visiting the classroom, special events, meetings, etc. A background check **MUST** be on file for any adult planning to visit the classroom for any reason.

### Head Start Classroom: Leesburg Site

6250 S Old St. Rd 15 Leesburg, IN 46538

**Teacher:** Trisha Trimble

**Class Number:** 574-526-8011

**Class Time:** 8:15 am—3:15 pm

- Drop off time is 8:05-8:15am. Class begins at 8:15am.
- Drop-off and pick-up at **Door #2**. Please park along the sidewalk and stay in your car. The Head Start staff will come to your car for a contactless sign-in/sign-out.
- **Visitors to the school will be very limited, so please plan to arrive on time during drop-off/pick-up.**
- If you are going into the building for any reason, all visitors **MUST** go to the front office, sign in, and get a name tag. You will need to bring your photo ID to sign in. This includes dropping off/picking up your child at unscheduled times, visiting the classroom, special events, meetings, etc. A background check **MUST** be on file for any adult planning to visit the classroom for any reason.

### Head Start Classroom: Lincoln Site

203 N. Lincoln Street Warsaw, IN 46580

**Teacher:** Mary Jo Driscoll

**Class Number:**

**Class Time:** 8:15 am—3:15 pm

- Drop off time is 8:05-8:15am. Class begins at 8:15am.
- Drop-off and pick-up at **Door #4** Please stay in your car and the Head Start staff will come to your car for a contactless sign-in/sign-out.
- **Visitors to the school will be very limited, so please plan to arrive on time during drop-off/pick-up.**
- If you are going into the building for any reason, all visitors **MUST** go to the front office, sign in, and get a name tag. You will need to bring your photo ID to sign in. This includes dropping off/picking up your child at unscheduled times, visiting the classroom, special events, meetings, etc. A background check **MUST** be on file for any adult planning to visit the classroom for any reason.

## Drop-Off/Pick Up Procedures

All sites will begin drop-off ten minutes before class starts. Once class begins, you must call the classroom in order to drop-off/pick-up your child. The outside doors are locked all day and no outside entrance will be used during school hours. Students will only be released to the approved adults on their Emergency Contact List. You will have ten minutes after class ends in the afternoon to pick up your child. Your child may be transported to the Department of Child Services (DCS) as an abandoned child if an authorized adult does not pick him/her up from the center at dismissal time.

It is the guardian's responsibility to buckle the child into the car. If your child is unable to buckle himself/herself, please pull forward out of the line to help your child buckle.

### Head Start Classroom: Mentone Site

301 E. Jackson St. Mentone, IN 46539

**Teacher:** Meredith Adams

**Classroom Phone:** (574) 353-9964

**Class Time:** 8:00 am– 2:30pm

- Drop off time is 7:50-8:00am. Class begins at 8:00am.
- Drop-off and pick-up at **Door G**. Please stay in your car and the Head Start staff will come to your car for a contactless sign-in/sign-out.
- **Visitors to the school will be very limited, so please plan to arrive on time during drop-off/pick-up.**
- If you are going into the building for any reason, all visitors **MUST** go to the front office, sign in, and get a name tag. You will need to bring your driver's license to sign in. This includes dropping off/picking up your child at unscheduled times, visiting the classroom, special events, meetings, etc.

### Head Start Classroom: North Webster Site

5475 North 750 East North Webster, IN 46555

**Teacher:** Arley Popoola

**Classroom Phone:** (574) 834-2200

**Class Time:** 8:30-3:30 (Tuesday, Thursday, Friday), 8:15—3:30 (**Wednesday ONLY**)

- Drop off time is 8:20 am-8:30am. Class begins at 8:30am. (Tuesday, Thursday, Friday)
- Drop off time on **Wednesday ONLY** will be 8:05am-8:15am. Class begins at 8:15am (**Wednesday ONLY**)
- Drop-off and pick-up at **Door #2**. Please stay in your car with your child and the Head Start staff will come to your car for a contactless sign-in/sign-out.
- **Visitors to the school will be very limited, so please plan to arrive on time during drop-off/pick-up.**
- If you are going into the building for any reason, all visitors **MUST** go to the front office, sign in, and get a name tag. You will need to bring your driver's license to sign in. This includes dropping off/picking up your child at unscheduled times, visiting the classroom, special events, meetings, etc.



## **Early Head Start Home-Based**

**Michele McCrum:**

**Office: 574-371-1483**

**Cell: 574-551-0929**

**Sandi Beery**

**574-371-1493**

**574-551-9164**

**Glory Ortiz-Diaz**

**574-371-1479**

**574-551-1129**

**Amanda Cook**

**574-371-1495**

**574-551-9004**



## **What to Expect During a Home Visit:**

*Your Home-Based teacher will schedule a day with you that works with your schedule to come to your home once a week for regular home visits. The visits last an hour and half.*

### **Meeting, Greeting, and Parent Time**

- The Home-Based Teacher will prepare all materials needed for your planned activity.
- The Home-Based Teacher will visit with you to update family needs and concerns.
- The teacher will provide information and resources for you during this time.

### **Parent and Child Time**

- The Home-Based Teacher will bring your planned activities for you and your child to do together.
- The activities may look like play; however these activities have been created to help encourage your child's development, and create a basis for further learning as they develop.

### **Wrap-Up and Planning**

- The Home-Based teacher will talk you about activities that you and your child can do at home during the week to encourage your child's development.
- Together you and your home-based teacher will choose an activity for the next home visit.

*If your home-based teacher is sick or if there is inclement weather that will hinder your teacher from driving safely, your teacher will contact you to reschedule your home-visit.*

## **PIWI Playgroup (EHS Only)**

- Playgroup meetings are held on the first Thursday 1:00-2:30 pm. and the third Thursday from 5:30pm-7:00pm.
- This group provides parents with the opportunity to meet with other parents and socialize.
- A light snack for afternoon PIWI Playgroups and a light supper for evening PIWI Playgroups is provided.
- Your home based teacher will remind you of ALL Playgroup meetings. Come meet with other parents to learn and have fun!

## **Parent Meetings**

- Parent meetings will be held periodically throughout the year.



## School Readiness Goals

The education of children is our top priority at Head Start/Early Head Start. We strive to get children ready to succeed in kindergarten and beyond. Head Start/EHS federal guidelines require all Head Start/EHS programs to design local school readiness goals. The school readiness goals of Kosciusko County Head Start/EHS are based on local kindergarten expectations, Creative Curriculum objectives, Indiana Foundations and the Head Start learning domains. We want all Head Start/EHS children to leave the program possessing the knowledge and skills that are described in the school readiness goals. You will hear about school readiness goals at different points throughout the school year. If you wish to have more information about school readiness goals please talk to your child's teacher or home visitor, or contact the program's Education Specialist. All parents are also invited to attend monthly parent meetings and be members of the School Readiness Leadership Team. Head Start/EHS always welcomes parent input into their child's education.



**Head Start/EHS**  
**School Readiness Goals**

**Approaches to Learning**

1. Children will demonstrate persistence in thinking, learning, and problem solving.

**Language and Literacy**

2. Children will increase literacy knowledge and language skills.

**Perceptual, Motor, and Physical Development**

3. Children will increase large and fine muscle control.

**Social and Emotional Development**

4. Children will demonstrate ability to manage feelings and will establish and sustain positive relationships with adults and/or peers.

**Cognition**

5. Children will demonstrate cognitive knowledge.

# Head Start / Early Head Start School Readiness Goals

## A Parent's Guide to School Readiness

### Early Head Start (Birth to Age 3)

Area of School Readiness	What your child is learning	Examples to look for at home
<b>Approaches to Learning</b> 	<ul style="list-style-type: none"> <li>Curiosity</li> <li>Independence</li> <li>Problem Solving</li> </ul> 	<ul style="list-style-type: none"> <li>Attempts to do things for himself/herself</li> <li>Asks or gestures questions when he/she wants to know more</li> </ul>
<b>Language and Communication</b> 	<ul style="list-style-type: none"> <li>Follows direction</li> <li>Asks and answers questions</li> <li>Communicates wants/needs</li> <li>Recognizes rhymes</li> <li>Identifies letters</li> <li>Begins to use letter-sounds</li> <li>Recognizes print</li> <li>Understands and responds to books</li> <li>Uses tools for writing</li> </ul> 	<ul style="list-style-type: none"> <li>Beginning to use words to talk about his/her ideas and feelings</li> <li>Follows 1-2 step directions</li> <li>Beginning to understand words and words that sound the same</li> <li>Recognizes environmental print (McDonalds, Walmart, etc.)</li> <li>Pretends to read a book</li> <li>Pretends to write letters or words</li> </ul>
<b>Perceptual, Motor and Physical Development</b> 	<ul style="list-style-type: none"> <li>Uses large motor skills</li> <li>Uses fine motor skills</li> </ul> 	<ul style="list-style-type: none"> <li>Kicks, crawls, walks and runs</li> <li>Attempts to catch a ball, pulls or pushes a toy</li> <li>Pick up small objects</li> <li>Scribbles</li> </ul>
<b>Social and Emotional Development</b> 	<ul style="list-style-type: none"> <li>Shows emotional control</li> <li>Has positive relationships with children and adults</li> </ul> 	<ul style="list-style-type: none"> <li>Smiles at familiar faces</li> <li>Recognizes difference between stranger and parent</li> <li>Wants to be near parent or caregiver</li> </ul> 
<b>Cognition</b> 	<ul style="list-style-type: none"> <li>Counts, Identifies Numbers</li> <li>Identifies colors</li> <li>Identifies shapes</li> </ul>	<ul style="list-style-type: none"> <li>Explores environment</li> <li>Attempts to place shapes in shape sorter</li> <li>Begins to recognize colors</li> <li>Looks for dropped objects</li> <li>Bats at overhead objects</li> </ul>

### Head Start (Ages 3-5)

Area of School Readiness	What your child is learning	Examples to look for at home
<b>Approaches to Learning</b> 	<ul style="list-style-type: none"> <li>Curiosity</li> <li>Independence</li> <li>Problem Solving</li> </ul> 	<ul style="list-style-type: none"> <li>Attempts to do things for himself/herself</li> <li>Asks questions when he/she wants to know more</li> </ul>
<b>Language and Literacy</b> 	<ul style="list-style-type: none"> <li>Follows direction</li> <li>Asks and answers questions</li> <li>Communicates wants/needs</li> <li>Recognizes rhymes</li> <li>Identifies letters</li> <li>Begins to use letter-sounds</li> <li>Recognizes print</li> <li>Understands and responds to books</li> <li>Uses tools for writing</li> </ul> 	<ul style="list-style-type: none"> <li>Uses words and sentences to talk about his/her ideas and feelings</li> <li>Follows 2-3 step directions</li> <li>Recognizes two words that sound the same</li> <li>Recognizes some letters of the alphabet</li> <li>Recognizes environmental print (McDonalds, Walmart, etc.)</li> <li>Pretends to read a book</li> <li>Writes letters or words</li> </ul>
<b>Perceptual, Motor, and Development</b> 	<ul style="list-style-type: none"> <li>Uses large motor skills</li> <li>Uses fine motor skills</li> </ul> 	<ul style="list-style-type: none"> <li>Runs, hops, gallops, and balances</li> <li>Is able to catch, kick, and throw a ball</li> <li>Is able to hold a pencil correctly</li> <li>Snips or cuts paper with scissors</li> </ul>
<b>Social and Emotional Development</b> 	<ul style="list-style-type: none"> <li>Shows emotional control</li> <li>Has positive relationships with children and adults</li> </ul> 	<ul style="list-style-type: none"> <li>Takes turns and shares with others</li> <li>Is able to leave parents without crying</li> </ul> 
<b>Cognition</b> 	<ul style="list-style-type: none"> <li>Counts, Identifies Numbers</li> <li>Identifies colors</li> <li>Identifies shapes</li> </ul>	<ul style="list-style-type: none"> <li>Counts out loud 1-10+</li> <li>Counts objects and knows how many</li> <li>Recognizes basic shapes and colors</li> </ul>



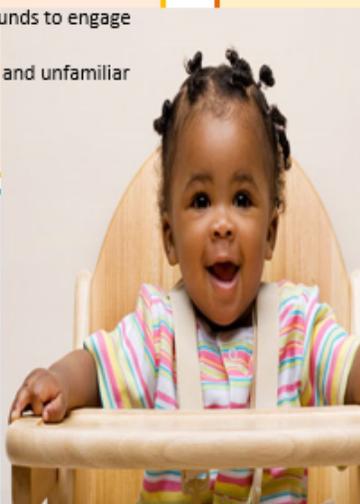
### Birth to 9 Months

- Reaches for objects
- Is calmed and comforted by familiar adults
- Shows excitement
- Participates in back-and-forth interactions with caring adults
- Uses facial expression, gestures, or sounds to engage familiar adults
- Explores differences between familiar and unfamiliar faces
- Rolls over, sits, kicks

### 8 to 18 Months

- Looks to familiar adult for help
- Shows curiosity
- Expresses desires & preferences

- Repeats actions or single words
- Matches objects
- Crawls, holds on to furniture to walk, walks
- Releases objects into container
- Stacks blocks
- Picks up food, toys, etc.



### 16 to 36 Months

- Begins to manage own emotions
- Asks questions and experiments with new items
- Seeks to do things without assistance
- Uses words, signs, phrases, or simple sentences
- Sorts objects into groups
- Stomps, runs, jumps
- Manipulates puzzles, folds paper, puts on mittens

### 36 Months (Entering Preschool)

- Uses learned strategies to handle feelings and emotions
- Asks questions about what things are and how they are used
- Shows confidence, Has an "I can do it!" attitude
- Participates in conversations with others
- Sorts objects by color, shape, or size
- Walk/runs and adjusts speed
- Holds book, turns pages, points to pictures



### 48 to 60 Months

- Persists on less preferred activities (such as "clean-up" time)
- Maintains multi-turn conversations with adults or children
- Recognizes letters in first and last name
- Jumps for height/distance, hops, runs
- Cuts shapes, draws letter-like forms
- Shows some preference for playing with particular children
- Counts in sequence 10-20
- Recognizes greater number of shapes of different sizes

## This is How I Learn

### Milestones of typical Child Development

\*As indicated by the Head Start Early Learning Outcomes Framework - Birth to Five (2015)

### 36 to 48 Months

- Persists with preferred tasks
- Engages in conversations for 2-3 exchanges
- Sings ABCs, recognizes letters in one's name
- Briefly balances, jumps, hops
- Draws simple shapes, cuts paper with scissors
- Plays cooperatively with other children.
- Counts verbally up to 10
- Recognizes circle, square, triangle



### 60 Months (Entering Kindergarten)

- Completes tasks that are challenging
- Maintains multi-turn conversations within larger groups
- Names 18+ upper case letters, knows sounds of several letters
- Demonstrates strength and stamina during physical activities
- Cuts lines, Uses correct grasp for writing and drawing
- Develops friendships with one or two preferred children
- Counts verbally to at least 20
- Correctly names basic shapes



## **Assessments in Head Start**

Head Start children receive ongoing assessment throughout the school year. The purpose of completing assessments on children is to be certain that they are growing and learning while at Head Start. Assessments help the teachers to plan activities and experiences for each child while giving the teacher opportunities to work with children's individual needs. The following list is a brief summary of the types of assessments used at Head Start. All assessments are administered by trained staff. For more information on assessment or to discover ways that you can give input into your child's assessment please contact your child's teacher or the Head Start Education Specialist. Information from all the assessment tools are used to track each child's learning progress and share developmental progress with families, but also as a way for the program to measure how well the students are meeting the program's school readiness goals.

### **e-DECA**

This screening tool is a social-emotional screening completed by both the parents/guardians and teachers within the first 45 days of entry into the program. This tool screens children in a variety of social-emotional areas such as initiative, self-control, attachment, behavior concerns, and protective factors. Results of the parent/guardian assessment will be sent home through a report titled "Promoting Social & Emotional Strengths. This report suggests research based strategies for parents to enhance social and emotional health at home. Your child's teacher and/or the Mental Health Specialist will discuss options if your child's e-DECA shows a need in any area.

### **Speed Dials**

This assessment tool is a developmental screening given to children within the first 45 days of school. This tool screens children in a variety of developmental areas such as physical, problem solving, writing/drawing, and color identification. This tool is available in both English and Spanish and given to children in their preferred language. Results will be shared with you at the first parent-teacher conference. You child's teacher will discuss options with you if your child's Speed Dial is below the age expectations.

### **RTI Checklists**

This ongoing assessment tool was given to the program by the Warsaw Community Schools and the results of the checklists are shared with the school system to help identify children who may be struggling with certain kindergarten skills. This checklist tracks children's progress towards kindergarten readiness skills such as social development, reading skills, language skills, physical skills, shapes, colors, numbers, and the alphabet. Classroom teachers and assistants complete these checklists on each child at three points during the school year. You will receive a summary of your child's RTI checklist during parent-teacher conferences.

### **Kindergarten Checklist**

This assessment tool is only completed on those children who will be leaving the program to go to kindergarten the next fall. This tool is completed by the teachers during the first and last months of school to test children's kindergarten readiness skills. This checklist was created based on Kosciusko County's kindergarten expectations. This checklist of kindergarten expectations will be given to families at the January parent meeting and the teacher will review your child's accomplishments regarding kindergarten readiness at the final parent-teacher conference.

### **TS Gold Assessments**

This is the tool that is most frequently used by the classroom teacher and assistants to gather ongoing information of the children's progress. This tool is an online computer system that helps teachers track children's development according to standardized age expectations. Teachers and assistants collect daily observations on your child's efforts in the classroom then enter this information into the computer system. At 3 points during the year teachers assign the children a score based on all the observations they have collected over 2-3 months, and at this time the teachers will complete a family conference form to share with you during the parent-teacher conferences. This form will help you to see what skills your child is currently completing, as well as those skills that your child should begin working on next.

## **Assessments in Early Head Start**

Early Head Start children receive ongoing assessments throughout the school year. The purpose of completing assessments on children is to be certain that they are growing and learning while in Early Head Start. Parents play an active role in the assessment process by sharing their observations of their child's development with their child's teacher and working together with the teacher to complete the assessments. Assessments help the teachers to plan activities and experiences for your child and to identify areas where your child may need extra help in their development. The following is a brief summary of the assessments used in Early Head Start. Information from all the assessment tools is used to track each child's progress, share developmental progress with families, but also a way for the program to measure how well the students are meeting the program's school readiness goals. If you have any questions about these assessments please speak with your child's teacher and they will be able to answer your questions.

### **e-DECA (Infants and Toddlers) and Prenatal AIMS**

The e-DECA screening tool is a social-emotional screening completed by the parents/guardians within the first 45 days of entry into the program. This tool screens children in a variety of social-emotional areas such as initiative, self-control, attachment, behavior concerns, and protective factors. Results of the parent/guardian assessment will be shared with the family through a report titled "Promoting Social & Emotional Strengths". This report suggests research based strategies for parents to enhance social and emotional health at home. Your child's teacher and/or the Mental Health Specialist will discuss options if your child's e-DECA shows a need in any area. Prenatal moms will be assessed using the Prenatal AIMS. There is no report to share with the mom; however, your child's teacher will discuss options if an area of need is identified.

### **Ages and Stages -3**

This assessment tool is a developmental screening given to children within the first 45 days of enrollment and periodically until they are age 3. The ASQ-3 evaluates the areas of communication, gross motor, fine motor, problem solving and personal-social. Your child's teacher will give you a copy of the ASQ (in your home language) and will ask you to observe your child's abilities. You will meet with the teacher and together complete the ASQ-3.

### **E-LAP/LAP-3**

The E-LAP assessment tool is used with Home-Based Early Head Start. The E-LAP tracks your child's progress in Language, Intellectual, Social-Emotional, and Motor which are standardized to age expectations. The E-LAP is designed for the different stages of development up to age 3 years. Your home-based teacher will observe your child's development and document age appropriate objectives that have been met. You and your home-based teacher will discuss shared observations and review each milestone achieved.

### **School Readiness Goals**

Our program has designed goals to help prepare your young child for Pre-school. Three times a year data is collected using E-LAP to help determine domains of strengths and weakness. The data identified will assist teachers in preparing activities to benefit your child's growth as they prepare for school.

## **Disability Services**

### **First Steps (Children age 0-3)**

First Steps provides a FREE assessment and evaluation of your child (age 0-3) to determine if a developmental delay or disability is present. If a delay is detected, they recommend early intervention services that would benefit your child. If you decide to accept services, an action plan will be written for your child that includes goals, how progress will be measured and when services will begin. If you wish to have more information, please contact North Central Indiana First Steps at 1-866-403-5437.

### **Local Education Agency (LEA) Children age 3-5**

The Local Education Agencies (LEA) in Kosciusko County are Warsaw Community Schools, Wawasee School Corporation, Tippecanoe Valley Schools, and Whitko School Corporation. If there is a concern for a possible delay in a child's development, Head Start will assist parents in referring the child to the LEA for that school district. The LEA provides an evaluation when necessary to determine if the child has a delay. If a delay is detected, the LEA will also provide services for the child. If you have any questions about referring your child to an LEA, please contact your child's teacher or your Family Service Worker.

## **Read with Me (Head Start)**

- During October and November your child's teacher will send home library books for you and your child to read and enjoy. Studies show that children who have been read to a lot before they enter kindergarten get higher grades in reading. Reading to your child now is one of the ways to help them be successful in school.
- The library books will be sent home each Monday. Read the book to your child several times over the week. Young children need and love to hear the same books over and over. Repeating stories helps develop vocabulary and comprehension skills.
- On Thursday of each week, return the book and the reading record sheet. The reading record sheet asks how many minutes you read to your child that week. Other books that you read at home can also be included in the total number of minutes spent reading.
- At the end of the reading program, Head Start will celebrate the joy of reading by giving each child who participated an award.



## Code of Conduct

Kosciusko County Head Start/Early Head Start thrives to provide a high quality learning environment to the students. We ask that parents/guardians and guests help us to maintain this positive learning environment while at the facility and program sponsored events by following the Code of Conduct at all times.

- I will not leave minor children unattended in the center, parking lot, or parked vehicle.
  - Vehicles may not idle in the parking lot, except in extreme heat or cold conditions to maintain interior or engine temperatures.
  - I will leave my cell phone in the car, off, or on silent when visiting the center. I understand that engaging in phone conversation interferes with my child's teacher communication.
  - I will not use my cell phone to take pictures in the classroom or at program sponsored events.
  - I will not engage in inappropriate interactions with children and staff including threats, arguing, swearing/cursing, and/or punishment.
  - I will maintain program confidentiality.
  - I will not use tobacco or partake in smoking while on Kosciusko County Head Start property or attending program sponsored events.
  - I understand the use of or possession of firearms is prohibited on Head Start/Early Head Start premises unless the person is required to carry a firearm as a condition of their employment.
  - I agree to wear appropriate clothing at all times. Clothing must not contain foul language or off-color pictures.
  - I understand the possession of and use of alcohol/illegal substances is not permitted on Head Start/Early Head Start premises at any times.
- 

Kosciusko County Head Start/Early Head Start

811 S. Buffalo St. Warsaw, IN 46580

(574) 267-2451

1-800-315-2308

Fax: (547) 267-1998