

TRUMBULL COMMUNITY ACTION PROGRAM
1230 PALMYRA ROAD SW
WARREN, OHIO 44485
(330) 393-2507

Head Start Parent Handbook



"PARENTS, CHILDREN, & COMMUNITY TOGETHER"

2023-2024

Toni Heller, Head Start Director
Van D. Nelson, CEO

This handbook contains important information regarding TCAP's Head Start Program. Please read this handbook and keep it readily available while your child is enrolled in the program.



Welcome to TCAP Head Start

Children's early learning experiences are essential for their overall growth and development. As their parent or guardian, you will always be their first and most important teacher, and we are honored to partner with your family at this stage of your child's educational journey.

Head Start is a comprehensive program that aims to support the entire family reaching their goals.

Our Education Team provides developmentally appropriate learning environments that prepare children for kindergarten. Kindergarten readiness goals focus on the needs of each child. Our program curriculum, the Creative Curriculum, focuses on the following areas: Social-Emotional, Physical, Language, Cognitive, Literacy, Mathematics, Science, Technology, Social Studies, and the Arts.

Our Family Services Team partners with each family to help them set goals that will benefit the whole family. Family Advocates and families create a plan to accomplish their goals through our program's ongoing support and by networking opportunities to community resources to address their needs.

Our Health and Disabilities Team provides guidance and connections with various community health partners to help parents provide their children with recommended screenings and services for the health and development of their children.

We are excited to have the privilege to watch your child and your family grow.

Toni Heller,
Head Start Director

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TCAP Head Start's Philosophy and Goals

- ❖ To provide quality child development and family services for Head Start children and families throughout Trumbull County.
- ❖ To partner with parents in creating a quality educational program for children and families.
- ❖ To encourage parents to advocate for their child's education.
- ❖ To implement a program that prepares Head Start children for their educational journey and social experiences.
- ❖ To assist parents in achieving families' goals that nurture healthy children and families that can utilize local community resources to meet their family's needs.
- ❖ To partner with local agencies and organizations to provide resources that will meet the needs of each family enrolled in TCAP Head Start.
- ❖ To ensure that each Head Start child and family is prepared for kindergarten.



Head Start Centers

Brookfield Schools

614 Bedford Rd SE, Brookfield, OH
330-619-5793
brookfieldheadstart@tcaphelps.org

Hubbard Head Start

59 Orchard Ave, Hubbard, OH
330-534-7665
hubbard@tcaphelps.org

Jefferson Head Start

1543 Tod Ave SW Warren, OH
330-647-6174
jefferson@tcaphelps.org

Kinsman Head Start

7679 State Route 5, Kinsman, OH
330-876-0181
kinsman@tcaphelps.org

The Learning Express

1995 Coit Dr, Warren, OH
330-898-8125
ccttexpress@embarqmail.com

Newton Falls Head Start

336 Ridge Rd., Newton Falls, OH
330-872-1447
newtonfalls@tcaphelps.org

Niles Head Start

309 N. Rhodes Ave., Niles, OH
330-652-0338
sbrogdon@tcaphelps.org

Trumbull Northwest Head Start

7211 North Park Ave., Cortland, OH
234-244-4436
trumbullnw@tcaphelps.org

Warren West Head Start

1230 Palmyra Rd. SW, Warren, OH
330-393-2507
dshields@tcaphelps.org

Willard Head Start

2020 Willard Ave SE, Warren, OH
330-647-6172
willard@tcaphelps.org



Support Services

Education

Education Staff provide Head Start children with a variety of learning experiences designed to meet their individual needs; provides an enriched learning environment which encourages each child's social, physical, intellectual, and emotional development; and reflects and celebrates the ethnic and cultural diversity of our community.

Parent, Family, and Community Engagement

TCAP is committed to increasing involvement of parents in all areas of the Head Start program, including parent education, program planning, and operating activities. Uniting parents, families and the community will create a strong environment which will support growth, development, and opportunities for all children.

Family Services helps families assess their needs, provides information about community resources, makes referrals, and facilitates access to appropriate services. In addition, Family Services staff assist parents in completing the enrollment application.

The goal of Community Partnerships is to develop and maintain community connections to resources that provide services for early childhood services and self-sufficiency and the related services.

Health and Disabilities

Health Services help children and families recognize the importance of good health and emphasize the importance of early identification of children with special needs. Assessments ensure that each child's immunization record and dental record are current and complete. Hearing, vision, and developmental screenings are conducted while children are enrolled in the Head Start program.

How to Register

Registration is open Monday through Friday from 8:30 a.m. to 4:00 p.m. at 1230 Palmyra Rd. SW. Warren, Ohio 44485. Appointments are preferred, but walk-ins are accepted. Applications can also be started via the TCAP website, tcaphelps.org. Applications can be completed by appointment at all outlying Head Start centers.

Please bring the following items are needed to register:

Child's birth certificate	Custody papers (if applicable)
Shot record	Medical insurance card for the child
Family Income for the last 30 days or 12 months	Documentation of any TANF/SSI/SNAP

There is no cost for children to attend TCAP Head Start.

Day Care Licensing

TCAP Head Start centers are licensed by the Ohio Department of Job and Family Services (ODJFS).

The center's licensing record includes, but is not limited to, compliance reports, forms from the ODJFS, and inspection reports from the building, fire, and health departments. These documents are available upon request.

The State of Ohio Department of Job and Family Services licensing telephone number is available on the center licensing certificates. A copy of the day care licensing rules is available upon request.

Hours and Days of Operation

A.M. Classes - 8:30AM – 12:00 PM Monday through Thursday

P.M. Classes- 12:00 PM-3:30 PM Monday through Thursday

Full Day Classes– 8:30 AM - 3:00 PM Monday through Friday

A.M. Jefferson and Willard - 9:15 AM – 12:00 PM Monday through Friday

P.M. Jefferson and Willard - 1:15 PM – 4:00 PM Monday through Friday

The centers are open 8:00 AM to 4:00 PM Monday through Friday

Staff are available on Fridays from 8:00 am – 4:00 pm.

Please refer to the calendar that will be provided for important information throughout the school year.

TCAP is traditionally closed: Labor Day, Veteran's Day, Thanksgiving Day and the day after, and Christmas Day, New Year's Eve and New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Juneteenth, and the Fourth of July. Please see the school calendar for other days that Head Start is not in session.

School Closings or Delays

If TCAP Head Start is closed or delayed for any reason, parents will be notified via a ChildPlus message and text/email. The Head Start Director will determine the need for any closings or delays.

TV STATIONS that announce school closings and delays in bad weather: 21, 27, and 33



Sample Daily Schedule (Full Day Classes)

The children's daily schedule is flexible enough to provide adaptability, when necessary, but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it.

8:00 am - 8:30 am:	Staff Available
8:30 am - 9:00 am:	Children Arrive/Restroom/Breakfast
9:00 am - 9:20 am:	Group Meeting/Circle Time
9:20 am - 10:20 am:	Choice Time
10:20 am - 10:40 am:	Music & Movement
10:40 am - 11:00 am:	Small Group
11:00 am - 11:30 am:	Outdoor Choice Time
11:30 am - 11:40 pm:	Handwashing/Restroom
11:40 pm - 11:55 pm:	Read Aloud
11:55 am - 12:30 pm:	Lunch
12:30 pm - 1:15 pm:	Rest and Quiet Activities
1:15 pm - 1:25 pm:	Restroom Break
1:25 pm - 1:55:pm:	Choice Time/Large Motor
1:55 pm - 2:05 pm:	Handwashing/Restroom
2:05 pm - 2:25 pm:	Snack
2:25 pm - 2:55 pm:	Individualization and Small Group
2:55 pm - 3:00 pm:	Group Meeting and Dismissal

Sample Daily Schedule (Half Day Classes)

8:00 am - 8:30 am:	Staff Available
8:30 am - 9:00 am:	Children Arrive/Restroom/Breakfast
9:00 am - 9:20 am:	Opening and Beginning of the Day Routines
9:20 am - 9:40 am:	Literacy Block
9:40 am - 10:40 am:	Learning Centers/Individualization
10:40 am - 10:50 am:	Clean Up
10:50 am - 11:30 am:	Music and Movement/Gross Motor
11:10 am - 11:45 am:	Handwashing/Restroom/Lunch
11:45 am - 12:00 pm:	Prepare to Go Home, Goodbye Song

***Read/Literacy Block-Read aloud/Shared reading/Language lesson/Gross motor/Music/Fingerplays**

****Outdoor and Gross motor times daily as scheduled --- will vary per center**

*****Wash Hands at a minimum of one time per hour**

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 25 degrees or rises above 90 degrees. If the situation requires, we will also adjust the outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include time for indoor gross motor activities.

Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes hats, mittens, and boots in the wintertime. If your family needs assistance getting any of these items, please inform your Family Advocate.

Staff/Child Ratios and Maximum Group Size

The Head Start Performance Standards require the following classroom limitations:

3-year-olds No more than 17 children enrolled in any class. No more than 15 children enrolled in any double session class.

4-5-year-olds No more than 20 children enrolled in any class. No more than 17 children enrolled in any double session class.

ODJFS require the following ratios:

1:10 Preschoolers (3 years – 4 years)

1:14 Preschoolers (4 years until eligible for kindergarten)

TCAP Head Start follows the ODJFS ratios because they are lower.

Maximum Group Sizes: 24 3-year-old classes 28 4/5-year-old classes

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include lunch time, outdoor play, or special activities.

Child Safety and Supervision Policy

It is the responsibility of the Head Start staff to ensure the health and safety of each child entrusted in our care. Staff must be alert to the safety needs of each child, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures.

Arrival/Departure: If a parent transports their child to school, he/she is required to bring their child to their teacher or assistant teacher and to sign the child into class. Any special messages, special pickup notes, etc. should be given to the teacher or assistant teacher. Children may not be dropped off at the entrance of the building or be sent inside without adult supervision. At the time of pick up, parents must meet with their child's teacher or assistant teacher to sign the child out of class.

Release of a Child: Staff will release children only to the authorized person(s) on the release form provided by the parent. Requests to change the release form should be made at least 48 business hours in advance to allow time for the records to be updated. If an emergency arises the parent must contact TCAP immediately. Staff must check the ID of anyone picking up a child. Please inform everyone included in the release form about this policy so they bring a photo ID every time. The children's safety is our priority! Staff will not release

Child Safety and Supervision Policy Continued

children to anyone, including parents who appear to be under the influence of drugs or alcohol. This includes marijuana. Emergency contacts will be called to transport the child home. Police will be notified, if necessary.

Parents may pick their children up fifteen (15) minutes before class ends. Parents are responsible for the supervision of their children before sign-in and after sign-out.

Supervision of Preschoolers: Staff must always supervise children. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

Custody Agreements: If there is a custody agreement involving your child, you must provide the center with court papers indicating the terms of the court ordered custody. The center may not deny a parent access to their child without proper documentation.

Child Abuse Reporting: All staff members are mandated reporters of child abuse. If staff have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency.

Child Guidance and Management Policy

TCAP Head Start uses the Conscious Discipline Behavior Management System. Conscious Discipline helps children learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. Staff will not impose punishments for failure to eat or toileting accidents. This discipline policy applies to all staff and parents while they are at the center.

If a situation arises where a child is consistently endangering himself, peers, or staff, it may become necessary to call the parent. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern.

TCAP Head Start will never dis-enroll or expel a child for any reason. This practice is prohibited by the Head Start Program Performance Standards.

Fieldtrips/Transportation of Children

TCAP will provide transportation on routine trips such as to and from the center using buses owned by TCAP. A staff member with first aid/communicable disease and CPR training will be present on the buses.

We will be taking periodic field trips throughout the school year. Before departing the center, a count will be taken of all the children. Upon arrival at the destination, another count will be taken to assure that all the children have safely arrived. This process will be repeated upon the arrival and departure of the destination.

During field trips, each staff member will have specific children that they are responsible for supervising. Written permission from the parent or guardian is required before all field trips.

Water and Swimming Activities

Water and swimming activities **will not** take place while children are at TCAP Head Start.

Meals and Snacks

TCAP Head Start provides breakfast to the children at 8:45 am, and lunch is served at 11:15 am (part-day sessions) and 12:00 pm for full-day sessions. The afternoon children have lunch at 12:15 pm, and a snack is provided at 2:30 pm.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:

Program.Intake@usda.gov

This institution is an equal opportunity provider. We currently do not serve pregnant women or breastfeeding mothers under our current Head Start program option.

Food Supplements or Modified Diets

A Special Dietary Needs Form/Food allergies form must be signed by your child's physician with any restricted foods and acceptable substitutions.



Bus Procedures

It is the parent's responsibility to:

USE THE YES/NO SIGN provided to let the driver know if the child is riding the bus each day.

Have the child dressed and waiting for the bus. **THE BUS CAN ONLY WAIT TWO (2) MINUTES!**

WALK THE CHILD TO THE BUS AND MAKE SURE AN ADULT LISTED ON THE RELEASE FORM WITH PHOTO ID COMES TO THE BUS TO RECEIVE THE CHILD WHEN HE/SHE RETURNS. If the person meeting the child at the bus is not listed on the release form or does not have their photo ID, the child will be returned to the Warren West Head Start Center. The parent or alternate contact will be notified to pick up the child. If an authorized adult does not pick-up the child by 4:30 PM, then Child Protective Services will be contacted.

Always notify the driver/Transportation Department if another person will be putting the child on the bus or taking the child off, at least three (3) business days prior to the date this will happen. The driver **WILL ASK FOR IDENTIFICATION EVERY DAY** and **must** refuse to leave a child with anyone that is not on the release form and/or has photo ID.

Parents picking up or dropping off children cannot park their cars in the bus loading/unloading zone.

Children may **NOT** be **TAKEN OFF THE BUS** without following the center's sign out procedure.

If your child is going to be absent from school, please contact transportation at **330-647-6167** one (1) hour before the bus is scheduled to arrive to pick up so the bus does not come to your house.

If your child has been absent **THREE (3) DAYS IN A ROW**, you must notify transportation at **330-647-6167** and request that the bus resume pick-up. **THE BUS WILL NOT STOP AT YOUR HOME IF YOU DO NOT CALL.**

The following safety rules apply to all bus transportation:

- ⦿ SEAT BELTS ARE TO BE USED AT ALL TIMES.
- ⦿ Children are to remain seated and in seat belts until the bus comes to a complete stop.
- ⦿ It is a state law that buses must stop and have total silence at all railroad crossings. **HANDS UP – MOUTH CLOSED** is the rule at all crossings.
- ⦿ If a child's actions are deemed dangerous to the safety of themselves and/or other children, the Head Start Director may remove a child from the bus and require the parents to transport the child.
- ⦿ No toys or book bags are allowed on the bus.

THE SAFETY OF ALL TCAP CHILDREN IS ALWAYS OF THE UTMOST IMPORTANCE. THEIR SAFETY IS THE BASIS FOR ALL OF THE ABOVE RULES AND REGULATIONS.

If you have concerns regarding transportation, our program's Transportation Manager can be reached at the contact information below:

Kimberly Powell
330-393-2507 ext. 114
kpowell@tcaphelps.org



Attendance

Regular attendance and punctuality are important for every child. Children learn best when they attend school regularly. All children are marked on the attendance sheet upon arrival at the center. The time of arrival and dismissal are recorded on the attendance sheet to ensure that all children are accounted for at all times. Children will be released to the parent/guardian, and emergency contacts that are listed on the health and emergency form. Custody orders will be followed as ordered by the court. If a child is scheduled to arrive from another program and does not arrive at the center, the parent/guardian will be notified immediately.

The Family Services Department will follow up with the family to find out the reason for the child's absence. If unable to make contact, a letter will be mailed to the family to contact TCAP Head Start pertaining to their child's absence. A child will be withdrawn from the program five (5) days after the letter has been sent if contact has not been made with the family.

Missing Children's Law

THE STATE MANDATES THAT EACH PARENT CONTACT THE CENTER ON OR BEFORE THE MORNING THEIR CHILD IS ABSENT:

This contact can take one (1) of two (2) forms:

- 1: A signed note by the parent.
- 2: A phone call to the center.

If we do not hear from you within one (1) hour of the start of the school day, we will contact you at home or your place of employment. If a child is absent from TCAP for three days without any contact from the parent/guardian, the teachers will complete a family referral form.

The Family Services Department will follow up with the family to find out the reason for the child's absence. If unable to make contact, a letter will be mailed to the family to contact TCAP Head Start pertaining to their child's absence. A child will be withdrawn from the program five (5) days after the letter has been sent if contact has not been made with the family.

Curriculum and Assessment

We use the Creative Curriculum and Conscious Discipline. The Creative Curriculum is a program that works to support children in all areas of early childhood development by using individualized, developmentally appropriate, and play based strategies. Conscious Discipline is a comprehensive emotional intelligence and classroom management system that focuses on children feeling safe and connected. Both programs are proven, science-based, and widely accepted systems.

TCAP Head Start conducts formal assessments on all enrolled children. We use Teaching Strategies Gold to record information in all areas of early childhood development. We report child data to the Ohio Department of Job and Family Services (ODJFS) by participating in the Step-Up to Quality (SUTQ) System. We supply the children's assessment data to ODJFS by providing the data in our SUTQ binders and by downloading the information when a desk review is conducted.

Screenings

The Ages and Stages Questionnaire (ASQ) screening will be completed on each child, as well as Hearing and Vision screenings within the first forty-five (45) days of enrollment at TCAP.

Home Visits and Conferences

A minimum of TWO (2) home visits and TWO (2) conferences by the staff are scheduled each year.

Home visit/conference schedule for the education team:

First Home Visit- August 15-August 24, 2022

November 16-Conferences

February 15-Conferences

Second Home Visit-May 12-May 26, 2023

** Brookfield, Jefferson, and Willard's conferences will be on the same day as the school districts.

Family Services Home Visit Schedule: *(dates are tentative and subject to change)*

First Home Visit by December 2, 2022

Second Home Visit-December 5, 2022-February 16, 2023

Third Home Visit- February 20, 2023-May 19, 2023

The initial home visit is to explain the program and to gain information about your child. The information you share about your child will help your child's teacher to plan for the school year. The home visits and conferences provide opportunities for parents and staff to discuss your child's progress and set goals. Staff are available each day from 8:00 am-8:30 am and 3:00 pm-4:00 pm to meet with parents.

Children's emergency forms must be completed with all the required information. If a parent initials one alternate contact, then it is acceptable if no more contacts are available.

We urge parents to give the center at least three emergency contacts with working telephone numbers.

Accidents/Emergencies

TCAP Head Start has created several procedures to follow if an emergency would occur while a child is in their care. In the event of a fire or tornado, the staff would follow the written instructions posted in each classroom that describe emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated location. In order to prepare children for the unlikely need to evacuate, the center will conduct monthly fire drills and monthly tornado drills. If we need to evacuate due to fire or weather conditions, loss of power, heat, or water, the center will follow the emergency plan posted at each building. Parents will be contacted as soon as possible, and a sign will be posted in front of the center indicating the safe evacuation location. If a parent cannot be reached, we will contact the emergency contacts listed on your child's emergency information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact the proper authorities and follow the directions given by those authorities. Parents will be contacted as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First Aid, Communicable Diseases, and CPR. In the case of a minor accident/injury staff will administer basic first aid and tender loving care. If the injury/illness is more serious, first aid would be administered, and the parents will be contacted immediately. If

Accidents/Emergencies Continued

any injury/illness is life threatening, the Emergency Medical Service (EMS) will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

If you do not want EMS to transport your child in an emergency, a signed statement of **refusal** of services directly related to transportation for emergency treatment is obtained each year and kept on file. In the event of an emergency, the child is cared for under the extent of basic first aid, CPR, and/or basic life support to every extent possible. A parent or guardian as well as emergency contacts will be notified. Verbal consent can be obtained in the event of an emergency that would override the signed document. Two or more staff members must sign off as having heard the verbal consent.

An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by EMS; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four (24) hours after the incident occurs.

The center must also contact licensing personnel from the appropriate ODJFS office within twenty-four (24) hours when there is a “general emergency” or “serious incident, injury, or illness”. The report will be provided to licensing staff within three (3) days of the incident.

Telephone Usage

Members must continuously maintain ratio for the safety of the children. Usage of classroom phones and agency cell phones will be limited to emergency situations, before children arrive for the day, and after all children have left for the day. Staff who use any phone or cell phone for non-emergencies while they are responsible for supervising the children may face disciplinary action. Any messages or calls received during the day will be returned once all the children have left for the day. If there is a time sensitive emergency, please contact the main office at 330-393-2507. Management will reach out to your child’s teacher. Staff are strictly prohibited from using their personal cell phones while at work.

Resting Period

Children that attend TCAP for more than five and a half (5.5) hours will have a rest period for forty-five (45) minutes. All students will have a cot that is clearly marked with his/her name. A blanket or pillow is to be provided by the family and sent home weekly to be laundered. Cots will be disinfected daily.

Health

The program mandates that each child enrolled have a complete medical, dental, developmental history, and a health screening on file. **A completed physical exam must be submitted within the first thirty (30) days of enrollment.**

Each child suspected of having a disability will be observed by The Trumbull County Educational Service Center (TCESC) or Warren City Schools. If needed, a multi-disciplinary examination will be completed with parental permission.

TCAP Head Start complies with all Americans with Disabilities Act (ADA) regulations. The program ensures that staff properly administer care and medication to children with disabilities and does not discriminate against or exclude children with disabilities in accordance with ADA requirements.

For the health and safety of the children the use of spray aerosols shall be prohibited when children are at the center.

A License Practical Nurse, Health Clerks, Family Advocates, and Center Supervisors are support staff to the program. Parents are invited to attend regular scheduled trainings that include first aid, communicable disease, and CPR.

Immunizations

CHILDREN CANNOT BE ADMITTED INTO THE PROGRAM WITHOUT HAVING MMR - HIB IMMUNIZATIONS UNLESS AN EXEMPTION FORM HAS BEEN RECEIVED

An exemption (i.e., medical, religious, or other), may be requested, but must be approved before enrollment.

Parents are encouraged to be present during all health screenings and treatments. No medical work or follow-up treatment can take place without signed parental permission.

Medications

A Request to Administer Medication form and a Medical Physical Care Plan must be filled out at the beginning of the year or if a new prescription is prescribed, or when a child begins attending classes.

A copy of the request will always be in the classroom for verification and must be on hand with staff for emergency drills, outdoor play, field trips or if they need to be in another classroom. The prescription must have been prescribed within the year. Must be its original package from the pharmacy and must have the following:

- 1) The right name
- 2) The right medication
- 3) The right dose
- 4) The right route
- 5) And the physicians name must be visible.

Families will be given thirty (30) day notice prior to the expiration to ensure that medication is always available. All unused medications will be returned to the families at the end of the year.

Management of Illness

TCAP Head Start provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first preschool experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. Head Start staff observe all children as they enter the building to quickly assess their general health.

If a child shows any of the following symptoms, he/she will be isolated immediately, and the parent/emergency contacts will be notified to pick up the child.

- Temperature of 100 degrees F – combination with any other signs of illness
- Diarrhea (more than three abnormally loose stools within a twenty-four (24)-hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent/guardian will be notified. If a child does not feel well enough to participate in center activities, the parent will be called to pick up the child. If the child is sent home, they **must be picked up within one (1) hour**. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before being used again.

COVID-19

According to ODJFS Rule 5101:2-13-02.2: The program will send anyone home who has a temperature of 100 degrees or higher. The center will ensure that all administrators, employees, childcare staff members, and children take their temperature as soon as they arrive each day. Any individual with a fever cannot return until he or she has been fever-free, without medication, for at least twenty-four (24) hours.

- Staff members who have tested positive for COVID-19, prior to returning to the program he or she will need to quarantine for five (5) days and then they may return if they are symptom free. The employee will be required to wear either a triple-ply or N95 mask for the first five (5) days after they return from quarantine.
- TCAP is required to notify the local health department and ODJFS if anyone tests positive for COVID-19.
- Staff will maintain social distancing when possible, and practice safety measures at all times.
- Portable sinks have been placed in each classroom so that children can wash their hands frequently throughout the day, at a minimum once an hour.
- Antibacterial hand sanitizer will be used with the supervision of the adults in the classroom.
- Bathrooms will be sanitized following each child's use.
- Children will remain with the same group throughout the day.
- Students will be provided with a mask upon request of the parent/guardian.
- All classrooms will be sanitized daily and/or between groups of students.
- Parents will be notified if their child(ren) has been exposed to COVID-19 by email, text, and a letter will be sent home.
- Each center will have of one childcare staff member who has completed an American Red Cross course in First Aid, and prevention, recognition, and management of communicable disease for every seventy-five (75) children on the center premises.

Dress Guidelines

Play clothes are appropriate for Head Start. Your child(ren) will be playing outside, painting, using clay, glue, and various messy media so please allow them to wear comfortable play clothes and appropriate footwear that is easy for him/her to walk in.

Family Engagement

Families are encouraged to participate whenever possible in the Head Start program. Parents are welcome to visit and/or volunteer in their child's classroom and during special events such as field trips and other program functions. Parents who wish to volunteer in the classroom on a regular basis must complete a background check and drug screening which will be provided by TCAP.

Please feel free to address any concerns when they occur. Our staff fully realizes that you trust us with your child(ren) and we want to create a meaningful relationship with your entire family. Teachers and Assistant Teachers are available to discuss a child's progress or address any concerns as needed; however, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers will follow up with phone calls before the children arrive or at the end of each day.

If you are unable to resolve any issues, please reach out to management at the contact information below:

Donna Shields
330-393-2507 ext. 288
dshields@tcaphelps.org

Sharanita Brogdon
330-393-2507 ext. 244
sbrogdon@tcaphelps.org

If your concern is not resolved by management, the Head Start Director can be reached at the contact information below:

Toni Heller
330-393-2507 option 7
theller@tcaphelps.org

Parent Committees

The purpose of Parent Committees is to ensure parental involvement in the education of the children in the centers. It also establishes a sense of community for Head Start families.

Participation in Parent Committees provides parents from each center opportunities to serve on The Parent Policy Council (PPC). Parents are also invited to serve on various other committees and be involved in student-related activities. Parents who attend parent center committee meetings may be elected to serve on the Parent Policy Council.

Parent Policy Council (PPC)

The Parent Policy Council is one of the governing bodies of the Head Start Program. The membership is made of at least fifty-one percent (51%) parents, and forty-nine percent (49%) community agency representatives, and must have least one parent from each center on the council.

How Can Parents Influence Educational Success?

Parents can help their children enjoy learning by:

- Encouraging children to listen
- Talking with your child about everyday activities
- Limiting television watching
- Reading to them daily
- Looking at the papers they bring home from school
- Displaying their work at home
- Allowing them to assist you with household chores
- Actively Listening to them
- Making learning fun
- Doing educational home projects

My Rights as a Head Start Parent

1. To participate in parent meetings to take an active part in major policy decisions affecting the planning and the operation of the program
2. To be informed regularly about my child's progress in Head Start.
3. To be treated with dignity and respect
4. To expect guidance from my child's teachers and TCAP staff.
5. To be informed of existing community resources that my family may benefit from receiving

The Trumbull Community Action Program does not discriminate because of race, creed, age, sex, sexual orientation, color, national origin, religion, disability, or union in its procedures on employment, promotion, demotion, lateral reassignment, transfer, recruitment advertising, training, or any other benefits.

Teachers' Names and School Phone Number

NAMES OF MY CHILD'S TEACHERS: _____

CENTER OR CLASSROOM: _____

SCHOOL PHONE NUMBER: _____