

WELCOME TO HEAD START!

This handbook contains information regarding our Head Start program. It is very important that you read this handbook and keep it handy throughout the year. It will answer many questions you may have. Thank you for partnering with us to support your child's learning and development!

CHILD CARE RESOURCES, INC. MISSION STATEMENT (Muskingum County Head Start)

Our purpose shall be to improve the quantity, quality, adequacy and delivery of child care services to children and their families who are at risk.

Child Care Resources, Inc. believes that each child is a unique individual. A child can benefit most from a comprehensive program which involves both the family and the community. As the family is the principal influence on the child's development, they must be a direct participant in the program. The program serves the child not only through education, health, nutrition and mental health services for the child, but also by providing support and needed services for the total family. As the basic needs of the family are met, it is enabled to better nurture the development of children.

In compliance with Title IV of the Civil Rights Act of 1964, Child Care Resources, Inc. is an equal opportunity program and does not discriminate on the basis of race, color, national origin, religion, age, sex or handicap.

OUR GUIDING PRINCIPLES

- We provide developmentally appropriate practices for each individual child.
- We believe in forming partnerships with families in their child's education.
- We provide a safe, supportive environment to prepare our community's children for kindergarten.
- We believe that comprehensive services, including health, mental health, nutrition, education, family services, transitions, disabilities and parent involvement are important to strengthening families.
- We value and invest in our skilled, flexible and compassionate staff.
- We believe that building bridges in the community and sharing resources is our key to strengthening families.
- We recognize the diversity and respect the importance of each family.
- We strive every day to improve the lives of our children, families and staff in our ongoing pursuit of excellence.

Ohio Department of Job and Family Services

CENTER PARENT INFORMATION

REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law of administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the Administrator of his/her presence.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-30 of the Ohio Administrative Code.
JFS 01237 (10/2011)

CHILD ABUSE AND NEGLECT REPORTING LAWS

According to state law, all Head Start employees must report suspected child abuse and neglect. Staff is trained to know the difference between every day bumps and bruises and marks of intent. The safety of the children is always our first concern. Federal regulations also require Head Start programs to develop policies and procedures for families affected by child abuse and neglect. Our Child Abuse/Neglect Policy can be viewed at the main office and at all sites, during normal business hours.

ENROLLMENT

For enrollment, requirements include a completed application, orientation and Child Enrollment and Health Information Form (emergency card). A physical also must be completed and signed by a physician or certified nurse practitioner, either at the time of enrollment or within 30 days. The physical must be updated every 13 months.

Changes - It is the parent's responsibility to notify Head Start of any changes in the child's address, telephone number, health history, emergency contact information or if there is a change of custody or a change within the family, such as a new step parent, sibling or a divorce.

We charge no fees for any child enrolled in our program. Children are accepted based on the child's age, family income and qualifying need. A selection criteria, based on a point system developed and approved by the Family Services Committee, Policy Council and the CCR Board is used to determine each family's eligibility for our program. *We do not discriminate based on race, color, religion, sex, national origin or disability.*

Custody Agreements - If there is a custody issue involving your child, you must immediately provide us with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

REASONS FOR BEING DROPPED FROM PROGRAM

Children are dropped from our program due to:

- Moving out of the service area or changing to a child care provider out of the area and neither the parent nor the provider is able to transport the child to the site. All available options will be discussed with the parent and if placement is not available in the area the child moves to, the child will be placed on a waiting list.
- Failure to get a physical within 30 days of enrollment (or when it is due for renewal during the year) would place the child on a waiting list. The child will be reenrolled when the completed physical is turned in and when space is available.
- Failure to be in the process of getting required immunizations
- The parent voluntarily withdraws the child.

- The child has too many absences and attempts to work with the family to keep the child enrolled have failed.

ATTENDANCE

School attendance, beginning with the parent's commitment to sending your child to Head Start, is the single most important factor of your child's success in life. Starting in preschool, too many absences can cause children to fall behind in learning. Children can fall behind if they miss just a day or two days every few weeks. The complete Attendance Criteria is given to parents at orientation and can also be reviewed at the main office. Basic Attendance guidelines include:

1. Send your child to class every day he/she is healthy.
2. Keep your child home when he/she is ill.
3. A doctor's release is required after missing 3 days of class in a row, due to illness.
4. You **must call the site each day your child is absent.** When calling, please give the reason your child will not be attending class.
5. Call the site as soon as you know your child will be absent. Parents of AM children are asked to call by 7:30 AM, PM children by 11:30 AM.
6. Head Start staff will contact you if you do not call your child's site.
7. Your child will receive an unexcused absence for the day if you do not call the site and staff can't contact you by phone or home visit.
8. An Attendance Improvement Action Plan will be developed with parents of any child with Chronic Absences, attendance falling below 85%. (This is normally 2 – 3 days/month and 19 or more days for the entire year).
9. Education Staff will work with you to help remove barriers to attendance. If you do not agree to an Attendance Improvement Action Plan or do not work to meet the goals, your child may be dropped from enrollment.

EDUCATION SERVICES

The Mission of Early Childhood Services is to partner with families to assist Muskingum County Head Start in enhancing each individual child's learning capabilities and nurturing their development for becoming educated, productive members of society.

We use The Creative Curriculum, which is our formal, scientifically based plan to create learning opportunities for your child. It is based on the latest research on how children learn and has been shown to improve classroom quality and promote the school readiness of children.

SCHOOL READINESS

Our approach to School Readiness means that children are ready for school, families are ready to support their child's learning and schools are ready for children. We want to build positive and supportive relationships with you and your family to help accomplish this.

We will support families in their child's learning by holding one home visit per month with your child's teacher. Head Start recognizes that parents are their children's primary teacher and advocates. Families play an important role in helping their children to prepare for school and a lifetime of academic success.

HOLIDAY CELEBRATIONS

Head Start serves a culturally diverse population. During class times we do not celebrate holidays to avoid excluding any child or family. The emphasis of celebrations will be on the traditions of the family.

CHILDREN'S DAILY SCHEDULE

The daily schedule supports our goals for children. We want your child to feel secure and independent and to move from one activity to another as easily and as confidently as possible. We want to provide a variety of learning experiences for a well rounded education. We plan a daily schedule that considers all of these goals.

We follow this schedule day after day so children know what will be happening next. A schedule, like the one below, helps kids feel secure and encourages independence.

Children get used to the schedule and can even tell us what they are supposed to do next! Ask your child's teacher if you would like to see the schedule for your child's class, for specific times and activities. (This information was taken from A Parent's Guide to Early Childhood Education, Teaching Strategies - Edition.)

	(Sample Half Day)	(Sample Full Day Schedule)
8:00 AM	Arrival/Attendance	8:30-8:45AM Arrival/Greeting/Wash Hands
8:05 AM	Sign in/Hand Washing	8:45-9:15AM Breakfast/Brush Teeth
8:15 AM	Breakfast	9:15-9:30AM - Large Group
8:45 AM	Tooth Brushing, Book Time	9:30-10:00AM- Learning Centers
9:00 AM	Group Time/Meeting	10:00-10:20AM-Outdoor Learning
9:10 AM	Outside/Large Motor Activities	10:20-10:50AM-Stations
9:40 AM	Stations/Center	10:50-11:00AM-Music/Movement/Wash Hand
10:20 AM	Learning centers	11:00-11:30AM- Lunch/Brush Teeth
10:50 AM	Clean Up/Hand Washing	11:30-12:00PM-Nap/Books/Manipulatives
11:00 AM	Snack	12:00-12:15PM -Restroom
11:20 AM	Backpacks, Departure Prep & Homework	12:15-12:30PM- Music/Movement
11:30 AM	Departure	12:30-1:00PM- Small Group
		1:00-1:30PM- Outdoor Learning
		1:30-1:45PM- Restroom
		1:45-2:45PM - Learning center
		2:45-3:00PM - Restroom/Wash Hands
		3:00-3:30PM – Snack/Review Day/Departure

STAFF/CHILD RATIOS

State licensing rules require 1 adult for every 12 three year olds and 1 adult for every 14 four and five year olds. These ratios will be maintained at all times for all age groups in classrooms, on playgrounds, the bus and field trips. Because we desire to provide a higher level of quality care and instruction, our classrooms have a minimum of 2 adults for 12 to 20 children

OUTDOOR PLAY

Research has shown that children stay healthier when they have daily outdoor play. Based on this information, all classes go outside to play each day in suitable weather (25 - 90 degrees F), taking into account wind chill, heat index, etc. We will adjust outdoor time due to rain, threatening weather and any safety issues. A playground checklist is completed by staff, to ensure the safety of the playgrounds. When outdoor play is not possible, we will include a time for indoor gross motor activities.

FIELDTRIPS

Written parent permission is required for all children before transporting or walking children off the site premises for fieldtrips. Buses will transport children on non walking fieldtrips, observing all bus rules and transportation regulations to ensure the safety of the children. Attendance, emergency cards and the first aid kit will be taken with the children. Attendance will be taken before the children leave the site, once the children are at the fieldtrip location and again when they return to the site.

BEHAVIOR GUIDANCE AND MANAGEMENT

Staff assigned to supervise a child or group of children are responsible for their guidance and management. When children's behavior is unacceptable staff will use developmentally appropriate techniques suitable to the child's age and circumstance, use developmentally appropriate separation from the situation only as necessary and will communicate and consult with parents, if a specific behavior management plan is required. All specifications in Day Care Licensing Rule 5101:2-12-22 and our Discipline Policy will be followed and apply to all persons at the center. All parents will receive a copy of our Discipline Policy during orientation.

CLASSROOM THEMES

Learning is based around classroom themes, which are based on children's interests. The following are examples of possible themes.

- My School & Friends
 - My Family
 - Seasons
 - Earth & Sky
 - Let's Read
 - Celebration
- Our Community
Dr. Seuss Week
Healthy Bodies & Minds/5 senses
Life on the Farm
Animal Kingdom

Parents can participate each month, by sharing family traditions, knowledge and materials based on each theme. (5)

PARENT OPPORTUNITIES

Policy Council is a group of current and past parents and community representatives who work together with management staff and the governing body (The Child Care Resources, Inc. Board) to develop, review and approve program policies and plans. Meetings are held monthly throughout the program year and as needed. Dinner and childcare is normally provided. Policy Council/Governance Training is held in the beginning of the year.

Current parent representatives and alternates are elected annually in September or early October at a parent site meeting. Parents who wish to serve on Policy Council must be present at this meeting and must be related to the Head Start child by blood, adoption or marriage.

Parent Committee - Every Head Start site has a parent committee made up of Head Start parents. You, the parent, will be a part of the committee. You'll meet regularly to assist staff in the planning of activities that address your child's interests and needs, which will support his/her educational goals.

Parent Opportunities to Meet and Communicate with Site Staff

Orientation
Messages and Reports
Home Visits
Kindergarten Packets
Staff/Parent Conferences
Agency Wide Events

Telephone Conversations
Individual Meetings
IEP Meetings
Portfolios
Training and Events
Face to Face Meetings
Planning Committees

Volunteers - Parents are encouraged to participate in our program to enhance and support your child's educational experiences and will be provided many opportunities to volunteer. Parents bring a unique range of experience, diversity and talent. You may be involved by helping in the classroom (setting educational goals for your child) or at the main office. You might choose to serve on committees, train other parents or help with recruiting. You can be involved in preparing materials for activities either in classrooms or at home and cleaning or repairing equipment. In the classroom, parents can help a child with special needs, oversee an area of the room during free play, read to the children, talk to the children while they're working on a project, help with the preparation and cleanup of meals and snacks, move around the room to ensure the safety of children, talk and eat with the children during meals, join the children in circle time, decorate the parent board, etc. Parent meetings and training are also available to parents. You can be trained and assigned according to your interests, skills and program needs. Regularly scheduled parents who volunteer in the classroom must meet specified requirements. All who donate time are considered volunteers.

Pictures are often taken at large Head Start events. If you do not want your picture or your child's picture taken, please let your child's teacher know at that time. We ask that parents not take pictures of children who are not their own without the parents' permission.

PARENT PROGRAM COMPLAINT PROCEDURE:

The process for hearing and resolving parent complaints

1. Parents should express their complaint(s) to your child's Teacher or Partnership Mentor, who will respond within two working days. *(If the complaint is with the Teacher or Partnership Mentor, complaints should be made to the Parent and Family Engagement Coordinator at the main office.)*
2. Complaints not resolved within two working days will be referred to the Site Manager
3. If the complaint is not resolved within two working days, the Site Manager will refer the complaint to the Parent & Family Engagement Coordinator.
4. If the complaint is not resolved within one week, the Parent & Family Engagement Coordinator will refer the complaint to the Executive Director.
5. If the complaint is not resolved within two working days, the Executive Director will refer the complaint to the Child Care Resources, Inc. Board.
6. The Child Care Resources, Inc. Board is the final authority.

*Muskingum County Head Start reserves the right to lengthen the response time under special circumstances. Parents will be made aware of this.

TRANSITION SERVICES

We will assist parents to enroll or re-enroll their child in Head Start. Three, four and five-year old children are enrolled in the same classroom. Once enrolled in a Head Start classroom, children do not have to adjust to a new classroom when they have a birthday.

Throughout your involvement with Head Start, staff will work with you and your child, assisting in the adjustment to preschool life. Staff will assist you with any changes in your child's schedule and/or location and work on specific skills that will help your child to perform at his/her personal best.

We will assist parents, as needed, in registering your children for kindergarten. Individual information about each child will be sent to the school the child is scheduled to attend.

HEALTH SERVICES

Communicable Disease and Illness - In an effort to provide a safe and healthy environment for children and staff, there are a number of rules and policies concerning communicable disease and illness. Please see the Communicable Disease Chart on pages 19 and 20.

Tips on When to Keep Your Child Home from School - Do not send your child to class if he/she has an elevated temperature or any of the following symptoms. A child with any of these symptoms while in class will be isolated and discharged to his parent or emergency contact person:

- A. Diarrhea (more than one abnormally loose stool or when accompanied with other signs of illness)
- B. Severe coughing, causing the child to become blue or red in the face or make a whooping sound
- C. Difficult or rapid breathing
- D. Yellowish skin or eyes
- E. Redness of eyes, discharge, matted eyelashes, burning, itching
- F. Temperature of 100 degrees when taken under the arm
- G. Untreated, infected skin patches, unusual spots or rashes
- H. Unusually dark urine, gray or white stool
- I. Stiff neck with an elevated temperature
- J. Evidence of lice, scabies or other parasite infestation
- K. Sore throat or difficulty swallowing
- L. Vomiting more than one time or when accompanied with other signs of illness
- M. Any time the child's symptoms do not permit him to participate in classroom activities comfortably

Contact your doctor if your child experiences any of these symptoms:

- Swollen glands
- Abdominal pains
- Ear ache
- Diarrhea (more than 1 abnormally loose stool within a 24 hour period)
- Severe coughing (causing the child to become red or blue in the face or make a whooping sound)
- Difficulty or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis (pink eye)
- Untreated infected skin patches
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Skin rash**

****Rashes:** Children with undiagnosed skin rashes will be sent home. If your child suffers from a skin disorder that may cause occasional rashes or chaffing of the skin, please make sure to provide your child's teachers with a note so that it may become part of the permanent health record. If your child should develop a condition midyear, please advise the teaching staff. Teachers are required to send children home when unidentified rashes are observed to assure a healthy classroom. Children may return to class once rash has resolved or if there is a doctor's note stating they can return to class with the rash.

Please remember to call your child's Teacher or alert the Bus Aide or the Driver to report your child's illness.

If a Child is Suspected of Having a Communicable Disease While in the Classroom, (see page 19-20) site staff will notify the child's parent.

Arrangements will be made to release the child to his parents or designated emergency contact person. The child will be cared for in an area isolated from other children. At no time will the child be left unsupervised. The child will be observed for worsening conditions and will be made comfortable and provided a place to rest with a blanket, as needed.

When A Child Is Exposed To A Communicable Disease, a letter will be sent to you with information about the disease and precautions to take. Staff will observe all children who have been exposed to any known communicable disease to assist in detecting additional cases as early as possible.

Returning to School - Parents and Teachers may "think" a child has strep throat or chicken pox. However, a doctor must diagnose childhood diseases. Communicable diseases sometimes cause complications and require

medication for recovery or to relieve discomfort. A communicable disease list is on pages 19-20. An asterisk (*) represents when a doctor's slip is required before a child can return to school. This does **not** require 2 trips to the doctor. Ask for a slip before leaving the doctor's office. The note must include a return to school date and a diagnosis. When you think your child is ready to return to school, call your child's Teacher.

Temporary Exclusion of a Child with a Short Term Injury - If your child has a short term injury, for example a broken bone or stitches, he/she will be temporarily excused from attending class or participating in site activities, until these activities can be done safely. The Health Manager, site staff, you and your child's doctor will make this decision within a week of your child's release from the doctor. A doctor's release may be necessary. A care plan will be developed, as needed, involving you and the appropriate staff.

Medication and Special Diets - When parents request prescription medication be given to their child while at Head Start, a licensed doctor and the parent must complete the Administration of Medication Form. This form must include written instructions on how to administer the medication provided by the licensed health professional, detailing the method, amount and time schedules that the medications must be taken and possible side effects. For over the counter medication, parents must complete and sign the Administration of Medication Form, giving written instructions on how to give the medicine, detailing the method, amount and time schedules it should be given. Prescribed and over the counter medication must be in the original container with the original prescription label or manufacturer's label. Children requiring dietary substitutions or supplements due to allergies or health

concerns must have a completed Administration of Medication Form on file that includes both parent and physician signatures. The nutrition staff will make necessary dietary substitutions.

Use of Pull-Ups: Parents of children requiring pull-ups will complete the required form, which lists instructions and frequency of pull-up changes.

When a Child has Nits or Lice – The staff member that notices a nit or head lice on a child will contact the parent and ask you to pick up your child immediately. The child should be treated when he/she arrives home. Site Staff will contact parents within twenty-four hours to assist/advise the family. The child may not return until cleared by Head Start staff.

MENTAL HEALTH AND SPECIAL SERVICES

We provide mental health (social-emotional) and developmental assessments to determine the need for further services, including individualized plans in the classroom and referrals to outside agencies, if needed. The results of these assessments are shared with parents. Families will be made aware of any need for individualization and will be involved in any process, if a child shows a concern.

NUTRITION

Meals and snacks are provided free of charge in Head Start classrooms, and are planned in accordance to USDA guidelines. Children in AM classes receive breakfast and snack and children in PM classes receive lunch and snack.

- Meals are served family style, with the children and staff eating together. You and other volunteers may participate in meals and snacks when you volunteer for a full morning or a full afternoon session, free of charge.
- Your child will be introduced to a variety of foods that may be new to him or her. Children are encouraged to try all new foods.
- Each child is responsible for clearing his/her place at the table after meals and snacks. Your child will be encouraged to pass, pour and participate in mealtime conversation.
- **Please do not bring food from home to the classroom at any time. Only approved meals and snacks will be served. We also do not permit parents to send birthday treats to the classroom.** All food served will be reflected on the menu (sent to parents monthly) and field trip permission form, if applicable.
- For children to gain the maximum benefit from the educational program, they must bring healthy bodies and minds sustained by nutritious food to the learning process.

No candy, gum, food, medicine (including cough drops and chapstick), coins or toys are allowed on the bus or in the classroom with your

child. Please check your child's backpack and empty coat pockets daily.

SELF TRANSPORTING TO THE HEAD START CENTER

Head Start is always concerned about your child's safety. If you transport your child to and from a Head Start center, please **DO NOT LEAVE ANY CHILD UNATTENDED IN YOUR VEHICLE.** Please share this information with anyone who may transport your child to and from Head Start. We want all children to be safe.

It is very important that you bring your child to school on time and pick him up on time. Children need to attend the entire 3½ hour class.

SEVERE WEATHER PROCEDURE

Head Start classes may not be held or may be delayed, if there are severe weather conditions. Classes will cancel automatically when the school district where the site is located closes, due to weather. If there is a delay in the school district where the site is located, AM classes will start one hour later and dismiss at the normal time. (this means buses will pick up children 1 hour later than normal.) When there is a one hour delay, PM classes will begin and end at the normal time. During inclement weather, buses may drive on a limited route. Staff will contact parents if transportation routes will change.

Listen to WHIZ AM/FM Radio/TV for closing announcements. If you have questions, contact your child's site.

BUS SERVICE

We provide transportation service at most sites for most children. (We do not provide bus service for all children at the ALPS or Durban I Sites.) Parents will be asked to sign a Bus Agreement, giving us permission to transport their children to and from class and to agree to help ensure safe and efficient transportation. Parents may be asked to walk or transport their child to the site, if the family lives close to the site or a distance beyond a reasonable bus route. It will take a short period of time to determine the approximate arrival time when the bus will reach your house. The time may vary according to many factors such as traffic and weather conditions. Due to the limited number of vehicle drivers, if the Driver is unable to drive on a particular day, it may be necessary for parents to self transport.

Parents who are chaperoning a fieldtrip may ride the bus from school to the fieldtrip location and back to the school, as long as there is available seating. Emergency cards must be completed before boarding the bus and a seat belt must be worn. No non Head Start children are permitted on the bus.

Buses are driven by qualified adults who have a valid Commercial Driver's License (CDL), a safe driving record and ongoing training and evaluation. They are responsible for following all transportation and other regulations. They drive the children safely on fieldtrips and to and from the site each day. **At no time will a child be left unattended on the bus.**

RELEASE OF CHILDREN FROM THE SITE AND FROM THE BUS

- No child will be released to anyone other than the parent, without specific prior written notification and/or a phone call from the parent. Parents must provide staff with the names and telephone numbers of at least two people who can act on behalf of the parent in an emergency and receive the child when they cannot. The two **emergency contacts** must be at least 16 years old, have a working phone number, live outside your home but within 40 miles of the site and have a picture ID. You may also include emergency contact persons who meet these criteria and who live in your house.
- Emergency contact information will be updated monthly. It is the parents' responsibility to notify the site immediately of any changes, including adding, removing or changing the name, address and/or phone number of an emergency contact person. **If there is a change due to a custodial parent arrangement or restraining order, you must give us copies of the restraining order or custody papers immediately.**
- If your child must be picked up or released to an emergency contact person, you must notify the site in time for this to be verified with the emergency contact person. We can do this **ONLY** in special cases.
- For your child's protection, please do not ask us to release your child to someone not identified as an emergency contact person on the emergency card.
- Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified, if necessary.
- **If neither the parent nor an emergency contact person can be reached to pick up or receive the child, the child will be returned to the site, (if the site is open) or to the main office (if the site is closed).** If all efforts to locate the parent and emergency contact persons have failed, the child will be considered abandoned and the proper law enforcement authorities will be notified, within 45 minutes of the child being returned to the site/main office.

CHAIN OF CUSTODY FOR CHILDREN

- Bus Aides will mark each child onto the bus after the parent brings the child to the bus. The Teacher must sign in all children who arrived on the bus and who were self transported, indicating the time the children arrived. **(Parents/designees bringing their child to class must tell the Teacher they are dropping off/picking up their child.)** The Teacher is then responsible for the children, taking attendance throughout the day at meal/snack time, outdoor play time or any activity that requires transitioning the children from the classroom.
- Any adult taking the child out of the classroom must mark, indicating the child(ren) are no longer in the classroom. Upon return, the designated adult must mark that the child(ren) are back in the classroom.
- At the end of the class, Teachers will sign the children out. **(Parents/designees taking their child from class must tell the Teacher they are leaving.)** If the children ride the bus, Bus Aides will count the children and call their names. The parent/designee must sign the child off of the bus, assuming responsibility. **Children will be supervised at all times while in our care.**

PARENT CONTACT INFORMATION FOR YOUR CHILD'S CLASS

Contact your child's center if you would like contact information for parents or guardians at your child's site. We will provide this for you, as long as permission has been given to share this information.

USDA Nondiscrimination Statement:

The U.S. Department of Agriculture prohibits discrimination against its customer, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program discrimination Complaint form found on line at [HTTP://www.ascr.usda.gov/complaint_filing_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at Program.intake@USDA.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer (13)

Children's Communicable Disease Chart

Disease	Incubation	Symptoms	Treatment	Return to School
*Chickpox	10-21 days	Small blister-like sores that fill with fluid, fever and itching.	Diagnosis by a physician.	When all sores are dry, not less than 7 days. Physician's written permission required to return to class.
Cold Sores	2-12 days	Fever blisters on lips, face or mouth.	They will crust over and heal in a few days. May require doctor's treatment if they persist.	No exclusion, unless sores are in the mouth and children drool or are too ill to participate in activities.
Colds	12 hours-5 days	Runny nose, sneezing, chills, fever, sore throat, cough and tiredness.	See physician for high fever, persistent cough or sore throat.	No fever for 24 hours. Child well enough to participate in normal activities.
Diarrheal Disease	Varies depending on agent	Three or more loose stools in a 24 hour period.	See your physician.	The child may return when symptom free for 24 hours.
Fifth Disease	4-14 days	Slapped cheek appearance. Red lacy rash on trunk. Itching, fever rare.	See your physician.	Exclusion not appropriate unless child has fever or discomfort. Physician's written permission required.
Flu	1-3 days	Abrupt onset of fever, chills, headache, sore muscles.	See your physician for comfort.	Exclude children with fever or discomfort complaints.
*German Measles (Rubella)	12-23 days	Fever, head ache, sore throat, cough. Glands at back of head, behind ears often enlarged. Possible itching rash that fades within 72 hours.	See your physician.	Exclude until 7 days from onset of rash (or from onset of symptoms) to when rash is not present. Physician's written permission required to return to class.
*Hand, Foot and Mouth Disease	3-6 days	Raised rash, particularly on palms, soles and surrounding mouth. Progresses to blisters, then scabs. May cause sores inside mouth, causing painful swallowing.	Good hand washing and disinfecting of soiled objects. See physician for diagnosis.	Physician's written permission required to return to class.
*Head Lice	Eggs hatch in 7-10 days	Small white particles on the hair follicle often mistaken for dandruff, however, cannot be removed. Scratching of the scalp, itching, irritation of scalp.	Treat child affected as recommended by local health department or physician. Treat only affected individual.	After treatment and no live lice are present (nit free), contact staff to do a home visit before children return to class to verify. *The third case of head lice will require referral to lice program to rule out resistant head lice. (Follow the Head Start procedure.) Physician's written permission required to return to class.
*Hepatitis A	2-6 weeks	Abrupt onset. Loss of appetite, fever, nausea, fatigue. Jaundice may follow in a few days.	See your physician.	Exclude a minimum of 10 days following onset. Physician's written permission required to return to class.
*Hepatitis B	6 weeks-6 months	Loss of appetite, vague abdominal pain, nausea, vomiting, fever, fatigue, jaundice. Some persons have no symptoms.	See your physician.	Exclusion not appropriate. Physician's written permission required to return to class.
*Herpes	2-12 days	Blisters-like sores, fever, irritability and sores on mucous membranes of the mouth.	See your physician.	Exclusion necessary if children have blisters on their mouth, drool or are too ill to participate in activities. Physician's written permission required to return to class.
*Impetigo	2-10 days	Small pus-filled sores with yellow crust.	See your physician.	Physician's written permission required to return to class.
*Measles	12-17 days	Begins with fever, watery eyes, runny nose, cough. Red blotchy rash appears in 3 days.	See your physician.	Physician's written permission required to return to class.
*Meningitis (Bacterial)	1-10 days	Intense headache, nausea, vomiting, behavioral changes, irritability.	See your physician.	Physician's written permission required to return to class.
*Meningitis (Viral)	2-21 days	Sleepiness, fever, stiff neck, vomiting, lack of appetite, sudden onset.	See your physician.	Physician's written permission required to return to class.
*Mononucleosis	4-6 weeks	Fever, sore throat, swollen lymph glands, fatigue, head ache, petechial rash (red spider veins on roof of mouth)	See your physician.	Exclusion not necessary, under normal circumstances. Physician's written permission required to return to class.
*Mumps	12-25 days	Fever, painful parotid salivary gland, swelling under jaw & in front of ear, headache, chills, lack of appetite, abdominal pain.	See your physician.	Exclusion for 5 days after onset of parotid swelling.
*Pinworms	2-6 weeks	Rectal itching, disturbed sleep, local irritation.	See your physician.	Physician's written permission required to return to class.
*Pink Eye	1-3 days	Redness of eyelid, matted lashes, burning, itching.	See your physician.	Physician's written permission required to return to class.

Disease	Incubation	Symptoms	Treatment	Return to School
*Ring Worm	4-10 days	Skin: flat, ring-like rash, inflamed, may itch. Scalp: scaly patches of temporary baldness. Feet: scaling and cracking, water-filled blisters may be present.	See your physician.	Physician's written permission required to return to class.
RSV	1-10 days	Fever, funny nose, cough and sometimes wheezing.	See your physician.	Exclusion not necessary unless child cannot participate in daily activities. Practice strict hand washing.
*Scabies	2-6 weeks	Lesions appearing as tiny bumps or linear burrows found between fingers, inside wrists, armpits, belt-line and genital area. Patchy red rash, intense itching at night.	See your physician.	Physician's written permission required to return to class.
*Scarlet Fever Strep Throat Thrush	1-3 days maybe longer 2-5 days	Swollen glands, fever, sore throat, fine red rash.	See your physician.	Physician's written permission required to return to class.
*Tuberculosis	2-12 weeks after infected to react positively	Infection of the skin, mouth, or tongue that appears as white spots. TB infection produces no symptoms. Symptoms of pulmonary TB may include productive cough, chest pain, bloody sputum, fever, night sweats, weight loss. Children's symptoms are not always the same as adult's symptoms.	See your physician.	Exclusion not necessary. Practice strict hand washing.
*Whooping Cough	5-10 days upper limit 21 days	Fits of abnormally severe coughing with a characteristic respiratory "whoop" followed by vomiting.	See your physician.	Physician's written permission required to return to class.

6/10

* Must see a physician before the child returns to class and receive a physician statement indicating it is OK for the child to return.