

# Head Start/Early Head Start Start

## 2023-2024

### Parent Handbook



## Including

- Useful Tips For Parents
- Important Phone Numbers
- General Information

## Message from the Director

We would like to welcome all of our new and returning parents/guardians to a new and exciting school year. We appreciate you entrusting your most valuable possession to us. There will be a variety of activities planned to enhance your child's learning experiences with an intentional focus on school readiness. The Head Start Approach to School Readiness means that children are ready for school, families are ready to support their children's learning, and schools are ready for children. Head Start understands and values the key role families play in children's school readiness. There are five domains in school readiness and they are -- Approaches to Learning, Social and Emotional Development, Language and Literacy, Cognition, Perceptual Motor, and Physical Development. We have goals around each of these domains ( see below ) and you will learn about them as your child begins school and you meet with your child's teacher.

### School Readiness Goals

1. Social and Emotional Development: Children will display levels of attention, emotion, and behavior in the classroom that are appropriate to the situation and the supports available.
2. Language and Literacy: Children will use and comprehend oral language from conversation and communication.
3. Cognitive and General Knowledge: Children will gain a better understanding of their environment through observation, manipulation, questions, predictions, and developing a hypothesis.
4. Physical Development and Health: Children will demonstrate increasing control of small muscles for such purposes as using utensils, self-care, building, writing, and manipulation.
5. Approaches to Learning: Children will demonstrate persistence when working with materials, activities, and information.

We strive to build relationships with our families by providing information, resources, opportunities, and also by just being there for them when they need us. We will work hard to assist you in your journey to self-sufficiency and a successful transition for your child into the public school setting. We have family engagement goals that helps guide our work with our families. ( see below )

We always need volunteers and would like to encourage you to become a regular volunteer. There will be various volunteer opportunities offered throughout the year. There are opportunities to serve on the Policy Council, parent committees', and advisory committees.

This handbook is intended to provide you with specific information about operating procedures for our Head Start/Early Head Start Programs. You will receive information through the quarterly newsletter, the resource handbook, parent meetings, and this parent handbook. Feel free to call or stop in anytime with ideas or questions.

### Family Engagement Goals

1. Positive Parent-Child Relationships
2. Families as Lifelong Educators
3. Families as Learners

### Our program goals guide our program

1. Tri-County Head Start/Early Head Start will develop confident, professional staff which leads to high quality services and positive outcomes for children and families.
2. Tri-County Head Start/Early Head Start will enhance safe, healthy, welcoming environments for children, families, and staff.
3. Tri-County Head Start/Early Head Start will utilize technology to enhance child and family outcomes and increase efficiency of program operations.

**Have a great year at Head Start/Early Head Start!**

Sincerely,  
Kim Gillis, Director

# Table of Contents

Message from the Director	2
Table of Contents	3 - 4
Notice of Privacy Practices	5
About Head Start/Services	6
Mission, Vision, Philosophy	7
Contact Numbers	8
Hours	9
Arrival & Departure/Inclement Weather/School Closings	10
Daily Communication/Orientation & Transition	11
Early Childhood & Curriculum/Outdoor Play	12
Toileting/Rest/Naps/ Clothing	13
Diversity /Discipline/Family Engagement	14
Assessments/Reading Club/Disabilities/Tooth Brushing	15
Guidance/Food/Nutrition/Meals	16
Immunization Chart	17
Preventable Diseases	18
Sick Child Procedures	19
Health & Safety/Universal Precautions	20
Head Lice	21
Birthdays	22
“Need to Know” List	23
Attendance	24
Safety Reports/Accidents/Fire Drills	25
Child Abuse & Neglect	26
Confidentiality/Authorization/Volunteers	27
Program Governance/Parent Committee	28
Policy Council	29
Daily Classroom Schedule	30



# Table of Contents Continued

Change of Information	31
Tri-County Phone Numbers	32
Resource Numbers	33 - 34
EHS Home Based Services	35
Important Names and Numbers	36
Dressing for School	37
Transportation	38-39
Parent's Bus Rules	40
Mental Health & Substance Misuse Information	41
Know Your Child Care Facility	42-43
Parent's Rights	44
Parent's Responsibilities	45
Behavior Management & Disciplinary Policy	46
Arrival/Departure & Attendance Policy	47
Car Seat Information	48
Why Breastfeeding is Best	49
Medical Emergency Policy	50
Letter to Parents	51
Pedestrian Safety	52
Child Pedestrian Safety Rules	53
Male Involvement/Health Services	54
In-kind	55
School Calendars	56-59



# Notice of Privacy Practices

The Tri-County Head Start/Early Head Start is dedicated to maintaining the privacy of your protected health and education information. TCHS/EHS has in place policies and procedures to maintain the confidentiality of information that identifies you, such as date of birth and social security number. The following notice explains our policies and procedures for protecting the personally identifiable information (PII) of HS/EHS children.

## Uses and Disclosures

No information will be disclosed concerning a child's record without written consent from the parent/legal guardian. Parents/legal guardians will have the opportunity to refuse the release of the PII before it is released to an official at a program, school, or school district the child is planning to attend or is already enrolled in. TCHS/EHS does not allow any child's records to be viewed by parent volunteers or classroom volunteers. Staff will control access to files and prohibit parents and volunteers from reviewing any records other than their own.

The following exceptions can apply. Only under these circumstances can TCHS/EHS disclose information without parental consent:

- To protect the health and safety of the children or other persons.
- To comply with a judicial order or a lawfully issued subpoena.
- The parent/legal guardian is a party to a court proceeding directly involving child abuse and neglect.
- To assist caseworkers, involved with foster care children, who have the right to access the child's case plan.
- Specified officials for audit or evaluation purposes.

## Individual Rights

- You have the right to decline consent to the use and disclosure to certain individuals/parties.
- You have the right to be assured that your information will be kept confidential.
- You have the right to inspect and receive a copy of your protected information.
- You have the right to correct your protected information. Request must be in writing and provide a reason to support your requested correction.
- You have the right to review our full policies and procedures regarding the protection of personally identifiable information. These can be found on our website at [www.tricountyheadstart.com](http://www.tricountyheadstart.com).

# About Head Start

Created in 1965, Head Start is the most successful, longest-running, national school readiness program in the United States. It provides comprehensive education, health, nutrition, and parent involvement services to low-income children and their families. Nearly 25 million pre-school aged children have benefitted from Head Start.



Tri-County Community Council's Head Start program currently owns and operates three centers: one in Walton County, one in Chipley, and one in Westville.

Our Early Head Start program operates one center based program and a home-based program and is located in Walton County.

Tri-County Community Council is a local, private non-profit community action agency that contracts with federal, state, county and local agencies to operate various social service programs, and provide comprehensive preschool services to low income children and families residing within the communities of Walton, Holmes, and Washington Counties.

## **Mission**

Investing in children today for a better tomorrow.

## **Vision**

Partnering with families and communities to reach our full potential.

## **Philosophy**

You cannot make a positive difference in the lives of children without partnering with the whole family and the communities in which they live. We support parents as the primary educators of their children and encourage their involvement at all levels of Head Start through volunteering in the classrooms, participating on committees and advisory groups, and aiding in policy making through the Policy Council. We promote developmentally appropriate practices, family literacy, ensure safety in stimulating environments, and protect children's health and nutrition through sound practices and linking up with health providers, and teach all ten domains of early learning to ensure success in school.





## Site Addresses and Telephone Numbers

Westville Center & Administrative Offices  
2499 Cypress St. Westville FL 32464  
Center-548-5630      Offices:548-9900

Walton Center  
268 S. Davis Lane, DeFuniak Springs, FL 32435  
850-892-7635      850-892-3995

Early Head Start  
265 S. 18th St., DeFuniak Springs, FL 32435  
850-951-0464

Chipley Center  
1264 South Blvd, Chipley FL 32428  
850-638-9800



## **Program Year**

Head Start Centers follow the public school calendars for their county and parents will receive a copy at enrollment.

Early Head Start is open throughout the year and parents will be provided a schedule.

## **Program Hours of Operation**

### **Head Start Program**

Regular hours are 8:00am to 2:00pm.

### **Early Head Start Program**

Early Head Start Center hours of operation are 8:00am to 2:00pm.  
Home-based program schedules by appointment.



## Arrival and Departure

All parents and visitors must enter and exit the buildings through the **main entrance**. To ensure each child's safety, parents must accompany their child to his/her classroom and sign in. It is our policy that all parents sign their child in and out of the center, and tell the appropriate staff member when they are arriving and/or leaving with their child. Please make sure the child does not arrive until the assigned arrival time and is picked up by the closing time. A pattern of picking up a child late is unacceptable, is upsetting to the child, and presents difficulties for staff members that need to go home, or to school. If parents are consistently late bringing their child to the center, they will be asked to meet with the Family Service Advocate so they can implement an attendance plan.

If someone else is going to pick up your child, please contact us in advance and be sure you have given us **advance written authorization**. If we are unfamiliar with the person picking up the child, we will ask for a picture ID. If the person does not have written authorization, or ID we will not release your child to that person. Parents are solely responsible for any changes on Emergency Contact Cards. The Emergency Contact card is used in event the parent cannot be contacted- **It is NOT a Pick-up list.**

## Inclement Weather/School Closings

Tri-County Community Council will follow the decision of the local public school district in determining school delays or closures due to inclement weather. Other decisions regarding closures may need to be made by the HS/EHS Director or the Executive Director, based on circumstances that affect the center. Families will be called if a decision is made to close early or to close when the school district does not.



## **Daily Communication**

Every effort will be made on a daily basis to communicate with families when they drop off and pick up their child, through notes sent home, or through telephone calls. If an unusual or special circumstance occurs during the school day, this information will be given to the parent verbally or in a written notice. Incidents of a serious nature, in which the staff may feel will be disturbing to the parents, will be communicated verbally to the parent and will be followed up by an incident report. In return, we ask that parents communicate with the classroom teacher any unusual behavior or incidents that may have occurred while the child was at home; when teachers are well informed they can take care of your child in the best way possible.

## **Orientation & Transition**

### **New Students**

In order to ensure a happy and successful transition into Head Start/Early Head Start, parents are required to participate in orientation before their child begins school.

Orientations are conducted to familiarize parents with the center's various services (education, special services, health, mental health, nutrition, family partnership, and parent/male involvement). Staff members will be introduced during the orientation and each will explain their role and responsibilities.

### **Returning Students**

If a child is currently enrolled, the parents may re-enroll the child for next year. If parents are unsure of the process they are encouraged to speak with the Family Service Advocate.

### **Transition**

Transition activities are an ongoing process, which includes transitioning children and families into and out of Head Start. Every effort is made to ensure a smooth transition into and out of Tri-County Head Start/Early Head Start.

## **Early Childhood and Curriculum**

*Creative Curriculum* is the educational approach that is adopted by Tri-County Head Start/Early Head Start. Creative Curriculum is the country's leading research-based Infant & Toddler Curriculum. Early Head Start uses Creative Curriculum for ages 1 & 2 and uses Partnering for Healthy Babies for expecting moms. The objective of the curriculum is to provide all children with a nurturing, engaging, and enjoyable learning environment to help them gain the awareness, skills and confidence necessary to succeed in their present environment and to deal with later responsibilities in school and in life. The varied experiences that we provide support the continuum of children's growth and development, in all learning domains.

The learning environment and daily routine are designed with all areas of children's development in mind. Interest areas are labeled and stocked with diverse materials. To promote initiative and independence, the materials are easily accessible and reflect children's cultures and interests. In addition, the children engage in small and large group activities, assist with clean-up, socialize during snack and meals, and develop self-care skills.

### **Outdoor Play—HS/EHS**

Each child will participate in daily outdoor activities, weather permitting. The teachers use this opportunity to help the children develop and exercise their large muscles. All children must go outside each day for the required length of time. However, when inclement weather occurs, the teachers will plan alternate indoor activities for the children.

# Parent Information

## Outdoor—HS/Early Head Start

The children's daily schedule includes outdoor play, if the weather permits. The outdoor equipment is developmentally appropriate and the design plan is manageable, interesting, and safe.

### Toileting

Children are enrolled in our program without regard as to whether they have learned to use the toilet independently. Staff will change diapers and assist children in positive ways to learn to use the toilet within a developmentally appropriate time frame. Accidents are to be expected. Children not yet ready, forget and have accidents; they must never be degraded by harsh words or appearances of disgust.

### EHS Toilet Training

Signs of toilet training readiness will be discussed at parent-caregiver conferences. Once the parent and primary caregiver feel that a child is ready, a plan will be put in place for both the caregivers and parents to follow.

### Head Start Rest/Naps

We provide a rest/nap period for all children because we believe they need a rest time to help them relax and unwind from their busy morning schedule. A quiet time in the daily schedule enables them to have a more positive afternoon and be a happier child at home at the end of the day. If a child does not go to sleep, he/she will be allowed to participate in a quiet activity that does not disturb the other children. We supply a sleep mat, mat cover, and light blanket.

### EHS Rest/Naps

Early Head Start children are allowed to rest and nap based on their individual needs and sleep patterns.

### HS/EHS Clothing

Young children often have bathroom accidents or may be involved in messy play throughout the day. The child's parent/guardian must provide a clean change of clothing to be kept at the center at all times. Clothing should be exchanged as the seasons change so that children are appropriately dressed. When a child wears home the change of clothing left at the center, the parent should immediately provide the center with another set of clothing.

# Parent Information Continued

## Diversity in the Classroom

We have adopted an “all included approach”, which means that all children can learn and have the right to learn in an environment with their peers in both Head Start and Early Head Start. This approach will help children become more flexible, accepting, open-minded, and non-judgmental towards people who are different.

We help children celebrate who they are and help them to accept others. In addition, the teachers label items in the classroom in at least one other language, they provide materials that encourage and support differences, they invite parents into the classroom to share their culture by singing songs and finger plays in other languages and repeat phrases and words in other languages.

## Disciplinary Procedures

Under no circumstances will there be any corporal punishment used in the Tri-County Head Start or Early Head Start Centers. Violation of this regulation constitutes grounds for immediate termination. Under legal and professional statutes, staff, volunteers and individuals working in conjunction with this program are forbidden to use corporal punishment of any kind, as means for disciplinary action. **Parents/guardians on center grounds must also adhere to this disciplinary procedure.**

Forbidden disciplinary actions include, but are not limited to: physical restraint, with intent and/or unintentional physical and/or emotional harm, physical abuse (squeezing, choking, holding, pinching, punching, etc.) physical and/or mental abuse through neglect or negligence.

## Head Start & Early Head Start Family Engagement in Education

Parents are encouraged to participate in program activities with children that promotes School Readiness. Staff and parents interact informally to share information about the day's activities and child's experiences. Staff and parents exchange information about how to promote and extend child's learning and social development at home. Staff members schedule home visits and formal parent conferences to share information with parents and seek input about the program and child development.

## **Child Assessment**

Tri-County Head Start/EHS uses Teaching Strategies GOLD (TSG) for its assessment.

TSG is an authentic approach to assessment that reflects an assumption that children demonstrate an amazing capacity to learn new skills within a relatively brief period of time. The teachers focus on what children can do at the moment instead of looking for and commenting on what they are not yet able to do. The teachers write simple anecdotes each day on the children and each child has a portfolio, which contains samples of child's work (it documents their growth). The information is shared with the parents during the school year. The children will be screened with Battelle to screen learning patterns and results will be shared with parents.

## **EHS Assessment**

The social-emotional assessment tool used for the Early Head Start Program is Ages & Stages Questionnaires. This tool is a cooperative effort between parents and caregivers to monitor the child's progress. We also assess the child's height, weight, vision and hearing.

## **Family Fun Reading Club**

To encourage families to read to their children, Tri-County HS/EHS created a club.

The families join the club by filling out a contract stating that they agree to read regularly with their child. Each time a family reads 20 books to their child, fills out and sends in the form, their child will receive a certificate and a free book.

## **Children with Disabilities**

It is the philosophy of Tri-County HS/EHS that all children, regardless of race, creed, gender, or disability, share common needs: warm and loving acceptance; a safe and healthy physical environment, which encourages curiosity and exploration; and a chance to socialize with children of similar ages. Tri-County works collaboratively with the local school systems and other providers to obtain needed therapy for children in need while including the child in the classroom.

## **Tooth Brushing**

Tooth brushing is accomplished in conjunction with meals. Acknowledging that dental wellness is critical to one's overall health, to reduce the presence of oral bacteria, all preschoolers brush their teeth after lunch. Early Head Start toddlers brush teeth after a meal while infants unable to hold and manipulate a toothbrush have their mouths wiped out after a meal with sterile gauze pads and fresh water. Workshops on dental care will be offered for expectant mothers and other interested parents enrolled in HS/EHS Program.

## **Guidance and Discipline**

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

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

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

## **Food and Nutrition Services**

In accordance with all Head Start Performance Standards, the Tri-County Head Start/EHS Program has implemented a program that provides superior food services which meet the nutritional needs of all enrolled children.

Children with food allergies, food intolerance or religious preferences are accommodated and lists are maintained in each classroom and center kitchen. The lists are referred to during meal preparation and service. A letter must be on file either from the child's doctor for allergies and intolerance or from parents for religious preferences.

## **Meal Service**

All children receive at least 3/4 of their daily nutritional requirements during meal service. Children are never forced to eat any food item. They are encouraged to "try" different foods. Some foods may be completely unfamiliar, while others may be prepared differently than they are used to having them. It is important for their development that they are exposed to a wide variety of foods both representative of their individual cultures and their school mates. For picky eaters, family style eating provides opportunities to observe others who eagerly eat a more varied diet, thusly encouraging them to likewise partake of a particular food or meal. Family style eating is in place at all our centers. Children learn math, science, language, health and safety and gain sensory and fine motor skills while assisting with the set-up for meals and by serving themselves from communal serving dishes. Teachers and children share the same foods. Teachers sit at the tables and facilitate positive conversation during meals. Children are also involved in removing their refuse from the tables after they finish their meals.



**Note:** If your child misses a shot, you don't need to start over. Just go back to your child's doctor for the next shot. Talk with your child's doctor if you have questions about vaccines.

## 2023 Recommended Immunizations for Children from Birth Through 6 Years Old

VACCINE	Birth	1 MONTH	2 MONTHS	4 MONTHS	6 MONTHS	12 MONTHS	15 MONTHS	18 MONTHS	19-23 MONTHS	2-3 YEARS	4-6 YEARS
<b>HepB</b> Hepatitis B	HepB	HepB				HepB					
<b>RV*</b> Rotavirus		RV	RV	RV	RV*						
<b>DTaP</b> Diphtheria, Pertussis, & Tetanus		DTaP	DTaP	DTaP	DTaP	DTaP	DTaP	DTaP			DTaP
<b>Hib*</b> Haemophilus influenzae type b		Hib	Hib	Hib	Hib*	Hib					
<b>PCV13, PCV15</b> Pneumococcal disease		PCV	PCV	PCV	PCV	PCV	PCV				
<b>IPV</b> Polio		IPV	IPV	IPV	IPV	IPV	IPV	IPV			IPV
<b>COVID-19**</b> Coronavirus disease 2019						COVID-19**	COVID-19**	COVID-19**			
<b>Flu+</b> Influenza							Flu (One or Two Doses Yearly)*	Flu (One or Two Doses Yearly)*			
<b>MMR</b> Measles, Mumps, & Rubella						MMR	MMR				MMR
<b>Varicella</b> Chickenpox						Varicella	Varicella				Varicella
<b>HepA*</b> Hepatitis A						HepA*	HepA*	HepA*			

**FOOTNOTES**

**RV\*** Administering a third dose at age 6 months depends on the brand of Hib or rotavirus vaccine used for previous dose.

**COVID-19\*\*** Number of doses recommended depends on your child's age and type of COVID-19 vaccine used.

**Flu+** Two doses given at least 4 weeks apart are recommended for children age 6 months through 8 years of age who are getting an influenza (flu) vaccine for the first time and for some other children in this age group.

**HepA\*** Two doses of Hep A vaccine are needed for lasting protection. The 2 doses should be given between age 12 and 23 months. Both doses should be separated by at least 6 months. Children 2 years and older who have not received 2 doses of Hep A should complete the series.

**ADDITIONAL INFORMATION**

1. If your child misses a shot recommended for their age, talk to your child's doctor as soon as possible to see when the missed shot can be given.

2. If your child has any medical conditions that put them at risk for infection (e.g., sickle cell, HIV infection, cochlear implants) or is traveling outside the United States, talk to your child's doctor about additional vaccines that they may need.

Talk with your child's doctor if you have questions about any shot recommended for your child.



U.S. Department of Health and Human Services  
Centers for Disease Control and Prevention

**FOR MORE INFORMATION**  
Call toll-free: 1-800-CDC-INFO (1-800-232-4636)  
Or visit: [cdc.gov/vaccines/parents](https://cdc.gov/vaccines/parents)



American Academy of Pediatrics  
DEDICATED TO THE HEALTH OF ALL CHILDREN™

# Diseases and the Vaccines that Prevent Them

BIRTH–6 YEARS OLD

DISEASE	VACCINE	DISEASE SPREAD BY	DISEASE SYMPTOMS	DISEASE COMPLICATIONS
<b>Hepatitis B</b>	HepB	Contact with blood or body fluids	May be no symptoms, fever, headache, weakness, vomiting, jaundice (yellowing of skin and eyes), joint pain	Chronic liver infection, liver failure, liver cancer, death
<b>Rotavirus</b>	RV	Through the mouth	Diarrhea, fever, vomiting	Severe diarrhea, dehydration, death
<b>Diphtheria</b>	DTaP*	Air, direct contact	Sore throat, mild fever, weakness, swollen glands in neck	Swelling of the heart muscle, heart failure, coma, paralysis, death
<b>Pertussis</b> (whooping cough)	DTaP*	Air, direct contact	Severe cough, runny nose, apnea (a pause in breathing in infants)	Pneumonia (infection in the lungs), death
<b>Tetanus</b>	DTaP*	Exposure through cuts in skin	Stiffness in neck and abdominal muscles, difficulty swallowing, muscle spasms, fever	Broken bones, breathing difficulty, death
<b>Haemophilus influenzae type b</b> (Hib)	Hib	Air, direct contact	May be no symptoms unless bacteria enter the blood	Meningitis (infection of the covering around the brain and spinal cord), intellectual disability, epiglottitis (life-threatening infection that can block the windpipe and lead to serious breathing problems), pneumonia (infection in the lungs), death
<b>Pneumococcal disease</b> (PCV13, PCV15)	PCV	Air, direct contact	May be no symptoms, pneumonia (infection in the lungs)	Bacteremia (blood infection), meningitis (infection of the covering around the brain and spinal cord), death
<b>Polio</b>	IPV	Air, direct contact, through the mouth	May be no symptoms, sore throat, fever, nausea, headache	Paralysis, death
<b>Coronavirus disease 2019</b> (COVID-19)	COVID-19	Air, direct contact	May be no symptoms, fever, muscle aches, sore throat, cough, runny nose, diarrhea, vomiting, new loss of taste or smell	Pneumonia (infection in the lungs), respiratory failure, blood clots, bleeding disorder, injury to liver, heart or kidney, multi-system inflammatory syndrome, post-COVID syndrome, death
<b>Influenza (Flu)</b>	Flu	Air, direct contact	Fever, muscle pain, sore throat, cough, extreme fatigue	Pneumonia (infection in the lungs), bronchitis, sinus infections, ear infections, death
<b>Measles</b>	MMR**	Air, direct contact	Rash, fever, cough, runny nose, pink eye	Encephalitis (brain swelling), pneumonia (infection in the lungs), death
<b>Mumps</b>	MMR**	Air, direct contact	Swollen salivary glands (under the jaw), fever, headache, tiredness, muscle pain	Meningitis (infection of the covering around the brain and spinal cord), encephalitis (brain swelling), inflammation of testicles or ovaries, deafness, death
<b>Rubella</b>	MMR**	Air, direct contact	Sometimes rash, fever, swollen lymph nodes	Very serious in pregnant women—can lead to miscarriage, stillbirth, premature delivery, birth defects
<b>Chickenpox</b>	Varicella	Air, direct contact	Rash, tiredness, headache, fever	Infected blisters, bleeding disorders, encephalitis (brain swelling), pneumonia (infection in the lungs), death
<b>Hepatitis A</b>	HepA	Direct contact, contaminated food or water	May be no symptoms, fever, stomach pain, loss of appetite, fatigue, vomiting, jaundice (yellowing of skin and eyes), dark urine	Liver failure, arthralgia (joint pain), kidney, pancreatic and blood disorders, death

DTaP\*

DTaP combines protection against diphtheria, tetanus, and pertussis.

MMR\*\*

MMR combines protection against measles, mumps, and rubella.

Last updated December 2022 • CS322257-A

## **SICK CHILD PROCEDURES**

Please do not send a child to school if he/she displays any of the following: vomiting, diarrhea, skin rashes, pick eye, fever, lice and ringworms. When a child is sent to school sick, it is dangerous to his/her health and the health of the other children and staff. Parents are asked to be considerate of other children enrolled in the center and to keep a sick child at home if signs of illness are evident. Please notify the center if a child is kept home due to sickness.

### **Some common guidelines for when child should stay home or may be sent home and permitted to return to center:**

#### **Fever**

A temperature of 101 degrees or higher. A child must stay home until his/her temperature is normal without medication for 24 hours.

#### **Diarrhea**

Child should have at least one normal bowel movement before returning to school.

#### **Vomiting**

Once within a 24-hour period.

#### **Rashes**

That have not been diagnosed by a physician.

#### **Impetigo**

A skin infection consisting of blisters & red area.

#### **Conjunctivitis**

An eye infection commonly referred to as "pink eye" in which the eye is generally red with some burning and sometimes yellow drainage. The child must be on medication for 24-hours and all signs of irritation gone before returning to center.

#### **Bronchitis**

This can begin with hoarseness, cough and a slight elevation in temperature. The cough may be dry and painful and then become loose.

#### **Lice**

Must show proof of treatment & live nits gone.



## Health & Safety Procedures

If a child becomes ill during the day while at the center, the parent will be called to pick the child up. Make sure your Center Coordinator has plenty of emergency contact numbers in case your child gets sick and make sure they are kept up to date.

Only trained Head Start/EHS staff may administer medication to your child during the day. The medication must be prescribed by your doctor.

Any medicine must be given directly to a member of the Head Start/EHS staff. Never attempt to transport medication via the child or in the backpack.

## Universal Precautions

The original guidelines issued by Centers for Disease Control (CDC) identified a practice called universal precautions as the means that should be employed to prevent infection via blood borne pathogens, such as HIV and HBV, as well as other known blood borne pathogens. Simply stated, universal precautions means that all blood and certain body fluids that may contain blood should be considered potentially infectious, and precautions should be taken to protect against them. All Head Start Centers use universal



## Head Lice Procedures

Each year with the arrival of fall and winter pesky head lice can make an appearance. Head lice are tiny bugs that feed on the blood in the scalp of the human head. They deposit eggs or “nits” on the hair shaft. If your child is found to have head lice while at Head Start/EHS you will be notified.

In most cases an over the counter shampoo is effective in killing the live bugs and nits. Once the hair has been treated, the nits should be removed by combing the hair with a nit comb, which is usually supplied in the lice treatment.

To be sure that your child is not reinfected you must wash all bed clothing, towels, pillows, bed linens, etc., in very hot water. Dry all laundry in clothes dryer. Disinfect combs, brushes, and other hair items with a cleaning solution.

Vacuum all carpets and upholstered furniture, including car seats. When you have finished vacuuming throw the vacuum cleaner bag away.

Your child may return to Head Start after he/she has been treated with a head lice shampoo. Remember to save the cash register receipt or box top of the treatment you used to show your Center Coordinator that the treatment was done. The Center Coordinator or a staff member designated to do so will check your child's head before they are allowed to return to the classroom.



## Birthdays

The children's birthdays will be recognized by each classroom throughout the year. Birthdays are posted on the bulletin board in each classroom. Each center will celebrate the birthdays at a monthly "everybody's birthday" celebration.

Due to USDA regulations, we are not allowed any outside food such as cake, cupcakes or candy in the center or provided to the children in our care.



## Need to Know List

1. The regular Head Start/EHS day begins at 8:00 a.m. and ends at 2:00 p.m. If you transport your child, follow the schedule as closely as possible. A child who arrives at 8:20 a.m. will miss out on a very important part of the day.
2. If your child is being transported by Head Start transportation he/she must be at the designated stop and must be ready to board the bus at the scheduled time.
3. The transportation routes will remain the same throughout the year. Any changes must be requested in writing. Only those adults who are authorized to receive the child will be allowed to receive the child.
4. It is necessary to maintain good attendance. Please have your child in school everyday unless he/she is sick.
5. When a child is transported to the center by a parent or guardian, please enter the classroom to sign the child in.
6. Since children do have accidents sometimes, please send extra clothing and if your child wears different clothes home, remember to send more.
7. Please check your child's backpack each day. Read, sign, and return forms quickly to be sure your child gets all the necessary services.
8. Breakfast, lunch, and a snack are provided at no cost to parents. Please do not allow your child to bring food of any kind to school.
9. No toys are to be brought to school.
10. Head Start teachers are required to make two educational home visits; also two parent-teacher conferences are required during the year. This gives the teacher an opportunity to share important information with you about your child's progress.
11. If you know your child is going to be absent, please call and let us know.
12. When coming to the center, always use the front entrance.
13. All children must be signed in/out daily.
14. Parents are welcome at the center at any time.
15. Parent workshops are provided at the centers throughout the year. Dates and times will be announced.
16. Snacks or treats may not be brought from home.
17. Many children have items that are alike, please label your child's items.

# Attendance

Attendance is crucial for success at Head Start/EHS. For a child to be included in all of the learning activities and develop a daily routine your child needs to be present and on time. Each child's attendance is recorded on a daily basis. Parents should notify the Center Coordinator or Family Service Worker when his or her child is going to be absent. The Family Service worker will contact you when your child is absent without notification. If they are unable to contact you by telephone a home visit may be necessary. If the absences are a result of illness or a family situation, there will be no action taken. **However, many absences could result in a child's spot being transferred to another family on the waiting list.**





## **Safety and Incident Reports**

We encourage all parents to report health and safety hazards to the Center Coordinator, Family Service Advocate, or other staff member. It is very important to note unusual or strange circumstances that may cause an accident or become a safety issue.

A daily health checklist is completed on each child. This report documents any unusual signs, marks or bruises that a child may have when he/she arrives. It also documents things such as a sore that is not healing properly, or if a child is unusually irritable without any apparent reason. We also keep incident reports on each child. If a child gets a minor scratch, bump or bruise while at school, we will note it on the incident report and give a copy to the parent.

## **Authorization for Emergency Medical Treatment**

Parents are asked to sign an Emergency Treatment form in advance in the event she/he is unavailable to give permission at the time of an emergency.

## **Accidents**

Minor accidents requiring first aid will be treated by staff certified in First Aid which will consist of a cold compress when appropriate, open wounds may be cleaned using soap and water only. A non-medicated Band-Aid may be used to cover the area. No topical medications or sprays will be applied.

## **Fire Drills**

We will hold monthly fire drills and post evacuation plans. During the fire drills, staff will lead the children to a safe area outside the building. Infants and toddlers will be placed into special "evacuation cribs" to safely expedite exiting the building. Please do not be alarmed if a fire drill occurs while you are at the center.



# Child Abuse and Neglect: Identification and Reporting

All staff members are required by law to report any suspected abuse and neglect. This is in accordance with the Child Abuse Reporting Act. Sometimes we will not be able to let a parent know if a report has been made so that Child Protective Services is able to investigate. Our reporting does not place blame, we only report signs and symptoms or suspected abuse or neglect.

## **Reportable situations include, but are not limited to:**

- Bruises, sores or other injuries observed on the child's body, even though the source or event of injury is unknown.
  - Abandonment of a child by a parent or guardian.
  - Suspected sexual abuse.
- Absence of proper parental control or subsistence (minimum of food and shelter), education, medical or other care or control necessary for the child's well-being.

HS/EHS staff provides this information at enrollment and continuously throughout the program. Training on the detection of abuse and neglect, as well as the program's reporting procedure is reviewed annually for all staff. All new employees are trained during pre-service training.

## **Prohibited Actions**

- It is our policy that children must not be physically or emotionally abused or punished. Parents must abide by this policy when at the HS/EHS Program.
  - Children shall not be subjected to any form of corporal punishment, including rough handling, shoving, hair pulling, shaking, slapping, kicking, biting, pinching, hitting or spanking.
- Children shall not be subjected to any form of emotional abuse, including name calling, shaming, making derogatory remarks about the child or their family, or using language that threatens, humiliates, or frightens the child.
  - Yelling or raising voice (unless child is in some type of danger).
  - Inappropriate diapering procedures.
- Infants/toddlers will not be kept in restrictive environments-playpens, high chairs, infant swings, walkers, infant seats.

## **Confidentiality of Files**

All files of Head Start/Early Head Start children are confidential. Center Coordinators, Family Service Advocates, and other approved staff are the only people who have access to these files. Parents have the right to view their child's file any time they wish.

## **Authorization to Release Confidential Information**

Tri-County HS/EHS will not release information from a child's record or file without the parent/guardian signing a Consent to Release Information form. Parents have the right not to sign the release.

## **Parent/Community Volunteers**

Head Start was founded in 1965 (EHS in 1994) with the belief that a child's development depends on caring adults spending quality time with the children. Head Start/Early Head Start believes that parents are a child's first and most important teachers because they are the most significant adults in his/her life. It is our goal to promote the parent/child relationship and help parents in the difficult task of child rearing. We do this partly by using volunteers. Some are parents, others are people from the community. We use our volunteers in every area of the school. Many classroom and program activities provide opportunities for parent and community involvement.

Families are encouraged to visit and participate as a volunteer at any time. Parents are always welcome in the classroom. In this manner, the families can gain a deeper understanding of their child and the HS/EHS program. However, in a few instances, the child may be best served if the parent works in a classroom other than the one his/her child is in, or another part of the program.

**If volunteering for more than 10 hours a week, a criminal background check is required.**

# Program Governance

Head Start/Early Head Start programs must operate under a philosophy of shared governance. This enables parents and community members to be active decision-makers in policies, procedures and other important issues that affect how a program operates. Parents can express an interest and possibly be elected to be members of the Policy Council and attend meetings. Parents may attend training sessions that are planned for them, including some out-of-town conferences. Other committees such as Education Advisory and Health Advisory committees also ensure input in the decision-making process that affect the children's education.

## Parent Committees

Parent Committees are organized at the center level. Every parent who has a currently enrolled child is a member of the Parent Committee.

### **Activities for the Parent Committee include:**

- Working with the Policy Council to support overall program development and implementation.
- Planning, conducting, and participating in informal or formal programs and activities for parents and staff (family picnics, activities).
- Discover and discuss what parents would like to do; what they would like to learn; and how ideas can be carried out with or without staff assistance.
  - Promote the role of male involvement in the classroom.

# Policy Council

The Policy Council participates in shared governance of the Head Start/Early Head Start program. The Policy Council functions as a link to Parent Committees in communicating with parents enrolled in Head Start/Early Head Start program. Policy Council members operate as the voice for the parents who have children currently enrolled in the program. The Policy Council is made up of 51% parents and 49% community members. A parent and an alternate member are elected from each center and meet once a month.

Policy Council members receive formal training on their roles and responsibilities. The Policy Council members role is to express the ideas and viewpoints of the parents at the center they represent.

## **The Policy Council is an eleven (11) member council:**

- 8 elected parents of children currently enrolled in the program
  - 3 Community Representatives
  - 1 Board Liaison

The formal group of elected and appointed parents and community representatives is mandated by the Federal Government HS/EHS Performance Standards.

## **Function of the Policy Council**

To work in partnership with the HS/EHS Director and certain key members of the staff to develop, review, and approve or disapprove the policies and procedures of the program which include participating in and acting on recommendations on hiring, firing, planning, Self Assessment, curriculum, site selection, budget and recruitment.

## **Board of Directors**

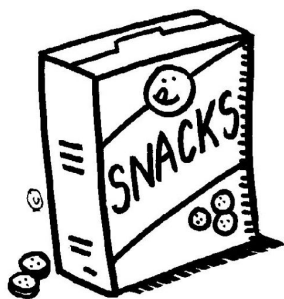
The function of the board is to provide judicious responsibility to ensure that the agency is meeting its vision, mission, and legal obligation, which include contractual and any other obligation from its various funding sources.

# Tri-County Community Council

## Head Start/Early Head Start

### Daily Classroom Schedule

<b>8:00</b>	Meet and Greet
<b>8:10</b>	Circle Time/Morning Activities/Attendance
<b>8:30</b>	Breakfast
<b>9:00</b>	Learning Center/Activities
<b>10:00</b>	Outside Time
<b>10:45</b>	Story Time/Getting Ready for Lunch
<b>11:00</b>	Lunch
<b>11:30</b>	Tooth Brushing/Getting Ready for Rest
<b>12:00</b>	Rest Time
<b>1:00</b>	Learning Centers/Activities/Music
<b>1:15</b>	Story Time/Review
<b>1:30</b>	Snack
<b>1:45</b>	Outside Time
<b>1:55</b>	Prepare To Go Home



## Change of Information

At the time of enrollment, parents/guardians must provide us with the names and telephone number of persons to contact in case of an emergency as well as those authorized to drop off and pick up the child from the classroom or bus with parent's written permission.

It is the responsibility of the parent or guardian to notify the program of any changes in the authorization. **Any change must be made in writing.**

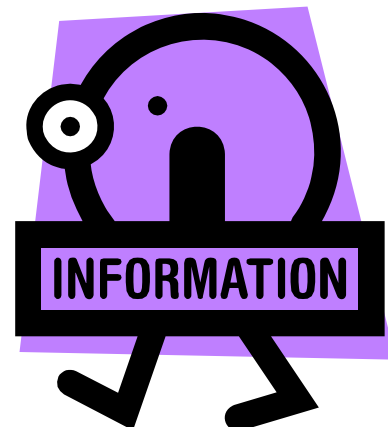
### **WE WILL RELEASE CHILDREN TO AUTHORIZED PERSONS ONLY.**

Persons under the age of 16 who are not the child's parent will not be allowed to pick up the child. The program may request photo ID before a child is released. All information on the emergency card and in your child's file must be current.

#### **It is your responsibility to inform the program of changes such as:**

- Change of address or phone number
  - Change of work place
- Change of authorized persons to pick up child (with your written permission) including phone numbers
  - Change of custody.

Please give any change of information to your family service worker, your child's teacher or the center coordinator. Copies of court orders must be provided to the program before any staff can actively prevent non-custodial parents from picking up their child.



## **Head Start Center Numbers**

Tri-County Head Start Admin Office (Westville)	548-9900
Holmes County Head Start (Westville)	548-5630
Walton County Head Start (DeFuniak Springs)	892-7635
Washington County Head Start (ChIPLEY)	638-9800
Early Head Start (DeFuniak Springs)	951-0464

## **Tri-County Community Council Phone Numbers**

Bonifay Central Office	547-3689
Holmes/Washington Transportation	547-3688
Walton Transportation	892-2422
Holmes Services /Bonifay	547-4263
Washington Services/ChIPLEY	638-4520
Walton Services/DeFuniak Springs	892-3615

## **Services of Tri-County Community Council, Inc.**

Public Transportation  
Head Start/Early Head Start  
Community Services  
Low-income Home Energy Assistance Program (LIHEAP)  
Canning Center  
Fund Raising  
Protection is in Knowledge (PINK)  
Project Share  
Life Enrichment Senior Center





## RESOURCE NUMBERS

### Food Assistance

Holmes & Washington County WIC	845-5111
Walton County WIC	892-8020
Meals On Wheels/Council on Aging	
Holmes County	547-2345
Walton County	892-8165
Caring & Sharing-Walton County (appt. required)	520-4615
Food Pantry (Washington)	no phone
1461 S Rail Road Ave Apt. 3, Chipley	
Open Tues & Thursday 2pm-3pm)	

### Clothing Assistance

Caring & Sharing (Walton) (appt. required)	520-4615
Pennies from Heaven (Washington/Holmes)	638-1629

### Housing Assistance

Holmes County HUD	547-1111
Walton County HUD	892-8185
Washington (NWF Reg. Housing Authority)	263-4442
Public Housing Authorities	
Washington County	638-0134
Walton County	892-2823

## **Education**

Chipola College, Marianna	526-2761
NW FL State College	502-2895 or 678-5111
Emerald Coast Technical College	892-1240
Washington-Holmes Technical Center	638-1180

## **Mental Health**

ARC Walton County	892-5013
ARC Washington - Holmes County	638-7517
Chautauqua Healthcare Walton County	892-8045
Life Management Washington - Holmes	522-4485
Florida Therapy Services - Washington	638-9211

## **Health Departments**

Holmes County	547-8500
Walton County	892-8015
Washington County	638-6240

## **Career Source Centers**

Holmes/Washington County	845-0733
Walton County	520-5990

## **Domestic Violence**

Salvation Army 24 hour Hotline	763-0706
State Attorney/Victim Advocate - Holmes	547-2262
State Attorney/Victim Advocate - Washington	638-6150
State Attorney/Victim Advocate - Walton	892-8080

**For a complete list of resources see the Resource Handbook.**

# Early Head Start Home-Based Services

This program option is currently provided in Walton and Holmes County. There are a limited number of openings for pregnant women and families with infants or toddlers.

Families are visited in their homes once a week by a home visitor who brings developmentally appropriate learning activities to help children learn and grow.

Stay & Plays are offered throughout the year. Parents and children attend at the designated location twice a month to allow the children to interact with other children their age and to provide parents and their children a variety of classroom activities that are specially designed for infant and toddler needs.

## Stay & Play (Socializations)

These twice a month sessions are important for you and your child as this time allows:

- Your child to learn social skills.
- Allows parent to interact with other parents.
- Allows for parent and child to learn in a group setting.

**Stay & Play Socializations are held twice a month to promote child's social skills, promote learning in a group setting, and engage parents in their child's education.**

**IMPORTANT NAMES, NUMBERS, AND DATES CENTER OR HOME  
BASE:**

HOME-BASED EDUCATOR: \_\_\_\_\_

CENTER OR EDUCATOR PHONE NUMBER: \_\_\_\_\_

TEACHER NAME: \_\_\_\_\_

FAMILY SERVICE WORKER: \_\_\_\_\_

OTHER STAFF: \_\_\_\_\_

CENTER HOURS OR HOME-BASED VISIT TIME: \_\_\_\_\_

PARENT MEETINGS ARE HELD ON: \_\_\_\_\_

POLICY COUNCIL MEETINGS ARE HELD ON: \_\_\_\_\_

# Dressing for School

Your child should wear comfortable play clothes that are easy to wash as we do lots of messy projects. Dress for the weather, including hats and mittens. We go outside almost daily. Wear shoes that are safe for running, climbing, and playing. Bring an extra set of clothes to be left at school. If your child is too sick to play outside, then your child is too sick to be at school.



## **Transportation**

Due to the rising costs of transportation and the strict regulations imposed on transportation by federal and state agencies, it has become necessary for the Tri-County Community Council, Inc. Head Start to modify our transportation eligibility requirements. We must insist that parents transport their children whenever possible. We realize that this is an inconvenience to parents, but we cannot avoid it without greatly decreasing other services we offer. If you need more information regarding transportation, contact your center coordinator or administrative offices. Transportation will be provided to designated centers on an as needed basis.

### **Transportation Procedures**

- Know your child's bus driver and escort.
- Accompany your child to the bus and see that they get on safely. Neither driver nor escort will come to the door of the home to get the child.
- If your child will not be going to school, call the center or transportation office and leave a message.
- Have your child completely dressed, waiting at their assigned bus stop at least 5 minutes before bus is scheduled to arrive. Make sure you are waiting at the pickup point in the afternoon to pick up your child.
- If someone other than yourself will be getting the child off the bus, contact the center in writing and make sure his/her name is on the list to get the child. This person must be an adult (16 years or older). If this person is not on the list, the child will be returned to the center and you will have to make arrangements to pick the child up.
- There will be no food, drink, smoking materials, medicine, or toys on the bus.
- No one will ride in the bus, but the driver, the monitor, and the children.
- Children will be expected to sit quietly in their seats and wear their safety restraints while the bus is moving.

- If the escort or the driver determines that your child is sick when picked up, they will not accept the child onto the bus.
- Your child may be suspended from the bus for repeated acts of disorderly conduct. Prior to this happening, you will be called to the center for a meeting with the bus escort, the driver, and the center coordinator.
- Once your pick up and drop off points are established, you cannot change it without a written request submitted to the center coordinator and approval by the Head Start Administration.
- The driver and/or the escort reserve the right to ask for photo identification before they release your child to someone they do not recognize.
- If an adult is repeatedly not present at the pick up or drop off point, transportation services may be suspended permanently.
- No medications will be transported on the bus. The parent will need to sign necessary paperwork and bring any/all medication to the center.
- All of the children's supplies/materials should be carried in their backpack for safety purposes.
- Children and parents are to stand 10 feet away from the bus until completely stopped and driver has the door open.
- Never cross behind the bus.

If an item falls on the ground near the bus remember:

**IF IT'S ON THE GROUND-DON'T BEND DOWN.**

The bus driver may not be able to see you. If there is a problem call the center so it can be discussed privately. Pick up and drop off times are not appropriate times for conferences. Please schedule time to speak with your child's teacher that is private and unrushed.

## Bus Rules for Parents

- Head Start children will be returned to the place they were picked up. If there is to be a change in pick-up or delivery, WRITTEN NOTICE must be given to the driver one day in advance.
- Parents should notify the center when a child will not be attending class.
- Parents should notify Head Start a week in advance of moving.
- Children should be dressed and ready when the bus arrives. The driver will not go to the door. If the child misses the bus, it is the parent's responsibility to take the child to school.
- When a child is delivered home, the parent or an adult will come out to meet child at the bus.
- If no one is at pick up, the child will be returned to the center, and it will be the parent's responsibility to see that he or she is taken home. The child will not be picked up again until the parent confers with the Center Coordinator or Transportation Coordinator.
- If a child has to cross the street to get on or off the bus, he or she must be accompanied by an adult. The child must cross in front of the bus.
- Only Head Start children, and Head Start staff will ride the bus to and from the center.
- There is no eating, drinking or smoking on the bus.
- Toys should not be sent with the child.
- Medications cannot be sent with the child.
- There will be two adults on the bus at all times.
- All bus passengers must wear seat belts.
- Parents who transport their child to Head Start must accompany the child into the building. Children must not arrive at school more than 15 minutes before class begins.
- The bus driver and bus escort may determine if a child is ill at the time he or she boards the bus. A sick child will be returned to the parent or guardian.



## **Mental Health & Substance Misuse Information**

3 out of 10 people in the United States have issues with mental health, drugs, or alcohol but there is help available. The National Helpline is a free, confidential, 24 hour-a-day, 365 day-a-year information service for families or individuals facing substance abuse and/or mental health disorders. This service provides referrals to local facilities, support groups, and community-based organizations.

Substance Abuse and Mental Health Disorders impacts more than just the person in need of recovery. Evidence shows that some people have a genetic predisposition for developing a disorder. It is also important to remember that the challenge of helping a loved one with a disorder can be hard, so caregivers should take steps to care for their own health as well. Every family is unique, but all families share a bond that can be used to support one another during hard times.

National Helpline 1-800-662-HELP (4357)

Online information: [www.findtreatment.gov](http://www.findtreatment.gov)

Suicide & Crisis Lifeline call or text 988

Most communities have open support groups-if you need help finding a meeting talk with your Family Service Advocate.

Resource: SAMHSA

## Parent's Role

A parent's role in quality child care is vital:

- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- Know the facility's policies and procedures.
- Communicate directly with caregivers.
- Visit and observe the facility.
- Participate in special activities, meetings, and conferences.
- Talk to your child about their daily experiences in child care.
- Arrange alternate care for their child when they are sick.
- Familiarize yourself with the child care standards used to license the child care facility.

More  
information  
and free  
resources:

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)



This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).

License Number: \_\_\_\_\_

License Issued on \_\_\_\_/\_\_\_\_/\_\_\_\_

License Expires on \_\_\_\_/\_\_\_\_/\_\_\_\_

For more information regarding the compliance history of this child care provider, please visit:

[MyFLFamilies.com/childcare](http://MyFLFamilies.com/childcare)



To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CFRPI 175-24, 03/2014

This brochure was created by the Florida Department of Children and Families, Office of Child Care Regulation and Background Screening pursuant to s. 402.3125(5), F.S.,

# Know Your Child Care Facility

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)



## General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation vehicles (if transportation is provided).
- Provide parents with written disciplinary practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios:

Age of Child	Child:Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

### Health Related Requirements

- Emergency procedures that include:
  - Posting Florida Abuse Hotline number along with other emergency numbers.
  - Staff trained in first aid and Infant/Child CPR on the premises at all times.
  - Fully stocked first aid kit.
  - A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children's reach.

### Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

### Food and Nutrition

- Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

### Record Keeping

- Maintain accurate records that include:
  - Children's health exam/immunization record.
  - Medication records.
  - Enrollment information.
  - Personnel records.
  - Daily attendance.
  - Accidents and incidents.
  - Parental permission for field trips and administration of medications.

### Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Maintain sufficient lighting and inside temperatures.
- Equip with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.

## Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, the following indicators should be considered:

### Quality Activities

- Are children initiated and teacher facilitated.
- Include social interchanges with all children.
- Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- Include exercise and coordination development.
- Include free play and organized activities.
- Include opportunities for all children to read, be creative, explore, and problem-solve.

### Quality Caregivers

- Are friendly and eager to care for children.
- Accept family cultural and ethnic differences.
- Are warm, understanding, encouraging, and responsive to each child's individual needs.
- Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- Help children manage their behavior in a positive, constructive, and non-threatening manner.
- Allow children to play alone or in small groups.
- Are attentive to and interact with the children.
- Provide stimulating, interesting, and educational activities.

### Quality Environments

- Are clean, safe, inviting, comfortable, child-friendly.
- Provide easy access to age-appropriate toys.
- Display children's activities and creations.
- Provide a safe and secure environment that fosters the growing independence of all children.

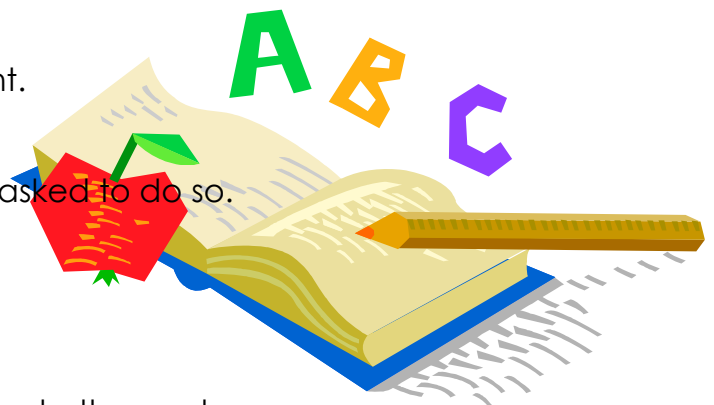


## Parent's Rights

- Parents can visit the center at any time. We have an "Open Door" Policy.
- Parents will be able to give input on their child's education.
- Parents may check their child's file.
- Parents may know how the child is doing on a regular basis or upon request.
- Parents must give permission before services can be given.
- Parents have the right to be treated with dignity and respect.
- Parents may request that certain food be included on the menus when the annual review is done.
- Parents may remove their children for appointments.
- Parents may volunteer in the classroom.
- Parents may participate on committees.
- Parents may have lunch at the center when they participate in activities there.
- Parents will receive a copy of the Parent Handbook.
- Parents may request mental health services.
- Parents may request information needed for transition into elementary school.
- Parents may request help in meeting any family goals.
- Parents may choose not to participate if you wish without any fear of loss of any other rights.
- Parents may help develop adult programs which will improve life for self and family.

# Parent's Responsibilities

- Check your child's backpack or folder daily for communication.
- Return requested information with signature as soon as possible.
- Deliver and Pick up your child on time each day.
- Treat all staff with respect.
- Dress child appropriately for the weather conditions and safety.
- Provide current address and phone numbers.
- Call in when your child is going to be absent.
- Participate in activities at the center when asked to do so.
- Volunteer at the center when available.
- Do not allow your child to bring personal toys to the center.
- Make sure your child is present every day unless he/she is ill.
- Make sure an adult is home to receive child if he/she is transported by bus.
- Attend Open House/Orientation before school begins.
- Attend parent meetings and trainings.
- Keep your child up-to-date on immunizations, health and dental visits.
- Participate in two (2) home visits and two (2) parent conferences during the year.



## Behavior Management and Disciplinary Policy

Tri-County Head Start will use positive behavioral strategies when educating children how to manage their own behaviors. This will be done through child guidance and classroom management that will promote positive social and emotional development, encourage mutual respect, and support a safe environment. Children will be carefully supervised by adults in any Head Start/Early Head Start setting.

The Teacher and Teacher Assistant are the primary disciplinarians in the classroom. All adults in the classrooms understand and model the same positive approach to behavior management as the teaching staff. Parents and other volunteers are oriented to the rules and limits in the classroom and can remind the children of these rules but will seek help from the teachers if unacceptable behavior continues. This policy provides guidance for all Head Start/Early Head Start staff, volunteers, and contractors in the requirement for support of positive behavior and definition of acceptable discipline methods.

1. The classroom schedule and curriculum are organized to allow children time and opportunities to practice acceptable behavior.
2. Teachers view a child's inappropriate behavior as an opportunity of model, teach, and help the child practice appropriate socialization skills.
3. Adults in the classroom consistently model appropriate behavior. Adults who are unable to model appropriate behavior will be asked to leave.
4. Teachers anticipate and eliminate potential problems by organizing the environment in a developmentally appropriate manner. Children have easy access to toys and supplies. Quiet and active spaces are provided.
5. Clean up is easily managed and there are no runways or hiding spots.
6. Adults consistently give children reinforcement for positive behavior.
7. Teachers clearly define classroom expectations and rules and maintain these throughout the year. Rules and expectations are positively framed and age appropriate.
8. Teachers recognize that children need to be taught every rule and procedure in a variety of ways, such as demonstration, class discussion, role-play, and positive reinforcement.
9. Teachers plan for each child as an individual who learns in their own style and at their own pace.
10. Children are encouraged to make choices, solve problems, and use appropriate words to resolve conflict.
11. If a child's behavior is harmful to themselves, to others, or to property, the child will be removed from the situation until they are able to calm themselves.
12. Time out is not to be used except in extreme situations-tantrums, out of control children, or aggressive/dangerous behavior. When the time-out is over, the child may leave the time-out place. The Child Discipline – Time Out policy should be followed.
13. Child restraint occurs only when required for the child's safety, the safety of others, or as a last resort to stop destruction of property. The child is restrained in a manner that will not cause injury to the child and will not allow the child to cause injury to the adult.
14. If possible, adults redirect or distract children displaying unwanted behavior to another area or to other children to play with.
15. Any form of corporal punishment (i.e., spanking, slapping, etc.) is unacceptable discipline, as are demeaning or negative remarks. These forms of discipline will not take place in any Head Start or Early Head Start facility or at any sponsored activity.
16. Additional accommodation may be necessary for some children and the Response to Behavioral and Mental Health Concerns Procedures policy should be followed.

# **Arrival, Departure and Attendance Policy**

## **Arrival and Departure**

Your child must arrive at the center no earlier than 7:45am and must leave no later than 2:00pm. If your child rides a bus, you or an authorized adult must be at the drop-off at the time assigned to you by the transportation department. Parents who transport will have a pick-up time based on their work or class schedule. If your transportation needs change, please talk with the Center Coordinator at your child's center.

After three (3) times of late arrival or failure to receive your child, it will be necessary for you to attend a conference with Head Start/Early Head Start staff to discuss other resources and childcare options.

## **Attendance**

Establishing consistent daily routines gives your child security and helps to build a relationship between the classroom and home. Children who have irregular attendance or who are consistently late miss meals and learning activities provided by Head Start/Early Head Start. If you fail to call in when your child is absent, Head Start/Early Head Start staff will contact you regarding the absence. In the event of excessive absences or tardiness, a conference will be scheduled to complete an Attendance Action Plan. If you fail to comply with the Attendance Plan your child can return to the waiting list and the vacancy will be filled with another family in need of placement. If your family needs extended leave, you must submit a request in writing for approval or your child's slot will be considered vacant.

The parent will inform a center staff member immediately if the following emergencies occur:

- I or my authorized adult cannot be at the center by the scheduled arrival or departure time.
- I or my authorized adult cannot be at the designated drop-off address at the scheduled time, or
- If my child is going to be absent from class.

Arrival Time: 8:00 am Departure Time: 2:00 pm

## Car Seat Safety Information

- Kids 12 and under should ALWAYS ride in the back seat. This cuts their risk of death by 36%.
- Kids should be in a car seat or booster until they can be seated properly in a seatbelt. For most kids, this is around 8-12 years old or 4' 9" tall, but proper seatbelt fit is the most important factor.
- Never place a rear-facing car seat in the front seat when there is an active frontal airbag.
- Keep your baby rear-facing as long as possible. That can mean up to 35 or 40 pounds in most current convertible seats, unless they outgrow it by height first.
- All current car seats pass government safety standards. Select the one that best fits your child, your vehicle and your budget. Some models do have different features; select one that has the features that will allow you to use it correctly EVERY trip.
- Always read the owners manuals for your vehicle and car seat thoroughly. They often contain specific information about car seat installation that may not be obvious. Some models may vary from what you would expect.
- Make sure that the harness fits snugly on your child, the car seat fits snugly in your vehicle, and that your vehicle seatbelts are locked properly.
- When you buy a car seat, make sure you have a good return policy in case it doesn't fit or in case you find you don't like it. Have your seat inspected by a certified technician for free at a checkup event or fitting station.
- Please be wary of used car seats, especially those over six years old, those with an unknown history that may have been in a crash, those that show any form of cracks or damage, and those with missing labels, model number, manufacturing date, instructions or parts.
- Please give driving your complete, unimpaired attention and wear your own seatbelt all the time. These two simple steps are among the easiest ways you can protect yourself and your passengers from injury or death.



## Why Breastfeeding is Best for You and Your Baby

Breastfeeding is the key to good health for mothers and babies.

### Why is breastfeeding best for moms?

- Breastfeeding is something special you can do for your baby.
- Breastfeeding helps mom and babies build a close and loving bond.
- Breastfeeding hormones help you feel more relaxed, loving, and protective of your baby.
- Breastfeeding can help moms lose the weight they gained during pregnancy.
- Breastfeeding is an important health measure for mom. It reduces mom's risk of breast and ovarian cancer.

### Why is breastfeeding best for babies?

- Breastfeeding is how babies are meant to be fed. No formula can do for your baby what breastfeeding can.
- Breastfeeding encourages the best brain growth and development in babies.
- Breastfed babies are one-third less likely to die of "crib-death".
- Breastfed babies have fewer illnesses and milder effects when illness does happen.
- Breastfeeding provides protection for your baby against respiratory infections, ear infections, childhood diabetes, and certain types of cancers.
- Breastfeeding helps your child's facial structure develop correctly and are less likely to have dental cavities or crooked teeth.
- Breastfed babies rarely grow into overweight children.

**While breastfeeding is normal, you may feel unsure of yourself in the beginning. Be patient about learning this new skill. Breastfeeding is important for you and your baby. Call your WIC staff right away if you need help with breastfeeding.**

# Medical Emergency Policy

Head Start/Early Head Start will assume responsibility for the initiation of emergency and first aid measures should the need arise.

## PROCEDURE

1. The emergency telephone numbers of the local hospital, fire department, sheriff and police departments and the Head Start Administration office will be posted.
2. The emergency numbers for medical emergencies for each county will be posted.
3. A file will be kept with the parent/guardian information for:
  - a. Person to contact in case of an emergency.
  - b. Person to contact in the absence of the parent/guardian.
  - c. Written permission to give emergency treatment.
4. Head Start/ Early Head Start staff will make a decision as to the seriousness of the child's condition. If in doubt, consider it serious.
5. The Center Coordinator or designee will initiate emergency care.
6. A Certified staff member will begin CPR if necessary.
7. The Center Coordinator or designee will contact the parents/guardian and the Head Start/ Early Head Start Director.
8. The Center Coordinator or designee will call 911.
9. The Center Coordinator will assign someone to ride with the child to the hospital.
10. EMS will transport the child to the emergency room.
11. The assigned staff member will wait with the child until the parent/guardian arrives to take charge of the child.
12. Accident/Incident form will be completed and filed in the child's folder.
13. If an accident/incident happens while at a home based families home visit, an accident/incident report will be completed by the home visitor and signed by parent/guardian and filed appropriately in the file.
14. If an accident/incident happens during a Stay-n-Play, the staff members witnessing the accident/incident will complete form, gather signatures, and file appropriately in the file.

## Letter to Parents

In compliance with Head Start/Early Head Start Performance Standards governing transportation, we are providing all parents with information on pedestrian safety. This training includes the proper use of safety restraints, bus rules, safety zones around buses, and emergency exit procedures as well as steps to keep you safe when walking.

Please read the information provided and make plans to discuss this information with your child.

Transportation and bus safety are part of your child's curriculum and this is an excellent way to become involved in your child's educational process.

Even if your child is not a regular bus rider there may be field trips when buses are used and it is very important that children know how to properly ride the bus and what to do on the bus.

If you have any questions about the material provided or have other concerns please feel free to contact me at 850-548-9900. Please share this information with your entire family. Thank you for helping us educate our preschool children on the importance of pedestrian and bus safety.



# PEDESTRIAN SAFETY



## PEDESTRIAN SIGNALS

Hopefully, by improving the understanding of how pedestrian signals work, pedestrians, especially school children, will be able to cross our roadways with increased safety. Pedestrian signals have three phases: (1) walk, (2) walk clearance and (3) walk prohibited.

***Do you understand the meaning of these three pedestrian signal phases?***

 OR 	<p>A white "WALKING PEDESTRIAN" or "WALK" display is your signal to enter the crosswalk. But first, remember to <u>always</u> look both ways to make sure that traffic has stopped and to check for turning vehicles. It is important to understand that the "WALK" phase is not intended to provide all the time needed to completely cross the crosswalk; however, it is displayed to indicate the appropriate time to begin your crossing.</p>
FLASHING  OR 	<p>An orange flashing "HAND" or flashing "DONT WALK" display alerts the pedestrian <u>not to enter</u> the crosswalk; however, if you have already entered the crosswalk, you should continue to cross the street at a normal walking pace. Remember, the flashing "DONT WALK" phase is to provide you with additional clearance time when you are already in the crosswalk and to alert you that you <u>should not enter</u> the crosswalk if you have not started to cross the crosswalk.</p>
 OR 	<p>An orange steady "HAND" or steady "DONT WALK" display means <u>do not enter</u> the crosswalk.</p>

While some pedestrian signals are automatically activated, most pedestrian signals require manual activation. You can manually activate a pedestrian signal by pushing the appropriate button (for the direction of travel). Pedestrian signal buttons are generally located on a signal pole adjacent to the crosswalk and clearly labeled with the crosswalk to which they apply.

Some intersections may not have separate pedestrian signals; however, a button is generally provided which, when pushed, will activate a green light for the direction you wish to cross. Remember, it is important that you push the appropriate button to ensure the light will remain green as programmed for you to safely cross the crosswalk.

Information provided by:  

 City of Springfield  
 Traffic Engineering Division  
 240 N. Boonville  
 Springfield, MO 65802  
 417-866-1500

## WHAT CAN YOU DO TO BE A SAFE PEDESTRIAN?

Learn the techniques that can protect you each time you're a pedestrian. Put your knowledge to work with a combination of safe attitudes and safe actions. Some basic pedestrian safety rules are:

- Obey signs and signals. Use pedestrian crossings, traffic lights and signs, and look in all directions before crossing.
- Stop, look left-right-left before crossing. Walk, don't run.
- Be alert, especially in bad weather. Concentrate on what's happening around you.
- Walk on sidewalks. If you must walk in the street, walk single file, face traffic and stay as close to the edge of the road as you can.
- Always cross the street at intersections or crosswalks. Don't enter the roadway from between parked cars or from behind shrubs or bushes.
- Don't assume a vehicle is going to stop for you; the driver may not be paying attention or see you.
- Be seen at night. Wear white or light-colored clothes, retro-reflective strips and carry a flashlight.



## ARE THERE SPECIAL SAFETY RULES TO TEACH CHILDREN?

Make sure children know the basics of traffic safety. Take time to teach children the rules of the road and practice safe habits with them. Some common pedestrian safety problems that involve children are:

- darting between cars;
- playing in the street;
- running across an intersection;
- getting on or off a school bus; and
- running across the street without looking

Information provided by:



Mo. Division of Highway Safety  
 P.O. Box 104303  
 1719 Southridge Dr.  
 Jefferson City, MO 65110-4303  
 (800) 300-BELT

**REMEMBER, SAFETY IS A PRIORITY!**

# Child Pedestrian Safety Rules

Children are particularly vulnerable to pedestrian death because they are exposed to traffic threats that exceed their cognitive, developmental, behavioral, physical and sensory abilities. This is worsened by the fact that parents often overestimate their children's pedestrian skills.

Children are impulsive and have difficulty judging speed, spatial relations, and distance. Auditory and visual acuity, depth perception and proper scanning ability develop gradually and do not fully mature until at least age 10. This is why the rules below are vital to keeping your child safe.

1. Cross the street at the corner or at a crosswalk if there is one, and obey all traffic signals.
2. Walk on a sidewalk; if there is no sidewalk; walk on the left side of the street, facing oncoming traffic.
3. Walk with an adult until you are at least 10 years old.
4. Only cross in front of a school bus when the driver says it is safe. Do not cross behind the bus or where the driver can't see you.
5. Hold an adult's hand when you cross the street. Look left, right and left again before you cross and keep looking both ways until you reach the other side.
6. If you walk when it is dark, wear light-colored clothing or clothing with reflective material so drivers can see you. A flashlight is also a good idea.
7. If a toy or pet goes out into the street, ask an adult for help getting it back.
8. When you are outside playing, play in a backyard or playground away from the street or parking lots.



"HELPING PEOPLE HELP THEMSELVES"

2499 Cypress St.  
Westville, FL 32464  
(850) 548-9900  
Fax: (850) 548-5644



## Male Involvement

Men play an important role in the lives of our children. Research has shown that all children need positive male role models in their lives. We encourage all men who are a part of an enrolled child's life to take an active role in their child's first school experience by getting to know staff, ask questions about your child's progress, attending male involvement activities, serve on a committee, attend parent meetings, join in parent/child activity days, or just stop by and read a book to your child's class.

## Health Services

Our program emphasizes the importance of maintaining good health and prevention of health problems by promoting regular check-ups, immunizations and good nutrition for all members of the family.

Each child must have up-to-date immunizations prior to attending the program and a physical within 30 days of enrollment.

Each child must have a hearing and vision test within 45 days of enrollment; blood pressure, hemoglobin testing, and a lead test within 90 days of enrollment.

Good dental health is also a focus and children will brush their teeth each day and are expected to complete a dental exam within 90 days of enrollment.



## In-Kind

As the parent/guardian of a Head Start/Early Head Start child, there is something important for you to know.

### **Last year your child had an anonymous benefactor.**

This generous individual volunteered several hours every month to make your child's experience this year possible!

Just as this wonderful gift was given to your child, **YOU** have the opportunity to repay this gift.

“In-Kind” by volunteering while your child is in the program.

In-Kind is time, services, or goods from parents or community. The Federal Government matches your time for dollars towards our grant requirements.

20% of our grant must be matched with In-Kind each year.

## Ways Parents Can Volunteer

- Taking an active part in participating with a teacher in working with a child or children in the home, or at the center.
  - Accompanying children on field trips.
  - Serving as a substitute teacher or volunteer in the classroom.
    - Working in the office.
    - Being a bus or dining room helper.
  - Provide day care for other parents during program related activities.
- Carry out assigned tasks for the program at home, such as: making sheets and pillows for the classroom, doing laundry for the classroom, mending equipment; preparing for events, etc.

*Please turn your cell phone volume off or to vibrate, and refrain from using your phone while volunteering or visiting in the classroom.*



## Tri-County Community Council Early Head Start Center-Based Calendar 2023-2024

August 10, 2023	Classes Begin for Children
September 4, 2023	Labor Day Holiday (Center Closed)
November 9, 2023	Early Release
November 10, 2023	Veteran's Day Holiday (Center Closed)
November 23-24, 2023	Thanksgiving Holidays (Center Closed)
December 18, 2023 - January 1, 2024	Christmas Holidays (Center Closed)
January 2, 2024	Children and Staff Return
January 15, 2024	Martin Luther King Holiday (Center Closed)
February 19, 2024	President's Day Holiday (Children out)
March 18-22, 2024	Spring Break (Center Closed)
March 29, 2024	Early Release
May 27, 2024	Memorial Day Holiday
July 4, 2024	Fourth of July Holiday
July 31, 2024	Early Release/Children's Last Day
<u>Holidays</u> - Labor Day-September 4, Veteran's Day- November 10, Thanksgiving Holidays-November 23-24, Christmas Holidays-December 18-January 1, Martin Luther King-January 15, February 19-President's Day, Memorial Day-May 27, July 4. <u>Early Release Days</u> - November 9, March 29, July 31 <span style="float: right;"><u>Days and Hours</u> – 231 days, 1380 hours</span>	

## Tri-County Community Council Early Head Start Home-Based Calendar 2023-2024

August 10, 2023	Home Visits Begin
September 4, 2023	Labor Day Holiday (Center Closed)
November 10, 2023	Veteran's Day Holiday (Center Closed)
November 23-24, 2023	Thanksgiving Holidays (Center Closed)
December 18, 2023 - January 1, 2024	Christmas Holidays (Center Closed)
January 2, 2024	Home Visits Begin
January 15, 2024	Martin Luther King Holiday (Center Closed)
March 18-22, 2024	Spring Break (Center Closed)
March 25, 2024	Home Visits Begin
May 27, 2024	Memorial Day Holiday
July 4, 2024	Fourth of July Holiday
July 31, 2024	Children's Last Day
<u>Holidays</u> - Labor Day-September 4, Veteran's Day- November 10, Thanksgiving Holidays-November 23-24, Christmas Holidays-December 18-January 1, Martin Luther King-January 15, Memorial Day-May 27, July 4. <u>Weeks and Socialization</u> – 46 weeks and 20 Socializations	



Tri-County Community Council Head Start  
Holmes County Calendar 2023-2024

July 24, 2023	Teaching Staff Return
August 1, 2023	All Staff Return
August 10, 2023	Classes Begin for Children
September 4, 2023	Labor Day Holiday (Center Closed)
October 6, 2023	Center Closed
October 30 & 31, 2023	Fall Break (Center Closed)
November 10, 2023	Veteran's Day Holiday (Center Closed)
November 20-24, 2023	Thanksgiving Holidays (Center Closed)
December 19, 2023	Early Release
December 20, 2023 - January 1, 2024	Christmas Holidays (Center Closed)
January 2, 2024	Staff return
January 4, 2024	Children return
January 15, 2024	Martin Luther King Holiday (Center Closed)
February 19, 2024	President's Day Holiday (Children Out)
March 25-29, 2024	Spring Break (Center Closed)
April 1, 2024	Classes Resume
May 24, 2024	Early Release/Children's Last Day
May 27, 2024	Memorial Day
	Staff's Last Day

Holidays - Labor Day-September 4, Veteran's Day- November 11, Thanksgiving Holidays- November 20-24, Christmas Holidays-December 20 –January 2, Martin Luther King-January 15, President's Day-February 19, Memorial Day-May 27

Early Release Days- December 19, May 24.

Days and Hours –178 days, 1054 hours

Tri-County Community Council Head Start  
Walton County Calendar  
2023-2024

July 24, 2023	Teaching Staff Return
August 1, 2023	All Staff Return
August 10, 2023	Classes Begin for Children
September 1, 2023	Early Release
September 4, 2023	Labor Day Holiday (Center Closed)
October 9, 2023	Center Closed (Staff workday)
November 9, 2023	Early Release
November 10, 2023	Veteran's Day Holiday (Center Closed)
November 20-24, 2023	Thanksgiving Holidays (Center Closed)
December 18, 2023 - January 1, 2024	Christmas Holidays (Center Closed)
January 2, 2024	Staff Return
January 4, 2024	Children Return
January 15, 2024	Martin Luther King Holiday (Center Closed)
February 19, 2024	President's Day Holiday (Children Out)
March 15, 2024	Center Closed (Children Out)
March 18-22, 2024	Spring Break (Center Closed)
March 29, 2024	Early Release
May 27, 2024	Memorial Day
May 29, 2024	Children's Last Day
May 31, 2024	Staff's Last Day

Holidays - Labor Day-September 4, Veteran's Day- November 11, Thanksgiving Holidays-November 20-24, Christmas Holidays-December 18-January 1, Martin Luther King-January 15, President's Day-February 19, Memorial Day-May 27.

Early Release Days- September 1, November 9, March 29

Days and Hours – 180 days, 1076 hours

Tri-County Community Council Head Start  
Washington County Calendar  
2023-2024

July 24, 2023	Teaching Staff Return
August 1, 2023	All Staff Return
August 10, 2023	Classes Begin for Children
September 1, 2023	Early Release
September 4, 2023	Labor Day Holiday (Center Closed)
October 16, 2023	Fall Day (Center Closed)
November 10, 2023	Veteran's Day Holiday (Center Closed)
November 20-24, 2023	Thanksgiving Holidays (Center Closed)
December 15, 2023	Early Release
December 18, 2023 – January 1, 2024	Christmas Holidays (Center Closed)
January 2, 2024	Staff Return
January 3, 2024	Children Return
January 15, 2024	Martin Luther King Holiday (Center Closed)
February 19, 2024	President's Day Holiday (Children Out)
March 18-22, 2024	Spring Break (Center Closed)
March 29, 2024	Spring Day
April 18, 2024	Early Release
May 24, 2024	Early Release Children's Last Day
May 27, 2024	Memorial Day Holiday
May 29, 2024	Staff's Last Day

Holidays - Labor Day-September 4, Veteran's Day- November 11, Thanksgiving Holidays-November 18-29, Christmas Holidays-December 18-January 1, Martin Luther King-January 15, President's Day-February 19, Memorial Day-May 27.

Early Release Days- September 1, December 15, May 24.

Days and Hours – 178 days, 1060 hours

