



Macomb  
Community  
Action

# Early Head Start

*Services for Pregnant Women and  
Children from Birth to age Three*

*Home Based Option  
Center Based Option  
Family Child Care Option*



## 2023-2024 Parent Handbook

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# Welcome to the Early Head Start Program!

## Vision

All Macomb County residents achieve their fullest potential and maintain personal stability and security

## Mission

Persistent action to diminish poverty and promote independence

## Early Head Start Philosophy

*Macomb Community Action Early Head Start values parents as the primary teachers of their children.*

*We believe children learn best in a consistent, safe and nurturing environment fostered by collaboration between families and school.*

*We believe each child is unique and respect his/her need for individualization through active learning.*

*We meet each child where he/she is and build on strengths in order to promote growth in all areas of development. Our program also promotes children's health, emotional wellness, and respect for cultural diversity.*

## Values

### **People**

We are a community where no one should walk alone.

### **Diversity**

Embracing diversity strengthens and enriches our community.

### **Person-Centered Services**

Relationships are built on a foundation of honesty, compassion, and trust; where all persons are treated with dignity and respect.

### **Accessibility, Equity, and Parity**

Barriers to independence exist in our community. When basic needs are met, persons are able to work towards reaching their fullest potential.

### **Advocacy**

In meeting our mission, we impact change.



Head Start is a Federal Grant Program funded by the Department of Health and Human Services. Head Start has been developed to provide comprehensive services to children and families. Macomb County Head Start is operated by Macomb Community Action Agency. This agency is a Community Action Agency dedicated to families and individuals seeking to improve their quality of life. Programs and services are sponsored by Macomb County government and funded through State, Federal and local grants.

- Supportive Home Visits
- Care and Education for Children
- Child Development Screenings
- Smart Connections Parent Meetings

Our goal is to promote and support the groundwork of each family, parent, and child to bring about opportunities where every child grows up happy, healthy, safe and secure, with the skills to attain his/her fullest potential. We also advocate for healthy prenatal growth and development, enhance positive parent-child interactions and relationships, encourage learning success, and support healthy family goals.

## **PROGRAM OPTIONS & POLICIES**

### **Home-Based Option**

The Home-Based Program is supportive and educational for both the children and adults in a family.

- Families enrolled in the home-based program receive a 90 minute weekly, relationship-based home visit with a highly trained home visitor.
- These visits provide pregnant women and families the opportunity to engage in educational activities that foster infant and toddler development, as well as, provide information on a range of topics including: child growth and development; positive parenting skills, nurturing relationships, pregnancy health and nutrition, dental health, mental health, pre/post natal care, parent educational/career advancement, financial management and self-sufficiency.
- Adults gain support and knowledge that helps them be the most nurturing and effective teachers of their young children and better understand what to expect at each developmental level of their rapidly growing infants and toddlers.
- Home-based families participate in two group socialization experiences per month. Socialization activities are held with other home-base families in a classroom, or a community facility. EHS socializations afford parents a wonderful opportunity to learn about child development, relax and play with their children in a safe, stimulating environment. EHS also gives children the opportunity to interact with other children as they learn to participate in a group setting.

## **Pregnant Women**

EHS provides relationship-based home visits to support:

- Prenatal health & development
- Labor and delivery
- Postpartum recovery
- Breastfeeding benefits
- Risks from smoking and alcohol
- Access to health insurance
- Comprehensive prenatal and postpartum health care
- Preventive dental services
- Maternal mental health
- Two week infant visit from health staff
- Substance abuse prevention and treatment

EHS provides parents with the opportunity to learn:

- Preventative medical and dental health
- Infant care
- Prevention of Sudden Infant Death Syndrome
- Prenatal development, and the transition to parenthood
- The addition of a sibling to an existing family

## **Center-Based Option**

The Center-Based Program is for families who are employed and/or in school for 30 hours or more each week.

- Children 6 weeks to 3 years of age may attend high quality early childhood classrooms up to five days a week. (Full day/ Full year)
- EHS provides every child with a primary caregiver/teacher. EHS teachers offer primary caregiving to a maximum of 4 children.
- EHS classrooms have a maximum of 8 children per room.
- EHS teachers and staff provide two home visits and two parent-teacher conferences during the year.
- EHS classrooms close for a minimum of two days a month for staff professional development. Families will be notified in advance of the closing dates.
- Center-based services are offered through Early Head Start community partners throughout the county.
- The program implements the Creative Curriculum for Infants, Toddlers, and Twos which promotes a daily routine of experiences for all children to individually grow in all areas of development, including physical, social/emotional, cognitive, language & pre-literacy, and self-help skills.
- Family members are encouraged to participate in the planning process, to volunteer in the classroom, and to communicate with EHS staff regarding their children's health and development.
- Families are required to apply for Child Development and Care Funding (CDCF) through the Michigan Department of Health and Human Services.

## **Family Child Care Option**

- The Family Child Care Program is for families who are employed and/or in school for 30 hours or more each week.
- Children 6 weeks to 3 years of age may attend high quality early childhood classrooms located within private homes up to five days a week. (Full day/ full year)
- EHS provides every child with a primary caregiver/teacher. EHS teachers offer primary care giving to a maximum of 6 children.
- Family Child Care homes have a maximum of 4-6 EHS children per home.
- EHS teachers and staff provide two home visits and two parent-teacher conferences during the year.
- Family Child Care homes close for a minimum of two days a month for staff professional development. Families will be notified in advance of the closing dates.
- EHS family child care services are offered through Early Head Start community partners in licensed homes located throughout the county.
- The program implements the Creative Curriculum for Infants, Toddlers, and Twos which promotes a daily routine of experiences for all children to individually grow in all areas of development, including physical, social/emotional, cognitive, language & pre-literacy, and self-help skills.
- Families are required to apply for Child Development and Care Funding (CDCF) through the Michigan Department of Health and Human Services.

### **Application and Enrollment:**

The Early Head Start Program is open to all Macomb County families who qualify regardless of race, creed, ethnic or cultural background, lifestyle, disabling condition, gender, family structure or religion. Children and families are enrolled in accordance with program-selection criteria which are adopted each year by the Policy Council. Parents/guardians may apply year-round. Openings may occur throughout the year and parents are notified when space is available. Families who wish to apply are put on a waiting list until an opening occurs or the family is no longer eligible.

### **NO FEES ARE CHARGED FOR THE EARLY HEAD START PROGRAM**

### **Eligibility Criteria:**

Pregnant women, children 0-3 and their families may apply for Early Head Start if at least one of the following criteria is met:

- Family meets federal low-income guidelines
- Child is in foster care OR is a ward of the State of Michigan
- Family receives public assistance, i.e. TANF, SSI, FIP, SNAP, etc.

10% of all Head Start slots are held for children with disabilities

Families who intentionally provide false information could be subject to loss of enrollment.

### **Child Development and Care Funds (CDCF)**

Head Start 0-5 is funded by a federal grant that requires the utilization of state funding, in addition to the federal grant funds, to ensure high quality services are being provided to children and families. Macomb Community Action Early Head Start partners with local child care centers to provide these services. These child care partners require the Child Development and Care Funds (CDCF) to support the classrooms. Priority will be given to families who apply and receive Child Development and Care Funds (CDCF).

### **Attendance:**

Regular attendance at school, home visits and socializations is important for your child, and a requirement for our programming. As a federal program, we are required to record daily attendance, as well as a reason for any absence. If it is necessary for your child to be absent or to miss a home visit, please notify the teacher or home visitor as soon as possible to explain the reason. If we do not hear from you, you will receive a phone call, a note, and/or a home visit asking about your child's absence.

### **Removal from EHS:**

A child may be removed from the program if:

- The child is absent consistently without any family contact.
- The parent fails to follow program policies.
- It is determined that another program or setting better suits the child's needs.
- A parent may withdraw their child at any time by calling the office at (586)469-5215.

Being a parent is a very difficult job. Predictability and consistency are crucial for very young children to grow and develop to their fullest potential. Practicing this in your life is one way you show your child how much you love and care for them. Your child's and your attendance and participation at home visits, group socialization experiences, enrichment programs, and in the classroom help your family fully benefit from the services, programs and opportunities offered through EHS. If your child is regularly absent from home visits or class, it may cause your child to be placed back on our waitlist. Each case will be reviewed individually with the parents.

Our hope is that each participating family will remain in the program until the child turns 3 years old. However, we know that circumstances sometimes make it necessary for a family to leave early. If this happens with your family, please contact your home visitor or teacher and let them know when your child will no longer be participating.

## **Classroom Safety Policies**

### **Child Information Sheets:**

The Child Information Sheets are for the protection of your child. These sheets contain valuable information such as:

- How parent(s) or guardian(s) can be reached.
- Names and contact information of people you have authorized to pick up your child.
- The parent signature gives EHS permission to secure emergency medical and/or emergency surgical treatment for your child.

It is the parent's/guardian's responsibility to make sure the information is up-to-date and correct.

***Only the parent(s) or guardian(s) who has/have signed the child information sheets can make changes to them, and must do it in person. We will not release your child to anyone you have not listed on the Child Information Sheet.***

### **Release of a Child:**

A parent, guardian, or foster parent may pick up his/her child from the classroom unless one of the following conditions exists:



- A court order or a divorce decree denies the parent or legal guardian access to the child and a **copy of the document is in the main office and classroom file.**
- There is a valid reason to suspect the child may be in an unsafe situation. The staff member will exhaust all avenues of safety before the child is released.
  - The staff member will ask the parent/guardian if he/she would like us to call someone on the Child Information Sheet to care for the child.
  - The staff member will offer to keep the child until another caregiver can be located. If the parent/guardian insists on taking the child, staff will release the child and call 911 immediately.

### **Volunteer Screening:**

After a person/parent volunteers in the classroom frequently (4 hours or more), and intends to continue volunteering, he/she will be required to complete the DHS Clearance and Criminal Background Check, complete and sign the Volunteer Participant Agreement, and complete the Child Abuse Questionnaire and all other documentation EHS policy requires.

- Only those volunteers who have been determined to be appropriate for the classroom will be allowed to work with the children.
- Any person who is eliminated by this policy may request to have his/her situation reviewed.

### **Staff Screening:**

Early Head Start employees must comply with all State of Michigan, Department of Health & Human Services, and Office of Children and Adult Licensing regulations.

- All EHS staff have completed a comprehensive background check that includes:
  1. A check of the licensing database for previous disciplinary action
  2. FBI fingerprint check
  3. Michigan child abuse and neglect registry
  4. National Sex Offender Registry
  5. Criminal history registry and child abuse/neglect registry for any states of residence in the past five years
- Head Start is a drug and alcohol free workplace.

## **Emergency Procedures**

### **Fire Drills**

1. Fire drills are conducted once a month, unannounced, at various times during the day, using different exits.
2. Documentation is recorded on the Fire/Tornado Drill Log, located on the emergency board.

### **Tornado Drills**

1. Two tornado drills are conducted during the year, one in the fall and one in the spring, at various times of day.
2. Documentation is recorded on the Fire/Tornado Drill Log, located on the emergency board.

### **Lock Down Drills**

1. Three Lock Down drills are conducted during the year, one in the fall, one in the winter, and one in the spring, at various times of day.
2. Documentation is recorded on the Drill Log, located on the emergency board.

### **Evacuation Plan and Safety Plan for Emergencies**

1. A blue Evacuation board is posted in the classroom, and contains an evacuation plan that includes a diagram of the building and depicts the approved means of exit from the children's use areas, (including accounting for all children), and the "safe" ground outside the building, location of nearest fire alarm and fire extinguisher and location of emergency supplies.
2. Different colors are used to denote fire and tornado evacuation routes.
3. The Emergency Evacuation Form is posted near the Evacuation Plan and a copy is kept at the office.
4. Teachers identify those children who are too young or otherwise unable to evacuate themselves, and they complete the Emergency Evacuation Form assigning any "at risk" children to specific adults.

### **Notifying Parents in an Event of an Emergency**

1. In case of a child being involved in an emergency situation, the teacher will contact, by phone, a parent or a designee listed on the Child Emergency Sheet.
2. A copy of the Accident/Incident/Illness/Injury Form for accident and illness emergencies is given to the parent and/or designee upon face to face contact.
3. In case of a lost or missing child the following procedure will be followed:
  - 911 called
  - Parent notified
  - Building Administration notified
  - A copy of the missing/lost child forum is given to the parent and/or designee upon face to face contact.

### **Minor Accident/Injury**

1. The classroom staff attends to injuries sustained and refers to the First Aid Emergency Guide located on the Health (emergency) posting board in the classroom. A copy of this guide is also kept in the first aid backpacks.
2. Classroom staff completes the Incident Report event in ChildPlus.
3. Staff will contact the parent by phone on the day of the incident.

### **Major Injury/Accident**

1. Classroom staff does not move the child; staff attends to injuries sustained and refers to the First Aid Emergency Guide located on or near the health emergency posting board in the classroom.
2. Contact the following: 911, parent or designated person, Principal/Building Supervisor, Head Start Office
3. In the case that a child is transported to the hospital by ambulance, a staff member with the Child Emergency Sheet must accompany the child.
4. Classroom staff completes the Incident Report event in ChildPlus.
5. Verbal reports to Child Day Care Licensing within 24 hours about any incident resulting in emergency medical treatment at a health facility or hospital, or death. A copy of the report shall be kept on file at the center.

### **Dental Emergency**

1. The classroom staff attends to the specific dental needs of the child according to the Dental Emergency posting located on the Health (emergency) board in the classroom.

2. Contact parent or designee.
3. Classroom staff completes the Incident Report event in ChildPlus.

### **Individual Emergency Health Concerns**

1. Any child with an allergy or medical concern of a severe nature will have all communications/information/action plans/medication sheets placed in a Red Folder, kept in the designated file, clearly labeled with the child's name and "Health Action Plan".
2. Plans will be communicated with the classroom postings for Food Allergies or Health Action Plans and in the substitute's packet.

### **Health Emergency Board Posting/Family Contact Information**

1. A red Health Emergency board is posted in each classroom which contains: Procedures and plans of action for emergencies and Emergency telephone numbers, including Poison Control.
2. Child Emergency sheets are readily accessible in the classroom.

## **Weather**

### **Rainy Days:**

Teachers will plan indoor activities on rainy days. When the weather is only damp or misty, children usually go outside at least for a short time.

### **Wind-chill Days:**

For toddlers, if the wind-chill factor is below 20 degrees, children will remain indoors. On most snowy days however, children go outside for a short time. Children should come to school appropriately dressed so they can enjoy play-yard activities.

### **School/Program Closing:**

EHS classrooms will remain open as long as the center that the classroom or home is housed in is open.

### **Severe Weather or Tornado Conditions:**

During severe weather or a tornado warning, EHS will not close early. Children will be kept on site until the regularly scheduled pick-up time, or until it is safe to travel.

If a Tornado Warning is issued, please keep your child at home/stay home until the warning has been lifted. If a warning is issued while your child is at school, DO NOT COME to pick up your child until the warning is over. All facilities have designated tornado shelters and children and families will stay there during the warning.

In the event of a non-weather related closing, every effort will be made to contact parents or guardians. If parents/guardians are not available to receive the child, someone listed on the emergency card will be contacted.

## **Respect for Privacy**

### **Photographs and Video:**

Group and individual pictures or videos may be taken for projects and children's portfolios. If you object to having your child's picture or video taken, individually or as a

part of a group, please notify your child's teacher or home visitor. If a picture or video is going to be used for any reason other than in the classroom, you will be given the opportunity to sign a release form. Photo and video releases are signed during enrollment.

### **Observations and Video:**

Macomb Community Action Early Head Start conducts periodic on-site observations or video observations for educational purposes, developmental screenings and assessments of children, and for staff monitoring.

Some examples of the Observation, Assessment and Screening tools used are:

- Creative Curriculum for Infants, Toddlers, and Twos
- Partners for a Healthy Baby Home Visiting Curriculum
- ASQ-SE 2 Social Emotional Screen
- ASQ-3 Developmental Screen

### **Transfer of Records:**

Unless otherwise authorized by law, any individual or agency requesting information other than parents/legal guardians, staff members, or authorized representatives must have a consent signed by the parent or a written order from a court jurisdiction.

### **Confidentiality:**

All information you provide to Early Head Start is confidential. It will not be released to any person or agency without permission from you. Information will be shared within the program only. The Parent Agreement that you sign has a basic Release of Information on it. When information needs to be shared with doctors, school districts or other agencies, you will be requested to sign a Release of Information Form.

### **Personal Identifiable Information (PII) and parental rights:**

By law, MCA Head Start 0-5 must protect the privacy of your child's Personally Identifiable Information (PII). Information that could be used to identify your child (known as "Personally Identifiable Information" or "PII") includes your child's name, name of a child's family member, street address of the child, social security number, or other information that is linked or linkable to the child. MCA Head Start 0-5 retains PIIs because your child receives Head Start/Early Head Start services from us and it is a part of each child's record with us.

## **THE EARLY HEAD START PROGRAM**

### **Attendance:**

For your child to achieve the most from his/her school experience, it is important to maintain a consistent and predictable schedule of attendance. EHS monitors attendance very closely and you will be contacted if your child is not attending on a regular basis. This will allow your child to receive the most benefit from the planned educational opportunities each



day. ***If your child is going to be absent, please call your classroom by 8:00 a.m. to report the absence.*** This is very important for planning purposes for the teachers as well as obtaining an accurate attendance record.

### **Visiting the Classroom:**

We believe that parents are the primary educators of their children. It is critical that parents take an active role in their child's education.

Parents are encouraged to visit the classroom to observe and discuss their child's development and give input on the goals and objectives for their child and the classroom curriculum. You will be able to assist in a daily program that provides activities and experiences for your child in all developmental areas.

We respect all of our children and families. We request that you also respect the confidentiality of other EHS children and their families. Please refrain from sharing information to others, inside or outside the program, about EHS children and families. You are welcome to discuss any concerns or questions you may have with the teacher or any EHS staff.

***\*If a court order or divorce decree denies access to the child, it is the custodial parent's responsibility to provide Early Head Start with a copy of the legal documentation denying access to the child.***

### **Classroom "Treat" Guidelines:**

We cannot allow food treats to be brought into our classrooms. Due to increasing numbers of nut/peanut allergies, all Head Start and Early Head Start classrooms are **NUT-FREE** and **CHOCOLATE-FREE**. We exclude chocolate products because chocolate is often processed with other items that contain nuts. Foods containing nuts and/or chocolate cannot be brought into the classroom, nor served to anyone in the Head Start or Early Head Start classroom. **Please talk to your child's teacher about alternatives to sending in food treats.**

### **Daily Communication:**

Teachers record daily information on each child, either on paper or within an online app. This log will provide you with information about the experiences your child has throughout the day. It is also a means for you to inform the teachers about anything that would be helpful in caring for your child during his/her time in the classroom. Parents are encouraged to communicate any daily information about their child that would be helpful for teachers to know, either through the online app, in person, by phone, or by email.

### **Tooth Brushing:**

EHS values children's oral health and dental care. Tooth brushing is part of each infant and child's daily routine in the classroom. Children brush their teeth at least once a day either after a snack or a meal. Each infant and child has his/her swab or child size toothbrush. Each classroom is equipped with appropriate storage items to ensure toothbrushes are hygienic with every use.

### **Diapering & Toileting:**

EHS provides disposable diapers and wipes for all children while in our care. If a child's health condition necessitates that disposable diapers or wipes cannot be used, alternative arrangements will be made according to a licensed physician's instructions. All diapering is done in a designated diapering area. EHS maintains all supplies and equipment in this

area in a safe and sanitary manner. All caregivers thoroughly wash their hands before and after each diapering and after cleaning up bodily fluids, using soap and running water. Toilet learning shall be planned cooperatively between the child's primary caregiver and the parent so that the toilet routine established is consistent between the center and the child's home.

**Outdoor Play:**

Fresh air is essential for healthy development. Providing children time to play outdoors as often as possible is important. Classroom staff will use Michigan Child Care Licensing guidelines when considering weather conditions and taking children outside to play. Please remember to send your child in clothing appropriate for playing outside. If your child is too sick to play outside, he/she is too sick to come to school.

**Family Traditions and Classroom Celebrations:**

EHS comprises a diverse population. We are very fortunate to have children and families in our program who represent many cultures, ethnic groups and religious preferences. We encourage families to teach their children about their heritage, share it with the classroom, and to celebrate the holidays that are special to them in their homes.

# **EARLY CHILDHOOD EDUCATION**

## **School Readiness Goals**

### **Approaches to Learning**

Goal: Children will demonstrate growth in approaches to learning.

<b>Infants</b>	Manages feelings with help of caregiver
<b>Toddlers</b>	Manages feelings with help of caregiver

### **Social and Emotional Development**

Goal: Children will demonstrate growth in social-emotional development.

<b>Infants</b>	Forms relationships with adults
<b>Toddlers</b>	Develops a sense of belonging through relationships with others.

### **Language and Literacy Development**

Goal: Children will demonstrate growth in language and literacy development.

<b>Infants</b>	Learning to speak clearly
<b>Infants</b>	Begins to use and appreciate books
<b>Toddlers</b>	Initiates and attends to brief conversations.
<b>Toddlers</b>	Notices and appreciates rhyme

### **Cognition**

Goal: Children will demonstrate growth in cognition

<b>Infants</b>	Begins to count
<b>Toddlers</b>	Understands spatial relationships

### **Perceptual, Motor and Physical Development**

Goal: Children will demonstrate growth in perceptual motor and physical development.

<b>Infants</b>	Demonstrates gross motor manipulative skills
<b>Toddlers</b>	Uses fingers and hands to manipulate and explore objects.

## **Early Relationships**

Healthy development and learning happens best when infants and toddlers have safe, positive relationships with the adults in their lives. Warm, trusting, consistent relationships help young children grow in their curiosity and love of learning. These relationships also create positive social and emotional development, so children can get along well in the world. Early Head Start promotes this important foundation for learning in three ways:

### 1. Continuity of Care

- Supports the development of secure attachments with caregivers
- Promotes staff's understanding of families' individual cultural values through established long-term relationships
- Nurtures connections between children, as they remain in the same group over time (pro-social skills)

### 2. Individualization

- Recognizes each child's unique developmental needs
- Allows for effective inclusion of children with special needs
- Honors the belief that all children learn and develop at their own pace

### 3. Primary Caregiving

- Encourages secure attachments between children, families and consistent caregivers
- Encourages healthy peer relationships as children can build lasting connections
- Recognizes unique family needs, values, beliefs, culture and language(s) and works to understand and reflect them in the program

Early Head Start believes in early identification and intervention when a concern arises. We complete screenings, assessments and observations for all Early Head Start children.

## **Helping Infants and Toddlers to Understand Limits and Boundaries**

Learning about limits and boundaries is a part of the daily routine in EHS. Children develop awareness of others and responsibility for their actions over time. Utilizing positive, gentle guidance techniques and modeling, EHS staff help children begin to feel empathy for others and gain self-control. To meet a variety of developmental needs, staff relies on room arrangement, balanced and stimulating programming, and easy access to a variety of materials and equipment, and age appropriate adult intervention to support children in being successful in a group setting. Staff strives to:

- Keep children safe in their surroundings
- Keep children safe in their interactions with others
- Help children learn limits and boundaries within their world.

Children are encouraged to make appropriate personal choices, which is the beginning of their sense of personal responsibility.



## **Positive Discipline**



**Discipline is not punishment. Early Head Start staff use positive methods of discipline, or limit setting, which encourages self-control, self-direction, self-esteem and cooperation.**

To do this, the following guidelines are utilized:

- We create environments that are safe and appropriate to explore
- We set consistent limits that are age-appropriate
- We redirect inappropriate play and interactions
- We tell children what TO do rather than what NOT to do
- We give children choices whenever possible
- We set rules for safety and health reasons only
- We strive to be fair in all situations
- We help facilitate and encourage children to resolve conflicts for themselves
- We step in and take control of any situation where other children or adults are being hurt, when children are hurting themselves, or when property is being destroyed
- We use calm, neutral tones to communicate in a supportive way

**Physical punishment is never used as a form of discipline in our program.**

## **Transitions**

Six months prior to the child's 3<sup>rd</sup> birthday, the staff begins planning with the family for the child's transition into appropriate preschool or childcare programming and the family's transition to other supportive services in the community. This is a process that involves the family, home visitor, teacher and any other community resource supporting the family.

## **FOOD & NUTRITION**

For center-based children (less than 12 months), formula and baby food is provided by EHS. Formula and baby food is provided for home-based children during the group socialization activities.

For center-based children 12 months and over, EHS serves food of sufficient quantity and quality for young children. The free meals served are based on the minimum requirements of Head Start and the Child and Adult Care Food Program (CACFP).

- Each child will receive a nutritious breakfast, lunch and snack.
- Children are encouraged to try new foods, serve themselves, and clean their own area after meals.
- Every effort is made to provide for children who have prescriptive food needs.
- Staff sit with the children and encourage conversation.
- The food served will provide at least 1/3 of the minimum daily requirements.
- Hot foods are kept hot (140 degrees or above) and cold foods kept cold (40 degrees or below) before serving.
- Adults wash hands thoroughly and use gloves when handling food.
- Bleach water is made fresh daily for sanitizing tables and surfaces. The spray bottles are prepared using 1/4 teaspoon bleach to 12 ounces of water.
- Staff clean and sanitize the refrigerator at least once a week.

### **Food Allergies:**

According to CACFP regulations, unless a **doctor's statement** is on file regarding food allergies, no item may be withheld or listed as an allergy for a child. Food issues should be noted on the Head Start Health History Form and communicated to the teacher. The child's physician should confirm diagnosed food allergies. Food service issues must be communicated to and coordinated with the parent, classroom staff, Health/Nutrition services and the food service provider. **ALL EARLY HEAD START CLASSROOMS ARE NUT and CHOCOLATE FREE!**

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whiten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (02) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Children whose **doctor has documented** a specific food allergy will have food substitutions made as noted by the doctor. Allergies are documented on the child's file and in a location that alerts staff as they prepare to serve snacks or meals.

### **Infant/Child and Adult Care Food Program:**

Most EHS center-based programs participate in the Child and Adult Care Food Program (CACFP), a United States Department of Agriculture (USDA) program. The CACFP provides cash reimbursement to child care centers for nutritious meals and helps children develop healthy eating habits. The CACFP is administered by the Michigan Department of Education. Through the Child and Adult Care Food Program you can be assured that your child is getting balanced, nutritious meals and developing healthy lifelong eating habits. Proper nutrition during the early years ensures fewer physical and educational problems later in life. Meals and snacks must meet the USDA meal pattern requirements listed below.

**BREAKFAST:** • Milk • Fruit or Vegetable • Grain/Bread

**LUNCH:** • Milk • Meat or Meat Alternate • 2 Fruit/Vegetable servings • Grain/Bread

**SNACK: (Serve any 2 components)**

• Milk • Fruit or Vegetable • Grain/Bread • Meat or Meat Alternate

**Children less than 12 months:** The infant meal pattern varies according to the infant's age. If your child is less than one-year old, please request the infant meal pattern requirements from your caregiver.

If you have any questions about the Child and Adult Care Food Program, please contact your EHS staff.

### **Breastfeeding:**

Early Head Start supports mothers who choose to breast feed by:

- Designating a quiet, comfortable, and private place where mothers may nurse their infants;
- Conveying a positive attitude toward breast feeding through orientation, educational programs, and culturally appropriate materials for mothers;

- Properly storing and handling breast milk and infant formula to prevent spoilage, to minimize bacterial growth, and to ensure that each infant receives his or her own mother's milk or correct brand of formula.
- Staff and parents work together to ensure that all containers of breast milk and formula are dated, clearly labeled with the child's name, and used only for the intended child
- Unused breast milk and formula will be given to parents to take home or are discarded
- Bottles and breast milk will never be warmed in the microwave, only in a bottle warmer or in a container of warm water.

**If you have any questions about the Child and Adult Care Food Program, please contact:**

Macomb Community Action– Head Start 0-5  
 21885 Dunham Road, Suite 10  
 Clinton Township, MI 48036  
 (586) 469-5215

**Or**

Child and Adult Care Food Program  
 Michigan Department of Education  
 P.O. Box 30008  
 Lansing, MI 48909  
 (517) 373-7391

## **HEALTH SERVICES**

**EHS provides individualized health services for all children:**

- Infant/toddler preventative measures and dental treatment
- Swabbing gums
- Use of pacifier
- Prevention of early childhood cavities (baby bottle tooth decay).
- Toothbrush protocols (age appropriate).

**EHS responds to children's health needs:**

- Health and Developmental screenings according to the EPSDT regulations
- Ongoing observations
- Medical and dental evaluations and treatments according to the EPSDT regulations
- Insights from parents

**EHS has collaborative relationships with health care providers:**

- Pediatricians
- Dentists
- Obstetricians
- Early on
- Programs for teenage mothers
- Programs for homeless mothers

## Health Requirements

### Immunizations:

At the time of initial attendance, one of the following shall be obtained and kept on file and accessible in the center:

1. A certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by the Department of Community Health.
2. A copy of an Immunizations Waiver from the Macomb County Health Department on file (via MCIR or in the Child Plus Database) stating immunizations are not being administered due to religious, medical or other reasons.

*Required Immunizations for Michigan Childcare/Preschool Attendance*

Age → Vaccine**↓	Childcare/Preschool Entry Requirements						
	Birth through 1 month	2 months through 3 months	4 months through 5 months	6 months through 14 months	15 months through 23 months	24 months through 4 years	5 years
Diphtheria, Tetanus, Pertussis	None	1 dose DTaP	2 doses DTaP	3 doses DTaP	4 doses DTaP		
Pneumococcal Conjugate (Required After January 1, 2007)	None	1 dose	2 doses	3 doses	4 doses OR age appropriate complete series	1 dose on or after 24 mo OR age appropriate complete series.	None
<i>H. influenzae</i> type b (Hib)†	None	1 dose	2 doses		1 dose on or after 15 mo. OR age appropriate complete series		None
Polio	None	1 dose	2 doses		3 doses		
Measles,* Mumps,* Rubella*	None	None	None	None	1 dose on or after 12 mo.		
Hepatitis B*	None†	1 dose	2 doses		3 doses		
Varicella* (Chickenpox)	None	None	None	None	1 dose on or after 12 mo. OR current lab immunity OR reliable history of disease		

\* Current laboratory evidence is acceptable instead of immunization with that antigen. † Hib requirements is suspended for the 2008-2009 reporting year. ‡ Hepatitis B may be administered as early as birth. This table represents the minimum required immunizations for childcare centers. For more information, please refer to [www.michigan.gov/immunize](http://www.michigan.gov/immunize) \*\*All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.



Rev. May 2008

Per the State of Michigan Licensing, when the child has been in attendance for 4 months, an updated certificate showing completion of all additional immunization requirements as specified by the Department of Community Health shall be on file unless there is a signed statement by a licensed physician or his or her designee stating immunizations are in progress. However, MCA Head Start 0-5 requires all immunizations to be up-to-date within 30 days of entry into the program.

### Physical Exam:

Before the child starts in the classroom, there must be a current physical on file.

One of the following shall be obtained and kept on file and accessible:

1. For infants: A physical evaluation performed within the preceding 3 months, signed

- by a licensed physician or his or her designee. Restrictions shall be noted.
2. For toddlers 13 months- 36 months: A physical evaluation within the preceding 6 months, signed by a licensed physician or his or her designee. Restrictions shall be noted.
  3. For older toddlers and preschool age: A physical evaluation performed within the preceding year signed by a licensed physician or his or her designee. Any restrictions shall be noted.

### **Dental Exam:**

Dental Examination – Performed by a physician or dental professional within the EPSDT requirements. Follow-up treatment is to be completed in a timely manner. (Required by Head Start)

### **Illness Prevention:**

Many **communicable diseases** can be prevented through appropriate hygiene and sanitation practices. Illness may be spread by way of:

- Human waste, such as urine and feces
- Body fluids, such as saliva, nasal discharge, eye discharge, open skin sores, and blood
- Direct skin-to-skin contact
- Touching a contaminated object
- The air, in droplets that result from sneezes and coughs

### **Hand Washing Procedure:**

Hand washing is the single most important way to control and prevent the spread of germs. Staff will apply and teach your child the following hand washing technique:

- Have a clean single service towel available
- Turn on the water to a comfortable temperature
- Moisten hands with water and apply soap
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
- Rub areas between fingers, around nail beds, under fingernails, jewelry, and back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with a clean, disposable paper or single-use cloth towel. If taps do not shut off automatically, turn taps off with disposable paper or single-use towels.
- Dispose of the single service towel in a lined trash container.

### **Cleaning and Disinfecting:**

Disinfection kills almost all bacteria, fungi, viruses and parasites. It reduces the number of microorganisms, making equipment and surfaces safer for use. All staff follow a cleaning and disinfecting schedule. The following are the steps used in the cleaning and disinfecting process:

- Wash the surface or article vigorously with warm water and detergent.
- Rinse the surface with clean water.
- Submerge, wipe or spray the surface or the article with a sanitizing solution.
- Let the article or surface air dry.

### **Controlling infection using universal precautions:**

Because symptoms of all illnesses are not always immediately visible, we must treat all blood, body fluids, and secretions as potentially infectious. Spills of urine, stool, vomit,

blood, saliva, human milk, nasal discharge, eye discharge, and injury or tissue discharge (e.g., from a cut or sore) should always be treated as “potentially” infectious. Gloves and other protections are always used in this case.

### **Child Illness:**

If your child is sick (fever, vomiting, diarrhea), please call your child’s teacher or home visitor with advance notice to cancel. If your child is sick (fever, vomiting, diarrhea), do not send him/her to school. If your child becomes sick during school, you will be called to pick him/her up. If you cannot be reached, we will use the Child Information Sheet to contact an alternate person. No child is denied admission nor excluded for a long-term period based solely on health-care needs or medication requirements. To insure that the health and safety of a child is not at risk, and to assure that the health and safety of those who may come into contact with said children, the following procedures are practiced:

- **RASH OF UNDETERMINED ORIGIN:**

Children may return when rash is no longer present or with a note from a doctor which states that the rash is not communicable.



- **VOMITING, DIARRHEA, FEVER, ETC.:**

- **Fever** – A child has a temperature of 100.4 degrees F via forehead. The child may not return until at least 24 hours of no fever, without using fever-reducing medications.
- **Diarrhea** – If a child has two loose or watery stools, even if there are no signs of illness. The child should have no loose or watery stools for 24 hours prior to returning to care. Exception: This may occasionally be caused by new foods a child has eaten, but teachers will call the parent to find out if this is the likely cause.
- **Vomiting** – If the child is vomiting. Exception: Some babies may burp/spit up following a feeding – this is not vomiting.

- **COMMUNICABLE DISEASES:**

Refer to Macomb County Health Department’s Communicable Disease Reference Chart, located in the classroom, for information about specific diseases and treatment. Notification will be posted for parents on the day of occurrence listing the name of the disease, that their child may be exposed to, and the symptoms of the disease to look for.

- **SERIOUS INJURY OR ILLNESS:**

The teacher shall contact their Service Coordinator or Administrator to discuss whether an Action Plan is warranted. In any case, a doctor must provide a ‘return to school’ note which lists any restrictions or precautions. Head Start makes every attempt to accommodate a child’s needs to allow a return to class.

### **Staff Responsibilities:**

- If your child comes to school with any of these symptoms, or develops them during the school day, you will be called to come and pick up your child.
- If we can’t reach you, we will call a person listed on the emergency card to pick your child up.
- If the staff cannot reach a parent or person listed on the emergency card, the child may be isolated and made as comfortable as possible until the end of the session.

- Classroom staff will complete the Illness form detailing the child's symptoms, and the action that needs to be taken before the child returns.
- Typically the child may return to school after being free from symptoms for 24 hours or with written permission from a physician.

### **Parent Responsibilities:**

- Keep your children well fed, well rested, and learn the signs of common illnesses.
- Inform the classroom teacher or home visitor when your child is ill, has a contagious illness, or is taking medication.
- Provide up-to-date emergency information to the classroom.
- Promptly pick up an ill child or provide a back-up plan if you cannot be reached.
- Consult with the child's doctor about diagnosis and care.

### **Head Lice:**

Children may be periodically checked for head lice and/or nits dependent upon presence of signs and symptoms of lice.

1. Observe for signs and symptoms of head lice.
  - Itching and scratching behind the ears, nape of neck and scalp.
  - Presence of live lice (crawling) on scalp, body or clothing.
  - Nits (lice eggs) on hair shafts with  $\frac{1}{4}$  "of the scalp.
  - Child states feeling something tickling or moving through his/her hair.
2. Children identified with head lice do not need to be removed from a classroom immediately and will not be isolated from other children.
3. Parents of children found to have head lice or nits will be notified. Staff will provide printed information to you regarding treatment.
4. After treatment, the child's hair will be checked by the center based teacher, while the parent waits. If nits are found by the teacher, the parent must continue to work on removing the nits. For home based, the home visitor will continue to support the parent with appropriate treatment options.
5. A child's hair must be free of nits in order to return/remain in school and to participate in group socializations.

### **Medication:**

1. It is an Early Head Start policy that NO medication will be given to your child by a home visitor.
2. It is an Early Head Start policy that NO medication will be given to your child at school unless it is a doctor-prescribed medication, usually for a long-term problem. Early Head Start will not administer the first dose of any new medication.
3. A health action plan must be developed with Early Head Start staff and paperwork must be completed before any medication is allowed in the classroom. Parents are welcome to come to school to give medications to their child instead.
4. All medication shall be in its original container, stored according to instructions, and clearly labeled for a named child. Prescription medication shall have the pharmacy label indicating the physicians' name, the child's name, instructions, the name and strength of the medication, and shall be given according to those instructions.

5. All medication shall be kept out of the reach of children in a locked box, and shall be returned to the child's parent or destroyed when the parent determines it is no longer needed or it has expired.

## **FAMILY AND SUPPORT SERVICES**

Early Head Start is committed to wellness - supporting a complete vision of health for children, families and staff. Support services are available to all program participants. Support services include the EHS Family Services Coordinator, Mental Health Specialist, Health Coordinator, Dietician, Education Specialist, and advocates.

We know that YOU are responsible for your children.  
We know that YOU know your children better than anyone else.  
Your child's success in the EHS program will depend largely on YOU!

WE NEED YOU! With your involvement, you will help make your child's experience with Early Head Start the best it can be!

- ♥ Work with your child at home.
- ♥ Stay involved with the program.
- ♥ Network with other parents/guardians.
- ♥ Communicate regularly with staff.
- ♥ Share what you know about your child.

**Together we are better!**

### **Non-Federal Match (In-Kind) Donations**

We are able to offer a Head Start program in large part due to the federal funding we receive from the government each year. One of the requirements of receiving federal funding is that we as an agency must generate what is called an *in-kind* match to those funds in the amount of 20% of the total funding received. If we do not account for 20% in the in-kind match, our program must return federal funding dollars to the government and there is a possibility we may receive **less** money to serve children and families the following year.

Parents can help us raise the in-kind match by volunteering in the program in a variety of ways. When a parent attends a Macomb Community Action Head Start event, spends time assisting in the classroom, helping your child with in-home activities as assigned by the teacher, assisting on a field trip, etc., a form is completed and signed by the parent that allows us to count the parent's time as "money" toward our 20% in-kind match. We know that parents are helping the program in many ways and we need to make sure that Head Start receives credit (in-kind match) for all of the volunteer work that is performed. We appreciate your help and your valuable time. If every parent donated 10 hours per month of involvement to our program that helps keep Head Start in Macomb County! What the program/parent's raised last year, helps your child and the program this year. This cycle keeps the program up and running.



**PLEASE help us reach our in-kind match by completing and SIGNING the specific sheets for the activities performed every time you volunteer!** Be sure to ask your home visitor or classroom teacher for the form.

**Disabilities Services:**

The 0-3 years are a crucial time for a child's growth and development. The Head Start Disabilities Services include a full-time Special Needs Coordinator.

Each child in Early Head Start is assessed using the ASQ-3 developmental screening. Your child's teacher will provide feedback regarding your child's results. Please let the teacher know if you would like more information on developmental milestones. Or, if you have a concern regarding your child, you may also contact the Special Needs Coordinator directly at the Head Start Main Office (586) 469-5518.

**Child Mental Health:**

Head Start staff works with you to meet your child's needs for social and emotional wellbeing. We create an environment that encourages healthy development. We work to form secure, polite, caring relationships with, and between, you and your child.

As a parent, you do your best to give your child happy, loving memories. All children and families, at some point, face tough times. These tough times can create stresses within the family. When you seek out someone to help, you have an easier time coping. On staff at Head Start is a Special Needs Coordinator for Mental Health services who can guide you to outside help. Contact information for the Special Needs Coordinator is available on your classroom Parent Board or from your Home Visitor.

**Parent Involvement (Family Engagement)**

*An Opportunity for Parent Participation and Partnerships*

Head Start encourages parents to participate in, and give input into, the development of the program. Opportunities for parent involvement include, but are not limited to:

	What is it?	When does it take place?	How will I know what to do?	Why should I get involved?
Policy Council	The Policy Council is made up of representative parents from Head Start classrooms, community representatives, and former Head Start parents.	The Policy Council meets once a month during the school year.	Thorough training is provided in the fall. Head Start staff are available to offer assistance as needed.	You will have the opportunity to work with other parents and community representatives to provide input on Head Start activities and program planning.
Family Needs Assessment and Family Goals	The Family Needs Assessment gathers information about your family's strengths and needs. Family Goals are identified, discussed and supported by Head Start staff throughout the program year.	The Family Needs Assessment is conducted twice a year. A Family Goal is developed with your Family Advocate on an individual basis.	Your Advocate will explain and discuss it with you. You will work with your Family Advocate to obtain resources/referrals to support you in meeting your needs.	Benefit your family. Learn about community resources. Work through difficult situations with support.
Smart Connections	Workshops that provide practical parenting strategies that work in real life.	Smart connections workshops are held monthly.	Check the Parent Board in the classroom. Flyers sent home in weekly folders. Class calendars/newsletters • Teaching staff • Family Advocate • Automated phone system	Benefit your entire family. Learn about self-care. Learn techniques to strengthen relationships with your children. Create sustainable change. Network with other parents.
Family Engagement	<ul style="list-style-type: none"> <li>• Orientation</li> <li>• Literacy Days</li> <li>• Community Events</li> <li>• Policy Council</li> <li>• Smart Connections Meetings</li> </ul>	Events happen at various times throughout the year: days, evenings, weekends, etc.	Check the Parent Board in the classroom. Flyers sent home in weekly folders. Class calendars/newsletter • Teaching staff • Family Advocate • Automated phone system	To gain important information & resources To get to know other Head Start families To spend quality time with your child.
Classroom Volunteer	Helping out in different areas of the classroom. <ul style="list-style-type: none"> <li>• Observing your child in class.</li> <li>• Assisting the teacher prep materials for activities.</li> </ul>	During your child's classroom hours. Volunteers are welcome at any time. <ul style="list-style-type: none"> <li>• You may ride the bus with your child.</li> </ul>	Ask classroom Teacher Follow daily classroom routines. <ul style="list-style-type: none"> <li>• Attend Literacy Day</li> </ul>	To support your child in their development. To encourage the importance of education. Support site/classroom. <ul style="list-style-type: none"> <li>• Insight to Policy Council.</li> </ul>

### **Parent Code of Conduct:**

Parents will respect the dignity, worth, and uniqueness of each individual (child, parent, family member, and staff). Parents, guardians, and or volunteers shall not engage in conduct that includes "threats, verbal abuse, sexual innuendo or advances, physical confrontations, or other derogatory language and behavior directed at children, other parents, or staff.

Engaging in any of the previous conduct may lead to immediate dis-enrollment.

- Parents will sign and adhere to the Early Head Start Parent Agreement.
- Parents will refrain from physical/verbal punishment of their child or any other child.
- Parents will follow common safety practices.
- Smoking is not allowed.

### **Parent Communication:**

Sometimes you may have suggestions or questions about the day-to-day operations of the program. You may have a concern or just want to compliment the performance of a staff member, parent committee, or the function of your Policy Council.

### **Please use the following procedures:**

**Staff:** If your concern or suggestion involves a staff member, please talk with that person directly. If the concern is not resolved, you may discuss it with the individual's supervisor.

**Program:** If your concern or suggestion is regarding programmatic procedures or

policies, discuss it first at your monthly Parent Committee meeting. If the concern still exists, you may contact the appropriate program supervisor.

**Child Custody Conflicts:**

Unless otherwise authorized by law, any individual or agency requesting information other than parents/legal guardians, staff members, or legally authorized representatives must have a consent form signed by the parent/legal guardian or a written order from a court of jurisdiction.

**Child Abuse or Neglect Reporting:**

Program staff is mandated to report all suspected cases of child abuse and/or neglect to the appropriate authority as required by law (Act No. 238, Public Acts of 1975, as amended, Sections 722.621—722.636, Michigan Compiled Laws). It is an act that requires the reporting of child abuse and neglect “to safeguard and enhance the welfare of children and preserve family life” and “to provide for the protection of children who are abused or neglected.”

**Emergency Crisis Assistance:**

If you find yourself in need of IMMEDIATE assistance (such as food, housing, clothing), contact your Family Service Coordinator, Family Advocate or your child’s teacher. The Early Head Start staff can provide information on where you may be able to obtain help.

**Other Services Provided by Macomb Community Action**

Macomb County Head Start 0-5 is a division of Macomb Community Action. Macomb Community Action is a Community Action Agency dedicated to diminishing the causes and effects of poverty. All of the agency’s services are designed to help limited-income families and individuals achieve self-sufficiency or self-reliance. You and your family may be eligible to participate in the following services offered by Macomb Community Action.

**Emergency Assistance through Community Action Centers:**

There are three Community Action Centers serving Macomb County. Limited-income county residents are able to receive assistance or referrals for emergency situations including utility payments, housing assistance, and other supports. The centers also provide free tax preparation and registration for other Macomb Community Action programs. For more information, call your Community Action Center.

Warren: (586) 759-9150

Mount Clemens: (586) 469-6964

**Adult Day Center Service:**

Provides daytime assistance for aging adults in need of structured activities, exercise and supervision. For more information, call Macomb Community Action’s Office of Senior Services at (586) 469-5580.

**Home Preservation & Energy (Weatherization):**

Macomb County residents who own or rent their homes may be eligible to receive energy saving measures through this program. For more information, call Macomb Community Action Home Preservation/Energy at (586) 469-6329.

**Individual Development Account (IDA) Program:**

The IDA program helps families save toward their first home. Families enrolled in the program make monthly contributions to a special savings account and those contributions are matched by Macomb Community Action. The combined savings are used for the down payment and closing costs on a home. For more information, call the IDA Case Manager at (586) 469-7378.

**Macomb Food Program:**

Macomb County residents in need of emergency food should call 2-1-1 (or 1-800-552-1183) to receive a referral to a food pantry located in their area. For more information about the program, call the Macomb Community Action Macomb Food Program at (586) 469-6004.

**Resource Advocacy:**

Part of a county-wide team which provides consultation for seniors to assess needs, recommend services and assist with:

- Tax Credits
- Medicaid Application Process
- Medicare Part D enrollment
- Community Resources

For more information, contact Macomb Community Action's Office of Senior Services at (586) 469-5228.

**Senior Nutrition Program:**

Macomb County residents age 60 years and older may be able to receive home delivered meals through the Meals on Wheels program or enjoy lunch, informational speakers, and games with their peers through the Dining Senior Style program. For more information, please call Macomb Community Action's Office of Senior Services at (586) 469-5228.

**Chore Service & Home Injury Control:**

Eligible Macomb County residents age 60 years and over may be able to receive assistance with grass cutting, snow removal and other minor home maintenance needs. Also, senior citizens may be eligible for installation of home safety devices such as bathtub grab bars, bathtub chairs and handrails designed to reduce injuries in the home. For more information, please call Macomb Community Action's Office of Senior Services at (586) 469-5228.

**Transportation Services:**

Limited-income county residents may be eligible for rides to medical appointments that must be made in advance. For more information, please contact Macomb Community Action's Transportation Program at (586) 469-5225.

## Macomb Community Action - HEAD START/EARLY HEAD START

### PARENT AGREEMENT

Name of Child (LAST/FIRST) \_\_\_\_\_ Teacher or Home Visitor: \_\_\_\_\_

Program option:

**Circle: HEAD START (3-5) EARLY HEAD START-CENTER BASED EARLY HEAD START- HOME BASED PREGNANT WOMAN**

Upon enrollment of my child into the Macomb County Head Start 0-5 program I agree to abide by Head Start policy that includes but is not limited to the items in the following (4) areas:

#### 1) Attendance:

- My child will attend Head Start 0-5 on a regular basis as long as he/she is in good health.
- When my child is absent from class, I agree to contact the classroom prior to the classroom start time.
- I agree to have my child to school on time and pick him/her up on time.
- I agree to be available for scheduled weekly home visits. (Home-based)
- I understand that in the case of an accident or illness at school, I will be notified and take responsibility for any necessary treatment or services.
- I understand that Head Start 0-5 may exclude my child from school/services for health reasons or if mandated health requirements are not met within the required time period.
- I understand that my child may be withdrawn from the program if it is determined that another program/setting is more appropriate for the child.
- I understand that Head Start 0-5 offers various parent involvement activities where my participation is encouraged such as, Policy Council, Parent Committee meetings, parent events, and classroom volunteering.

#### 2) Curriculum:

In order to enhance communications of my child's educational and developmental progress;

- I agree to allow the teacher and/or other support staff to make home visits (center based).
- I agree to participate in parent-teacher conferences & home visits (center based).
- I agree to participate in scheduled weekly home visits (home based).
- I agree to participate in monthly group socializations (home based).
- I agree to allow my child to participate in activities outside of the classroom (field trips) conducted by the program and understand that signed permissions slips are required.
- Short walks around the school area may occur without prior notice.

#### 3) Screenings:

Within 45 calendar days of my child's entry into Head Start 0-5, required screenings for developmental, sensory and behavioral concerns will be performed. I agree to allow Head Start 0-5 staff or community partners to:

- Conduct a speech and language screening
- Conduct developmental and behavioral screenings
- Conduct annual vision and hearing screenings
- Conduct an oral health check
- Conduct height, weight, hemoglobin and blood pressure (if not on file) measurements.

#### 4) Health:

Physical examination and immunizations are required by Head Start Program Performance Standards and the State of Michigan (PA368) prior to starting the program.

- I understand that a completed and current Physical Exam form is required and is due prior to starting the program, and must include the date and results of the following screenings:
  - Head Start 3-5 Only: Physical exam, height, weight, blood pressure, blood lead, and hemoglobin/hematocrit.
  - **Head Start 0-3 Only:** Well child exams: newborn, 2 mo, 4 mo, 6 mo, 9 mo, 12 mo, 15 mo, 18 mo, 24 mo, 30 mo and 3 yr
  - Health care plans as needed (medications, asthma, food allergies etc.) \_\_\_\_\_
  - Immunizations must remain current
  - Hearing and vision screenings
  - Dental screenings
  - Lead screening at 12mo and 24mo and Hct/Hgb completed after 12mo
  - Up-to-date emergency card – keep us informed of all phone number and address changes
- Head Start 3-5 Only: I understand that a completed Dental Exam form is due within 90 days from the date of entry.
- Head Start 0-3 Only: I understand that I must follow up with referral to a dentist when my child reaches 1 year of age.
- I understand that all necessary health and dental treatment, as well as treatment for failed screenings, needs to be completed in a timely manner; and I will provide copies of treatment results.
- I understand that my child's immunizations must be kept up-to-date, per state requirements, and I will provide copies of updated immunization records to Head Start 0-5.
- I agree to communicate pertinent information to Head Start 0-5 regarding my child's health status, and I will provide, if needed, medical documentation for classroom management of a health concern (*center-based*).

I agree to allow the program to use and reproduce photographs and/or videos that have been taken of my child for educational and/or informational purposes, which may include news releases, slides, television announcements, flyers, reports or other media. I understand that my child's name or other identifying information will not be used on pictures outside of Macomb Community Action Head Start 0-5 without my further permission. I understand that other parents may take photographs or videotape during special events.

I understand that my child's records will be retained for a total of four years from this date. All program files are destroyed after a four-year time period.

I agree to all the above statements and understand that the information provided will be confidential and used by the program for planning and providing services for my child and family. I release and agree to hold Macomb Community Action Head Start 0-5, its officials and its employees harmless from any and all liability for damages or injury resulting directly or indirectly from this agreement and my child's participation in the Macomb Community Action Head Start 0-5 Program.

**This agreement is valid for the duration of the child's participation in the Macomb Community Action Head Start 0-5 Program.**

Parent/Guardian Signature \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**CAREGIVER SELF CERTIFICATION STATEMENT**

THE STATE OF MICHIGAN CHILD CARE LICENSING RECOGNIZES VOLUNTEERS AS CAREGIVERS IN A CLASSROOM. IT IS MANDATORY THAT ALL VOLUNTEERS SIGN A STATEMENT OF CERTIFICATION IN ORDER TO MEET THIS REQUIREMENT.

Volunteers will work under the direction of staff and will be supervised by staff at all times. Volunteers will not be allowed to diaper children or escort children to the restroom. All volunteers will sign a Self-Certification statement attesting to the following:

- I have not been convicted of a crime falling under a listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722
- I have not been convicted of child abuse or child neglect
- I have not been convicted of a felony involving harm or threatened harm to an individual within the 10 years immediately preceding date of signature.

I understand that by falsely signing this certification, and a case of abuse or neglect is substantiated against me or I am charged in criminal court for abuse or neglect, that I may be denied access to the classroom for the purpose of volunteering.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Macomb Community Action Early Head Start

## Parent Code of Conduct

MCA Head Start believes that everyone has a right to a safe and comfortable environment. Courteous and respectful behavior between and among all program participants is essential for our program to achieve its mission, help assure a positive environment and promote safe and security of children and families. Employees, Parents/guardians, volunteers, participants, and anyone else involved with the program are expected to follow the Code of Conduct outlined below.

### **Standards of Conduct:**

- Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability
- Follow program confidentiality policies concerning information about children, families and other staff members.
- Leave no child alone or unsupervised while under their care
  - All children must be escorted by an adult upon entering and leaving the building to and from the classroom
  - All children must be signed in and out of the classroom daily
  - Hand to hand from parent to staff must be used at arrival and departure
- Use positive methods of child guidance and not engage in corporal punishment, emotional or physical abuse, or humiliation; not employ methods of discipline that involve isolation, the use of food as punishment or rewards, the denials of basic needs.
- Conduct themselves personally and professionally in a manner that reflects positively upon the program's reputation and upon the children and families the program services.
- Not solicit or accept personal gratuities, favors or anything of significant monetary value from contractors or potential contractors if they are engaged in the award and administration of contracts or other financial awards.

MCA will not tolerate behavior by employees, parents, volunteers, consultants or anyone else involved with the program that violates the Code of Conduct. Examples of violations include but are not limited to the following:

- Threats to children, parents or staff
- Physical or verbal punishment
- Swearing or cursing
- Smoking
- Quarreling, verbal fighting, loud shouting, and displays of anger
- Bringing drugs, alcohol or weapons to program centers or events
- Physical violence
- Inappropriate dress including, for example a low-cut top, bare midriff or clothes with words or pictures inappropriate for young children.

If a parent violates the Code of Conduct Macomb Community Action Head Start reserves the right to:

- Restrict access to program children, classrooms and activities
- Restrict the parent's access on premises
- Contact the police
- Take civil or criminal action

### **Procedures:**

- The Staff person who witnesses the violation will speak directly with the parent in private when possible, practical and if safety is not an issue.
- When the safety is threatened, staff will call the police. This could be but is not limited to when parents continue to quarrel, fight or threaten children, staff or other parents or adults. Staff will notify the Education Specialist as soon as practical and as immediately as possible. In the absence of the Program Coordinator will be notified
- Program responses to the violation will be made by the Program Managers.

## Macomb Community Action - Head Start 0-5

### ANNUAL NOTICE REGARDING PII AND PARENTAL RIGHTS

Effective August 1, 2017

THIS NOTICE DESCRIBES HOW PERSONALLY IDENTIFIABLE INFORMATION (PII) ABOUT YOUR CHILD MAY BE USED AND DISCLOSED, AND HOW YOU CAN ACCESS THIS INFORMATION.

PLEASE REVIEW IT CAREFULLY.

By law MCA Head Start 0-5 must protect the privacy of your child's Personally Identifiable Information (PII). Information that could be used to identify your child (known as "Personally Identifiable Information" or "PII") includes your child's name, name of a child's family member, street address of the child, social security number, or other information that is linked or linkable to the child. MCA Head Start 0-5 retains PIIs because your child receives Head Start/Early Head Start services from us and it is a part of each child's record with us. We take our obligation to protect the privacy of your child's PII data very seriously. This notice explains your rights and our legal duties and privacy practices.

We are required to give you a copy of your rights in writing every year, including definitions, to whom we can disclose, and list when we do not need to receive your Consent to disclose PII from your child's record.

MCA Head Start 0-5 will abide by the terms of this notice. Should our data and child record practices materially change, MCA Head Start 0-5 reserves the right to change the terms of this notice, and will follow the terms currently in effect. Any new provisions we add will affect all PII we maintain from the time the new provisions go into effect, as well as any PII that we may receive in the future. If we revise our practices, we will provide a revised notice.

#### Definitions

Child Records means records that: (1) are directly related to the child; (2) are maintained by the program, or by a Party acting for the program; and (3) include information recorded in any way, such as print, electronic, or digital means, including media, video, image, or audio format.

Confidential means to be kept private with certain specific protections.

Consent means written approval or authorization that is signed and dated. It may include a record and signature in electronic form that: (1) identifies and authenticates a particular person as the source of the electronic Consent; and, (2) indicates the same person's approval of the information. Consent can be revoked going forward.

Disclosure means to permit access to or the release, transfer, or other communication of Personally Identifiable Information contained in Child Records by any means, including oral, written, or electronic means, to any Party except the Party identified as the Party that provided or created the record.

Party means an entity or individual.

Parent means a Head Start child's mother or father, other family member who is a primary caregiver, foster parent or



authorized caregiver, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree.

Personally Identifiable Information (PII) means any information that could identify a specific individual, including but not limited to a child's name, name of a child's family member, street address of the child, social security number, or other information that is linked or linkable to the child.

#### Required Uses and Disclosures of PII

We must use and disclose information contained in Child Records that is PII in a number of ways to carry out our responsibilities. We keep PII in our Child Records. The following list describes the types of uses and Disclosures of PII that federal law requires MCA Head Start 0-5 to make and allows us to do so without your Consent:

- Within this organization for Head Start purposes;
  - To other organizations for Head Start purposes (including but not limited to Contractors or Sub-Recipients that help us provide services to your child);
  - In connection with an audit or evaluation of education or child development programs or for enforcement or compliance with federal legal requirements (such as to the U.S. Department of Health and Human Services that funds our work);
  - For studies to improve child or family outcomes or quality of services;
  - During Disasters or Health/Safety Emergencies to appropriate Parties (including but not limited to local health departments, police, fire, EMS, etc.);
  - Pursuant to Court Orders or Subpoenas (so long as we try to notify you in advance unless: (1) a court has ordered that neither the subpoena, its contents, nor the information provided in response be disclosed; (2) the Disclosure is in compliance with an ex parte court order obtained by the United States Attorney General or his/her delegate concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331;
  - (3) a Parent is a Party to a court proceeding directly involving child abuse and neglect or dependency matters, and the order is issued in the context of that proceeding; or
  - (4) if there is legal action between MCA Head Start 0-5 and a Parent;
  - For Child and Adult Care Food Program (CACFP) Monitoring if the results will be reported in an aggregate form that does not identify any individual;
  - To Foster Care Caseworkers who have the right to access a case plan for a child who is in foster care placement; and,
  - To appropriate Parties in cases of suspected or known child maltreatment (such as Child Protective Services, CPS).
- MCA Head Start 0-5 also uses and shares your child's PII when requested by you or when otherwise required by law.

#### Other Permitted Uses and Disclosures

1) MCA Head Start 0-5 requires parental consent if it relates to a child's enrollment or transfer to officials at a program, school, or school district in which the child seeks or intends to enroll or where the child is already enrolled. 2) Except as described above, MCA Head Start 0-5 will not use or disclose your PII without your written Consent. You may give us written Consent to use or disclose your PII to anyone for any purpose that you choose. You may revoke your authorized Consent so long as you do so in writing; however, MCA Head Start 0-5 will not be able to get back any PII we have already used or shared based on your prior permission.

#### Parental Rights

You have the right to:

- Ask to inspect your Child's Record on-site containing PII that MCA Head Start 0-5 maintains. MCA Head Start 0-5 will create an opportunity for you to inspect your Child's Record on-site within fourteen days.

You *do not* have the right to remove the original record from on-site nor to take any parts of the original record with you.

- Ask for a copy of Child Records disclosed to third Parties with Parental Consent, free of charge.
- Ask MCA Head Start 0-5 to amend your Child's Record if you believe that it is inaccurate, misleading, or violates your child's privacy. You must ask for this in writing, along with a reason for your request. MCA Head Start 0-5 will review your request and decide on it within fourteen days. If MCA Head Start 0-5 denies your request to amend your PII, we will issue you a written statement explaining why and explain your right to a hearing.
- Ask for a hearing if your request to amend the Child Record is denied. If the issue is not decided in your favor at the hearing, you have the right to place a statement in the Child Record that either comments on the contested information or that states why the Parent disagrees with the program's decision, or both.
- Ask to inspect written agreements involving Disclosure of PII. If a Parent requests, you can come on-site and review a redacted written agreement with a third Party that involves Disclosure of their child's PII. This right does not allow you to take any photos of it or make, or have copies made of the agreement.
- The right to file a complaint with the Department of Education regarding alleged failures to comply with FERPA.
- The right to consent to disclosures of PII contained in the Child Record, except to the extent the law authorizes disclosures without consent.

### Complaints or Questions

If you believe that your child's privacy rights may have been violated or if you have questions, please let us know as soon as possible. Complaints should be directed to: Program Coordinator/Manager. Filing a complaint or exercising your rights will not affect the care or services your child receives from MCA Head Start 0-5.



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***IMPORTANT NAMES, NUMBERS, AND DATES***

CENTER OR HOME BASE: \_\_\_\_\_

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

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

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

FAMILY SERVICES COORDINATOR: \_\_\_\_\_

ADVOCATE: \_\_\_\_\_

EDUCATION SPECIALIST: \_\_\_\_\_

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

Procedures and Policies have been written in accordance with the Head Start Performance Standards, State of Michigan Child Care Licensing, the governing board of Macomb Community Action, and the Macomb County Board of Commissioners. Head Start is not an entitlement program. The Program can only enroll those determined to be eligible.

Macomb Community Action is a Community Action Agency dedicated to families and individuals seeking to improve their quality of life. Macomb Community Action is sponsored by Macomb County government, the U.S. Dept. of Health and Human Services, Dept. of Energy, Michigan Department of Human Services, Office of Services to the Aging, Dept. of Agriculture, Dept. of Education, and Area Agency on Aging, 1-B. Macomb Community Action complies with the Civil Rights Act of 1964, the Michigan Handicappers Civil Rights Act, the Older Americans Act, the Social Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. To inquire about reasonable accommodations for persons with disabilities, please contact Macomb Community Action at 21885 Dunham Road, Suite 10, Clinton Township, Michigan 48036 586-469-6999, TDD 586-469-5962. All Macomb Community Action programs, services, and activities will be provided equally without regard to race, religion, color, national origin, sex, marital status, age, or physical handicap/disability.



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## Acknowledgement of Receipt

### 2023-2024 Parent Handbook - Parent Copy

I have received a copy of the 2023-2024 Macomb Community Action Parent Handbook. I understand that it contains important information on policies and procedures. By signing this, I am acknowledging that I have read, understand and am willing to adhere to the policies listed within the Parent Handbook.

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

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_



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## Acknowledgement of Receipt

### 2023-2024 Parent Handbook - **CLASSROOM COPY**

I have received a copy of the 2023-2024 Macomb Community Action Parent Handbook. I understand that it contains important information on policies and procedures. By signing this, I am acknowledging that I have read, understand and am willing to adhere to the policies listed within the Parent Handbook.

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

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_