



Macomb
Community
Action



MCA Head Start

Preschool

Preschool for Three (3) and Four (4)-year-old children
at no cost to you.

Center-Based Program

2023-2024 Parent Handbook

21885 Dunham Road
VerKuilen Building, Suite 10
Clinton Township, MI 48036
Phone: 586-469-5215
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Welcome to the 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

Philosophy

MCA 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 respects his/her need for individualization through active learning; challenging their existing skill level in order to promote the child's health, ability to learn, emotional wellness, and respect for cultural diversity.

Values

In the context of relationships, Head Start 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.

2023-2024 Head Start Sites:

Angus Elementary 3180 Hein Sterling Hgts, MI 48310	Burdi 29851 24 Mile Road Chesterfield, MI 48051	Clintondale Middle School 35300 Little Mack Ave Clinton Township, MI 48035	Community Ed. Center 38901 Dodge Park Road Sterling Heights, MI 48312
Dooley 16170 Canberra Street Roseville, MI 48066	Dort 16225 Dort Roseville, MI 48066	Eastpointe ELC 23750 David Ave, Eastpointe, MI 48021	Kennedy 11333 Kaltz Warren, MI 48089
Koepsell 21760 Raven Eastpointe, MI 48021	MISD 44001 Garfield Rd Clinton Township, MI 48038	Mt. Calvary 8129 Packard Ave Warren, MI 48089	Mt. Clemens 155 Cass Ave Mt. Clemens, MI 48043
New Haven 30375 Clark New Haven, MI 48048	Parker 22055 Quinn Rd Clinton Township, MI 48035	Sugarbush 48400 Sugarbush New Baltimore, MI 48047	Washington 58230 Van Dyke Rd Washington Twp, MI 48094

Program Options

Full-Day / Full Week Center-Based Program

Head Start for children ages 3-5 operates September until mid-June. The children attend class Monday through Friday, approximately 6 hours per day.

Sample Daily Routine - Full Day / Full Week

Arrival-Bathroom/Handwashing

Breakfast/Toothbrushing

Outdoors/Gym (twice daily)

Small group

Planning Time

Free Choice

Clean Up/Put Away

Recall Time

Large Group/Read Aloud

Bathroom/Handwashing

Lunch

Read Aloud/Bathroom/Handwashing

Rest Time

Put Away Cots/Bathroom/Handwashing

Snack/Departure

Admission and Withdrawal Policies

NO FEES ARE CHARGED FOR THE HEAD START PROGRAM.

Eligibility Criteria

A child may be enrolled in Head Start if the following criteria are met:

- Child is at least 3 years old on or before September 1st of the current school year
- Family meets Federal low-income guidelines OR
- Child is in foster care OR is a ward of the State of Michigan
- 10% of all Head Start slots are held for children with disabilities

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

Withdrawal / Drop

A child may be dropped from the program if:

- He/she is absent consistently without contact from the family
- The parent fails to follow program policies
- It is determined that another program/setting better suits the child's needs

A parent may withdraw their child at any time during the program by contacting their child's teacher.

Concerns and/or Incidents

All concerns and/or incidents will be handled in a confidential manner. No anonymous concerns will be addressed. Appropriate administrative staff will contact the staff member(s) involved to determine the scope of the incident and to gather relevant information.

The Parent's Policy Council may make a determination if the issue directly involves the Program Director or if Policy Council is dissatisfied with the action taken by the Director regarding a complaint. The Chairperson and/or Executive Committee could approach the Agency Director for resolution according to Agency Policy.

Moving to Different Areas

If you are moving within Macomb County, please inform your classroom teacher. If there are openings in the classroom nearest to your new home, we can transfer your child.

If there are **no** openings, you can do one of three things:

1. Choose to personally transport your child to the center he/she **currently** attends.
2. Choose to transport your child to a center near your new home that has an opening.
3. Request that your child is placed on the Waitlist for the center nearest to your new home.

2023-2024 School Readiness Goals

Approaches to Learning

Goal: Children will demonstrate growth in approaches to learning.

Infants/toddlers	Show curiosity in exploring objects
PreK 3 year olds	Children will be able to manage feelings.
PreK 4 year olds	Children will be able to solve social problems.

Social and Emotional Development

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

Infants/ toddlers	Forming relationships with adults
PreK 3 year olds	Children will be able to form relationships with adults and respond to emotional cues.
PreK 4 year olds	Children will be able to form relationships with peers while balancing needs and rights or self and others.

Language and Literacy Development

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

Infant/Toddler	Engages in simple back and forth exchanges and Listen to and attend to culturally and linguistically familiar words or signs in rhymes or songs.
Literacy	
Infant/ Toddler	Says or repeats culturally and linguistically familiar words, rhymes, phrases, or refrains from song or stories. Initiates and attends to brief conversations.
Language	
PreK 3 year olds	Children will be able to expand their expressive vocabulary.
PreK 4 Year olds	Children will be able to use social rules of language.
Literacy	
PreK 3 year olds	Uses print concepts while Identify letter names and letter sounds
PreK 4 year olds	Writes to convey ideas and information. Notice and discriminates rhyme.

Cognition

Goal: Children will demonstrate growth in cognition

Infant/ Toddler	Attend to the quantity and play with an object such as reaching or looking for more than one object; recognize familiar people, places, and objectives; and recall familiar people, places and objects.
Toddlers	Recalls familiar people, places, and objects
“ “	Uses few basic words to refer to change in the amount of object(s).
PreK 3 year old	Child will count verbally using one-to-one correspondence of 10, measure objects, and understand shapes.

PreK 4 year old	Children will be able to count verbally using one-to-one correspondence to 20, understand quantify, and connect numbers to quantities.
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Perceptual, Motor, and Physical Development

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

Infants/ Toddlers	Reaches for and holds objects purposefully and Uses finger and whole arm movements to manipulate and explore objects
PreK 3 year olds	Fine motor: Uses fingers and hands to manipulate objects. Gross motor: Demonstrate balancing skills
PreK 4 year olds	Fine motor: Uses fingers and hands to print with finger grasp. Gross motor: Demonstrate balancing skills heels-to-toe.

Attendance

Head Start children are expected to attend class each day. This sets good habits for the future and helps the child receive the full benefits of the program.

If your child must be absent due to illness, family issues, or other problems, please call the classroom teacher as soon as you can.

Your Family Advocate will contact you if your child is not attending regularly. We value each child and will work with you on attendance problems, but poor attendance could result in your child being returned to the waitlist for the Head Start program.

If you drive your child to school...

- Please be there on time at the start of the school day as well as at the end of the school day.
- Escort your child to the classroom each day and sign your child in, using the assigned sheet.
- When picking your child up at the end of the day, please come to the classroom and sign your child out.

Daily Operations / School Closings

Head Start operates during the regular school year. We generally follow the **School District** calendar for the major holidays. Specific Head Start classroom events will be found on the calendar your child will bring home regularly from their teacher.

Healthy Children Learn Best

Early Childhood Development and Health Services

Head Start is committed to wellness - supporting a complete vision of healthy habits for children, families, and staff.

The Head Start health staff use the health information provided by you to:

- Support you in finding a primary health care provider
- Assess and address your child's overall health status
- Determine if health requirements are up-to-date
- Assist you in making necessary arrangements to bring your child up-to-date with well-child care
- Provide parent education related to health issues

As the primary caregiver and advocate for your child, it is important that YOU are involved in all decisions regarding your child's health care.

Ways to be involved include, but are not limited to:

- Keeping your child home when ill - please let your child's teacher know
- Attending health information meetings
- Keeping up-to-date on immunizations
- Keeping up-to-date on well-child visits
- Setting a good example of healthy living
- Utilizing a consistent health care provider
- Taking your child for regular dental check-ups and treatment
- Communicating with the Head Start Health Coordinators regarding your child's health
- Maintaining a "health file" at home with information about medical appointments/ER visits, original immunization record, and other important health information.

Head Start's Required Screenings

What is "Screening"?

Screening is the process through which we can identify children who may have a special need in the areas of health, development, or learning.

Why does Head Start screen children?

To identify the needs of children early and make sure each child receives the needed services.

What types of screenings will all children receive? When and where will they be done?

Yearly Physical Examination - Performed by the Primary Care Physician **before** the child's first day in the classroom. The exam includes any pertinent health information, height and weight, blood pressure, blood lead, and hemoglobin and/or hematocrit and is required each year.

Yearly Dental Examination - Performed by a dental professional within 90 days of enrollment. Follow-up treatment is to be completed in a timely manner.

Hearing and Vision Screening - Performed by the Primary Care Physician, Head Start Health Staff or through the County Health Department at the Head Start classroom within 45 days of enrollment.

Classroom Health Screening - Performed by Head Start staff. This screening includes measurements of height and weight at least twice a year and blood pressure/hemoglobin check if none on file.

Ages and Stages Questionnaire: Social/Emotional (ASQ: SE-2) - You will fill out a questionnaire upon entering the Head Start program. The ASQ: SE-2 consists of a series of questions asking about your Head Start child's social-emotional growth, and will help you learn more about your child's social-emotional development. This tool offers the opportunity to share your thoughts about your child's behavior with staff. Factors that contribute to a child's development are discussed with the parent/guardian before any observations, referrals, or evaluations are suggested.

Developmental Screening/ASQ 3- An assessment tool that helps parents provide information about the developmental status of their child across five developmental areas: Communication, Gross Motor, Fine Motor, Problem-solving, and Personal- social.

If you have any questions or concerns about any of these screenings, please call the Head Start office at (586) 469-5215.

Immunization Records

Head Start is required to comply with the rules and regulations of the Public Health Code (PA368) State of Michigan and Head Start Performance Standards in regards to immunization.

Immunization Requirements

- **DPT** - Series of 4 doses and a booster by 5th birthday.
- **Polio** - Series of 3 doses and a booster by 5th birthday.

- **MMR** - 1 dose and a booster by 5th birthday.
- **HIB** - Complete series or one dose at/or after 15 months.
- **Hepatitis B** - Series of 3 doses.
- **Varicella** - 1 dose of chickenpox vaccine or signed statement by parent/guardian stating the day, month, and year your child had the chickenpox disease.
- Any additional immunizations as required by the Michigan Department of Community Health.

A child's immunization record must continue to be updated, if indicated, in accordance with the Michigan Department of Community Health requirements.

Head Start staff will continue to advise parents of immunization requirements for kindergarten entry.

Children turning 5 while attending Head Start must have booster doses by their 5th birthday.

Every effort will be made to assist parents, as needed, to meet the above program requirements.

Child Mental Health

Children learn best when their needs for social and emotional wellbeing are met. Head Start staff works along with you to meet these needs. We create an environment that encourages healthy development. We implement a social-emotional curriculum, *Second Step*, to teach friendship and problem-solving skills, empathy, and emotion management. We also use the Child Protection Unit to teach children assertiveness skills that help them stay safe from abusive or unsafe situations. 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, and these tough times can create stress within the family. When you seek out someone to help, you have an easier time coping. On staff at Head Start is a Mental Health Specialist who can guide you to outside help. You can call the Mental Health Specialist directly by calling (586) 463-4360 or by e-mail at Kathryn.gish@macombgov.org.

Disabilities Services

The early childhood years are a crucial time for a child's growth and development. The Head Start program 0-5 offers disabilities services which include a full-time HS Disabilities Coordinator and a full-time EHS Special Needs Coordinator.

Each child in the Head Start program 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. If you have a concern regarding your HS child, age

3-5 you may also contact the HS Disabilities Coordinator directly at (586) 469-5635 or by e-mail at paula.sulewski@macombgov.org. If you have a child age 0-3 enrolled in EHS you can contact the Special Needs Coordinator at 586-469-5518 or by email at amber.haggerty@macombgov.org.

Education and Early Childhood Development

Head Start strives to provide all children with a safe, nurturing, enjoyable, and secure learning environment. This type of environment allows your child to gain the awareness, skills, and confidence necessary to succeed with tasks throughout school and in life.

Every classroom has an education team consisting of the parent, teacher, teacher's aide, and Education Specialist.

You are an important part of this team in the process of planning and implementing curriculum. As you share knowledge about your child and participate in classroom and home activities, you strengthen your ability to serve as your child's primary teacher. Sharing your family's traditions and culture with your child's teacher and children in the classroom will help them to understand and learn about themselves and others.

The philosophy of the *Creative Curriculum* is implemented in every classroom. This researched-based curriculum supports the developmentally appropriate practices that scaffold children's learning and prepare them for Kindergarten. If you want to know more about the curriculum, ask your child's teacher. Lesson Plans are accessible and posted in all classrooms for viewing. Each child will individually assess using the *TS GOLD assessment* tool. Parents and the teacher meet throughout the year to review and set goals based on each child.

Home Visits

Head Start teachers are required to make a minimum of two (2) home visits during the school year. You will have the opportunity to talk one on one with the teacher regarding your child's progress.

These visits also offer an opportunity to voice any concerns about your child's development and to set goals that will enhance your child's education.

Your child will take great pride in these visits and will see how family and teachers work together to make school a positive learning experience. Please make every effort to assist us in meeting this home visit requirement.

Conferences

Parent-Teacher Conferences are completed two (2) times during the school year and are held in the classroom. One conference is held early in the school year and the other is held near the end to summarize the year.

Head Start's Positive Approach to Classroom and Behavior Management

Head Start staff uses Positive Behavior Support (PBS), the Trauma Smart initiative, and the Second Step curriculum for classroom and behavior management. Using PBS techniques, Head Start staff set up the classroom so that all children feel safe and become successful learners. In order to have a safe experience for all our children, we need to have a positive classroom environment. The teaching teams plan an appropriate schedule for activities and set reasonable expectations for the children on a daily basis. Anyone working with children shall use positive methods of guidance which will encourage self-control, self-direction, self-esteem, and cooperation

What we do:

- We acknowledge the children's appropriate behaviors.
- We offer redirection for disruptive behaviors.
- We assure that each classroom is structured with age-appropriate rules and routines.
- We are role models of appropriate behavior.
- We teach appropriate behavior and social rules.

When a child uses challenging behaviors at home or in the classroom, we may develop a positive behavior support plan building on the child's strengths. The plan will show ways that the teacher and the parent can teach new skills, so the child can be successful. It is important for parents and teachers to work together to meet the goals of the plan.

Standard Classroom Rules

- We stop and listen when others talk (red)
- We use inside voices (blue)
- We use walking feet (yellow)
- We use gentle touches (green)
- We take care of our classroom (purple)

Child Illness

If your child is sick (fever, vomiting, diarrhea, rash), 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 ensure that the health and safety of a child are not at risk, and to ensure that the health and safety of those who may come into contact with the child, the following procedures are practiced:

- **RASH OF UNDETERMINED ORIGIN:** Children may return when the rash is no longer present or with a note from a doctor which states that the rash is not communicable.
- **VOMITING, DIARRHEA, FEVER, ETC.:** Children may return after 24 hours have passed or when no longer ill. Children who have a fever must be fever-free for 24 hours without the use of fever-reducing medication.
- **COMMUNICABLE DISEASES:** Refer to Macomb County Health Department’s Communicable Disease Reference Chart, located in the classroom, for information about specific diseases and treatment. A notification will be sent to parents on the day of occurrence listing the name of the disease, that their child may be exposed, and what to look for as symptoms of the disease.
- **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.
- **HEAD LICE:** At school, children may be periodically checked for head lice and/or nits dependent upon the presence of signs and symptoms of lice. As guests within school buildings, Head Start defers to the school’s head lice policy.
 1. Observe for signs and symptoms of head lice.
 - Itching and scratching behind the ears, nape of the neck, and scalp.
 - Presence of live lice (crawling) on scalp, body, or clothing.
 - Nits (lice eggs) on hair shafts within 1/4” of the scalp.
 - Child states the feeling of something tickling or moving through their hair.
 2. Children identified with head lice do not need to be removed immediately and will not be isolated from other children.
 3. Parents of children found to have head lice or nits are contacted. Staff will provide printed information to you regarding treatment.
 5. After treatment, the child must be driven to school and the child’s hair will be checked by the teacher, while the parent waits. If nits are found by the teacher, the parent must continue to work on removing the nits.
 6. A child’s hair must be nit free to remain in school.

Medication

It is Macomb Community Action Head Start’s 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. A Health Action Plan must be developed with Head Start staff and paperwork must be completed before any medication

is allowed in the classroom. Head Start does not administer the first dose of any new medication. Parents are welcome to come to school to give medications to their children.

All medications shall be in their original container, stored according to instructions, and clearly labeled for a named child.

Prescription medication shall have the pharmacy label indicating the physician's name, the child's name, instructions, the name and strength of the medication and shall be given according to those instructions. All medication shall be kept out of the reach of children in a locked box or zippered bag and shall be returned to the child's parent or destroyed when the parent determines it is no longer needed, or it has expired.

Food Safety & Nutrition

All centers serve 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 snacks and lunch.
- Children are encouraged to try new foods, serve themselves, and clean their own area after meals.
- Every effort is made to provide alternatives for children who have prescriptive food needs.
- Staff and volunteers eat with the children.
- The food served (lunch & snack) 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 1/8 teaspoon bleach to 12 ounces of water.
- Staff cleans and sanitizes the refrigerator at least once a week.

For additional information, please refer to the Macomb Community Action Head Start Health Care Plan and the "Right to Know" Materials.

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.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

Child and Adult Care Food Program

Where Healthy Eating Becomes a Habit

This child care center is a participant 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.

As a participant in the CACFP, Macomb Community Action Head Start receives reimbursement for serving nutritious meals and snacks. Meals and snacks must meet the USDA meal pattern requirements listed below. Lactose free milk and soy milk are approved nutritional substitutes.

BREAKFAST

- Milk
- Fruit or Vegetable
Or Juice
- Grain/Bread

LUNCH and SUPPER

- Milk
- 2 Fruit/Vegetable servings
- Grain/Bread
- Meat or Meat Alternate

SNACK

(Serve 2 from the 4 food groups below)

- Milk
- Fruit or Vegetable or Juice
- Grain/Bread
- Meat or Meat Alternate

Children less than one-year-old: Food in 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:

Macomb Community Action- Head Start
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) 241-5353

No Outside Food or Beverages

For the health and safety of all Head Start children, our program serves only approved food and beverage items purchased by Head Start staff or provided by contracted Food Services vendors. (NOTE: Items containing nuts, peanuts, or chocolate are not served due to the high incidence of allergies.)

Do not send food or beverage items to school, as they cannot be accepted and will be sent home.

Please speak with your child’s teacher about acceptable non-food items or activities for classroom celebrations. Donations of any materials to the classroom/program are not expected and completely optional.

Whenever possible, the best “treat” for children is having parents, guardians, or significant others join them in classroom activities.

Severe Weather Conditions

Traditional Classrooms (Monday - Thursday, 3 ½ hours/day)

Full-Day Classrooms (Mon. - Fri, 6 ½ hours/day)

In the event of severe weather, in which the school district/building is closed or if food service is unable to be provided, the classrooms will be closed for the day.

Notification of school closures will be in the form of:

- One Call Now - directly from Macomb Community Action Head Start Communications
- Radio or TV - districts will provide the following announcements:

“Macomb County Head Start is CLOSED”

Or

“[NAME OF YOUR SCHOOL DISTRICT] is CLOSED”

If you have any further questions about school closures, call the main office at (586) 469-5215.

Health Care Policies & Resources

Handwashing

In order to prevent the spread of infection, frequent handwashing using the proper technique is practiced. This procedure is posted in the classroom near the sinks. The technique of proper handwashing is followed by all adults and children.

Bodily Fluids

Treat all body fluids as if infectious.

- Use vinyl/non-porous gloves whenever body fluids are present.

- Areas contaminated with blood or other body fluids must be cleaned promptly with soap and water, then sprayed with a bleach-water solution and allowed to air-dry.

Bloodborne Pathogens: OSHA, Universal Precautions

Macomb Community Action Head Start complies with the OSHA Bloodborne Pathogens Standard (29 CFR Part 1910.1030). In classrooms, universal precautions are followed by all staff and volunteers.

Cleaning & Sanitizing of Equipment, Toys, & Other Surfaces

Maintaining equipment and materials is the responsibility of all classroom staff. All equipment is inspected twice a month to ensure safety and cleanliness. At least monthly, toys will be cleaned with a bleach-water solution, rinsed in hot water, and air-dried.

Health Resources

- Immunizations: (586) 466-6840
- Hearing & Vision: (586) 412-5945
- Physical Exams: Neighbors Clinic
Washington: (586) 336-9288
Warren: (586) 756-7005
- Medicaid Dentists, Tri-County Dental Association:
(248) 559-7767
- MI-CHILD Insurance (children under 19 yrs. of age):
888-988-6300

Emergency Care 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 daily times.
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 and one in the winter, and one in the spring at various daily times.
2. Documentation is recorded on the Drill Log, located on the emergency board.

Evacuation Plan and Safety Plan for Emergencies

1. The Evacuation Plan, posted in the classroom, includes a diagram of the building that 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 the 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. The teacher identifies those children who physically, mentally, or emotionally are at risk. The teacher completes the Emergency Evacuation Form, assigning any "at risk" children to specific adults.

Minor Accident/Injury

1. The classroom staff attends to injuries sustained and refers to First Aid Quick Reference Guide located in the classroom First Aid Kit.
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 Quick Reference Guide located in the classroom First Aid Kit.
2. Contact the following: 911, the 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 report 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.

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 form may be provided 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.

Emergency or Crisis Assistance

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

Emergency / Child Information Sheet

All families must complete a Child Information Sheet. This sheet is used for emergency situations. It is your responsibility to keep it updated. If anything changes such as phone numbers, disconnects, addresses, or to whom the child may be released, **notify the teacher immediately** with the new information.

A child will only be released to an individual listed on the Child Information Sheet - the adult **MUST** have identification, such as a current driver's license, Michigan I.D. card, etc. A signed statement from you may also be accepted to release your child, in conjunction with picture I.D.

WE CANNOT STRESS ENOUGH THE IMPORTANCE OF THIS SHEET. IN AN EMERGENCY SITUATION, WE RELY ON THIS INFORMATION TO GET THE TREATMENT OR CARE THAT YOUR CHILD MAY NEED.

Macomb Community Action Head Start 0-5 has a Parent Notification System.

This system allows you to receive phone, e-mail, and text notifications from the program regarding:

- Emergencies
- School Closings
- Events
- Program Update
- Please sign up for the notification system

Confidentiality

All information you provide to the Head Start program 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, the 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.

Clothing

Please dress your child in comfortable play clothes. Children will be involved in "messy" activities such as paint, glue, play dough, and sand/water play. Therefore, each child **MUST** have a change of clothes at the center in case it is needed (shirt, pants, underwear, socks).

Please label all clothing and keep sizes and seasons in mind.

The best shoes for school are tennis or rubber-soled shoes. Other shoes may be dangerous both in the classroom and outside. **Please - no open-toed shoes.** When your child wears boots to school, be sure to send shoes to wear in the classroom.

Outdoor Play

Outdoor play is part of our daily classroom routine. All children go outside to play unless the wind chill is below 20 degrees. During cold weather make sure your child has a jacket, boots, hat, mittens, and snow pants. During sunny weather, make sure your child has sun-protective clothing. If your child needs sunscreen, please apply it before sending the child to school.

Toileting

Some young children have not yet completely gained control of their bladder or bowels. If your child has a toileting accident at school, the staff will change your child and send home the soiled clothing. Please make sure to send another change of clothing the next day.

If your child is having toileting difficulties, we will work with you. Since toileting is a very important step in your child's development, we encourage you to take an active role to help make the experience a positive one.

Phone Calls

Each Head Start classroom has a phone line. The best time to reach the teacher by phone is before the children arrive and after the children leave. Only **emergency** calls should be placed during classroom time.

If further assistance is needed to contact your child's classroom, you can call the Head Start main office at (586) 469-5215 (refer to the front of the book for additional calling details).

Pest Control

Parents will be notified in advance of any pesticide applications to the building through newsletters or a Remind app message. Pesticide application information, such as the reason for the pesticide application and/or pest name, approximate locations, date of application, center contact information, and a toll-free number for a national pesticide information center, will be included. Any liquid spray or aerosol insecticide application will not be performed in any Head Start classroom unless the room will NOT be occupied by children for at least 4 hours.

Pedestrian Safety & Young Children

Children Receive Safety Education Training includes:

- Safety riding practices
- Safety procedures for boarding and leaving the vehicle
- Recognition of the danger zones around the vehicle.
- Emergency evacuation procedures, including participating in an emergency evacuation drill concluded on the vehicle safety in their everyday routines.

Parking lot Guidance includes:

- Do not allow your child to get out of the car until you are at the child's door.
- Never leave children unattended when going to and from your car to the center.
- Turn your car off, remove all children from the vehicle, lock it and take the keys with you.

Family Support Services

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 Family Services Coordinator, Disabilities Coordinator, Education Specialist, Mental Health Specialist, Health Coordinator, Dietician, 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 Head Start program will depend largely on YOU!

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

Together We Are Better!

In-Kind Donations

We are able to offer this program because of the federal funding we receive each year. One of the requirements of receiving these funds is to generate what is called an "In-Kind" match in the amount of 20% of the funding. If we do not account for the In-Kind match, we must return dollars to the government and may receive **less** money to serve children and families the following year.

Parents can help 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 in the classroom, helps the program by doing projects at home, and/or helps on a field trip, a form is filled out 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 the credit for all the volunteer work that is performed. We appreciate your help and your valuable time.

Please help us reach our In-Kind match by filling out and SIGNING the In-Kind sheets every time you volunteer! Be sure to ask your home visitor or classroom teacher for the form.

Parent Involvement

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"> - Orientation - Literacy Days - Community Events - Policy Council - Smart Connections - Parent Meetings 	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. -Observing your child in class. - Assisting the teacher prep materials for activities.	During your child's classroom hours. Volunteers are welcome at any time.	Ask classroom Teacher Follow daily classroom routines. - Attend Literacy Day	To support your child in their development. To encourage the importance of education. Support site/classroom. - Insight to Policy Council

Standards of Ethical Conduct

Macomb Community Action Head Start 0-5 Standards of Ethical Conduct for Head Start Staff, Consultants, and Volunteers.

Head Start 0-5 recognizes and respects the uniqueness and potential of each child and refrains from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.

Head Start 0-5 shall maintain program confidentiality regarding information that concerns children, families, and any staff member.

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.**

No child will be left alone or unsupervised while under care.

Head Start 0-5 will implement positive methods of child guidance and staff will not engage in corporal punishment, emotional or physical abuse, or humiliation. Head Start 0-5 will not employ methods of discipline that involves isolation, the use of food as punishment or reward, or the denial of basic needs.

Head Start 0-5 will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.

Parent Communication

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 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, please discuss it first with your Policy Council Representative. If the concern still exists, you may contact the appropriate program supervisor.

Child Custody Conflicts

We cannot withhold a child from either parent unless there has been a court action that limits one parent's right to the child. A copy of the court papers **MUST** be on file before staff can limit access to your child.

Please handle parental differences away from the center and away from the children. The program can NOT become involved in any custody issues.

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 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.”

Transitioning: Getting From Here to There

A transition is a process of getting from here to there. Specifically, the transition from home to preschool is a new and exciting time for you and your child. Head Start staff is aware that this transition may also be filled with questions, concerns, and “butterflies in the stomach.”

Here are some tips to ease the transition from home to Head Start:

If you feel your child is too young to go to school...Remember

- Each child learns at his/her own pace
- That preschool children learn through play
- Classroom activities are designed for young children

If your child does not want to get up in the morning...

- Make sure he/she gets plenty of sleep each night
- Allow plenty of time to get ready for school in the morning
- Keep the same routine each morning

If your child refuses to stay or cries when dropped off at school...

- Reassure your child that you will be back when school is over
- Give a hug and leave promptly
- Allow your child's teacher the opportunity to get your child engaged in an activity

The transition from Head Start to Kindergarten will be addressed in the Spring. Basic information regarding school registration will be provided as your child finishes Head Start and becomes eligible for Kindergarten.

Macomb Community Action - HEAD START/EARLY HEAD START

- 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, Smart Connections meetings, Literacy Days, 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 socialization (*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 the 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, 2mo, 4mo, 6mo, 9mo, 12mo, 15mo, 18mo, 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 12 mo and 24 mo 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 a 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 with 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.

Signature _____ Relationship to Child _____

Parent/Guardian

Signature _____ Date _____

Staff

CAREGIVER SELF CERTIFICATION STATEMENT

THE STATE OF MICHIGAN CHILDCARE 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 the 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 _____

Parent/Guardian

Volunteer Screening

Macomb Community Action Head Start 0-5 encourages parents to be involved in their child's educational experience. One way is to volunteer in the classroom. One of the best ways of adding to your child's learning experience during the school year is by volunteering in the classroom. By giving your time, you are showing your child that you care about his/her education. It's also a great way to link the child's home to school.

Specific jobs parents can do:

- Welcome children in the classroom
- Assist staff working in small groups
- Assist staff with art and craft activities
- Read stories with children
- Help prepare for lunch and snack
- Assist with outdoor activities

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 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 ten years immediately preceding the date of signature.

All volunteers will complete a full background check and paperwork to ensure safety of all children in the classroom.

Celebration Holiday Guidelines

Performance Standard Objective: To ensure high quality, early education and child development services, including children with disabilities, that promote developmentally, culturally, and linguistically appropriate learning experiences for all children and families who participate in Head Start and Early Head Start. The families in our program have many different religions, cultures, and beliefs. No one holiday should be celebrated more than others. Therefore, rather than offend some families, confuse or isolate some children, our classrooms will not celebrate holidays. (Performance Standard 1302.31)

Holidays are times of tradition, fun, family, and friends. Each family varies in the types of holidays celebrated and in the ways holidays are celebrated. It is important for each child to learn about his/her family's beliefs and traditions at home. Respecting differences in cultures and family traditions is why our program does not celebrate holidays. Here are the Macomb Community Action Head Start guidelines for classroom recognition of holidays:

- We do not discourage child-initiated discussions about holiday traditions and celebrations. Young children view celebrations in terms of their own family and they enjoy talking about their experiences. These discussions provide meaningful learning opportunities for children as they explore similarities and differences in relation to their own families.
- All families are invited to share aspects of their holidays with the children in the classroom in a meaningful, inclusive, and respectful way. (Performance Standard 1302.50) However, our teaching staff will refrain from including holiday-related activities in their lesson plans and schedules. Instead, our teachers may focus on elements of the changing seasons of the year in our natural world in developmentally appropriate ways that enhance and complement the educational curriculum.
- Head Start 3-5 holds a Recognition Day at the end of the school year. However, we do not use cap & gown for this special day.

Additional 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.

South Action Center, Warren: (586) 759-9150

(Serves Center Line, Eastpointe, Roseville, Warren)

Central Action Center, Mount Clemens: (586) 469-6964

(Serves Chesterfield Twp. [south of 23 Mile Road], Clinton Twp., Fraser, Harrison Twp., Macomb Twp. [south of 23 Mile Road], Mount Clemens, New Baltimore [south of 23 Mile Road], Shelby Twp. [south of 23 Mile Road], St. Clair Shores, Sterling Heights, Utica)

North Action Center, New Haven: (586) 749-5146

(Serves Armada, Bruce Twp., Chesterfield Twp. [north of 23 Mile Road], Lenox Twp., Memphis, New Baltimore [north of 23 Mile Road], New Haven, Ray, Richmond, Romeo, Shelby Twp. [north of 23 Mile Road], Washington Twp.)

Adult Day 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) 469-5228.

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
- Community resources
- Medicare Part D enrollment

For more information, contact the **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 the 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 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, the 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 members 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, the 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 the 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 a legal action between MCA Head Start 0-5 and a Parent;

- For the Child and Adult Care Food Program (CACFP) Monitoring if the results will be reported in an aggregated 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 by 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 comment 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.

Notes:

IMPORTANT NAMES, NUMBERS, AND DATES

CENTER OR HOME BASE: _____

HOME-BASED EDUCATOR: _____

CENTER OR EDUCATOR PHONE NUMBER: _____

TEACHER NAME: _____

FAMILY SERVICE COORDINATOR: _____

ADVOCATE: _____

EDUCATION SPECIALIST: _____

CENTER HOURS OR HOME-BASED VISIT TIME: _____

COVID-19 Response and Preparedness Plan

Macomb Community Action Head Start 0-5

Our Commitment to Health & Safety

To protect children, families, and staff from infection and illness, **45 CFR §1302.47(b)(9)** requires Head Start programs to have an evidence-based COVID-19 mitigation policy developed in consultation with their HSAC that can be scaled up or down based on the impacts or risks of COVID-19 in the community. The Mitigation Policy must address: mitigating strategies, Covid-19 Community levels, and a Communication Plan. MCA Head Start 0-5 developed a Covid-19 Mitigation Policy on 3/7/2023 and this policy was approved. This policy remains in effect.



Macomb
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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.



Macomb
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Acknowledgement of Receipt

2022-2023 Parent Handbook - Parent Copy

I have received a copy of the 2022-2023 Macomb Community Action Parent Handbook. I understand that it contains important information on policies and procedures. By signing this you are acknowledging what you have read, understand, and are willing to adhere to the policies listed within the Parent Handbook.

Child's Name: _____

Parent/Guardian Signature _____

Date: _____



Macomb
Community
Action

Acknowledgment of Receipt

2022-2023 Parent Handbook - CLASSROOM COPY

I have received a copy of the 2022-2023 Macomb Community Action Parent Handbook. I understand that it contains important information on policies and procedures. By signing this you are acknowledging what you have read, understand and are willing to adhere to the policies listed within the Parent Handbook.

Child's Name: _____

Parent/Guardian Signature _____

Date: _____