

**Head Start- Little Spartans Preschool
Fayette County School Corporation
1800 N. Eastern Connersville, IN 47331
(765) 827-0191, Extension 2**

Hours of Operation

Morning sessions are from **8:00 AM to 11:30 AM. Monday through Thursday**
Afternoon sessions are from **11:30 AM to 3:00 PM. Monday through Thursday**
Full Day sessions are from **8:00 AM to 3:00 PM Monday through Friday**

The program follows the school corporation calendar. Parents are responsible to provide care on the days that the program is not in attendance.

Head Start 1 (827-0191, ext. 47125)

Head Start 2 (827-0191, ext. 47123)

Head Start 3 (827-0191, ext. 47117)

Head Start 4 (827-0191, ext. 47101)

Head Start 5 (827-0191 ext. 47119)

Head Start 6 (827-0191 ext. 47103)

Head Start 7 (827-0191 ext. 47121)

Family Services

Julie Cox	827-0191. Ext. 47226
Nicole Troutwine	827-0191 Ext. 47230
Kimmie Smith	827-0191, Ext. 47224

Health Services

Maranda Zimmerman	827-0191, Ext. 47223
Maria Douglass	827-0191, Ext. 47228

OUR MISSION...

The Mission of Fayette County School Corporation Head Start is to provide comprehensive and high quality education in an inclusive social setting by professional, competent, and compassionate staff. Promote the growth and development of children and families while improving their quality of life in an ever changing society.

OUR VISION 2025-26

We will continue to provide quality services for children and families and be on the forefront in advocating for programs in our community that shape the future.

- Through partnerships, programming will be offered that results in a more well-rounded population.
- Professional and competent staff will work together to solve problems and will be secure in what they are doing and the values they hold.
- FCSC Head Start will continue to implement best practices in order to meet each child's individual needs.
- Children and families who meet income guidelines will continue to be served by the program.

OUR PHILOSOPHY: The Values That Shape Our Work

Professionalism:

Making decisions in the best interests of the Head Start program and families in an ethical, confidential, and knowledgeable manner.

Accountability:

Responsibility for carrying out program goals with measurable results.

Competence:

Possessing the knowledge and initiative to successfully and confidently carry out job duties.

Compassion:

Accepting diversity, acting with empathy, humor, and sensitivity; and showing respect and patience for all.

Honesty:

Communicating and interacting with staff, families, and community in a truthful, straightforward, yet tactful manner.

Flexibility:

Adaptable to new circumstances; carrying out duties with resiliency.

CODE OF CONDUCT

- I will implement positive strategies to support children's well-being and prevent and address challenging behavior.
- I will respect and promote the unique identity of each child and family and will not stereotype on the basis of gender, race, ethnicity, culture, religion, disability, sexual orientation or family composition.
- I will follow program confidentiality policies concerning personally identifiable information about children, families, and other staff members.
- No child will be left alone or unsupervised while under my care. I will place the welfare of the children as a primary concern, including the need to assure that students are under supervision at all times.
- I will not maltreat or endanger the health or safety of children including:
 - use corporal punishment or physically abusive behavior
 - engage in emotionally harmful or abusive behavior
 - neglectful behavior, defined as failure to meet a child's basic physical and emotional needs.
 - engage in sexually abusive behavior
- Ensure that staff, consultants, contractors and volunteers report reasonably suspected or known incidents of child abuse and neglect.

Parent Rights and Responsibilities

YOU HAVE THE:

-RIGHT to be involved in your child's education.
-RIGHT to talk to your child's teacher by appointment.
-RIGHT to confidentiality concerning your child's education and records.
-RIGHT to review your child's records at any time
-RIGHT to be your child's advocate.
- ...RESPONSIBILITY to send your child to school every day (90%) unless the child is sick.
- ...RESPONSIBILITY to bring and pick up your child on time.
- ...RESPONSIBILITY to be waiting for the bus when your child is picked up/dropped off.
- ...RESPONSIBILITY to provide required income documentation and health follow-up.
- ...RESPONSIBILITY to dress your child appropriately according to the school dress code



Admission to Head Start

All children are eligible for enrollment regardless of race, color, religion, gender or national origin. Children must be at least three years of age by August 1 of the program year and meet the eligibility requirements or the Federal Family Income Guidelines for Head Start. Some children identified for special needs are admitted through CF Special Services. There is no charge for children who are accepted into the program.

2025 HHS Poverty Guidelines

Persons in Family	100 % Poverty	130% Poverty
1	\$15,650	\$20,345
2	\$21,150	\$27,495
3	\$26,650	\$34,645
4	\$32,150	\$41,795
5	\$37,650	\$48,945
6	\$43,150	\$56,095
7	\$48,650	\$63,245
8	\$54,150	\$70,395

Families with more than 8 persons, add \$5,500 for each person.

HEAD START PROGRAM

EDUCATION

Staff

The teacher is a full-time licensed teacher who plans and implements the day-to-day classroom operations. The teacher is assisted by 1 assistant teacher. Nutrition/bus aides will assist the teacher and students also. Adult supervision will not exceed a ratio of 1:10.

Curriculum

Three, four, and five-year old children learn differently than older children and adults. When you visit the class, you may be surprised **to see that the children spend a great deal of the day playing. This is the way young children learn.** The curriculum model used in Head Start is called High Scope. Supplemental Curriculums include Heggerty Phonological Awareness Program, Second Steps Social Emotional curriculum, and Conscious Discipline Social Emotional Program. Head Start teachers are trained in early childhood education. Parents may be asked to participate in the classroom or on a committee. Workshops in child development are offered throughout the program year.

Assessment

Assessments are used to measure a child's development and on-going growth and progress.

ACUSCREEN: All children are screened within the first 45 days of enrollment.

GALILEO: All children are assessed using this tool on a on-going basis throughout the school year.

IXL: Children transitioning to kindergarten use this on-line assessment throughout the school year.

Results are shared with parents and kept in confidential school records.

School Closing and Delays

The Head Start program will follow the Fayette County School procedures. Parents are reminded that there may be times when it will be necessary to delay or close school. The decision to delay or close school will be made between 5:30 and 6:00 AM. A school closing means that students will not attend that day. A delay means that the start of school will be delayed by 2 hours. AM Head Start classes will not be in session when there is a delay. P.M. classes will meet as scheduled. Full day classes will begin at 10:00 a.m.

Attendance

In order to provide the best learning situation for each child, it is necessary that the child attend regularly. Head Start requires individuals to have an attendance rate of 90%. **Each day your child is unable to attend class, please call or dojo the teacher and/or Family Service Coordinator.** Per Head Start regulations, our program must contact each parent/ guardian of an absent child within one hour of school beginning if we do not know why that child is absent. If a child is absent for more than 3 days without a call, the Family Service Coordinator will also make contact with the family to assist in getting the child back in school.

Arrival and Departure

All children are required to enter and depart the building with an adult. Please notify the teacher or Family Service Coordinator if someone other than the usual person will be picking up your child.

We cannot release your child to someone who is not listed on your child's emergency contact card. Children will be released only to the parent/guardian or a person named by the parent/guardian and state issued identification will be required. If an impaired/intoxicated person insists on removing a child from the classroom/bus, the police will be notified immediately.

Unless there are unusual circumstances, parents are expected to adhere to the times of the Head Start sessions. **It is important for children to be on time to school. If children are tardy, parents will be required to wait with their child to be taken to class. Please do not bring your child more than 5 minutes before class begins and pick him/her up promptly at the end of classtime.**

Visitor's Pass

All schools are secured facilities that will utilize a buzz in system at the front doors. As allowed, visitors **must** sign in at the office and present a state issued photo I.D. in order to be cleared through Raptor (the school's security protocol program). Parent volunteers in the classroom must also sign in at the office. No volunteer may enter the classroom without passing a criminal history check.

Confidentiality

All information about families and children who apply for admission into the Head Start program is strictly confidential. Staff members are not permitted to discuss facts about the families with anyone outside of the program. With the family's permission, information may be shared with agencies or other persons necessary to meet the needs of the family. All child and family records are stored in locked files. **NO pictures of Head Start children (other than your own) taken on a field trip or at a school experience can be posted on any web-based sites such as Facebook, Snap Chat, X, Insta-Gram, ect., due to confidentiality issues.**

Discipline Policy

All children are worthy of the same respect that adults are given and are expected to treat each other with that same respect. It is very important that a child's development is nurtured through caring, patience and understanding. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child are not permitted. When these behaviors occur, we will respect your child, establish clear rules, be consistent in enforcing rules, use positive language to explain desired behavior, speak calmly while bending down to your child's eye level, give clear choices, redirect your child to a new activity, and move your child to a time-out chair (for no longer than one minute per year of your child's age) if necessary.

If your child's behavior is very disruptive or harmful to himself or other children, this will be discussed with you privately. A plan will be developed that could include referrals to special education and other behavioral services.

Clothing

Children learn by playing. They will use paint, clay, water, sand, etc. They will be indoors and outdoors almost everyday. Gloves, hats and coats are a must on cold days. Children will go outside if the wind chill is 28 degrees or above. A layered outfit that is loose fitting, comfortable, and OK to get dirty is preferred. Remember to allow for temperature changes during the day. Tennis shoes are fine, but sandals are not good for protecting little feet and flip flops are not allowed for safety reasons. All children must follow the school's dress code.

Personal Items

Head Start cannot be responsible for breakage and/or loss of any items that a child brings to the school. No toys are to be brought from home. It will be at the teacher's discretion to determine the appropriateness of any item that is brought to the school by the child. **Under no circumstances will guns or other weapons be allowed at school: this includes toy guns and weapons of any kind.**

Birthdays and Holidays

Each child will be recognized on his/her birthday. (Birthday treats are not allowed according to Fayette County School policy.)

The holidays celebrated are designed to provide enjoyment for the children as well as to aid in the understanding of our cultural heritage and that of other people. These celebrations are intended to provide a social experience for the children.

It is not our intention to offend or be disrespectful to any person or their values. The children help plan and prepare activities related to the celebration. If there are any concerns, please discuss them with the classroom teacher.

SUSPENSION/ EXPULSION POLICY

Fayette County Head Start is committed to providing the highest quality services to children and families. To this end, the program severely limits the use of suspension due to a child's behavior. Expulsion due to a child's behavior is prohibited.

If a temporary suspension must be used due to a serious safety threat that cannot be reduced or eliminated by providing reasonable modifications, this should be the last resort. Before a temporary suspension is utilized, the program will consult with the following individuals to determine there are no other options available:

- Mental health provider
- Parents
- Appropriate community resources: behavior coaches, psychologists, appropriate specialists
- If a temporary suspension is deemed necessary, the program will help the child return to program participation as quickly as possible while ensuring child safety by:
 - · Continuing to engage parent and mental health providers
 - · Developing a written plan to document the action and supports needed.
 - · Provide services that include home visits
 - Determine whether a referral to CFSS is appropriate

If expulsion is being considered, the following steps must be taken and documented before expulsion occurs:

Explore all possible interventions to address problems to facilitate child safety.

- Considering appropriateness of engaging supports under section 504 of the Rehabilitation Act. This is to ensure that the child is not excluded from the program based on a disability.
- Engage a mental health provider
- Consult with parents and child's teacher
- If the child has an IEP:
 - Consult with CFSS to ensure the child is receiving needed supports and services
- If the child does not have an IEP:
 - Program will collaborate, with parental consent, with CFSS to determine eligibility for services

If after the program has completed all steps and documented results, in consultation with parents, teachers and professionals, and determines the child's enrollment presents a serious safety threat to the child or to the other children in the class, the program will work with such entities to directly facilitate the transition of the child to a more appropriate placement.

SAFE TRANSPORTATION POLICY

The program offers transportation both to and from most Head Start classrooms. The buses are staffed by a driver and a qualified aide. Children are transported utilizing a FCSC bus and would wear a 5 point harness safety system. All FCSC bus procedures/ rules would apply.

The buses run on a tight schedule, and the drivers want your child to have a safe ride. **There may be some areas in the county where the driver cannot go to the child's exact address due to the length of the route. A meeting place will be designated by the transportation director. Transportation for full day classrooms will only be provided within the city limits.**

Seat belts/harnesses will be worn by the children. **Because of busy streets and extra time with harnesses/seat belts, parents should have their children ready and waiting at the proper time and walk them to the bus. Be sure you are waiting when it is time for your child to arrive home. Bus drivers have been instructed not to wait if you and your child are not ready. Not following the above bus procedures may result in loss of bus riding privileges.**

Be sure to notify your child's teacher if someone other than the usual person will be meeting the child when he arrives home. **You must walk out to the bus to meet your child. The driver cannot release children to anyone not listed on the bus card, and you will need to be prepared to present a photo ID.** If no one is home or the person at home is not on the card, the child will be brought back to Little Spartans Preschool, 1800 N. Eastern Ave. Parents will be notified and will be responsible for picking up their child in a timely manner. ***The Head Start Director may call Child Protective Services for repeated cases.***

Please do not ask the bus driver to take your child to any other location except the usual one! All transportation changes must be approved by the Head Start Director. **The Fayette County School Corporation Transportation Department must have 5 school days notice before taking your child to a different home destination than usual.** Notify your child's teacher or Family Service Coordinator of the needed change, and Head Start office staff will approve and notify the transportation department and follow up with the parent.

Routine Trips, Field Trips, Special Outings

Field trips for your Head Start child are planned throughout the school year to provide children with educational enrichment experiences. Head Start follows all Fayette County Schools' field trip policies.

Parents will be notified in advance of any trips that might be taken. A staff member trained in first aid will accompany each group on a field trip. The first aid kit, attendance list, and emergency medical cards will be taken along on each trip. Parents will be asked to sign and date permission forms for each field trip or special outing that we take. **The Head Start focus of field trips for parents/guardians is to promote parent engagement in your Head Start child's education.** The trips are planned as educational, not family, outings. Only one parent will be authorized to attend with each child and no siblings will be allowed to attend. Your participation helps our program to show parent engagement (with your own child); however, the regulations must be adhered to or privileges can be suspended.

REMEMBER: Parent/guardian participation in field trips in grades kindergarten through grade 12 have a different focus than those in Head Start. Kindergarten through grade 12 field trip participation (of parents/guardians) focuses on the need for chaperones for the class. Parents participating in grades kindergarten through 12th grade field trips supervise their own child and other children; therefore, the number of parents serving as chaperones is dependent on availability of chaperone slots. There is a limit of positions for adults on K-12 field trips.

Parents or other designated adults (who clear an approved background check) may be invited to accompany children on field trips.

- Head Start regulations state that parents can only supervise their own child and will not be supervising other children at any time.
- **Field trips are for Head Start children only.** It is a time when the parent can be with their Head Start child, talk with the child and experience an activity with the child without other brothers and sisters competing for attention.

The parent or other family member who is asked to accompany children on field trips must understand and agree to abide by the following guidelines:

1. ***For the safety of all children, parent and community volunteers must have an approved criminal history check by the school corporation/Head Start BEFORE attending a field trip or for a school activity. All participation will be at the discretion of the Director of Head Start or Administrative designee.***
2. Every parent may not be invited to accompany the children on every field trip. Because of bus regulations, size of building where going or attendance restrictions imposed by field trip hosts, it may be impossible to accommodate everyone. **For their safety, children must ride the Head Start bus to and from the field trip.** The field trip is not a family outing. No more than one adult from each family will be asked to join in the field trip.
3. The field trip is an educational experience just the same as a classroom day at school and **all school rules apply. SMOKING IS NOT ALLOWED** at school functions, like field trips. Alcoholic beverages are not allowed. No guns, knives or other weapons may be taken. No cursing or other vulgar language should be used. Proper dress by adults is a must. Remember that while parents are on the field trip, they are a role models to all children as are the staff
4. Field trips are not the time to talk to the teacher about a child's problems or the problems of other children or adults. Schedule another time if you need to talk to the staff. The teacher is responsible for the safety and education of the children, and the class needs her complete attention.

5. Field trips are for Head Start students only. Please arrange to have someone else take care of your younger children while you are on the field trip. Under no circumstances should older children be taken out of their classes in order to attend a Head Start field trip.
6. Cell phones should be used only for emergencies on a field trip.
7. **NO pictures of Head Start children (other than your own) taken on a field trip can be posted on any web-based sites such as Facebook, Snap Chat, X, Insta-Gram, ect., due to confidentiality issues.**

HEALTH

Head Start believes that the health of the child directly affects how well the child is able to learn. All enrolled children are required by Head Start and the State of Indiana to have a physical examination and up-to-date immunizations. You child must be up to date on immunizations before his/her first day of attendance. Well child checks must be completed within 30 calendar days and Head start regulations require bloodwork within 90 days. **Your child's participation in Head Start will be suspended if this and all other requirements are not met.**

All enrolled children are also required to receive hearing, speech, vision, developmental and dental screenings. If a problem is identified, the child will be referred for additional testing or treatment with parental permission.

Management of communicable diseases: Head Start will follow the FCSC policies and procedures for exclusion

No child or staff member will remain in school with the following conditions:

1. A mouth temperature of 100.4 degrees or more
2. Any suspicious skin rash
3. A cough or cold when associated with a temperature elevation
4. A severe sore or inflamed throat
5. Discharging reddened eye or eyes
6. Scabies
7. Any other symptom of a communicable disease

The following procedure will be taken for children developing the above symptoms during the school day:

1. Notify the parent and arrange for the child to be sent home as soon as possible.
2. Keep the child as comfortable as possible.
3. Keep the child under close observation to note any changes in his/her condition until the parent arrives.
4. The program will notify parents if there is a communicable disease in the classroom.

Children will be readmitted to Head Start when the school nurse finds the symptoms have disappeared or when the child brings a physician's note that the condition is not infectious.

Head Lice Procedure: Head checks of all children are routinely completed in Head Start classrooms. When head lice is found, initially the child will be excluded. To be readmitted to class, the parent must call Head Start health staff for an appointment for a recheck.

Injuries and accidents

A staff member trained in first aid will be on duty at all times. There is a first aid kit in the classroom. For minor injuries the child will be treated, and the parent will be notified when the child is picked up.

For any serious injury or accident, the following procedure will be used:

1. Call the Emergency Unit, if necessary
2. Notify the school nurse, principal or designated first aid personnel.
3. Administer first aid as needed
4. Notify parents

Medication

Nonprescription medication will only be dispensed with a written script from a doctor and permission from parents/guardians.

Any prescription medication must be clearly labeled with the child's name, type of medication, purpose, and dosage in the original prescription bottle. Medications should never be carried by the child and may only be given by trained staff. **DO NOT SEND MEDICATION ON THE BUS!** Parents must bring the prescription bottle into school and speak to the Nurse or health assistant and sign a separate release form.

Safe Conditions Policy

The Fayette County Head Start will adhere to the following guidelines:

1. Children will be actively supervised with the required number of qualified adults at all times while in attendance. Ratios and group size will be maintained at all times.
2. Children will be accompanied by an authorized adult when entering or departing Head Start.
3. Children are released only to legal parents/guardians or designated individuals, with valid picture I.D. Parents or guardians can make changes to the designated list at any time.
4. There is always immediate access to a telephone within the Head Start room for emergency use.
5. The emergency exit and weather alert plan is posted by the door of the classroom.
6. A fire drill and/or tornado drill will be held each month.
7. Other drills mandated by the school corporation may be conducted throughout the year.
8. Children will not be cared for in areas that are being repaired, remodeled, or painted.
9. The administrator/ designee will be responsible for maintaining both the interior and exterior of the site and assuring the child areas are free from any safety issues.
10. The site will be cleaned daily. The site will be kept in a sanitary condition at all times through routine cleaning. Classrooms will have a routine cleaning and sanitizing schedule but will increase frequency when items become soiled or contaminated.
11. The site will follow any Executive Orders (EO) or local public health emergency requirements.
12. The site will ensure the handling and storage of hazardous materials and the appropriate disposal of biocontaminants.
13. Children and adults will engage in routine handwashing and utilization of universal precautions.
14. The site will provide protection from hazards that can cause bodily injury such as electrical hazards, bodies of water and vehicular traffic.

Child Abuse

The Director, Administrator, teacher, or any other employee or worker at the Fayette County School Corporation Head Start is required by Indiana state law to report any suspicions of child abuse or neglect to the State Department of Public Welfare.

MENTAL HEALTH

Head Start believes that the family is the main influence and educator of the child. It is important to promote good mental health in the entire family. If you need help with children's behavior, marriage counseling, depression, stress, step-parenting, anxiety, or anything else, please contact your Family Service Coordinator.

The Head Start staff focuses on fostering a positive self-image in each member of the family. Mental Health and wellness is one of the primary goals of the Head Start program.

NUTRITION

All children attending the Head Start program receive healthy meals and snacks which comply with USDA daily requirements at no cost. Breakfast, lunch, and PM snack will be served. Menus will be sent home with the child in advance. All designated staff in the classroom are required to sit and eat with the children as allowed.

The information below was taken from the Federal Regulations governing the Head Start Program:

1. Children and designated staff, including volunteers, eat together sharing the same menu and socializing experiences in a relaxed atmosphere. Exceptions to the menu will be made to accommodate children's health problems as directed by written doctor's orders submitted at least 2 weeks in advance.
2. Food is not to be used as punishment or reward. Children are encouraged but not forced to eat or taste.
4. Sufficient time is allowed for children to eat. Slow eaters should be allowed sufficient time to finish their food. A leisurely meal time pace should be encouraged.
5. As allowed, opportunities will be provided for the involvement of children in activities related to meal service. Examples: helping to set places, cleaning up places, passing out napkins and eating utensils.

SOCIAL SERVICES

The Head Start program is designed to be of assistance not only to the enrolled child, but to the entire family. Head Start staff has been trained in providing support to the family. Your child's teacher and Family Service Coordinator will be asking many different questions about the needs of your family. Please do not be offended. Because we try to meet the needs of the family, these questions are necessary. All information which you give to any staff member will be held strictly confidential. This information is released only to persons/agencies necessary to meet your family's needs with parent/guardian permission. You are not required to provide this information if you do not wish to.

The Family Service Coordinator helps individual families overcome personal, social or emotional problems by helping them find the proper agencies in the community that can help. The FSC works alongside parents to aid in identifying strengths and challenges the family is experiencing. The FSC will assist families by providing info on community services that would allow parents to improve individual situations. He/she encourages parents to get involved in school readiness, family literacy and volunteer in the classroom. She is a person that can listen, make you aware of choices and how to utilize community resources to improve the family's situation.

PARENT INVOLVEMENT AND ENGAGEMENT

The philosophy of Head Start is that the parent is the child's first and most important teacher. It is our goal to work together with each family to make sure their child has the best school experience and to learn to their full potential.

It is important to note that parents cannot be required to volunteer. However, it is a goal of this program to involve all parents in some way. Since there are so many different ways to become involved, we hope that everyone will find something they enjoy doing.

At least two conferences will be held between the parent and teacher to discuss the concerns, growth, and expectations of their child. Parents are encouraged to attend Head Start parent activities. The teacher may ask a parent who has passed the criminal history check to assist in classroom activities. Any parent with a talent or special interest that they are willing to share is encouraged to contact the teacher and schedule the activity. Volunteer calendars or “cut out” activities may be sent home by the teachers. **All parent volunteers are required to have a criminal history check before volunteering in class or on a field trip.**

Staff is required by Head Start to make at least 2 home visits to each family during the year. They will meet with the parent and find out if there is something the Head Start program can provide to help the parent become involved.

Volunteering everyday in your child’s classroom may not be beneficial to your child. Part of your child’s preschool experiences includes making the transition from home to school and accepting the separation from parents. Some children behave differently when parents visit. We encourage parents to schedule a day once a month to volunteer. We also ask that you do not bring younger children with you when you volunteer. All parent and community volunteers are required to have a criminal history check before volunteering in the classroom. **Cell phones should not be in use during volunteer time. You cannot post any pictures of children in the classroom on a social media platform. Facebook, Snap Chat, X, Instagram, etc.**

FATHERHOOD & MOTHERHOOD PROGRAMMING

Special opportunities for fathers/ mothers to volunteer in Head Start. Specific programs will be planned to encourage parents to engage in their child’s educational experience. Contact your Family Service Coordinator for more information.

PARENTING CLASSES

Welcome to the world of parenthood! Why didn’t someone tell you there were going to be days when you would feel: **old** before your time, **tired** before 11 a.m., and **too upset** to think straight? Would you have believed them, if they had?

The fact is you’re a parent now, and those children are yours. But, you’re not alone (lots of parents feel the way you do), and things can get better. So, take a few moments, just for yourself, and learn how to make the rewards of parenting equal the demands. Opportunities for parents to increase their skills are required to be offered throughout the school year. In addition, referrals to community parent classes can be made. For information, contact your Family Service Coordinator.

TRANSITION PROGRAM

Transition is a part of our lives. As things change, we also have to change. Sometimes change is hard, so transitions take time and planning. It is important for parents to help their children during their early transitions in to and out of the Head Start program. As children learn to adjust to new schools, teachers, and routines, they gradually gain skills that will help them deal with changes throughout their lives.

Head Start will provide support to students and families to make the transition from other programs to Head Start and from Head Start to kindergarten. Your Family Service Coordinator and Head Start teacher will help by being available for questions, attending transition conferences with parents, planning meetings with kindergarten teachers, and arranging program visits. Call your Family Service worker for more information.



In order to encourage parent involvement, an incentive program called “Readiness Rewards” will continue this year. Parents can earn “virtual points” by volunteering in various capacities as follows: Incentives are given for volunteer time only. Even though we appreciate donations we are unable to give incentives for supplies.

- . **Registration..... 2 points**
- **Parent meetings..... 2 points**

- **Classroom volunteer..... 1 point / hr.**
- **Field trips..... 1 point / hr.**
- **Trainings/parent/child workshops..... 2 point**

- **Fatherhood/Motherhood programs..... 2 points**

- **Surveys..... 1 point**
- **Parent/Teacher Conferences..... 1 point**
- **School Functions..... 1 point**
- **Other volunteer activity..... 1 point /hr.**
 (cut outs at home, CRA's, Literacy boxes)
- **Home Visit 2 points**
- **No absences/No tardies (weekly).....1 point per week**

Your Family Service Coordinator will send your total point count home before each “cash in” event. All volunteer work must be documented on signed IN-KIND sheets to qualify.

“Readiness Rewards” will be issued 2 times a year, in October and April. Each family will be able to select rewards at our redemption center during designated times.

The more you give..the greater the rewards you reap as a family!



PARENT GROUPS

Each class has their own parent group which is made up of parents of children in the program. The parent group will meet once each month.

All parents are encouraged to be a part of their Parent Group. The activities will be held during a time which is convenient to the majority of the parents. Child care will be provided during the activity.

During the activity, you will be able to help plan many exciting events for yourself and for your child, such as: field trips, parties, and classroom activities. You will make decisions about the parent funds and choose topics for training which can be held during your parent activities.

At your first meeting you will select four officers; Chairperson, Vice Chairperson, Secretary, and Alternate Secretary. These people will lead your parent group, and two designated members will represent your group at Policy Council (one elected member will represent the full day classes and two elected members will represent the half day classes).

During a Parent Meeting/Activity:

- The Chairperson will start the meeting on time.
- The Secretary will pass around a “sign-in” and the minutes of the last meeting will be read.
- The Chairperson will report on the use or need for Parent Activity Funds.
- The Chairperson will call for any business items, getting approval or denial on each item discussed.
- Announcements will be made of upcoming Head Start or community events.
- The group will set a date and time for the next activity/meeting.

- People should not talk among themselves during the meeting.
- Please vibrate/silence your cell phone. If you have a cell phone call or text, please take the call outside of the meeting room.
- Children may be in childcare during the meeting or with their parents during the activity. If children choose to stay with parents, the parents are responsible for their children and should keep children with them at all times. It is not appropriate to let children run around during a meeting/activity.
- All school rules apply during Head Start activities.
- If you have a comment, raise your hand. When you are recognized by the Chairperson, you may state your question or opinion.
- After your statement, there will be discussion.
- If appropriate, someone will make a motion to accept or reject the motion and it will then be seconded by another person. The group will then vote by saying “yes” or “no”

Responsibilities of the Officers

CHAIRPERSON

- A. May meet with the teacher and set up a plan for the monthly parent activity.
Plan should include:
 1. Attendance sign-in
 2. Policy Council Report
 3. Any classroom business needing to be discussed
 4. Announcements, Community Events
 5. Date and Time of Next Meeting
 6. Educational Activity & Curriculum
- B. Will conduct a business meeting.
- C. Will attend Policy Council once per month.
- D. Will share with Policy Council any interesting parent group activities.
- E. Will share Policy Council happenings with the parent group.

VICE CHAIRPERSON

- A. Will assume duties of Chairperson in his/her absence.
- B. Will attend Policy Council meeting monthly.

SECRETARY

- A. Will take written minutes of parent meeting, sign name and date, and turn them in to the teacher immediately after the meeting.
- B. Minutes should include a list of people attending the meeting.
- C. All expenditures of parent funds must be approved by parent group, and motions showing approval must be included in the minutes.

ALTERNATE SECRETARY

- A. Will assume the duties of secretary in his/her absence.

FAYETTE COUNTY SCHOOL CORPORATION
HEAD START
COMMITTEES

Mental Health & Health Advisory Committee

A committee made up of health professionals, community representatives, staff and parents. It meets in October and April in order to advise on the development of the health services and health education program and must be informed of program health procedure changes. Health Advisory Committee members may also be consulted throughout the program year for assistance with program issues.

Self-Assessment Committee

This committee meets from November through February in order to review all components of the Head Start program. Needs and recommendations are determined by this committee in order to develop the annual budget, grant, and goals for the program. These reviews must be completed by February in order for the Policy Council to approve the grant application for the next year at the March meeting.

Curriculum Committee

This committee is made up of staff, parents and community members. The committee meets annually to review the current Head Start curriculum and determine if any changes need to be made.

Personnel Committee

All parent Policy Council members may be asked to serve on interview committees, review applications and candidates and recommend to the Policy Council new employees that may be hired. Members are trained in interview techniques and how the law applies to questions that candidates may be asked. In addition, the committee will be convened in the event of a Head Start staff member being placed on probation or terminated. The committee meets as needed.

WHAT IS POLICY COUNCIL?

Policy Council is made up of at least 51% parents of children currently enrolled in the program. Professionals in the education, health, business, and social service fields may also serve on the council as well as past parents and other interested people in the community. Staff members, The Ambassador's Club, The Director, and the Family Service workers may attend Policy Council but are not members and have no voting rights.

It is the responsibility of the Fayette County School Corporation to develop policies that meet the performance standards of Head Start. However, the Policy Council must be consulted and must approve these policies. Policy Council members assist in developing and approving all program goals and budget each year. Policy Council members also have input into the recruitment, screening and hiring of all employees. Individual concerns are not dealt with by the Policy Council until properly channeled through the Parent/Volunteer Complaint Procedure with no resolution.

During Policy Council you may...

- Listen to upcoming events in the Head Start program.
- Share your classroom/parent group experiences with other parents.
- Share your ideas about Head Start.
- Make decisions about the operation of the Head Start program.
- Gain insight into other social service programs.
- Represent Head Start at the local, state, and national levels.
- Review data and provide oversight of program activities.

The Chairperson and Vice Chairperson or the elected representative of each parent group will serve on the Policy Council as voting members. All parents are welcome to attend Policy Council meetings but do not have voting privileges. Policy Council usually meets at Little Spartans Preschool on the third Friday of the month at 8:30 A.M.* (*Time and place subject to change by the Policy Council.)

PARENT/VOLUNTEER COMPLAINT PROCEDURE

The Fayette County School Corporation believes that most problems can be solved by good communication between parents, staff members, administrators and the community. Parents and volunteers are urged to talk to staff members when they have a concern, be good listeners and attempt to reach a solution that is satisfactory to all. If a compromise can not be reached, then parent/volunteer complaints should be handled in the following manner:

1. If a parent/volunteer has a complaint regarding a Head Start staff member or procedure, the parent/volunteer has the right to report the complaint verbally to the staff member involved. The parent or volunteer must do this within five working days of a specific complaint. The staff member must respond to the complaint in writing within three working days. The complaint must be documented by using the Head Start parent/volunteer complaint procedure form.
2. If the parent is not satisfied by the staff member's response, the parent/volunteer will report the response of the staff member to the Head Start Coordinator. The coordinator will have three working days to respond to the parent/volunteer.
3. If the parent/volunteer is not satisfied with the coordinator's response, the parent/volunteer will report the complaint to the building principal. The principal must respond within five working days.
4. If the parent/volunteer is not satisfied with the principal's response, the parent/volunteer will report the complaint to the Assistant Superintendent of the Fayette County School Corporation. The assistant superintendent must respond within fourteen working days.
5. If the parent/volunteer is not satisfied with the assistant superintendent's response, the Fayette County Board of Trustees will consult with the Head Start Policy Council. The school board/Policy Council must respond within thirty working days. The Policy Council will serve as the final arbitrator of unresolved complaints.
6. All complaints and reports must be in writing and must follow the necessary chain of command.

Fayette County School Corporation
Head Start
Parent/Volunteer Complaint Form

Name of person filing complaint: _____

School: _____

Name of person complaint is against: _____

Date complaint occurred: _____

Brief description of complaint:

Complainant Signature: _____ Date: _____

~~~~~

Response:

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

(Staff Member)

Complaint resolved    Yes \_\_\_\_\_    No \_\_\_\_\_    Date resolved: \_\_\_\_\_

DATE:

\_\_\_\_\_ Sent to Head Start Director

Response Date: \_\_\_\_\_

\_\_\_\_\_ Sent to Assistant Superintendent

Response Date: \_\_\_\_\_

\_\_\_\_\_ Sent to FCSC School Board

Consult Date: \_\_\_\_\_

\_\_\_\_\_ Sent to Head Start Policy Council

Response Date: \_\_\_\_\_



# RESOURCES

## How to Ask for Help

1. **Decide what the problem really is.**
  - What is happening?
  - How long have you had this problem?
  - Who is it a problem for?
2. **Gather together documents and information for the problem.**
  - Medical Information
    - \*doctor's & dentist's name and addresses
    - \*medical records/card
    - \*immunization records
  - Legal Papers
    - \*birth certificates
    - \*social security cards
    - \*divorce/custody papers
3. **Check the resource directory for help.**
4. **Contact the agency and ask for help.**
  - Be clear about what you want.
  - Be respectful and courteous.
  - Have your documents together.
  - Write down what the agency tells you, the date & the person's name.
  - Repeat the information so you know its right.
5. **If the agency can't help you - ASK WHO CAN.**
6. **BE PERSISTENT.**
  - You may need to make several contacts and talk to many people.

***Hang in there.***

*"It is still true, no matter how old you are---when you go out into the world, it is best to hold hands and stick together."*

*.....Robert Fulgham*

Fayette County School Corporation  
Head Start Program Goals

Program Goal 1:

The program will continue to improve the ongoing planning process in order to provide quality services and meet the needs of families .

Program Goal 2:

The program will provide information to families on the variety of services the program provides to encourage success for children and families

Program Goal 3:

The program will create longitudinal plans to address updates to facilities, policies and procedures in order to maintain quality standards.

Program Goal 4:

The program will improve employee recruitment and retention, which will enhance quality school readiness instruction by qualified staff, by creating a climate where staff feels supported in the classroom.

Program Goal 5:

The program will maintain compliance with the new HSPPS and complete the licensing process.

Program Goal 6:

The program will begin the PATHS of QUALITY.

# ***Head Start***



*Fayette County School Corporation is the grantee of the federal Head Start program, and all classrooms are administered by the school corporation.*

Visit us at our website at:  
<https://earlychild.fayette.k12.in.us/o/preschool>

Like us on Facebook:  
Fayette County Schools Head Start

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