Lee County Head Start
153 Fleenortown Road
P.O. Box 325
Jonesville, Virginia 24263
276-346-3150
M-F 8:00 a.m. – 4:00 p.m.

Welcome to the Lee County Public Schools Head Start Program. We are looking forward to a wonderful, exciting year. Thank you for working in this program that challenges us to play vital roles in the lives of young children and families. Enjoy your year, and we look forward to working with you. This procedural manual was written to give you guidance in performing your job as Head Start teaching staff.

Office Staff

Grantee	Lee County School Board
Executive Director	Mr. Brian Dean, Division Superintendent
Director	Brian Huff
Education Manager	Nicole Brewer
Fiscal Officer/USDA Manager	Penny Brindle
Family Service Provider	Angela Pitts (EK I & II and Rose Hill I & II)
FSP/Parent Involvement Manager	Jonathan Fleenor (Dryden I & II)
FSP/ Facilities/Transportation	Marietta Johnson (FW I & II and St. Charles)
Mental Health/Physical Health Manager	Telitha Horton

Consultants:
Mental Health: Sierra Calfee, Frontier Health Counseling
Nutrition: Nancy Jerrell, Dietician

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LEE COUNTY HEAD START

CODE OF ETHICS

Lee County Head Start shall:

- *Ensure that all staff, consultants, and volunteers abide by the agency's standards of conduct.*
- *Respect and promote each child and family.*
- *Maintain confidentiality policies concerning information about children, families, or other staff members.*
- *Ensure that no child will be left alone or unsupervised while in the program's care.*
- *Exercise positive methods of child guidance and not engage in corporal punishment, emotional or physical abuse, or humiliation.*
- *Refrain from employing methods of discipline that involve isolation, use of food as punishment or reward, or the denial of basic needs.*
- *Provide the highest quality child care services which foster healthy development of the child and recognize the parent as the primary educator and nurturer.*
- *Recognize the diversity of cultures among the Head Start community and promote respect, sensitivity, and acceptance of differences.*
- *Actively foster the development of partnerships in the community and among Head Start families.*
- *Empower families through the sharing of governance in program operations, respecting and promoting their ideas and opinions.*
- *Embrace a comprehensive approach to individualization of the child in enabling the child to become socially competent.*
- *Be diligent and a good steward of the funds allocated for services to low income children and their families.*

Calendar of Events

The Head Start Program is based on the Lee County Public School calendar. However, as a result of Federal and State training requirements, there will be in-service/workdays that will require closing the centers for a day periodically.

Curriculum

The Creative Curriculum is the curriculum used in the Lee County Head Start Program. Early Childhood Curriculum is more than the book or resources that we use. It is the room arrangement, the environment in which the children work, the materials they use, the schedule, the guidance, and the activities that you plan for the children. Incorporate the interest of the children into planned activities when writing lesson plans. Developmentally appropriate activities must be planned for children and must be based on early childhood principles. **(1302.31)**

Dittos and worksheets are not appropriate for pre-school children. Dittos and worksheets are used only for language purposes and not for "coloring in lines." Stories may be sent home that are photocopied. Children need to explore, experience, and be active learners with "real" things. Dittos and worksheets are flat pieces of paper that usually do not have a great deal of meaning for young learners. Do not use pre-cut and pre-colored items for children to use for art. Children are very capable and want to use their hands for cutting, pasting, and creating. Please encourage your children to draw and use pencils and scissors often. Remember, we are working on skills that will enable children to succeed now and later in Kindergarten. Each teacher has a copy of the alignment document of *Virginia Foundation Blocks for Early Learning*, the *Head Start Early Learning Framework*: Ages Birth to Five, *Kindergarten SOL's,* and the *School Readiness Plan*. We must be very cognizant of the SOL's and plan activities that will prepare them. Use the New *Head Start Program Performance Standards* and the *Head Start Early Learning Outcomes Framework: Ages Birth to Five,* and the *Virginia Foundation Blocks for Early Learning* to guide you in teaching these young children. Refer to the curriculum and assessment guide for additional resources. Use the IPAD, Chrome Book, Smart TV, and other available technology to enhance teaching and children's learning. Transition times should be well planned. Control of the classroom can easily be a problem during these times. Use games, songs, finger plays, and other creative ways to move children from one activity to another. There are resources for ideas if you need them.

Daily Center Schedule

The Lee County Head Start Centers will be open from 7:30 a.m. - 3:30 p.m. each day. However, to accommodate arrival and departure of the children enrolled, the times will vary from center to center. The center schedule must be posted at the child's eye level. Pictures/photos, times, and activities are clearly printed on poster board or other materials. Individual centers will have different schedules. However; certain scheduling elements are program-wide.

A. The center shall schedule snacks or meals so there is a period of at least 1-1/2 hours but no more than three hours between each meal or snack unless there is a scheduled rest or sleep period for children between the meals and snacks.

B. Outdoor play must be one hour every day, weather permitting. Playing outside in the winter will be at the discretion of the teaching staff. Remember that extremely hot days may also be a

problem. Therefore, always take water and cups with you at those times. There will be a time for your class in the gym on inclement days. **Please schedule a time with the principal and P.E. teacher.**

C. There will be a rest period every day for one hour (on the cots). There must not be any exceptions to this policy. The only reasons for not resting/napping would be a field trip, celebration, or early dismissal. Children must not remove their shoes at rest time. Shoes must remain on the child at all times.

D. Free choice or work-time must be scheduled for a substantial portion of the day. During large group/circle times, avoid routinely reading to a large group of children. Large group times can be used for music, creative movement, exercise, dance, or group games. It is best to begin your large group times at the beginning of the year using only ten minutes or so, depending on the ages and stages of your children. The time can be extended as their attention span increases. During small group times, there are many opportunities to observe, to interact with the children, to read to one child or a small group. This will not be used for a time to do work that can be done at another time. Some paper work is essential, but basically this is a time that should be considered very valuable in the classroom. You can be in the learning centers observing children's interactions with other children, listening to their language, observing their fine motor skills, their drawing abilities, guiding them, and just being there as support. Greetings and arrivals are important times, and should be very pleasant. Greet each child and parent by name, share a smile, and start the day in the right direction. There are many methods for planning.

E. A daily routine for brushing teeth is a **must.** Brushing teeth should be scheduled after a meal and not before. We are dedicated to promoting good medical and dental health. New brushes will be provided mid-year and following a diagnosed illness, such as strep throat.

F. Clean up time after free play and other activities involves the children putting back in place everything they have been using. Labels on the shelves, outlines of blocks, and specific places to put other things are essential. The first few times the children clean are important times. The teaching staff should take time to teach the children how to clean and put things back. Utilize your helper's chart that has specific jobs for the children to do. Have clear signals (song, lights, etc.) for clean-up time to begin. Walk around to the centers five to ten minutes before hand and start preparing the children that the time is almost gone for free play. Those children who are involved in block projects or Lego projects may save their work until the next day. Specify a place in your room for "the saving place". Children learn by this that you value their work.

G. Breaks for adults are few, but you can work out those times with other staff. If there are several Head Start staff in the room, or if office staff are visiting, there will be time for you to step out for a few minutes. These times should not be lengthy, but they are important to you sometimes, especially on stressful days. However, breaks should consist of **one** five to ten minutes break in the morning and **one** in the afternoon. Always keep staff to child ratio in mind. Ratio doubles during nap time. **There must be two Head Start/school staff present.** Two Head Start staff/school staff are to be present from the time of arrival of the first child to the time of the last child's departure. You are responsible for your class during this time. If it becomes necessary, Lee County Public School Staff may be counted in the staff-to-child ratio.

Disabilities

The Lee county Head Start Program shares an agreement with the Lee County Public Schools to work cooperatively toward finding, referring, assessing and serving all children identified as, or suspected of having a disability. Children in Head Start with a special need will receive all special services required to meet their needs. These services may include, but not limited to, individual counseling, medication, physical therapy, speech therapy, occupational therapy, or a behavior modification plan.

Education

1. Classroom Learning Environment

A. **Home and Block Center** should be near each other. Blocks should be in an area where the block play structures will not be in the path of children going to another area to work. Blocks should be returned to the shelf by ordering/matching and sorting. Outlines of the blocks on the shelves will help children to match blocks for quick clean up as they learn.

B. **Writing Center** should include different kinds of paper, junk mail, old envelopes, different kinds and textures of paper, pens, index cards, clip boards with paper, and other writing materials. One idea is to glue shoe boxes together to make compartments for materials to be sorted and stored at the writing table. **Keep the area well stocked!**

C. **Listening Center** should be near the library, but not near the blocks or home center. This area should include a tape recorder with headsets and/or an iPad. Teacher-made or parent-made tapes are good. Record sounds, someone telling a story to the children, and put the recording in the center.

D. **Home Center** should include child-size play furniture such as a sink, cabinet, tables, chairs, stove, ironing board, washer/dryer, empty food cartons, food props, and homemade props.

E. **Dramatic Play Center** should include dress-up clothes, purses, wallets, boots, plastic hats, low heel shoes, a full-size shatter proof mirror, and props should be added as your theme changes. You may have an igloo, a hospital, a shoe store, a pizza parlor, and many other dramatic play interests throughout the year. You may extend a book into a two-week theme, and set up a center to enable the children to depict the story. Be creative with your learning centers.

F**. Library Center** should be one of your largest centers and the most inviting, along with your writing center. The books can reflect your current study in *Creative Curriculum* and you can even decorate your library to extend the theme to that area. Perhaps, in the fall, you could transform your library center into a pumpkin patch, and the children could sit on the pumpkins and read. There could be books about pumpkins, fall, and other related books. You should have soft elements in your area such as throw pillows, bean bag chairs, etc. The area should be in a quiet part of the classroom. Pencils, papers, and index cards are important items in this area. Children can be taught that books are not for marking. They may want to play “library” and need pencils and “library cards.” **Children should be read five to seven books daily.**

G. **Fine Motor/Manipulative Center** should be near the tables. Stock puzzles, Legos, lottos, games, small blocks, beads and laces, and other “hands on” learning tools. Shelves should be labeled with word and picture cues to ease in clean up. Change out manipulatives during the year. Puzzles should have more pieces and be more difficult as the year progresses. **Be aware of potential choking items.**

H**. Art Center** should be open every day. Shelves with art supplies should be well stocked, neat, and be easily accessible to the children. It is not to be used to store all art supplies. Many items should be "found" materials such as, but not limited to: old food cartons, scrap paper, toilet paper rolls, yarn, fabric, shredded paper, and donated items from parents. Don't forget that Mother Nature will supply you with many items for not only the art area, but for many other areas. The following are items that must be in the shelves: glue bottles, scissors, paper of different sizes, shapes, and textures, crayons, markers, construction paper, drawing paper, paint paper and paint supplies, pencils, newspapers, magazines, and other items. The easel should be available every day, with paint, brushes, and aprons accessible.

I. **Science and Exploration Center** should include such things that children can explore, discover, interact with, and see change over time. Tools that can be included are: magnifying glasses, balances, fish tank, microscope, and growing things. The possibilities are endless, and of course, the season and/or theme should be evident in your science center, as well.

J. **Technology Center** will be an inviting one for the children. All children should have opportunities to utilize and enjoy technology by monitoring time spent there. Teachers are to assist the children when they are getting started and show them the proper usage of the keyboard and mouse. Chromebooks and IPADs are for the children to use during the day. The center hours are to be focused strictly on the children and their learning. (1302.31) However, there may be times available for staff to input information on children's assessments. One computer will be designated for staff use only in implementing our educational assessment system.

K. **Large-group area**, or circle area with carpet is another vital area. It is a meeting place for the entire group at times for music, movement, large-group story time, and intentional teaching.

L. **Sand and Water Center** is popular with young children. They may play with water, use funnels, basters, boats, cups, pouring utensils, and other items. One day you may have sand to use; and they may sift and pour, hide dinosaurs and retrieve them, or simply run their hands through the sand, which calms many children. (Sensory Stimulation)

M. **Math Center** should have items to count, sort, and place in sequence. Include tactile numbers (magnetic, sand paper, etc.). Paper, pencils, and other materials for children to write numbers and letters should also be provided. Staff should be available at this center to help facilitate learning and to provide scaffolding techniques.

Each child will have access to a cubby to store his/her belongings. Each child's cubby will have a name tag. The name tags should be changed at least four times throughout the year; and they should always look freshly made. As the year progresses, have the children make their own name tags.

Each child will have a cot for rest time. The program will provide cot sheets and covers. Label all cots, sheets, and covers with a number which should match. Numbers and names should be posted next to the cots. The sheets and covers must be washed weekly or as needed. The teaching staff is responsible for keeping the sheets, cots, and covers clean. Cots should be disinfected monthly and after each soiling. Head Start will purchase covers for the children to use. **NO PILLOWS, BLANKETS, OR STUFFED ANIMALS ARE ALLOWED FROM HOME.**

All Classrooms need to be completely ready with organization and print-rich, theme-oriented environment before the first day. The classroom should be inviting with well-planned and prepared activities.

2. **Home-Based Socials**

   At least 16 socials are scheduled per school year. The Home Visitor will prepare activities for the children and furnish materials to implement the activities. A socialization plan must be written for each social and submitted to the Education Manager one week prior to the social. The Home Visitor will work with the children and the families as a group. The Home Visitor will assist in providing training for parent meetings. The Home Visitor will be responsible for transporting his/her families and/or making arrangements if needed. Early childhood special education children and developmental services may be integrated into Home-Based socials. The entire group must be taken into consideration for field trips, socials, and other group events. **A fire drill is to be conducted at every social**. All other safety drills will be conducted during socials when appropriate, (tornado, lock-down, bus evacuation). Socializations are scheduled on Fridays and make-up visits cannot be held on these days.

3. **Home Visits**

   The Home-Based teacher will work with the parent and the child during the home visit. The home visit will last one and one-half hours. The Home Visitor will leave activities for parent and child to complete during the week. Games and materials are to be left in the home between visits. The Home Visitor will talk with parents about nutrition, health information, share recipes, or just talk about different things pertaining to the child and the family. The Home Visitor will work with parents in implementing a safety procedure for parents to use in the home in case of a fire or an emergency. **Home visits can only be done with a parent or legal guardian.**

   If there any dangerous situations and it the Home-Based teacher fears for his/her safety, they will use their best judgement and may leave the home or not make the home visit. The Home-Based teacher should always leave a schedule posted in the Home-Based site. Any changes should be posted as well. The Home-Based teacher should always let someone know where they are going.

   If the Home-Based child is sick, materials may be left for the family to work on with the child during the week and reschedule the home visit.

4. **Lessons Plans**

   Lesson planning must be done weekly, and should be done with all teachers involved. This is a requirement for centered and home-based teachers.

Emergency School Closing/Schedule Alterations

All emergency school closings and snow schedules will be the same as those of the Lee County Public School System. Emergency school closings will require you to call as many parents/families as possible to notify the parents that the school is closing early. Call emergency contact numbers if unable to reach the parents/guardians. Remind parents that they must let the center know when they plan to leave or to be away from home during the day, in case of early dismissal. Remind parents that the *ALL CALL* system will be used to notify all Lee County parents and personnel of school closings or dismissals if a current contact telephone number is on file; therefore, all forms must contain up-to-date phone numbers. There are early dismissal forms that will be given to the parents to complete in order for you and the parents to have a written plan for their child. These should be completed and in the child's file after you have visited with the parents. Parents must complete a new form or revise the existing one in the event those plans change. When there is no school in the county, the teaching staff is not required to work; however, teachers may

choose to put in a workday. When your school closes early for an emergency or during inclement weather, the teaching staff must stay until the last child leaves. The program reserves the right to make up days missed or lost time at the Administrator's discretion. For other early closings, such as heat, water, etc. contact the principal at your school, so as to be consistent with other school staff.

Family Engagement

Parents may visit the center anytime of the day. The parents are welcome to volunteer or just to observe, if they choose. Encourage parents and families to volunteer. Develop a volunteer schedule and let parents and community members schedule a time. If they volunteer frequently, you are responsible to inform them of the regulations and forms they must complete. Keep the Non-Federal Share (in-kind) sheet accessible so that volunteers and parents will sign in when they are at the center. Each center should develop, along with parents, a list of possible volunteer jobs. No volunteer can be alone with a Head Start child.

- Non-Federal Share
  The federal government grants 80% of our funds to operate the Head Start program only under the condition that we "match" the grant with a "local share" of 20% of funds. This is call "in-kind". Parents and volunteers help us meet the 20% by volunteering their time and talents. The reasonable value of time, donated by Head Start community members, Policy Council/committee members and parents in conducting the performance standards self- assessment, attending business meetings, and workshops can be used as a part of the non-federal share. All in-kind sheets should be delivered to the Head Start office weekly. The parents of children in the program may count the time involved in medical or dental services that are required by the Head Start Program Performance Standards; such as initial health screenings (physicals) with recommended follow-up or any dental screening or recommend dental follow-up. The time could not be counted, however, if the child was being transported to receive care for emergency health problems or other family health care, not necessarily related to the Head Start program.

Field Trips

1. No field trips will be sponsored by fund-raising events. ALL field trips must be approved by the Principal, Lisa Willis, Brian Dean, Administrator, and Education Manager.
2. Permission slips must be signed by parents and returned before the trip.
3. Teachers must complete the on-line field trip request at least two weeks before the trip. Teachers are responsible for arranging own transportation.
4. The first aid kit must be taken along on the bus, with a list of emergency numbers and the child register. Allergy plans must go with the children.
5. If a child receives any medication at school, please notify Health/Mental Health/Disabilities Manager to arrange for a trained person to go on trip if a parent is not going to give the medication.
6. ALL field trips are scheduled only on school days and must not be scheduled on parent days. ALL field trips must be completed within the time frame of the school work day. ALL extended field trips must have approval from the Division Superintendent and Administrator.
7. Each child should have an adult accompanying him/her on the field trip, if possible. However, no child will be denied a field trip if a family member or adult cannot go with the child. You cannot make this stipulation in planning a trip. You should encourage them to go, and by all means, try to have several volunteers to go with you. The staff must supervise all the children, regardless.
8. No smoking around or within sight of the children or near the bus, this includes e-cigarettes and smokeless tobacco.
9. Food policies must be followed on field trips. The school's lunchroom will pack lunches for field trips for

one parent and one Head Start child, with no charge to parent. You must notify the **USDA Manager and Cafeteria Manager**, at least **two weeks** before each trip.

10. **Due to insurance liability no parent will be allowed to ride school buses.**
11. The Head Start child should ride the bus to and from the site. If a parent chooses to take the child home in their car, that parent must sign the child out and sign a release form. If the parent chooses to take the child in a car both ways, that parent will have to sign the child in and out the morning of the trip. Parents should be encouraged to allow their child to ride the bus.
12. All field trips must have an educational objective.
13. Before leaving your respective school, you should give the principal at your school a log of the children and staff that will be on the bus. The principal should be informed, in writing, of your destination and the time you expect to be back. The Education Manager should also be informed, in writing, of the destination and time of expected return.
14. A field trip shelter-in-place must be completed and a copy given to the Head Start Office with the request.
15. It is <u>strongly discouraged</u> that a school age child misses a day of school to attend a Head Start function or field trip.

Forbidden Actions (22 VAC 15-30- 587)

The following actions or threats thereof are forbidden:

- Physical punishment, striking a child, roughly handling or shaking a child, restricting movement through binding or tying, forcing a child to assume an uncomfortable position, or exercise as punishment.
- Enclosure in a small confined space or any space that the child cannot freely exit himself; however, this does not apply to the use of equipment such as cribs, play yards, high chairs, and safety gates when used with children preschool age or younger for their intended purpose.
- Punishment by another child.
- Separation from the group so that the child is away from the hearing and/or vision of a staff member.
- Withholding or forcing of food or rest.
- Verbal remarks which are demeaning to the child.
- Punishment for toileting accidents.
- Punishment by applying unpleasant or harmful substances.

Health/Safety

A. <u>Daily Health Checks</u>

Teachers and/or assistants/aides should continually look for changes in the behavior and appearance that may indicate a change in a child's health. The child should be observed when they enter class in the morning, during activities, when getting up from rest time, and continually throughout the day. The teacher will also observe for any changes that may be related to medications or foods. Document I daily health checks. The teacher should observe the following areas, and if any problems are noted, they should be documented and when appropriate contact health manger and the parents/guardian.

- Behavior changes with no other symptoms
- Look different than normal, or complain of not feeling well
- Skin rash, or unusual spots, or sores

- Itchy scalp, or skin (localized rash without statement from doctor)
- Wheezing or sever coughing, sneezing or runny nose
- Appear to have a fever, 100 F or greater
- Refuse to eat or drink as much as usual, especially favorite foods
- Vomiting
- Diarrhea more than two times
- Less active than usual, (less energy or sleepy)
- Swelling or unusual bruising
- Earache, stomach ache, sore throat
- Red, runny matted eyes

B. <u>Emergency Procedures</u>

When an immediate response is required, the following procedures shall be utilized:

- First aid shall be applied.
- The parent/guardian or the emergency contact person shall be notified as soon as possible.
- The Head Start Office will be notified.
- Notify Principal and school nurse.
- If the injury is of a severity that needs immediate medical treatment, the child will be transported to the nearest medical facility.
- A staff member will accompany the child to the medical facility and stay with the child until the parent or someone from the Head Start Office arrives.
- If the parent cannot be contacted for permission to provide treatment, the parental permission for emergency care obtained on admission will be utilized until the parent or guardian arrives.
- In the event a staff member accompanies a child to the medical facility, two staff persons will remain in the center with the other children.

1. <u>Accident and Injury</u>

All regular staff members assigned to the centers will be certified in CPR and First Aid. If a child needs emergency CPR or First Aid, the staff will administer. This is to be done only if necessary, and will consist, but not limited to the following:

- Contact school nurse.
- Apply an ice pack to reduce swelling.
- Cleanse the area with **soap and water.** Apply pressure in the case of bleeding**.**
- Apply band-aid/bandages if needed.
- Contact Health/Disabilities Manager at the Head Start Office.

REMEMBER TO USE UNIVERSAL PRECAUTIONS AND ALWAYS WEAR GLOVES WHEN ADMINISTERING FIRST AID.

REMEMBER TO COMPLETE THE REQUIRED FORMS FOR AN ACCIDENT OR INCIDENT Including insurance forms, if needed.

2. <u>Dental Emergency Plan</u>

In the event of a dental emergency, (injury to the tongue, lips, cheeks, or teeth) utilize the following guidelines:

- Check for bleeding, and apply pressure if needed.
- Assess the problem and act accordingly.
- Wash the affected area with a clean cloth and water if needed.
- Apply ice for swelling.

If the tooth is broken, knocked out, chipped, or loosened, utilize the following guidelines:

- Gently clean injured area, if needed.
- Stop bleeding by applying pressure with gauze.
- Place cold compresses on the face to limit swelling.
- Handle the tooth by the crown and not the root.
- Place the tooth in milk or clean water if milk is not available.
- Call the parent.
- Call the Head Start office.

3. <u>Emergency Drills</u>

A. Fire drills will be practiced **weekly the first month** then fire drills will be practiced twice a month. Procedures for fire drills will vary among centers. However, you must always take the child enrollment list with you, account for all the children, search area, take head counts, and close door behind you. Document the time drill started and ended on the fire drill documentation. Keep documentation posted in the classroom. Emergency lights and exit sign must be checked for 60 minutes each year and documented. Check your smoke detectors monthly by pressing the button and holding it. Check and document the fire extinguisher each month. Remember to document date of check. Change batteries at the beginning of each school year. In the case of a natural disaster, first secure the safety of all the children. If you evacuate the building, post the location where you can be found. Teaching staff have the responsibility of the children until relieved by parents picking the children up or children being transported home. Follow the procedure of the Emergency Crisis Plan.

- When alarm sounds, the students will line up.
- The students will follow the teacher's assistant to the nearest exit.
- They will the fire exit route to designated area, which is at least 100 feet from the building.
- The teacher will get the attendance sheet to account for all the children. The teacher will take the emergency contact list along with the portable phone.
- After away from the building, the teacher will account for all children.

B. Conduct your own bus drill/evacuation <u>three times</u> per year in September, January, and May. Bus drill must be done within the first 30 days and documented on appropriate form.

C. Shelter-in-place drills must be conducted twice a year and documented on evacuation form with the bus drills with in the first 30 days.

D. Weather Warning: Tornado/Earthquake

- When the alarm sounds if time permits the children will be taken to the main school building, in a hallway away from doors and windows. If they cannot get to the main building, they will go to the center of the room away from the doors and windows. If the center does not have an interior wall, if possible they will get under a table with at least one adult per table (shelter in place).

- All students will lie face down next to the interior wall and put head down on the floor, covering their head with their hands.
- Teacher will take attendance record, emergency contact list, and portable phone.
- Do a head count frequently to account for all children.
- If it is a drill, they may return to centers after the clear signal.
- If it is an actual warning, phone the Head Start office and wait for instructions from either the principal or Head Start Supervisor.
- Staff are to remain with the children at all times.

4. <u>Food Allergy</u>

- Documentation of a specific food allergy from a nurse practitioner or doctor.
- All concerned parties will be informed:

  School nurse
  Cafeteria manager/workers
  Teachers/Aides
  USDA manager
  Health manager
  Appropriate Family Service Provider
- The Health/Disabilities Manager will be responsible for communicating with the parents, teaching staff, Family Service Providers, and school nurse concerning a food allergy plan to insure the child does not receive any food products containing the allergenic component. USDA Manager will communicate with the Cafeteria Manager/workers, Health Manager and Family Service Providers to ensure proper procedures are followed for allergies or special diet. A Health Care plan will be written WITH THE SCHOOL NURSE AND/OR HEALTH MANAGER AND/OR FOLLOW THE USDA FORM SIGNED BY PHYSICIAN.
- If an allergic reaction (hives, swelling, problems breathing) occurs, the nurse, principal, parent or emergency contact person will be called. The plan will be followed in providing emergency treatment. The Head Start office will be notified. If necessary, the child will be transported to the nearest medical facility and the emergency permission form will be utilized if the parents and/or contact cannot be reached to meet the child at the hospital. The teacher will accompany the child in the absence of the parent. An incident report must be completed.
- Assistant/aide and school personnel will supervise the other children.

5. <u>Lost /Missing Child</u>

The following guidelines are to be utilized in the event a child is lost or missing:

- As soon as it has been determined that a child is lost or missing, the teaching staff will secure the safety of the remaining children. The lead teacher will immediately notify the school principal if at the school site, or the security guard or law enforcement if the children are on a field trip. If the child is missing at school, the school administrator will notify the police. The teaching staff will notify the Head Start Office.
- If the parent is not present, **<u>they will be notified by the teaching staff</u>**. If the parent/guardian is not available, the emergency contact persons will be notified.
- School personnel and law enforcement will search for the missing child.
- The Administrator will inform the Division Superintendent of Lee County Public Schools of the incident.

- The teaching staff person in charge during the time, lead or assistant will submit a report within 24 hours.

6. <u>Medical Emergency Procedure</u>

Any child that has a documented medical condition will have a written plan specific for the child's condition.

- An emergency procedure specific for the child will be described, based on the physician's instructions with parent input.
- Any special medical procedures that might be required while the child is at school will be outlined, and the nurse will be aware and provide the service. Head Start staff will be trained in CPR and First Aid.
- Required information about the child will be given to an emergency responder (ambulance service) will be outlined in the Health Care Plan.
- If the child is transported to the medical facility before the arrival of the parent/guardian, they will be accompanied by a staff member trained in CPR/First Aid.

7. <u>Seizure Measures</u>

If a child in the center has a seizure, utilize the following guidelines:

- Stay calm and keep the other children in another area of the room.
- Observe the child closely; note the time the seizure begins and ends, and the behavior movements of the child.
- If the child is in his/her chair/seat gently move and protect him/her to the floor.
- Move all objects way from the child and protect him/her from injury.
- Place something soft under the child's head.
- Do not retrain the child, but do not allow him/her to injure themselves by hitting objects or hitting his/her head against the floor.
- DO NOT place any object in the child's mouth.
- If the tongue relaxes and falls back to block the airway, turn the child on their side and watch closely to maintain an open airway. If necessary, use the head tilt chin lift to maintain an open airway.
- If the child stops breathing, assess and determine if rescuer breathing and cardiac compresses are needed.
- A child with documented history of seizures should have a Health Care Plan.
- Parents/guardians and the Head Start Office are to be notified as soon as possible.

C. <u>Exclusion for Illness</u>

Children become sick quickly. To keep illness from spreading to other children, we cannot allow children to attend school on days they are sick. Once the child is discovered to be sick, he/she will be separated from the other children and the parent/guardian will be contacted to pick the child up. The teacher or aide will continue to observe him/her for other symptoms. If the child does not respond, is having trouble breathing, or is having a seizure, the school nurse and Emergency Medical Services must be contacted. If a child is diagnosed with any of the diseases on the "Communicable Disease Chart" a note/letter must be sent home making parents aware their child

may have been exposed. If the child has any of the symptoms listed below, he/she will not be allowed to attend class.

- Fever and sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Severe coughing
- Yellowish skin or eyes
- Other situations as recommended by the doctor, VDH, or Virginia School Health Guidelines.

D. <u>Environmental Disinfection</u>

Surfaces that may come in contact with potentially infectious body fluids must be disposable or of a material that can be sanitized. Disinfection must be done regularly and as needed. This means cleaning toys, surfaces, and diapering areas with an approved disinfectant. If using bleach mix daily as a 1:10 solution. **Do not use bleach around the children**.

E. <u>Lice/Ticks</u>

Should a child have lice, the teaching staff should contact the parent or legal guardian to pick the child up. If the parent cannot be contacted, every effort should be made to prevent the child from being in close contact with other children such as ensuring at least three feet between cots, etc. The parent must be notified that lice must be treated before the child can return to school and provide proof of treatment. The entire classroom including cots, carpets, etc. must be cleaned. If a tick is found on the skin or scalp, notify the parents and **<u>do not</u>** attempt to remove the tick. The child is to be taken to the school nurse.

F. <u>Medical Administration</u>

The Lee County School System's medication policy and procedure will be followed. School nurses or MAT trained employees on-site at each center/school should administer all medications. Lee County Head Start staff does not administer medication, unless they are MAT trained, but takes the child who is on medication to the trained school personnel. In the event that a child has special needs for medication such as emergency allergy reaction injections or other immediate treatments, then a health care plan would be written and followed. A nurse will accompany the Head Start class on a field trip if a student receives either regular or emergency medication. Taking temperatures is not a part of the morning health check. Only take a child's temperature if he/she feels warm to your touch or complains of not feeling well. Every time a temperature is taken it must be noted in Child Plus under daily health checks.

G. <u>Nutrition</u>

Good nutrition must be promoted in all aspects of the program.

- All adults and children sit together and share the same menu. This is a good time to talk with the children, and is a good time to teach them many things. It should be a pleasant time, and as un-hurried as possible. Children and/or adults may not bring lunches from home. Sharing food from tray to tray is not allowed**.** Only nutritious food items may be provided to children or promoted by the program.
- Only non-food items (age appropriate) may be donated by parents. No homemade food items are allowed. All USDA guidelines must be followed. All foods for meals and snacks are paid for by the USDA Food and Nutrition program. It is for the protection of all the children that we must be very cautious with food items. **<u>NO CANDY.</u>**

- Food policies must be followed on field trips. Please consult the USDA Manager with any questions regarding policies on nutrition. Program may pay for one parent lunch from the cafeteria if funds are available.
- Volunteer lunches are paid by the program. Record those on the food forms. All teaching staff and foster grandparent lunches are also paid by the program. A volunteer must volunteer for three hours to qualify for a free lunch paid by the program.
- Staff meals will not be paid for by the program on days there are no students.
- Snacks are prepared at the center. Children and adults help in these activities. Plan nutrition activities with the children often, and let them participate with the measuring, stirring, etc.
- The only beverages purchased with program funds are milk, water, and juice.
- Special diets and allergies are taken into consideration for children with documentation to support the diet changes. The program will provide food substitutes in that event. You need doctor documentation for any food allergies and the Health Manager and USDA Manager will work with the cooks. There must be a written form completed by the doctor for a child requiring special diet/allergies.

H. Proper Disposal of Materials

Items that are soiled with body fluids will be double bagged in a plastic bag and securely tied. These items will be sent home with the child for laundering. If a child requires a procedure that uses a sharp object, a Biohazard container which safely stores the sharp object will be available and handled according to the Lee County School Exposure Control Plan.

I. Playground Safety

The following guidelines are to be used in preventing injury on the playground:

- The children will be monitored at all times by two persons. The staff will be mobile and watchful at all times. They will not sit and watch or become distracted.
- Staff will not take breaks from the playground except in case of extreme emergencies.
- The staff will perform a daily playground check before the children begin to play. They will check for broken edges or unsafe equipment.
- The resilient surfacing will be checked each day. If they become piled up or pushed away, they will be raked back in place before the children begin to play.
- The children will be taught to take turns, learn to share, and not engage in behaviors that could cause injury to themselves or others.
- A monthly playground and equipment check will be done by the facilities manager.
- Any needed repairs must be reported to the facilities manager immediately.

J. Standard Health Precautions

Standard health precautions of infection control measures should be followed to protect those involved from infectious disease, especially those diseases transmitted through blood and body fluids. The Occupational Safety and Health Administration (OSHA) requires workers who might come in contact with blood and body fluids (stool, urine, vomit, and draining wounds) to practice the following:

- Handwashing (staff and students) with soap and water. Use hand sanitizer when necessary.
- Gloves are to be worn when there is the potential of coming in contact with blood or body fluids.

Meal Count

Breakfast and lunch count must be taken at point of service. Meal time must be at least 30 minutes. Children must be told before lunch and snack what is on the menu. This would be a good time to use Chef Combo. Staff, children, and volunteers must share the same menu. Soft drinks or teas are not allowed for children. Children should participate in snack time by helping prepare the food such as, spreading peanut butter on bread, passing out napkins, serving themselves pudding, etc. Staff must sit at the tables and share this time with the children for interaction. This time is not a time for staff to clean or do other duties.

Parent Communication

A. Notes should be sent home in a **timely** fashion. Parent meeting dates should be sent home one week before the meeting, and then a reminder a day before the meeting. This gives the parents time to plan and make arrangements to attend.
B. Two home visits are required every year by the teaching staff. The first home visit must be made prior to the child's enrollment in the center (before the first day of school). At this home visit, the teacher and aide will meet the child and family, give families the Lee County Head Start Parent Handbook, and share information about the center and program. **Late enrollees will receive a home visit within the first 10 days of enrollment**. At the end of the year home visit, the staff will share the child's overall progress in the program.
C. Staff-Parent conferences are required two times per year. The final update with the parent will occur during the last home visit. There may be more conferences scheduled as circumstances warrant. These will be recorded on a family contact form.
D. All home visits and conferences should be planned carefully with families. Call ahead and set up dates and times for visits. Document your calls. The home visit should last no more than one hour. If the parent requests the visit be conducted somewhere other than the home, you must call the Education Manager for approval before meeting with the parent. You must fill out an alternate home visit form.
E. Open house is an opportunity to meet with parents, show them their child's room, and become further acquainted. Staff will adjust their work schedule on this day.

Program Compliance

A. <u>Attendance</u>

- Teaching Staff – All absences must be documented in Frontline. Please call the Head Start office giving the name of the substitute for the day. Substitutes are to be secured for half-day or whole day. For emergency departures from your center, contact your supervisor upon making arrangements for your coverage.
- Children - A record of attendance must be kept daily on all children and reported to the Head Start office. If the child has less than 85% attendance for two months, they may be withdrawn. Good attendance in Head Start will help the child prepare for Kindergarten readiness and establish good habits for regular school. Regular participation for each child enrolled in Head Start means that the child will be present five days each week, unless sickness is a factor.

  If a program's monthly average daily attendance rate falls below 85 percent, the program must analyze the cause of absenteeism to identify any systematic issues that contribute to the program's absentee rate. The program must use this data to make necessary changes in a timely manner as part of ongoing oversight and correction as described in 1302.102(b) and inform its continuous improvement efforts as described. In 1302.102(c).

B. Confidentiality

All information about the children must be kept confidential. Discussions about child's behavior, family income, social or emotional status, abuse/neglect or home visits/family contacts and health issues are to be confidential. When informing parents about an incident at the center involving another child, do not tell the parents the other child's name. It is the responsibility of the **lead teacher** for the day to notify the parent. The **lead teacher** must ensure that all adults, including volunteers, follow this policy. Person acting as lead teacher shall contact the Education Manager for guidance.

All children's files must be locked in the file cabinet at all times. No one may see a child's file, per **FERPA** (Family Educational Rights and Privacy Act), except staff on a need to know basis and the child's parent or guardian. Written parent permission is required before information on the file can be shared. State Licensure personnel and federal Reviewers may review files when conducting reviews.

C. Child Abuse and Neglect

July 1, 1993***, Section 63.2-1509 of the Code of Virginia*** was amended that those professionals who are mandated to report suspected child abuse or neglect, report their suspicions to the local Department of Social Services within 72 hours of becoming suspicious.

The same section of the *Code of Virginia* was also amended to include as mandated reporters any persons associated with or employed by private organization responsible for the care, custody, and control of children.

All Head Start employees are mandatory reporters.

- The staff member suspecting child abuse/neglect will immediately report to the Program Manager giving the information about the child's condition, date of birth, and the parent(s) name. Any staff may also report suspected abuse or neglect to DSS and then notify the Program Manager with the information. Any staff reporting any suspected case must complete a "Suspected Child Abuse Reporting" form (if applicable) to note marks or bruises on the child.
- The Program Manager will immediately report the case to Social Services. The Program Manager will maintain a log of reported cases.
- Head Start staff will not interfere with the investigation. DSS staff has the authority to question a child alone, however, proof of identification must be provided.

D. Posted Items

1. "And Justice for All" Poster
2. Building for the future flyer
3. Daily schedule
4. Environmental Report
5. Fire Marshall Report
6. Menus for breakfast, lunch, and snack
7. Sanitary Inspection Report

8. State license/inspection Report

E. Professional Development

1. There will be days throughout the year that will be set aside for in-service training. Medical, dental, or other appointments must not be scheduled for these days. All teaching staff are required to keep a log of all training. This log is to be turned in to the office at the close of the school year. Training reports are due immediately.
2. Staff required to do so by job description, will be involved in CPR and first-aid training at intervals to maintain certification.
3. There may be training offered by the school system that licensed staff will be expected to attend.

F. Staffing Requirements

1. Teachers/Assistants/Office
    - TB skin test/screen
    - Sworn Disclosure and criminal record check
    - Copy of CPR training and first aid for required staff
    - Copy of Physical
    - Training Documentation
    - Copies of CDA Certificate
    - Emergency information contacts
    - A signed statement that there are no reasons you cannot do your job
    - Copy of CDL if applicable
    - Copy of License
    - College Transcript (official or unofficial)
    - OBI – Office of Background Investigation

2. Regular Volunteers

- TB skin test/screen
- C.P.S. (Child Protective Services) Report
- Emergency contact information
- OBI – Office of Background Investigation

G. Teacher Workday

Lead teachers, under contract with the LCPS, must work a total of 200 days. These days include ~~190~~ 180 teaching~~/in-service~~ days and 20~~10 work/in-service~~ days. Aides and assistants work ~~190~~ 185 days. Home-Based teachers work 190 days. Please note that because Head Start staff usually has some training days that a part of the regular 180-day calendar, these days **cannot** be counted as extra work day. (I.E. the 10 extra days). Work days must be six hours in length and/or an accumulation of six hours. Work days may include but not limited to include the following:

- Any additional day worked in the classroom either before or after the school calendar
- Any day worked in the classroom on a snow day. ***Please note: If school is dismissed early for snow, a workday cannot be counted for the remainder of the day as this would be making two paid days out of one.**
- Open House
- Head Start/Kindergarten registration
- Home Visits (after normal working hours)
- Fall Festivals
- Any other work day must get prior approval by the Administrator/Designee or Education Manager to be counted.

H. **Supervision of Children**

Two Head Start staff (school staff) are to be present from the time the first child arrives until the last child departs, and during all times during the day.

I. **Supplies**

All supplies request must be written on a purchase order from the Head Start office. Purchase orders are due on the 15th of each month (education, cleaning supplies, and USDA). You must document justification for the supplies needed in lesson plans. All supply requests will be approved before purchase. The supplies can be picked up at the end of the month when the paperwork is due.

The Lee County Head Start Program does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

Approved by: LCPSHS Policy Council Aug, 2024
LCPS School Board Aug. 2024