



Merrillville Community School Corporation

Head Start

Family Handbook

2020-2021



**Merrillville Community School Corporation
Head Start
Family Handbook
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Merrillville Community School Corporation Head Start Family Handbook

The purpose of this handbook is to provide families with information regarding the services, policies, procedures and regulations of the Head Start program. The information contained in this handbook may be modified by changes in federal, state or local regulations. This booklet will be available on the parent board at your center's location and on the Head Start website.

Program Director: Mrs. Darnella Johnson, if Mrs. Johnson is not available, the building principal is the next point of contact and legally responsible for Merrillville Community School Corporation Head Start.

Fieler Elementary School:	Mr. Mike Megyesi
Iddings Elementary School:	Mrs. Michelle Coughlin
Miller Elementary School:	Mrs. Jennifer Griffin

MERRILLVILLE COMMUNITY SCHOOL CORPORATION MISSION STATEMENT

Merrillville Community School Corporation:

Creates quality learning experiences by setting standards that engage students to reach their highest potential

Provides learning environments that are enhanced through meaningful relationships that give students a global perspective

Empowers students to believe they can be successful

MERRILLVILLE COMMUNITY SCHOOL CORPORATION VISION STATEMENT

Every child. Every day. Whatever it takes.

GOALS FOR STUDENTS, PARENTS AND COMMUNITY

Students:

1. Communicate effectively utilizing the skills of listening, speaking, reading and writing.
2. Understand and apply both practical and analytical concepts and skills in mathematics and science.
3. Demonstrate higher-order thinking, goal-setting and problem-solving skills through analysis, synthesis, conceptual application and evaluation.
4. Demonstrate honesty, respect for others, respect for property and respect for our environment.
5. Demonstrate work habits such as punctuality, reliability, perseverance and good conduct essential for academic and employment success.
6. Develop a positive attitude toward self.
7. Engage in independent and cooperative learning activities.
8. Understand and apply the rights and responsibilities associated with citizenship in a democracy.
9. Understand and appreciate the importance of fine and practical arts.
10. Exhibit a positive attitude toward lifetime fitness and wellness.
11. Understand other cultures, both past and present and the growing interdependence of all nations.
12. Explore basic career processes involving aptitude/ability assessments' demonstrate skills necessary in utilization of career information services.
13. Know and comprehend significant people, places, events and concepts associated with the development of the American political and economic system.
14. Demonstrate proficiency in the use of research technology.
15. Develop the ability to structure and to utilize leisure time.

Parents:

1. Participate in a program designed to help parents support the intellectual, emotional and physical development of their children.
2. Provide a home environment which encourages student academic effort and achievement.

Community:

1. Utilize school system resources for educational, vocational and recreational needs.
2. Support school activities and provide assistance where needed in both academic and extracurricular areas.

Welcome To Merrillville Community School Corporation Head Start

This handbook will explain our mission, purpose, rules, and policies. Parents are responsible for reading and becoming familiar with all of the enclosed materials. Please read through this handbook, and if you have questions, concerns, or suggestions, feel free to contact us. We hope your family enjoys their time with us. Thank you for entrusting your child to our care.

Merrillville Community School Corporation Head Start is committed to serving eligible families in Merrillville. Our programs key features include:

- Highly qualified staff—a Bachelor’s level Lead Teacher and two classroom aids.
- Small group size— 17 students per half day class session, 20 students in full day sessions.
- Intentional instruction—based on best practices for teaching and learning
- Continuity of care—children stay with the same teachers and peers for up to three years to help them develop secure relationships
- Parent-Family and Community Engagement Services—both expected and strongly supported, with well trained and experienced staff
- Reflective supervision and practice model is implemented
- Emphasis on Social-Emotional development and self-regulation skills
- Enhanced focus on Language, Literacy and STEM learning to promote school readiness
- Interdisciplinary Approach for better outcomes for children and families
- Family Life Skills training
- Collect data on service delivery to drive decisions for improved program and child outcomes

In addition to teaching and learning for school readiness, we take pride in serving families. Non-teaching staff are specially trained to assist families with securing referrals and resources in all areas of need (e.g. housing, nutrition, mental health, etc.). For this reason, Head Start is nationally considered as the premier preschool of choice.

Our Head Start program is committed to understanding, respecting, reflecting and being responsive to the cultures of all people, but particularly to those of our enrolled children, families and staff. Merrillville Community School Corporation Head Start promises to succeed in creating a diverse learning environment that respects, accepts, and includes all children, families, visitors and staff members regardless of their backgrounds and beliefs in order to embrace the diversity of our Head Start community.

Preparing for your child's first day in a center-based classroom

Coming to Head Start may be your child's first experience being away from you or your child may already have experience being in a child care program. If your child has not been in the program before, Head Start will be a new experience. It is normal for many young children to cry when they have to separate from their parents and try a new experience. Head Start staff will be working to make this transition from home to Head Start a positive and successful experience for both you and your child. Be prepared that this may take some time. Staff will work with you in helping your child to feel safe and comfortable in his/her new classroom.

PARENT RIGHTS AND RESPONSIBILITIES

My rights as a Head Start Parent

1. To take part in the major decisions affecting the planning and operations of the program.
2. To be welcomed in the classroom.
3. To participate without fear of endangering my child's right to be in the program.
4. To be informed regularly about my child's progress.
5. To always be treated with respect and dignity.
6. To expect guidance for my child from the Head Start Staff.
7. To be able to learn about the operation of the program including the budget and the level of education and experience required to fill various staff positions.
8. To take part in planning and carrying out programs designed to increase both personal and professional skills in areas that will improve my well-being.
9. To be informed about all community resources concerned with health, education and the improvement of any condition in my family life.

My responsibilities as a Head Start parent

1. To learn as much as possible about the program and to take part in major policy decisions.
2. To accept Head Start as an opportunity through which I can improve my life and the lives of my children.
3. To be active in my child's classroom, as an observer or a volunteer and to contribute my services in whatever way I can, toward the enrichment

of the program. If you volunteer more than 8 hours in a month State licensing requires a TB test on file.

4. To provide parent leadership by taking part in elections to explain the program to other parents and encourage their full participation.
5. To welcome teachers and staff into my home to discuss ways in which parents can help with their child's development at home in relation to their school experiences.
6. To work with teachers, staff, and other parents in a cooperative way.
7. To guide my children with firmness, this is both loving and protective.
8. To offer constructive criticism of the program and to defend it against unfair practices.
9. To take advantage of programs designed to increase my knowledge about child development and my skills in areas of possible employment.
10. To become involved in community programs which help to improve health, education and recreation for all.
11. To behave and dress appropriately while on school property.

GENERAL PROCEDURES

- **Equal Opportunity Policy:** In accordance with federal law and the United States Department of Health and Human Services policy, this program is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability.
- **Classroom Entry:** In order to enter the classroom/program children must have an up-to-date record of their immunizations signed by a physical (DO or MD), Physical Assistant (PA), Nurse Practitioner (ARNP), or Certified Medical Assistant (CMA). Provisional certificates of immunization and religious/medical exemptions for immunizations will be accepted according to Indiana's immunization law. Each child admitted into the program requires a current (within the past 12 months) and comprehensive well-child physical examination. This examination must be signed and dated by a MD, DO, PA or ARNP. Please set up an appointment with your child's health care provider and be ready to provide the appointment date on the first day of class. This well-child examination must be updated every 12 months. Dental exams will also be required at minimum every 6 months for children over 1 year of age. Just like the physical exam, set up a dental appointment for your child if one has not already been completed.

- **Child Safety Release Plan:** Our program is deeply committed to the safety of the children we serve. For this reason, we will only release a child to his/her parent or legal guardian, or an adult (18 years of age or older) authorized in writing by the parents or legal guardian to receive the child. Authorized persons will be asked to show a driver's license or state issued identification card before being allowed to pick up a child. NO unauthorized person is permitted to pick up a child under any circumstances. We ask that you immediately inform in person the Program Assistant or Family Advocate when you need to make any changes to the list of adults authorized to pick up your child. Unauthorized adults WILL NOT be allowed to pick up a child under any circumstances. Phone-in add-ons will not be accepted. Any person appearing to be under the influence of alcohol will NOT be allowed to pick up a child. A child WILL NOT be released to an individual who appears impaired or intoxicated.
- **Change in Information:** Whenever there is a change in address, phone, emergency contact, health provider, health conditions, work/school schedule, family situation, or other please notify us. You may be asked to update the emergency contact information form at your site. Changes to Emergency Contacts must be done in PERSON!
- **Confidentiality:** All family information and children's files are kept strictly confidential. Only authorized Head Start representatives have access to these files. On occasion, state and federal licensing representatives may also have access. Parents and legal guardians have the right (at any time) to review and or obtain copies of their child's files upon written request.
- **Smoking:** All Head Start locations are smoke-free environments. Smoking is not allowed in any Head Start buildings or on any building grounds, including cars in the parking lot.
- **Alcohol/firearms/ILLEGAL Substances:** Use of alcohol, firearms, and illegal substances is prohibited in all Merrillville Community School Corporation Head Start buildings.
- **Child Abuse and Neglect:** All Head Start staff are Mandatory Reporters and must immediately notify the Department of Child Protective Services with any concern of child sexual abuse, physical abuse, mental injury , child prostitution, denial of critical care, bestiality in the presence of a child, illegal drug in the child's system, or manufacture of drugs in the child's presence.

- **Evacuation:** As required by the Federal Performance Standards and state Child Care Licensing. Emergency Drills Schools practice emergency drills on a regular basis. Fire drills are conducted once each month. Severe weather drills and lockdown drills are conducted at least twice per school year. The Merrillville Community School Corporation also has a written district-wide Crisis Guide. This guide assists administration and staff in the event that one of our schools should experience an incident requiring emergency guidelines to be followed. Please do not be alarmed if an evacuation occurs while you are in the school building, simply follow the direction of the staff.

- **Child Safety: Jewelry** We ask that you do not send your child to school wearing jewelry—including rings, necklaces, or earrings— as these items can get caught in equipment when children play, increasing the risk of injury. Thank you for your understanding. The center is not responsible for loss or damage of clothes and/or jewelry. If you need assistance with clothing resources, please contact your Family Advocate.

- **Bathroom & Toileting:** As a component of our comprehensive early childhood program for children, we work with children who are still in the process of becoming toilet-trained. Classroom teachers will be available to assist your child in the Head Start program and will support your child in learning to use the toilet. Classroom staff will respond promptly when a child requests assistance using the toilet. Classroom staff will not show disapproval or punish children for any accidents. Children who have toileting accidents are NEVER degraded by harsh words or appearances of disgust. A conference between the teacher(s) and the parent(s) will serve to establish common goals and methods for toilet-training. A child's clothing will be changed immediately following a toileting accident. Soiled clothing is placed in a sealed, labeled, moisture-proof bag and sent home with the child, so that a fresh change of clothes can be sent back to the center. Faculty members are required to wash their hands with soap and water after each toileting, and to assist children with hand-washing, using soap and water. The following procedures are implemented in the center-based and home-based program to ensure sanitary conditions.
 1. Gloves are used whenever staff needs to assist children in the bathroom following universal precautions procedures.
 2. Faculty members always respect a child's privacy.
 3. If an accident occurs, faculty and parents will not humiliate the child.
 4. If a child lacks the necessary self-help skills in the bathroom, the faculty

will inform parents.

5. Staff encourages the child to be independent and allow the child to become self-sufficient.

6. Bathrooms are cleaned and disinfected properly after any accident, and regularly on a daily basis.

- **Weather related closings:** Merrillville Community School Corporation will notify you of any school closings. As well as local news channels.
- **Tooth Brushing:** Healthy oral habits are established in the classroom with daily tooth brushing after one meal. The program will provide toothbrushes to all enrolled children and will replace them every 3 months.

ATTENDANCE

Head Start is a federally funded program requiring a minimum of 85% average daily attendance, which is equivalent to one absence a month per child. Attendance is analyzed on a monthly basis to ensure each child is regularly attending.

- Parents need to ensure that their child attends every day and arrives at the center every day on time. Children who attend our program daily and on time experience better outcomes than those children who attend only occasionally. Staff will monitor attendance everyday via the sign in sheet. Please contact the center as early as possible if your child will be absent or late that day.
- If your child is absent, and we have not heard from you within one hour of the start of class, we will call to verify the reason for the absence. If we are unsuccessful in contacting you, then your Family Advocate may do a Home Visit to check with you to see if we can offer any support to ensure your child comes to school on a regular basis.
- If a child is absent three consecutive times, the Family Advocate will initiate family support to include home visits or other direct contact with the child's parent/guardian to collaborate on an attendance plan. In circumstances where the child cannot establish regular attendance (chronic or sporadic absences), and it does not seem feasible to include the child in the program, the child will be dropped from the program. In this instance, another child will be given the opportunity to enroll.
- If a child is dropped from the program, and the parent wishes to re-enroll, the parent must reapply to the program. The child will then go on the Head Start waitlist and will be considered for enrollment if and when a vacancy occurs.

- If there is a planned absence (scheduled vacation or family visit) or even an extended emergency absence (hospitalization, etc.), it is the responsibility of the parent to contact their site to discuss the situation in order to establish an expected return date and maintain the child's enrollment. If the child does not attend on the expected return date, the child may be at risk of being dropped from the program.
- Students attendance throughout the year is extremely important to student achievement. Missed classroom instruction can never totally be recaptured. Research shows that students who attend consistently are more likely to master the necessary academic skills for success. The Indiana compulsory attendance law requires every child who turns seven during the school year to attend a public or nonpublic school up to the age of sixteen.
- Parents are asked to notify the office to report their child's absence prior to the start of the school day.
- The following shall be considered valid reasons for student absences with appropriate documentation: A. Personal illness (followed by a doctor's note after 3 consecutive absences) B. Death in the immediate family C. Court attendance required by legal authorities D. Dental and medical appointments (must be arranged in advance) E. Religious holiday F. Other emergency or unusual circumstances as approved by a building administrator. After the 3rd absence in a school year, appropriate documentation (parent note not included) must be provided for an excused absence. The Merrillville Community School Corporation, however, does recognize that vacations and out-of-town trips do not always coincide with school vacations. However, we strongly recommend that you make every effort to coincide your vacations around the school calendar.
- **Arrival Time:** Children need to arrive on time to class in order to fully benefit from the program. If you arrive tardy you will have to go to the main office to sign in. If your child is tardy more than three times in one month, the Family Advocate will require the parent to set up a meeting to discuss the importance of prompt arrival to school. Children must be signed-in by date and time daily.
- **Departure Time:** Children must be picked up at dismissal time. Parents or other caregivers must have a driver's license to pick up the child. Parents should plan to be at the site five minutes prior to dismissal time. If a parent is unable to pick up their child on time, it is their responsibility to notify site staff in advance as well as to arrange for someone on the child's "Authorized Persons List" to pick up the child. If there are circumstances that make picking up the child on time difficult, please contact your child's Head Start site – together you may be able to find a solution. If a child is not picked up past class dismissal time and no arrangements have been made with site staff to have the child picked up by

another authorized person, site staff may contact the Department of Child Protective Services. We thank you for your cooperation in this matter, and we know you understand that for the safety and well-being of your children, it is essential that children are picked up on time by the appropriate people and that a responsible adult is available to receive the children from the center. At no time will faculty hold the child responsible for the situation or discuss the issue with the child. Child must be signed-out by date and time daily.

INCLUSION EDUCATION

Children with special needs are always welcome to the program and the Head Start program is committed to providing classroom settings that include all children. All children who attend the program are treated with respect and dignity, regardless of disability. Head Start strives to meet the individual education needs of every child including those children who enter Head Start with an Individual Education Plan through their school systems' Special Education Department.

SCHOOL READINESS (BIRTH TO FIVE APPROACHES)

Merrillville Community School Corporation Head Start's activities are designed to build social skills, language development, reinforcement of thinking processes, small and large muscle development and self-help skills. Research shows children learn best through hands-on activities and engaging in structured play. Within these activities children will learn by exploring, experimenting, problem solving, and asking questions. Developmentally appropriate practice requires both meeting children where they are and enabling them to reach goals that are challenging and achievable. How will my child learn? Children in Head Start will be learning skills and behaviors they need to succeed in school. Children will be supported in each of the learning areas listed below:

1. Cognitive: to help children develop learning and thinking skills through curiosity and creativity.
2. Social-Emotional: to help children build relationships; develop self-control and independence; gain a sense of accomplishment and satisfaction; and have a positive attitude toward life, others, and themselves.

3. Language and Literacy: to help children build early reading, writing, and communication skills.
4. Physical: to help children increase their large muscle skills through running, jumping, and climbing; to help children develop their small muscle skills through building, cutting, stringing, and painting.
5. Mathematics: to help children understand and explore mathematical concepts such as numbers and shapes.

Developmental Screenings

- Your child will be screened using the Speed Dial 4. This will let teachers know where your child is developmentally and also show for potential delays. This will be done within the first 45 days of enrollment.
- Your child will be screened using the DECA for social-emotional development.
- Teachers will use Teaching Strategies Gold as an on-going assessment throughout the school year.
- These results will be shared with you at the first parent teacher conference or sooner if there is a concern.

Parent / Teacher Conferences

- Throughout the school year parents will be given information about what children are learning. Parents will be given input and introduction to topic letters. We encourage parents to give feedback on what you would like your child to learn. Topics of studies are geared towards a child's interest. Each classroom will not be studying the same thing at the same time.

Field Trips

- Merrillville Community School Corporation Head Start believes that classroom learning can be enriched through the inclusion of carefully planned field trips. Firsthand experiences provide our children with useful information and a level of understanding that adds elements to their play, enriches vocabulary and enhances overall learning. Field trips are also an opportunity for all parents to become engaged and enhance their child's learning experiences. All field trips will be related to the classroom study, be based on children's interests and within the community. Teaching staff, Family Advocates, and parents must be involved in the initial planning of all field trips for children and must be approved in the site meeting minutes the month before the trip is requested. Field Trip requests will be approved based in part on field trip

location and cost. Field Trip cost will be covered by the Head Start program and at no cost to the families.

Celebrations

- Merrillville Community School Corporation Head Start recognizes that families value the ability to celebrate their child's achievements, birthday, and other cultural holidays as part of the classroom community. In an effort to keep the celebration of holidays, birthdays and other milestones developmentally and culturally appropriate, parent committees and staff must follow guidelines in planning for celebrations in the classroom.

Celebrations Must Be:

1. Designed to incorporate parent-child activity interactions and planned primarily by parents with guidance from staff on what is developmentally appropriate and allowable under Head Start policies;
2. Approved by respective Directors.
3. Optional and sensitive for children and families who choose not to participate.
4. Reflective of and relevant to the ethnic composition, traditions, culture, and interests of participating children and families.
5. Flowers, balloons, party hats, etc. will not be permitted.

Snacks Must Be:

1. To limit the loss of instructional time, student birthday treats will be distributed to students during meal time. No homemade snacks will be distributed to Merrillville Head Start students. All snacks must meet the USDA smart snacks requirements. Information on smart snack treats are available in the school office.
2. Individual, prepackaged treats are required.

Preschool Graduation

- Events with caps and gowns and related activities have strong significance in many communities. However, this kind of graduation event is not allowable under the **Head Start federal guidelines**. Developmentally appropriate End of Year Celebrations will be organized each year to celebrate children's growth and development.

Parent Surveys

- Merrillville Community School Corporation Head Start recognizes the importance of feedback from enrolled families. During the program year parents and guardians will receive a survey to assess the quality of the Merrillville Community School Corporation Head Start program. The collaboration between families and Head Start staff is important and ensures that identified services are relevant to meeting their needs.

BEHAVIOR GUIDANCE

- Staff is prohibited from using any type of physical discipline (spanking...etc.) or harsh verbal reprimand. The program uses Conscious Discipline which teaches children what they can do rather than what they cannot do. When positive guidance techniques are used in the classroom, children learn what they can do within the limits of the classroom. As children grow, positive guidance discipline techniques help children learn to manage their behavior. Consistency is the key to positive and successful self-regulation. The goal for each child is to obtain important problem solving skills that will lead to independent problem solving.
- The consistent use of the following positive guidance techniques will help children learn what to expect and what they can do
 1. Clear and positive classroom rules explained to children
 2. Choices offered
 3. Contingencies (when, then statements) used. For example, “When you pick up the blocks, then you can go to the play dough table.” When you zip up your coat, then you can go outside.”

Behavior Support

- Head Start will use consistent behavior guidance and will not exclude a child from program participation. If atypical behaviors adversely affect a student’s participation, we will work with the child, family, and community mental health professionals if necessary, to provide appropriate services.

If behavior concerns are identified during daily behavior guidance practices:

1. Child’s disruptive behavior will be documented and maintained in confidence.
2. Parents/guardians will be notified verbally, and may also be given written copies of the incident reports for atypical behaviors.
3. Parent/guardian will be given literature or other resources regarding methods of improving behavior
4. Staff and parents will use a variety of strategies to support child in improving behavior, with the goal of preventing exclusion:

- a. Provide support and modeling of more appropriate behavior.
- b. Staff will reassess classroom environment, supervision, and appropriateness of activities.
- c. Always use positive methods and language while disciplining children.
- d. Praise appropriate behaviors.
- e. Give verbal reminders.

Limitations on Suspensions and Prohibition on Expulsion

- Head Start cannot expel or unenroll a child from the program because of a child's behavior. Modified schedules are severely limited and may only be temporary in nature. Before a program determines whether a temporary modified schedule is necessary, a program must conduct a Team Meeting and collaborate with the parents, and utilize appropriate community resources.

If a temporary modified schedule is deemed necessary, Head Start must help the child return to full participation in all program activities as quickly as possible while providing support and ensuring child safety by:

1. Continuing to engage with the parents and a mental health consultant, and continuing to utilize appropriate community resources;
 2. Developing a written plan to document the action and supports needed;
 3. Providing services that include home visits; and
 4. Determining whether a referral to a behavior specialist or local agency responsible for implementing IDEA as appropriate.
- When a child exhibits persistent and serious challenging behaviors, Head Start must explore all possible steps and document all steps taken to address such problems, and facilitate the child's safe participation in the program. Such steps must include, at a minimum, engaging a mental health consultant, considering the appropriateness of providing appropriate services and supports outlined by IDEA and local education agencies.
 - If, after a program has explored all possible steps and documented all steps taken as described in this section, a program, in consultation and agreement with the parents, the child's teacher, the agency responsible for implementing IDEA (if applicable), and the mental health consultant, determines that the child's continued enrollment presents a continued serious safety threat to the child or other enrolled children and determines the program is not the most appropriate placement for the child, the program must work with such entities to directly facilitate the transition of the child to a more appropriate placement.

MENTAL HEALTH SERVICES

- To support a program-wide culture that promotes children's mental health, social and emotional well-being, and overall health, a program must:
Collaborate with parents by:
 1. Obtaining parental information, observations, and concerns about their child's mental health.
 2. Sharing staff observations of their child and discussing child's behavior and development, including separation and attachment issues.
 3. Discussing appropriate responses to their child's behavior.
 4. Discussing how to strengthen and nurture a supportive environment in the home and in the program.
 5. Help parents to better understand mental health issues.
 6. Support parents' participation in any needed mental health interventions.
- Contract services with licensed mental health consultants and they assist in:
 1. Coordination of mental health services for children
 2. Providing teachers with suggestions to work on children's behavior and emotional needs.
 3. Individual child observations arranged with written parental consent.
 4. Helping parents locate mental health resources for concerns about a child
 5. Parent training on mental health or behavior support for young children. For more information on mental health services, please ask your child's teacher, Family Advocate, or Director.

HEALTH

Requirements for Preventive Care, Screenings and Immunizations

- School readiness begins with health! The State of Indiana has certain requirements for children before and after their enrollment in the Head Start program. All center based Head Start children must have a current oral exam (updated every 6 months) and a current school physical (updated every year). Up-to-date immunizations. Health Coordinators are available to conduct on-site screening tests if school physicals are missing results for lead, hemoglobin, or hearing/vision.
- Lead Awareness: Lead exposure and poisoning remains a serious environmental health hazard for Head Start children nationwide. Our program will provide various opportunities throughout the year to educate families on the importance of lead testing and offer free lead screenings to children in need.

- Growth Assessments: Each Head Start child's height and weight will be measured twice a year by staff. The first measurement will be completed when the child arrives for his/her first day of school and the second measurement will be in March.
- Daily Health Check Upon arrival each day at center-based classrooms, your child will be observed by staff for signs of head lice, illness, or injury. If any signs are present, you will be notified immediately.

Medications

- If medication is necessary during school hours, you will need to fill out a Medication Authorization Form which is required for each individual medication. Prescribed and over the counter medications (i.e. cough syrup) will only be accepted on school grounds with a written order by a healthcare provider. Health Coordinators will ensure that involved staff members administering medications are trained on the instructions. If there is an emergency event during school hours, program staff will take standard emergency precaution by providing CPR/First Aid and contacting 911, as needed. Parents/guardians are urged to always keep staff informed on the status of children requiring medication and provide official documentation.
- Rescue Medications must be on-site with your child with doctors' orders. If Merrillville Community School Corporation Head Start does not have rescue medication for your child they will be temporarily excluded from the program until medication and doctor documentation is brought in.
- Topical Treatment Parent permission is required to apply topical creams (i.e. diaper ointment, sunscreen, etc.). Nurses will apply as needed.
- Short term exclusion of ill or affected children We ask that when a child becomes sick at home that the parent/guardian contact the site immediately. Our program reserves the right to admit or temporarily exclude children with contagious conditions from the program, based on each individual case. See chart below

Illness Criteria for Returning to School

Must have a 24 hour symptom free day in order to return to school.

- When lesion (s) are covered and drainage is contained in covering/bandage Chicken Pox (Varicella) When all sores have dried and crusted which is usually after six days Coughing (Severe) When symptoms are no longer present Croup When symptoms are no longer present Cryptosporidiosis (Crypto)
- When symptoms are no longer present
 1. Cytomegalovirus When fever has been resolved Diarrhea 24 hours after diarrhea has stopped Diphtheria Health Care Provider clearance provided E. Coli Health Care Provider and Public Health Authority clearance required Fever When child is fever free for 24 hours without the use of fever reducing medicine Fifth Disease When symptoms are no longer present Hand, Foot, Mouth When child does not have exposed open sores and child is not drooling Head Lice or other infestation

2. When all signs of lice/nits or other infestations are absent for a period of 24 hours
Hepatitis A Virus Health Care Provider clearance provided Hepatitis B Virus Health Care Provider clearance provided Impetigo When 24 hours have passed since topical, oral or other systemic antibiotics were started, if the sores can be kept clean and dry and if they can be completed covered. Influenza/Flu When fever and symptoms are resolved for 24 hours without the use of fever reducing medicine Measles Health Care Provider clearance provided Meningitis Health Care Provider clearance provided Mononucleosis (Mono) When fever is no longer present MRSA Health Care Provider clearance provided Mumps Health Care Provider clearance provided Norovirus When symptoms are no longer present Pertussis (Whooping Cough)
3. Health Care Provider clearance provided
4. Pneumonia When symptoms are no longer present Pink eye (conjunctivitis) 24 hours after antibiotic has started; when fever or behavior changes are no longer present and symptoms of discharge, red and/or watery eyes are resolved Pinworms When symptoms are no longer present Ringworm 24 hours after treatment has been started Roseola Infantum (Sixth Disease) When fever is no longer present
5. Rotavirus When symptoms are no longer present RSV When symptoms are no longer present Rubella Health Care Provider clearance provided Salmonella Health Care Provider clearance provided Scabies After treatment has been completed Shigella Health Provider clearance provided Strep Throat or Scarlet Fever 24 hours after initial antibiotic treatment and when fever is no longer present Vomiting 24 hours after vomiting has stopped

NUTRITION

- Family style meal service is used in the Head Start program to introduce healthy foods and model healthy behaviors. Parents and other family members are encouraged to volunteer in the classroom and participate!

Menus

- Menus are posted on health boards at each site and copies are available to parents upon request.

Sample menu portions for 3 – 5 year olds

- Breakfast (3 menu items) Lunch (5 menu items) Snack (2 menu items) 6 oz. 1% Milk 6 oz. 1% Milk ½ cup fruit or fruit juice ½ cup fruit or fruit juice 1.5 oz.

meat, cheese or eggs Pretzels, Crackers, Yogurt, 1/3 cup cereal, 1 pancake, ¼ cup rice or pasta, or ½ slice bread small bagel, or Muffin ¼ cup vegetables ¼ cup fruit.

- Special Dietary Needs The Head Start program will provide food for special diets according to written documentation from the child's physician. Food from home cannot be brought to school.
- Religious Beliefs Dietary changes due to religious beliefs will be followed when a parent/guardian submits a written request to Head Start staff.

PARENT, FAMILY AND COMMUNITY ENGAGEMENT

- Parents and community will be integrated into every aspect of the Merrillville Community School Corporation Head Start program. Through active engagement, parents especially gain a better understanding of child development and early education as it relates to their children. Head Start's vision is to create and maintain a family partnership with all families with goals to:
 - Support parents as primary educators, nurturers, and advocates for their child.
 - Provide every family with opportunities for a significant experience in Head Start.
 - Ensure that parents are involved in making policy and program decisions for their Head Start program.
- Our Head Start program reflects this vision through efforts to carry out the following standards:
 1. Culture – All aspects of the program support the cultures of the families and the community in which the program operates.
 2. Governance – Parents have opportunities for participation and shared decision making in every area of the program. Parents, staff and Policy Council members work together and provide leadership to communicate with their community about the interests and needs of Head Start; and assist in strengthening existing services or bringing in new services that are needed.
 3. Individualized Family Partnerships – The staff and program meet the expressed interests and needs of each parent through the on-going process of personal and family goal setting and partnering of activities to meet these goals. Discussions to identify interests, needs, and goals are within the first 30 days of enrollment.
 4. Disabilities – All aspects of the program respond to and support children with disabilities and their families.
 5. Community Resources – Families build the confidence, skills, and knowledge they need to access community resources on their own behalf.
 6. Family Engagement Activities- Our program provides monthly opportunities for families to engage with staff, peers and children in means to support school readiness and prevent the achievement gap.
 7. Male Involvement – Our program will make efforts to reach out to and include fathers, supportive male family members, and male caregivers in parent

involvement activities, especially those activities involving the development of their children.

8. There will be monthly site meetings, parent committee meetings and family engagement activities.
 - a. If you choose to be on the Parent committee it is a 12 month commitment.

In-Kind

- Volunteer participation is a vital part of our day-to-day success of the program. Parents or guardians are always welcome into the Merrillville Head Start classrooms. Parents or guardians are asked to sign in at the office but unscheduled visits are always allowed. There are many ways you can share your time and talents with us and the benefits are priceless. Children benefit from the presence of parents and other volunteers who participate in the classroom and with other activities. We count on our parents, family members, and community members to record the various ways in which they have “volunteered”, provided IN-KIND (donated time, space, or materials) for the program. IN-KIND FORMS will always be available to document volunteer hours. Ask your assigned staff for more information.
- Merrillville Community School Corporation funds come directly from the federal government. However, the government only provides 80% of the funds necessary to operate our program. A remaining 20% must be generated from in-kind. In-Kind is the donation of time, space or materials used in the program that would otherwise be purchased. A dollar amount is assigned to all volunteer hours whether in the classroom, at the site or at home. Head Start Performance Standard 1303.4 *“Federal assistance under the Act for a Head Start program shall not exceed 80 percent of the total costs of a program and the non-Federal share will not be required to exceed 20 percent of the total costs of the program.”*
- In-Kind is provided through the category of activities listed below
 1. Classroom Activities
 2. Non-classroom Activities
 3. Home Activities
- Volunteers in the classroom setting an average of (8) eight or more hours per month will be asked to complete at minimum a TB screening and background check (at no cost to the enrolled parent or guardian). We love our volunteers but scheduling with your teacher is ideal as we don’t want to overwhelm the children with too many volunteers at once.
- Note: The Head Start program does not allow siblings of the Head Start students in any Head Start classroom while parents volunteer in the classroom.
- We will communicate through our monthly calendars, the Merrillville Head Start webpage, and regular newsletters in addition to our daily communication at drop off and pick up.

Toys/Electronics

- Please do not send your child with toys or electronics from home.
- Electronics will be taken and locked in the office by Head Start Staff and the parent/guardian will have to come and pick it up. Outside toys will be taken by the teacher and given to the parent at the end of the day.
- Outside toys present a safety concern within the classroom.

Head Start Staff

Head Start Health Policy

All Merrillville Head Start Staff undergo a physical and TB test. The purpose of these tests are to ensure that the Merrillville Head Start Staff are in good physical condition for their position. The results of these tests are kept in each staff member's personnel file.

Head Start Personnel Policy

All Merrillville Head Start Staff undergo a background check and a drug screening. The results of the background check and the drug screening are kept in each staff member's personnel file.

Class Ratios

Each class will maintain a ratio of one adult for every ten children. If a staff member is absent for any reason, a staff member from another site may be placed in the classroom to ensure the proper ratios are consistently maintained.

Contact Information

Listed below are the contact phone numbers parents/guardians can reach staff at for any reason.

Miller Elementary School

(219) 650-5303

Amy Cap (Family Advocate): 6333

Heather Berkes (Lead Teacher A11): 6309

Maria Bustillos (Lead Teacher A12):6338

Iddings Elementary School

(219) 650-5302

Darnella Johnson (Program Director): 6245

Ashley McLain (Family Advocate): 6293

Amanda Koleski (Lead Teacher K3): 6296

Lesley Payne (Program Assistant):(219) 756-5940

Fieler Elementary School

(219) 650-5301

Deb Barlow (Family Advocate): 6151

Rhonda Robinson (Lead Teacher A17):6127

Jade Mickey (Lead Teacher C8): 6161