

Irononton-Lawrence County CAO Head Start

Lawrence County Early Childhood Academy

Head Start/Early Head Start

2022-2023 Family Handbook



Head Start
Center Based Program
Home Based Program
Early Childhood Education



Expectant Families
Birth to Five Child Care
Early Head Start
EHS Child Care Partnership



"Promoting school readiness by helping children learn and grow."

www.headstartworks.org

Updated September 2022



Lawrence County Early Childhood Academy Ironton-Lawrence County CAO Head Start

We appreciate your involvement with your child and hope that we can be partners with you in reaching goals you may have for your child and family. Together we can create a solid foundation to build strong children, families, and communities. If parents have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found:

1. Child's Teacher
2. Site Administrator
3. Head Start Director

My child will be attending the _____ center for Child Care/Early Head Start/Head Start/Early Childhood Education/Group Socializations. The address is:

The center phone number is: _____ My classroom days/times: _____

The center administrative staff may be emailed at: _____

The Lawrence County Early Childhood Academy/Head Start Director is: Sharon K. Daniels.

The Site Administrator(s) at my child's center: _____

My child's Teacher and Teacher's Aide are: _____

Our Family Advocate is: _____

My child's Bus Driver and Bus Aide are: _____

We support mothers who elect to breastfeed and/or pump breastmilk at our site by providing the following space:

This page must be completed and provided to each family.

The Family Handbook is available on our website: <https://headstartworks.org/>

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Ohio Department of Job and Family Services
Appendix C to rule 5101:2-12-07
Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:	Write or Call:
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<p style="text-align: center;">HHS Region V, Office of Civil Rights 233 N. Michigan Ave, Ste. 240 Chicago, IL 60601 (312) 886-2359 (voice) (312) 353-5693 (TDD) (312) 886-1807 (fax)</p>	<p style="text-align: center;">ODJFS Bureau of Civil Rights 30 E. Broad St., 37th Floor Columbus, OH 43215-3414 (617) 644-2703 (voice) 1-866-277-6353 (toll free) (614) 752-6381 (fax) 1-866-221-6700 (TTY) or (614) 995-9961</p>
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For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

Ironton-Lawrence County

Community Action Organization Head Start



Dear Parent/Guardians:

We would like to welcome you to our Birth-to Five Head Start Program with anticipation of a productive year. Our staff will be developing a partnership with you to provide comprehensive early childhood services. Your child will be making new friends and learning new skills. We hope that you will also participate in this learning process by attending parent meetings and trainings. This can be the opportunity to give us all a "Head Start" into the new program year.

Head Start can be a stepping-stone to responsibility. Encouraging regular attendance will help your child become responsible.

Your involvement as parents, along with our staff's commitments, will provide the basis for a lifetime of learning for your children.

Sincerely,

Sharon K. Daniels
Director

305 North 5th Street
Ironton, Ohio 45638

D. R. Gossett
Executive Director

Ironton Lawrence County Community Action Early Education

Our vision is to be the role model community agency for positively impacting peoples' lives.

Mission Statement

Our mission is to measurably improve the well-being of our community by providing opportunities for those in need.

It is our purpose to provide high quality services to children and families to empower them to meet their individual needs. We promote school readiness through assessment in all areas of development, and we maintain partnerships with school districts to assure a seamless transition for children. Family and community engagement services are provided to assist families in using resources and systems of support to foster life-long learning.

We believe school readiness begins before birth. Therefore, our highly-qualified and nurturing staff provides comprehensive services for prenatal mothers, infants, toddlers, preschoolers, and their families. We strive to enrich families' lives and empower them to advocate for their own families by providing tailored services and collaborating with community partners.

Lawrence County Early Childhood Academy
ILCAO Head Start/Early Head Start

Philosophy of Early Education

The Lawrence County Early Childhood Academy utilizes Creative Curriculum, Ready Rosie, and Partners for a Healthy Baby which nurtures the potential and on-going growth of children's, and prenatal mom's knowledge and understanding of themselves and their world. These curricula promote a safe and enriching environment where children's development flourishes.

The curriculum recognizes that children construct knowledge through a variety of developmentally appropriate experiences. We respect and support the diversity of each child and family by providing individualized services to prenatal mothers and children birth to 5 years of age.

Our program provides high quality services for infants, toddlers, and preschoolers at our Step Up To Quality Five-Star Rated centers. All program options focus on the parents as their child's primary teacher and role model. Parents, teaching staff and community partners work together to promote continuous learning in a caring, age-appropriate environment.

School Readiness Plan

LCECA Role

The Lawrence County Early Childhood Academy has established a written plan for achieving school readiness for children and their families.

Lawrence County Early Childhood Academy will:

- Provide to families the information needed to enter the public or private school systems ready to learn and obtain successful outcomes;
- Assess child progress on an on-going basis and aggregate and analyze data at least 3 times per year;
- Examine data for patterns of progress for groups of children in order to revise and implement plans for program improvement;
- Partner with school district personnel to assure a seamless transition for your child and family;
- Provide family and community engagement services that contribute to all children's readiness;

Parent Role

As a parent you are encouraged to:

- Promote and participate in the everyday learning of your child at home, school and within the community (home to school connections, access your public library, and utilize Teaching Strategies Gold on-line password);
- Advance your own learning interests through education, training, and other experiences that support your parenting, career, and life goals including participation in Family Partnership Agreement, open house, parent meetings, home visits, parent-teacher conferences and family engagement activities;
- Support and advocate for your child's learning and development as he or she transitions to new learning environments;
- Participate in leadership development, decision-making, and program policy development through active participation on committees and Policy Council;

Lawrence County Early Childhood Academy

General Policies

The purpose of this statement is to establish the rules and regulations governing the Ironton-Lawrence County CAO Head Start/Early Head Start Program.

Operations

1. The Ironton-Lawrence County Community Action Organization Inc., located at 305 North 5th. Street, Ironton, OH 45638, operates Head Start/Early Head Start. The phone number is 740-532-3534.
2. The Head Start Administration Offices are located at 1518 South 3rd Street, Ironton, OH, 45638 and 1722 Co. Rd. 60, South Point, OH, 45680. The phone numbers are 740-533-9077 and 740-377-4710.
3. The Ohio Department of Job and Family Services (ODJFS) licenses all of the Head Start centers. The license is posted at each center. Head Start funding is provided through the Department of Health and Human Services, Administration for Children and Families. The regional office is located at 233 North Michigan Avenue, Chicago, Illinois 60601.
4. A copy of the Ohio Department of Job and Family Services (ODJFS) Rules and Regulations is available for review upon request. ODJFS compliance reports are posted at each center.
5. Any person may report a suspected violation to the Ohio Department of Job and Family Services (ODJFS) by calling 1-877-302-2347, Monday-Friday, 8:00 a.m. to 5:00 p.m. or emailing: childcarepolicy@jfs.ohio.gov
6. Any parent/guardian of a child enrolled in Head Start/Early Head Start may visit a center at any time during regular operating hours. A parent/guardian is encouraged and scheduled to volunteer on a regular basis. Upon entering a center, the parent/guardian must notify the site administrator of his/her presence.
7. Building inspection reports of centers (e.g., fire inspections, health inspections, or daycare licensing inspection) are available for review upon request. Additional information may be obtained from Ironton-Lawrence County CAO Head Start/Early Head Start or from the Office of Equal Opportunity, USDA, Washington, D.C. 20250.

8. The Head Start/Early Head Start staff recognizes and adheres to the fact that it is unlawful to discriminate in the enrollment of children upon the basis of race, religion, sex, national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.
9. If all local school districts in Lawrence County, Ohio are closed due to inclement weather or other emergencies, Head Start centers will also be closed. Local school districts are defined to include Ironton City Schools, Fairland Local School District, Chesapeake Exempted Union Village School District, South Point Local School District, Dawson-Bryant Local School District, Rock Hill Local School District, and Symmes Valley Local School District. Sites that are housed within a school district will follow the district schedule regarding delays.
10. Staff will notify families in the event of an early dismissal or closings due to weather or other events.
11. All Head Start/Early Head Start staff, by Ohio law, are mandated reporters if they have any reason to suspect child abuse or neglect. Parents should be aware that this law applies to all community agencies and professionals.
12. The Head Start/Early Head Start Program is available to all eligible residents of Lawrence County, Ohio.

Confidentiality

The LCECA maintains confidentiality of child, family and staff records in accordance with grantee and state requirements. Written parental consent is obtained before records can be released to another agency. The parental consent form includes an expiration date. Access to records of all children, families, and staff is controlled through a locked filing system at each site. Child and Family electronic data housed in Child Plus.net is password protected. Only authorized personnel have access to these records. Any staff violating the procedures outlined by the Head Start/Early Head Start program or who otherwise endangers the confidentiality of information will be subject to disciplinary action, including suspension or dismissal.

Holiday/Celebration Policy

Holiday celebrations can be wonderful opportunities for children to learn about the traditions and values that are cherished parts of people's lives. However, many early childhood professionals often wonder which holidays to celebrate and how to respect the cultural diversity reflected by all children.

Lawrence County Early Childhood Academy follows the belief of the National Association for the Education of Young Children concerning holiday celebrations. LCECA believes that decisions about what holidays to celebrate are best made together by teachers, parents, and children. **In an effort to reduce childhood obesity and to accommodate allergies, no outside materials including candy and food will be accepted.**

The important thing for all to remember is that when planning holiday activities, the rules of good practice continue to apply.

- 1) Are the activities meaningful to children?
- 2) Are their needs and interests being met?
- 3) Is the activity a valuable use of children's time?

The following measures will be implemented:

- 1) Parents will inform Site Administrator in WRITING if their child is not permitted to participate in a specific activity or celebrations due to religious, cultural, or personal preferences.
- 2) Teachers may ask the children to create their own holiday to help them learn the concepts that underlie such valued traditions.

All items needed for celebrations will be provided by the Lawrence County Early Childhood Academy.

Transportation Safety Policy

1. The center shall have written and signed permission from the parent or guardian before transporting a child to and/or from the center for routine trips, field trips or special outings.
2. If a child requires emergency transportation the parent or the emergency squad will be contacted, if permission has been granted by the parent or guardian on JFS 01234. If permission has been denied the family will be contacted to provide transportation.
3. Written permission for routine trips, special outings, or field trips shall include the following: child's name, the destination(s), if there are swimming/water activities, signature of parent or guardian, date on which the permission was signed, and date of the field trip or special outings.
4. A first aid kit shall be kept on each bus while transporting children to and from the center and on all field trips or special outings.
5. A person trained in CPR, First Aid, and Communicable Disease shall be available on the bus when transporting to and from the centers, field trips or special outings.
6. Each child on a field trip or special outing shall wear identification stating the name, address, and telephone number of the center in the event the child becomes lost.
7. An Emergency Transportation Authorization Form shall be available on the field trip or special outing for each child on the trip.
8. The Health Record of any child who has allergies or health conditions such that special procedures or precautions may be indicated during the course of the field trip or special outing, shall be available on the field trip or special outing.
9. While on the field trip or special outing, there shall be one adult assigned to each group of five children.
10. Child restraints shall be used when transporting children to and from the center, on field trips, and on special outings in accordance with state laws (ODOT).
11. Bus drivers will conduct daily pre-trip checks. Monthly emergency bus evacuation drills and weekly vehicle inspections are conducted. These records are maintained at each center for inspection.
12. An annual bus safety inspection is conducted by an Ohio State Highway Patrol Inspector representing the Ohio Department of Transportation.

13. All bus drivers and bus monitors receive annual Transportation Safety Training required by the Ohio Department of Job and Family Services and the Office of Head Start.

Services

The Lawrence County Early Childhood Academy provides comprehensive early childhood services to as many eligible families as possible. The Ironton-Lawrence County CAO Head Start and Early Head Start Programs have a variety of service options available. These service options are provided at various locations throughout the county. Please contact any center for information regarding the program options listed below.

Center-Based

This method of service delivery consists of 4 classroom sessions per week provided Monday through Thursday for preschool children age 3-5 years old (primarily 4 year olds preparing for kindergarten), or 5 days of classroom sessions per week provided Monday through Friday. Each classroom is scheduled for a minimum of 3.5 hours. Each family will receive a minimum of 2 home visits provided throughout the program year. Transportation is available at some sites.

Home-Based

Home based services provide Head Start and Early Head Start families with one 90 minute home visit per week and 2 group socialization experiences per month scheduled at times convenient to enrolled families. The home visits are designed to include all aspects of child development using the home as the primary learning environment. Head Start families receive 32 visits and Early Head Start families receive 48 visits per year. Parents take an active role in their child's learning. The home-based option serves pregnant women, infants, toddlers, and preschool children.

Child Care/Drop-in Child Care

Child Care is designed to provide extended services to those families that need child care while parents work or attend school/training. Services are provided to children ages 6 weeks to 6 years old, 5 days per week year round. Drop-in childcare is provided to children on a temporary, basis at designated centers. A 24 hour notice is required to ensure availability of space. Drop-in services cannot be used for more than 30 times per year due to Ohio Childcare regulations.

Shared Classrooms

The shared classrooms provide opportunities for typically developing children to share activities with children who have disabilities. Classrooms are staffed and operated with a combination of Head Start and Lawrence County Local School District employees. A variety of options are utilized to provide the least restrictive environment for children with disabilities.

Early Childhood Education (in collaboration with school districts)

State-funded Early Childhood Education Services are provided in Chesapeake, Dawson-Bryant, Ironton City, South Point and Symmes Valley school districts. This program option provides services to preschool children ages 4-5 years old (primarily 4 year olds preparing for kindergarten). Each family receives a minimum of 2 home visits provided throughout the program year. Families are required to provide their own transportation and payment is required according to a sliding fee scale.

Early Head Start Collaboration

Early Head Start provides comprehensive services to pregnant women, infants, toddlers (birth to three yrs.) and their families. Families can choose home based or center collaboration services, whichever best meets their needs. Families can transition from one option to another as needed, provided there is an opening.

The Center Child Care collaboration provides Early Head Start services to families in need of childcare, while enhancing the child care environment. Ongoing training and mentoring is provided to childcare center staff through hands-on activities. Families receive two home visits per year to update the progress of their child.

Early Childhood Lab Sites

Lawrence County Early Childhood Academy is a lab site for area high schools and colleges, providing training for the next generation of Early Childhood Professionals.

Admissions

Enrollment in the Lawrence County Early Childhood Academy programs begins with completion of the application process. This process requires verification of the following information: proof of income, guardianship/divorce/custodial forms (if applicable), Medicaid card/proof of insurance (if applicable), child's birth certificate, primary adult's Social Security number, and the family's food stamp case number and printout verifying the approval period (if applicable.)

Once enrollment records are completed a criteria points system is used to ensure that enrollment slots are filled without bias or preference. Information from the application process is used to complete the Enrollment Priorities Selection Criteria Form, which contains information related to the application but does not identify the applicant to the Selection Committee. The Selection Committee uses these forms to make specific program and site assignments.

A child is considered to be enrolled only after the Site Administrator confirms the availability of space and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to your child's center immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or a certified nurse practitioner is required to be submitted within 30 days of admission. This medical form must be updated every 13 months.

Pedestrian Safety Education

Pedestrian Safety Education is required for all parents and children. It will be provided to children who ride the Head Start Bus by the child's bus driver before the child is transported. The child's teacher will provide the training on the initial Home Visit if the child is transported by the parent.

Purpose and Goals

The purpose and goals of the Ironton-Lawrence County CAO Head Start/Early Head Start program are as follows:

1. To enrich the lives of participating children and their families by providing needed social services, educational opportunities for children and parents, classroom instruction for children which includes motor development, language and early literacy development, science, social studies, mathematics, computer literacy, cognitive development, personal-social development, health, nutrition, and safety;
2. To maintain a warm and loving environment which is designed to meet the physical, social, emotional, and intellectual needs of children;
3. To ensure each child's safety and protection while on the bus, playground and in the center;
4. To keep parents informed of their child's progress and program activities.

Children are provided special education and related services necessary to foster the growth of each child's potential development.

Early Head Start

Early Head Start serves pregnant women, infants, and toddlers age birth to three years, including those with special needs.

Goals of Early Head Start

The goals of the program are to promote:

- 1) Healthy prenatal outcomes for pregnant women;
- 2) Physical, cognitive, language, and social and emotional development of the infants and toddlers served;
- 3) Healthy family relationships;
- 4) Highly qualified and nurturing staff;
- 5) A seamless delivery system of community collaboration.



Expectant Families

Early Head Start staff serves as advocates and liaisons between expectant families and service providers. Home visits with expectant families focus on pregnancy and include:

- Educating expectant families and nursing parents about proper health and nutrition and about the effects of substance abuse on fetal development;
- Explaining how inadequate nutrition leads to the delivery of low birth weight babies and assisting families to access and enroll in agencies such as WIC;
- Encouraging expectant parents to keep all prenatal appointments and to attend all childbirth classes. Staff encourage the participation of fathers, while remaining sensitive to the cultural backgrounds of families;
- Working with the Health Services Advisory Committee to develop linkages in the community that assist those who are pregnant;
- Discussing with families the need to be prepared to provide information to healthcare providers about genetic, environmental, and other health risks;
- Helping expectant families identify family and cultural support networks that may provide support and assistance;
- Establishing a support group for new and expectant families;
- Working together with the teacher to meet the expectant family needs;
- Utilizing the expectant family eclectic curricula (including Partners for a Healthy Baby) for activities that encourage good healthy habits including exercise, proper nutrition, dental care, doctor appointments, positive self-esteem, education, and referrals;
- Identifying resources to meet day-to-day needs, such as maternity and baby clothing, baby furniture, diapers, formula and transportation.
- Assisting with access to comprehensive prenatal and postpartum care (including mental health interventions and follow-up including substance abuse prevention and treatment services as needed).
- Breastfeeding parents are provided with a private area at the Head Start sites to feed their infant.

Head Start/Early Head Start Policies

Child/Adult Ratios

We have chosen to adhere to the Head Start Program Performance Standards that are more stringent than the state of Ohio regulations to ensure high quality services. We maintain the following ratios to ensure a high quality program:

1. Infants - 1:4 (Maximum Group Size of 8)
2. Toddlers - 1:4 (Maximum Group Size of 8)
3. Preschoolers (predominately 3 year olds) - 1:9 (Maximum Group Size of 15-17)
4. Preschooler (4-5 year old) - 1:10 (Maximum Group Size of 17-20)
5. School Age - 1:15

Following are the ODJFS State required Child/Adult Ratios:

- | | |
|-------------------|--|
| 1. 1:5 or 2:12 | Infants (0-12 months) |
| 2. 2. 1:6 or 2:12 | Infants (12 months-18 months) |
| 3. 3. 1:7 | Toddlers (18 months-30 months) |
| 4. 4. 1:8 | Toddlers (30 months-36 months) |
| 5. 5. 1:12 | Preschoolers (3 years-4 years) |
| 6. 6. 1:14 | Preschoolers (4 years until eligible for kindergarten) |
| 7. 7. 1:18 | School-agers (eligible for school) |



The youngest child within a group determines staff/child ratio when there is a mixed-age grouping.

Arrival/Departure

All children transported to a center must be signed in. Once a child is signed in their assigned staff assume responsibility for their care. Upon departure each child must be signed out by an adult, age 18 or older, who is listed on the child's removal list. Any special messages, medications, special pickup notes, etc., are to be given to the teacher. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. At the time of pickup parents are asked to make contact with their child's supervising staff member to ensure that the staff is aware that the child has been picked up. Parents are responsible for the supervision of their child before and after sign-in. No child is permitted to be passed over the playground fence for pickup or drop off.

Only authorized persons (18 years or older) on the removal list are permitted to sign out a child. Identification will be required if staff are not familiar with the authorized person picking up the child.

Custody Agreements

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child.

Release of Child

For the protection of the children, every parent/guardian is required to complete and sign a release form giving the names and relationships to the child of any person (s) authorized to remove the child from the center. In some cases, the parent's authorized representative will be asked to show a valid picture ID. No child will be released, even in case of emergency or late pick up, unless the person's name is listed on the removal list. When an adult's judgment seems to be impaired by drugs and alcohol and there is concern that release to this adult could compromise this child's safety, every effort must be made to dissuade the adult from taking the child.

Attendance Policy

Head Start/Early Head Start is required to ensure that monthly average daily attendance in center-based classrooms does not fall below 85 percent. We encourage and support families in maintaining regular attendance.

Parents are required to contact the center to explain the reason for their child's absence. If the parent/guardian fails to contact the center, the Family Advocate will call or visit the family within 2 days. Every attempt will be made by the program to offer an alternative program option to the family, such as home-based services, prior to withdrawing the child from the program. The program will contact the family of any children who are scheduled to arrive from another program or activity who do not arrive as scheduled.

Refusal to Comply with Program Policy

Families will be given the opportunity to transition their child to an option that better meets their needs. Reasons children might be considered for a different program option include: 1) When the program does not meet the child's individual needs; 2) The child misses two consecutive weeks or eight consecutive school days for unexcused absences in the center-based program option; 3) A home-based family misses two consecutive home visits or three home visits in a month that are unexcused; or 4) The child's family fails to comply with any agency policy.

In circumstances where chronic absenteeism persists and it does not seem feasible to include the child in either the same or a different program option, the child's slot must be considered an enrollment vacancy (Performance Standard, 1305.8 (c)).

Up-to-Date Information

All children's information must be kept up-to-date. This is important to ensure timely communication in case of emergency. Staff is responsible for maintaining current addresses, telephone numbers and emergency contacts and removal information at all times. Please notify your child's Teacher or Family Advocate immediately of any changes.

Smoke-Free Policy

Ironton-Lawrence County CAO Head Start/Early Head Start has a Smoke-Free Environment policy posted at all centers. The purpose is to eliminate tobacco exposure to children, staff, and parents. Support for smoking cessation will be provided to all parents and staff who want to stop smoking.

Community Complaint Policy and Procedure

Parents or employees who need assistance in resolving problems are encouraged to speak with the Site Administrator to attempt to resolve the concern. Any parent or party who might have a complaint can access a copy of the Community Complaint Policy and Procedures located at the Head Start Administrative Office.

Excerpt from ILCAO Open Door Policy

ILCAO is committed to promoting and practicing an "open door" attitude among all employees to discuss differences in opinions and/or problems that may arise. Employees should raise any questions, concerns, or problems related to their employment with their supervisor, who will work with the employee to resolve his or her concerns informally.

Observed Holidays

Head Start/Early Head Start programs (**including child care**) observe the following holidays: New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day and the day after, and Christmas Day. Please contact your child's Head Start site for more information.

Make-up Days

Notification will be given to families prior to make-up days.

Child Guidance Policy

1. The following strategies shall be used to guide children toward cooperative and responsible behavior:
 - a) Structuring the environment for safety, cooperation and learning;
 - b) Involving children in choices and consequences;
 - c) Distraction/Redirection;
 - d) Ignoring inappropriate behavior when a child is not hurting themselves or others and noticing positive behavior.
2. When selecting a strategy, staff will consider the child's age, developmental level, temperament and personality, and any other factors which may influence his/her behavior.
3. Only the staff person in charge of a child will be responsible for guiding his/her behavior.
4. Child guidance strategies will never include the withholding of food, rest, or toilet use.
5. No child will be disciplined for failure to eat, rest, or use the toilet.
6. Caregivers will not use threats, yelling, overreaction, name-calling, accusations, comparisons, profane language, derogatory remarks, or any other verbal abuse.
7. Child guidance techniques will never shame, humiliate, or frighten a child.
8. Caregivers will not use cruel, harsh, or unusual punishments such as, but not limited to, hitting, pinching, shaking, biting, or spanking.
9. No physical restraints will be used to confine a child. No child will be placed in a locked room or confined in an enclosed area such as a closet, box, or similar cubicle.
10. Caregivers will not use withdrawal of privileges that do not have a clear relationship to the inappropriate behavior as a method of discipline.
11. These guidance policies will apply to all staff, volunteers, parents, and all other persons on the premises.
12. All staff will receive training and a copy of the Lawrence County Early Childhood Academy's *Child Guidance Policy* and the *Challenging Behavior/Suspension and Expulsion Policy* upon employment.
13. All parents will receive a copy of the Lawrence County Early Childhood Academy's *Challenging Behavior/Suspension and Expulsion Policy* upon enrollment along with resources for families to support their child's social and emotional growth and development.
14. Violation of this policy could result in staff suspension or dismissal from the program.

*****ALL FORMS OF PHYSICAL PUNISHMENT ARE PROHIBITED*****

Challenging Behavior/Suspension and Expulsion

We believe children are best served in programs that support their individual needs and maximize their learning. Children who acquire appropriate social skills have a better chance at success as they continue their education. Aggressive and inappropriate classroom behavior will require parent/guardian involvement and support. Guidance and modeling of appropriate, acceptable and pro-social behaviors will be implemented throughout the day in all settings and transitions. Parents/Guardians will receive copies of age-appropriate classroom rules and activities to practice positive pro-social behaviors at home.

When a child exhibits persistent, serious, escalating, challenging behaviors, we will explore all possible steps that can be taken and resources that are available to facilitate the child's continued safe participation in the program. All challenging behaviors will be documented to keep families informed AND to serve as a system to analyze the function of the behaviors. At any time a parent/guardian may seek the services of a Behavioral Health Professional or request a referral to CAO Behavioral Health on behalf of their child.

If a child has an Individualized Family Service Plan (IFSP) or Individualized Education Plan (IEP) the Lawrence County Early Childhood Academy will consult with the issuing agency of the IFSP or IEP to ensure the child receives the needed supports and services.

If the child does not have an IFSP or IEP, the Lawrence County Early Childhood Academy will collaborate, with parental consent, with the local agency responsible for implementing IDEA to determine the child's eligibility for services or the mental health service provider of the family's choice (when applicable.)

If, after all possible steps have been explored and documented, the Lawrence County Early Childhood Academy in consultation with the child's Parents/Guardians, the child's Teacher, LCECA Management Staff, the Mental Health Consultant, and the agency responsible for implementing IDEA (if applicable), will determine if the child's continued

enrollment presents a continued serious safety threat for the child or other enrolled children and if a classroom placement is the most appropriate for the child. If the classroom is not the most appropriate placement the Lawrence County Early Childhood Academy will work with the child's Parents/Guardians to facilitate the transition of the child to a more appropriate placement.

Head Start Program Performance Standards, 2016 - §1302.17 (b) (3)

RESOURCES FOR PARENTS AND FAMILIES

Child Learning, Social-Emotional and Behavioral Development:

- ❖ Family Learning Activities and Games - <https://eclkc.ohs.acf.hhs.gov/parenting/article/fun-learningparents-children-activities-handbook>
- ❖ My Parents My Teachers - <https://eclkc.ohs.acf.hhs.gov/video/my-parents-my-teachers>
- ❖ Fostering Children's Social and Emotional Foundations for Early Learning - <http://csefel.vanderbilt.edu/resources/family.html>
- ❖ Backpack Connection Series for Teachers and Caregivers - <http://challengingbehavior.fmhi.usf.edu/do/resources/backpack.html>
- ❖ Parenting Essentials - <http://www.cdc.gov/parents/essentials>
- ❖ Zero to Three - <https://www.zerotothree.org/>
- ❖ Pyramid Model Consortium Resources for Families - <https://challengingbehavior.cbcs.usf.edu/resources/index.html>

Developmental and Behavioral Milestones, Monitoring, and Screening:

- ❖ Milestones Moments - http://www.cdc.gov/ncbddd/actearly/pdf/parents_pdfs/milestonemomentseng508.pdf
- ❖ Milestones of Your Child's Development - <https://www.cdc.gov/ncbddd/actearly/milestones/>
- ❖ Where to go if You're Concerned - <http://www.cdc.gov/ncbddd/actearly/concerned.html>
- ❖ Center for Parent Information and Resources - <http://www.parentcenterhub.org/>
- ❖ Zero to Three - <https://www.zerotothree.org>
- ❖ Ohio Department of Education Early Learning Family Resources - <https://education.ohio.gov/Topics/Early-Learning/Early-Learning-Family-Resources>
- ❖ Ohio Department of Education Your Child's Development Birth-5 - <https://education.ohio.gov/Topics/Early-Learning/Early-Learning-Family-Resources/Your-Child%e2%80%99s-Development-Birth-to-Age-5>
- ❖ Ohio Department of Education Evaluation Roadmap - <https://education.ohio.gov/getattachment/Topics/Special-Education/Families-of-Students-with-Disabilities/Sections/Section-1/Evaluation-Roadmap.pdf.aspx?lang=en-US>
- ❖ Ohio Early Intervention - <https://ohioearlyintervention.org/families>

Identifying a High-Quality Early Learning Program:

- ❖ Child Care Aware - <http://www.childcareaware.org>
- ❖ Early Childhood Ohio/Step Up to Quality - <https://jfs.ohio.gov/cdc/stepUpQuality.stm>

- ❖ Ohio Early Intervention - <https://ohioearlyintervention.org/families>
- ❖ Zero to Three - <https://www.zerotothree.org>
- ❖ How to Recognize High Quality Learning (Video from Ohio Department of Education) - <https://www.youtube.com/watch?v=xd7qaL1Wcxo>

Emergency Procedure for Incident, Injury, or Illness

A serious incident, injury, or illness includes any situation occurring while a child is in the care of the center that requires emergency medical treatment, professional consultation, or transportation for emergency treatment.

1. In the event of an emergency, serious incident, injury, or illness, an adult will remain on the scene and give help until emergency services arrive.
2. A designated staff person shall be contacted to take charge in the event of an emergency.
3. No severely injured/ill person shall be moved unless it is absolutely necessary for their safety. If it is necessary to move an injured person, his/her back and neck must be supported in a straight position. If pulling is necessary, pull on the long axis of the body, not sideways.
4. A responsible authority shall notify the parents of the emergency and a course of action shall be agreed upon.
5. If the parents cannot be reached, the persons or health care providers listed on the emergency medical form shall be contacted. Transportation shall be arranged in an emergency vehicle.
6. A responsible staff member will stay with the child until the parent arrives.
7. The Site Administrator shall be notified as soon as possible.
8. Staff members shall complete an Incident, Injury, or Illness form if the following occurs:
 - a. An illness, accident, or injury which requires first aid treatment;
 - b. A bump or blow to the head;
 - c. Emergency transportation is needed;
 - d. An unusual or unexpected event, which jeopardizes the safety of children or staff, such as a child leaving the center unattended.
9. Medical/Dental and General Emergency Plans shall be posted in each classroom and by each telephone.
10. In the event of a serious incident, injury, illness, or threat of violence, the Site Administrator will:
 - a) Call 911

- b) Contact the parent
- c) Complete an Incident/Injury Form to provide to the parent
- d) Contact ODJFS

Emergency transport authorization will be arranged in accordance with the parent's indication on JFS 01234 - Child Enrollment and Health Information for Child Care.

General Emergency Procedures

Our agency has developed extensive plans for emergency preparedness including lock down, shelter in place, evacuation and other protective measures.; Be assured that every possible step will be taken to protect your child and inform you of the situation. Each center has an Emergency Preparedness Guide available in the main office and in each of the classrooms. This guide references actions that are to be taken in case of any threat to the safety of children due to the environmental situation or threats of violence, natural disasters such as fire, tornado, flood, etc., and loss of power, heat, or water. The Emergency Preparedness Committee reviews and approves the guide annually. Changes are indicated on the back notation section of the guide.

In the event of a general emergency the center will be evacuated using the following procedure:

1. Staff will contact the proper authorities (Electric Company, Water Company, etc.)
2. Parents will be called for early dismissal and asked to pick up their child.
3. Children riding buses will be transported home.

If an evacuation of a center is necessary, the staff and children will report to the following locations per site:

1. LCECA - Chesapeake - Dollar Tree in the Chesapeake Plaza
2. LCECA - Dawson-Bryant - Superintendent's Office (old middle school)
3. LCECA - Deering - Parking lot at the far side of the school building
4. LCECA - Getaway - Field behind Superintendent's Office

5. LCECA - Hanging Rock - Hanging Rock Police Department
6. LCECA - Ironton - Moulton Field Shelter
7. LCECA - Proctorville - Field across from the center
8. LCECA - South Point - Grandview/Marathon Service Station
9. LCECA - Sybene - Senior Citizens Center
10. LCECA - Symmes Valley - Football Field

When an evacuation occurs, Administrative staff will contact you to coordinate pick up; for the safety of your child and family, please remain at home until further directed. You will be notified as soon as possible. Stay tuned to local media for details.

*** Attendance records will remain with the group at all times. Staff is required to conduct a face to name head count to insure all children are accounted for during this time. ***

*** All centers conduct two (2) emergency lockdown procedures per year in accordance with the Ironton Lawrence County CAO Emergency Preparedness Guide. Copies of this plan are available upon request. ***

Early Childhood Development and Health Services

Developmentally Appropriate Practice

Many factors influence the quality of an early childhood program, including (but not limited to) the extent to which knowledge about how children develop and learn is applied in program practices. Developmentally appropriate programs

are based on what is known about how children develop and learn; such programs promote the development and enhance the learning of each individual child served.

Developmentally appropriate practices result from the process of professionals making decisions about the well-being and education of children based on at least three important kinds of information or knowledge:

1. *What is known about child development and learning*-knowledge of age-related human characteristics that permits general predictions within an age range about what activities, materials, interactions, or experiences will be safe, healthy, interesting, achievable, and also challenging to children;
2. *What is known about the strengths, interests, and needs of each individual child* in the group to be able to adapt for and be responsive to inevitable individual variation; and
3. *Knowledge of the social and cultural contexts in which children live* to ensure that learning experiences are meaningful, relevant, and respectful for the participating children and their families.

School Readiness Assessments

The Lawrence County Early Childhood Academy completes formal assessments through the collection and analysis of child outcome data based on the alignment of the Head Start Child Development and Early Learning Framework, State of Ohio Birth Through Pre-K Early Learning and Development Standards, the Early Learning Assessment Tool, and the assessment objectives stated in Teaching Strategies Gold. Teaching Strategies Gold is the tool utilized for ongoing assessment.

Reports are generated and assessment results are analyzed at the completion of each of the 4 checkpoint periods throughout the program year, occurring in November, February, May and August, to ensure progress in all areas of development. Teachers, parents, guardians, care givers, school district personnel, and stakeholders discuss the results of the analysis during various events including: home visits, school conferences, parent meetings, visits to centers, and school district leadership team meetings. Assessment data is reviewed by the Ohio Department of Education/Office of Early Learning and School Readiness via the Ohio Head Start Association.

Disability Services

Children with disabilities are provided services in the least restrictive environment and in collaboration with Lawrence County Developmental Disabilities. Children ages 0-3 yrs suspected of having a disability are referred to the local Part C Early Intervention Agency with parental permission for evaluations. The Individualized Family Service Plan (IFSP) guides the services for the child enrolled in Early Head Start. Children ages 3-5 yrs suspected of having a disability are referred to the Local Education Agency with parental permission for evaluations. The Individual Education Plan (IEP) team makes the decision as to the appropriate placement of the child and we provide care as indicated in the plan. Our program works in compliance with the American's with Disabilities Act (ADA) in regards to all services including administration of medication to children with disabilities and administering care to children with disabilities.

Step Up to Quality

Ohio's Quality Rating System

Step Up to Quality is a Five-Star Quality Rating System that recognizes and promotes early care and education programs that meet quality benchmarks over and above minimum health and safety licensing standards. The steps are based on

national research identifying the key benchmarks that lead to improved outcomes for children. These benchmarks include low child-to-staff ratios, group size, accreditation, staff education, specialized training, improved workplace characteristics and early learning standards. As part of the Step Up To Quality process each child receives screenings and assessments according to the rules outlined in ODJFS 5101:2-17. The collected data is utilized for ongoing program improvement.

All Lawrence County Early Childhood Academy sites are Step Up To Quality 5 Star Rated. See sites listed below:

- ***** LCECA - Chesapeake**
- ***** LCECA - Dawson Bryant**
- ***** LCECA - Hanging Rock**
- ***** LCECA - Getaway**
- ***** LCECA - Ironton**
- ***** LCECA - Proctorville**
- ***** LCECA - Sybene**
- ***** LCECA - Symmes Valley**



Daily Routines/Sample Daily Schedules

Daily Routines

The daily routine is a balance of quiet and active play. Children are given the opportunity to participate in various individual and group activities. Interactions and activities are designed to develop children's self-esteem and positive feelings toward learning.

Children may select the activity in which they want to participate from a variety of learning areas that the teacher prepares. These learning areas may include, but are not limited to: dramatic play, blocks, science, math, games and puzzles, books, recordings, art, music, library, writing, and computers.

Children are provided many opportunities to develop social skills such as cooperating, helping, negotiating and talking with the person involved to solve interpersonal problems.

Cots are available to children for use during resting and nap periods, according to the individual needs of each child.



Sample Daily Schedule

Infant Child Care

6:30 am-6:00 pm

- Good Morning (floor time, tummy time)
- Breakfast/Lunch/Snack (infants fed on their individual time schedule)
- Oral Health Practices
- Rest Time on their individual time schedule
- Free Play/ Outside Play
- Physical Health Practices (Hand washing)
- Motor Activities
- Language Activities
- Pre-Literacy Activities
- Cognitive Activities
- Music & Movement
- Social-Emotional Activities
- Infant Art Activities



Infant schedule is individualized based on the needs of the infant. Nurturing, responsive care determines the infant schedule/routine. The trained caregivers follow the lead of the infants' cues.

***The program's policy is to check diapers every 2 hours, unless otherwise indicated on JFS 01234 - Child Enrollment and Health Information for Child Care. Diapers are changed by the child's primary and secondary caregiver throughout the day as needed. ***

***Bottles and drinks are given as indicated by the infants' needs. ***

Sample Daily Schedule

Toddler Child Care

6:30am-6:00pm

- Arrival
- Health Check
- Free Play
- Wash Hands
- Breakfast/Lunch/Snack
- Brush Teeth (after each meal)
- Outside Play (weather permitting)
- Large Muscle Play
- Fine Motor Activities
- Planned Activity for Toddlers (if they choose to participate)
- Stories/Language & Pre-Literacy Activities
- Music & Movement
- Social-Emotional Activities
- Cognitive Activities
- Self-Help Activities
- Toddler Art Activities
- Rest Time
- Free Play/ Prepare for snack
- Transition Activities
- Prepare for Departure



Diapers are changed by the child's primary and secondary caregiver throughout the day as needed.

Potty learning begins on an individual basis as the toddler indicates maturation and readiness.

Sample Daily Schedule

Preschool Childcare

- 6:30 am - 8:30 am Arrival/Free Choice
- 8:30 am - 9:00 am Wash Hands/Breakfast
- 9:00 am - 9:30 am Outdoor/Gym/Physical Activity
- 9:30 am - 10:00 am Circle Time
- 10:00 am - 11:00 am Centers/Free Choice
- 11:00 am - 11:30 am Planned Activity
- 11:30 am - 12:15 pm Wash hands/Eat Lunch
- 12:15 pm - 12:30 pm Toileting/Prepare for Rest Time
- 12:30 pm - 2:00pm Rest Time
- 2:00 pm - 2:30 pm Free Choice
- 2:30 pm - 3:00 pm Hand washing/Snack
- 3:00 pm - 4:00 pm Outdoor/Gym/Physical Activity
- 4:00 pm - 4:30 pm Planned Activity
- 4:30 pm - 6:00 pm Free Choice/Departure



Sample Daily Schedule

Head Start, Early Childhood Education, Center-Based

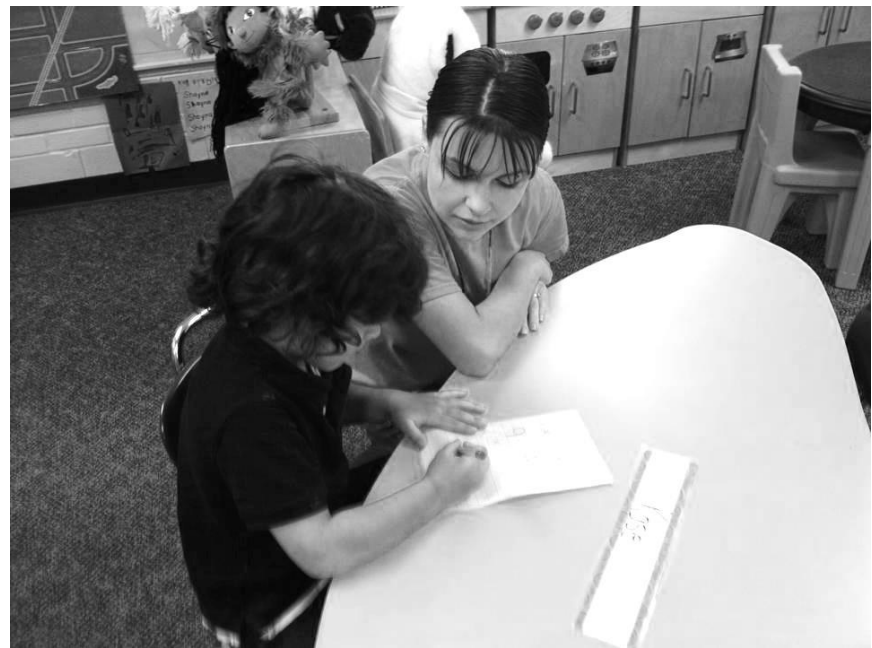
8:30am-12:00pm

- Arrival/Use Library Center materials while waiting for group time to begin
- Circle Time/Whole Group Gathering (daily message, review topic being studied, introduction of new vocabulary words, overview of the day)
- Hand washing
- Breakfast/Lunch
- Tooth brushing
- Activity Time in literacy-enriched play settings, small group time where teacher works on activities suited to individual children's needs
- Shared storybook reading with discussion
- Outside Play (weather permitting)/Gross Motor Play
- Music/Poems/Movement
- Storybook Reading in small groups
- Math-related activities, Science & Social Studies activities, Fine/Gross Motor activities, Social-Emotional activities, Creative Art activities, Self-Help activities, Computer Literacy activities
- Review of the day, predictions for tomorrow's activities, preparation for going home
- Free Play

Home-Based Socialization

10:00am-12:00pm

- Arrival/Sign-In
- Circle Time/Calendar/Story
- Learning Labs/Small Group
- Handwashing
- Snack/Lunch
- Tooth-brushing
- Outdoor Play
- Recall/Departure



Health Requirements

Physical Examination

Prior to enrollment in Head Start/Early Head Start all children should have a complete physical examination. The examination includes height, weight, hearing and vision screening, hemoglobin or hematocrit (12months or older), immunizations, lead test, and sickle cell test (if applicable). Infants enrolled in Early Head Start are required to have well-baby checks in accordance to the *EPSDT guidelines. The Early Head Start program must have documentation of well-baby checks (health maintenance visits). Early Head Start requires enrolled pregnant moms to have a dental and medical examination on a schedule deemed appropriate by the attending healthcare providers as early in the pregnancy as possible and documentation of ongoing prenatal care.

Dental Examination

A dental examination is required annually on all Head Start children age three and older and prenatal moms enrolled in Early Head Start. Staff will observe infants and toddlers birth to three-years and review oral health screening results on child health assessments for normal growth and development. If concerns are identified, staff will discuss these concerns with the parent and assist the family by referring them to the appropriate health care provider. If there are no concerns, a referral to the dentist will be made at the age of 30 months as a part of the child's transition to preschool.

Immunization Requirements

Lawrence County Early Childhood Academy will follow the immunization guidelines recommended by Ohio Department of Health, Centers for Disease Control and Prevention, and the Ohio Statute 3313.671. Every child must have received or be in the process of receiving the age appropriate immunizations listed below before attending any center. Children who are participating in a catch-up schedule must have documentation from a health care provider in order to attend. All children must maintain an up to date schedule of immunizations while enrolled in our program.

Immunization requirements may be waived upon request for exemption by the parent for medical or religious reasons. Prior to the child attending, parents must complete a waiver detailing the circumstances for the request. The waiver from Ohio Department of Health will be utilized to document these cases. Staff may contact the Registered Nurse to obtain this waiver when needed. The signed waiver will be kept on file at the center and must be updated annually. During the course of an outbreak of any of the aforementioned vaccine preventable diseases, the child is subject to exclusion from the center for the duration of the outbreak. During this time the family will be offered home based services.



Immunization Requirements cont.

DPT

Dose 1 2 Months	Dose 2 4 Months	Dose 3 6 Month	Dose 4 15-18 Months
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Polio (IPV)

Dose 1 2 Months	Dose 2 4 Months	Dose 3 6-18 Months
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MMR

Dose 1 12-15 Months

Hep A

Dose 1 12-24 Months

PCV

Dose 1 2 Months	Dose 2 4 Months	Dose 3 6 Months	Dose 4 12-18 Months
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Rotavirus

Dose 1 2 Months	Dose 2 4 Months	Dose 3 6 Months
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Hep B

Dose 1 Birth	Dose 2 2 Months	Dose 3 6-18 Months
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Hib

Dose 1* 2 Months	Dose 2 4 Months	Dose 3** 6 Months	Dose 4 12-45 Months
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* If first dose is given on or after 15 months child will only require 1 dose

**Depending on type of vaccine given 3rd dose may be administered at 12 months and be the last dose in the series

Varicella

Dose 1 12-15 Months

Influenza

Yearly

This Immunization Guideline was written in compliance with Ohio Department of Health and the Centers for Disease Control and Prevention Guidelines.

Policy Concerning the Management of Illness

Appendix B to JFS Rule 5101:2-12-16

Caring for Sick Children A child is considered to be sick when demonstrating any of the following symptoms:

- Temperature of at least one hundred and one degrees Fahrenheit (one hundred degrees Fahrenheit if taken axillary) when in combination with any other sign or symptom of illness.
- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a twenty-four hour period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and /or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

When caring for sick children, the center shall:

- Sanitize the thermometer after each use.
- Isolate the sick child away from other children in another room or portion of a room, but within sight and hearing at all times.
- Provide the sick child with a cot or mat or the sick infant with a crib, and make comfortable.
- Notify the child's parent(s) immediately to arrange discharge and if the child's condition worsens during isolation. If parent or guardian cannot be reached, the child will be isolated in an area not being used by children to prevent

spreading germs. The child will be made comfortable and cots will be available. The child will never be left alone or unsupervised, will be within sight and hearing distance of a staff member at all times, and watched for conditions to worsen until:

- a) Responsible party, as stated on the Child Enrollment and Health Information form, is contacted and the child is released in their care.
- b) If necessary, emergency medical treatment will be obtained as stated on the Child Enrollment and Health Information form.

Children and employees will follow the criteria for exclusion and re-admittance recommendations of the ODH "Communicable Disease Chart".

The family advocate or teacher will notify parents if the child is suspected of being exposed to a communicable disease.

The ODH "Communicable Disease Chart" is posted at each center readily available to center staff and parents.

Employees who have probable signs of communicable disease or cannot perform their duties due to illness will not remain at the center.

Employees will be trained by a Registered Nurse in prevention, recognition, and management of communicable diseases and standard precautions.

Medication Administration

All children are given an equal opportunity to be included in the program. The program realizes that some children require medication or topical products during their attendance at the center. LCECA will administer medication in cases where we have written consent from the parent and the physician, and that our staff has been trained in each specific case. If possible, all medications should be given at home. Parents are encouraged to come to the center to administer

medication to their child as needed. Topical products will be administered in cases where the center has written permission from the parent and the product is used in compliance with written instructions provided by the product manufacturer.

A parent/guardian or a person on the removal list may come to school to administer medication to their child provided the following steps are taken:

- a) The parent/guardian or person on the removal list must have ID available.
 - b) The parent/guardian or person on the removal list will sign the child out of the classroom.
 - c) The parent/guardian or person on the removal list will sign the child back into the classroom.
- All personnel must be informed that the administration of any drug without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.
 - Any child that is receiving medication, medical foods, or is on a modified diet must also have a Child Medical/Physical Care Plan completed on Form JFS 01236. This plan will be updated annually or as changes occur.
 - Form JFS 01217 must be completed by a physician for every child in need of a modified diet. Form JFS 01217 must be updated annually and as necessary FOR ANY CHANGE in the modified diet.
 - The enrollee's parent or guardian must agree to notify the program of any changes such as change of physician, change of medicine, changes in diet, etc.

Head Lice Policy

The Lawrence County Early Childhood Academy will follow guidance from Ohio Department of Jobs and Family Service's Communicable Disease Chart pertaining to head Lice. When it is identified a child may have head lice, the child will not be allowed to stay at school. The child will not be isolated from the group, but activity that involves head to head contact with other children will be avoided until the child is picked up.

The following guidelines will be followed:

1. Staff will engage, empathize and educate the family.

Engage: Families will be contacted quickly. Confidentiality will be maintained at all times. When notifying a family member, find a way to have a personal, private conversation.

Empathize: It is important to empathize with a family's reaction and listen to any of their concerns. There are many stigmas associated with head lice. Listen respectfully.

Educate: Educate families about program requirements including what to do. Make sure handouts and other printed material are in the language and reading level appropriate for the families. Provide information about treating the home environment for head lice.

2. Staff will encourage families to talk with the child's pediatrician for diagnosis and recommended treatments based on a child's age and weight and what chemicals work best.
3. The child will be excluded from attending the center until after the first treatment with an effective solution.
4. A staff person trained in communicable disease will check the child's hair.
5. Staff will make arrangements to check the child's hair at the child's home or in a private setting at the center.
6. If there are no live lice, the child may remain at the center.
7. To assist with managing head lice, cleaning, sanitizing and disinfecting policies and procedures will be followed, and Parents/Guardians will be notified if there is an outbreak of head lice.

Outdoor Play Policy

Outdoor play is incorporated into our daily schedule to support the growth and development of each child. Children will be taken outside when weather permits in accordance with ODJFS rule 5101:2-12-17. We provide outdoor play in suitable weather for any infant over twelve months of age, toddler, preschool, and school-age child in attendance four or more consecutive daylight hours. Suitable weather is at a minimum of twenty-five to ninety degrees Fahrenheit, (taking into account humidity, ozone levels, pollen count, lightning, wind chill, heat index, high winds, rain, or ice). Shaded areas are available for children's outdoor play. Please send your child with the appropriate clothing for outdoor play, as well as sunscreen. Indoor gross motor play such as, climbing, jumping, running, riding wheel toys, yoga, other physical fitness or music and movement on days when outdoor play is not provided. A daily health and safety check is completed prior to using outdoor play environments each day. If any safety concerns are identified they are addressed prior to utilizing the space.

Nutrition

Head Start/Early Head Start encourages good eating habits. Balanced meals are provided and offer a variety of food choices. Nutrition activities are integrated into the daily curriculum. Parents are provided nutrition education and invited to be a member of the meal-planning committee. Healthy and well-balanced meals and snacks are provided based upon the length of time the child attends the center.

Each child in a part-day center-based setting receives meals and snacks that provide at least 1/3 of the child's daily nutritional needs. Each child in a center-based setting full-day program receives meals and snacks that provide 1/2 to 2/3 of the child's daily nutritional needs, depending on the length of the program day. All children in a morning center-based center are served a nourishing breakfast. Supplemental food is maintained on-site at each center and no child goes more than four hours without at least a snack or meal.

All meals are served family-style. Children are encouraged to use eating utensils, pour from pitchers, and clean-up their own place setting. Staff sit with children and eat the same menu. Each parent will be provided access to a copy of the menu and a copy will also be posted in the classroom. Cultural preferences, special dietary requirements for each child with nutrition related health problems will be addressed including food supplements and modified diets. In instances where a medical, cultural or other determination necessitates a modified menu parenting education will be provided regarding nutritional requirements. Sufficient food must be provided for the day in these instances at the time the

child is signed in for services. Nutrition activities are incorporated in to classroom and home visits. Nutrition workshops will be planned throughout the program year for parents. To promote healthy eating choices in compliance with CACFP guidelines, our program does not allow outside food items to be brought in.

Important Health Practices

HANDWASHING remains the single most effective measure to prevent the spread of disease. Therefore, all children, staff and volunteers must practice thorough hand washing upon entering the building, after toileting and wiping noses, before and after diapering, and before handling or eating food. Adults model appropriate hygiene practices. Parents can encourage children to practice good hygiene habits at home. Singing songs while washing hands or brushing teeth, such as: "This is the way we wash our hands, wash our hands, wash our hands...This is the way we wash our hands before lunch time" is a fun way to encourage food health habits with children.

DISINFECTION of articles and surfaces touched by contaminated objects should be done by using $\frac{1}{4}$ cup of household bleach in one gallon of cool water. All soiled surfaces should be cleaned with soap and water before disinfecting. Tables are washed and disinfected prior to and after mealtime and messy activities. Washable toys and other contaminated objects are cleaned daily by immersing items in the bleach solution, rinsing and drying thoroughly. Infant and toddler caregivers are very careful to place soiled or dropped mouthing toys in a container until they are able to properly sanitize them.

CACFP Nondiscrimination Statement/Posters

All sponsors need to make sure the following statement is included in their parent handbook if the text refers to the Child and Adult Care Food Program (CACFP), any other Child Nutrition Program or USDA by name or if information is included regarding any of the meals/snacks for which reimbursement is received. This statement is to be also included in full, on all materials that contain the aforementioned program names or meal references and are produced for public information, public education, or public distribution.

FULL STATEMENT:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer> and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Safety Policy

1. Children are to be supervised by a trained adult at all times. No child shall be left alone at any time in the center, on the playground, or on the bus.
2. A staff member shall assist the bus driver while transitioning children between the center and the bus upon arrival and departure.
3. Classroom attendance will be recorded upon arrival and departure of each child. Bus attendance will be recorded as children are picked up and/or dropped off.

4. Attendance records will remain with the group at all times throughout the day including bus transportation, outdoor play and emergency evacuations. There will be alternative means of recording attendance for classrooms without bathrooms.
5. A working telephone shall be located in an easily accessible area at each center.
6. A designated person at each center shall be responsible for and supervise a fire drill each month. A record of fire drills shall be maintained at each center.
7. Classroom and playground checks are conducted at least monthly and a record of these checks is maintained at each center.
8. A Fire Emergency and Weather Alert Plan shall be posted in each classroom.
9. A Medical, Dental, and General Emergency Plan is posted in every classroom and by every phone at each center.
10. All bus drivers and a minimum of two staff members in each center shall be trained in First Aid.
11. A Transportation and Field Trip Safety Plan is located in each classroom available to parents.
12. The use of aerosol sprays is prohibited while children are in attendance at the centers or on the bus.
13. All center staff members are required by law to immediately notify the local public Children Services Agency when the staff member suspects that a child has been neglected and/or abused.
14. Upon employment, each staff member receives a copy of the orientation manual and parent handbook. They are required to review the program's policies and procedures, the Medical, Dental, General Emergency Plan, and Daycare Licensing Rules and Regulations.
15. Center safety policies are made available to parents and staff upon enrollment and located in each classroom.
16. A first aid kit shall be kept out of the reach of children and stored in a clearly marked storage space that is adult accessible.

Water Activities/Swimming

Our program does not participate in swimming or wading pool water activities, as defined in Child Care Center Rules 5101:2-12-24. Children may participate in Splash Day activities involving the use of a sprinkler with parent permission or play with water in sensory/water tables. The depth of the water in these tables will never reach eighteen inches.

Breastfeeding Policy and Supports

Lawrence County Early Childhood Academy supports the recommendations of the American Academy of Pediatrics that infants are exclusively breastfed for the first 6 months of life and breastfeeding until at least one year of age, with continuation of partial breastfeeding as long as mutually desired by the mother and the child.

Research has shown that breastfeeding:

- Protects infants against many childhood illnesses;
- Reduces the risk of SIDS;
- Provides lasting benefits to both mother and child;
- Contributes to positive maternal self-image;
- Promotes a child's early and secure attachment, which is central to subsequent development;
- Affects children's cognitive and social functioning, which significantly impacts school readiness and participation;
- Protects children at risk for adverse early experiences.

Early Head Start services are available to eligible expectant families, infants and toddlers. Through participation in Early Head Start, your teacher will share a variety of resources to assist families in breastfeeding their child.

In addition, if you have questions or concerns about breastfeeding, please see the Family Advocate at your site for breastfeeding resources.

All infants are fed on demand.

Breastmilk and Formula Policy

All centers serving infants:

- 1) Prepare and serve infant food in a manner appropriate to the developmental needs of the child.
- 2) Shall introduce new foods only after consultation with the parent and after the child has tried the new food at home.

- 3) Shall comply with written feeding instructions from the infant's parent, physician, physician's assistant, or certified nurse practitioner (CNP) which shall include the following:
 - (a) Type of food and/or formula/breast milk.
 - (b) Amount of food and/or formula/breast milk.
 - (c) Feeding times or frequency of feedings.
- 4) Require parents to update the written feeding instructions as needed.
- 5) Will not feed any foods, other than formula or breast milk, to infants under four months of age, unless there is written documentation on file from a physician, physician's assistant or CNP.
- 6) Will only warm bottles in a commercial bottle warmer or a container of water not hotter than one hundred twenty degrees. The container of water shall be kept out of reach of children and shall be emptied and cleaned each day. The bottle shall be shaken well, and the formula or breast milk temperature tested before feeding.
- 7) Will thaw frozen breast milk under cold running water or in the refrigerator.
- 8) Shall ensure that the unused portion of formula, breast milk or food remaining in a container from which the infant has been directly fed shall not be reheated or served again.
- 9) Shall do so according to the manufacturer's instructions or instructions from the infant's physician, physician's assistant or CNP if the provider prepares infant formula.
- 10) Will ensure that open containers of ready-to-feed and concentrated formula shall be covered, dated and refrigerated according to the manufacturer's instructions. Prepared formula and food shall be discarded or sent home daily if not used.
- 11) Will ensure parents label all bottles or prepared food with the infant's name and date of preparation. All formula shall be refrigerated immediately after preparation or upon arrival if the formula is prepared by the parent. All commercially prepared food shall be stored according to the manufacturer's instructions and not served after the expiration date.
- 12) Will ensure that if breast milk is provided by the parent, it shall be labeled with the infant's name, the date pumped, and the date the bottle was prepared. Centers shall follow the chart in appendix A to the rule for storing breast milk.



Family Engagement & Community Partnerships

Program Governance

(Shared Decision Making)
Performance Standards 1304.50

GET INVOLVED! BE A LEADER!

**JOIN YOUR CENTER PARENT COMMITTEE....
AND MAKE DECISIONS ABOUT YOUR CENTER.**

**SERVE ON POLICY COUNCIL
AND MAKE DECISIONS ABOUT THE PROGRAM.**

Ironton-Lawrence County CAO Governing Board

This board is another governing board of ILCAO Head Start which consists of members with a background in fiscal management/accounting, a background in early childhood education, a licensed attorney, a past/present Head Start parent whose background is reflective of the community served, and a community member with expertise in education, business administration or community affairs. None of the members are directly involved in the Head Start Program with their daily work. The ILCAO Head Start Policy Council members have various responsibilities for monitoring and approving aspects of the Head Start Program, i.e., fiscal, personnel. The Governing Board and the Policy Council do not have identical memberships and functions.

Family Engagement & Community Involvement

Head Start/Early Head Start offers parents opportunities and support for growth, so that they can identify their strengths, needs and interests, and find their own solutions. The objective of 45 CFR 1304.40 is to support parents as they identify and meet their own goals, nurture the development of their children in the context of their family and culture, and advocate for communities that are supportive of children and families of all cultures. The building of trusting, collaborative relationships between parents and staff allows them to share with and to learn from one another.

Family Partnership is LCECA's building blocks of networking, supporting and assisting children, families, and communities. As a parent sets goals, the Family Advocate will provide the support and resources to help the parent meet these goals by establishing a plan for achievement. The goals may include earning a GED, finding a job, marriage counseling, obtaining better housing or meeting an immediate need of obtaining food or clothing assistance. Family Services are designed to meet the needs of and provide assistance to all enrolled families. We welcome dual language families. We label materials in the classroom in the primary languages of the families and each classroom offers books in the languages of the families who are enrolled. All families are invited to participate in Ready Rosie, our research-based standards-aligned family curriculum. Ready Rosie has over 1,000 "Modeled Moments" in English and Spanish.

LCECA serves families within the context of the community, and recognizes that many other agencies and groups work with the same families. The objective of 45 CFR 1304.41 is to ensure that our program collaborates with partners in their communities, in order to provide the highest level of services to children and families, to foster the development of a continuum of family centered services, and to advocate for a community that shares responsibility for the healthy development of children and families of all cultures.

Male Involvement

All men involved in the lives of Ironton-Lawrence County CAO Head Start children have the opportunity to significantly influence the children's social development, health and emotional well being. Children guided by responsible male care giving have the opportunity to experience the unique male perspective. Our program celebrates and enhances the male parenting role by: 1) encouraging responsible fathering/male role modeling; 2) helping children and men relate and connect; 3) educating men about parenting; 4) and creating opportunities for individual and group male involvement and leadership.

Men in the program are encouraged to participate in all parent involvement activities including: the assessment/family partnership agreement, monthly parent committee meetings, socializations, home visits, parent/teacher conferences, family engagement activities and the end of the year celebration. Leadership opportunities are available and men are strongly encouraged to take a leadership role on Parent Committees, Policy Council, Curriculum Committee, Disaster Preparedness Committee, Family Engagement & Community Partnerships, and the Health Advisory Committee.

Parenting Curriculum

Lawrence County Early Childhood Academy has selected the birth to five parenting curriculum, Ready Rosie. It is a research-based curriculum focusing on development of child health, well-being, and academic success. Some of the topics addressed are: positive discipline strategies, healthy routines, language development, development, developmental milestones, fostering play and social emotional development. Parents will receive weekly videos through their home computer or mobile device and program staff will build on the topics through use of facilitator's guides and presentation slides in English and Spanish.

This approach empowers families and our staff to work together to promote school readiness. Our teachers and family advocates will use classroom data and curriculum to drive their family engagement efforts and communications with families. Ready Rosie provides parenting content at home and interactive workshops that allows families to practice

parenting skills in the privacy of their own home and/or with peers. Ready Rosie is aligned to the Head Start Early Learning Outcomes Framework and the Parent, Family, and Community Engagement Framework.

Home Visits/Parent-Teacher Conferences

Parents of children who attend center-based classrooms will receive two home visits and two parent-teacher conferences during the school year. Parents may request additional parent-teacher conferences and/or home visits if needed. Parents will be informed of their child's progress and encouraged to be active participants in their child's education. Family Advocates will also make home visits throughout the program year.

Most information is sent home in writing to the parent and followed up verbally. The most recent information for parents is posted on our website and Facebook pages, such as Children's Menus, Parent Training, Parent Meetings, Job Postings, etc.

Dates To Remember (subject to change):

- *Open House (August/September)
- *Parent Meetings/Family Engagement Activities (October, November, February, May)
- *Parent-Teacher Conferences (1st Conference - November/December, 2nd Conference - February/March/April)
- *Home Visits (1st Home Visit - Prior to 1st Day of Child's Attendance, 2nd Home Visit - April)
- *Staff In-Service Days (October 10th, December 23rd, February 20th, and May 26th)

Early Head Start (Prenatals and Birth to Three Year Olds) Socializations

Early Head Start Socializations will be held two times per month. Information on dates and times will be provided by your Teacher.

Head Start (3-5 year olds) Home-Based Socializations

Home-Based Socializations will be held two times per month. Information on dates and times will be provided by your Teacher.

Policy Council

1. What is Policy Council?

Answer. A shared decision-making body of the Head Start Program in accordance with the Federal Performance Standards. The Policy Council works in partnership with key management staff and the governing body to develop, review and approve or disapprove certain policies and procedures; serve as a link to the Parent Committee and the CAO Governing Board.

2. Who can serve as a Policy Council member?

Answer. Parents and legal guardians of children currently enrolled in Head Start, former Head Start parents and community representatives.

3. I have children enrolled at a Head Start center. How can I be elected?

Answer. Express your interest in the position to your child's teacher at your center. Ask parents to vote for you at the end of year celebration in May (this is when Policy Council election is held). If you receive the majority of votes, you are elected.

4. How long may I serve on the Policy Council?

Answer. Five (5) years total. You must be re-elected each year.

5. How often does the Policy Council meet?

Answer. One time per month. Special meetings may be called to address urgent business.

6. Will I receive training?

Answer. Absolutely! In addition to written material, the Family and Community Engagement Manager will conduct or arrange trainings to help you carry out your roles as a Policy Council member.

7. Will Head Start support my attendance?

Answer. You will receive a stipend that goes toward the cost of childcare and/or gas for transportation.

8. When will I receive the reimbursement?

Answer. The Family and Community Engagement Manager will submit documentation requesting a stipend for transportation and child care, associated with their participation in board and committee meetings. A check will be issued in your name and receive within 14 working days after documentation has been submitted.

9. Will I travel?

Answer. Yes, when opportunities are available. Opportunities will be available to attend each of our locations throughout the county as well as traveling to the Ohio Head Start Association meetings. Opportunities to attend National Head Start Association meetings may be available. Transportation, meals, and lodging expenses will be covered.

10. This sounds exciting - when does the work begin?

- You must attend Policy Council meetings.
- You must review and discuss information to make informed decisions.
- You must report to scheduled Parent Committee Meetings.
- You must actively participate by asking questions and making recommendations.
- You must be prepared to cast your vote.

11. Will my participation on the Policy Council open the door to other opportunities?

Answer. Your exposure to a variety of information, people and places and the opportunity to use your skills will open doors to many opportunities for personal and professional growth.

Lawrence County Early Childhood Academy Parent Training Program

Earn your GED



Computer Classes

Aid



Literacy & Reading

CPR & First



ARE YOU READY TO CONTINUE

YOUR EDUCATION?

We can assist you!

TURN YOUR VOLUNTEER WORK INTO A POSSIBLE CAREER

Volunteering/Parent Involvement

Parents are encouraged to share their many skills and talents. Volunteering also helps parents to increase their knowledge about the operation of the Head Start program.

Parents are encouraged to participate whenever possible in the activities at the center. Parents may wish to attend family engagement activities offered, field trips, class celebrations, special luncheons, or simply stop in to join the daily fun. Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations.

Volunteer Services in the Classroom

- Assist the teachers in the classroom with the supervision of the children;
- Assist the teachers with classroom and playground safety checks inside and outside the center;
- Assist the teacher with organizing and informing parents of all activities including attending parent committee meetings.
- Participate in program self-assessment or program review

Volunteer Services at Home

- Prepare materials for classroom activities and bulletin boards;
- Collect and donate magazines, newspapers, or coupons to add to the "parent bulletin board".
- Donate used catalogs, books, empty food containers, restaurant menus, etc. to your child's classroom

Volunteer Requirements

- Parents who volunteer on a regular basis must have a physical, TB skin test and criminal background check prior to volunteering. It is the volunteer's responsibility to get the physical, TB skin test, and three (3) references. Head Start will offer the criminal background check at no cost.
- The Federal government has set forth standards of conduct for staff, consultants and volunteers, as written in the Head Start Program Performance Standards, 1304.52 (h) (1). The agency adheres to these standards for its child development services:
 1. All volunteers will complete a Volunteer Training Packet and receive guidance from a staff member;
 2. All volunteers will abide by program confidentiality policies concerning information about children, families, and other staff members;
 3. No child will be left under the primary care of a volunteer;
 4. At no time is a volunteer to discipline a child. Any child's misbehavior is to be reported to the child's classroom teacher;
 5. All volunteers must behave in a professional manner while volunteering on Head Start premises or representing Head Start in a volunteer capacity;
 6. All volunteers must respect and promote the unique identity of each child and family regardless of gender, race, ethnicity, culture, religion, or disability;
 7. All volunteers must document their volunteer hours on the Head Start volunteer in-kind form.

Transition

Transition is an ongoing process, which may occur in many different stages during your child's course of learning. Our focus is on your child's transition from Early Head Start to Head Start and then to kindergarten. The process can ensure effective communication that provides opportunities for the family, the child, and the teacher to engage in conversation on behalf of the child. These opportunities help to celebrate the child's achievements as well as an opportunity to share any other information that will benefit the development of the child.

The three major Transition Objectives, which help support the transition process, are:

- To establish program continuity from pregnant women into Early Head Start. Developmentally appropriate curricula is provided for Early Head Start children transitioning to Head Start and Head Start children transitioning to kindergarten. Smooth transitions are accomplished by our history of inter-agency collaboration; and coordinating with the local education agencies. Together we promote continuity of services and effective transitions.
- To promote the continued involvement of Head Start parents in the education of their children.
- To provide education and training to parents preparing them to exercise their rights and responsibilities which will enable them to better participate in decisions about their child's education.

Family engagement plays a critical role in a child's success in school. With the continued parent/teacher partnership and transition support services, we can ensure successful transitions from home to Early Head Start and Head Start to kindergarten.

Transition Tips

Is your child starting pre-school or kindergarten this fall? During transitions, children often need a little extra time, attention and support from their parents. School transitions also signal a new stage of family life for everyone.

Children may feel.....

- Sadness of separation from parents;
- Anxiety about the unknown;
- Apprehension about getting lost, learning the rules, finding the bathrooms, wrong bus, etc.

Parents may feel.....

- Sadness about their child growing up and moving on to the next stage;
- Anxiety about whether the new school and/or teacher is the best for their child;
- Uncertainty about what their own role should be in the new setting and how the new school views parent involvement;
- Awareness that their child's growing up is linked to a new stage of life for parents too, and that family life will change.

Here are some events that each parent/guardian is encouraged to participate in to help their child with a smoother transition.....

- If the school has scheduled an open house, orientation, welcome day or other opportunity for parents and/or children to get acquainted with the school and teacher, be sure to attend;
- Take time to talk. Ask your child what he would like to know about the new school. Write down the questions and find out the answers;
- Take time to visit the school. Call ahead to get an appointment or get permission for you and your child to take a tour of the building. Practice the walk to school, or the walk to the bus stop (even at the end of your driveway).
- What is expected of him/her to know upon entering pre-school or kindergarten? Ask for a list of supplies that your child will need to have on his/her first day of school;
- Talk about what will happen during a typical day. Go through the schedule with your child;
- Let your child know it's normal to feel worried. Share childhood memories of times when you were worried about a new situation and it worked out okay.

Transition Within a Childcare Setting

All children transitioning from one age group to another will have a transition plan including parent input and signature(s). The transition plan will include a beginning transition date, goals/transition activities, and a schedule of transitional classroom visits, persons responsible, timelines, and current childcare fees.

Early Head Start Transitions

What Will Be Similar and Different in the Next Setting?

Consider the following questions during preparation for an upcoming transition:

Environment/Physical Space

- Will the next setting be a different room at a different location? How will my child react?
- Will materials and equipment be different or familiar to my child? How accessible will they be?
- What choices will my child be able to make?

Routines

- What will daily activities be like, and how will my child react to these experiences?
- How are the routines listed below handled?
 - (1) Feeding
 - (2) Napping
 - (3) Diapering/toileting
 - (4) Indoor/Outdoor activities

Staff

- Will my child be assigned a new primary teacher? If so, how will my child react?
- How do adults interact with the children, and when do they intervene?
- How do adults relate to each other? Are they friendly and respectful?

Social Interactions

- What opportunities will my child have to interact with other children?
- Will any of the children be familiar to my child?
- What is the family role?
- What are the opportunities for family interaction?

Other Comments and Observations

- What can be done now to begin preparing my child for this transition?
- What partnerships need to be formed to build continuity and ease the transition?

Childcare Information

Childcare Refusal of Services

The program will not refuse Head Start/Early Head Start to any eligible person. It is our mission and goal to ensure opportunities for all eligible children and families in a way that best meet their needs. Head Start/Early Head Start services can be provided in a number of different ways; the classroom may not be the most appropriate setting for all children. There can be a variety of reasons that alternative services may be recommended and some of these reasons are as follows:

1. Medical or behavioral issues that require continuous and ongoing care, treatment, or other attention that goes beyond staff expertise or knowledge.
2. Conditions that require additional staff or express to the program that jeopardizes or alters the mission and goals of the program.

Every attempt will be made by the program to offer alternative program options, such as home-based services, prior to denying or withdrawing a child from the program.

Childcare Absenteeism

1. All children are expected to attend the center on a regular basis or according to their approved schedule.
 - A. Ten absentee days per six-month period permitted for subsidized childcare clients.
 - B. Private pay fees are due regardless of attendance.
2. If child is going to be absent, the parent should contact the center as soon as possible with the following information:
 - A. Reason for illness
 - B. Date the child is expected to return

3. All absences must be documented. Only the following reasons will be considered excused absences:
 - A. Illness, communicable disease or injury
 - B. Hospitalization
 - C. Death in family
 - D. Temporary family situation
 - E. Severe weather conditions
4. The Childcare Site Administrator, Family Advocate, and Teacher will work closely with the family to provide support to ensure that the child attends the center on a regular basis.

*****Refer to the Attendance Policy regarding absenteeism*****

**Lawrence County Early Childhood Academy
Center Directory**

<p>Head Start Administrative Offices - Ironton and Early Head Start Home Based Services 1518 S. 3rd Street, Ironton, OH 45638 740-533-9077 Fax: 740-533-9477 Monday - Friday 8:00am - 4:30pm</p>	<p>LCECA - Ironton 305 N. Seventh Street Ironton, OH 45638 740-532-2905 Fax 740-532-0606 Monday-Friday 7:00am-6:00pm</p>
<p>Head Start Administrative Offices - Delta Lane 1722 County Road 60 South Point, OH 45680 740-377-4710 Fax: 740-377-4724 Monday - Friday 8:00am - 4:00 pm</p>	<p>LCECA - Hanging Rock 300 Main Street Hanging Rock, OH 45638 740-532-0178 Fax: 740-532-0184 Monday-Friday 6:30am - 6:00pm</p>
<p>LCECA - Chesapeake 11359 County Road 1 Chesapeake, OH 45619 740-867-4700 Fax: 740-867-1110 Monday-Friday 7:15am - 3:30pm</p>	<p>LCECA - Proctorville 384 Township Road 1053 Proctorville, OH 45669 740-886-0504 Fax: 740-886-0604 Monday-Friday 6:30am - 6:00pm</p>
<p>LCECA - Dawson Bryant 1 Hornet Lane Coal Grove, OH 45638 740-532-8258 Fax: 740-533-6013 Monday-Friday 8:00am - 4:30pm</p>	<p>Small Miracles 410 Scioto Avenue Ironton, OH 45638 740-533-0101 Monday-Friday 6:30am - 6:00pm</p>
<p>LCECA - Deering 4503 State Route 243 Ironton, OH 45638 740-532-6898 Extension 5500 Fax: 740-534-5582 Monday-Friday 8:00am - 4:30pm</p>	<p>LCECA - Sybene 8978 County Road 1 South Point, OH 45680 740-894-4100 Fax: 740-894-4689 Monday-Friday 7:30am - 4:00pm</p>
<p>LCECA - Getaway 11627 State Route 243 Chesapeake, OH 45619 740-867-3893 Fax: 740-867-4904 Monday-Friday 7:00am - 6:00pm</p>	<p>LCECA - Symmes Valley 14860 State Route 141 Willow Wood, OH 45696 740-643-2690 Fax: 740-643-2690 Monday-Friday 7:30am - 3:30pm</p>

Resources

AMBULANCE/EMERGENCY SERVICES - 911

APPALACHIAN FAMILY AND CHILDREN FIRST COUNCIL - 740-357-0674

CABELL HUNTINGTON HOSPITAL - 304-526-2000

CHESAPEAKE COMMUNITY MISSION OUTREACH - 740-867-0648

CAO MEDICAL CLINICS:

- AID FAMILY MEDICAL CENTER - 740-643-2082
- CHESAPEAKE FAMILY MEDICAL CENTER-740-867-6687
- IRONTON CAMPUS - 740-534-9202
- IRONTON CAMPUS DENTAL - 740-534-9231
- Mental Health Crisis Hotline - 1-855-381-1010
- ONE STOP - 740-532-3140
- PROCTORVILLE FAMILY DENTAL - 740-302-0541
- PROCTORVILLE FAMILY MEDICAL CENTER - 740-302-0541
- ROCK HILL FAMILY MEDICAL CENTER - 740-643-8688
- SOUTH POINT FAMILY MEDICAL CENTER - 740-377-2712

CARESOURCE HEALTH CARE - 1-800-488-0134

CENTRAL CHRISTIAN FOOD BANK (M & W 10:00-12:00) 740-532-2930

CHILD ABUSE REPORTING - 740-532-3324 option 3

FAMILY GUIDANCE CENTER HOTLINE - 740-532-0557

HARVEST FOR HUNGRY (M & W 9:00-12:00) 425-301-0168

HOME ENERGY ASSISTANCE (HEAP) - 740-532-3140, EXT. 203

HOMELESS PROGRAM - 740-532-3140, EXT. 1247

IRONTON CITY MISSION - 740-532-5041

IRONTON METROPOLITAN HOUSING AUTHORITY - 740-532-8658

KING'S DAUGHTERS MEDICAL CENTER - 606-408-4000
LAWRENCE COUNTY ADULT BASIC LITERACY EDUCATION - 740-532-3140
LAWRENCE COUNTY DEPT. OF JOB & FAMILY SERVICES - 740-532-3324
LAWRENCE COUNTY DOMESTIC VIOLENCE TASK FORCE - 740-532-7111
LAWRENCE COUNTY HEALTH DEPARTMENT - 740-532-3962
LAWRENCE COUNTY SHERIFF'S OFFICE - 740-532-3525
MOLINA HEALTH CARE - 1-866-642-9279
NECCO CENTER - 740-534-1386
NECCO FOSTER CARE - 740-263-2626
OHIO MEANS JOBS - 740-532-3140
POISON CONTROL CENTER - 1-800-762-0727
PUBLIC TRANSPORTATION - 740-532-2269
RENTAL HOUSING - 740-534-0375
SHAWNEE FAMILY HEALTH CENTER - 740-533-0648
SOCIAL SECURITY - 1-800-772-1213
SOUTHEASTERN OHIO LEGAL SERVICES - 1-800-837-2508
SPECTRUM COUNSELING CENTER - 740-532-3767
ST. MARY'S MEDICAL CAMPUS IRONTON - 740-533-9710
ST. MARY'S MEDICAL CENTER - 304-526-1234
TWO HEARTS PREGNANCY CARE CENTER - 606-325-7654
UNITED HEALTHCARE MANAGED PLAN - 1-800-895-2017
WIC IRONTON CLINIC - 740-532-2646