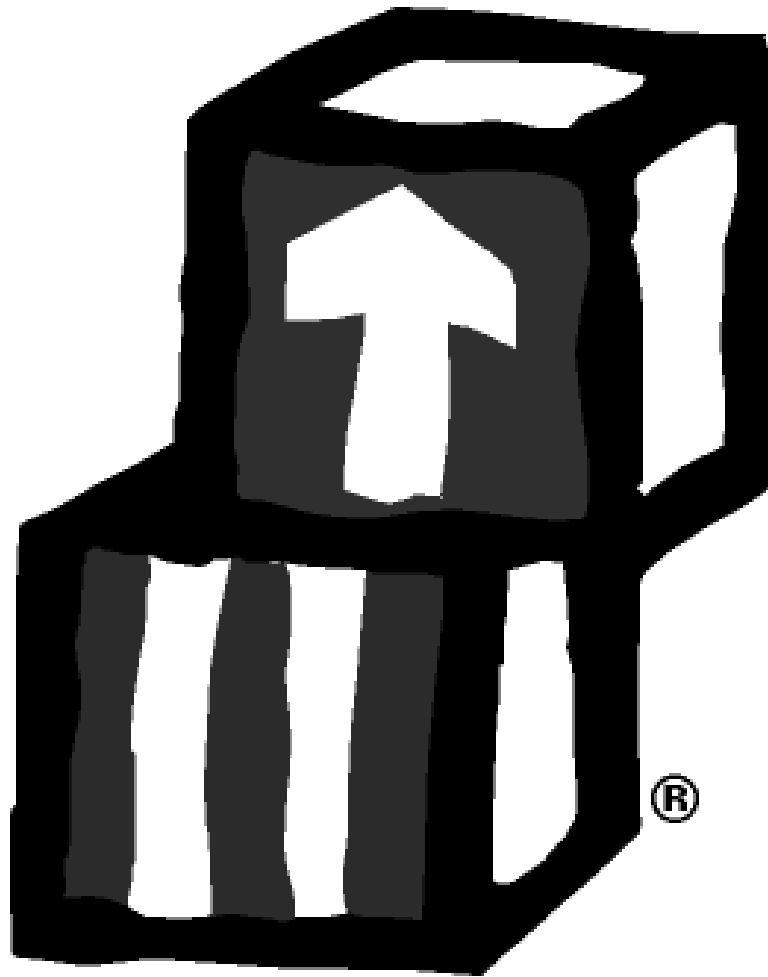


Lafourche Parish Head Start



Parent Handbook

2018-2019

Welcome to Head Start!

My child's name is

My child goes to

Head Start Center

My child's teachers are

The center's telephone number is

WHAT TO DO WITH THIS PARENT HANDBOOK

The parent handbook is a useful resource to assist you in gaining knowledge about our Head Start program. It is our hope that after we review the information with you, that you will go back and refer to it throughout the year to help with any questions about the program. Our goal is to provide families with resources needed to be fully integrated into our program. Feel free to ask questions. We appreciate your willingness to be the *most important* member of your child's success team. Keep your packet safe and handy (on top of refrigerator, in a kitchen drawer) so that you can refer to it throughout the school year as needed. We take great pleasure in having the opportunity to service you and your family.



LAFOURCHE PARISH Head Start Program

"Educating Our Children Today for a Better Tomorrow"



James B. Cantrelle
Parish President

Vicki Adams
Head Start Director

Dear Head Start Parents:

We would like to welcome you to the Lafourche Parish Head Start program!

We look forward to working with you and your child this school year and we hope that you will visit the classrooms often. We have an open-door policy which means that you are welcomed in our classrooms at any time. You can stay all day if you would like to.

Your children will experience developmentally appropriate activities that will help them learn to balance independence and cooperation. They will learn the value of work and approaches to conflict resolution. Your children will learn to establish friendships with peers. Our teachers will model dignity and respect as they establish and maintain a secure climate for learning. Children respond in such settings by developing habits through their exchanges with teachers and classmates. These habits are dispositions, skills and attitudes that result in the formation of character.

We promise a lot of family sharing and enrichment opportunities for everyone. Feel free to express your concerns and offer suggestions for helping us serve your child and your family.

Sincerely,

Vicki Adams
Lafourche Parish Head Start Director

Licensing Complaint Policy

Parents can file a licensing complaint by contacting the following office:

Louisiana Department of Education
Division of Licensing
P.O. Box 4249
Baton Rouge, LA 70821
Telephone: 225-342-9905
Fax: 225-342-2498
Email: LDELicensing@la.gov

Non-Discriminatory Policy

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

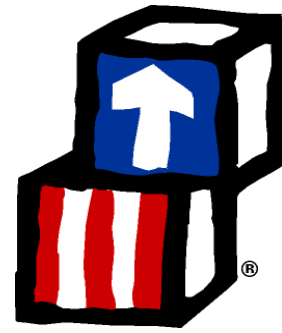
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The Head Start emblem tells a story.....

The two squares represent early childhood by suggesting building blocks.

The vertical stripes represent the child and the parent.



The arrow pointing upward represents the direction out of poverty and on to the future.

The arrangement of the blocks represents stairs by which this can be accomplished.

The colors red, white, and blue represent the United States and the opportunities it provides for its citizens.

OUR MISSION

We produce self-sufficiency and self-esteem
by educating children and their families today
for a better tomorrow.

OUR PLEDGE

To greet all that enter our centers/workplaces with a smile
and in a friendly manner;
To provide a safe and healthy learning environment for all children;
To respect all children and their families;
To be a positive influence for children and families;
To promote the individuality of each child and family.

LAFOURCHE PARISH HEAD START 2018 – 2019 SCHOOL CALENDAR

| | |
|----------------------------------|---|
| July 30 th | Staff return |
| July 30 – August 3 rd | Staff Orientation & Licensing Training |
| July 31 August 1, 7 | Parent Orientation |
| | 31 st @ Mathews office @ 6:00 pm for MGC & Raceland classes |
| | 1 st @ Bayou Blue library at 10:30 am for BB class |
| | 1 st @ Moses Community Center @ 6:00 pm for all Thibodaux classes |
| | 7 th @ South Lafourche Library @ 6:00 pm for all South Lafourche classes |
| August 6, 7, & 8 | Health Screenings |
| | 6 th -- Bayou Blue @ the Bayou Blue site - 8:30-9:15 |
| | 6 th -- M.G.C. 1 & 2 @ the M.G.C. site - 10:00-11:30 |
| | 6 th -- M.G.C. 3 & Raceland @ the Raceland site - 1:00-2:30 |
| | 7 th -- South Lafourche @ the South Lafourche library - 9:00 – 12:00 |
| | 8 th -- Marydale & M.L.K. @ the Veteran's site - 8:30 – 10:00 |
| | 8 th -- Thibodaux 1 & 2 @ the Veteran's site - 10:30 – 12:00 |
| | 8 th -- Thibodaux 3, 4, & 5 @ the Veteran's site - 1:00 – 3:00 |
| August 6 | Initial Home Visits |
| August 13 & 14 | Let's Get Acquainted Day |
| August 15 | ½ Day Group A |
| August 16 | ½ Day Group B |
| August 17 | ½ Day All Children |
| August 20 | First full day of school |
| September 3 | Labor Day |
| September 4 | Professional Development Day (Classes closed) |
| October 8 | Fall Break Holiday |
| October 9 | Professional Development Day (Classes closed) |
| October 15 - 19 | Open House |
| October 22, 23, 24, 25, 26 | Fall Family Festival |
| November 8 & 9 | Parent Teacher Conference – Fall Checkpoint (½ days) |
| November 5 – 9 | Fatherhood/Male Initiative Week |
| November 19 – 23 | Thanksgiving Holiday (no school) |
| December 13 | ½ Day Staff Meeting |
| December 24 – Jan. 4 | Christmas/New Year Holiday (no school) |
| January 7 | Children and staff return to school |
| January 21 | Martin Luther King, Jr. Holiday (no school) |
| January 22 | Professional Development Day (Classes closed) |
| February 7 & 8 | Parent Teacher Conferences – Winter Checkpoint (½ days) |
| March 4 – 8 | Mardi Gras Holiday (no school) |
| March 11 | Children and staff return to school |
| April 15 – 19 | Week of the Young Child |
| April 15 – 22 | Easter/Spring Break |
| April 23 | Children and staff return to school |
| May 8 – 21 | Final Home Visits – Spring Checkpoint |
| May 17 | Transition – Welcome to Head Start Day |
| May 17 – 22 | ½ Day of School |
| May 22 | Summer Swing Out & Last day of school for children |
| May 24 | Last day of work for staff |
| June 11, 25 July 9, 15 | Staff Summer work days |

EVERY FRIDAY IS FATHER FRIDAY AT EACH HEAD START LOCATION.

* School closure due to an emergency such as a hurricane or other extreme weather conditions, etc., the Head Start Director has the authority to use selected holidays as make up days.

Lafourche Parish Head Start Center Locations

All Head Start centers are licensed by the LA Department of Education

Bayou Blue Head Start

197 Mazerac St., Houma 70364
857-8370 Classroom
532-6250 Center Director
632-1260 Family Involvement Specialist

Myra G. Champagne 1 – 3 Head Start

203 East Fontinelle Street, Lockport 70374
532-3911 MGC 1 & 2 Classroom
532-6061 MGC 3 Classroom & Café
532-6250 Center Director
532-6875 Family Involvement Specialist

Martin Luther King (MLK) Head Start

1445 MLK Blvd., Thibodaux, LA 70301
449-0888 Classroom
447-8405 Center Director
446-9438 Family Involvement Specialists

Marydale Head Start

102 Park Ave., Thibodaux 70301
448-1050 Classroom
447-8405 Center Director
446-9438 Family Involvement Specialists

Raceland Head Start

3603 Highway 308, Raceland 70394
537-3402 Classroom
532-6250 Center Director
532-6875 Family Involvement Specialist

South Lafourche 1 – 3 Head Start

16241 East Main, Galliano 70354
632-1260 Classroom
632-1260 Center Director
632-1260 Family Involvement Specialist

Thibodaux 1 – 5 & Cafe Head Start

2555 Veterans Blvd., Thibodaux 70301
447-3665 Thibodaux 1 & 2 Classroom
447-3521 Thibodaux 3 & 4 Classroom
447-1592 Thibodaux 5
492-6035 Café
447-8405 Center Director
446-9438 Family Involvement Specialists

Head Start Central Office

4876 Highway 1

P.O. Box 425

Mathews, LA 70375

1-800-794-3160 or 537-7603

CHECK US OUT

ON THE WEB!

GO TO:

www.lafourchegov.org/headstart



@ Lafourche Parish Head Start

Lafourche Parish Head Start Staff

| Name | Title | Phone | Office Location |
|-------------------|---|--------------|------------------------|
| Vicki Adams | Head Start Director | 537-7603 | Mathews |
| Martha Babin | Head Start Assistant Director/Early Interventionist | 537-7603 | Mathews |
| Sonya Ockman | Accountant II | 446-8427 | Thibodaux |
| Bridget Lusco | Admin. Asst./PC/Facilities Manager | 493-6919 | Mathews |
| Helen Babin | Education Manager | 493-6620 | Mathews |
| Deyarn Gasery | Nutrition/Male Involvement Manager | 493-6623 | Mathews |
| Kayla Bland | Mental Health/Health/Disabilities Manager, R.N. | 493-6622 | Mathews |
| Angie Plaisance | Non-Federal Share/Volunteer Manager | 493-6624 | Mathews |
| Suzette Bartnesky | Transportation/ERSEA Manager | 537-4601 | Mathews |
| Darolyn Dufrene | Health Specialist | 493-6625 | Mathews |
| Stephanie Rabon | Transportation/Enrollment Specialist | 493-6621 | Mathews |
| Pamela Stout | Child Outcomes/Disabilities Specialist | 493-6626 | Mathews |
| Mary Cortez | Center Director | 447-8405 | Thibodaux |
| Angela Foret | Center Director | 532-6250 | Lockport |
| Sonia Bolt | Center Director | 632-1260 | Galliano |
| Stacy Rogers | Coach Mentor (Early Childhood Education) | 493-6626 | Mathews |
| Nikki Ougel | Family Involvement Coordinator | 532-6250 | Lockport |
| Alainna Orgeron | Family Involvement Specialist | 492-6026 | Thibodaux |
| Celeste Coxen | Family Involvement Specialist | 492-6027 | Thibodaux |
| Michelle Pitre | Family Involvement Specialist | 632-1267 | Galliano |
| Rosa Williams | Family Involvement Specialist | 532-6875 | Lockport |
| Lou Comeaux | Maintenance Worker | 637-9132 | Thibodaux |

Important Program Policies

Arrival and Dismissal Policy

Lafourche Parish Head Start centers operate on different time schedules. Your child's teacher will give you the arrival and dismissal times of the center. Please make sure your appointments are made in accordance with the time schedule.

Children may not arrive more than 15 minutes before class time unless authorized by the Teacher 1. Children are not allowed to walk alone or ride bicycles to school. Parents must accompany their child into the classroom to sign them in and out daily. Parents who pick up their children from the center must be there by dismissal time. In the event that an emergency arises and the parent is unable to pick their child up from school on time, it is the parents responsibility to contact someone (18 yrs. or older) from the child's release list. The parent should call the site and inform the teacher/center director of the change. Parents picking up their child from school 15 minutes later than dismissal time will be considered late and a dismissal incident report will be completed and filed. After the third dismissal incident occurs the parent must meet with the Head Start Director before a child can return to school.

Note: The child release list can be modified throughout the year. If any person on your child's release form does not have a picture ID, please inform any staff member so that we can assist you with that issue. **WE DO NOT TAKE RELEASE PERMISSION OVER THE PHONE FOR SOMEONE WHO IS NOT ON YOUR CHILD'S RELEASE LIST – IT MUST BE DONE IN WRITING.**

Attendance Policy

Regular attendance and being on time are very important in the development of your child's attitude towards school life. Young children need a regular routine which they know will remain the same each day.

The Lafourche Parish Head Start program is mandated to have an average daily attendance of 85% of the children enrolled in the program. According our new performance standards, you must notify the teacher or center director with **one hour** of class beginning if your child will be absent. A parent's verbal or written communication is required for a child who is absent 1-4 consecutive days. However, **a child who is out 5 or more consecutive days must have a written doctor's excuse** unless a Head Start Health concern form is in the child's file. **Therefore, a child with five (5) unexcused absences within a 30-day period will be dropped from the Head Start program.**

Baby-sitting and Mileage Reimbursement Policy

With prior approval from the Head Start Director, baby-sitting fees and mileage cost may be reimbursable if your family income falls below the poverty-line index and you attend Policy Council/Committee meetings.

Child Abuse and Neglect

Our Head Start program is concerned about the abuse and neglect of any child. All teachers and staff are mandated by law to report any suspected child abuse or neglect cases. A child who is a victim of abuse is one who is in serious danger of physical, mental, sexual or emotional injury. A child who is a victim of neglect is a child without necessary food, clothing, shelter, medical care, or supervision.

Lafourche Parish Head Start does not make judgments as to the state of abuse or neglect of a child. However, it is **MANDATORY** that we report every **suspected** case immediately. Lafourche Parish Head Start teachers and staff are trained to daily document every mark, bruise, scratch, etc. and to ask the cause. Our reporting is to help protect a child if the need exists and to help a family access any needed services. The care and well-being of a child is of the utmost importance. Reports can be made to DCFS by calling 1-855-4LA-KIDS (1-855-452-5437).

Community Concern Policy

Community members that have a concern or comment can call or send a written explanation directly to the Head Start Director located at: 985-537-7603 Lafourche Parish Head Start - 4876 Highway 1, P.O. Box 425, Mathews, LA 70375

Confidentiality Policy

Any and all information learned while visiting or working in Head Start centers or offices must be kept strictly confidential. All Head Start employees, parents and volunteers shall abide by Louisiana State Law concerning confidentiality and will safeguard information gathered about Head Start recipients of services throughout these agencies.

All Head Start employees, parents, and volunteers will sign a confidentiality statement upon their entrance into the program. Revealing such information to others constitutes an infraction of the state law and besides prosecution will result in the termination of employment or volunteer services. (Legal guardian(s) may have access to their child's records.)

Extreme Weather Conditions

Lafourche Parish Head Start schools will close when Lafourche Parish public schools are closed due to extreme weather conditions. In these cases, please listen to your local radio and television stations for current information. Closures will be posted on our Lafourche Parish Head Start Facebook page.

Parent/Volunteer Concern Policy

The Lafourche Parish Head Start Program is eager to serve parents and volunteers. In order to keep the lines of communication flowing, we have developed the following:

- All parents/volunteers who wish to express a concern or comment should do a verbal or written request at the center level.
- The staff member receiving the concern/comment will address the issue immediately.
- Based on the nature of the matter, the concerned person may forward a written statement to the Head Start Administrative office.
- Conferences will be scheduled if the matter is unable to be resolved.
- The director reserves the right to bring the concern to the Policy Council for resolution.

Policy on Visitors in the Classroom

Due to licensing regulations, only the following visitors are allowed on Head Start campuses: Biological parents, Biological Grandparents, Step-parents (married to biological parent). For more information, please see Louisiana Department of Education Child Day Care Regulations at: <http://www.louisianabelieves.com/early-childhood/child-care-and-development-fund-licensing>

Policy on Younger Children in the Classroom

Due to licensing regulations, Lafourche Parish Head Start classrooms are not allowed to invite young children who are not enrolled in our program to visit classrooms or travel with the class on field trips. The only exception to this policy is the period of time that the parent spends signing in or picking up their child at school. (A classroom teacher will indicate the area that younger children are allowed to wait in this instance). This is to avoid younger children being left alone in cars. When parents wish to volunteer in the classroom, they must make baby-sitting arrangements for children that are not enrolled in the program.

Policy Regarding Sex Offender Status

It is the policy of Lafourche Parish Head Start to not allow any sex offenders contained on the Louisiana State Police State Sex Offender and Child Predator Registry on the premises of Lafourche Parish Head Start facilities or at any Lafourche Parish Head Start function for any reason when children are present. Lafourche Parish Head Start complies with the Louisiana law which does not allow the physical presence of the offender in, on, or within one thousand feet of the school property of any public or private elementary or secondary school or the physical presence in any motor vehicle or other means of conveyance owned, leased, or contracted by such school to transport students

to or from school or a school-related activity when persons under the age of eighteen years are present on the school property or in a school vehicle.

Periodically, names on child release lists will be checked against the Louisiana Sex Offender Registry. If an individual is identified on the sexual offender list, he/she will be notified that he/she will no longer be allowed on the premises of Lafourche Parish Head Start or any Lafourche Parish Head Start function when children are present.

Privacy and Safety Issues

With the rise of social media networks, such as Facebook, photos of you and your children are susceptible to use of the photos (often without your permission) by third parties, including friends, families, advertisers, or worse.....child predators.

Only the creator of a work (photo) has the right to his or her pictures of their own children. If you take pictures of your child at a Lafourche Parish Head Start site or function you MAY NOT post other children's pictures that may have been captured in the photo of your own child.

Violation of this policy could lead to prohibiting the use of electronic imaging equipment at Head Start functions.

Smoke-Free Policy

Smoking is prohibited on Head Start campuses. Smoking is not allowed in view of Head Start children, including while on field trips and at bus stops.

Tardy Policy

If a child is 15 minutes later than take-in time, they are tardy. Three days of being tardy in a 30-day period will equal one unexcused absence. Contact your teacher if you know your child is going to be late or absent.

Children's meals are ordered in the morning for the entire day.

Telephone Contact Numbers

According to Louisiana Department of Education Early Learning Center Licensing Regulations, parents must provide a working telephone number where parents may be reached while child is in care and name and phone number of person to contact in an emergency if parents cannot be located promptly. Failure on the parents part to provide at least one working telephone contact number will result in the child's restriction of attendance due to licensing regulations.

Child Records and Enrollment

Lafourche Parish Head Start is committed to ensuring that the personal information you share with our program remains confidential. Any outside agency requesting access to your child's file must have your written permission. We make every attempt to meet the changing needs of your family. It is our goal to ensure a smooth transition into our Head Start program.

We can assist you if you are....

Moving within Lafourche Parish. You can request a transfer to a closer classroom by sending a written request to the Enrollment Manager.

Moving outside Lafourche Parish. We can refer you to another Head Start program throughout the country. Upon request, we can copy you child's records.

Change in your information. Whenever there is a change in address, phone, or emergency contacts, we ask that this information be submitted, **in writing as soon as** the change occurs.

Having custody issues & protective orders. To help protect children with special custody arrangements, we must have a copy of current legal documents on file (ex- custody or placement court orders for your child; court ordered protective orders).

Confidentiality of Child Records

Disclosure With and Without Parental Consent

1. **With parental consent:** At time of registration, a Parental Consent to Release and Obtain Confidential Information form is signed and dated which identifies and authenticates a particular person as the source of consent and approval.
2. **Without parental consent, with parental notice, opportunity to refuse:** This agency may disclose PII (Personally Identifiable Information) without parental consent to agencies who are working with the child's best interest. Head Start must however, notify the parents and provide the parents with the information in advance of the disclosure.
3. **Without parental consent:** Personally identifiable information may be provided to the agencies as listed in the standards.

Parental Right's of Child Records:

1. **Inspect record:** a parent has the right to inspect their child's records and must be provided the information within 45 days of the request.
2. **Amend record:** a parent has the right to ask the program to amend information in the child's records; all request must be considered.
3. **Hearing:** a hearing must be scheduled if a parent challenges the information in a child's records. The hearing will adhere to the standards.
4. **Right to copy of record:** a parent may have a copy of the child's records
5. **Right to inspect written agreements:** a parent has the right to inspect written agreements with third parties.

Maintaining Records

1. LPHS will maintain child records in a manner that ensures only parents and officials with in the program or acting on behalf of the program have access. Such records will be destroyed at the end of three years.
2. LPHS will maintain, with the child's records, for as long as the records are maintained, information on all individuals, agencies, or organizations to whom a disclosure of information from the child was made.
3. LPHS utilizes PROMIS, an electronic, web-based data system to maintain child records which is protected and maintained according to current security standards.
4. If a parent places a statement in the child record, the program maintains the statement with the contested part of the child record for as long as this program maintains the records and, discloses the statement whenever it disclosed the portion of the child record to which the statement related.

Education

The education department of our Head Start program wants to involve you in every aspect of your child's educational experience. The program is designed to meet each child's individual needs. Our goal is to develop the whole child by providing a variety of learning experiences to foster intellectual, social, and emotional growth. We will increase your knowledge of child development by providing opportunities for you to see your child in a learning environment. You are invited to assist in planning our program because we know that your input will enrich your child's educational experience.

Classrooms are under the supervision of a teacher and an assistant teacher who are involved in on-going training in the field of child development and early childhood education.

Head Start believes that school is an important part of each child's life. To make the most of school experiences, learning should be stimulating. At Head Start, children are encouraged to look at new experiences with a sense of wonder, curiosity, questioning and excitement. The classrooms are organized to provide an opportunity for motor and sensory experiences and for active investigation of what things are and how they work through interactive, engaging learning environments. There are opportunities for a child to work alone, in small groups or with the entire class. The classroom is a place where children can exchange ideas, learn to express themselves and communicate with their peers and adults.

It's a place where children can construct, be creative and experience age-appropriate social skills and school readiness skills.

Center Based Model

The Lafourche Parish Head Start Center Based model provides classroom experiences for children ages 3 – 5. The following are some of the unique qualities the center setting offers:

- Class capacity of 20 children
- Operates 5 days a week for 6.5 hours per day
- 2 teachers per classroom
- Center Director and Family Involvement Specialist
- Reading/math readiness programs – “Read With Me” & “Count with Me”
- Two teacher home visits; 2 Parent-Teacher conferences
- Field Trips & Community Partnerships (Library, DARE, Fire Dept, etc.)

Communication with Parents

Home visits will be scheduled with each family. Lafourche Parish Head Start plans for two-way communication between parents and staff through phone calls, newsletters, learning satchels, mail, calendars, flyers, parent training/committee meetings and program functions. Each day a folder will be sent home in your child's school bag. Please check your child's folder daily.

Individualization & School Readiness

To individualize appropriate educational plans for each child, we utilize the following: Information provided by parents at conferences and home visits, assessment outcome results, ongoing observation records, child portfolios and, inclusive of resources provided by Head Start such as the Head Start Early Learning Outcome Framework Ages Birth - 5 (HSELOF). Individual Program Plan (IPP) & Short Term Objectives (STO) are developed with and reviewed with the parents at home visits held in August, May and as needed and at parent/teacher conferences in October and January. As in compliance with Louisiana Department of Education State Regulations, Lafourche Parish Head Start utilizes CLASS and TS GOLD curricular resources.

Children participate in early literacy activities with an emphasis on pre-reading skills and the 5 domains for school readiness: Based on Head Start Child Development and Early Learning Outcomes Framework.

Approach to School Readiness

Head Start defines school readiness as children possessing the skills, knowledge, and attitudes necessary for success in school. Our program's main goal is to prepare children to enter kindergarten with the skills and abilities necessary to succeed in school. The key to reaching this goal is to ensure that our program is high-quality and that families are ready to support their children's learning.

The Lafourche Parish Head Start program addresses all school readiness domains: language and literacy, cognition and general knowledge, physical well-being and motor development, social and emotional development, and approaches toward learning.

The following is a guide for parents to determine how their child is doing with school readiness:

LANGUAGE AND LITERACY

- Listens attentively and responds to stories and books
- Holds a book correctly Speaks in complete sentences
Can write name
- Can recite rhymes and sing children's songs
- Writes using drawings and some letters/numbers
- Answers questions

COGNITION /GENERAL KNOWLEDGE

- Counts
- Identifies and names at least 4 basic shapes
- Can identify numerals 0 to 10
- Can match a set of objects to the correct numeral
- Can sort objects

PHYSICAL WELL- BEING/MOTOR DEVELOPMENT

- Can hold and use a pencil, marker, crayon, etc. appropriately
- Holds scissors correctly and cuts straight or curved lines
- Puts together ten- to twelve-piece puzzles Runs, jumps, and hops
- Bounces, catches, kicks, and throws a ball
- Walks in a straight line forwards and backwards

SOCIAL/EMOTIONAL DEVELOPMENT

- Expresses wants and needs Tries new things
- Follows directions, simple rules and routines
- Takes turns and shares with others
- Can dress self and manage own bathroom needs
- Can control impulses

APPROACHES TOWARD LEARNING

- Shows interest in a variety of activities
- Shows eagerness to learn
- Demonstrates persistence

How can you help your child?

- Work with your child on recognizing letters of the alphabet, numbers and colors in things that they see everyday
- Provide paper, pencils and crayons for your child to draw and write
- Ask your child to "read" a favorite book to you
- Help your child learn to write his/her own first name
- Talk with your child and listen carefully to your child; this will encourage your child to talk and develop verbal skills
- Work with your child to understand why things are the same and different
- Help your child count objects while he/she is playing or helping with household chores
- Sing and play rhyming games; this will encourage language development
- Allow your child to perform tasks on his/her own, such as pouring juice or milk, buttoning and zipping his/her own clothes, toileting and washing hands, etc.
- Limit the amount of time your child watches television, plays video games, uses the computer, etc.
- Help your child identify body parts
- Teach your child his/her full name, address and telephone/cell phone number

Louisiana's Kindergarten Readiness Definition

To ensure that all Louisiana's children enter kindergarten ready to learn, this definition focuses on "readiness of the child" across the domains of child development, as identified in the *Louisiana Standards for Programs Serving Four-Year-Old Children*.

At the beginning of kindergarten, it is expected that children will demonstrate:

1. Cognitive abilities, which include knowledge and skills in:
 - a. ••early literacy, such as phonological awareness, print concepts, alphabetic understanding, vocabulary, listening comprehension, and emergent writing
 - b. ••basic numeracy concepts, such as rote counting and number awareness, sorting, classifying, comparing, patterning, and spatial relationships
2. Basic science concepts, such as making observations, exploring the world using their senses, and using appropriate scientific vocabulary related to topics
3. Basic social studies concepts, such as self-awareness and their relationship to family and community, and an awareness of money and time
4. Response to and participation in music, movement, visual and dramatic arts experiences and activities
5. Abilities, either assisted or unassisted, that show an awareness of health, hygiene, and environmental hazards, in addition to gross and fine motor skills
6. Social and emotional competencies, including self-regulation, self-identity, self-reliance, respect for others, and interpersonal skills

Daily Schedule

Parents will receive a copy of the daily schedule for their child's center. Head Start has an "Open Door Policy". We provide a safe, nurturing classroom for all children. Parents are welcome to visit at any time!

Dress Code

The children spend time sitting on the floor, playing outside and participating in activities that may be messy, therefore, clothes that are washable and comfortable are recommended. When you dress your child for school, please consider the following suggestions:

- Dress them in elastic pants
- Ensure that belts open and close easily
- Put on comfortable shoes with rubber soles – No clogs
- NO FLIP FLOPS unless there is a back to the flip flop
- Dress according to weather conditions
- Please, no all-in ones that snap at the crotch

Rest Time

All children are assigned a cot at the beginning of the school year for the daily rest period. Children are not required to sleep at this time but they should remain quiet for children who wish to sleep.

What your child needs

- Two (2) towels or small blankets are required for children's use on a daily basis for rest period. These towels will be sent home at the end of every week to be washed at home. You will need to return these with your child each week
- An extra change of clothes to stay at school in case of any type of accident.
- School bag for your child. No book bags with wheels. If you are sending a book bag with your child, please make sure it is the appropriate size for him/her and that his/her towels/blankets can fit in the bag.

Transition

As children develop from birth to childhood, they move or transition from one learning environment to a new one. The goal of this component is to provide children and families with the information and resources they need to successfully prepare for entrance into Head Start, through Head Start and into kindergarten. Some of the ways we attain this goal is through sharing information with the schools, distributing information to parents on school readiness issues, parent/child advocacy, encouraging parental involvement and on-going communication with schools regarding how Head Start can best prepare our children for a successful kindergarten experience.

Lafourche Parish Head Start is committed to working with families to sustain the skills and development that has been achieved during their Head Start experience. This is done by working with parents to build knowledge about the school systems and their services so they can be advocates for their family's needs beyond Head Start – in schools, health systems, social service systems and in the community.

Discipline

Children will be disciplined, if necessary, in a positive manner using **Conscious Discipline Techniques**. They will be told the problem and will be given an example of what acceptable behavior should be. **No child shall be subject to physical or corporal punishment, verbal abuse or threats.** Cruel, severe or unnecessary punishment shall not be inflicted upon children. Derogatory remarks shall not be made in the presence of children about family members of the children in our care or about the children themselves.

A child who physically harms another child or adult will be removed from the group for a short period of time. They may be required to sit alone and think for a moment or may need to be given time to calm themselves, always within the sight of the teachers. Parents/Guardians may be called in to the classroom to discuss or assist the teacher with a solution. No child or group of children shall be allowed to discipline another child. **No one shall be deprived of meals or any part of a meal for disciplinary reasons.**

Volunteer Discipline

Lafourche Parish Head Start requires that classroom volunteers avoid disciplining children. If there is no staff member immediately present and the child is in danger of hurting himself or another, volunteers should stop the dangerous behavior. If this situation occurs, the volunteers will immediately report the incident to the teachers.

Conscious Discipline (By Becky Bailey, Ph.D.)

Conscious Discipline is a program which helps teachers and parents develop the positive skills necessary to deal with all discipline situations. It is a program designed to transform troubled children into caring class members and compassionate happy learners. By using "I Love You Rituals," teachers and parents are learning how to connect with their students and children. These rituals are delightful games and interactions that adults can play with children. They send messages of unconditional acceptance which is really love. For more information visit <https://consciousdiscipline.com>

I am Moving, I am Learning (IMIL)

IMIL is a proactive approach for addressing childhood obesity in Head Start children. IMIL seeks to increase daily moderate to vigorous physical activity (MVPA), improve the quality of movement activities intentionally planned and facilitated by adults, and promote healthy food choices every day. With "Choosy" as the fun-loving lead character singing songs like "My Heart Says Thanks" and "Choosy Size Me," it's easy to see why children love the program. We hope you parents will also grow to love the healthy ideas, songs, and activities associated with this program. For more information visit www.choosykids.com.

Lafourche Parish Early Childhood Network

Because every parent wants a quality early care and education experience for their child, Lafourche Parish Head Start took a bold step forward in a way that promotes kindergarten readiness and honors family choices. We became members of the Early Childhood Network for Lafourche Parish. This network brings child care, Head Start, and publicly-funded pre-kindergartens together to provide a set of core principles: unified enrollment and access for all at-risk children; comprehensive birth-to-five standards; and a basic standard of teacher effectiveness with equal access to professional development for all teachers.

Nutrition

Head Start, through its Health Plan and Nutrition Plan, promotes healthy eating by participating in the Child/Adult Food Care Program under the Department of Education. We give the children a nutritious breakfast, lunch, and afternoon snack daily. Food is never used as a form of discipline or as a reward. Special diets are provided to children with specific nutrition needs upon written documentation from a parent and/or physician. Please call the child's teacher if your child is going to be late so that your child's meal can be ordered for that day.

The Department of Health and Louisiana Department of Education mandates that no food is allowed in or taken out of the classrooms. The policy ensures that children are receiving well-balanced nutritious meals.

Holiday and Party Activities

Holiday and party activities will focus on providing opportunities for children to develop an appreciation for each other and their families.

Birthday celebrations will be held once a month in each classroom. We will not expect all celebrations to be exactly the same across our program as designed to be inclusive of all children. Staff are responsible to ensure the appropriateness of all activities, taking into consideration: developmentally appropriate practices, safety, health, nutrition, and social and emotional appropriateness.

Food will NOT be brought into the site by parents or volunteers. We will provide all the children need at school. Hence, every child will have the same opportunities and resources at school. **NOTE: If parents bring or send food to school to be used for these celebrations it will be sent back home.** Parents are welcome to attend school with their child at any time, especially on their birthdays. **Head Start Performance (Nutrition) Standards require that we serve food items high in nutrients and low in fat, sugar, and salt.**

Male Involvement

We at Head Start believe in the holistic family approach, the mother and father in the home. However, we are realist and know that there are single parents in our program. The Healthy Marriage Initiative promotes healthy marriages and father involvement. The initiatives primary outcome is to foster and improve parenting skills in fathers. At Lafourche Parish Head Start we recognize the importance of any positive male influence in a child's life. Head Start believes if there is an important male figure in the child's life that can make a difference; we welcome them to the program. Activities are scheduled during the school year to promote male involvement and active engagement. (See Policy on Visitors in the Classroom on page 10 for clarity as to who is allowed to volunteer in our classrooms.)

Family Services

Family Involvement Specialists (FIS) serve as a bridge between Head Start, your family and the community. We are dedicated to finding and informing you of available community services and resources. Your FIS will be making home visits to your family throughout the school year. During the home visit, it is important to remember that your Family Involvement Specialist is there to visit YOU – not to judge you, your house, your lifestyle or your past. Home visits are opportunities to share information about your hopes, plans, and concerns for the future and to develop the 'next step' for how to accomplish them. We assist families with crisis needs such as referrals for assistance with food, clothing, and shelter. We also assist with accessing resources and/or services for education, literacy, social services, parenting, health, counseling and other situations/needs that may arise.

When you become a part of the Lafourche Parish Head Start Program, we take great interest in seeing your family succeed. Through the Family Partnership Agreement, we will work with you in identifying goals based on your family's strengths, needs, and interests. Family Involvement Specialists follow up with you during the year to monitor your progress and inform you of new community services and opportunities.

Parent Involvement

PARENTS – YOU ARE YOUR CHILD'S FIRST TEACHER! To provide a child with an appropriate Head Start, the child's parents must be involved.

In order to have a successful Head Start program, we must have parent involvement. Head Start offers many ways for parents to participate and become engaged. Take time to look over the parent news board for postings from teachers, staff and community agencies. Working parents can still participate by taking activities/tasks home for the class. Please remember to sign your non-federal share form every time you volunteer or make a donation to the program.

PARENT ACTIVITY FUNDS

Funds have been set aside in the budget for our program to assist parents to participate. The funds can be used for parents to plan educational functions or trips. Funds that are available can cover the cost of travel, meals, registration or materials that have been approved by the appropriate staff members. Parent Activity Funds are for the advancements of the parents/guardians in our program and should not be used for activities for the children.

PARENT COMMITTEES

All parents who have children enrolled in Head Start are members of the parent committee. Parent committees are established at the center level. At these meetings, parents share ideas that are educational and may be of interest to other parents. Come to the meetings and get in on the fun. The first parent committee meeting will be scheduled for you. In this program, the parent committees are established as follows:

South Lafourche Parent Committee – all parents at the South Lafourche Head Start site

Myra G. Champagne Parent Committee – all parents at the Myra G. Champagne Head Start site

Raceland Parent Committee – all parents at the Raceland Head Start site

Bayou Blue Parent Committee – all parents at the Bayou Blue Head Start site

Thibodaux area Parent Committee – all parents at the Martin Luther King, Marydale, and Thibodaux Head Start sites

Volunteers

Although volunteering is not a condition of a child's enrollment in Head Start, parents/guardians and community volunteers are needed in all aspects of our program and are encouraged to volunteer as much as possible. Those who volunteer on a regular basis will receive volunteer training, benefits and awards throughout the year.

Volunteers are needed to assist in the classroom, volunteer at sites share a special hobby or talent, serve on the Parent Committee, serve on program planning committees, assist in setting up for meetings or social events, assist with monthly center newsletter (typing, lay-out, etc), bring activities home to work on for the classrooms, call parents to share information on Head Start activities, serve as a Policy Council representative/alternate for your center AND MUCH, MUCH MORE!!!!!!!!!!!!!!

What's in it for you? You get to have fun, learn new skills, make new friends, gain confidence, build a support system, learn job employment skills, belong to a national organization, become more aware of community resources, help your community become a better place to live AND MUCH, MUCH MORE!!!!!!!!!!!!!!

Volunteer training is provided along with a manual.

Depending on performance, qualified Head Start parents are given priority for new job openings.

Non-Federal Share

What is Non-Federal Share? Non-federal share means the actual money value of volunteer time, mileage and donations given to the Head Start program by parents, family members, community people and staff.

What counts as Non-Federal Share?

- Volunteer time in the classroom
- Homework
- Education time at home with your child (reading stories, reviewing colors, numbers, alphabets)
- Taking projects home for completion
- Attending parent committee meetings, Policy Council meetings
- Attending program trainings
- Planning or attending activities (field trips, program events)
- Assisting in the main office
- Donations

OUR PROGRAM DEPENDS ON NON-FEDERAL SHARE FOR FUNDING!

Policy Council

What is it?

Policy Council is the parents' voice in major program decisions such as recruitment, selection, personnel policies, budgets and funding proposals.

Who is on it?

Enter center/site will elect a parent as the Policy Council representative and one alternate. Community representatives are also elected to participate.

When does the Policy Council meet?

The Policy Council meets once a month at a date and time set by the Policy Council.

Who can come to the meetings?

Policy Council meetings are open to the public. However, only Policy Council members can vote.

What are the responsibilities of a Policy Council member?

- To attend Parent Committee meetings and to represent parent concerns to the Policy Council
- To be informed and keep parents informed about issues facing the Policy Council
- To attend meetings regularly and notify staff in advance if you are unable to attend meetings
- To advocate for the best interest of all Head Start families
- To attend trainings and share the information with other parents
- To work on other committees that help the Head Start program
- To work in partnership with key management staff and governing body to develop, review, and approve or disapprove Head Start functions

What support does Head Start offer to Policy Council members?

- Policy Council training
- Transportation to and from the meetings or travel expense reimbursement
- Child care at the meetings or child care cost reimbursement

Transportation

Lafourche Parish Head Start offers transportation to and from school, where possible. Presently we are equipped with five buses to serve the Lafourche Parish area. The placement of buses is determined by surveying parents during registration time.

Buses are assigned to the areas that transportation is most needed.

All Head Start bus drivers have a commercial driver's license. Bus monitors are present to aid in keeping a watchful eye on the children while riding the bus. Bus safety is an important aspect of transportation; therefore, all children receive bus safety training and parents receive bus safety tips on a monthly basis. Parents also receive bus rules and regulations at registration time.

Head Start buses are used for local field trips only.

Bus Dismissal

When a parent or responsible adult is not available to retrieve a child for the afternoon bus dismissal, the bus driver will notify the appropriate staff member about the incident. The staff member will assist contacting the parent or other persons on the Child's Release Form, until an authorized person arrives to pick up the child or meet the bus at another approved bus stop. Persons must be 18 years or older and have a picture identification to be on the child's release form.

If a child is returned to school the following action must take place before a child can ride the bus. All incident reports can only be signed by a parent or legal guardian of record.

- **First incident**, a parent conference must be held with the appropriate Head Start Staff member.
- **Second incident**, a parent conference must be held with the appropriate Head Start Staff member and Family Involvement Specialist.
- **Third incident**, a parent conference must be held with the Transportation Manager, Family Involvement Specialist and the Head Start Director and the child is taken off of the bus route for the rest of the school year. The parent will be responsible for transporting the child to and from the Head Startsite.

EMERGENCY PLAN

Should an emergency situation arise in our community and/or one of our sites while school is in session, we want you to be aware that we have made preparations to respond effectively and appropriately to such situations. Lafourche Parish Head Start has a detailed, all-hazards emergency plan that has been formulated to provide direction to its staff and students during such an incident.

In the event of an emergency, we ask for your cooperation in the following procedures:

1. **Please do not telephone the school.** Telephone lines must be kept available for emergency communication. Call 1-800-794-3160 for emergency information and to learn where your child has been relocated or see the listing below.
2. **Please do not come to the school** unless requested to pick up your child.
3. **In the event of an emergency that requires us to evacuate and relocate**, students may be picked up at a designated reunification location by an identified, responsible adult who has been identified on the student's child release/emergency list. Child release/emergency lists must be filled out by parents/guardians at the beginning of every school year and kept updated as needed.
4. For weather-related incidents, turn your radio to your local radio and television stations for weather updates and emergency announcements. **NOTE: If Lafourche Parish public schools are closed, Lafourche Parish Head Start schools will be closed.**
5. **Please impress upon your children** the need for them to follow the directions of any school personnel in times of an emergency.

EVACUATION LOCATIONS

Below is a list of designated locations should an emergency situation arise in our community and/or one of our sites while school is in session that requires us to evacuate and relocate.

1. First Evacuation Route – Children are removed to assess building/area (gas leak, water leakage, unusual odors)
2. Second Evacuation Route – Children are removed from the building area to a nearby neighborhood location (smoke alarm, smoke presence, building damage.)
3. Third Evacuation Route – Children are removed from neighborhood location to an out of area location site (fire, wind, tornado, rising waters, hazardous material.)

Bayou Blue

First Evacuation Route: Fenced in yard – 197 Mazerac Street – Houma, LA -- (985) 857-8370

Second Evacuation Route: Bayou Blue Library – 198 Mazerac Street, Houma, LA – (985) 580-0634

Third Evacuation Route: Bayou Blue Middle School – 196 Mazerac Street, Houma, LA – (985) 851-1952

Martin Luther King Head Start

First Evacuation Route: Playground area near fence -1445 Martin Luther King Blvd.- Thibodaux, LA (985) 449-0888

Second Evacuation Route: MLK Community Action -1445 MLK Blvd. - Thibodaux, LA (985) 446-6731

Third Evacuation Route: MLK Pavilion - 144354 Martin Luther King Blvd. – Thibodaux, LA (985) 449-0888 or 446-6731

Marydale Head Start

First Evacuation Route: Playground area near fence - 102 Park Ave. - Thibodaux, LA (985) 448-1050

Second Evacuation Route: Ms. Barbara Barrow/Across the street - 101 Park Ave. - Thibodaux, LA (985) 446-6239

Third Evacuation Route: Ms. Lillian Johnson/Foster Grandparent - 116 Park Ave. - Thibodaux, LA (985) 447-4119

Myra G. Champagne Head Start

First Evacuation Route: Fenced in yard – 203 East Fontinelle Street – Lockport, LA (985) 532-6250

Second Evacuation Route: New Fountain Baptist Church – 233 East 12th Street – Lockport, LA – (985) 532-6285

Third Evacuation Route: Bordelon Brothers – 120 East Waguespack Street – Lockport, LA – (985) 532-5333

Raceland Head Start

First Evacuation Route: Fenced in yard – 3603 Highway 308 – Raceland, LA -- (985) 537-3402

Second Evacuation Route: Melissa Triche's Yard: 130 Triple Oaks Drive – Raceland, LA – (985) 227-6053

Third Evacuation Route: New Vision Christian Community Church: 1949 Hwy. 182 – Raceland, LA – (985) 537-6652

South Lafourche Head Start

First Evacuation Route: Playground area near fence-16241 E. Main, Cut Off, LA-(985)632-1260

Second Evacuation Route: Lafourche Parish Library-16241 E. Main, Cut Off, LA-(985)632-7140

Third Evacuation Route: South Central Louisiana Technical College-318 E. 90th Cut Off, LA-(985) 632-5177

Thibodaux 1-5 Head Start

First Evacuation Route: Playground area near fence - 2555 Veterans Blvd. - Thibodaux, LA (985) 447-8405

Second Evacuation Route: Thibodaux 1-5 Parking lot - 2555 Veterans Blvd. - Thibodaux, LA (985) 447-8405

Third Evacuation Route: Thibodaux Health Unit - 2535 Veterans Blvd. - Thibodaux, LA (985) 447-4119

Health

Head Start believes that the child whose health needs are met will have the opportunity to develop socially, physically and emotionally in a manner most appropriate to his/her age. Therefore, in order for a child to enter LPHS, each child must have current immunizations as recognized by the state of Louisiana. Each child will also have a physical and dental exam.

Health screenings are conducted within 45 days of your child's first day of school, with prior parental consent. Screenings include vision, hearing, and the First Step developmental screening. Your child will be given a daily health check by his/her teacher and/or assistant.

Lafourche Parish Head Start will provide your child with nutritious meals and snacks while he/she is at school. It is recommended that you try to serve your family nutritious foods while at home as well. This can be achieved by including plenty of fresh fruits and vegetables as well as protein foods such as beans, eggs, fish, poultry, cheese, and other dairy products. Red meat should be served a couple of times a week at the most. Whole grain products and rice should be substituted for white flour and white rice whenever possible. Encourage your family to drink plenty of pure water. Fruity juices should be diluted. Snacks and drinks with excess sugar should be avoided.

Children brush their teeth daily at Head Start. Please encourage your family to brush after meals and snacks while at home also and especially before going to bed. The proper use of dental floss is also very important. This, along with limiting excess sugar, will help to prevent tooth decay and ensure healthy gums. If you have children at home who still use a 'sippy' cup, it is a good health practice not to send them to bed with this. Even milk, left on the teeth at night, can cause tooth decay.

Children will wash their hands often, as part of good hygiene and health education while in the classroom. This prevents the spread of so many diseases. Please encourage this healthy practice at home.

Mental Health

Mental health education is a part of your child's daily classroom curriculum at Lafourche Parish Head Start. Classroom activities and lesson plans include mental health education. Informative reading materials on health issues and tips for parenting are sent home to parents monthly. Please take the time to read this material. I am sure that you will find it very helpful. A mental health professional visits the classroom twice a year. You will be informed of this visit at least a week in advance so that you may make plans to attend. The mental health professional will answer questions that you might have concerning your child's behavior. If there is a special concern about your child's emotional needs, an evaluation or counseling by a mental health professional may be recommended. Lafourche Parish Head Start staff will discuss this with you and receive written parental consent before a child is referred for an evaluation or counseling.

Disability Services

Head Start considers each child to be a unique person with individual strengths and needs and provides an individualized program for the child and family. Head Start holds a minimum of 10% of its enrollment slots for children with special needs. Special needs children and their families receive the full range of Head Start services. Head Start staff members work closely with Lafourche Parish School Board and other community agencies to provide services to meet the special needs of each child. Using the results of screenings and observations, Head Start staff refer children for further evaluation when a concern is suspected, with written parental consent. Head Start works closely with the Lafourche Parish School Board in providing for the needs of children who require an Individualized Education Plan (IEP). Children entering Head Start with an Individualized Education Plan will begin services within two weeks of their entry into the program. The IEP is incorporated into the daily lesson plans at Head Start.

Child Illness/Exclusion Policy

Upon arrival at the Head Start center, each child shall be observed for signs of illness, infections, bruises, and injuries, etc. Results shall be documented on the Daily Health Check form and any concerns reported to the Center Director. The Center Director notifies the Health Manager with any significant concerns. In the case of suspected child abuse, the Family Involvement Coordinator and the proper authorities will be notified.

The following guidelines will be observed:

1. Children who cannot participate comfortably in the regular child care setting, as determined by Head Start staff, are excluded regardless of the nature of signs and symptoms.
2. Temperature of children in child care is measured via an auxiliary route unless measured by a health professional.
- 3.

Sign or Symptom

| Sign or Symptom | Exclude | Physician evaluation needed | Do not exclude | Physician evaluation if persists |
|---|---------|-----------------------------|----------------|----------------------------------|
| Appetite | | | | |
| Lack of appetite, decreased appetite for more than 48 hours | √ | √ | | |
| Difficulty swallowing | √ | √ | | |

Appearance

| | | | | |
|---|---|---|--|---|
| Flushed face with fever | √ | | | √ |
| Unusual paleness | √ | √ | | |
| Bluish discoloration of the skin | √ | √ | | |
| Profuse sweating unrelated to activity or weather | √ | √ | | |

Behavior

| | | | | |
|---|---|---|--|---|
| Tired, sleepy, unable to participate in class setting | √ | | | √ |
| Lethargy (abnormal drowsiness) | √ | √ | | |
| Fainting | √ | √ | | |
| Irritability with stiff neck, lethargy or persistent crying | √ | √ | | |
| Persistent uncontrollable crying | √ | √ | | |
| Any obvious change in normal behavior | √ | √ | | |

Breathing

| | | | | |
|---|---|---|--|--|
| Difficulty breathing or "unable to catch breath" | √ | √ | | |
| Wheezing with no prior diagnosis | √ | √ | | |
| Wheezing with prior diagnosis and no meds at H.S. | √ | | | |

Sign or Symptom

| Cold | Exclude | Physician evaluation needed | Do not exclude | Physician evaluation if persists |
|---|----------------|------------------------------------|-----------------------|---|
| Child cannot participate in regular classroom setting | √ | | | √ |
| With temperature < 100 degrees F | | | √ | |
| With temperature ≥ 100 degrees F | √ | √ | | |
| Yellow/green mucus accompanied by temperature ≥ 100 degrees F or coughing up yellow/green mucus or yellow/green mucus from nose for more than 5 days with temperature < 100 degrees F | √ | √ | | |
| nose for < 5 days with temperature < 100 degrees F | | | √ | |

Cough/Sneeze

| | | | | |
|--|---|---|---|--|
| Uncontrollable cough | √ | √ | | |
| Cough not persistent | | | √ | |
| Cough with temperature ≥ 100 degrees F | √ | √ | | |
| Cough with pain, difficult or fast breathing, bloody or yellow/green mucus, wheezing | √ | √ | | |

Diarrhea

| | | | | |
|--|---|---|---|---|
| More than two episodes presently or within previous 24 hours (increase in number of stools and/or watery stools) | √ | | | √ |
| Any diarrhea at school, not contained in diaper or pullups or in toilet trained child who cannot make it to restroom | √ | | | √ |
| Diarrhea with temperature ≥ 100 degrees F | √ | √ | | |
| Diarrhea with blood or mucous in the stool | √ | √ | | |
| Diarrhea not occurring within previous 24 hours | | | √ | √ |

Ear

| | | | | |
|--------------|---|---|--|--|
| Ear pain | √ | √ | | |
| Ear drainage | √ | √ | | |

Eye

| | | | | |
|---|---|---|--|--|
| Watery/glassy appearance of eyes not related to normal crying | √ | √ | | |
| Purulent conjunctivitis ("pink eye") | √ | √ | | |

Sign or Symptom

| Eye | Exclude | Physician evaluation needed | Do not exclude | Physician evaluation if persists |
|--|----------------|------------------------------------|-----------------------|---|
| Purulent conjunctivitis ("pink eye") treated and with Dr. note | | | √ | |
| Any injury to eye | √ | √ | | |

Fever

| | | | | |
|---|---|---|--|---|
| Temperature < 100 degrees F but child does not feel well enough to participate in regular classroom setting | √ | | | √ |
| Temperature ≥ 100 degrees F accompanied by behavioral changes or other signs/symptoms of illness | √ | √ | | |
| Temperature ≥ 100 degrees F | √ | | | √ |

Head

| | | | | |
|---|---|---|---|---|
| Headache lasting less than 48 hours with no symptoms | | | √ | √ |
| Headache lasting more than 48 hours with or without symptoms | √ | √ | | |
| Headache with vomiting and/or change in alertness or behavior or other symptoms | √ | √ | | |
| Nosebleed (first time with no prior diagnosis) | √ | √ | | |
| Any injury to head | √ | √ | | |

Mobility/Movement

| | | | | |
|---|---|---|--|--|
| Pain, swelling or lack of movement in arm and/or leg; broken bones or sprains | √ | √ | | |
| Stiff back or neck | √ | √ | | |

Mouth/Oral

| | | | | |
|--|---|---|---|--|
| Dental concerns without pain/discomfort | | √ | √ | |
| Dental concerns with pain/discomfort | √ | √ | | |
| Teething | | | √ | |
| Teething with temperature ≥ 100 degrees F, irritable | √ | √ | | |
| Cold sores, thrush without pain/discomfort | | √ | √ | |
| Cold sores, thrush with pain/discomfort or other mouth lesions with drooling | √ | √ | | |

Sign or Symptom

| | Exclude | Physician evaluation needed | Do not exclude | Physician evaluation if persists |
|---|---------|-----------------------------|----------------|----------------------------------|
| Mouth/Oral | | | | |
| Oral lesions with refusal to eat or vomiting or temperature > 100 degrees F | √ | √ | | |
| Cold sores with no other signs and symptoms | | | √ | |

Pain

| | | | | |
|---|---|---|--|--|
| Persistent pain in any part of the body | √ | √ | | |
| Painful urination | √ | √ | | |
| Constipation, straining, discomfort with bowel movement, blood in stool | √ | √ | | |
| Persistent abdominal pain (continues for more than 1 hour) or intermittent pain associated with temperature ≥ 100 or other signs of illness | √ | √ | | |

Seizures

| | | | | |
|---|---|---|--|--|
| Seizures or uncontrollable jerking body movements | √ | √ | | |
|---|---|---|--|--|

Skin

| | | | | |
|--|---|---|---|--|
| Cuts/bruises that cause limitation of activity | √ | √ | | |
| Cuts with stitches | | √ | √ | |
| Cuts/bruises with no limitation of activity, without discomfort or pain | | | √ | |
| Any undiagnosed rash | √ | √ | | |
| Diagnosed rash with Dr. note | | | √ | |
| Diaper rash | | | √ | |
| Diaper rash with break in skin integrity, fever, discomfort, bleeding, drainage | √ | √ | | |
| Communicable diseases (measles, mumps, rubella, *chicken pox, shingles) | √ | √ | | |
| Burns | √ | √ | | |
| Break in skin with infection or inflammation | √ | √ | | |
| Jaundice (yellow skin or eyes) | √ | √ | | |
| Skin infestations (scabies impetigo, ****ringworm, pinworms, hand-foot-mouth disease, hives) | √ | √ | | |

| Sign or Symptom | Exclude | Physician evaluation needed | Do not exclude | Physician evaluation if persists |
|---|----------------|------------------------------------|-----------------------|---|
| Skin | | | | |
| Head Lice | √ | | | √ |
| Sore throat | | | | |
| Sore throat with temperature < 100 degrees F | | | √ | |
| Sore throat with temperature ≥ 100 degrees F | √ | √ | | |
| Difficulty swallowing | √ | √ | | |
| Vomiting | | | | |
| Vomiting (2 or more episodes) occurring presently or within the last 24 hours | √ | | | √ |
| Vomiting at all with head injury or change in consciousness | √ | √ | | |
| Sudden onset of vomiting, irritability or excessive sleepiness | √ | √ | | |

Meningococcal disease – Exclude until well and proof of non-carriage.

Hib disease – Exclude until well and proof of non-carriage.

Hepatitis A – Exclude until one week after illness started and fever resolved

AIDS (or HIV infection) – Exclude until the child’s health, neurologic /development, behavior, and immune status is deemed appropriate (on a case-by-case basis) by qualified persons, including the child’s physician chosen by the child’s parent, guardian and the center director.

Illnesses not mentioned will be decided on a case by case basis by the Health Manager.

If a child becomes ill while at Head Start or staff have a health concern about a child, the child is placed in isolation from the other children until the parent or other authorized person is able to pick up the child. The child is closely supervised by staff at all times.

Chicken pox: Children diagnosed with chicken pox cannot return to school until the sores are completely dried and scabbed over.

Head lice: Children with head lice must be nit free to return to class. Lafourche Parish Head Start has a “No-Nit” Policy. If a child is found to have head lice or nits present, the parent is called to pick up the child. Appropriate treatment is required. The child is not allowed to return to the classroom until the child is lice and nit free. A maximum of 2 days of excused absences per incident will be allowed to complete treatment of head lice. Additional days of absence will be unexcused.

Parents of a child sent home with head lice must bring their child to school the first time after the child is treated. Staff check the child’s hair with the parent present. The child is not allowed to remain at school if staff still find lice or nits. If, after returning to school after the 2 days of excused absences, the child is not lice and nit free, unexcused absences will begin (see Attendance Policy regarding unexcused absences).

Should re-infestation occur and the school excludes the child more than three times for head lice within a school year, the Head Start Director shall require a conference with the parent/guardian and the school nurse to discuss reasons why the problem has persisted and to provide the family with additional information, if necessary, on eradicating the problem from the home.

Seizures: Persons experiencing a seizure must not return to Head Start until 24 hours from last seizure.

Ringworm: Children with ringworm of the scalp require oral medication. Parents must bring the child's prescription bottle to the Center Director, along with the required doctor's note when the child returns to class. Children with ringworm on any other parts of the body must be treated as ordered by the physician and kept covered while at Head Start.

WHENEVER A DR. NOTE IS NEEDED, IT MUST STATE WHEN THE CHILD CAN RETURN TO CLASS AND ANY RESTRICTIONS FOR THE CHILD.

Lafourche Parish Head Start insurance covers medical expenses involving accidents incurred by children during school hours.

A Parent's Rights

Each parent has the right to request an initial evaluation through the LEA at any time by contacting Pupil Appraisal at 985-447-8181 located at 110 Bowie Road in Thibodaux. If the LEA agrees with a parent who refers their child for evaluation that the child may be a child who is eligible for special education and related services, the LEA must evaluate the child. LEA must conduct the evaluation within 60 days of receiving parental consent for the evaluation. If, however, the LEA does not suspect that the child has a disability and denies the request for an initial evaluation, the LEA must provide written notice to parents explaining why the public agency refuses to conduct an initial evaluation and the information that was used as the basis for this decision. The parent can challenge this decision by requesting a due process hearing to resolve the dispute regarding the child's need for an evaluation.

"HEALTHY HINTS" -- Help Break the Cycle

In order for your child to learn they must be healthy and in the right frame of mind. For your child's wellbeing and for the protection of other students and staff, the following recommendations are provided to you.

FEVER

Children with a fever ≥ 100 should remain out of school until they are fever free for 24 hours. If the fever continues for more than 48 hours or is accompanied by behavioral changes or other signs/symptoms, it is recommended that your child be seen by a doctor.

VOMITING/DIARRHEA

Children who are vomiting and/or have diarrhea should remain home until they have not vomited or had diarrhea for 24 hours. It is advised that you stop milk and milk products for the next few days unless otherwise directed by a physician. It is recommended that you contact a doctor if: your child becomes dehydrated (such as child cries without tears, lips and mouth are dry, has strong smelling or dark urine, eyes appear sunken); child looks weak or lethargic (abnormally drowsy); vomiting/diarrhea persists more than 24 hours; or child has any other abnormal signs or symptoms.

"PINK EYE"/CONJUNCTIVITIS

Children who have redness in the white of one or both eyes, tearing or discharge that causes the eyelids to stick together during the night and may prevent the eye from opening, and/or complain that their eye burns, itches, or feels as if they have something in it, should remain home from school. Pink eye is a highly contagious condition and should be seen by a doctor. The doctor must send a note as to when your child can return to school.

COLDS

A typical cold lasts about 1 week, causing a stuffy nose, mild cough, and low-grade fever, generally < 100 degrees F. If your child has a temperature \geq 100 degrees F., a bad cough, sore throat, ear ache, or headache, they should remain home. If these symptoms persist for 48 hours or less if symptoms worsen, it is recommended that your child be seen by a doctor.

ANTIBIOTICS

If antibiotics are prescribed, it is required that the child remain home for 24 hours after treatment has been started, unless the doctor states otherwise. Please continue to give your child the entire amount of antibiotics that the doctor prescribes. Never stop the antibiotics unless the doctor instructs you to do so, even if the child appears better.

PLEASE ENCOURAGE YOUR CHILD TO COUGH OR SNEEZE INTO THEIR SLEEVE OR A TISSUE WHEN THEY NEED TO DO SO AND DISCARD ANY USED TISSUE IN A TO THE GARBAGE CAN. ALSO WE ENCOURAGE YOU AND YOUR CHILD TO WASH HANDS FREQUENTLY. IT PREVENTS THE SPREAD OF GERMS.