

“ACCESS” - DID YOU KNOW???

The Governor's move to downsize economic services formerly provided through the Department of Children and Families closed the local offices for families who need to apply for Medicaid and/or Food Stamps.

The quickest and easiest way to apply for services is through the “ACCESS” Program. Our Head Start centers have the “ACCESS” Program installed through Department of Children and Families to give our families an outlet to obtain assistance.

Center staff will assist with families with using the computer and with the “ACCESS” Program as needed. This service is provided for the convenience of our families and is available during Head Start operating hours.

For more information, or to use this service please call your Head Start Center.



“HELPING PEOPLE HELP THEMSELVES”

Tri-County Community Council, Inc.
Head Start/Early Head Start

302 North Oklahoma Street
Bonifay, FL 32425
Phone: 850-547-3689
Fax: 850-547-2063

Tri-County Community Council, Inc.

HEAD START/EARLY HEAD START

2011/2012

Parent Handbook



Including:

- Useful tips for parents
- Important phone numbers
- General Information



Message from the Director

Welcome to Head Start/Early Head Start

Welcome new and returning Tri-County Head Start and Early Head Start parents/guardians. This handbook is intended to provide you with specific information about operating procedures for our Head Start/Early Head Start Programs.

Tri-County Community Council Head Start has been in operation in Holmes, Washington, and Walton Counties for the past 40 years and Early Head Start was added in 2010 in Walton County.

Our vision is for excellence while providing a quality educational setting for your young child. We always look for ways to improve our services and welcome your ideas and suggestions.

We encourage you to become a volunteer at the center and to become involved in the various activities that will be offered throughout the year. You will receive information through the monthly newsletter, the resource and parent handbook, parent meetings. Feel free to call or stop in anytime with ideas or questions.

Have a great year at Head Start and Early Head Start!



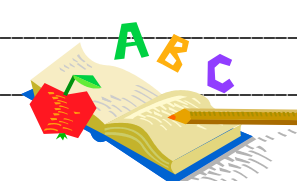
Sincerely,
Kim Gillis, Director
Tri-County Community Council Head Start/EHS



Notes



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WASHINGTON COUNTY CALENDAR

2011-2012

August 10	Teaching Staff Return
August 15	All Staff Return
August 22	Children Return
September 5	Labor Day HOLIDAY
September 26	Early Release
October 25	Fall Break
November 11	Veteran's Day HOLIDAY
November 21- 25	Thanksgiving HOLIDAYS
December 21	Early Release
December 22, '11- January 4, '12	Children out for Holidays
December 22, '11- January 4, 12	Closed for Holidays
January 5	Staff Return
January 6	Children Return
January 16	Martin Luther King HOLIDAY
January 30	Center Closed
February 9	Early Release
February 20	President's Day HOLIDAY
March 12- March 16	Spring Break (Center Closed)
March 29	Early Release
April 6	Center Closed
April 30	Early Release
May 25	Last Day of School
May 28	Memorial Day HOLIDAY
May 30	Staff's Last Day



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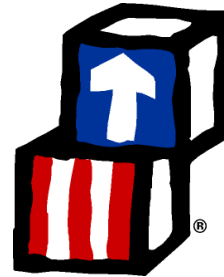
TRI-COUNTY COMMUNITY COUNCIL HEAD START

Mission

Investing in children today for a better tomorrow.

Vision

Partnering with families and communities to reach our full potential.



Philosophy

You cannot make a positive difference in the lives of children without partnering with the whole family and the communities in which they live. We support parents as the primary educators of their children and encourage their involvement at all levels of Head Start through volunteering in the classrooms, participating on committees and advisory groups, and aiding in policy making through the Policy Council.

We promote developmentally appropriate practices, family literacy, ensure safety in stimulating environments, and protect children's health and nutrition through sound practices and linking up with health providers, and teach all eight domains of early learning to ensure success in school.



TRI-COUNTY COMMUNITY COUNCIL HEAD START
WALTON COUNTY CALENDAR

20011-2012

August 3	Teaching Staff Return
August 8	All Staff Return
August 15	Children Return
September 5	Labor Day HOLIDAY
September 28	Early Release
October 10	Center Closed
October 26	Early Release
November 11	Veteran's Day HOLIDAY
November 21-25	Thanksgiving HOLIDAYS
December 19, '11- January 2, '12	Children out for Holidays
December 19, 11- January 2,12	Closed for Holidays
January 3	Staff Return
January 4	Children Return
January 16	Martin Luther King HOLIDAY
January 25	Early Release
February 15	Early Release
February 20	President's Day HOLIDAY
March 8	Early Release
March 9	Center Closed
March 26-30	Spring Break (Center Closed)
April 6	Early Release
May 24	Last Day of School
May 28	Memorial Day HOLIDAY
May 29	Staff's Last Day



TRI-COUNTY COMMUNITY COUNCIL HEAD START
HOLMES COUNTY CALENDAR

2011-2012

August 10	Teaching Staff Return
August 15	All Staff Return
August 22	Children Return
September 5	Labor Day HOLIDAY
October 7	Center Closed
October 21	Early Release
October 24-28	Fall Break
October 31	Children Return
November 11	Veteran's Day HOLIDAY
November 23-25	Thanksgiving HOLIDAYS
December 16	Early Release
December 19, '11- January 2, 12	Children out for Holidays
December 19, '11- January 2, 12	Closed for Holidays
January 3	Staff Return
January 4	Children Return
January 16	Martin Luther King HOLIDAY
January 20	Early Release
February 20	President's Day HOLIDAY
March 23	Early Release
April 23-April 27	Spring Break (Center Closed)
April 30	Children Return
May 25	Last Day of School
May 28	Memorial Day Holiday
May 30	Staff's Last Day



Tri-County Community Council's Head Start program currently owns and operates four (4) centers: two in Walton County, one in Chipley, and one in Westville. The Early Head Start Center is housed in a separate location. Tri-County Community Council is a local, private non-profit community action agency that contracts with federal, state, county and local agencies to operate various social service programs, and provide comprehensive preschool services to low income children and families residing within the communities of Walton, Holmes, and Washington Counties.

Site Addresses and Telephone Numbers:

***Westville Center & Administrative Offices**
2499 Cypress St. Westville FL 32464
Center-548-5630 Offices:548-9900

***Chipley Center**
1264 South Blvd. Chipley, FL 32428
850-638-9800

***Chautauqua Center**
908-B Hwy. 90 West, DeFuniak Springs, FL 32433
850-892-6144

***Walton Center**
268 S. Davis Lane, DeFuniak Springs, FL 32435
850-892-735 850-892-3995

***Early Head Start**

About Head Start

Created in 1965, Head Start is the most successful, longest-running, national school readiness program in the United States. It provides comprehensive education, health, nutrition, and parent involvement services to low-income children and their families. Nearly 25 million pre-school aged children have benefitted from Head Start.

Program Year

Head Start Centers follow the Public School calendars for their county and parents will receive a copy at enrollment.

Early Head Start is open throughout the year and parents will be provided a schedule.



Program Hours of Operation

Head Start Program

Regular hours are 8:00am to 2:00pm.

Extended care services are offered based on family needs.

Early Head Start Program

Early Head Start Center hours of operation are 8:00am to 2:00pm but are also determined by program options and family needs. Home-based program schedules by appointment.

Administrative Office

Regular hours are Mon-Thurs.7:30pm -4:30pm Fri close at 2:00pm.

Attendance and Absences

Each teacher is responsible for checking daily attendance in their classroom. The Family Service Workers are responsible for checking daily attendance/absences and if your child is absent and you do not contact the center-the Family Service Worker will contact you by phone. If your child is absent 3 days in a row or has a pattern of absences, and you have not made contact with the center, staff will contact you in person to inquire about the reasons for the absences. If staff is unable to reach you by phone or in person a letter will be sent asking you to contact the center within 5 days. If you do not respond, a second letter will be sent informing you that your child will be suspended from the program by a specific date. If no response is received, our staff will then contact parents with children on our waiting list to fill the slot.

If your child is absent for 5 consecutive days, a doctor's note is required for the child to return to school. Our goal is to provide support so that your child may participate in the program on a consistent basis. We want to maximize the number of days each child attends school.

Tri-County Community Council, Inc.

EDUCATION

Chipola Junior College, Marianna	526-2761
N.W. FL. State College	892-8100
Walton Career Development Center	892-1240
Washington-Holmes Technical Center	638-1180

MENTAL HEALTH

ARC Walton County	892-5013
ARC Washington-Homes County	638-7517
COPE Walton County	892-8045
Life Management Wash.-Holmes	547-2472

PUBLIC HEALTH UNITS

Holmes County	547-8500
Walton County	892-8015
Washington County	638-6240

ONE STOP CAREER CENTER

Holmes County	638-6089
Walton County	892-8668
Washington County	638-6089
Senior Employment (Walton)	892-5121

DOMESTIC VIOLENCE

Salvation Army (Wash/Holmes)	415-5999
Crisis Line	800-252-2597
State Attorney/Victim Advocate - Holmes	547-2262
State Attorney/Victim Advocate - Washington	638-6150
State Attorney/Victim Advocate - Walton	892-8080

**For a complete list of resources see
the Resource Handbook.**

Tri-County Community Council, Inc.

RESOURCE NUMBERS

FOOD FOR HOLMES CO.

Meals on Wheels	547-2345
WIC	547-0674

HOUSING FOR HOLMES CO.

HUD Section 8	547-1111
Public Housing (Mon. & Fri. only)	547-4141

CLOTHING FOR HOLMES CO.

Catholic Services	547-0099
Genesis Outreach	547-5170

FOOD FOR WALTON CO.

Meals on Wheels	892-8165
Caring & Sharing	892-7656
WIC	892-8020

HOUSING FOR WALTON CO.

HUD Section 8	892-8185
Public Housing	892-2823

CLOTHING FOR WALTON CO.

Caring & Sharing	892-7656
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FOOD FOR WASHINGTON CO.

Meals on Wheels	638-6162
WIC	638-6240
Food Pantry (1st United Methodist Church)	638-0010

HOUSING FOR WASHINGTON CO.

HUD Section 8	638-4520
Public Housing	638-6287

For a complete list of resources see the Resource Handbook.

Arrival and Departure

All parents and visitors must enter and exit the buildings through the **main entrance**. To ensure each child's safety, parents must accompany their child to his/her classroom and sign in. It is our policy that all parents sign their child in and out of the center, and tell the appropriate staff member that they are arriving and/or leaving with their child. Please make sure the child does not arrive until the assigned arrival time and is picked up by the closing time. A pattern of picking up a child late is unacceptable, is upsetting to the child, and presents difficulties for staff members that need to go home, or to school. If parents are consistently late bringing their child to the center, they will be asked to meet with the Family Service Worker so they can implement an attendance plan.

If someone else is going to pick up your child, please contact us in advance and be sure you have given us advance written authorization. If we are unfamiliar with the person picking up the child, we will ask for a picture ID. If the person does not have written authorization, or ID we will not release your child to that person. Parents are solely responsible for any changes on Emergency Contact/Pick-Up Card.

Inclement Weather/School Closings

Tri-County Community Council will follow the decision of the local public school district in determining school delays or closures due to inclement weather. Other decisions regarding closures may need to be made by the HS/EHS Director or the Executive Director, based on circumstances that affect the center. Families will be called if a decision is made to close early or to close when the school district does not.



Daily Communication

Every effort will be made on a daily basis to communicate with families when they drop off and pick up their child, through notes sent home, or through telephone calls. If an unusual or special circumstance occurs during the school day, this information will be given to the parent(s) verbally or in a written notice. Incidents of a serious nature, in which the staff may feel will be disturbing to the parents, will be communicated verbally to the parent and will be followed up by an incident report. In return, we ask that parents communicate with the classroom Teacher any unusual behavior or incident that may have occurred while the child was at home; when Teachers are well informed they can take care of your child in the best way possible.



Orientation & Transition

New Students

In order to insure a happy and successful transition into Head Start/Early Head Start, parents are encouraged to participate in Orientation before their child begins school. Orientations are conducted to familiarize parents with the center's various services (education, special services, health, mental health, nutrition, family partnership, and parent/male involvement). Staff members will be introduced during the orientation and each will explain their role and responsibilities.

Returning Students

If a child is currently enrolled, the parents may re-enroll the child for next year. If parents are unsure of the process they are encouraged to speak with the Family Service Worker.

Transition

Transition activities are an ongoing process, which includes transitioning children and families into and out of Head Start./EHS. Every effort is made to ensure a smooth transition into and out of Tri-County Head Start/Early Head Start.

Head Start Center Numbers

Tri-County Head Start Admin Office (Westville)

548-9900

Holmes County Head Start (Westville)

548-5630

Walton County Head Start (DeFuniak Springs)

892-7635

Chautauqua Child Development Center (DeFuniak Springs)

892-6144

Washington County Head Start (Chipley)

638-9800

Tri-County Community Council Phone Numbers

Tri-County Community Council, Main Office, Bonifay

547-3689

Tri-County Community Council, Transportation

547-3688 (Bonifay) 892-2422 (Walton)

Tri-County Community Council CSBG, LIHEAP, (Bonifay)

547-3689

Tri-County Community Council, (Chipley)

638-4520

Tri-County Community Council, (DeFuniak Springs)

892-3615

Services of Tri-County Community Council, Inc.

Transportation Disadvantage, Head Start, Community Services, Emergency Food and Shelter, Canning Centers, ABLE (for Disabled Persons), Visitation Centers, Homeless Project, HUD Section Eight Rental Assistance, LowIncome Emergency Home Repairs Program, and Weatherization



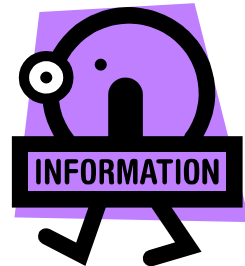
CHANGE OF INFORMATION

At the time of enrollment, parents/guardians must provide us with the names and telephone number of persons to contact in case of an emergency as well as those authorized to drop off and pick up the child from the classroom or bus.

It is the parent/guardians responsibility to notify the program of any changes in the authorization. Any change must be made in writing. **WE WILL RELEASE CHILDREN TO AUTHORIZED PERSONS ONLY.** Persons under the age of 16 who are not the child's parent will not be allowed to pick up the child. The program may request photo ID before a child is released. All information on the emergency card and in your child's file must be current. It is your responsibility to inform the program of changes such as:

1. Change of address or phone number
2. Change of work place
3. Change of authorized persons for pick up - including phone numbers
4. Change of custody.

Please give any change of information to your family service worker, your child's teacher or the center coordinator. Copies of court orders must be provided to the program before any staff can actively prevent non-custodial parents from picking up their child.



Early Childhood and Curriculum

Creative Curriculum is the educational approach that is adopted by Tri-County Head Start/Early Head Start. *Creative Curriculum* is the country's leading research-based preschool Curriculum. The objective of the curriculum is to provide all children with a nurturing, engaging, and enjoyable learning environment to help them gain the awareness, skills and confidence necessary to succeed in their present environment and to deal with later responsibilities in school and in life. The varied experiences that we provide support the continuum of children's growth and development, in all learning domains.

The learning environment and daily routine are designed with all areas of children's development in mind. Interest areas are labeled and stocked with diverse materials., To promote initiative and independence, the materials are easily accessible and reflect children's cultures and interests. In addition, the children engage in small and large group activities, assist with clean-up, socialize during snack and meals, and develop self-care skills.

EHS Curriculum

The Early Head Start Program use "*Creative Curriculum for Infants & Toddlers.*" It focuses on Child Development and Education: Child Health Services; Child Health and Safety; Family and Community Partnerships; Management Systems and Procedures; Facilities, Materials, and Equipment.

Outdoor Play--HS/EHS

Each child will participate in daily outdoor activities, weather permitting. The teachers use this opportunity to help the children develop and exercise their large muscles. All children must go outside each day for the required length of time. However, when inclement weather occurs, the teachers will plan alternate indoor activities for the children.

Toileting– Children are enrolled in our program without regard as to whether they have learned to use the toilet independently. Staff will change diapers and assist children in positive ways to learn to use the toilet within a developmentally appropriate time frame. Accidents are to be expected. Children not yet ready, forget and have accidents; they must never be degraded by harsh words or appearances of disgust.

EHS Toilet Training– Signs of toilet training readiness will be discussed at parent-caregiver conferences. Once the parent and primary caregiver feel that a child is ready, a plan will be put in place for both the caregivers and parents to follow.

HS Rest/Naps–We provide a rest/nap period for all children because we believe they need a rest time to help them relax and unwind from their busy morning schedule. A quiet time in the daily schedule enables them to have a more positive afternoon and be a happier child at home at the end of the day. If a child does not go to sleep, he/she will be allowed to participate in a quiet activity that does not disturb the other children. We supply a sleep mat, mat cover, and light blanket.

EHS Rest/Nap– Early Head Start children are allowed to rest and nap based on their individual needs and sleep patterns.

HS/EHS Clothing– Young children often have bathroom accidents or may be involved in messy play throughout the day. The child's parent/guardian must provide a clean change of clothing to be kept at the center at all times. Clothing should be exchanged as the seasons change so that children are appropriately dressed. When a child wears home the change of clothing left at the center, the parent should immediately provide the center with another set of clothing.



- * If the escort or the driver determines that your child is sick when picked up, they will not accept the child onto the bus.
- * Your child may be suspended from the bus for repeated acts of disorderly conduct. Prior to this happening, you will be called to the center for a meeting with the bus escort, the driver, and the center coordinator.
- * Once your pick up and drop off points are established, **you cannot change it without a written request submitted to the center coordinator and approval by the Head Start Administration.**
- * The driver and/or the escort reserve the right to ask for photo identification before they release your child to someone they do not recognize.
- * If an adult is repeatedly not present at the pick up or drop off point, transportation services may be **suspended permanently.**
- * No medications will be transported on the bus. The parent will need to sign necessary paperwork and bring any/all medication to the center.
- * All of the children's supplies/materials should be carried in their backpack for safety purposes.
- * Children and parents are to stand 10 feet away from the bus until completely stopped and driver has the door open.
- * Never cross behind the bus.
- * If an item falls on the ground near the bus remember-**IF IT'S ON THE GROUND-DON'T BEND DOWN.** The bus driver may not be able to see you.
- * If there is a problem call the center so it can be discussed privately.
- * Pick up and drop off times are not appropriate times for conferences. Please schedule time to speak with your child's teacher that is private and unrushed.



TRANSPORTATION

Due to the rising costs of transportation and the strict regulations imposed on transportation by federal and state agencies, it has become necessary for the Tri-County Community Council, Inc. Head Start to modify our transportation eligibility requirements. We must insist that parents transport their children whenever possible. We realize that this is an inconvenience to parents, but we cannot avoid it without greatly decreasing other services we offer. If you need more information regarding transportation, contact your center coordinator or administrative offices. Transportation will be provided to designated centers on an as needed basis.

Transportation Procedures



- * Know your child's bus driver and escort.
- * Accompany your child to the bus and see that they get on safely. Neither driver nor escort will come to the door of the home to get the child.
- * If your child will not be going to school, call the center or transportation office and leave a message.
- * Have your child completely dressed, waiting at their assigned bus stop at least 5 minutes before bus is scheduled to arrive. **Make sure you are waiting at the pick up point in the afternoon to pick up your child.**
- * If someone other than yourself will be getting the child off the bus, call the center and make sure his/her name is on the list to get the child. **This person must be an adult. (16 years or older).** If this person is not on the list, the child will be returned to the center and you will have to make arrangements to pick the child up.
- * There will be no food, drink, smoking materials, medicine, or toys on the bus.
- * No one will ride in the bus, but the driver, the monitor, and the children.
- * Children will be expected to sit quietly in their seats and wear their safety restraints while the bus is moving.

Tri-County Community Council, Inc.

Diversity in the Classroom– We have adopted an “all included approach”, which means that all children can learn and have the right to learn in an environment with their peers in both Head Start and Early Head Start. This approach will help children become more flexible, accepting, open-minded, and non-judgmental towards people who are different. We help children celebrate who they are and help them to accept others. In addition, the teachers label items in the classroom in at least one other language, they provide materials that encourage and support differences, they invite parents into the classroom to share their culture by singing songs and finger plays in other languages and repeat phrases and words in other languages.

Disciplinary Procedures– Under no circumstances will there be any corporal punishment used in the Tri-County Head Start or Early Head Start Centers. Violation of this regulation constitutes grounds for immediate termination. Under legal and professional statutes, staff, volunteers and individuals working in conjunction with this program are forbidden to use corporal punishment of any kind, as means for disciplinary action. *Parents/guardians on center grounds must also adhere to this disciplinary procedure.* Forbidden Disciplinary Actions include, but is not limited to: physical restraint, with intent and/or unintentional physical and/or emotional harm, physical abuse (squeezing, choking, holding, pinching, punching, etc.) physical and/or mental abuse through neglect or negligence.

Parent Involvement in Education

Parents are encouraged to participate in program activities with children. Staff and parents interact informally to share information about the day's activities and child's experiences. Staff and parents exchange information about how to promote and extend child's learning and social development at home. Staff members schedule home visits and formal parent conferences to share information with parents and seek input about the program and child development.

EHS Parent Involvement in Education– Parent-Caregiver conferences are scheduled to discuss child's progress and development.

Child Assessment– Tri-County Head Start/EHS uses the Galileo for its assessment. Galileo is an authentic approach to assessment that reflects an assumption that children demonstrate an amazing capacity to learn new skills within a relatively brief period of time. The teachers focus on what children can do at the moment instead of looking for and commenting on what they are not yet able to do. The teachers write simple anecdotes each day on the children and each child has a portfolio, which contains their screening results, and samples of their work (it documents their growth). The information is shared with the parents during the school year. The children will be screened with Battelle to screen learning patterns and results will be shared with parents.

EHS Assessment The social-emotional assessment tool used for the Early Head Start Program is Ages & Stages Questionnaires. A Battelle Screening is also completed. These tools are a cooperative effort between parents and caregivers to monitor the child's progress. Since infants and toddlers change rapidly and develop at different rates, it is necessary to complete the questionnaire at least every 6 months. We also assess the child's height, weight, vision and hearing. Galileo is the ongoing assessment used.

Family Fun Reading Club–To encourage families to read to their children, Tri-County HS/EHS created a club. The families join the club by filling out a contract stating that they agree to read regularly with their child. Each time a family reads 20 books to their child, fills out and sends in the form, their child will receive a certificate and a free book.

Children with Disabilities

It is the philosophy of Tri-County HS/EHS that all children, regardless of race, creed, gender, or disability, share common needs: warm and loving acceptance; a safe and healthy physical environment, which encourages curiosity and exploration; and a chance to socialize with children of similar ages. Tri-County works collaboratively with the local school systems and other agencies to obtain needed therapy for children in need but with child inclusive into the classroom.

Tooth Brushing

Tooth brushing is accomplished in conjunction with meals. Acknowledging that dental wellness is critical to one's overall health, to reduce the presence of oral bacteria, all preschoolers brush their teeth either after breakfast or lunch. Early Head Start toddlers brush teeth after breakfast or lunch while infants unable to hold and manipulate a toothbrush have their mouths wiped out after each meal with sterile gauze pads and fresh water. Additionally, workshops on dental care will be offered for expectant mothers and other interested parents enrolled in HS/EHS Program.

Complaint Procedures

It is our policy to work closely with parents and their children to create a positive learning experience. We encourage parents to share comments and concerns with Head Start/Early Head Start staff. Parent's concerns will always be addressed.

If parents have a concern about their child's development, we encourage it to be discussed with the child's teacher. It is important that parents discuss with their child's teacher any concerns involving behavior, activities, health or emotional well-being. The more information parents share about their child, the better we can care for the child and help him/her develop his/her learning skills.

If parents are dissatisfied with part of the program, please first discuss this with the child's teacher or the individual whom the complaint is against. If a parent feels unsatisfied after that, they may speak with Center Coordinator or other staff they are comfortable with. Parents may file a formal written complaint and it will be answered in writing.

Even when there is good rapport among parents and between staff and parents, there may sometimes be disagreements. This is normal human behavior. So that differences can be resolved, it helps to understand why they occur.

Most disagreements occur because information is misunderstood, incomplete, or inaccurate. Usually this kind of disagreement can be settled very easily and quickly by talking with the person involved. Talking about the problem with someone else does not help and usually makes the problem worse by spreading information that may not be correct. To clear up problems quickly and to avoid larger problems from developing, it is important to air concerns promptly and with the proper person. A person with complain has 2 options:

*Within 3 days of situation, go to the person involved and talk directly with them about your concern. If this does not resolve complaint-go to Option 2

*Within 8 days of the situation, the complainant should file a written complaint with the Director.

In-Kind

As the parent/guardian of a Head Start/Early Head Start child there is something important for you to know. Last year, your child had an anonymous benefactor in our program. This generous individual volunteered several hours every month to make your child's experience this year possible.

Just as this wonderful gift was given to your child, YOU have the opportunity to repay this gift "in-kind" by volunteering while your child is in the program.

We need **In-Kind** to ensure that a "space" for another child is "paid forward" for the next program year. Each time you volunteer-make sure you sign an in-kind form so you can make a difference in the life of a child.

In-Kind is time, services, or goods from parents or community. The Federal Government matches your time for dollars toward our grant requirements. 20% of our grant must be matched with In-Kind each year.

Ways to Volunteer

- * Spend time in your child's classroom
- * Do projects at home for the teacher
 - * Join a Committee
- * Help with projects around the program

Please turn your cell phone volume off or to vibrate, and refrain from using your phone while volunteering in the classroom.



Guidance and Discipline- The long term goal for children enrolled in the program is to provide a setting where children can slowly develop a sense of inner self-control; that they can begin to understand the reasons for limits that are set, and develop a sense of both being respected and respecting other's rights and feelings.

When behavior problems arise, staff is encouraged to look at classroom routines, the environment and individual needs of the child in order to help the child overcome the behavior. It is important for all adults to be aware of the language, the tone of voice and the manner of speech used when working with young children. Providing each child with choices, foreseeing problems and responding to their needs immediately enables us to help the child positively without having to use direct discipline.

One of the goals of guidance and discipline is to help children develop tools to problem solve. Discipline is the external tool to help children develop internal control. Young children learn by experimenting, testing limits and experiencing the consequences of their behavior.

Food and Nutrition Services-In accordance with all Head Start Performance Standards, the Tri-County HS/EHS Program has implemented a program that provides superior food services which meet the nutritional needs of all enrolled children.

Children with food allergies, food intolerance or religious preferences are accommodated and lists are maintained in each classroom and center kitchen. The lists are referred to during meal preparation and service. A *letter must be on file either from the child's doctor for allergies and intolerance or from parents for religious preferences.*

Meal Service- All children receive at least 2/3 of their daily nutritional requirements during meal service. Children are never forced to eat any food item. They are encouraged to "try" different foods. Some foods may be completely unfamiliar, while others may be prepared differently than they are used to having them. It is important for their development that they are exposed to a wide variety of foods both representative of their individual cultures and their school mates. For picky eaters, Family Style Eating provides opportunities to observe others who eagerly eat a more varied diet, thusly encouraging them to likewise partake of a particular food or meal. Family Style Eating is in place at all our centers. Children learn math, science, language, health and safety and gain sensory and fine motor skills while assisting with the set-up for meals and by serving themselves from communal serving dishes. Teachers and children share the same foods. Teachers sit at the tables and facilitate positive conversation during meals. Children are also involved in removing their refuse from the tables after they finish their meals.

2011 Recommended Immunizations for Children

Birth	1 month	2 months	4 months	6 months	12 months
HepB	HepB				
		RV	RV	RV	
		DTaP	DTaP	DTaP	
		Hib	Hib	Hib	
		PCV	PCV	PCV	
		IPV	IPV		

Shaded boxes indicate the vaccine can be given during shown age range.

NOTE: If your child misses a shot, you don't need to start over, just go back to your child's doctor for the next shot. The doctor will keep your child up-to-date on vaccinations. Talk with your doctor if you have questions.

FOOTNOTES

- 5 HepA vaccination is recommended for high-risk children. Medical conditions may also need a dose of meningococcal (PPSV). HepA vaccination may be administered to any desired. See vaccine-specific recommendations at <http://www.cdc.gov/vaccines/imz/iinfo/>
- * Two doses given at least four weeks apart are recommended for children 6 years of age and older who are getting a flu vaccine for the first time. Children 6 years of age and older who are getting a flu vaccine for the first time should get two doses the following year.

For more information, call toll free 1-800-CDC-INFO (1-800-232-4636) or visit <http://www.cdc.gov/vaccines>



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

Social/Emotional Services

Mental Health problems are painful-emotionally, spiritually, and socially- especially for children. Words that make fun of mental health create a sense of shame, feelings of guilt and loss of self-esteem. Through partnership with mental health agencies, staff will assist in making confidential referrals for your child or family members by permission or upon request of parent/guardian.

Male Involvement

Men play an important role in the lives of our children. Research has shown that all children need positive male role models in their lives. Head Start/Early Head Start encourages all men who are a part of an enrolled child's life to take an active role in their child's first school experience. We encourage you to get to know staff and ask questions about your child's progress. We encourage you to take an active role in our programs by attending male involvement activities as well as volunteering in our program. We invite you to serve on committees, attend parent meetings, join in parent activity days or just stop by and read a book to your child's class.

Health Services

Our program emphasizes the importance of maintaining good health and prevention of health problems by promoting regular check-ups, immunizations and good nutrition for all members of the family. Each child must have up-to-date immunizations prior to attending the program and a physical within 30 days of enrollment. Each child must have a hearing and vision test within 45 days; blood pressure, hemoglobin testing, and a lead test within 90 days of enrollment. Good dental health is also a focus and children will brush their teeth after lunch each day and within 90 days of enrollment each child must have a dental exam.



Policy Council

The Policy Council participates in shared governance of the Head Start/Early Head Start program. The Policy Council functions as a link to Parent Committees in communicating with parents enrolled in Head Start/Early Head Start program. Policy Council members operate as the voice for the parents who have children currently enrolled in the program. The Policy Council is made up of 51% parents and 49% community members. A parent and an alternate member are elected from each center and meet once a month. Policy Council members receive formal training on their roles and responsibilities. The Policy Council members representative role is to express the ideas and viewpoints of the parents at the center they represent.

The Policy Council is an eleven (11) member council:

- * 7 elected parents of children currently enrolled in the program
- * 3 Community Representatives
- * 1 Board Liaison

The formal group of elected and appointed parents and community representatives is mandated by the Federal Government HS/EHS Performance Standards.

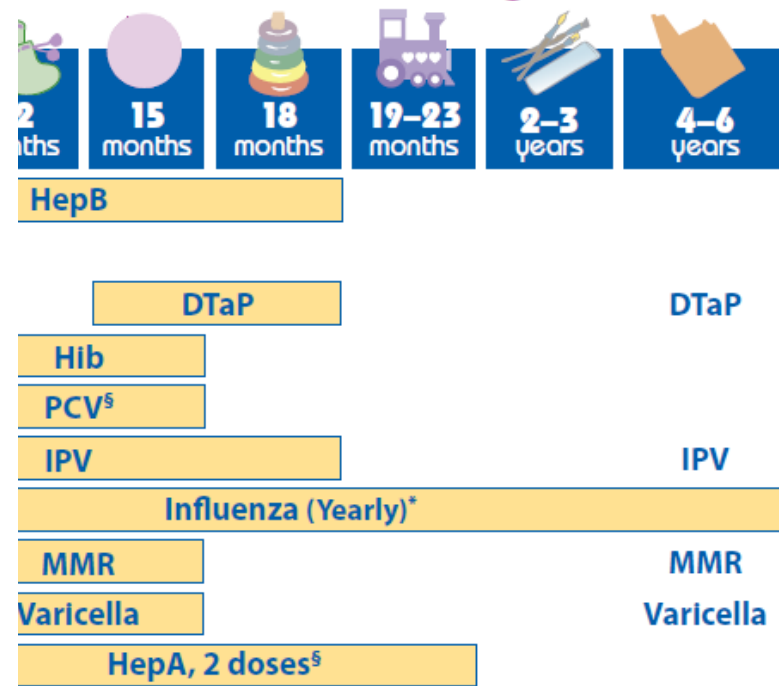
Function of the Policy Council

To work in partnership with the HS/EHS Director and certain key members of the staff to develop, review and approve or disapprove the policies and procedures of the program which include participating in and acting on recommendations on the hiring, firing, planning, Self Assessment, curriculum, site selection, budget and recruitment.

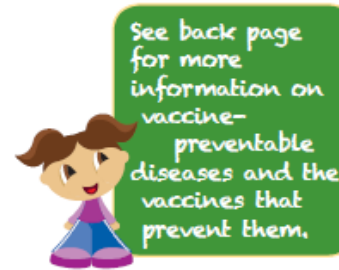
Board of Directors

The function of the board is to provide fiduciary responsibility to ensure that the agency is meeting its vision, mission, and legal obligation, which include contractual and any other obligation from its various funding sources.

Children from Birth Through 6 Years Old



Children older than 2 years. Children with certain pneumococcal vaccine (PCV4) and pneumococcal vaccine (PPV23) for child older than 2 years for whom immunity is not known. See <http://www.cdc.gov/vaccines/pubs/ACIP-list.htm>. Recommended for children aged 6 months through 8 years of age. Children who only got one dose in their first year.



Vaccine-Preventable Diseases and the Vaccines

Disease	Vaccine	Disease spread by
Chickenpox	Varicella vaccine protects against chickenpox.	Air, direct contact
Diphtheria	DTaP* vaccine protects against diphtheria.	Air, direct contact
Hib	Hib vaccine protects against <i>Haemophilus influenzae</i> type b.	Air, direct contact
HepA	HepA vaccine protects against hepatitis A.	Personal contact, contaminated food or water
HepB	HepB vaccine protects against hepatitis B.	Contact with blood or body fluids
Flu	Flu vaccine protects against influenza.	Air, direct contact
Measles	MMR** vaccine protects against measles.	Air, direct contact
Mumps	MMR** vaccine protects against mumps.	Air, direct contact
Pertussis	DTaP* vaccine protects against pertussis (whooping cough).	Air, direct contact
Polio	IPV vaccine protects against polio.	Through the mouth
Pneumococcal	PCV vaccine protects against pneumococcus.	Air, direct contact
Rotavirus	RV vaccine protects against rotavirus.	Through the mouth
Rubella	MMR** vaccine protects against rubella.	Air, direct contact
Tetanus	DTaP* vaccine protects against tetanus.	Exposure through cuts in skin

* DTaP is a combination vaccine that protects against diphtheria, tetanus, and pertussis.

** MMR is a combination vaccine that protects against measles, mumps, and rubella.

Ways Parents Can Volunteer

- * Taking an active part in participating with a teacher in working with a child or children in the home, or at the center.
- * Accompanying children on field trips.
- * Serving as a substitute teacher or volunteer in the classroom
- * Working in the office
- * Being a bus or dining room helper
- * Provide day care for other parents during program related activities.
- * Carry out assigned tasks for the program at home, such as: making sheets and pillows for the classroom, doing laundry for the classroom, mending equipment; preparing for events, etc.

Program Governance

Head Start/Early Head Start programs must operate under a philosophy of shared governance. This enable parents and community members to be active decision-makers in policies, procedures and other important issues that affect how a program operates. Parents can express an interest and possibly be elected to be members of the Policy Council and attend meetings. Parents may attend training sessions that are planned for them, including some out-of-town conferences. Other committees such as Education Advisory and Health Advisory committees also ensure input in the decision-making process that affect the children's education.

Parent Committees

Parent Committees are organized at the center level. Every parent who has a currently enrolled child is a member of the Parent Committee. Activities for the Parent Committee include:

- *Working with the Policy Council to support overall program development and implementation.
- *Planning, conducting, and participating in informal or formal programs and activities for parents and staff (family picnics, activities).
- *Discover and discuss what parents would like to do; what they would like to learn; and how ideas can be carried out with or without staff assistance.
- *Promote the role of male involvement in the classroom.

Confidentiality of Files

All files of Head Start/Early Head Start children are confidential. Center Coordinators, Family Service Workers, and other *approved staff* are the only people who have access to these files. Parents have the right to view their child’s file any time they wish.

Authorization to Release Confidential Information

Tri-County HS/EHS will not release information from a child’s record or file without the parent /guardian signing a Consent for Request of Confidential Information form. Parents have the right not to sign the release.

Parent/Community Volunteers

Head Start was founded in 1965 with the belief that a child’s development depends on caring adults spending quality time with the children. Head Start/Early Head Start believes that parents are a child’s first and most important teachers because they are the most significant adults in his/her life. It is our goal to promote the parent/child relationship and help parents in the difficult task of child rearing. We do this partly by using volunteers. Some are parents-others are people from the community. We use our volunteers in every area of the school. Many classroom and program activities provide opportunities for parent and community involvement.

Families are encouraged to visit and participate as a volunteer at any time. Parents are always welcome in the classroom. In this manner, the families can gain a deeper understanding of their child and the HS/EHS program. However, in a few instances, the child may be best served if the parent works in a classroom other than the one his/her child is in, or another part of the program.

If volunteering for more than 8 hours a week, a criminal background check is required.



that Prevent Them

Disease symptoms	Disease complications
Rash, tiredness, headache, fever	Infected blisters, bleeding disorders, encephalitis (brain swelling), pneumonia (infection in the lungs)
Sore throat, mild fever, weakness, swollen glands in neck	Swelling of the heart muscle, heart failure, coma, paralysis, death
May be no symptoms unless bacteria enter the blood	Meningitis (infection of the covering around the brain and spinal cord), mental retardation, epiglottitis (life-threatening infection that can block the windpipe and lead to serious breathing problems) and pneumonia (infection in the lungs), death
May be no symptoms, fever, stomach pain, loss of appetite, fatigue, vomiting, jaundice (yellowing of skin and eyes), dark urine	Liver failure
May be no symptoms, fever, headache, weakness, vomiting, jaundice (yellowing of skin and eyes), joint pain	Chronic liver infection, liver failure, liver cancer
Fever, muscle pain, sore throat, cough, extreme fatigue	Pneumonia (infection in the lungs)
Rash, fever, cough, runny nose, pinkeye	Encephalitis (brain swelling), pneumonia (infection in the lungs), death
Swollen salivary glands (under the jaw), fever, headache, tiredness, muscle pain	Meningitis (infection of the covering around the brain and spinal cord), encephalitis (brain swelling), inflammation of testicles or ovaries, deafness
Severe cough, runny nose, apnea (a pause in breathing in infants)	Pneumonia (infection in the lungs), death
May be no symptoms, sore throat, fever, nausea, headache	Paralysis, death
May be no symptoms, pneumonia (infection in the lungs)	Bacteremia (blood infection), meningitis (infection of the covering around the brain and spinal cord), death
Diarrhea, fever, vomiting	Severe diarrhea, dehydration
Children infected with rubella virus sometimes have a rash, fever, and swollen lymph nodes.	Very serious in pregnant women—can lead to miscarriage, stillbirth, premature delivery, and birth defects
Stiffness in neck and abdominal muscles, difficulty swallowing, muscle spasms, fever	Broken bones, breathing difficulty, death

Last updated on 4/26/2011 • CS220486-B



SICK CHILD PROCEDURES

Please do not send a child to school if he/she displays any of the following: vomiting, diarrhea, skin rashes, pick eye, fever, lice and ringworms. When a child is sent to school sick, it is dangerous to his/her health and the health of the other children and staff. Parents are asked to be considerate of other children enrolled in the center and to keep a sick child at home if signs of illness are evident. *Please notify the center if a child is kept home due to sickness.*

Some common guidelines for when child should stay home or may be sent home and permitted to return to center:

- * **Fever**– A temperature of 101 degrees or higher. A child must stay home until his/her temperature is normal without medication for 24 hours.
- * **Diarrhea**–Diarrhea is defined as 3 or 4 watery or foamy stools during a period of two hours. Child should have at least one normal bowel movement before returning.
- * **Vomiting**–Once within a 24-hour period
- * **Rashes**–Have not been diagnosed by a physician
- * **Impetigo**–A skin infection consisting of blisters & red area.
- * **Conjunctivitis**–An eye infection commonly referred to as “pink eye” in which the eye is generally red with some burning and sometimes yellow drainage. The child must be on medication for 24-hours and all signs of irritation gone before returning to center.
- * **Bronchitis**–This can begin with hoarseness, cough and a slight elevation in temperature. The cough may be dry and painful and then become loose.
- * **Lice**–Must show proof of treatment & live nits gone.

Child Abuse and Neglect: Identification and Reporting

All staff members are required by law to report any suspected abuse and neglect. This is in accordance with the Child Abuse Reporting Act. Sometimes we will not be able to let a parent know if a report has been made so that Child Protective Services is able to investigate. Our reporting does not place blame, we only report signs and symptoms or suspected abuse or neglect.

Reportable situations include, but are not limited to:

- * Bruises, sores or other injuries observed on the child’s body, even though the source or event of injury is unknown;
- * Abandonment of a child by a parent or guardian
- * Suspected sexual abuse
- * Absence of proper parental control or subsistence (minimum of food and shelter), education, medical or other care or control necessary for the child’s well-being.

HS/EHS staff provides this information at enrollment and continuously throughout the program. Training on the detection of abuse and neglect, as well as the program's reporting procedure is reviewed annually for all staff. All new employees are trained during pre-service training.

Prohibited Actions

It is our policy that children must not be physically or emotionally abused or punished. *Parents must abide by this policy with the HS/EHS Program.*

*Children shall not be subjected to any form of corporal punishment, including rough handling, shoving, hair pulling, shaking, slapping, kicking, biting, pinching, hitting or spanking.

*Children shall not be subjected to any form of emotional abuse, including name calling, shaming, making derogatory remarks about the child or their family, or using language that threatens, humiliates, or frightens the child.

*Yelling or raising voice (unless child is in some type of danger)

*Inappropriate diapering procedures

*Infants/toddlers will not be kept in restrictive environments- playpens, high chairs, infant swings, walkers, infant seats.

Safety and Incident Reports

We encourage all parents to report health and safety hazards to the Center Coordinator, Family Service Worker, or other staff member. It is very important to note unusual or strange circumstances that may cause an accident or become a safety issue.

A Daily Health Checklist is completed on each child. This report documents any unusual signs, marks or bruises that a child may have when he/she arrives. It also documents things such as a sore that is not healing properly, or if a child is unusually irritable without any apparent reason. We also keep incident reports on each child. If a child gets a minor scratch, bump or bruise while at school, we will note it on the incident report and give a copy to the parent.

Authorization for Emergency Medical Treatment

Parents are asked to sign an Emergency Treatment form in advance in the event she/he is unavailable to give permission at the time of an emergency.

Accidents

Minor accidents requiring first aid will be treated by staff certified in First Aid which will consist of a cold compress when appropriate, open wounds may be cleaned using soap and water only. A non-medicated Band-Aid may be used to cover the area. No topical medications or sprays will be applied.

Fire Drills

We will hold monthly fire drills and post evacuation plans. During the fire drills, staff will lead the children to a safe area outside the building. Infants and toddlers will be placed into special "evacuation cribs" to safely expedite exiting the building. Please do not be alarmed if a fire drill occurs while you are at the center.

Health & Safety Procedures

If a child becomes ill during the day while at the center, the parent will be called to pick the child up. Make sure your Center Coordinator has plenty of emergency contact numbers in case your child gets sick and make sure they are kept up to date.



Only trained Head Start staff may administer medication to your child during the day. The medication must be prescribed by your doctor.

Any medicine must be given directly to a member of the Head Start staff. Never attempt to transport medication via the child or in the backpack.

UNIVERSAL PRECAUTIONS

The original guidelines issued by Centers for Disease Control (CDC) identified a practice called universal precautions as the means that should be employed to prevent infection via blood born Pathogens, such as HIV and HBV, as well as other known blood born pathogens. Simply stated, universal precautions means that all blood and certain body fluids that may contain blood should be considered potentially infectious, and precautions should be taken to protect against them. All Head Start/EHS Centers and Home Visitors use universal precautions.





A child with one of the following may not return to the center until:

Chicken Pox: All scales are dry and doctors note

Impetigo: Lesions have healed or have been treated with antibiotics for 24-hours and doctors note.

Measles: Return is advised by physician

Scarlet Fever: Adequately treated/temperature gone/doctors note

Mumps: All swelling has disappeared or on advice from doctor

Strep Throat: Adequately treated/temperature completely gone

Whooping Cough: On advice from doctor and cough completely gone.

Head Lice: Must show proof of treatment, nits are removed, and home linens and clothing have been treated.

Birthdays

The children's birthdays will be recognized by each classroom throughout the year. Birthdays are posted on the bulletin board in each classroom and will be printed in the monthly newsletter. Each center will celebrate the birthdays at a monthly "everybody's birthday" celebration.

If your child celebrates their birthday with their class we must adhere to USDA regulations. Any food treats must be pre-approved by the Nutrition Coordinator.



Tri-County Community Council, Inc.



11. If you know your child is going to be absent, please call and let us know.

12. When coming to the center, always use the front entrance.

13. All children must be signed in/out daily.

14. Parents are welcome at the center at any time.

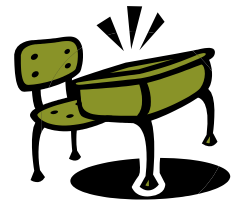
16. Parent workshops are provided at the centers throughout the year. Dates and times will be announced.

17. ***Snacks or treats may not be brought from home.***

18. Many children have items that are alike, please label your child's items.

Attendance

Attendance is crucial for success at Head Start/EHS. For a child to be included in all of the learning activities and develop a daily routine your child needs to be present and on time. Each child's attendance is recorded on a daily basis. Parents should notify the Center Coordinator or Family Service Worker when his or her child is going to be absent. The Family Service worker will contact you when your child is absent without notification. If they are unable to contact you by telephone a home visit may be necessary. If the absences are a result of illness or a family situation, there will be no action taken. **However, many absences could result in a child being removed from the program.**



Tri-County Community Council, Inc.

“NEED TO KNOW” LIST

1. **The regular Head Start day begins at 8:00 a.m. and ends at 2:00 p.m.** If you transport your child, follow the schedule as closely as possible. A child who arrives at 8:20 a.m. will miss out on a very important part of the day.
2. If your child is being transported by Head Start transportation he/she must be at the designated stop and must be ready to board the bus at the scheduled time.
3. The transportation routes will remain the same throughout the year. Any changes must be requested in writing. **Only those adults who are authorized to receive the child will be allowed to receive the child.**
4. It is necessary to maintain good attendance. Please have your child in school everyday unless he/she is sick.
5. When a child is transported to the center by a parent or guardian, please enter the classroom to sign the child in.
6. ***Since children do have accidents sometimes, please send extra clothing*** and if your child wears different clothes home, remember to send more.
7. ***Please check your child's backpack each day.*** Read, sign, and return forms quickly to be sure your child gets all the necessary services.
8. Breakfast, lunch, and a snack are provided at no cost to parents. Please do not allow your child to bring food of any kind to school.
9. No toys are to be brought to school.
10. Head Start teachers are required to make two educational home visits; also two parent-teacher conferences are required during the year. This gives the teacher an opportunity to share important information with you about your child's progress.

HEAD LICE

Each year with the arrival of fall and winter pesky head lice can make an appearance. Head lice are tiny bugs that feed on the blood in the scalp of the human head. They deposit eggs or “nits” on the hair shaft and are highly contagious. If your child is found to have head lice while at Head Start you will be called to pick up your child.

In most cases an over the counter pedicicide is effective in killing the live bugs and nits. Once the hair has been treated, the nits should be removed by combing the hair with a nit comb, which is usually supplied in the lice treatment.



To be sure that your child is not reinfected you must wash all bed clothing, towels, pillows, bed linens, etc., in very hot water. Dry all laundry in clothes dryer. Disinfect combs, brushes, and other hair items with a cleaning solution.

Vacuum thoroughly all carpets and upholstered furniture, including car seats. When you have finished vacuuming throw the vacuum cleaner bag away.

Your child may return to Head Start/EHS after he/she has been treated with a head lice shampoo. Remember to save the cash register receipt or box top of the treatment you used to show your Center Coordinator that the treatment was done. The Center Coordinator or a staff member designated to do so will check your child's head before they are allowed to return to the classroom.

Remember it is not a shame to get head lice, but it is a shame to keep them.

A Message for Parents About Pedestrian Safety

Here are some facts you should know:

Preschool children are quick and often unaware of danger.

Each year, many children are injured or killed when they suddenly dart into the path of a car.

Most preschoolers are injured near their home or on their own street.

Most crashes involving children happen between 3 p.m. and 6 p.m.

Most crashes involving children occur in fair and warm weather.

Twice as many preschool boys are injured than preschool girls.

This is how you can prevent these tragedies:

Supervise children at all times. Children should not be allowed to cross the street alone.

Teach them who can help them cross the street safely.

Teach by explaining. Say: —When I cross a street, I always stop at the curb. I look for cars. I look left for any traffic coming and then I look right for traffic coming that way. Then I look left again. When it is clear, I cross the street and keep looking left and right.!

Teach by Example. When you cross a street with your child, always:

1. Stop at the curb
2. Look LEFT-RIGHT-LEFT for traffic in all directions
3. Cross when it is clear
4. Keep looking for cars as you cross.
5. Encourage your child. As you both safely cross the street together, praise him/her for copying your safe actions or words. Practice what you teach at all times.



Head Start/Early Head Start offers services to our families at 5 sites in a variety of ways.

Home Visiting Program

This option is currently provided only in DeFuniak Springs area

- Pregnant women and families with infants and toddlers are visited in their homes weekly by a Home visitor. During the home visit, each child's development is discussed and activities are planned to help children learn and grow. Family basic needs, strengths and goals are also discussed.
- Socializations are offered throughout the year. Parents and children attend Socializations at the center or other designated location twice a month
- Socializations (conducted by staff) are held to provide parents and their children a variety of classroom activities that are specifically designed for infant and toddler needs.
 - Snacks are provided at Socializations.

“SAMPLE” CLASSROOM SCHEDULE

- | | |
|----------------------|--------------|
| 1. Arrival | 5. Lunch |
| 2. Circle Time | 6. Nap Time |
| 3. Breakfast | 7. Snack |
| 4. Center Activities | 8. Dismissal |

Dressing for School

Your Child Should:

Wear comfortable play clothes that are easy to wash—we do lots of messy projects.

Dress for the weather, including hats and mittens. We go outside almost daily.

If your child is too sick to play outside, then your child is too sick to be at school.

Bring an extra set of clothes to be left at school.

Wear shoes that are safe for running, climbing, and playing.