

Tri-County Community Council, Inc.
Head Start

Section: Family Partnerships 1304.40 (b)(1), 1304.40 (b)(1)(i)

Subject: Accessing Services and Referrals

Policy:

Staff will work with other agencies and the families to continually identify and access services and resources needed for family to meet goals or to assist in an emergency situation.

Procedure:

1. With assistance from staff and parents, the Family Services Coordinator will compile resource information for use in the centers by parents and staff.
2. The family will be given a Parent Handbook which includes a resource guide.
3. Families will be assisted in learning ways to access community resources.
4. Displays with information of services will be available to the families.
5. Advocacy on the family's behalf will be given as needed.
6. Referrals are documented on the proper form.
7. A copy of the referral is placed in the family file.
8. Any referral is documented on the Family Service Referral Checklist.
9. Follow-up on the referral is made through the family or service provider and this contact is documented on the Follow up form.
10. The family services referral checklist is sent to Family Services Coordinator at the end of the program year.
11. Close communication is maintained with teachers and other administrative staff regarding a family in crisis.

Tri-County Community Council, Inc.
Head Start

Section: Family Partnerships P.S. 1304.40

Subject: Arrival/Departure & Attendance Policy

Policy:

Program shall maintain 85% attendance on daily basis.

Procedures:

Establishing consistent daily routines gives your child security and helps to build a relationship between the classroom and home. Children who have irregular attendance or who are consistently late miss meals and learning activities provided by Head Start. **Head Start hours are from 8:00 a.m. until 2:00 p.m.** For these reasons, children are expected to be at the center on time and attend the full class session.

Arrival/ Departure

Your child must arrive at the center no earlier than 7:45am
and must leave no later than 2:00pm.

If your child rides a bus, you or your authorized adult must be at the drop-off at the time assigned to you by the transportation department. Parents who transport will have a pick-up time based on their work or class schedule. If your transportation needs change, please talk with the Center Coordinator at your child's center.

After three (3) times of late arrival or failure to receive your child, it will be necessary for you to attend a conference with Head Start staff to discuss other resources and childcare options.

Attendance

Regular attendance is necessary so that your child gets the most from his/her Head Start experience. If you fail to call in when your child is absent, Head Start staff will contact you in regards to the absence. **In the event of excessive absences or tardiness, a conference will be scheduled to discuss services, options, or withdrawal.** You must respond within 5 days of written staff contact or your child will be considered withdrawn from the program. If your family needs extended leave, you must submit a request in writing.

I will inform a center staff member immediately at (850)_____ if the following emergencies occur:

- **I or my authorized adult cannot be at the center by the scheduled arrival or departure time.**
- **I or my authorized adult cannot be at the designated drop-off address at the scheduled time, or**
- **If my child is going to be absent from class.**

Arrival Time: 8:00 a.m. Departure Time: 2:00 p.m.

I have read the Arrival/Departure & Attendance Policy and it has been explained to me. I understand that my child's participation in the Head Start Program depends on the above policy. **Failure to follow the Policy may result in my child being withdrawn from the program.**

****I further certify that I have received a copy of this policy:**

Signature of Parent/Guardian Date _____ Signature of Staff Date

**Tri-County Community Council
Head Start**

Section: **Family Partnerships** P.S. 1304.40

Subject: **Attendance**

POLICY: Children enrolled in Volunteer Pre-Kindergarten Program (VPK) must adhere to the Attendance Policy which requires enrolled children to attend a 3 hours instructional day.

PROCEDURE:

1. Children will Attend VPK from 2:00 pm – 5:00pm except for designated make up days which is from 8:00am – 2:00pm.
2. Parents must complete a Signature Authorization form giving Head Start staff permission to sign their child in Volunteer Pre-Kindergarten (VPK).
3. Parents must complete a Signature Authorization Form giving Head Start Staff permission to sign their child in and out of the School Readiness Program.
4. Parents must sign their child out of VPK and School Readiness and record the time.
5. Parents must provide documentation for all absences.
6. Children with 4 or more unexcused absences for three (3) consecutive months may be terminated from the VPK Program.

I have read and understand the attendance requirement for VPK and School Readiness:

Child Name

Date

Parent Name

Center

Tri-County Community Council, Inc.
Head Start

Section: Family Partnership Building

Subject: Attendance VPK and School Readiness

POLICY:

Children in the Voluntary Pre-Kindergarten and School Readiness Program adhere to the attendance policy that applies to their specific program.

PROCEDURE:

1. VPK children will be in attendance for 3 instructional hours (2:00 – 5:00).
2. School Readiness will be in attendance according to their specified hours before and after Head Start Hours of 8:00 – 2:00.
3. Parents must complete a signature authorization form in order for their child to be signed in VPK and to be signed in and out on the School Readiness form.
4. Parents must submit an written excuse for children being absent for three day from the program.
5. If parents are picking up their children early from VPK, staff needs to inform parents that three (3) hours in attendance is a requirement for this program. If parents can't adhere to this guideline, they may need to consider a different option.

Tri-County Community Council, Inc.
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Section: Family Partnerships 1304.40 (b)(1)(i)

Subject: Change in Legal Custodial Arrangements

Policy:

If there is a change in enrolled child's legal custodial arrangements, a copy of the court document must be placed in child's family file.

Procedure:

1. Staff will make parents aware of policy indicating change in legal custody.
2. Staff will obtain a copy of legal (court) documents indicating change of custody.
3. Copy of court documents will be filed in child's family file.
4. Staff will be notified of change of custody.
5. Staff will ensure the person named on legal document is person picking up child.
6. Staff will ensure the safety of child while at the Head Start center.

Tri-County Community Council, Inc.
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Section: Family Partnerships 1304.40 (b)(1)

Subject: Children's Head Start School Pictures

Policy:

Community services that are responsive to each family's interest will be accessed.

Procedure:

1. Photography company will contact administrative staff with dates of when photographer will be in area.
2. Staff person will share with the photo company any dates children will be out.
3. Center Staff will distribute notices to the parents of the dates when children's pictures will be taken.
4. Center Staff will show picture proofs to the parents and collect money for pictures.
5. No checks will be accepted for payment, only cash and money order.
6. All collected money will be sent to administrative staff in charge of pictures by designated deadline date.
7. Administrative staff will recount the money and recheck order forms.
8. The photographer will send pictures to administrative offices and administrative staff will distribute pictures to centers.
9. Pictures will be given out only to person who purchased pictures except in the case of a married couple who have mutually agreed that one will pick up pictures.

Tri-County Community Council, Inc.
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Section: Family Partnerships 1304.40 (b)(1)(ii)

Subject: Discipline by Parents at Head Start Centers

Policy:

Parents will be provided education and other appropriate interventions.

Procedure:

1. Parents/guardians will not be allowed to spank their children on Head Start property.
2. Parents will be informed of this policy when child is enrolled into the program.
3. Staff will intervene if parent is using corporal punishment and explain process used at Head Start.
4. Parents will be asked to leave the site if they insist on spanking their child.
5. Parents will be provided information on alternative discipline methods by:
 - Newsletter Articles
 - Pamphlets
 - Parent Workshops
 - Parent Meetings
 - Parent Trainings

Tri-County Community Council, Inc.
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Section: Family Partnerships 1304.40 (b)(1)(ii)-(iii)

Subject: Education and Training Material for Parents

Policy:

Program will provide opportunities for parents to participate in counseling programs, Receive information on mental health issues, continuing education, job training and other job services.

Procedures:

1. Agencies that provide counseling will be identified and partnerships formed.
2. Information from various agencies will be on display through brochures, wall displays, or workshops and available to the parents as needed.
3. Material on mental health should include:
 - Prevention programs for at-risk families
 - Support Groups
 - Domestic Violence
 - Substance Abuse
4. Staff will assist family in identifying and accessing continuing education, training, and employment opportunities.
5. All information given and referrals made will be documented on Family Services Referral checklist that will be sent to Family Service Coordinator at end of program year.
6. Follow-up with family will be made in a timely manner and documented in family file.

**Tri-County Community Council, Inc.
Head Start**

Section: Family Partnership P.S. 1304.40

Subject: Extended Care Payment Option

POLICY:

Tri-County Head Start will provide extended care services before and after the normal hours of (8:00 – 2:00 hours) for children.

- A. Parents who are employed and/or attend school.
- B. Parents wanting their children to have additional instructional time by participating in Voluntary Pre-kindergarten Program (VPK).

PROCEDURE:

1. Extended Care Options:
 - Private Pay – pay for additional hours before and after normal Head Start hours of (8:00 – 2:00) at the rate of \$2.40 per hour and a portion of an hour should be paid at the rate (one hour and fifteen minutes, one hour thirty minutes, one hour forty-five minutes will be charge for two hours).
 - Voluntary Pre-Kindergarten (VPK) is a state funded program for children that are 4 years old by September 1 of the program year. VPK Program requires children to be in attendance for three hours.
 - School Readiness Program is a state funded program which usually requires parents to pay a fee.
2. If fees are not received for the current week of care, the child can no longer be in extended care. Once the fees are paid the child can be reinstated in extended care.
3. Hours of extended care services are:
 - Private Pay – parent occasionally use services
 - VPK Hours – 2:00 – 5:00
 - School Readiness Hours - 6:30 – 8:00 and /or 2:00 – 5:30.

Tri-County Community Council, Inc.
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Section: Family Partnerships 1304.40 (e)(4)(i) & (ii)

Subject: Family Participation in Literacy-Related Services

Policy:

Families will gain increased awareness of community resources and literacy awareness.

Procedures:

1. Families will have access to family literacy programs.
2. Material, services, and activities that promote literacy will be available to families.
3. Parents will be assisted in setting personal literacy goals.
4. Families will be encouraged to use the public library.
5. Assistance will be given to families who want to apply for library card.
6. A Head Start book-lending collection will be available for the children and their families.
7. Staff will encourage parents to come in and read to the children.
8. Staff will plan literacy activities that involve both children and parents.

Tri-County Community Council, Inc.
Head Start

Section: Family Partnerships 1304.40 (a)(1)-(2), 1304.40 (a) (3)-(5)

Subject: Family partnership Agreements

Policy:

The program can better serve families with a partnership in which the parents identify Their family's strengths, needs, and goals.

Procedure:

1. The Family Partnership agreement will be introduced at enrollment and no later than October
2. Every attempt is made to have parent/guardian complete a partnership agreement.
3. The Family Service Worker will review goals with the family and access community resources and services to assist the family in attaining their goal.
4. Family may use idea sheet in enrollment packet to assist them in setting goals.
5. Follow-up on the partnership agreement should be made on a regular basis to check for updates, goal completion, or need of service.
6. The Family Service Worker will document all contacts made with the parent/guardian and will update family goals as necessary.
7. Once a goal is reached, the Family Service Worker will acknowledge this accomplishment with a call or note to family congratulating them on their success and encourage the family to set another goal.
8. The family service files will be monitored throughout the year to ensure that partnership agreements have been completed and that families have received needed services to reach their goal.

Tri-County Community Council, Inc.
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Section: Family Partnerships 1304.40 (b)(2)

Subject: Follow-up of Family Services & Referrals

Policy:

Staff must follow-up with each family to determine the kind, quality, and timeliness of services received through referrals.

Procedures:

1. The Family Service Worker will discuss with family the level of satisfaction with services they have received through referral.
2. Open and on-going communication with family is needed to determine if family followed through with referral.
3. If the situation is resolved through the referral, the family service worker should note this in the family file and indicate that no further service is needed in regard to situation.
4. If further services are needed to resolve the situation, the family service worker will note that the issue is unresolved and continue to work with the family and service agencies to resolve the situation. Document the new date of service and any referrals.
5. All referrals are listed on family services referral checklist and submitted to Family Services Coordinator at end of program year.

Tri-County Community Council, Inc.
Head Start

Section: Family Partnerships 1304.40 (f)(1)

Subject: Informed, Written Consent

Policy:

1. Staff concerned about child due to poor assessment scores, behavioral or social delays may refer child to Multidisciplinary Staff team.
2. Program staff will coordinate with each other for the careful and repeated review of the child's records. This information will be shared with the family as needed.
3. Parents will be informed of any staff concerns that need further assessment.
4. Staff will share assessment results and the necessity of treatment of child.
4. Staff will obtain a written, informed consent statement for treatment or services of a child.

Tri-County Community Council, Inc.
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Section: Family Partnerships 1304.40 (a)(4)&(5)

Subject: Multicultural Communication

Policy:

Meetings and interactions with families must be respectful of each family's diversity and cultural and ethnic background.

Procedure:

1. Support and respect for a family's values and beliefs will be shown through the incorporation of child's home language in the classroom and the use of a translator as needed.
2. A concentrated effort to communicate with children should be made through the use of simple words or phrases in the child's home language being used daily.
3. If a small number of children speak in another language, staff will learn and speak several words a day in the child's home language to provide reassurance to the child.
4. Words from the child's home language should be incorporated into the daily lesson to show support of the child's culture.
5. Utilize song, language, and music material in the child's home language in the lesson plan to help reassure child and to provide another child exposure to learning another language.
6. Literature in child's home language will be available in the classroom.
7. An interpreter will be accessible for parent conferences and emergencies.
8. If a majority of children speak the same language then staff will be trained or bilingual staff will be available to provide regular interaction with the children in their home language.