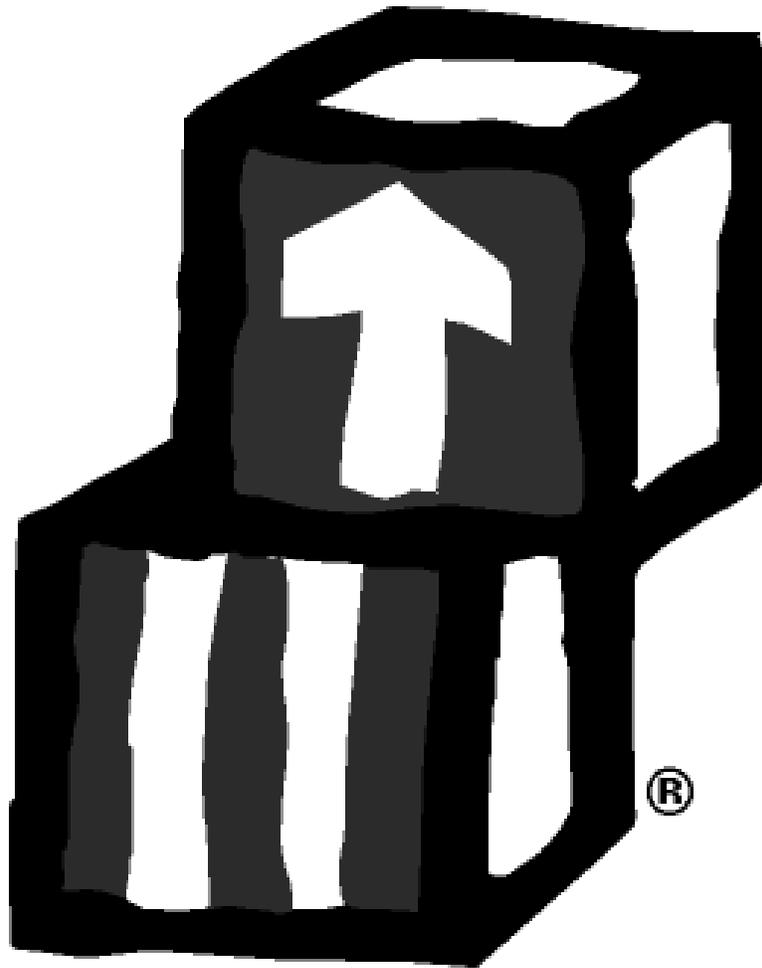


# Lafourche Parish Head Start



## Parent Handbook

2015-2016

# 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

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## WHAT TO DO WITH THIS PARENT HANDBOOK

The parent handbook is a useful resource for you to use during the year to look back on throughout your child's Head Start time and beyond. 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.



LAFOURCHE PARISH  
Head Start Program

*"Educating Our Children Today for a Better Tomorrow"*



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**Charlotte A. Randolph**  
*Parish President*

**Martha Babin**  
*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,

Martha Babin  
Lafourche Parish Head Start Director

## Parent Information

This handbook is a guide 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. We take great pleasure in having the opportunity to service you and your family.

## Non-Discriminatory Policy

In accordance with Federal law and U.S. Department of Agriculture policy, Lafourche Parish Head Start does not discriminate against any person(s) on the basis of race, color, national origin, sex, age or disability. Any person(s) alleging discrimination has a right to file a complaint within 180 days of the alleged discriminatory action. All civil rights complaints, written or verbal, should be forwarded immediately to:

USDA  
Director, Office of Civil Rights  
Room 326-W, Whitten Building  
1400 Independence Avenue, S.W.  
Washington, D.C. 20250-9410  
or call (202)720-5964 (voice and TDD)

The complaint should contain the name, address, and telephone number of person filing complaint, the specific location and name of the entity for whom complaint is against, the nature of the incident or action that led the complainant to feel discrimination was a factor, the basis on which the complainant feels discrimination exists, and the date, names, titles, and business address of persons who may have knowledge of the discriminatory action.

“USDA is an equal opportunity provider and employer”

# Table of Contents

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Mission Statement .....	Page 5
School Calendar .....	Page 6
Center Locations.....	Page 7
Program Policies.....	Page 10 - 12
Child Records and Enrollment .....	Page 12
Education.....	Page 13 - 14
Nutrition .....	Page 15
Male Involvement.....	Page 15
Loving Guidance.....	Page 16
Health/Mental Health/Disabilities .....	Page 17
Child Illness/Exclusion Policy.....	Page 18 - 22
Family Services .....	Page 23
Parent Involvement.....	Page 24
Volunteers .....	Page 24
Non-Federal Share .....	Page 25
Policy Council .....	Page 25
Transportation.....	Page 26
Emergency Plan .....	Page 26 - 27
I am Moving, I am Learning .....	Page 28
Prototype Discrimination Complaint Form .....	Page 29

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

## 2015 – 2016 SCHOOL CALENDAR

August 3	Staff return
August 13 – 20	Initial Home Visits
August 3 – 6	Staff Orientation & Licensing Training -- <i>ALL STAFF report to Mathews office</i>
August 7	CPR – Part/Time Staff (and others who may need it)
August 12, 17, 19, 24	Parent Orientation 12 <sup>th</sup> @ Moses Community Center @ 6:00 pm for all Thibodaux classes 17 <sup>th</sup> @ Bayou Blue library at 10:30 am for BB 19 <sup>th</sup> @ Mathews office @ 6:00 pm for MGC & Raceland 24 <sup>th</sup> @ South Lafourche Library @ 6:00 pm for all South Lafourche classes
August 11, 13, & 20	Health Screenings 11 <sup>th</sup> -- Bayou Blue @ the Bayou Blue site - 8:30-9:15 11 <sup>th</sup> -- M.G.C. 1 & 2 @ the M.G.C. site - 10:00-11:30 11 <sup>th</sup> -- M.G.C. 3 & Raceland @ the Raceland site - 1:00-2:30 13 <sup>th</sup> -- Marydale & M.L.K. @ the Veteran's site - 8:30 – 10:00 13 <sup>th</sup> -- Thibodaux 1 & 2 @ the Veteran's site - 10:30 – 12:00 13 <sup>th</sup> -- Thibodaux 3, 4, & 5 @ the Veteran's site - 1:00 – 3:00 20 <sup>th</sup> -- South Lafourche @ the South Lafourche library - 9:00 – 12:00
August 21 & 24	Let's Get Acquainted Day/Transition into Head Start
August 26 – Sept. 4	½ days of school
September 7	Labor Day (no school)
September 8	Staff work day (no class for children)
September 9	First full day of school
October 5 & 6	Fall Break (no school)
October 7 – 9	Open House
October 22 & 23	Parent Teacher Conference/First Outcome Review (½ days)
October 28	Faculty Meeting (no school)
October 26, 27, 29, 30	Fall Family Festival
October 28	Faculty Meeting (no school)
November 9 – 13	Fatherhood/Male Initiative Week
November 23 – 27	Thanksgiving Holiday (no school)
December 7	Faculty Meeting (no school)
December 21 – Jan. 1	Christmas/New Year Holiday (no school)
January 4	Children return to school
January 18	Martin Luther King, Jr. Holiday (no school)
January 19	Parent Teacher Conferences/Second Outcome Review (no school for children)
February 8 – 12	Mardi Gras Holiday (no school)
February 15	Faculty Meeting (no school)
March 25	Good Friday (no school)
April 11 – 15	Spring Break (no school)
May 13 – 19	Final Home Visits/Third Outcome Review
May 13 – 25	½ days of school
May 25	Summer Swing Out & Last day of school for children
May 26	Faculty Meeting
May 27	Last day of work for staff

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 so as to meet the minimum number of instructional days per year as required by Head Start Performance Standard 1306.32, b3.

# Lafourche Parish Head Start Center Locations

## **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 Specialists

## **South Lafourche 1 – 3 Head Start**

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

## **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 & Café'  
447-8405 Center Director  
446-9438 Family Involvement Specialist (Thib 1-4)  
446-9438 Family Involvement Specialist (Thib 5)

## **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/government/head-start](http://www.lafourchegov.org/government/head-start)

**OR**

[www.lafourchegov.org](http://www.lafourchegov.org)  
click on **GOVERNMENT**  
click on **HEAD START**  
(under Departments)



**@ Lafourche Parish Head Start**

## Lafourche Parish Head Start Office Staff

<u>Name</u>	<u>Title</u>	<u>Phone</u>	<u>Office Location</u>
Martha Babin	Head Start Director	537-7603	Mathews
Sonya Ockman	Accountant II	446-8427	Thibodaux
Bridget Lusco	Admin. Asst./PC/Facilities Manager	537-7603	Mathews
Helen Babin	Education Manager	537-7603	Mathews
Deyarn Gasery	Nutrition/Male Involvement Manager	537-7603	Mathews
Cindy B. Pitre	Mental Health/Health/Disabilities Manager, R.N.	537-7603	Mathews
Angie Plaisance	Non-Federal Share/Volunteer Manager	537-7603	Mathews
Suzette Bartnesky	Transportation/ERSEA Manager	537-4601	Mathews
Darolyn Dufrene	Health Specialist	537-7603	Mathews
Stephanie Chiasson	Transportation/Enrollment Specialist	537-7603	Mathews
Cindy Guidry	Child Outcomes Specialist/ Disabilities Coordinator	537-7603	Mathews
Glenda Jackson	Center Director	447-8405	Thibodaux
Angela Foret	Center Director	532-6250	Lockport
Sonia Bolt	Center Director	632-1260	Galliano
Nikki Ougel	Family Involvement Coordinator	532-6250	Lockport
Mildred Isom	Family Involvement Specialist	446-9438	Thibodaux
Celeste Coxen	Family Involvement Specialist	446-9438	Thibodaux
Keisha Neville	Family Involvement Specialist	632-1260	Galliano
Rosa Williams	Family Involvement Specialist	532-6875	Lockport

# GROUND RULES

1. Respect each other.
2. Listen as an ally.
3. Honor time limits.
4. It's ok to disagree.
5. Stay focused.
6. Participate, don't dominate.
7. Honor those who are speaking by listening.



# Important Program Policies

## 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 R.S. 46:56 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.)

## 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 R.S. 14:03; as amended by Act 595 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.

## Smoke-Free Policy

Since Head Start is funded from a grant through the U.S. Department of Health and Human Services, smoking is restricted in Head Start centers and offices. In order to ensure that all Head Start children and staff are not exposed to tobacco smoke, smoking is prohibited at all times in the classrooms, offices, kitchens, parent/staff meeting rooms, hallways, outdoor play areas and vehicles used for transporting children. Smoking is not allowed in view of Head Start children, including while on field trips.

## 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.

## Baby-sitting and Mileage Reimbursement Policy

With Head Start Director's approval, 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, local/out of town workshops/conferences and literacy trainings. Baby-sitting reimbursements are \$2.00 an hour for one child plus \$1.00 for each additional child. (Must be your own child.) Out of town reimbursement is \$11.00 per day/per child and mileage is reimbursed at the rate determined by the State of Louisiana Office of State Purchasing and Travel. **Reimbursements will be offered as long as funds are available.**

## 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: 1-800-794-3160  
Lafourche Parish Head Start - 4876 Highway 1, P.O. Box 425, Mathews, LA 70375

### 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.

### 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.**

### Tardy Policy

Parents are encouraged to have their children at school at take-in time. If a child is 15 minutes later than take-in time, they are considered tardy. Three days of being tardy in a 30 day period will equal one unexcused absence. Please make every attempt to contact your teacher or center director if you know your child is going to be late or absent. Children's meals are ordered in the morning for the entire day. It is our goal not to have any Head Start child miss meals or the learning experiences that are prepared for them.

### 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 by Federal Register 1305.8 to have an average daily attendance of 85% of the children enrolled in the program. You must notify the teacher or center director 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.**

### Telephone Contact Numbers

According to Louisiana Class A Day Care Licensing regulations, parents must provide a working telephone number to teachers/staff for emergency and regular contact purposes. Teachers/staff must always have working telephone numbers for all Head Start children. Failure on the parents part to provide at least three working telephone contact numbers could result in the child being dropped from 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.

## **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. With your consent, we can transfer you child's records to a new school setting or location.

**In need of copies of your child's records.** Sometimes you may need copies of your child's records for other agencies. Our staff will copy any information you request from your child's records. Please send written request with any special instructions. Records will be made available for two years after transitioning out of the Head Start program. It may take a few days to honor this request.

**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. It is essential that we are able to reach you or a designated adult at all times in case of an emergency situation. You are required to provide us with at least 3 emergency contacts with working telephone numbers.

**Having custody issues & protective orders.** Legal custody and protective orders are a serious legal matter that requires communication and cooperation between staff and parents/guardians. 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).

# 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, 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.

## **All Head Start centers are class "A" Child Day Care Centers Licensed by the LA Department of Education**

### **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

### **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. Texting, social utilities such as Facebook and Myspace are not methods of communication within Lafourche Parish Head Start.

### **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 so forth. 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 November 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: Head Start Child Development and Early Learning Framework.

### **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

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

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.

## Rest Time

All children in Lafourche Parish Head Start 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

1. 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.
2. An extra change of clothes to stay at school in case of any type of accident.
3. 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 **Loving Guidance 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. See Loving Guidance in this handbook.

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.

# Nutrition

Lafourche Parish Head Start recognizes and acknowledges that health and nutrition are essential in aiding the learning capabilities of children. We know that healthy, well-nourished children, for the most part, are more apt to adjust to the daily challenges of learning. When children are introduced early in life to a healthier manner of eating, it becomes a natural way of life.

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 evening snack daily. We provide meals to children with specific nutrition needs upon written documentation from a parent and/or physician. The foods are chosen from the USDA Food Guide pyramid for young children and given in the correct portions for your child's age to ensure that they receive the recommended daily allowances.

Lafourche Parish Head Start requires their Food Service Technicians to call the meal vendors early with a daily meal count. Therefore, it is important that you call the child's teacher if they are going to be absent or late.

**Head Start Performance Standard Reference Number 1304.23(c)(2)** states that we can never use meals or food as a form of discipline or as a reward, but encourage each child to try new foods.

The Department of Health and Louisiana Department of Education **Code Chapter 23:05** states that no food is allowed in or taken out of the classrooms. The policy ensures that children are receiving well-balanced nutritious meals.

Lafourche Parish Head Start works with families and a registered dietician by collaborating with parents, when a child is assessed above or below normal weight by their physician. We assess their nutrition needs, track eating patterns and make recommendations with a dietician if deemed necessary.

## **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 want parents to save their personal resources to provide gifts and party food, such as cakes and cupcakes, for their child's use at home. 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

Former President Bush invoked a Healthy Marriage Initiative to promote responsible parenting and improving father 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. However, at Lafourche Parish Head Start we recognize the importance of any positive male influence in a child's life. We promote male involvement in fathers, brothers, uncles, grandfathers, important friends, neighbors, etc. 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. We encourage them to come into the classroom to help with all the children. Activities are scheduled during the school year to promote male involvement and active engagement.

Loving Guidance 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.

4 goals of this program:

1. **To optimize the child's brain for success at school and in life.**  
In order to achieve this goal, games such as peek-a-boo and patty cake provide eye contact, touch and bonding. If these rituals are performed in early years, the attention span and social development is strengthened.
2. **To increase the learning potential and effectiveness through touch.**  
Touch is the only sense we cannot live without. If we want smart, happy children, we must touch them. By understanding caring touch, children develop compassion for themselves and others. Hitting becomes hugging, snatching becomes asking, and the difference between caring touch and unwanted and/or uncomfortable touch is learned.
3. **To create loving rituals that hold families together even through the roughest times.**  
All cultures have created rituals. Rituals create time to be playful, to explore the meaning of our lives, and to rework and to build relationships. Rituals are moments taken solely for the purpose of connecting, such as tucking a child in bed at night or waking a child up in the morning.
4. **To strengthen the bond between adults and children that insulates children from drugs, violence, and peer pressure, laying the foundation for mental and emotional health.**  
The bond between parent and child is the child's primary source of emotional health. It gives your child the capacity to have satisfying relationships the rest of his life. A weak or anxious bond could cause the child to have low self-esteem and impaired relationships.

"I Love You Rituals"

A wonderful woman lived in a shoe  
She had so many children  
But she knew just what to do.  
She held them,  
She rocked them,  
And tucked them in bed,  
"I love you, I love you,"  
Is what she said.

Peter, Peter, Pumpkin Eater,  
Had a friend he loved to greet,  
Treated her with kind respect,  
And in the morning hugged her neck.

Twinkle, twinkle, little star,  
What a wonderful child you are!  
With bright eyes and nice round cheeks,  
Talented person from head to feet,  
Twinkle, twinkle, little star,  
What a wonderful child you are!

Georgie Porgie, pudding and pie,  
Gave his friend a big high five!  
With his friend he loved to play,  
A gift of a smile he gave each day.

# 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. Nuts and seeds or nut butters are an excellent snack and source of protein. They contain the mineral magnesium which has a calming effect, providing your children are not too young to eat them.

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 mental 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. These visits are very important. Please try to attend. 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**

Lafourche Parish Head Start believes that for a child to reach their highest potential of sound mind and body, they must grow in a developmentally appropriate environment. 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 Individual Education Plan 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.

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

<b>Appearance</b>				
Flushed face with fever	√			√
Unusual paleness	√	√		
Bluish discoloration of the skin	√	√		
Profuse sweating unrelated to activity or weather	√	√		

<b>Behavior</b>				
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	√	√		

<b>Breathing</b>				
Difficulty breathing or "unable to catch breath"	√	√		
Wheezing with no prior diagnosis	√	√		
Wheezing with prior diagnosis and no meds at H.S.	√			

<b>Sign or Symptom</b>	<b>Exclude</b>	<b>Physician evaluation needed</b>	<b>Do not exclude</b>	<b>Physician evaluation if persists</b>
<b>Cold</b>				
Child cannot participate in regular classroom setting	√			√
With temperature < 100 degrees F			√	
With temperature ≥ 101 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	√	√		
Clear nasal discharge or yellow/green mucus from nose for < 5 days with temperature < 100 degrees F			√	

<b>Cough/Sneeze</b>	<b>Exclude</b>	<b>Physician evaluation needed</b>	<b>Do not exclude</b>	<b>Physician evaluation if persists</b>
Uncontrollable cough	√	√		
Cough not persistent			√	
Cough with temperature ≥ 100 degrees F	√	√		
Cough with pain, difficult or fast breathing, bloody or yellow/green mucus, wheezing	√	√		

<b>Diarrhea</b>	<b>Exclude</b>	<b>Physician evaluation needed</b>	<b>Do not exclude</b>	<b>Physician evaluation if persists</b>
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			√	√

<b>Ear</b>	<b>Exclude</b>	<b>Physician evaluation needed</b>	<b>Do not exclude</b>	<b>Physician evaluation if persists</b>
Ear pain	√	√		
Ear drainage	√	√		

<b>Eye</b>	<b>Exclude</b>	<b>Physician evaluation needed</b>	<b>Do not exclude</b>	<b>Physician evaluation if persists</b>
Watery/glassy appearance of eyes not related to normal crying	√	√		
Purulent ("pink eye")	√	√		
Purulent conjunctivitis ("pink eye") treated and with Dr. note			√	
Any injury to eye	√	√		

**Sign or Symptom**

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

**Sign or Symptom**

<b>Pain</b>	<b>Exclude</b>	<b>Physician evaluation needed</b>	<b>Do not exclude</b>	<b>Physician evaluation if persists</b>
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	√	√		
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**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)	√	√		
**Head Lice	√			√

**Sore throat**

Sore throat with temperature < 100 degrees F			√	
Sore throat with temperature ≥ 100 degrees F	√	√		

Sign or Symptom	Exclude	Physician evaluation needed	Do not exclude	Physician evaluation if persists
<b>Vomiting</b>				
Vomiting (2 or more episodes) occurring presently or within the last 24 hours	√			√
Vomiting at all with head injury or change in consciousness	√	√		

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.**

**LPHS INSURANCE COVERS MEDICAL EXPENSES 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  $\geq 100$  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 TO THE GARBAGE CAN. ALSO WE ENCOURAGE YOU AND YOUR CHILD TO WASH HANDS FREQUENTLY. IT PREVENTS THE SPREAD OF GERMS.

## **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, to car pool with other parents, volunteer at sites or central office, 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 Start site.

## **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
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 12<sup>th</sup> 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



## I am Moving, I am Learning

There is a lot of moving and dancing going on at Lafourche Parish Head Start these days! A proactive new program targeting childhood obesity has been introduced to our staff and we are moving! ***I am Moving, I Am Learning***, a research-based program, recognizes that children are not healthy simply because they are young, and recognizes the critical role that physical activity and health play in a child's physical, mental, and social development.

Efforts to prevent childhood obesity are desperately needed in Louisiana as we are one of the leading states in obesity. Since its inception in 2004, the project was expanded in response to a groundswell of enthusiasm from Head Start programs across the nation eager to embrace this approach to children's wellness.

The goals of ***I Am Moving, I Am Learning*** are to increase the quantity of time spent in moderate to vigorous physical activity (MVPA) during daily routines to meet national guidelines for physical activity, to improve the quality of structured movement experiences intentionally facilitated by teachers and adults, and to improve healthy nutrition choices for children 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](http://www.choosykids.com) or visit any of our classrooms and join in the fun. We can also teach you some of the songs at Parent Meetings this year.

Remember....be healthy...be choosy!



IF YOU FEEL THAT YOU HAVE BEEN DISCRIMINATED AGAINST, PLEASE COMPLETE THIS FORM AND SUBMIT IT TO THE ADDRESS LOCATED AT THE BOTTOM OF THE FORM.

**Discrimination Complaint Form**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_

List other ways to contact you \_\_\_\_\_

Name and address of person(s) or organizations against whom you are filing a complaint

\_\_\_\_\_

Tell what incidents happened that made you feel you had been discriminated against, the dates they occurred, or if continuing, the duration of such actions.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List the names, titles and addresses of persons who may have knowledge of above-described incidents.

Name

Title

Address

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

State on what basis you feel discrimination exists (race, color, national origin, sex, age or disability).

\_\_\_\_\_

All complaints, written or oral, shall be accepted by the SFA and forwarded to USDA, Director; Office of Civil Rights; 1400 Independence Avenue, SW; Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). The USDA is an equal opportunity provider and employer.

Name of individual receiving complaint:
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Date and time complaint received:
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