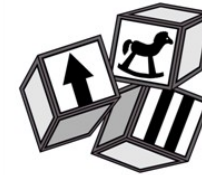


Well Child Visit Schedule

- **2 Months** - Your infant will have a physical exam and receive immunizations.
- **4 Months** - Your infant will have a physical exam and receive immunizations.
- **6 Months** - Your infant will have a physical exam and receive immunizations.
- **9 Months** - Your infant will have a physical exam and receive immunizations.
- **12 Months** - Your child will have a physical exam and receive immunizations. The nurse will draw blood to check for lead poisoning and anemia
- **15 Months** - Your child will have a physical exam and receive immunizations.
- **18 Months** - Your child will have a physical exam and receive immunizations. Lab work is not usually necessary at this visit.
- **24 Months** - Your child will have a physical exam.
- **3 Years** - Your child will have a physical exam.
- **4 Years** - Your child will have a physical exam. He/ she will be eligible for Kindergarten vaccines.
- **5 Years** - **IT'S KINDERGARTEN TIME!** Your child will have a physical exam and all lab work and vaccines that were not done at the 4 year old visit will be done at this visit. The nurse will also check your child's vision and hearing.
- **6 - 18 Years** - We recommend your child have a physical exam every 1-3 years, depending upon each individual's health status.

Ravalli



Early Head Start



2011 - 2012

Parent Handbook



Our Case Manager or Teacher is:

_____ is in _____ classroom:

363-7412 ext. _____

Emergency Contact Numbers

911

Poison Control	800-525-5042
Hamilton Police	363-2100
Ravalli County Sheriff	375-6282
Stevensville Police	777-3011
Montana Highway Patrol	800-525-5555
S.A.F.E.	363-4600



Other Important Number

Family Doctor _____

Family Dentist _____

Child Care _____

Others _____

HEALTH & NUTRITION EDUCATION:

REHS teachers and staff will provide health & nutrition education to your child in the classroom or at home visits. You will receive health education opportunities at family meetings, planned activities, and trainings. If you have special needs or areas of interest, please let the Health & Nutrition Manager know and they will attempt to put you in touch with the appropriate resources.

UNITED STATES DEPARTMENT OF AGRICULTURE:

We use USDA Child and Adult Care Food Program (CACFP) funds as a primary resource. By enrolling your child in the REHS center, your child is also enrolled in CACFP. This program provides meals which meet the minimum nutritional requirements. In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write to:
USDA Director
Office of Civil Rights
1400 Independence Avenue SW
Washington, D.C. 20250-9410
1-800-795-3272 (voice) or 202-720-6382 (TTY)

USDA is an equal opportunity provider and employer.



Nutrition Services

*Gina, Health & Nutrition Services
363-7412 ext. 204*



MEALS:

Children in the center will be served breakfast and lunch, as well as an afternoon snack.

OUR MEAL TIME PHILOSOPHY:

Meals at Ravalli Early Head Start are served family style. All children serve themselves and pour their own milk or juice (if age appropriate). They are encouraged, but never required, to taste everything served. We participate in pleasant conversation during the meal time. Children eat at their own pace. After the meal, the children put away their own dishes and utensils and may help clear and clean the tables (if age appropriate).

SPECIAL DIETARY NEEDS:

Arrangements for children with special dietary needs will be made. We will need documentation from your child's physician stating your child's limitations and appropriate substitutions. Our Health & Nutrition Manager will provide you with the necessary form to be completed by your child's physician.

REHS Contact Information

Case Managers

Chrissy	Ext. 205
Tammy	Ext. 206
Sierra	Ext. 207
Linda	Ext. 208
KC	Ext. 209
Jorilyn, Assistant Case Manager	Ext. 210

Teachers

Amber ITT-Comprehensive	Ext. 213
Christie	Ext. 212
Angie	Ext. 211
Sarah	Ext. 214
Debbie	Ext. 215

Classroom

Snuggle Bunnies	Ext. 216
Cuddle Bugs	Ext. 217

Family & Community Partnerships

Jenea	Ext. 203
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Health & Nutrition

Gina	Ext. 204
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Education & Disabilities

Brittany P.	Ext. 202
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Administration

Brittany M., Director	Ext. 201
Julia, Admin Assistant	Ext. 200



History of Ravalli Head Start, Inc.

Beginning in the mid 1970s the Ravalli County Commissioners operated the Head Start program in Ravalli County. In 1992 the County Commissioners chose to give up the Head Start grant. Between 1993 and 1997, the District XI Human Resource Council operated the program while a local private non-profit organization was created to take responsibility for the Head Start program. Ravalli County Head Start Incorporated was created in 1996 to be that organization. Ravalli County Head Start, Inc., which is governed by an eight member Board of Directors, became the Head Start grantee in 1997. Ravalli County Head Start served 72 children; operating center based classrooms in Darby, Hamilton and Stevensville and a small home based program.

The National Early Head Start program was created by Congress in 1995. Since then, Ravalli County Head Start has had a goal to operate an Early Head Start program in Ravalli County. In 2001, Ravalli County Head Start, Inc was selected to run the Early Head Start program for 64 infants, toddlers and pregnant women in Missoula County and changed its name to Ravalli Head Start, Incorporated.

That same year, Ravalli Head Start also constructed a new six classroom Head Start center in Hamilton, expanding its Head Start enrollment by 36 children. In 2005, our Missoula Early Head Start program was acknowledged as a National Program of Quality by the federal Department of Health and Human Services, Administration for Children and Families.

Health Services

Gina, Health & Nutrition Services
363-7412 ext 204

Ravalli Head Start, Inc. works very hard to provide quality health referrals, screening, help with insurance, and nutrition services.



DENTAL & PHYSICAL EXAMS:

Federal Head Start guidelines require all children enrolled in the program to have up to date physical and dental exams on record at REHS according to the well child visit schedule. Dental and physical exam forms are provided by REHS in the orientation packet; they need to be completed by your child's doctor and dentist and returned to REHS.

IMMUNIZATIONS:

Ravalli Early Head Start requires your child's immunizations to be up to date following the state well child schedule (please see back of handbook) in order to participate in center based or parent child interaction groups that happen during center hours (8-3).

If your child's immunization record is not up to date, your child must receive immunizations as determined by your health provider or the Public Health Department. The Health Manager will assist you in the process of bringing your child up to date.

DENTAL HEALTH:

REHS encourages good dental hygiene. Children are provided toothbrushes and practice brushing their teeth after each meal.



Parent Committee

All parents are invited to attend monthly meetings in Hamilton where program issues will be discussed and recommendations made. Parents fill the following positions:

- Chairperson: Develops the monthly agenda and leads meetings
- Vice-Chair: Chairs meetings in absence of chairperson, special projects leader
- Secretary: Record and distributes meeting minutes
- Treasurer: Tracks Parent Committee funds and RHS fundraising efforts as appropriate.

Chairperson, Vice-Chair, Secretary, and Treasurer work together with the Family Community Partnership Manager, Policy Council Representatives, Parent Committee members, and REHS staff members to develop a business agenda and educational program for each meeting.

The meeting provides an opportunity for parents to participate in the process of making decisions about the nature and operation of the Early Head Start program. Parents who are interested in serving as officers of the Parent Committee should plan on spending a minimum of 1 to 3 hours per month planning and coordinating meetings.

The educational program should reflect family interests and meet Head Start performance standards.

Parent Committee representation at Board Meetings

The Parent Committees are encouraged to select an Ad Hoc (non-voting) representative to attend monthly RHS, INC., Board meetings. This member provides prospective of the parent committee and is a non voting member. Transportation is provided.

In 2009, Congress appropriated almost one billion dollars to expand Early Head Start through nation-wide competition. So again, while completing construction of a new Head Start center in Stevensville, Ravalli Head Start, Inc. applied for and received a federal grant to expand Missoula Early Head Start and create the new Ravalli Early Head Start program. We are excited, and proud to offer these high quality services to 72 infants, toddlers, pregnant women in Ravalli County.

These expanded programs bring the total number of children and families served by Ravalli Head Start to 263; 72 in Ravalli Head Start, 72 in Missoula Early Head Start and 119 children in Ravalli Head Start.

Mission of Ravalli Head Start, Inc.

The Mission of Ravalli Head Start, Inc. is to identify and meet specific needs of low-income and other eligible children and families in a manner consistent with federal Head Start regulations and best practices. As a result of these efforts and services, children and their families will enter the future as more productive, confident, self-reliant and successful members of society.

Ravalli Early Head Start

REHS Partners with families and the community so that:

- Children can grow and develop in safe, healthy, responsive and nurturing environments.
- Parents can experience the joy in being a parent.

Program Options

Home-Based Option

The Home-based option is designed for families who have the ability to spend time at home with their child. This option focuses on child development and parent-child interaction through weekly home-visits by a Case Manager. Parents/guardians also come together two times per month at Ravalli Early Head Start for a Parent-Child Interaction Group to play with their children, discuss child development and share a meal.

Center-Based Option

The Center-based option offers full-day child services for 16 children five days a week from 8 a.m. to 3 p.m. Center-based families have two home visits and two information sharing meetings with their Infant/Toddler Teacher each year and monthly parent groups in addition to ongoing parent involvement opportunities.

Families must be working or in school to qualify for the Center-based option.

Prenatal Option

The Prenatal option is designed to offer as-needed weekly home visits on health, wellness & nutrition and one monthly group session at the Center for pregnant mothers. Babies transition into one of the above program options.

All three options include monthly socialization and other parent involvement opportunities.

Policy Council Composition

Ravalli Early Head Start (72 women or children)

3 Parents elected at large
(1 - 3 alternates)

Preschool Head Start (119 children)

5 parents elected at large*

**Includes at least one parent from the North Valley Center*

(3 alternates)

4 community Reps elected by P.C. (Shared by RHS & REHS)

Missoula Early Head Start (72 women or children)

3 Parents elected at large

(1 - 3 alternates)

2 Community Reps elected by P.C.

Total Representation: 11 parents + 6 Community Reps = 17



Policy Council Elections & Term Limits

- This year's election will be conducted by paper ballot in October for REHS Policy Council members.
- Policy Council members are elected for a one-year term, and no one may serve on Policy Council for more than three terms.

Parent Involvement Opportunities

Policy Council Representatives

Ravalli Head Start currently serves 119 preschool children in Ravalli County in 2 centers and has an Early Head Start program serving 72 pregnant women, babies, and toddlers in Missoula and an Early Head Start serving 72 pregnant women, babies, and toddlers in Ravalli County.

Parent and Community representation on the Policy Council must reflect the populations and communities served and geographic representation is encouraged through education and recruitment efforts.

Policy Council is involved in discussions and decisions that concern the plans, goals, and policies governing the operation of the Ravalli Head Start, Inc. programs. This includes criteria for selection, hiring and firing decisions, our federal grant application, and major budget changes. Policy Council also conducts an annual self-evaluation of all three RHS, INC. Programs. Policy Council members may also serve on standing committees as well as attending monthly meetings.

Policy Council Commitments

- Policy Council Training will take place in November
- Policy Council meets monthly for a two hour meeting (Meetings may be held in Hamilton, Missoula, or other locations in Ravalli County).
- Policy Council Representatives may serve on standing committees.
- Policy Council Representatives also work with Parent Committee Officers to ensure that there is an accurate and adequate flow of information and ideas between Parent Committees and the Policy Council.

Monthly Time Commitment: 4 Hours

Program Services

Child Development Services

- Age-appropriate curriculum in a nurturing setting.
- Qualified staff trained in child development and education.
- Coordination of support services for children with special needs and disabilities.
- 10% of our enrolled children must have a diagnosed developmental delay or disability.

Health Services

- Vision, hearing and dental screening.
- Nutritious meals and snacks provided by USDA Child & Adult Care Food Program (CACFP).
- Nutrition, health and wellness education and information provided to children and their families.
- Help finding health insurance, medical and dental homes.

Family Services

- Ongoing parent education, trainings, professional development opportunities and support groups.
- Family activities and home visits throughout the year
- Parent support groups individualized for fathers, mothers, guardians & care givers.
- Parent advocacy, volunteer and leadership opportunities.
- Help obtaining local area resources and social services.

Enrollment Procedures

Application Scoring

Each application is scored with the Early Head Start (EHS) Selection Criteria detailed below. Families with the highest needs are determined from the EHS Community Needs Assessment. The Selection Criteria is approved by the Policy Council and Board of Directors.

Selection

Based on the Selection Criteria, each application is assigned a score. This score is then charted on the Wait List under the option for which the family is applying (Home-based, Center-based or Prenatal). Applications with the highest scores in each option are given the highest priority for entering the program. When scores are identical, the child and/or family with the highest needs (based on the information provided with the application) is selected.

Enrollment Criteria

Families are eligible with incomes at or below the **U.S. Annual Poverty Income Guidelines**. Early Head Start may enroll up to 10% from families whose incomes are *over-income (higher than the Poverty Guidelines)*. The total Early Head Start population must have a minimum of 10% enrolled children with a *disability*.

SELECTION CRITERIA

PARENTAL STATUS

Single parent	3
Foster, Kinship Foster, Legal Guardian	2
Two parents (Living in same household)	1

DISABILITY STATUS (Maximum of 1 factor)

IFSP (Individualized Family Service Plan)	6
Diagnosed	3
Low developmental screening/score	1
Potential/suspected	1

We encourage you to participate in REHS activities whenever possible; we understand that busy schedules make it difficult to come to all family activities!



The following count as in-kind:

- Volunteering in the classroom.
- Making classroom materials at home.
- Assisting with, and participating in, breakfast or lunch or snack.
- Donating items or food to REHS for program activities.
- Helping with activities that benefit REHS children and families: maintaining resource library or clothing exchange.
- Helping REHS plan and host a family event.
- Spending time taking your child to his/her REHS physical & dental exam appointments and any suggested follow up appointments.
- Serving on Policy Council, Parent Committee, or other REHS committees.

Volunteering

“Everybody can be great because anybody can serve. You don’t have to have a college degree to serve. You don’t have to make your subject and your verb agree to serve. You only need a heart full of grace, a soul generated by love.”

~Martin Luther King Jr.

IMPORTANCE OF DONATING YOUR TIME:

Ravalli Early Head Start is a federally funded program. We are required to match a portion of government dollars with in-kind contributions. In-kind donations can be: money, supplies to program or classrooms, gifts given to the program, or **volunteer time**. It is extremely important that families and community volunteers document each and every minute, mile, etc., donated to the program. When you volunteer, each hour of your time is worth approximately \$16.27.

In-kind = your volunteer time = \$16.17 per hour match to REHS

Federal Policy Regarding Volunteers Requires:

- Early Head Start Programs use volunteers whenever possible.
- A third person (a volunteer) is in the classroom on a regular basis.
- Volunteer services must be documented on in-kind sheets to be claimed as part of the matching share (in-kind).
- Volunteers who are in regular contact with children must be screened for tuberculosis and will be required to have a background check.
- Volunteers who eat with their children do not pay for their meals
- Early Head Start has adequate insurance to cover volunteers.

SELECTION CRITERIA cont...

STATUS – U.S. Poverty Guidelines

TANF/SSI/Homeless	7
75% below poverty guidelines	7
50% below poverty guidelines	6
25% below poverty guidelines	5
Eligible income at/below 100% poverty level	4
101%-110% over-income	1
111% + over-income	0

AGE BY SEPTEMBER 10

Pregnancy (Prenatal Program)	8
0 – 5.9 months	7
6 – 11.9 months	6
12 – 23.9 months	3
24 – 36 months	2

SOCIAL SERVICE NEEDS

Maximum of 8 points

First Time Parent	4
Teen Parent (19 or under during pregnancy)	4
High Risk Pregnancy (Prenatal, only)	4
High Social Service Need (Example: Parent Disability, Substance Abuse, Rehab, Child Abuse/Neglect, etc.)	4
Child Health Problems (Example: Obesity, Prematurity, Diabetes, Asthma, Anemia, etc.)	3
Family Crisis (Example: Terminal Illness, Jobless, Desertion, Death, Homeless, Incarceration/ Probation, etc.)	2
High Risk Family (Example: Mental Illness, Domestic Violence, Parent Health, Cognitive Delays, etc.)	2

OTHER FACTORS

Referral (Agency/Professional/Peer)	3
Sibling in EHS/RHS	2
Bilingual/English Language Learner/ASL Sign	2
Returning child or child from other EHS Program	2
Applied for State-Paid Childcare verified (Center, only)	2

Note: MEHS/REHS within-program transfers will receive 9 points.

Licensing Requirements

37.95.602 DAY CARE CENTERS, PROGRAM REQUIREMENTS

- (1) The program conducted in a day care center shall be written and shall provide experiences which are responsive to the individual child's pattern of chronological, physical, emotional, social and intellectual growth, and well being. Both active and passive learning experiences shall be provided under direct adult supervision.
- (2) Each Center will have a director. The director shall have a bachelor's degree in a related field plus one year experience in child day care or child development associate certification (CDA) or three years experience in a licensed or registered day care facility. If the director also acts as a caregiver, or conducts in-service training, the director must meet the qualification of a primary caregiver.
- (3) The requirement in (1) shall be deemed to have been satisfied if the licensing representative has been able to observe the daily program in operation, reviews the written daily program, and confirms the program is based upon the criteria below:
 - (a) the center maintains an ongoing process of parent-staff cooperation in development and modification of program goals;

Philosophy of Home Made Toys

Ravalli Early Head Start strives to have close to 50% of our toys be homemade. This helps to show parents and families that they do not need to spend a lot of money on toys and activities for their children. Children prefer to play with toys and objects they see their parents interacting with and manipulating themselves. Having homemade toys gives parents the opportunity to interact with their children and show them how to play with and pretend with objects found in their everyday environments.



REHS Center Schedule

8:00 am Drop off
8:30 am Breakfast
9:00– 11:30 am Developmental Play including
Outdoor Play (outdoor play may last up to 1
hour)
11:30 am Lunch
12:00—2:00 pm Rest Time
2:00 pm Snack
3:00 pm Pick Up

Diapering is done at 9:15, 11:15 and 2:00 and throughout the day as needed.

OUTDOOR PLAY POLICY:

Children shall play outdoors daily for 30-45 minutes when the weather and air quality condition do not pose a health risk. Outdoor play provides children with an opportunity for learning in a different environment; work on their gross motor skills, and provide many health benefits. The amount of time spent outdoors will depend on the children, the temperature, and the air quality.

CLOTHING:

Children should be dressed for the weather. Children need a warm coat or jacket, hat, mittens, and boots during winter days. Light weight jackets are often needed for cool days. Please send your child in comfortable play clothes and shoes. They need to be able to move freely and work on art projects without worrying about their best clothes. If you need help getting appropriate clothes, please contact Jenea, our Family & Community Partnerships Manager.

FOOD POLICY:

Ravalli Early Head Start serves nutritious meals to children enrolled in our center in accordance with the Child & Adult Care Food Program guidelines. The safety of children in REHS is our most important concern. Due to health concerns; including allergies, food sensitivities and nutritional content, as well as religious and personal food preferences, we must restrict food prepared off site; ***we do not allow outside food to be distributed to the children.***

REHS encourages families to participate in family functions where outside food is welcome (sometimes requested). During these functions parents eat with their children and supervise food choices. Families are encouraged to bring foods that reflect their culture or are favorite treats to family events.

(b) the center provides a diversity of experiences during the day for each child with opportunity for quiet and active experiences, group and individual activities, the exercise of choice, and experience with different types of equipment, and materials;

(c) the center provides developmentally appropriate opportunities during the day when the child can take responsibility, such as getting ready for snacks or meals, getting out or putting away materials, taking care of the child's own clothing, and assisting in planning activities;

(d) the center provides experiences for children to learn about the world in which they live including opportunities for field trips to places of interest in the community and/or presentations by family and other community people to further expand the exposure and experiences of the children. Care-givers are required to secure a release from parents before children are taken on field trips;

(e) the center provides learning experiences for the children regarding the value of food in relation to growth and development; and

(f) the center provides opportunities for children to develop language skills and to improve readiness for reading and writing by regularly exposing the children to books, drama, poetry, music, and other forms of expression.

Child Guidance Policy

The primary function of the staff is to encourage, facilitate, and model learning.

Staff will:

- Get to know the children personally, and respond to their individual capabilities, interests, and preferences.
- Plan room arrangements that minimize frustration, congestion, and confusion for infants, toddlers, and their families.
- Prepare and arrange interesting toys and activities that relate to all areas of an infants and toddler's development – social, emotional, intellectual, and physical.
- Establish routines that allow uninterrupted blocks of time for spontaneous, self-directed play in a carefully planned environment.
- Make arrangements for hands-on exploration of real objects to be a natural and integral part of the learning activities.
- Allow infants and toddlers to express their own individuality by making their choices within clearly defined limits, by saying, for example, "would you rather paint or play with clay?"
- Limit situations in which infants and toddlers are forced to sit still or wait for something to happen.
- Provide for and plan transitions between activities.
- Watch carefully and intervene to avoid problems.
- React quickly to solve problems in a comforting and supportive way.
- Observe and make changes accordingly in the environment if there is an increase in stress or negative behaviors.
- Meet infants, toddlers and young children's varying needs for attention.
- Provide clear feedback on behaviors so that infants, toddlers and young children learn the consequences of their actions.

Late Pick Up Policy

Early Head Start's closing time is 3:00 pm. Parents/Guardians are expected to arrive to pick up their child by this time. If the parent/guardian arrives after 3:00 pm, it will be considered a Late Pick Up. EHS Infant/Toddler Teachers will allow a 5 minute grace period, just reminding parents of the 3:00 pick up time. If a child is picked up more than 5 minutes late, the parent/guardian will be requested to sign a *Late Pick Up Form*. The Infant/Toddler Teacher will provide the parent/guardian a copy of the *Late Pick Up Form* and the *Late Pick Up Policy*. The original form will be given to the Early Childhood Development & Disabilities Manager to review and file. If a parent is habitually late, this 5 minute grace period may be revoked for that individual.

When an adult other than the child's parent/guardian arrives late to pick up the child, that individual will be asked to sign the *Late Pick Up Form* by "Other Adult Transporting Child." The *Late Pick Up Form* will be kept by the Early Childhood Development & Disabilities Manager for the parent/guardian to review and sign the next day.

If a family receives three *Late Pick Up Forms* within one calendar year, the parent/guardian will be required to meet with the Early Childhood Development & Disabilities Manager (ECDDM) and/or the Director, prior to their child returning to the center. The ECDDM and/or Director will assist the family in understanding the need for picking up their child on time, and on identifying and overcoming obstacles to arriving on time. If this intervention is not successful and late pick ups become chronic, the ECDDM and/or Director has the option of presenting the situation at staffing/management meeting to consider possible termination of service.

It is the parent/guardian's responsibility to pick up their child no later than 3:00 pm each day. If a child has not been picked up by 3:10 pm, the Infant/Toddler Teacher will attempt to contact the parent/guardian or an Emergency Contact to pick up the child.

MEDICATION POLICY:

REHS requires that all medications be given at home whenever possible. Under certain circumstances it may be necessary for medications to be administered to a child during the day. When a child requires medication to be administered at REHS, a parent must make arrangements to give the first dose at home so that the child may be observed for any reactions to the medication. The parent will also be encouraged to come to REHS to give the medication during lunch and breaks. If that is not possible, designated REHS staff will administer medication to children for whom the Medication Administration Procedures have been followed and the consent has been completed.

**TB TEST:**

Parents and community volunteers in the classroom will be screened to determine if a TB test is necessary. The Health & Nutrition Manager will help you arrange for your TB test if needed.

ATTENDANCE:

REHS requires an 85% attendance rate for children enrolled in the REHS center. Your child may be removed from center if your child's attendance falls below 85%. We ask that you communicate with your teacher if absence is necessary.

CENTER QUALIFICATION:

To remain in the center each parent in the home must be working or going to school 30 hours per week. Families who lose these qualifications must work with the FCP Manager to meet the qualifications for center services again. After sufficient time is given and qualifications are not met, the family will be given the option to transition into the home-based program.

Child Guidance Policy Continued...

- Limit their praise and respond to successes with words like, "you must feel good about finally getting that shoe off," thus acknowledging the child's own inner delight.
- Set a good example for infants, toddlers, and young children (not sitting on tables, interrupting play, talking loudly).
- Prompt and facilitate parents/guardians in providing nurturing, empathetic care-giving.
- Reinforce positive social interaction.
- Vary interactive style to meet infants and toddler's individual needs.
- Be sensitive to infants and toddler's feelings and reactions (avoid abrupt interruptions, warn infant before picking up).
- React consistently to an infant and toddler's behaviors.
- Have age appropriate expectations (caregiver is patient with crying infant and negative toddler).
- Use alternative methods of discipline (remove child from negative activity, redirection, help toddler avoid serious conflict over toy, stays close to toddler who bites).
- Rules will be simple and will be explained to toddlers and caregivers.
- Provide a schedule of indoor and outdoor activities.
- Provide both active and quiet play and will be varied to meet the needs of the infants and toddler's in their care.
- Provide supervision with each infants and toddler's learning needs in mind (moves non-mobile infant to avoid boredom).
- Provide a balance between an infant and toddler's need for independent exploration and care-giver support.
- Communicate child-related information with care-givers on a daily basis in the center and at each home-based visit.
- Wait patiently for the child to complete what he or she is saying or doing, without rushing the child or trying to finish for the child.

EMERGENCY OPERATION PLANS

Ravalli Early Head Start and the Hamilton School District have developed a detailed **Emergency Operations Plan**. The plan includes specific procedures for responding to a wide variety of weather-related situations or other potential threats. If a major catastrophe were to occur during school hours, REHS is equipped to care for your child here at REHS or another safe location until it is safe for you to pick them up.

To help us be prepared during the year:

- ✓ **Make sure that your family's Emergency Contact and Release information is current.**

You completed this information at the beginning of the year; please contact us to update it when there are changes throughout the year.

Persons you list on your form should be:

- 18 years of age or older.
- Usually available during the day
- Known to your child (Your child should feel comfortable with this person).
- Aware that they are one of your emergency contacts and able to assume this responsibility.
- Carrying personal identification.
- Have a carseat.

In any emergency, your cooperation is necessary.

- ✓ **Do NOT telephone Early Head Start.**
Our telephone lines may be needed for emergency communication.
- ✓ **Tune your TV to KPAX (CBS) or your radio to KLYQ (AM 1240) for emergency announcements.**
If children are to be kept at REHS, or special arrangements need to be made for relocation, these stations will be notified. Our Staff may also try to contact you directly if the situation allows.

Parking Lot Safety

- While in EHS parking lot, turn off vehicle engine; car keys should never be left in ignition.
- When parking on a public street, a car is not to be left idling, the car must be stopped, car put in gear and keys removed.
- Do not leave children unattended in car without adult supervision.
- Hold child's hand while walking in the parking lot
- Always look both ways and behind the vehicle before backing a car up.
- Children need to arrive and leave EHS in an age-appropriate car seat.
- Close all gates leading into EHS playground.
- Never drive above 5 mph in EHS parking lot.
- When exiting EHS parking lot, stop and look both ways, looking out for other pedestrians when crossing over the sidewalk.

Pedestrian Safety

- Do not allow children to cross the street alone if they're younger than 10 years old.
- Stop, look and listen at the curb before crossing the street. Look left, right, and left again before crossing.
- Cross at corners, using traffic signals and crosswalks. Do not jaywalk (crossing between corners).
- Walk; don't run when crossing the street.
- Walk facing traffic.
- Make sure drivers see you before crossing in front of them.
- Do not allow young children to play in driveways, streets, parking lots or unfenced yards by the street.
- Wear white clothing or reflectors when walking at night.
- Cross at least 10 feet in front of a school bus.

Transportation

Transportation services are not provided to Early Head Start (EHS) children and families who attend EHS programs and events. EHS offers assistance coordinating transportation needs with community resources

Safety

Early Head Start (EHS) releases infants and toddlers only to parents, legal guardians or other authorized individuals designated in writing by the parent or legal guardians. Parents/legal guardians fill out the Authorization for Pick-up Form and supply a copy of photo identification to the Infant/Toddler Teacher. EHS maintains current Emergency Pick-up forms for all authorized adults for every infant and toddler in the Center. Every child that leaves EHS needs to have a car seat. Please arrange this if someone else is picking up your child. No child will be allowed to leave without a car seat.

Children with Disabilities

Early Head Start will help arrange transportation services for children with disabilities to and from the program if a community resource is not available and will assist in providing transportation to special clinics or other service providers when the special education and related services cannot be provided on-site.

Transportation Coordination

Early Head Start works with community partners and resources to coordinate transportation needs for enrolled families.

If a parent needs assistance with transportation for a child to attend program services, resource options are coordinated through the Family & Community Partnership Manager, Education & Disabilities Manager, Case Manager and/or Infant Toddler Teacher.

- ✓ Again, we cannot emphasize this enough, please **Make sure that your family's Emergency Contact and Release information is current.** In case of a serious emergency, children will be kept at REHS or at a safe off-site reunification area until they are picked up by an identified, responsible adult listed on the Emergency Contact and Releases form.
- ✓ **REHS will set up a REUNIFICATION STAGING area where you can sign your child out. It will be clearly marked and signed. Please come to this area to pick up your child.**

You (or your emergency contact) must provide identification before your child can be released.

Safety is our first priority. We ask for your patience and understanding with our child release process. We will not release children unless it is safe to do so.

Please discuss these emergency procedures with your immediate family and emergency contacts. Planning ahead and knowing what to expect will help lessen concerns during emergencies.



Diaper Changing Policy for children in the REHS center

Diapers shall be checked for wetness and feces at least hourly, and visually inspected at least every two hours and whenever the infant/child indicates discomfort or exhibits behavior that suggests a soiled or wet diaper. Diapers shall be changed when they are found to be wet or soiled.

- Diapering will be done only in a designated diapering area. Food handling will not be permitted in diapering areas.
- Surfaces in diapering areas will be kept clean, waterproof, and free of cracks, tears, and crevices.
- All creams, lotions, and cleaning items are to be labeled with each child's name and instructions and stored off the diapering surface and out of reach of children.
- Universal Precautions will be utilized when encountering all bodily fluids, including diapering.
- *Only EHS staff can change diapers. Volunteers will not change diapers.*

All staff will follow the REHS diapering procedure.



Confidentiality of Records

Federal standards require that all matters regarding REHS children and their families be kept in the strictest of confidence. All documents, forms, and records regarding REHS will be kept in a locked file or office when not in use by the REHS staff. Parents may authorize release of information pertaining to their family by signing a release of information form. Your file is available to you upon request.

Process and Procedure for Addressing Community Complaints

Many community concerns can and should be addressed through open dialogue with the staff members or individuals immediately involved in the situation. However, there are situations where this approach is not effective or appropriate. If you have a concern or complaint regarding any aspect of the REHS Program that cannot be resolved through direct verbal communication, please follow the procedures listed below.

1. Contact any REHS staff member, RHS Inc. Executive Director, or the Policy Council Chairperson for a Community Complaints Process Form.
2. Complete and return your written complaint within five working days of the incident.
3. If you have questions regarding the process, contact the REHS Director or the RHS, Inc. Executive Director, or the Policy Council Chairperson.

REHS Confidentiality Policy

- ❖ As an Early Head Start family member or volunteer you may hear something from a child or family member, or be involved in a classroom situation, that needs to be kept confidential. As a rule, staff members do not talk about REHS families or children outside of the REHS setting. Within REHS, we do not use names in discussions unless a situation specifically requires it. We ask all parents & volunteers to follow the same guidelines for confidentiality.
- ❖ Everyone working with REHS is entrusted with protecting the private lives of each family and the personal issues of each child and parent. Our program holds this personal trust in the highest regard. This trust is the responsibility of all employees, volunteers, and families involved in the program on and off duty. Relating information to anyone, including close friends or family members, is a break in this most sacred trust. Breach of trust may result in disciplinary action up to and including dismissal.

As an REHS volunteer or family member, you have a vital responsibility to maintain confidentiality concerning families and workers in the program. If someone requests information about a child or family from you, notify your supervisor or someone on the REHS management team immediately. They will follow legal procedures for sharing information about a family or child with others.

Feeding Policy

Ravalli Early Head Start will identify the nutritional needs of children in the program and implement a nutrition program that will meet the needs of each child. Nutritional services in the center-based program will contribute to the developmental needs and socialization of each infant and child. Parents will be educated regarding the nutritional needs of infants and toddlers. Food safety and sanitation procedures and regulations will be in compliance. REHS follows all the policies and regulations required by the Child and Adult Care Food Program (CACFP).



- Breastfeeding is encouraged by REHS and teachers will coordinate feeding routines in child care with the mother's schedule. A comfortable space in the entry room is provided for breastfeeding mothers.
- Expressed breast milk may be brought into the center if frozen or kept cold in transit. All breast milk must be labeled with date milk was expressed and infant's name. Fresh breast milk must be used within 5 days. REHS will keep frozen breast milk for up to 6 months in a freezer that maintains a temperature of 0 degrees Fahrenheit or 3 months in a self-contained refrigerator freezer compartment before being discarded. Breast milk is warmed to feeding temperature with hot water.
- For formula fed infants, REHS will purchase the brand of infant formula requested by the parents/guardians if it is a standard type according to CACFP. If it is a specialty formula, the family must provide a note to REHS from the physician stating the type of formula the infant should have and the reason.
- REHS follows the CACFP program requirements and the Meal Pattern for Infants, although parents/guardians take the lead for the introductions of new foods for infants.

SICK CHILD POLICY (Center-Based):

EHS shall temporarily exclude a child or send the child home as soon as possible if one or more of the following conditions exists:

✦ **A confirmed diagnosis of a reportable disease (i.e. whooping cough, hepatitis A, etc.).**

Child may return according to the state health department's exclusion policy

✦ **Fevers of 101°F or greater**

children may return when they have been without fever for 24 hours

✦ **Vomiting on two (2) or more occasions**

children may return 24 hours after the symptoms have stopped

✦ **Diarrhea of two (2) or more watery stools that are not contained by diapers or toilet use or bloody stools (unexplained by dietary, medication, or hard stools)**

children may return 24 hours after the symptoms have stopped

✦ **The following infections: strep throat, impetigo, conjunctivitis (pink eye), ringworm, pinworm, other skin infections (draining burns, sores that can't be covered)**

these must be treated for 24 hours before returning to the center

✦ **Generalized rashes over more than one part of the body.**

The child must be evaluated by a health care provider before returning to the center

✦ **Lice or scabies**

Child must be treated and nit free before returning to the center

✦ **Chicken pox**

Child may return when all lesions have dried/crusted over

Parents may want to keep their child home for the following reasons, or staff may send a child home for the following reasons:

A child is ill with any symptoms and is unable to participate in the usual child-care activities **AND** a child who, because of illness, requires a greater level of care than a child-care provider can give while still caring for other children.

✦ A child with the following conditions: uncontrolled coughing, wheezing, difficulty breathing, or unusual lethargy.

The child must be evaluated by a health care provider before returning to the center.

When sending a child home, EHS considers each child on an individual basis. Input is taken from multiple sources and assessment of each child's strengths and needs.

Policy on Reporting Child Abuse or Neglect

Under Montana law, if any school staff member has reasonable cause to suspect that a child is being abused or neglected, it remains that individual's obligation to see that the situation is reported to the local Department of Family Services. Ravalli Head Start, Inc.'s policy states that when a staff member has a reasonable cause to suspect child abuse and/or neglect, the staff person is responsible for contacting the Department of Family Services to make a report.

TYPES OF ABUSE

EMOTIONAL ABUSE may be difficult to identify because it is often disguised as acts of kindness and concern.

Because it is so subtle, and it comes from someone the victim trusts, it is extremely manipulative and causes the victim to feel responsible for any problems in the relationship. Common examples include: putting the child in the middle of parent fights, telling the child how to think and feel, ignoring a child, withholding affection, breaking promises, and blaming the child for things that are not their fault. Also, parents often are asking children to support their own emotional needs.

VERBAL ABUSE is characterized by putdowns, name calling, threats, or bossing a person around. The purpose of verbal abuse is to belittle the victim and make the victim feel powerless and humiliated. Verbal abuse can wear away a child's self-esteem.

PHYSICAL ABUSE is any type of physical control over another person. Examples include: restraining someone from leaving, abandoning someone in a dangerous place, hitting, pulling hair, shoving, driving too fast, recklessly or under the influence of drugs or alcohol, slapping, punching, burning, stabbing and striking or spanking with an object.

SEXUAL ABUSE can occur in many forms in a relationship. Like other forms of abuse, sexual abuse occurs on a continuum of verbal, emotional and physical assaults. Examples include sexualizing a relationship with a child, pressuring or coercing a person to have a sexual relationship, forcing a person to perform sexual acts or rape.

Classroom Holiday & Birthday Celebration

Guidelines

Revised June 2006

Ravalli Early Head Start reflects the festivity of holidays and celebrations in a manner that supports our inclusive and developmentally appropriate program philosophy.

Here are the REHS guidelines for classroom recognition of holidays & birthdays:

- I. We actively participate in child-initiated discussions about holiday traditions and celebrations. Young children view celebrations in terms of their own family and they enjoy talking about their experiences. These discussions provide meaningful learning opportunities for children as they explore similarities and differences in relation to their own families.

- II. Materials in the art and library areas are selected to reflect enrolled children's holidays and traditional celebrations. This allows children the choice to choose materials and activities that connect to their own experiences and family values. It also allows children to learn about cultural differences and similarities.

Celebrations are not planned around holiday themes or birthdays. Families who choose to distribute valentines (or any other holiday items) or birthday invitations to classmates are welcome to do so. We do not allow classroom treats due to our program food policy, but families are encouraged to prepare and share special family dishes and desserts at REHS family events.

SICK CHILD POLICY (Home-Based):

Please be conscious of your health and the health of your family members. If you suspect that you are sick or that someone in your home may be getting sick, please remember to call and reschedule your home visit and notify an EHS staff if you can't come to group. This helps to avoid spreading the illness to others!

Procedure: Someone in your family is sick if he/she has one or more of the following symptoms:

Has a fever of 100.5 or greater. (Please make sure you or your family member has been free of fever, vomiting, and diarrhea for at least 24 hours before the re-scheduled visit is completed.)

Has been vomiting or had diarrhea.

Has had (without at least 24 hours of antibiotics) **strep throat, impetigo, conjunctivitis** (pink eye), **or other skin infections of unknown causes.**

Has a rash of unknown cause that a doctor has not yet seen.

Has lice or scabies or is not nit free since treatment.

Parents, you may not be able to attend group or a home visit may need to be rescheduled if you or your child presents symptoms of illness, if your child displays unusual behavior, or if your child does not want to participate in activities.

If anyone in your household has thick green or yellow discharge from the nose, any eye drainage, ear pain, or a persistent cough of unknown cause, please let your case manager know as soon as possible before the scheduled visit. You may need an evaluation by your child's doctor before the visit can be rescheduled.



Ravalli Early Head Start Family Calendar 2011-2012

- = Policy Council
- 😊 = Parent Committee
- △ = Board Meeting
- = Closed

October						
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