



Bauer
Family Resources



Family Handbook

For Early Head Start and Head Start Center-Based Programs

On a mission to empower children and their families to thrive.

www.BauerFamilyResources.org

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Welcome

Dear Bauer Early Head Start and Head Start Families,

It is our sincere pleasure to welcome you and your family to Bauer Early Head Start and Head Start. We have a wonderful year of exciting learning experiences ahead of us and we can't wait to join you and your child on the journey!

As a parent, you are the critical ingredient in getting the most out of our programs. At Bauer, we believe it is vital for parents and staff to work as a team to foster child and family growth. You are your child's first and most important teacher and through your involvement in their education, you can set them on the path to lifelong success. Our staff serves as both facilitators and resources in promoting all aspects of your child's development.

Our program offers many activities focused on adult learning that are designed to assist each family in realizing their own personal and educational goals. In addition, a variety of roles ranging from leadership on the Policy Council to volunteering in the classroom are available to help make your involvement a rewarding experience. The secret of our success is **Parent Engagement**—Give yourself and your child a gift and get engaged in our program!

We look forward to meeting you and your family!



For a complete description of services and policies,
please visit our website at:

www.BauerFamilyResources.org



About Bauer Family Resources

OUR MISSION. OUR COMMUNITY.

Grace Bauer founded this agency more than 85 years ago based on a passion to nurture troubled youth, giving them a second chance – a passion that would ultimately cost Grace her life. Though our agency has undergone significant challenges, growth and changes throughout the years, Grace’s original passion and resilience remains at the very heart of our work, empowering children and their families to thrive.

Bauer works with families with limited resources who seek guidance and opportunities to improve the quality of life for their children. Bauer is a local, non-profit, social service organization that delivers an array of services to improve the lives of children. Bauer Family Resources celebrates a long history of partnership with the community to serve the needs of at-risk children and family members. Beginning with Grace Bauer's original vision, our agency continues to evolve to meet challenges and break the vicious cycle brought about by poverty, neglect, abuse, addiction, and violence.



Founder Grace Bauer with her son.

EARLY CARE & EDUCATION

Bauer Early Care & Education provides comprehensive child development services and education to children and families in Carroll, Clinton, Tippecanoe, White, Hendricks, Owen and Morgan counties.

Bauer offers Early Head Start (for children 6 weeks to 3 years of age) and Head Start (for children 3 years to 5 years of age).

YOUTH SERVICES

Bauer Youth Services provides comprehensive services to community youth to ensure a safe environment after school.

The After-School Youth Development Program provides programs for children and youth including athletics, STEM, and arts.

FAMILY CENTERED SERVICES

The trained staff of mental health counselors, social workers and family therapists at Bauer Family Centered Services work together to ensure the best possible treatment for individuals and families. They work in both group and individual settings to help families communicate and begin dealing with family dysfunctions, childhood trauma, sexual abuse, substance abuse, and addiction.

Head Start Purpose

Head Start promotes school readiness by enhancing the social and cognitive development of children through high quality education, health, nutrition, and social services.

Bauer Head Start staff and Head Start families have equally important roles in ensuring that the mission of Head Start is achieved. We feel this is so important that we ask parents to become familiar with and follow our Guidelines for Our Relationship, found on page 12 of this handbook.

Program Staff's Role:

- To welcome families into the school or classroom during all program hours and treat them with respect and dignity.
- To regularly inform families of their child's progress in Head Start and seek their input.
- To encourage families to participate in Head Start program activities.
- To encourage families to voice their ideas and contribute to the program as a member of the Policy Council and to be involved in Parent Trainings.
- To share information regarding community resources, agency activities, and program planning with families.

Parents' Role:

- To send your child to school on time on a daily basis.
- To work in partnership with Head Start staff to strengthen your family and prepare your child for school.
- To read and respond to all written notices, bulletins, and newsletters sent home.
- To tell us about your likes, dislikes, concerns and ideas about our program.
- To know and respond to the individual needs of your child.
- To take an active interest and talk daily with your child about their Head Start experience.
- To participate in your child's education through volunteering, attending activities and/or committee involvement.

General Information

CHANGE IN FAMILY INFORMATION

As soon as you have a change of:

- ◆ Address
- ◆ Phone number
- ◆ Emergency contacts

Please complete a *Change of Information* form and submit it to your child's teacher or Family Advocate. These forms must be completed and submitted by the legal parent/guardian only. A *Change of Information* form is located on page 40 of this handbook.

Additional forms can be obtained through your child's teacher or Family Advocate.

PROGRAM OPTIONS

Bauer Head Start serves pregnant women, infants, toddlers, preschoolers, pre-kindergarteners and their families. We are funded by the federal government to serve qualified children residing in Carroll, Clinton, Hendricks, Morgan, Owen, Tippecanoe, and White and counties. Families access our no cost services through a variety of program options.

****Not all program options are available within all counties.***

Hendricks County:

Head Start Full-Day Program

Full-day, Monday-Friday providing educational experiences for children 3-5 years old, operates as a full-year program. Classrooms are led by a certified Lead Teacher and Teaching Assistant. Teachers focus on further developing the children's social-emotional skills while focusing on kindergarten readiness skills.

Early Head Start Center-Based Program (coming soon)

Full-day, Monday-Friday educational experiences for children (ages 6 weeks up to 3 years) of parents enrolled in school full-time, working full-time, or a combination of both, operating year-round. Early Head Start classrooms are led by two certified teachers who develop nurturing relationships with all 8 of the children and families enrolled, and serve as a Primary Caregiver for 4 children and their families. (Primary Caregivers serve as the main point of contact for the family and the teacher who ensures the child's individual learning needs are met)

Head Start and Early Head Start Home-Based Program

Weekly 90 minute in-home education experiences for parent and child (ages 6 weeks up to 3 years), delivered by a qualified Home-Visitor and focused on assisting parents in their role as their child's first teacher. Socializations dates conducted each month for all families enrolled in the Home-Based program.

General Information

Morgan Counties (including Mooresville and Martinsville):

Head Start Full-Day Program

Full-day, Monday-Friday providing educational experiences for children 3-5 years old, operates as a full-year program. Classrooms are led by a certified Lead Teacher and Teaching Assistant. Teachers focus on further developing the children's social-emotional skills while focusing on kindergarten readiness skills.

Head Start and Early Head Start Home-Based Program

Weekly 90 minute in-home education experiences for parent and child (ages 6 weeks up to 3 years), delivered by a qualified Home-Visitor and focused on assisting parents in their role as their child's first teacher. Socializations dates conducted each month for all families enrolled in the Home-Based program.

Owen County (including Spencer and Gosport):

Head Start Full-Day Program

Full-day, Monday-Friday providing educational experiences for children 3-5 years old, operates as a part-year program. Classrooms are led by a certified Lead Teacher and Teaching Assistant. Teachers focus on further developing the children's social-emotional skills while focusing on kindergarten readiness skills.

Head Start and Early Head Start Home-Based Program

Weekly 90 minute in-home education experiences for parent and child (ages 6 weeks up to 3 years), delivered by a qualified Home-Visitor and focused on assisting parents in their role as their child's first teacher. Socializations dates conducted each month for all families enrolled in the Home-Based program.



General Information

Attendance, Arrivals and Departures

You may wonder why we care so much about attendance, tardiness, early and late pick up! In short, the Office of Head Start (OHS) expects us to make a real difference in each of your children's lives and one of the best ways we can do that is to have as much time with them as possible! In fact, OHS checks on us each month to make sure we are meeting their expectations which include each child's attendance and hours in school.

The Office of Head Start and Bauer Head Start are honored to provide you and your children with high quality services that support your family's ability to be "school ready"! When your child goes off to kindergarten, their schools will expect them to be on time and spend the entire day in the classroom.

Bauer Head Start works hard to ease the transition from our classrooms to the public schools and aligning our attendance, drop off and pick up policies is one way we do that. If you experience challenges with meeting drop off and pick up expectations, please let us know so we can help!

ATTENDANCE

Daily attendance is a vital part of your child's Head Start success. We strive to deliver high quality education experiences to you and your child. This is only possible if your child is in attendance every day. Our goal is 100% attendance for every child; however, we understand that at times illness or family emergencies can prevent this. The Office of Head Start requires every Head Start program to achieve a minimum of 85% monthly attendance (EL06/1302.16). To make this goal possible, it is critical that you also meet your 85% goal. If your child's attendance goal is not met, we will work closely with you to find a solution. If a solution cannot be found it may be necessary to withdraw your child from the program.

If your child is absent for any reason, you must call your assigned staff

Worker prior to the start of class to inform us of the reason for the absence.

Families are expected to report late drop off **before** school starts, and early/late dismissal **ASAP** by calling staff to report the reason and the expected time.

SCHOOL CLOSING ALERTS

Bauer Early Head Start and Head Start may close or delay school opening due to extreme weather conditions. We will notify you of delays or closings.

General Information

Planned, Extended Absences

When your family will be on vacation or in need of an extended absence:

- Families may request an extended absence by submitting an *Extended Absence Request* form to their child's teacher at least one week prior to a scheduled Vacation.

A copy of the *Extended Absence Request* is located in the back of the handbook. Additional copies of the form can be obtained from your child's teacher or your Family Advocate.

School Drop Off and Pick Up—Policy #EL 10

It is the policy of Bauer Head Start to ensure that children are dropped off and picked up at the defined start and end time of scheduled services.

Drop off

- Schools will provide access to the buildings at the scheduled arrival time.
- Note: classrooms located in public schools will follow the school districts' guidelines.

When your family is late to school:

- Families arriving after the start of the school day will be counted as "tardy".

Pick up

- Schools will provide access to the buildings at the scheduled dismissal time.

When your family is late to pick up:

- When a family has not arrived by 10 minutes after the end of the school day, Bauer staff will begin calling the parent/guardian or contacts provided by the family on the *Authorization of Emergency Contacts* form.
- After one hour past the end of the school day and if there has been no response from the family or emergency contacts, the teacher will contact the Department of Child Services (DCS).

General Information

Drop-off and Pickup

Procedures for arrivals and departures have been developed for the safety and security of everyone at the school. Your child's teacher will provide you with details for the specific school your child attends. Common procedures include:

- We ask that parents **not be on their cell phones** during drop-off and pickup times.
- We ask that families **do not vehicles idling** while dropping off/picking up students in building that have drop off lines.
- Families are to use only the front door or designated door for entering and exiting buildings.
- Children must always be walked into the classroom or designated drop-off space by the parent or guardian and placed with a staff member before the parent/guardian leaves.
- When dropping off or picking up a child, adults will be sure a staff member acknowledges that your child is arriving or leaving. You will be asked to sign your child in and out every day.

Who Can Pick Up My Child

- Bauer Head Start will only release children to a parent or legal guardian (except when prohibited by court order) and to those who are authorized on the *Authorization of Emergency Contacts* form.
- Upon enrollment, parents and guardians must provide information of a **minimum** of 3 adults authorized to pick-up and transport their child in case of emergency. The *Authorization of Emergency Contacts* form at the school must be appropriately filled out with current information. This form will be updated as needed by the parent or guardian.
- When an unknown adult arrives to pick up a child, Bauer staff will **require** a photo identification for the release of the child. This person must be included on the child's *Authorization of Emergency Contacts* form. Please ensure that all emergency contact names exactly match the name printed on the identification.
- **At no time will a child be released to a person not listed on the *Authorization of Emergency Contacts* or *Change of Information* forms.**
- At no time will children be released to anyone under the age of 18 years.
- If an emergency arises in which you cannot pick up your child, please send one of your authorized emergency contacts to pick up your child.
- **No changes will be made over the phone.**
- *Change of Information* **must** be in writing. See page 40.

General Information

- No child will be released to any person who appears to be under the influence of drugs or alcohol. In the event of this occurrence, staff will call an authorized adult to pick up the child. If necessary, law enforcement will be called and a CPS report will be filed.
- In the event of a custody dispute, parents will be requested to submit custody papers/restraining orders to school staff and family workers. Unless we have a copy of a restraining order or custody papers, we will not deny the release of a child to a biological parent.
- It is the responsibility of the custodial parent to provide Head Start with updated documents regarding any changes about guardianship or restraining orders that are in place.



Guidelines for Our Relationship

These guidelines are meant to establish a trusting, caring relationship between your child's teacher and you as their parent.

Parents/Visitors **SHALL:**

- Proactively communicate in a respectful manner any concerns or ideas and seek out opportunities to reach out and support your child's teacher.
- Discuss with your child's teacher your preferred way of communication and how frequent you would like for it to occur.
- Inform your child's Teacher and/or Family Advocate of any changes of information that occur which may include phone number, address, emergency contacts, and any updates to medical information including a new physical, allergies, etc.
- Remember that all staff have the best interest of your child at heart.
- Be informed of Bauer Head Start's positive child guidance policy. Bauer Head Start uses Conscious Discipline and highly encourages you to talk with your child's teacher as to how you can use it at home as well.
- Be highly encouraged to be involved by volunteering in and/or outside your child's classroom. We want you to be engaged and provide us ideas of how you would like to help at your child's site.
- Refer to the Parent Problem Resolution Policy (in the handbook on our website) as a guide to resolve any disagreement that were to occur.
- Support staff in and follow Bauer's Standards of Conduct and Statement of Commitment in regards to children's education and safety.
- Show respect to ALL persons, promoting the unique identity of each child and family, this includes using respectful language. Families will refrain from stereotyping on the basis of race, ethnicity, religion, gender, sex, sexual orientation, disability, national origin, or any other legally protected category.
- Not discuss other children and families other than their own.
- Dress appropriately when on school grounds for any reason. Inappropriate clothing (e.g. clothing with obscenities or reference to drugs/alcohol/weapons or anything revealing in nature) is not allowed.

Guidelines for Our Relationship

The following guidelines are in regards to your child's safety:

Parents/Visitors **SHALL:**

- Escort their child into the classroom and ensure their child's safety while in parking areas by holding their hand.
- Drive at a safe speed of 5 mph maximum in school parking areas. This includes sites located in a community owned building.
- Not leave a child alone in a vehicle while dropping off another child.
- Abide by Bauer's No Smoking policy on Bauer grounds including center parking lots or when participating in any Bauer sponsored activity.
- NOT possess or consume alcoholic beverages and/or use of illegal substances while at the center or while participating in a Head Start sponsored activity. Should a parent arrive to the center/activity and be suspected to be under the influence of a substance, the concern for the children safety will be reported to law enforcement.
- NOT bring or have possession of any weapon while on Bauer property or to any Head Start sponsored activity.

Parents/Visitors are expected to follow the Bauer Family Resources Head Start Parent/Visitors Code of Conduct. If a parent/visitor is found to be in violation of any of the above Guidelines for Our Relationship, they will be asked to leave the site or activity immediately.

****A visitor is anyone that is not employed by Bauer Family Resources Head Start. This includes parents, caregivers, emergency contacts, guardians, or guests. ****

**** By enrolling your child into Head Start, you are agreeing to abide
by the above Guidelines for our Relationship. ****

General Information

FAMILY PROBLEM RESOLUTION POLICY

If you have a concern or issue regarding Bauer Head Start or differences that arise in interactions between staff and families, your right as a parent is to advocate for your family. The Bauer Head Start Family Resolution Policy is designed to get effective results in a positive, fair and timely manner.

Definition

A problem will be defined as any complaint a family has concerning a decision and/or policy made by a Bauer Family Resources employee or volunteer.

Procedure

The following are the steps by which a family may pursue a problem. The steps must be followed in the order provided below:

Step 1: The family should attempt to resolve the issue with the supervisor of the employee or volunteer. This may be done by making an appointment to meet with the employee involved and his/her supervisor. This appointment must be scheduled within five (5) working days of when the problem occurred or was made known by the family(s).

Step 2: If the family is unhappy with the outcome of the meeting with the staff person or persons in Step 1, the problem will be submitted in writing to the Director of the Division where the family is receiving services. If the problem was with a Division Director, the written statement should be submitted to the Bauer Family Resources Chief Executive Officer. This problem resolution request must be submitted within five (5) working days following the meeting in Step 1. The Division Director or Bauer Family Resources Chief Executive Officer will schedule a meeting with the family within five (5) working days of receipt of the written complaint.

Step 3: If the family is unhappy with the outcome of the meeting with the Division Director in Step 2, the problem must be submitted in writing to the Bauer Family Resources Chief Executive Officer within five (5) working days following the meeting in Step 2. The Bauer Family Resources Chief Executive Officer will schedule a meeting with the family within five (5) working days of receipt of the problem.

Step 4: If the family is still unhappy with the outcome of the meeting with the Bauer Family Resources Chief Executive Officer in Step 3. The family must submit the problem in writing to the Chair of the Board of Directors within five (5) working days of the meeting in Step 3. Upon receipt of the written complaint, the Board of Directors will appoint a committee of no less than three (3) members to investigate the complaint with all involved. In the event the complaint is about the Early Care and Education Division, a member of the Policy Council will serve as a member of the committee designated to investigate the complaint. The family will be notified in writing of the Board's decision within five (5) working days of the meeting. The decision of the Board of Directors of Bauer Family Resources is final.

General Information



MEDIA

Program staff frequently utilize photography as means to record and share classroom activities and events. Photography and video will be used for internal program purposes only (e.g. classroom newsletters, classroom displays). Parental permission must be given for photos and videos to be used on social media, news stories, program flyers, etc.

COMMUNICATION

Head Start staff enjoy sharing the news of school activities and are eager to hear from families about their ideas for the program! Some tools that Bauer Head Start uses to communicate with families are:

- Monthly Newsletter
- Fliers and Announcements
- Email
- Phone or text (please note that teachers are unable to receive phone calls when working with children)
- Facebook (www.facebook.com/BauerFamilyResources)
- *Parent Communication Apps*
- *Child Plus* communication through email or text

Family Engagement

How can I become Engaged in my child's education?

Families play an important role in the life of a young child and also in the success of our Head Start and Early Head Start programs.

We cannot do it without You!

All families enrolled in Bauer Head Start have an opportunity to become engaged in their child's education!!

We have found children benefit the most from families who engage a minimum of 33 **hours** during each school year. Every time an adult member of your family volunteers or becomes engaged in classroom activities it counts toward your 33 hours.

Ways you can become engaged:

No special skills or education required to become engaged!

- Assist teachers in the classroom
- Set up lunch or snacks
- Eat breakfast/lunch with the kids
- Clean tables/toys
- Make learning activities for the kids (may be done at home if desired)
- Help on field trips
- Sew and/or donate doll clothes, dress-up clothes, etc.
- Rake leaves, pull weeds, etc.
- Paint and do repairs
- Translations for letters/newsletters/fliers
- Help with teeth brushing
- Repair toys, books or equipment
- Work on special projects
- Read to the children
- Call parents to remind them about school or home-based activities
- Share a talent or special activity
- Work with small groups
- Supervise children on the playground
- Setup/cleanup for Parent Training events

Family Engagement

FAMILIES AS DECISION MAKERS

POLICY COUNCIL

Representatives and Officers

Bauer Head Start decisions are made by a group of family representatives and community members called the Policy Council. Each fall, every family in the program votes for the representatives they would like to serve on the Policy Council. During the monthly meetings, the Director of the program reports program activities and progress to the Policy Council and seeks guidance, input and approval for important program decisions such as hiring staff and program expenses. Representatives are expected to attend monthly Policy Council meetings and actively participate in the work of the Policy Council.

The Policy Council also elects officers. Officers are expected to attend all Policy Council meetings and actively participate in the success of the Policy Council. The Chair, Vice-Chair, Secretary and Treasurer lead the meetings and ensure that Head Start regulations are met.

FAMILIES AS COMMUNITY MEMBERS

HEALTH SERVICES ADVISORY COMMITTEE

Each county has a Health Services Advisory Committee (HAC) consisting of parents, health care professionals, volunteers and staff. This committee is responsible for assisting, reviewing, and making recommendations for the planning, monitoring and evaluation of health, mental health, and nutrition practices in the program and ensures that these areas are connected to other important areas of the program.

Family Members interested in participating should let their child's teacher know!
Members are expected to attend 2 meetings during the school year.

Family Engagement

FAMILIES AS TEACHERS AND LEARNERS

Home Links

Every week, your child will receive a *Home Link* learning activity from their teacher. These activities have been specially selected for YOUR child based on their strengths, needs, and interests as well as goals you have set for them. Families are expected to complete the activity with their child and return it to the teacher each week.

Did you know that young children are more likely to graduate from high school if their families connect school activities to the home?

PARENT TRAININGS

All Bauer families are welcomed to attend parent training events. Monthly training events include *Conscious Discipline Parenting Curriculum* and *123 Magic*. Parents can inform their Family Engagement Worker of other topics that they would like to see presented. Parent involvement with planning is always encouraged.

Child care may be provided depending on time of the event.

Classroom Connections

MENTAL HEALTH CONSULTANT

Head Start regulations state that we must have a Mental Health consultant available to assist parents and teachers with concerns regarding behavior or mental health of the children and families, and to provide parent trainings in the area of mental health and behaviors. In addition, our Mental Health Consultant is available for parent consultations at the request of the parent. The Mental Health Consultant can assist with getting connected to community mental health resources or to be able to talk through a concern that may arise. If at any point, you wish to meet with the Mental Health Consultant or want them to observe your child just let your child's teacher know.

Conscious Discipline

Social-Emotional Curriculum

Bauer Head Start uses the social-emotional curriculum, Conscious Discipline, to promote positive behavior in and out of school. With activities for the children and their families, Conscious Discipline provides a model where the child's social-emotional growth is supported by all of the important adults in their lives!

When teachers and families work together, children are more likely to...

- be willing to learn
- react to their emotions appropriately
- improve ability to pay attention

Good social-emotional skills are the key to School Readiness!

Be on the lookout for Parenting Workshops on how to use Conscious Discipline



Classroom Connections

CHILD GUIDANCE

1. Guiding children by setting clear, consistent, fair limits for classroom behavior; or for older children, help them to set their own limits.
2. Valuing mistakes as learning opportunities.
3. Redirecting children to a more appropriate behavior or acceptable activity.
4. Ensure that children understand how to resolve conflicts peacefully; guiding and modeling skills that help children to solve their own problems.
5. Posting expectations in the classroom created by the children using images they can “read”.
6. Actively teaching children the expectations and patiently reminding them of the reason for the expectations as needed.
7. Acknowledges appropriate behavior frequently.
8. Interacting in a positive manner with children and modeling pro-social skills.
9. Observing emotions and verbally reflect on those emotions when children act out their feelings and frustrations.
10. Intervening to prevent children from harming one another.



Classroom Connections

FAMILY CONFERENCES AND HOME VISITS

When you attend conferences and Home Visits with your teacher, you help us learn about your child's interests, strengths and personality. You also help us know more about your goals for your child and ways that we can help your child feel successful at school.

Head Start requires parents to attend **two parent-teacher conferences** and **two Home Visits** with their child's teacher each year. You are always welcome to request more!

In addition to meeting with your child's teacher, you will meet with your Family Advocate to set a Family Partnership Agreement with personal and family goals. You will then meet throughout the year to follow up and measure your progress on your goals.



HOME LINKS

Each week, your child's teacher will send home a learning activity called a *Home Link*.

Home Links are simple, educational activities that help you connect lessons completed at school with home.

Home Links are selected by your child's teacher for your child, meeting his/her specific learning needs and goals. Parents should complete the activity with their child and return the form the following week. Each time you complete a *Home Link* your child gains extra learning time!

Health

YEARLY REQUIREMENTS

(PROVIDE EACH YEAR YOUR CHILD IS ENROLLED)

- An updated physical exam
- An updated dental exam
- An up-to-date immunization (shot) record *

*To assist with the control of contagious diseases, children without current physicals and immunizations may be excluded from the program.

If a child is enrolled for a second year, an updated Physical exam will be required. The state of Indiana prohibits children without current physicals to attend Head Start. Early Head Start families should follow the EPSDT guidelines found on page 23.



WITHIN 45 DAYS OF ENROLLMENT, PARENTS MUST PROVIDE

- Dental Exam

HEALTH & ENROLLMENT REQUIREMENTS

To ensure your child benefits to the fullest extent from their early childhood experience, staff are available to assist you in making dental and medical appointments, obtaining insurance for your family, and completing paperwork that ensures your child will receive the services they need to stay in good health. Each child enrolled in the program is required to have on-going medical and dental care.

Early Head Start/Head Start requires each child to maintain a current physical exam/well child check-up, an up-to-date immunization/shot record, a blood lead test with results, a hemoglobin screening and a yearly dental exam. Head Start will provide vision and hearing screenings for every child attending Head Start and the results will be provided to parents. We provide otoacoustic hearing screenings for our Early Head Start children 12 months and older.

If additional treatment or services are needed as a result of the screenings listed to the left (for example dental treatment or low hemoglobin follow-up) families should work with medical providers and Head Start staff to ensure that all necessary services are received.

REMINDER: Always ask your child's health provider for a copy of any screening results and provide it to your child's teacher.

IMMUNIZATIONS HELP CHILDREN STAY HEALTHY & STRONG

In order for children to do their best, they need to be healthy and strong. Immunizations must be up to date before your child begins Early Head Start/Head Start. All children born outside the United States will be required to have a TB Mantoux test unless they have had the BCG immunization.

Should your child leave the country while enrolled in our program they are required to have a TB Mantoux test prior to returning to class.

EPSDT Guidelines (Early Periodic Screening Diagnostic Treatment)

Early Head Start Performance Standards require:

- ALL children enrolled have regular Well Child Check Ups from a Health Care provider.

Well Child Check Ups are required at the following stages of development:

- | | | | |
|------------|-------------|-------------|-------------------------|
| • 1 month | • 6 months | • 15 months | • 36 months |
| • 2 months | • 9 months | • 18 months | • Every year thereafter |
| • 4 months | • 12 months | • 24 months | |

These requirements follow the EPSDT Guidelines recommended by the Indiana State Board of Health.

- Lead screenings completed between 9 and 12 months and again at 24 months.
(Can be acquired at the Health Department)
- Hemoglobin/ hematocrit screening by 9 months of age and again at 24 months.
(Can be acquired at the WIC office)

A lead risk assessment questionnaire will be completed for any child who returns following a completed year with the program. Based on the answers provided it may require a new lead screening from the child's health care provider.

Our Health Services Team is here to guide you in understanding more about these important milestones for your child. Please let us know how we can help!

Health

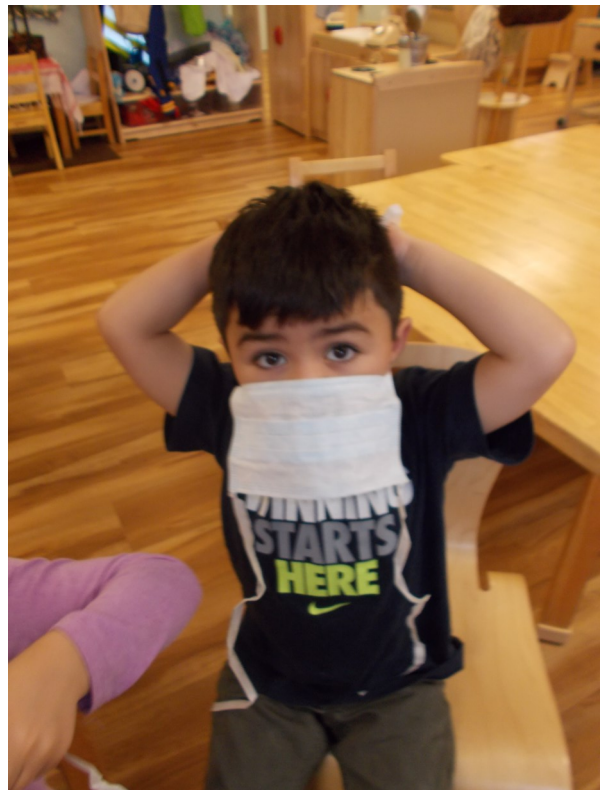
HEALTH PRECAUTIONS

Any child suspected of being ill, or having a serious communicable disease, beyond the common cold, will be excluded from other children in the classroom or group activities. The appropriate school personnel will record all symptoms on the Health Observation Form.

Children who display any of the signs or symptoms (listed in the box on the next page) will be dismissed from the classroom. The Director will determine when a classroom or school may be temporarily closed due to wide spread absenteeism caused by a communicable disease. Communication with the parents or authorized individual is necessary prior to dismissal of a child due to illness.

Any child who does not appear to be fully recovered from an illness, injury, surgical procedure or contagious condition may be required to obtain a physician's excuse before being allowed to return to the classroom.

If your child has any communicable disease, please inform the school immediately so we can take the necessary precautions. Children will be re-admitted to the school when they have been symptom free for 24 hours. In certain cases when an illness is contagious and/or communicable, a physician's written release stating the child is no longer contagious will be required. The Education Supervisor or Health Staff will inform you if a physician's release is required for your child to return to school after illness.



Yearly Parent Volunteer Requirements

To ensure a safe and healthy environment, families and volunteers who regularly volunteer in the classroom 8 hours or more per month, must complete a TB Mantoux test and present results. The TB test needs to be completed annually.

Health

SIGNS & SYMPTOMS

- Any fever, when accompanied by behavior changes or other symptoms such as sore throat, stiff neck, rash, vomiting, diarrhea, earache, sluggishness, etc. The child must be fever free without the use of fever reducing medicine for 24 hours before returning.
- Diarrhea, with runny, watery stools and two or more incidents during a classroom period.
- Blood in the stool not explained by dietary change, medication, or hard stool.
- Sore throat with fever and swollen glands or mouth sores.
- Eye discharge, thick mucus or puss draining from the eye.
- Abdominal pain, (continuing for more than 2 hours) or intermittent pain with other signs and symptoms.
- Skin conditions, suspected ringworm and scabies that appear untreated.
- Impetigo, until 24 hours after treatment and the affected area is covered.
- Chicken pox, until all sores have dried and crusted.
- Rash with fever
- Strep Throat
- Flu-like illness
- Coughing (severe, uncontrolled,) with or without respiratory distress.
- Signs of possible severe illness such as irritability, unusual tiredness, or neediness with a sudden onset, compromising staff ability to care for other children

****ALL absences due to illness, must be reported by families prior to the start of your child's school day. Families should call their assigned Family Advocate to report their child's absence.**

Health



IS YOUR CHILD WELL ENOUGH TO BE IN SCHOOL? TODAY?



Needs to stay home today

- Fever
- Open/infected sores not easily covered
- Vomiting more than twice in 24 hours
- Diarrhea
- Earache
- Red eyes with discharge
- Not feeling well enough to participate in school activities

Check with your child's teacher

- Runny nose
- Cough
- Rash
- Been to the doctor, hospital, or emergency room
- Is not acting like usual
- Family member that is ill
- Head Lice

Have a great day at school!

- Feeling well today
- Has been well for last 24 hours without use of fever reducing medication

MEDICATION ADMINISTRATION

For all medications (prescription and over-the-counter), the parent/guardian and physician must complete a *Medication Permission* form that gives our staff authorization to administer medical treatment. All medications must be in their original container. Medication may only be administered by designated, trained staff.

Please give all medications to your child's teacher with a signed *Medication Permission* form and doctor's statement if a prescription. No medication, prescribed or over-the-counter, will be dispensed without the appropriate consent completed and signed by the child's parent/guardian. No medication will be dispensed in a manner that is contrary to the label directions without a physician's written instructions. A *Medication Permission* form is located in the back of this handbook for your use. Additional forms can be obtained from your child's teacher.

Prescription Medications

- Signed *Medication Permission Form* for administering medication
- Stored in original container with: child's name, physician's name, date, pharmacy name and phone number, prescription name and number and clear instructions for frequency and amount

Over the Counter Medications

(topical ointments, non-prescription antihistamines/decongestants, acetaminophen and aspirin substitutes, cough suppressants)

- Signed *Medication Permission Form* for administering medication

Bauer Head Start has the unilateral right to discontinue the administration of any product if:

- (a) an adverse reaction results
- (b) the product expires
- (c) the child is ill or injured
- (d) the product can be administered before or after school
- (e) the *Medication Permission Form* for administering medication is incomplete

When medication is no longer needed, per the parent or doctor, it will be returned to the parent or destroyed.

Health

EXTRA CLOTHES

Due to the changing seasons and outdoor play it is important to provide your teachers with any extra clothes your child may need. These include extra pants, shorts, short-sleeve shirts, long-sleeve shirts, underwear, and socks.

During the wet and cold seasons your child's shoes may get wet or muddy when they play outdoors, so having an extra pair of shoes to wear will help keep their feet dry. During the winter boots may be needed. Teachers will inform you if your child needs any additional clothing.

OUTDOOR PLAY

Because outdoor play and fresh air contributes to a child's good health and overall development, all children will participate in outside play on a daily basis unless extreme weather conditions prohibit safe play.

In summer months, we will apply SPF 30 sunscreen on your child during long periods of exposure to the sun. If you wish, you may supply your own sunscreen. If you choose to supply your own, it must be clearly labeled with your child's name on it. During the winter months, children should come to school with a winter coat, hat, and mittens.

Children must be well enough to participate in both indoor and outdoor activities. If there are medical reasons why your child cannot play outdoors, but is well enough to be at school, we will make every attempt to comply with your request and make reasonable accommodations. Temporary exclusion might be recommended when an ill child cannot comfortably participate in activities as determined by the staff or when a child requires more care than staff can give which may result in compromising care for other children.



Health

HEAD LICE AND BED BUGS POLICY

Bauer Early Head Start/Head Start's head lice policy requires children with live lice may not attend school until treatment has been completed.

If a child is found to have head lice, nits, or bed bug bites, the child's parents or legal guardian will be notified. The child may not return until he/she receives the appropriate treatment and has been cleared by Head Start staff.

BUMPS, BRUISES AND EMERGENCY PLANS

If your child incurs a minor injury, such as a skinned knee or slight cut (situations that are not an emergency), you will receive a copy of a *Health Observation/Accident Report*. The report will describe how the incident happened and the action taken by a qualified staff person.

In the event of an emergency or accident requiring more than basic first aid, you will be contacted according to the instructions on your child's emergency contact record. We ask that you authorize the school to take the emergency measures deemed necessary for the medical care and protection of your child. Should an accident occur that requires outside medical attention, a parent *Health Observation/Accident Report* will be completed and an *Incident Report* will be submitted to the Director. Your health insurance is the primary responsible party for payment for the cost of treatment to your child and you are solely responsible for initiating a claim, requesting all appropriate forms and for tracking the status of your claim.

In the case of a perceived emergency we will call an ambulance. If a child does not respond, is having trouble breathing or is having a seizure, we will call 911. Until the arrival of a parent/guardian or medical professionals, a staff member in an administrative capacity will take charge of your child. The *Annual Parent Permission Form* filled out by parents or guardians during enrollment authorizes Bauer Head Start to act on your behalf in the event of an emergency. By completing this form, you are authorizing Bauer Head Start to call an ambulance in case of a perceived emergency.

Nutrition

Why Family Style Dining?

A new study has found that children in Head Start programs tend to have healthier weights by kindergarten than children of similar ages not in a program. Research has found that in their first year in Head Start, obese and overweight children lost weight faster than two comparison groups of children who were not in a program. Similarly, underweight children bulked up faster.



Lifestyles, peers, family resources, and values all influence our food choices; but did you know that these daily food choices are also related to your child's overall health? Your child needs healthy food to feel good and to learn. At Bauer Head Start, we are excited to teach your child about healthy foods in the classroom and through the food we serve.

All Bauer Head Start meals are served Family Style which has many benefits for children. Family Style Dining helps children develop social skills, build fine motor skills, learn self-help skills, learn mathematical concepts such as more or less, and encourages them to try new foods. This style of meal service provides a great opportunity to teach children about nutrition and it also builds children's self-confidence.



Nutrition

Food Choices

We have partnered with a nationally accredited Registered Dietitian to better enable us to develop nutritious snacks and meals. To help children learn to make good food choices and maintain healthy habits, our classrooms participate in nutrition activities at least twice a month. All of this is possible through our participation in the Child and Adult Food Care Program (CACFP) which enables Bauer Head Start to provide these healthy meals to children.

Through CACFP* we are able to provide these nutritional services at no charge to you. Depending on the length of your child's stay with us they will receive either 1/2 to 2/3 of the daily recommended servings of the major food groups per day. We recognize the importance of serving foods low in salt, refined sugars and fat that support the overall health and dental habits of your child that will follow them throughout their lifetime.

In accordance with Head Start Standards and Indiana Child Care Licensing, we are required to comply with restrictions on the type of foods and snacks that can be provided in our schools.

Examples of foods that can be shared at school include fresh fruit and vegetables (depending on age of children served); fruits with nutritious dips (e.g. made with yogurt or cottage cheese); yogurt with fruit and granola; bran muffins; banana bread; small piece of angel food cake with fruit; string cheese, cubes, or sliced cheese; graham crackers and milk; fruit smoothies made in the classroom; and pita bread stuffed with vegetables.

This institution is an equal opportunity provider.

Food items sent to classrooms without prior approval and/or without following our nutritional guidelines will be sent home.



- **No foods made at home are permitted at school.**
- **Should a parent wish to recognize their child's birthday or a holiday at school, they must adhere to the restrictions above. Parents are encouraged to provide non-edible items such as stickers, pencils, etc. for a child's birthday or special event.**

Nutrition

Breastfeeding is Welcome Here!

Families that breastfeed will have the support of Bauer staff to breastfeed at the site of their baby's classroom or to use expressed breastmilk for feedings.

Breast feeding is good for babies because:

- Has just the right amounts of nutrients needed for a healthy start
- Helps baby and mother develop a special closeness
- Helps protect baby from infections and delays allergies
- Is easy to digest

Breastfeeding is good for mothers because:

- Helps mom get her body back in shape after pregnancy
- Helps mom feel good about herself
- Takes less time than using infant formula
- Saves money

Please let your Family Advocate know if you are breastfeeding your baby so we can provide assistance.



Safety

CHILD SUPERVISION POLICY

Bauer Head Start takes the supervision and care of your children very seriously. As such, our policy requires that all children will be under the direct supervision of a qualified Bauer staff member at all times. To ensure your child is appropriately supervised at all times, the following procedures are followed:

- During Head Start program hours, a minimum of 2 qualified staff members will be present in each classroom at all times.
- Ratios will be maintained both indoors, outdoors and during fieldtrips.
- Inadequate ratios shall be corrected immediately.
- Children will remain with staff until the child is dismissed to the appropriate family member or authorized adult.



Safety

OUR RESPONSIBILITIES REPORTING CHILD ABUSE & NEGLECT

As caring and concerned early educators we take our responsibility seriously. Abuse and neglect, whether physical or emotional, can happen in all types of families, from all walks of life in varying degrees. When abuse occurs, both children and parent/guardian are the victims and need support, understanding and help. Bauer Head Start staff have been trained to recognize the signs and symptoms of abuse and neglect. Furthermore, the law requires us to report all suspected cases of abuse and neglect. Parents may ask the teacher, Education Supervisor or the Family Engagement Worker for confidential assistance in obtaining outside intervention and accessing resources for prevention and assistance in addressing abuse and neglect.

Reports of abuse and neglect are made under the following conditions:

These are not all inclusive conditions

- Children come to school with suspicious cuts, bruises, or abrasions on their bodies.
- Children have trouble with urination, bowel movements, or other related problems, and medical causes are ruled out.
- Children continually come to school with improper clothing or are excessively dirty.
- Children come to school talking about situations which indicate abuse and/or neglect.
- A child's well-being is threatened by the neglect of his/her physical and/or emotional needs.

Head Start staff will :

- Be trained annually regarding their obligation to report child abuse whenever it is suspected. (Indiana Juvenile Code 31-7-11-3).
- Report suspicion of abuse or neglect and the reason for suspicion to their supervisor.
- The reporting staff member will call Child Protective Services with the parent/guardian (if possible) and document the reasons for the report. The call is NOT dependent on contacting the Supervisor.

YOU can make reports at any time to the Indiana Child Abuse and Neglect Hotline at 800-800-5556.

The hotline is available 24 hours a day, seven days a week.

Safety

Standard Response Protocol

Students and staff are trained on the four responses to emergencies and practice these responses regularly.



Lockdown



Lockout



Shelter



Evacuation

Fire and tornado drills are held monthly at Bauer Head Start schools.

Should an emergency occur which requires evacuation of the school, you will be notified via *parent communication app or Child Plus* as soon as possible and asked to pick-up your child if the emergency is expected to last a significant length of time. If you are at the school at the time of a drill or emergency, you are requested to follow our procedures and evacuate the building immediately along with the children and to follow the emergency instructions of the supervising staff member.

Safety

TOBACCO FREE ZONE

Second-hand smoke has been recognized as a health hazard and a trigger for asthma. For this reason, use of tobacco products (smoking, smokeless tobacco, chewing tobacco) is strictly prohibited in all buildings and grounds occupied by the Bauer Head Start program, and at offsite Head Start sponsored events.

DRUG & WEAPON FREE ENVIRONMENT

Bauer Family Resources operates a healthy environment that is free from alcohol, illicit drugs, and tobacco smoke. State laws and company policies regarding these items are strictly enforced. Bauer prohibits all weapons/firearms on the property or during program events. We reserve the right to search purses, bags etc. of visitors.

NON-DISCRIMINATION POLICY

Bauer Head Start does not discriminate on the basis of race, ethnicity, religion, gender, sex, sexual orientation, disability, national origin or any other legally protected category.

REGISTERED SEX OFFENDERS

NO person who is registered as a sex offender is allowed to enter or loiter within 500 feet of any Bauer Head Start school. This policy does **NOT** differ for registered sex offenders who are parents/guardians of a child enrolled in the program. Furthermore, a registered sex offender who is a parent/guardian of a child enrolled in the program will **NOT** be permitted to attend Head Start activities of programs held off-site.

Forms

For your convenience, we have included the *Medication Permission Form*, *Change of Information Form*, *Extended Absence Request Form* and *Handbook Acknowledgement Form*.

If you have questions regarding these forms, or need additional copies, please speak with your Family Advocate, Teacher, or Center Supervisor.



Bauer Family Resources
MEDICATION PERMISSION FORM

Name of Child: _____

To Be Completed by the Physician or authorized prescriber

Reason for medication: _____

Name of medication: _____

Form of medication/treatment: ☐ Tablet/Capsule ☐ Injection
 ☐ Liquid ☐ Inhaler ☐ Other: _____

Instructions (list specific time's dosage given at school): _____

Start date: _____ Stop date: _____

☐ for episodic/emergency events only

RESTRICTIONS and/or important side effects: ☐ None anticipated ☐ Yes

If yes, write clearly on the reverse side of this form any specific restrictions.

Special requirements: ☐ None ☐ Refrigerate ☐ Other: _____

Please indicate if you have provided additional information, either on the back of this form or as an attachment.

Physician Signature: _____ Date: _____

Physician name: _____

Address: _____

Phone: (_____) _____

To be completed by parent/guardian: I give permission for the above named child to receive the medication as described above at the school according to standard School policy. (Medication must be brought in the original container).

Date: _____ Signature: _____

To be completed when a written order to administer medication is received

Teacher: File original with the medication.

Place copy in child's file.

Change of Information

Date: _____ School/Room Number: _____

Child's Name: _____ Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Family Information Changes

*Check number that will be used as Primary number

☐ Phone #: _____ Type: Cell/Work/Home Name: _____☐ Phone #: _____ Type: Cell/Work/Home Name: _____☐ Address: _____☐ Email Address: _____ Name: _____☐ Email Address: _____ Name: _____

Emergency Contact Changes

1. ___Add ___Remove Emergency Contact Name: _____

Relationship to Child: _____

Phone #: _____ Type: Cell/Work/Home

2. ___Add ___Remove Emergency Contact Name: _____

Relationship to Child: _____

Phone #: _____ Type: Cell/Work/Home

3. ___Add ___Remove Emergency Contact Name: _____

Relationship to Child: _____

Phone #: _____ Type: Cell/Work/Home

(Ensure that all contacts are 18 years or older and that Emergency contact's name matches their legal identification)

Staff Initials: _____ Received Date: _____

Family Advocate to attach to Application tab. Staff that receives form to update information in Child Plus.

Original to be shredded. Teacher to print new CP Report #1520.

CW.3.16.23



Extended Absence Request

I, _____, request permission for my child
(name of Parent or Guardian)

_____ to be absent from school for an extended period due to
(Child's Name)

(Reason for absence)

My child will be absent beginning _____, 20____ and will return to
(Date)

school on _____, 20____.
(Date)

I understand that if my child does not return on the expected date above, that the absences beyond this
date will count against my child's attendance percentage.

Parent/guardian signature

Date

Emailed Center Supervisor on _____ Submitted to Family Advocate on _____

___ Approved ___ Not Approved Signature _____ Date _____

Approval attached to Child Plus _____ Approval email sent to Teacher, Family Advocate, and Center Supervisor _____

This request is due to the Family Advocate no later than one week prior to the child's absence.



Bauer Early Head Start/Head Start Handbook Acknowledgement

I have received a copy of the Bauer Early Head Start/Head Start Parent Handbook. I understand that it is my responsibility to read the handbook as it contains important information about Bauer Head Start/Early Head Start. This handbook should be used as a resource on school closings, policies, attendance and other pertinent information about the program, including:

_____ *Guidelines for Our Relationship*

_____ *Medication Permission Form*

_____ *Attendance Policy*

I understand that should I have questions regarding the information in this handbook, I can speak to my child's Teacher, Family Advocate, or any Bauer employee for assistance and clarification.

Parent/Guardian Signature

Date

Child's Name

School

Room

_____ Scan into Child Plus under Enrollment Tab (original can be shredded)

_____ Initials _____ Date

ECE_CW_2.7.23



Bauer

Family Resources