



**Bauer**  
Family Resources



# Family Handbook For the EHS Home-Based Program

*Creating brighter tomorrows by strengthening children  
and families today.*

765.449.0487

Toll free 844-229-9580

[www.bauerfamilyresources.org](http://www.bauerfamilyresources.org)

# Table of Contents

Welcome.....	3
About Bauer Family Resources .....	4
Home-Based Overview .....	5-6
Change in Family Information, Program Options.....	7-8
Attendance & School Closing Alerts.....	9
Guidelines for Our Relationship.....	10-11
Family Problem Resolution Policy.....	12
Media, Communication.....	13
Family Engagement (Volunteering, Parent Training, Policy Council).....	14-16
Mental Health Consultant, Conscious Discipline.....	17
Child Guidance Policy .....	18
Health Enrollment Requirements .....	19
Immunizations, EPSDT Guidelines.....	20
Breastfeeding.....	21
Yearly Parent Volunteer Requirements, Child Abuse & Neglect Policy .....	22
Tobacco Free, Drug & Alcohol Policy, Non-Discrimination Policy, Registered Sex Offenders.....	23
Forms.....	24-30

## SCHOOL CLOSING ALERTS

Bauer Head Start and Early Head Start may close or delay school opening due to extreme weather conditions. We will post delays or closings on our **Facebook page** and **TV-18 WLFI**. Additionally, parents will be notified via **School Messenger alert** system.

# Welcome

Dear Bauer Head Start Families,

It is our sincere pleasure to welcome you and your family to Bauer 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 Head Start, 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!

Bauer Head Start Staff



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

[www.bauerfamilyresources.org](http://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, *creating brighter tomorrows by strengthening children and families today.*

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 and White 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) as well as a Pregnant Women's Program.

### 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.

Bauer Teen Court is a diversionary program that allows youth on probation to grow and learn from their mistakes.

### 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.



# Home-Based Overview

## HOME-BASED OVERVIEW

The Early Head Start Home-Based program was created to assist families to reach their goals for their children by offering support and guidance to become their child's best first Home-Visitor!

Each of our certified Home Visitors serve a group of families and children from pregnancy up to age three. Home Visitors are responsible for working with each family on an individual basis to create and work on learning goals for the child and additional goals for the family. They accomplish this through a total of 46 weekly 90 minute home visits and 22 total group Play Dates held twice a month.

### Home Visits

Your Home Visitor will work with you to establish a regular day and time for your weekly home visits. During your first home visit, your Home Visitor will ask about your goals for your child, about your child's interests and personality, as well as goals you have for your family as a whole. You will then begin to create a plan together for reaching those goals and celebrating the accomplishments!

At your weekly home visits, your Home Visitor will work side-by-side with you on pre-planned learning activities that provide you and your child with the practice for reaching goals. Your Home Visitor will also provide you with additional activities for you and your child to explore before the next visit. All activities use simple materials that can be found in your home.



### Play Dates

Play Dates bring all of our Home-Based families together twice a month for 3 hours each time for play-based learning activities that allow your child to practice important friendship skills. Play Dates take place at a variety of places, exposing your child to interesting places to learn, play, and make friends. With support from Home Visitors, families take the lead in organizing Play Dates.

Play Dates also provide you with the opportunity to meet other families in the program, allowing you to develop relationships and share your parenting experiences.

# Home-Based Overview

*Head Start promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other 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 10 of this handbook.

## What You Can Expect From Your Home Visitor

- That they will be respectful of you, your child, and your home and will maintain confidentiality.
- That you and your Home Visitor will work as a team to plan your child's education.
- That they will inform you of your child's progress and seek your input on a regular basis.
- That they will encourage you to participate in Head Start activities like Play Dates, Parent Trainings, and Policy Council.
- That they will assist you in locating local resources as the need arises.
- That they will help you establish family goals and support you in the process of reaching these goals.
- That they will arrive at the scheduled visit on time and will inform you of the need to reschedule the visit as early as possible.

## What We Expect From Our Home-Based Families

- That you will work with your Home Visitor to plan educational activities for weekly visits.
- That you will meet with your Home Visitor weekly for 90 minutes.
- That you will attend twice monthly Play Date experiences
- That you will call and reschedule your visit if you are unable to meet.
- That you will read and respond to all written notices and newsletters.
- That you will take an active role in the interests of your child and communicate those interests to your Home Visitor.
- That you will participate in Head Start activities.

# 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 Engagement Worker. These forms must be completed and submitted by the legal parent/guardian only. A *Change of Information* form is located on page 26 of this handbook.

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

## 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 a total of 287 qualified children residing in Tippecanoe County and 125 qualified children residing in Carroll, Clinton, and White counties. Families access our no cost services through a variety of program options.

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

### Carroll, Clinton, Tippecanoe and White Counties:

#### Head Start Full-Day Program

Full-day, Monday-Thursday 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 and supported by a qualified full-time Classroom Aide. Teachers focus on further developing the children's social-emotional skills while focusing on kindergarten readiness skills.

### Clinton and Tippecanoe Counties ONLY:

#### Head Start Full-Day, Full-Week Program

Full-day, full week (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 and supported by a qualified Classroom Aide. Teachers focus on further developing the children's social-emotional skills while focusing on kindergarten readiness skills.

# General Information

## Tippecanoe County ONLY:

### Pregnant Women's Program

Weekly prenatal classes and home visits focused on accessing community resources and supporting moms from pregnancy through the first 6 weeks of the baby's life.

### 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 Home-Visitor. Two play dates conducted each month lasting 3 hours each for all families enrolled in the Home-Based program.

### Early Head Start Center-Based Program

Full-day, 9:00am to 4:00pm, full week (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)

## ADDITIONAL PROGRAM SERVICES

### Wrap around Services

Extended care services are available to the Early Head Start Center-Based families from 7:30 am to 9:00 am and from 4:00 pm to 5:30 pm and based on school and/or work schedules. Children are cared for by qualified staff who ensure the children are safe and nurtured in their social-emotional growth.



# General Information

## Attendance

You may wonder why we care so much about attendance! 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 for home visits and Play Dates.

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 programs 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 home visit requirements, please let us know so we can help!

## HOME-BASED ATTENDANCE EXPECTATION

Regular participation is a vital part of your child's Head Start success in the Home-Based program. We strive to deliver high quality education experiences to you and your child. This is only possible if your child is in attendance every scheduled visit. Our goal is 100% attendance for every child; however, we understand that at times illness or family emergencies can prevent this. Head Start requires that families complete a minimum of 46 visits per year. It is important that if you should need to cancel a home visit that you contact your Home Visitor at least 24 hours prior to the scheduled visit. 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 minimum of 46 visits per year. If your family's participation in the required number of visits 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.

## 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 Home-Visitor at least one week prior to a scheduled vacation.
- The Family Engagement Supervisor will review the request and communicate the decision for approval to the family within 72 hours of the request.

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 Home Visitor.



# 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 Engagement Worker 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 and Family Engagement Worker 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 (found on the following page) 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. (This will be provided to me during my child's first home visit)
- 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 signing the *Handbook Acknowledgment*, 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 families.

**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, 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:

- School Family Boards (located in foyer of each school)
- Home-Visitor Monthly Newsletter and Calendar
- Weekly Home-Links
- Fliers and Announcements
- Email
- Phone
- Facebook ([www.facebook.com/BauerFamilyResources](http://www.facebook.com/BauerFamilyResources))
- *School Messenger* Text Alert System
- *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!**

- Clean tables
- Make learning activities for the kids
- Sew and/or donate doll clothes, dress-up clothes, etc.
- Rake leaves, pull weeds etc.
- Repair toys, books or equipment
- Translations for letters/newsletters/fliers
- Setup/cleanup for Play Dates
- Work on special projects
- Call parents to remind them about the school or home based activities
- Share a talent or special activity
- Work with small groups
- Paint and make repairs
- 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.

Meetings always include dinner and child care.

## FAMILIES AS COMMUNITY MEMBERS

### HEALTH SERVICES ADVISORY COMMITTEE

Bauer's Health Services Advisory Committee (HAC) consists 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 *All Pro Dads*. Parents can inform their Family Engagement Worker of other topics that they would like to see presented.

Parent involvement with planning is always encouraged.

Monthly events always include a snack or meal.

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 Home-Visitors 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 Home Visitor 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 at home!



# 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.



# 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.

Head Start/Early Head Start requires each child to maintain a current physical exam/well child check, 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 Home-Visitor.



# Health

## 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 Head Start/Early 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 the above listed 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
- 2 months
- 4 months
- 6 months
- 9 months
- 12 months
- 15 months
- 18 months
- 24 months
- 36 months
- Every year thereafter

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 after 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!

# 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 Engagement Worker or Home Visitor know if you are breastfeeding your baby so we can provide assistance.*



# Safety

## Yearly Parent Volunteer Requirements

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

## 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 Home-Visitor, 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:

- 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 and the Family Engagement Worker.
- 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 or Family Engagement Worker

**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

## **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 off-site Head Start sponsored events. Smoking is also prohibited at all Home Visits.

## **DRUG & WEAPON FREE ENVIRONMENT**

Bauer Family Resources operates a healthy environment that is free from alcohol, illicit drugs, and smoke. State laws and company policies regarding these items are strictly enforced. Bauer prohibits all weapons/firearms on the property or during program events. Bauer Family Resources reserves 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.

# Important Forms

For your convenience, we have included the *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 Home Visitor or any Bauer Employee.









*Creating brighter tomorrows by  
strengthening children and families today.*

## 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 for School Messenger alerts*

☐ 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: \_\_\_\_\_ Date: \_\_\_\_\_

Receiving person to attach to Application tab in Child Plus.





*Creating brighter tomorrows by  
strengthening children and families today.*

## 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. I understand that if my child is leaving the country, I may be asked for a TB test for my whole family before my child returns to school.

\_\_\_\_\_  
Parent/guardian signature Date

Emailed Education Supervisor on \_\_\_\_\_ Submitted to Family Engagement Supervisor on \_\_\_\_\_

\_\_\_ Approved \_\_\_ Not Approved Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval attached to Child Plus \_\_\_\_\_ Approval email sent to Teacher, FEW, and Education Supervisor \_\_\_\_\_

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



100 Saw Mill Road, Suite 2000 • P.O. Box 1186 • Lafayette, IN 47902-1186  
(765) 742-4848 T • (765) 471-4545 F • [www.bauerfamilyresources.org](http://www.bauerfamilyresources.org)

BF. ECE.6.24.20



## Bauer Head Start/Early Head Start Handbook Acknowledgement

I have received a copy of the Bauer Head Start/Early 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 Family Engagement Worker 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\_BAF\_6-30-2020







Bauer

Family Resources