

PARENT/CHILD INCORPORATED

"A Family Oriented Corporation"

"A Parent's Guide to Center Operational Services"



Head Start Program
Early Head Start Program

1000 West Harriman Place
San Antonio, TX 78207-7926

An Equal Opportunity Employer

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August 2008

Dear Parents/Guardians:

Parent/Child Incorporated believes in the power of education and its powerful positive influence on our community. We constantly strive to offer our children the best education and services possible. Research has proven that parental involvement is a necessary prerequisite to children success; therefore, a partnership between the Center and home must exist. You are encouraged to take an active part in your child's *Head Start*. There are many ways in which families can become involved in their child's center.

Parent/Child Incorporated does not charge a fee for providing Head Start and Early Head Start Program services; however, the federal government does strongly encourage every parent with a child enrolled to volunteer in the classroom at the Head Start or Early Head Start Center where their child is enrolled. The Agency is required to meet what is called **in-kind** services. By volunteering at the Head Start or Early Head Start Center your child attends, you are helping to meet that mandate.

As stated earlier, there are many ways in which families can become involved. You can assist with *special classroom events; provide instructional support to the classroom teacher such as working with children one-on-one, reading to children, preparing instructional materials, assisting in the daily activities of the classroom and the center.*

At the beginning of the program year, orientations are held to share information about volunteering and the importance of parental involvement. The support provided by the parents to the center is invaluable, and serves to strengthen the bond between the center and home as well as help in any other manner agreed upon by the classroom teacher and the center supervisor ECC.

Services Provided By This Agency: Head Start (Full Day/Part Day, Full Year), Early Head Start, Infant and Toddler Care, Family Support Services, Professional Development, Registered Family Day Homes Nutrition Program, Center Nutrition Program, Disabilities Services, and Wellness Center.

"AN EQUAL OPPORTUNITY EMPLOYER"

Parents that are working and are not available to volunteer during the normal school day will have the opportunity to provide direct services to the Center that will equal to 1 hour per day after the Center closes or away from the Center.

Parents unable to volunteer at the Center will also have the opportunity to have a family member, friend, or neighbor volunteer for them. In order to be eligible to volunteer at a center, the person must be 18 years of age or older, must have a clean criminal background check, and must complete a TB Questionnaire showing that there is no suspected or confirmed tuberculosis. Please ask the Center Director for a volunteer packet which will include all needed forms.

The in-kind or non-federal share time will be figured on a monthly basis. Any parent that has not met the requested number of hours for the month, either through direct volunteering in the classroom, utilizing friends and family members to volunteer for them will cause the center where their child is enrolled to not meet their monthly in-kind quota. Again, we ask that you please get involved and become a vital part in your child's growth and development at the center level. Please know that volunteering in the Head Start/Early Head Start Program is not a requirement for enrollment of your child. However, the experience and involvement in your child's development will be rewarding. As a former teacher, I know the difference a parent can make in a child's education by volunteering. Your child also benefits from seeing the importance you place on their education early on!

If there are questions, please feel free to contact Ms. Ana Pastrano, Volunteer Coordinator, at 226-6232 ext. 5054. Thank you for helping *grow San Antonio's tomorrow... today!*

Sincerely,



Dr. Sharon M. Small
Chief Executive Officer

cc: Mrs. Adelina Fritz, Head Start/Child Care Services Director
Mr. Joe H. Segura, Adjunct Services Director
Mrs. Ana S. Pastrano, Volunteer Coordinator
Mrs. Yolanda Lopez, Program Assistant for Parent Involvement
Mrs. Diane Salazar, PA Curriculum and Education
PCI Head Start Policy Committee
PCI Early Head Start Policy Council
PCI Board of Directors



PARENT/CHILD INCORPORATED

"A Family Oriented Corporation"

Section I AGENCY INFORMATION

Civil Rights Non-Discrimination Statement

People who are eligible to participate in any of the Parent/Child Incorporated Programs (Head Start, Early Head Start, and Registered Family Day Home Nutrition Program, Child and Adult Care Food Program) must not be discriminated against because of race, color, national origin, sex, age, or disability.

Anyone who believes they have been discriminated against should immediately write to:

**USDA
Director
Office of Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
Or call (800) 795-3272 or (202) 720-6382
(TTY).**



Our Mission

Parent/Child Incorporated (PCI) is a non-profit agency devoted to providing high quality comprehensive services.

The Agency's mission is to provide quality early childhood developmental services and education as we empower our children and families to become caring, competent, responsible citizens who value education and community as we grow San Antonio and surrounding area's future.

Our Vision

PCI will continue to be a premier Early Childhood Development program that anticipates and strives to meet and exceed our children's, families' and communities' expectations and continuously improves stakeholders' satisfaction with our quality services.

Core Values

PCI's most valuable asset is its dedicated staff, families, and community. We fully recognize their integrity, industriousness, and professionalism. We operate in an environment that empowers staff to continuously improve in service delivery and make innovations to meet stakeholders' needs. This environment encourages professional growth, teamwork, and problem solving. We want everyone to work in an environment where the focus is on taking responsibility and accountability for solving problems and improving our processes to make them less prone to failure.



AGENCY PROFILE

Parent/Child Incorporated (PCI) is a private, non-profit corporation chartered by the State of Texas to provide quality education, nutritional, health, dental, disabilities, and social services to infants, toddlers, pre-school, and school-age children and their families living in San Antonio, Bexar County, and throughout the State of Texas.

PCI is made up of different programs. Each program is funded by federal, state, or local government agency. Because the programs are funded in this manner, there are many rules and regulations, which must be followed. All services provided by Parent/Child Incorporated for children and families are free of charge. Eligibility is based on income and family size.

Parent/Child Incorporated provides services through the following programs:

Head Start

Provides comprehensive child development services to children ages 3 to 5 years. Those services are provided either full-day, part-day or double session in a center-based setting, with a 12-month option.

Early Head Start

Provides comprehensive services 12 months per year to families who have infants and/or toddlers, including pregnant teens. The age for enrollment of children in the EHS Program is six weeks through 35 months.

Registered Family Day Home Nutrition Program (RFDHNP)

PCI serves as a sponsor for Registered Family Day Homes. These homes provide child care services to infants, toddlers, pre-school and after-school children. PCI reimburses providers for nutritious meals/snacks they serve children in their day care.

Child and Adult Care Food Program (CACFP)

PCI participates with the USDA Child and Adult Care Food Program to provide each child with nutritious meals and snacks every day free of charge.

STANDARD OF CONDUCT

In accordance with Head Start Program Performance Standard 1304.52(h)(1), **PCI ensures that all staff, consultants, and volunteers abide by the program's standard of conduct.** These standards specify that:

1. They respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.

2. They follow program confidentiality policies concerning information about children, families, and other staff members.
3. No child will be left alone or unsupervised while under their care.
4. They will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs. (Refer to APPENDIX B – Discipline and Guidance Policy).

SMOKE FREE POLICY

PCI maintains a smoke free environment at all times. There are no designated smoking areas inside or outside any PCI child development center, facility, office, playground or parking lot.

STAFF/PARENT ABUSE

PCI will not tolerate parents abusing staff nor staff abusing parents for whatever reason. If a parent has a complaint against a staff member, the parent should address the complaint with the Education Center Coordinator and follow the “Resolution of Parent Issues/Concerns/Problems” procedure. (Refer to APPENDIX C.)

ZERO TOLERANCE ON ACTS OR THREATS OF VIOLENCE

PCI is committed to ensuring the safety of its children, parents and staff. Therefore, a “ZERO TOLERANCE” policy is observed regarding workplace violence or threats of violence. PCI takes all acts or threats of violence seriously, and will include termination of services for such misconduct. Employees, parents, consultants and/or volunteers presented with acts or threats of violence must report the incident to their supervisor and the Safety Office immediately.

All parents must take responsibility to help maintain a safe and secure work environment by following all security policies and guidelines, by maintaining standards of respectful and businesslike conduct; and by promptly reporting any behavior or conduct, which appears disturbing or suspicious.

ZERO TOLERANCE ON WEAPONS

The possession of weapons, both prohibited and non-prohibited, are not permitted in any facility or function within Parent/Child Incorporated. Law enforcement officers, U.S. military personnel, security guards, and/or security couriers in performance of their duties are exempt from this rule.

Parents, please remember that you, the ECC and the center staff are partners in ensuring that all Agency policies and procedures are adhered to in order to provide a safe and healthy learning environment for the children.

Section II CENTER OPERATIONS

LICENSING AND INSPECTIONS

Each PCI Head Start/Early Head Start Child Development Center is licensed by the Texas Department of Family and Protective Services (TDFPS), which conducts an inspection of each Center to ensure that the Minimum Standards for Day Care Centers are met. The visits may be announced or unannounced. If a parent has concerns or believes TDFPS Minimum Standards are not being met, he/she should tell the ECC and also, call the local licensing office at 337-3399.

A copy of the last TDFPS Minimum Standards Licensing Inspection is posted on each Center's Administrative Board and available for review.

The San Antonio Metropolitan Health District (SAMHD) and the San Antonio Fire Department make yearly inspections to ensure the Centers are safe and meet health standards. Copies of the inspection findings are also posted on the Center's Administrative Board and available for review.

PCI's Office of Regulatory Compliance regularly monitors the Centers to ensure compliance with all funding and regulatory standards. Parents may request to review these reports.

PCI is also monitored by the City of San Antonio (COSA).

HOURS OF OPERATION

Each PCI Head Start/Early Head Start Child Development Center provides services five (5) days a week, Monday through Friday. The Centers open and close according to the hours the agency has approved. The hours of operation are posted at each Center.

Early Head Start services are provided twelve (12) months per year. The majority of Head Start Centers provide services nine (9) months per year. Summer services for Head Start are available on a limited basis and are regulated by the funding source.

CENTER AND PROGRAM SUPPLIES

PCI purchases and provides all materials, equipment, and supplies (such as books, audio visual, computers, table games, indoor/outdoor equipment, furnishings etc.) needed to properly implement all daily learning activities, as well as, all program supplies (toothbrushes, paper towels, paper plates/cups, napkins, toilet paper, tissues, etc.) needed to meet children's daily needs. **Parents are not asked nor are they required to provide any materials and/or school supplies for their children due to the fact, Parent/Child Incorporated receives funds specifically for this purpose.**

CENTER STAFF

All PCI Head Start/Early Head Start Child Development Centers have staff that are well-trained and receive mandated training hours on a yearly basis, as well as, training in CPR and First Aid.

Prior to employment, prospective applicants go through drug testing and a criminal background check. Drug testing for employees continues on a random basis throughout employment. Criminal background checks are conducted as required by Texas Department of Family and Protective Services (TDFPS) on employed staff every two years.

CENTER CLOSINGS

PCI Centers close in observance of the scheduled Holidays (listed in Appendix A), and Staff Development days. NOTE: There might be emergency situations, such as inclement weather, that will require for the center/s to close on a very short notice. If this occurs, parents will be notified.

CENTER ACTIVITY RESTRICTIONS

Animals are not allowed on the premises and are not part of the daily activities rendered at the PCI Centers.

WATER ACTIVITIES

Water activities, such as swimming and 'slip-n-slides', are not part of the daily activities rendered at the PCI Centers.

BIRTHDAYS/CELEBRATIONS

Birthdays and celebrations may be observed at the Center; however, certain rules must be followed:

1. All children in the classroom must be included in order to avoid causing hurt feelings among children. In the case of birthdays celebrated outside the center, parents, not staff, will be responsible for distributing invitations.
2. No food from home is allowed in the Center. Food items must be store-bought and unopened. In accordance with the San Antonio Metropolitan Health District, PCI requires that the parent must provide the store's receipt.
3. Nutritious refreshments are strongly recommended for all center celebrations (i.e. vegetables & dips, fruit, angel food cake, dried fruits, yogurt cones, popcorn, tortilla chips, and muffins).
4. No gifts may be exchanged at birthday parties.
5. Any gifts or tee shirts purchased by the Center's Parent Committee must be distributed to all children enrolled. No child(ren) is to be excluded from receiving gifts or tee shirt unless specifically requested by parent.
6. Parents are invited to attend the Centers' Thanksgiving and Christmas Luncheons as posted on the Agency's school year calendar.

7. Cultural and national holidays are celebrated. Parents are asked to share other celebrations that are important to their family with the Center staff. Parents' participation is greatly encouraged.
8. Birthdays/celebrations are scheduled for the children enrolled at the Center only. **No siblings can attend these events.**

CHILDREN'S CLOTHING

Children are to be brought into the Center neat and clean. The clothing should be appropriate for the activities planned for the day. Clothes should be comfortable and washable. Shoes should be enclosed or supportive sandals. Children are not allowed to wear tong sandals, slides or slippers at the Center.

All children should have an extra set of clothing, including underwear at the Center. **All clothing must be labeled.** Valuable jewelry should not be worn to the Center (**NO EXCEPTIONS**). PCI will not be responsible for any monetary reimbursement if any articles of clothing or valuables are lost or damaged.

FIELD TRIPS

Each PCI Center has at least one scheduled paid field trip during the year. Parents will be notified when field trips are scheduled, and notice of scheduled field trips will be posted. Parents must sign a permission slip form if they wish for their child(ren) to go on the field trip.

The parents are encouraged to accompany the staff and children on field trips. In the event that space is not available on the PCI vehicle, parents must provide their own transportation.

Parents are asked to please keep in mind that tailgating a school bus is not only against the law, but places the bus, the children and vehicles tailgating in a life-threatening situation. Driving around a school bus to get between two school buses also places everyone in danger. Following a school bus in a personal vehicle honking and trying to get the bus to pullover is just as dangerous. Illegally passing of a stopped school bus is a major cause of school bus-related fatalities. On all the above situations, law enforcement would issue a citation.

No siblings can attend field trips. Only the children enrolled in the Center taking the field trip will be permitted to attend.

FIRE, SEVERE WEATHER DRILLS and EMERGENCY/CRISIS PLAN

Each PCI Center conducts monthly fire drills, bi-annual severe weather drills, and implements Agency's Emergency/Crisis Plan on an as needed basis.

ELIGIBILITY TO GRADUATE FROM PROGRAM - Children who will be 5 years of age by September 1, will be the only children eligible to graduate from the program in May.

NAP/REST

Children need to rest during the day. Part of the daily schedule allows for a rest period where children may nap or rest quietly, after lunch.

Infants sleep according to their individual schedules in individual cribs. Toddlers and preschool children sleep on individual cots. PCI will provide sheets and blankets for each child. Children are encouraged to remove their shoes for naptime.

TRANSPORTATION

PCI makes Transportation Services available on an “as needed basis”. Transportation Services comply with Head Start Performance Standard 1310 and Texas Department of Family and Protective Services §746.5601 – 5621. Transportation of children will be provided utilizing the following criteria: Children living in areas where there is no public transportation or who have been identified as disabled or children living 2 or more miles from the center may be considered for transportation assistance. Each request for transportation is handled on an individual basis. Approval is based on the criteria, the need, and the availability of transportation slots. All children who are approved for transportation will not exceed one hour of travel time to the Center and one hour back home. Transportation that is provided free of charge by the school district will provide boundaries that are determined by the school districts.

The following transportation rules must be adhered to:

1. The child must always be ready at the appointed time.
2. The Bus Driver will honk three (3) times at thirty (30) second intervals. If the child is not out by then, the **BUS WILL GO ON.**
3. The parent must take his/her child to the bus every morning and pick him/her up from the bus every afternoon. The child will not be let on or off the bus, if the parent or guardian does not accompany him/her to the bus door. The parent or guardian will be required to sign the child in and out each day.
4. If the child is to be absent, the parent is to notify the Transportation Department at 226-6232 before the scheduled time of pick up. In addition, the parent is to let the Education Center Coordinator (ECC) know when his/her child will be returning to the center.

Section III ENROLLMENT AND ATTENDANCE

ENROLLMENT

Parents must remember that all PCI Programs are funded by government agencies. All eligibility criteria are determined by the funding source. Parents will be asked many questions regarding income, school and training, work status, and family situation. Parents will also be required to provide certain documents in order to verify the need for the services. The enrollment process requires the parent's full cooperation, in order to properly enroll his/her child(ren).

It is very important that the parents/guardians keep the information current at all times. **It is the parents'/guardians' responsibility to inform the Center staff of any change of address, telephone number, emergency telephone number, work/training status, family size and income, etc.... Information will be secure on a quarterly basis to update current family status.**

LEGAL CUSTODY

Information and documentation concerning legal custody of the child(ren) needs to be submitted at the time of initial application and/or upon status change. Legal custody issues must be taken care of between parents. Center staff is not to be involved. PCI will abide by any written court order/legal document submitted to the Education Center Coordinator, Education Center Coordinator Assistant, or Family Service Worker.

PCI will not involve itself in disputes over legal custody of any child enrolled, and must be very careful in releasing the child to anyone not listed on the Permission/Authorization Form. Even parent names must be listed on the Permission/Authorization Form, if they are authorized to pick-up the child. PCI will abide by any legal court issued orders. Any and all changes must be done in person and require the signature of parent and/or legal guardian.

Should an aggrieved parent come to the Center and cause a disturbance, the Police will be called and a complaint will be filed by the Center staff, ECC or ECCA. PCI will not be responsible for releasing a child to a non-custodial parent if there is no documentation on file. **It is the custodial parent's responsibility to keep the staff informed, in writing, as to whom the child may be released to.** Documentation of legal custody must be provided and placed in the Child/Family File.

CONFIDENTIALITY AND RELEASE OF INFORMATION

All enrollment information provided to PCI is kept CONFIDENTIAL. Every Child/Family File is kept in a locked cabinet and only authorized personnel have access.

There are instances when information in the Child/Family File may need to be released. **If a parent requests information to be released, he/she must do so in writing.** If

another agency or PCI is requesting for the information to be released, the parent/guardian **MUST SIGN** the "Authorization for Release of Child/Family Information". No information will be released unless the procedure listed above is completed and has been authorized. In addition, no information will be released to persons not listed as part of the household. Information will be released to a non-custodial parent who provides a legal document stating he/she has a right to such information. **Any concerns pertaining to the child enrolled will only be discussed with the parent or legal guardian listed on the application.**

ATTENDANCE

The number of children enrolled and the number of children who attend the Center everyday, determines the funds PCI receives.

In addition, it is only by experiencing daily learning activities that the child will be fully prepared to enter public school. **Therefore, it is very important for the child(ren) to be present at the Center every day and on time. Therefore, our expectation and goal is to maintain a 96% ADA for your child.**

Sometimes children may be absent for some reason or another, which is understandable. It is very important for the parent/guardian to contact the Center any time the child will be absent. If a child is absent ten (10) consecutive days without contact being made or approved, the child's slot will be declared vacant.

Parents are required to sign a Parental Agreement that states they agree to the following:

1. Bring their child to the Center every day, on time and pick up their child each afternoon, on time.
2. If their child is absent, they should provide a note and make a telephone call to the Education Center Coordinator or Family Services Staff indicating the reason for the absence.
3. Ten (10) consecutive absences without contact or approval will result in the withdrawal of their child(ren) from the program.
4. Only serious medical or personal reason will be considered for extended absences, not to exceed 30 days, and must be requested by parent/legal guardian.
5. Continuous poor attendance could result in the withdrawal from the program.

TRANSFERRING CHILDREN

PCI has a procedure in place to transfer a child from one Center to another. A transfer must be requested by the parent/legal guardian through the Education Center Coordinator or the Family Services Staff and must be approved by both, the ECC and the Family Services Coordinator. **Parents cannot enroll their child(ren) in more than one Center at any one time. For example, for a child who is already enrolled in a Head Start/Early Head Start Child Development Center, but whose parents/legal**

guardians want him/her to attend a different Head Start/Early Head Start Child Development Center, a transfer request is required and can be obtained through the ECC or the Family Service Worker.

WITHDRAWAL FROM PCI SERVICES

Parents are responsible for understanding and abiding by all PCI regulations.

Termination of services (withdrawal of child(ren) from services) may result if:

1. A parent/guardian provides false information or withholds information regarding:
 - a. Their child's age
 - b. The family's income
 - c. Their employment/training/school, or
 - d. Head Start Child Development Centers - Their residency in San Antonio and Bexar County
 - e. Early Head Start Child Development Center – Residency in the Service Area for Early Head Start. Please consult with Family Service Worker for identification of the Service Area.
2. A child is absent for ten (10) consecutive days without contact or approval;
3. A child has continuous poor attendance;
4. A parent/guardian repeatedly fails to pick up the child by the time the Center closes for the day; or,
5. There is no improvement in a child's disruptive behavior after all efforts have been made, and the child continues to be disruptive or the parent refuses to sign required paperwork for the evaluation, ARD and prescribed treatment for the child.

Section IV Child Development Services

Parent/Child Incorporated offers comprehensive child development services to all children enrolled in Head Start/Early Head Start Child Development Centers. These services include Child Development and Education, Health, Safety, Nutrition, Mental Health and Special Services.

As their child's primary teacher, parents are encouraged to become involved in their child's education, increase their understanding of their child's development and education, enhance their parenting skills, improve their child's health, nutrition and mental health status and continue to be their child's advocate as they transition into elementary school.

EDUCATIONAL SERVICES

CLASSROOM EXPERIENCE

Head Start/Early Head Start classrooms provide a safe learning environment that promotes the development of secure relationships between children and staff and supports children's physical, emotional, cognitive and language development. Activities and experiences provided are based on the individual and group needs of the children in each classroom. Learning experiences/opportunities are provided throughout the day as children participate in planned activities and daily routines.

CURRICULUM

Teaching staff implements *Investigator's Club PreKindergarten Learning System* and *The Creative Curriculum for Preschool* in the Head Start classrooms and *The Creative Curriculum for Infants and Toddlers* in the Early Head Start classrooms. Both curriculums are research based and outline goals for children's learning and development, the role of staff and parents, and the materials and experiences that will be provided to help children achieve these goals. Some PCI classrooms are involved in special projects in which teaching staff implements supplemental curriculums in addition to *The Creative Curriculum*.

Classrooms involved with the Texas Early Education Model (TEEM) program implement the *Letter People* curriculum, which is also a research based curriculum.

LITERACY

PCI provides literacy rich learning environments that promote the development of children's early literacy skills. Since language is the foundation from which other literacy skills are built upon, such as reading, writing and listening skills, teaching staff

use language in meaningful context as they talk with children throughout the day, taking into account the child's home language. Teachers model the use of language for children during daily routines and all other activities. Children are exposed to new vocabulary related to the unit of study for the month and are read to throughout the day. The curriculum allows for multiple readings of the "book of the month" thus promoting children's listening and comprehension skills. Opportunities for children to practice language skills with teachers and other children individually and in small groups are provided. The classroom environment is set up with age-appropriate materials that promote children's pre-writing skills and encourage literacy exploration. Children's early attempts at "reading" are recognized and encouraged by teaching staff. Since literacy acquisition is a developmental process, teachers take into account the individual needs of each child as language and literacy activities are planned.

INDIVIDUALIZATION

PCI recognizes each child as an individual, with different interests, temperaments, learning styles and cultures. Information collected from physical examinations, nutrition assessments, developmental and behavioral screenings, observations from parents and staff, and children's work samples are used to identify areas of strength and need. Teachers use this information to plan developmentally appropriate activities and experiences.

HEAD START CHILD OUTCOMES FRAMEWORK

The Head Start Child Outcomes Framework is intended to guide Head Start programs in their curriculum planning and ongoing assessment of the progress and accomplishments of children. The framework is composed of 8 Domains, 27 Domain Elements and examples of specific Indicators of children's skills, abilities, knowledge and behaviors. Head Start measures the ongoing progress of children's development and learning in the following Domains: Language development, Literacy, Mathematics, Science, Creative Arts, Social and Emotional Development, Approaches to Learning and Physical Health and Development.

LEARNING ACCOMPLISHMENT PROFILE (LAP-3)

The Learning Accomplishment Profile – Third Edition (LAP-3) assessment, measures preschoolers development in the areas of gross motor, fine motor, pre-writing, cognitive, language, self-help and personal/social development. LAP-3 assessments are conducted at the beginning, middle and end of the program year. LAP-3 reports are provided to each parent.

OUTDOOR PLAY

Outdoors is an extension of the indoor classroom. Outdoor play is essential for children's health and well being. Outdoors is an opportunity for children to run, jump, swing, and climb using their large muscles in their bodies. When children are outdoors they are not only developing gross motor skills, but they are learning literacy, math, science, social studies, art, and technology. The time children spend outdoors everyday is just as important to their learning as the time they spend in the classroom. For teachers, the outdoors offers many ways to enhance the curriculum and support

children's learning and development. For children it is a time to explore, make discoveries, and appreciate nature.

Mrs. Matthews, please note that the NRS was deleted from the Handbook.

HEALTH SERVICES

PCI assists parents in meeting their child's basic health needs to promote their growth and development. In the event a parent is not able to obtain appropriate health services for their child, PCI will provide the needed services with the parent's written permission.

ACCESSIBLE HEALTH CARE (MEDICAL and DENTAL HOME)

Every family must have an identified medical and dental home. If a family does not have one, the Family Services Worker will assist the family in securing one.

PHYSICAL EXAMINATION

All Head Start and Early Head Start children are required to obtain a Texas Health Step annual physical examination. A complete physical exam includes vision and hearing screening, lead screening, test to check for anemia, (once between age 2 – 5 years), height, weight, and blood pressure check. If any follow-up services are needed, PCI will refer the child/family to their medical home or an appropriate provider(s). If the child is covered by Medicaid, CHIPS or private insurance, the examination will be charged to that account. PCI has agreements with community health providers to provide physical examinations. If parents are unable to obtain an exam within 30 days from the first day of enrollment, PCI will conduct the physical exam with written consent from the parent. If the parent refuses, written documentation of the refusal will be obtained and the child will no longer be able to participate in the Program.

IMMUNIZATIONS

In accordance with the Texas Department of State Health Services, and Texas Department of Family and Protective Services Minimum Standards, all immunizations **MUST** be completed by the first day of attendance. While the Agency does not want any child to miss out on PCI services, it is imperative that parents fulfill their responsibility and get their children immunized. It is the law. If not complete within 30 days of enrollment, the child will be suspended until the required immunizations have been received. After the 10 day suspension, the child will be withdrawn from the Program. The shots include: DTP/DtaP/DT/TD, Polio, MMR, HIB, Hep A and Hep B and varicella. Some children will also require PCV and Rotavirus. Check with your doctor or the Health Department to see how many immunizations your child needs.

TUBERCULOSIS TESTING

Tuberculosis testing/screening requirements are based on Texas Department of State Health Services criteria and/or the San Antonio Metropolitan Health District. Records are kept in the Child and Family Files.

HEARING AND VISION SCREENING

Within 45 days of enrollment, each child must have a hearing and vision screening. Parents are strongly encouraged to obtain these screenings when their child receives a physical examination from their primary care provider.

If the parent is not able to obtain a hearing and vision screening, PCI will provide these screenings to Early Head Start and Head Start children, based on the Texas Health Steps. Screening results are kept in the Child and Family Files.

DENTAL EXAMINATIONS

Each child requires a dental examination once each school year. Parents are strongly encouraged to obtain a complete dental examination for their child. If there is any need for follow-up treatments, the parent is encouraged to continue obtaining treatment for their child.

If a parent is not able to obtain a dental examination for their child, PCI contracts with SAMHD to conduct initial dental examinations.

Each Head Start and Early Head Start child over one year of age receives a toothbrush that is labeled with his/her name. After each meal, the child will brush his/her teeth to promote dental hygiene.

ORAL HEALTH

During a child's stay with PCI, the Agency will be educating staff and parents on the importance of oral health, which is dental hygiene. Children will brush their teeth twice a day at the center. In collaboration with the San Antonio Metropolitan Health District and The University of Texas Health Science Center, fluoride varnish will be applied to children's teeth twice per year with parental consent. An information letter will be given to the parents before the application to explain the fluoride varnish procedure and benefits.

DEVELOPMENTAL SCREENING (LAP-D and E-LAP)

Within 45 days of enrollment, each Head Start child receives a LAP-D and each Early Head Start child receives an E-LAP. Both of these are developmental screenings, not tests, which assist the teacher in determining the child's strengths and needs.

The results are shared with the parents. Parents are important members of the screening process because they provide valuable information and are part of the follow-up activities.

If there is a need to further assess the child, the parent is informed and a referral is completed. Specific assessments and evaluations are conducted by licensed professionals. These are performed when it has been determined that the child needs

further services to address an identified need. Parent consent is secured prior to performing these assessments.

HEALTH AND SAFETY

ARRIVAL AND DEPARTURE

Arrival and departure of the child is very important. The focus is on the child's **SAFETY**. PCI has a definite method for ensuring that upon arrival and departure the child is **PROTECTED** as detailed:

1. Hours of operation vary from center to center, please see Education Center Coordinator. Please abide by these times.
2. If the child will be arriving late, the parent should notify the Education Center Coordinator.
3. Each child must be brought in and picked up from inside the Center by only the parent/guardian or a designated person listed on the PCI Child and Family File Permission and Authorization Form located in the Child/Family File. The child will not be accepted or released otherwise.
4. The parent/guardian or person designated **MUST** sign his/her name along with the child's name on the Parent/Guardian Sign In/Out form with the time of arrival/departure and present his/her valid Driver's License or official picture ID. **The child must be signed in/out upon arrival/departure on a daily basis.**
5. If a parent/guardian does not have an I.D. because it is lost or misplaced, he/she may show any other form of picture I.D. or recording of the driver's license number and car tag number.
6. The Center staff person receiving and/or releasing the child must sign his/her name next to the parent/guardian's name confirming that he/she has viewed the driver's license or official picture I.D. to confirm identity.
7. Each child receives an Arrival Check/Departure Check everyday in the presence of the designated person. A staff member, in a respectful manner, will check the child for any symptoms of serious injury, head lice, illness, or contagious disease, and for any marks, which may indicate accidents.

BY LAW, PCI MUST REPORT TO THE TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES ANY SUSPECTED OR KNOWN CASES OF CHILD ABUSE AND/OR NEGLECT.

8. If a parent/guardian calls to authorize the emergency release of a child to a person unknown to Center staff, the Center staff will verify that the caller is the parent/guardian. The parent/guardian must give a description of

that person and the person **MUST** present his/her valid Driver's License or official picture ID. If the person does not, the child will not be released. (It is the responsibility of the parent/legal guardian to inform the person they have authorized to pick up their child that they must present their valid picture ID before the child is released to them.)

9. If a child is not picked up and the Center has not been notified or if the Center cannot contact the Parent/Guardian or anyone using the emergency phone number on file, TDFPS will be notified and the Police will be called. **The child will be transported by the Police to the Children's Shelter.**
10. **REPEATED FAILURE TO PICK UP A CHILD BY THE TIME THE CENTER CLOSES FOR THE DAY WILL RESULT IN A CHILD BEING WITHDRAWN FROM THE PROGRAM.**

ILLNESS AND EXCLUSION CRITERIA

PCI has established illness and exclusion criteria in accordance with the Texas Department of Family and Protective Services Minimum Standards for Licensed Child Care Centers (Refer to APPENDIX F – Communicable Disease Chart), guidance from the San Antonio Metropolitan Health District and/or child's physician. PCI will not admit an ill child if one or more of the following exists:

1. The illness prevents the child from participating comfortably in child-care Center activities, including outdoor play;
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of other children in care;
3. The child has one of the following, unless medical evaluation by a health-care professional indicates that child can be included in the Center activities: high fever (refer to Appendix F – Communicable Disease Chart) accompanied by behavior changes or other symptoms of illness and other symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
4. A health care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.
5. The center should be notified by the designated person if the child has received medical attention or has been hospitalized while enrolled. A doctor release must be provided by the attending physician.

PHYSICIAN'S RELEASE

If the child has been absent due to a medical problem that requires him/her to return to the Center with limitations or specialized equipment, the parent must bring a release

from the child's physician that indicates any special limitation/treatment needed at the center. PCI will determine if the child's need can be met in such situations.

ACCIDENTS

Any time a child has an accident at a Center, the child will be given First Aid or CPR as deemed necessary and every effort will be made to contact the parent/guardian at the time of the accident. Accidents will be recorded on the appropriate reporting form. A copy of the report is given to the parent/guardian on the day of the accident. The report form is completed on all accidents, no matter the severity.

In the event emergency medical care is needed, PCI Health Services Staff and Center staff will accompany the child to an outside medical site. The parent will be asked to accompany or to meet the child at the doctor's office/emergency room. Payment for those services will be charged as follows:

1. If the child is covered by Medicaid, CHIPS or private insurance the services will be charged to that account. PCI's insurance will pay for costs not covered by that company.
2. If the child has no insurance, PCI's insurance will then cover the cost.

PCI will not be responsible for any monetary reimbursement if an accident occurs between two children and personal property is damaged (broken eyeglasses, etc.).

CHILD ABUSE

All suspected and/or known cases of child abuse or neglect, to include sexual abuse, must be reported to the Texas Department of Family and Protective Services as soon as one becomes aware.

Suspected and/or known child abuse or neglect reported to PCI staff, regardless if it occurs when child is in the care of PCI or not, will be reported immediately to TDFPS.

Any staff accused of inappropriate interaction with children will be reported to TDFPS. If any staff person is found guilty, PCI will take the necessary corrective action. **This action will remain confidential and will not be shared with the parent.**

If a parent suspects that his/her child has been abused or sexually molested, he/she must report it immediately to the toll free Child Abuse Hotline number (1-800-252-5400), available 24 hours a day. PCI encourages parents to report such acts to their ECC, also. A parent may also contact the licensing office via the TDFPS website (www.tdprs.state.tx.us/childcare).

MEDICATION

If a child requires any type of medication, the Center staff will not administer it unless the following conditions are met:

1. The parent/guardian must provide written permission to administer the medication.

2. The medication must be prescribed by the physician.
3. The medication must be in the original container.
4. The original container must be labeled with the child's name, a current date, the physician's name, and the direction for administering the medication.
5. Parents, please provide the center with the dropper or measured spoon with which to administer the medication.

NO EXCEPTIONS WILL BE MADE TO THE ABOVE CONDITIONS. UNDER NO CIRCUMSTANCES WILL OVER-THE-COUNTER MEDICATION (ASPIRIN, COUGH SYRUP, ETC.... UNLESS PRESCRIBED BY A DOCTOR) BE GIVEN TO CHILDREN BY THE STAFF AT THE CENTER.

If your child is receiving medication at home, please make the center staff aware of what kind of medication the child is taking and the last time the child received the medication.

Parents/legal guardians are to complete the Special Consent form for the administration of medication so the center staff can have documentation of what kind of medication the child is taking and be aware of the side effects of the medication.

NUTRITION SERVICES

PCI Nutrition Services participates with the USDA Child and Adult Care Food Program (CACFP) to provide each child with nutritious meals and snacks to meet $\frac{1}{2}$ to $\frac{2}{3}$ of his/her daily nutritional needs. Therefore, all children enrolled in full-day, part-day and double session will be offered breakfast, lunch and/or a p.m. snack. Menus are developed by a Registered Dietitian to comply with CACFP meal patterns and serving sizes are appropriate for each child's age, as well as, offer foods that vary in culture, color, texture, temperature, size and shape. All meals and snacks are served in a family style meal service setting. Infants are fed on demand in accordance with written feeding instructions provided by the parent and/or physician. All children are encouraged to eat, however, no child is ever forced to eat.

PCI purchases all food and drinks needed for each meal and snack for every infant, toddler, and preschool child. In addition, special diet foods are purchased and provided to those children with special nutritional needs as specified in their physician's written instructions. **Parents are not asked to provide any food/drink needed for meals and snacks since PCI receives reimbursement from USDA specifically for this purpose.**

MENTAL HEALTH

All children receive a behavior screening within 45 days of enrollment to determine their strengths and needs.

Changes at home can affect a child's behavior at the Center. In cases of disruptive behavior that is potentially harmful to themselves, other children, adults, and/or property, the parent will be notified. All efforts will be made to assist the parents of a child who disrupts the classroom frequently in modifying their child's behavior. The child will be provided with special therapy to modify his/her behavior by a Licensed Mental Health Professional. If there is no improvement after all efforts have been made, and the child continues to be disruptive or parent refuses to sign required paperwork, a recommendation for withdrawal will be made.

SPECIAL SERVICES

Whenever there is a suspicion that a child has a disability, a Special Services Referral is needed to be written/submitted and signed by the child's parents and teacher consenting testing. If at the conclusion of the child's test, a disability diagnosis is identified from this testing. PCI Special Services will call an Admission/Review/Dismissal (ARD) Committee Meeting to address the services the child qualifies for. These services that the child qualifies for are written in a **Individualize Education Plan (IEP)** for children the age of 3 through 5 years, and a **Individualize Family Service Plan (IFSP)** for children 0 through 3 years old. PCI Special Services Content Area will ensure that the services that these children qualify for are met either through their Local Education Agency (LEA) or a State Certified License Professional. PCI Special Services will comply with all phases of the Americans with Disabilities Act and the ACF Head Start Program Performance Standards for children with special needs.

Individualized Education Plan (IEP) – A written service plan for a **Head Start** child with disabilities, which contains the special education and related services to be provided to an individual child.

Individualized Family Services Plan (IFSP) - A written services plan for **Early Head Start** infants/toddlers with disabilities, which contains the special education and related services to be provided to the infant/toddler and family.

When a child is enrolled in PCI Special Services Content Area, and has a special need for special equipment/materials, these special needs must be addressed in the child's IEP/IFSP prior to the child enrollment. This special equipment/materials must be prescribed by a Physician's or a State Certified License Professional's statement and must address the order at which to provide the specific need and intent for usages of this equipment/materials.

Head Start and Early Head Start children with disabilities are included in a full-range of activities and services normally provided to all Head Start and Early Head Start children with provisions made for any modifications necessary to meet their special needs.

Section V

Family Services and Parent Involvement

FAMILY PARTNERSHIP AGREEMENTS

Family Service Workers will assist parents in developing a Family Partnership Agreement to determine their family's goal(s) and identifying strengths, needs and interests. In accordance with the Head Start Performance Standard 1304.40, Parent/Child Incorporated provides support and information regarding community services and resources. Through regular follow-ups, the Family Service Worker and the parent, together, will assess the accomplishments of the goals identified. This Family Partnership Agreement will be updated regularly to document actions taken and progress made.

HOME VISITS

Teachers are required to conduct two home visits in the family's home during the program year. Head Start Program Performance Standard 1304.40(e)(5) requires that teaching staff conduct a minimum of two home visits per program year. The purpose of the home visit is to review the child's progress and identify additional learning opportunities in the home that can further promote learning and development. The teacher will obtain a signature from the parent to verify that the Home Visit was conducted at the home.

HOME PROJECTS

Teaching staff will provide parents with information on what their child is learning in the classroom as well as home activities that can be implemented in the home. Teaching staff will ask parents to verify receipt of this information by signing each Family Letter provided.

PARENT/TEACHER CONFERENCES

Teaching staff will conduct three Parent Teacher Conferences with each child's parents during the program year. The purpose of the conferences is for staff and parents to share information about the child's progress and set goals for the child. Parent Teacher Conferences are conducted at the center. Teaching staff will schedule the conferences with the parent during the months of October-November, January-February and March-April.

AT NO TIME IS A PARENT TO SIGN A BLANK FORM PROVIDED BY ANY PCI STAFF.

PARENT ORIENTATION

According to the Head Start Performance Standards (45 CFR 1304.51(a) and 1304.51(c)), PCI provides Parent Orientation to all parents within the first 30-days

of the child's enrollment. Parent Orientation provides the opportunity for parents/legal guardians to learn about the Agency's Mission, services, policies, and expectations. Parent Orientation also affords the opportunity for parents/legal guardians to receive training on child abuse prevention and Pedestrian Safety as mandated by the Head Start Performance Standards (45 CFR 1304.40(h) and 1310.21).

VOLUNTEER OPPORTUNITIES

Volunteers are welcome and essential to the program. Volunteering enriches the classroom experience for the children. Volunteering provides parents with the opportunity to learn about the program their child attends while developing their skills and knowledge in an array of volunteer opportunities. Volunteering is an important way that parents and family members help the Agency meet the non-federal share mandate. Volunteering is a win-win opportunity for everyone.

There are several ways parents can volunteer their time and skills at the center (see below). A Volunteer Time Sheet will be used to document time volunteered.

Volunteer time that assists with center endeavors, and donations to be used in the center to promote the healthy and educational development of children are referred to as **in-kind**.

There are certain steps required from the funding and licensing agencies that must be taken before a parent, family member or community member can become a volunteer in the center. In order to be eligible to volunteer at a center, the prospective volunteer must have a clean criminal background check, and he/she must complete a TB Questionnaire showing that he/she is not an individual with suspected or confirmed tuberculosis.

All parents/guardians are requested to volunteer at their child's center and/or provide direct services to the Center. Approved direct services to the Center means the following, but is not limited to:

- Supervising hygienic routines (e.g., washing children's hands, assisting with brushing of teeth, etc...)
- Supervising playground activities
- Washing/cleaning outdoor playground equipment
- Share your talents at the center (i.e., computer skills, presentation to parents or children, etc....)
- Assisting with meal preparation
- Reading stories to children
- Assisting the bus aide and driver
- Gathering pamphlets and brochures from community organizations to offer to other parents
- Cleaning children's playground
- Washing or sewing children's blankets/sheets for center cots
- Assisting with field trips to ensure child staff ratio is maintained

- Promoting diversity appreciation by sharing with children and staff one's culture, language and traditions (e.g., sharing cultural artifacts, sharing photos and childhood stories, reading to children cultural stories, etc...)
- Assisting with painting of PCI centers
- Fixing broken equipment and toys
- Making teacher made materials (at home/in the classroom)
- Spread mulch
- Volunteering in the classroom
- Volunteering in the office
- Interpreting for parents, staff and children
- Donating your time and services as a skilled consultant
- Help orientate **NEW** parents to the program
- Be a mentor to a young teen parent at the center
- Washing and disinfecting toys in classroom

UNDER NO CIRCUMSTANCES WILL CHILDREN BE DENIED SERVICES SIMPLY BECAUSE THE PARENT/GUARDIAN DOES NOT VOLUNTEER AT THE CENTER.

CENTER VISITS

Parents are welcomed and encouraged to visit the Center at any time to observe or participate in Center activities. Parents are required to sign-in upon arrival and departure from the center.

If a parent is unclear or dissatisfied about the Center's policy/procedure, he/she should contact the Education Center Coordinator (ECC) or Education Center Coordinator Assistant (ECCA) to set up a time to meet, review and discuss the policy/procedure. (Refer to APPENDIX C - Resolution of Parent Issues/Concerns/Problems)

PARENT BULLETIN BOARDS

Each Center has a Parent Bulletin Board, which is conveniently located for all parents to review. This Bulletin Board contains important information on Parent Committee meetings, job announcement, policy and procedures and many other items such as the Community Resource List. Parents are reminded to review this Bulletin Board on a regular basis as new information is constantly being posted.

A copy of the Community Resource List can be made available to parents upon request.

PARENT NEWSLETTER

PCI prepares a parent newsletter, the "Parent Informer", on a monthly basis. This newsletter contains important information, such as the monthly menu, parenting tips, interesting articles, announcements, etc. Parents are reminded to read their newsletter to increase their knowledge of agency activities. Parents are also, encouraged to place articles of interest in the newsletter.

PARENT NOTIFICATIONS

Parents receive notification on all important activities, such as emergencies, accidents, illness, field trips and/or service delivery, such as assessments/examinations. In the case of emergency or medical situations, parents will be notified immediately after a child:

1. Is injured and the injury requires medical attention by a health care professional;
2. Has a sign and symptom requiring exclusion from the Center as stated the Communicable Disease Chart (See Appendix F);
3. Has been involved in any situation that placed the child at risk; and,
4. Has been involved in any situation that renders the Center unsafe.

GED/ESL PROGRAM

PCI's GED/ESL Program provides parents with the opportunity to invest in themselves by receiving individualized assistance to obtain their GED and/or taking part in the ESL program. For additional information\appointments, please contact the Training and Professional Development Department GED Office at 226-6232, on Tuesdays and Thursdays.

PARENT TRAINING OPPORTUNITIES

Community experts and PCI staff provide trainings throughout the year, in various sites, and on a diverse range of topics for parents **as mandated by the Head Start Performance Standards**. Topics include but are not limited to Pedestrian Safety, child abuse prevention, domestic violence prevention, early childhood development, health, mental health, nutrition, special needs and transition. Parents are welcomed and highly encouraged to attend. Calendars and notices are posted on the Parents' Bulletin Board at each Center. For additional information, please contact the Parent Involvement and Volunteer Services Content Area at 226-6232.

TRANSITION SERVICES

Transition Services coordinates transitional activities for families whose children(ren) will enter into the Early Head Start program or Head Start program, from any other early childhood programs/agencies and from the Early Head Start program to the Head Start program. Transition Services collaborates with public schools, Early Childhood Intervention (ECI) agencies, such as Easter Seals, Brighton School, and Parent and Children Education Services (PACES).

A Transition Portfolio is prepared and given to the parent for all children who will exit both Early Head Start and Head Start programs. This portfolio contains information and documents that are required to enroll the child into the next educational setting. All children enrolled in Early Head Start and Head Start have the opportunity to visit their next placement prior to transitioning out of the programs.

WELLNESS CENTER

PCI's Wellness Center is designed with staff and parents in mind. The Wellness Center offers state-of-the-art exercise equipment for use, as well as, videos and literature on the correct methods to use when undertaking an exercise program. For additional information, please contact the Health Services Content Area at 226-6232.

FATHERHOOD INITIATIVE PROGRAM

The Fatherhood Initiative Program is designed to promote and strengthen the role of the father in the lives of their children. The program provides workshops, and father/child activities. For additional information, please contact the Parent Involvement and Volunteer Services Content Area at 226-6232.

ADVISORY COMMITTEES

Parents are highly encouraged to participate in one or more of the following advisory committees.

Family Services Advisory Sub-Committee

Health Services Advisory Sub-Committee

Nutrition Services Advisory Committee

Parent Involvement and Volunteer Services Advisory Sub-Committee

Special Services and Mental Health Services Advisory Sub-Committee

Transition/Education Advisory Committee

These advisory committees discuss and propose policies and procedures that will impact the Agency and the children and families served by the Program.

Notices will be posted on the Parent Bulletin Boards at each center informing parents of upcoming committee meetings.

Section VI
Program Governance
for
Early Head Start and Head Start Programs

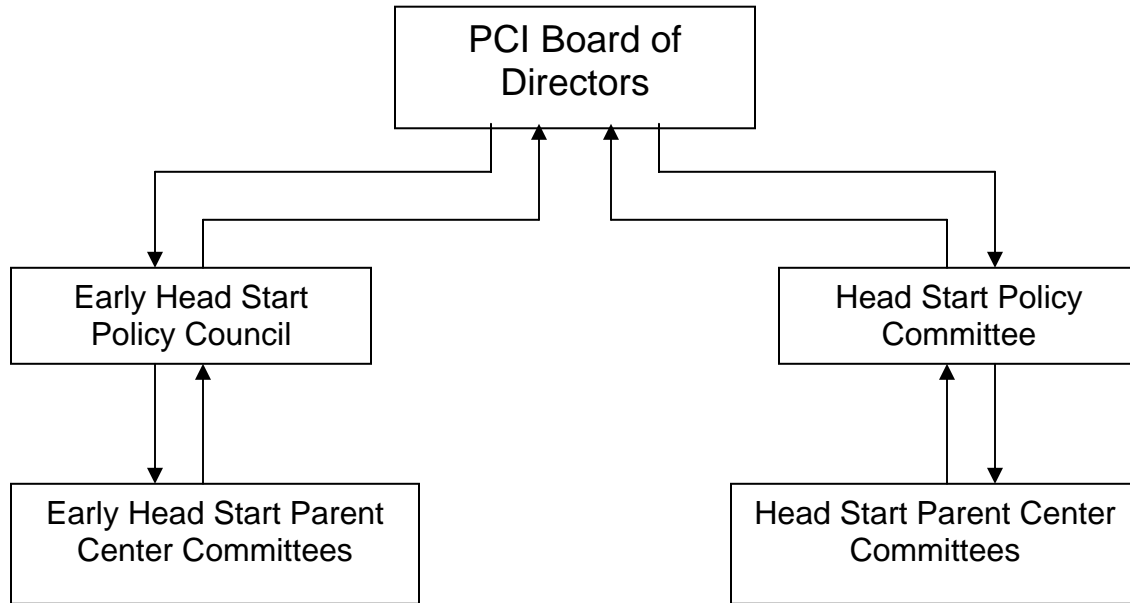
Head Start Performance Standard 1304.50(a)

In compliance with Head Start Program Performance Standard 1304.50(a), PCI has an established policy group and well-functioning governing body that share responsibility for overseeing the delivery of high quality services to children and families in accordance with Head Start legislation, regulations and policies. Through the Early Head Start Policy Council, the Head Start Policy Committee and the local Parent Committees, parents and other community representatives are empowered to actively participate in the shared decision-making process with the Governing body, the Board of Directors.

1304.50(a) Policy Council, Policy Committee and Parent Committee Structure

- (1) Grantee and delegate agencies must establish and maintain a formal structure of shared governance through which parents can participate in policy making or in other decisions about the program. The structure must consist of the following groups, as required:
 - (i) Policy Council. This Council must be established at the grantee level only if the program is directly operated by the Grantee.
 - (ii) Parent Committee. For Center-based programs, this Committee must be established at the Center level.
- (2) Parent Committees must be comprised exclusively of the parents of children currently enrolled at the Center level for Center-based programs.
- (3) All Policy Councils, Policy Committees and Parent Committees must be established as early in the year as possible. Grantee Policy Councils and delegate Policy Committees may not be dissolved until successor Councils or Committees are elected and seated.

Early Head Start and Head Start Governing Bodies



PCI BOARD OF DIRECTORS

The Board of Directors consists of Early Head Start and Head Start parents and the community at large. The Board members work together as a governing body to review, approve or disapprove policies and procedures that are in accordance with the Head Start Performance Standards and the deliverance of quality, comprehensive child development services.

EARLY HEAD START POLICY COUNCIL and HEAD START POLICY COMMITTEE

Parent/Child Incorporated has a Policy Council for Early Head Start and a Policy Committee for Head Start that are comprised of parents of currently enrolled Early Head Start and Head Start children and local community representatives. Fifty-one percent of the membership is comprised of parents.

The Policy Council must work in partnership with key management staff and PCI's governing body to develop, review and approve or disapprove policies and procedures as stated in the Head Start Program Performance Standards. (Early Head Start Program and Head Start Program, respectively.)

Information from the Policy Council meetings will be shared with parents through Parent Committee meetings and postings on parent bulletin board.

PARENT CENTER COMMITTEES

Each PCI Center must have a Parent Center Committee composed of parents or legal guardians of Head Start and/or Early Head Start children enrolled at the Centers. The purpose of each Parent Center Committee is to establish and maintain, at the center level, a structure by which parents can participate in decisions about the Head Start program.

The overall goal of the Parent Center Committee is to provide parents or legal guardians with opportunities to:

- Enhance their role as their child's primary educator, caregiver and nurturer;
- Promote their personal development,
- Increase their involvement as decision-makers for themselves, their families and their Head Start Program, and
- Promote the healthy and educational development of the children.

The Parent Center Committee By-Laws contains detailed information regarding meetings, membership, officers and their duties, duties of staff and parent committee funds. (Refer to APPENDIX C – Parent Center Committee By-Laws)



Parent/Child Incorporated

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APPENDIX A – HOLIDAYS

SCHEDULED HOLIDAYS

LABOR DAY	First Monday in September
THANKSGIVING HOLIDAYS	Wednesday prior to Fourth Thursday in November Fourth Thursday in November Friday following fourth Thursday in November
CHRISTMAS EVE	December 24 th
CHRISTMAS DAY	December 25 th
NEW YEAR'S EVE	December 31 st
NEW YEAR'S DAY	January 1 st
MARTIN LUTHER KING DAY	Third Monday in January
SPRING BREAK	One week in March (dates vary)
GOOD FRIDAY	Friday before Easter
BATTLE OF FLOWERS	Friday of Fiesta Week
MEMORIAL DAY	Last Monday of May
INDEPENDENCE DAY	July 4 th

NOTE: Head Start and Early Head Start children observe Christmas Vacation and Spring Break the same days as the majority of the public schools. Head Start Child Development Centers that are approved to open in the summer will close 2 weeks for summer break. However, Early Head Start Child Development Centers remain open throughout the summer. Please refer to the school year calendar for specific dates.



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APPENDIX B – DISCIPLINE AND GUIDANCE POLICY

DISCIPLINE AND GUIDANCE POLICY

POLICY: In accordance with Head Start Performance Standard 1304.52 (h)(1) and Texas Department of Protective and Regulatory Services Minimum Standards §746.2803, Parent/Child Incorporated ensures that positive discipline and guidance helps children develop internal control of their actions and encourages acceptable behavior.

PURPOSE: Parent/Child Incorporated will establish written procedures to use positive methods of child guidance and discipline to promote the child's growth and development.

PROCEDURE:

1. All children enrolled in any PCI Center, must be involved in discipline and guidance that will be consistent, and based on the understanding of individual needs and development, and must promote self-control and acceptable behavior as the goal for conduct.
2. All employees will use positive disciplinary and guidance methods, which encourage self-esteem, self-control, and self-direction. Children in a PCI Head Start /Early Head Start Child Development Center shall:
 - a. Have good behavior recognized, encouraged and praised.
 - b. Be taught by example through use of fair and consistent rules and in a relaxed atmosphere with discipline relevant to the behavior involved.
 - c. Be supervised by a person showing an attitude of understanding and firmness.
 - d. Be reminded of behavior expectations daily by using clear, positive statements and receive guidance at the child's level of understanding.
 - e. Be held firmly so as to restrain, but not cause any bodily harm, if behavior is such as to harm his/herself or others.
 - f. Be redirected by stating alternatives when behavior is unacceptable. Example: blocks are for building, not throwing; try throwing the ball.
 - g. Be helped in understanding why certain conduct is unacceptable or what is acceptable in a given situation.
3. Corporal punishment is unacceptable at PCI. Corporal punishment, as "to inflict physical pain on a child as a means of controlling behavior". Examples of inappropriate discipline are: shaking, biting, hitting, slapping, pinching, hair pulling, spanking, making children fight one another, placing anything in/on a

child's mouth, humiliating, ridiculing, yelling, rejecting, using harsh, abusive and profane language, or punishing associated with food, naps or toilet-training. Bed wetters shall not be shamed or punished.

4. "Time out" is an acceptable child guidance practice at PCI. "Time out" consists of having the child temporarily separated from the group, and not privileged to engage in any activity. However, the staff must ensure that proper supervision of the child is still provided. At no time is a child to be placed in a locked or dark room, bathroom or closet with the door closed or remain silent or inactive for inappropriately long periods of time. One minute of "time out" is given for each year of the child's age.



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APPENDIX C – RESOLUTION OF PARENT ISSUES/CONCERNS/PROBLEMS

RESOLUTION OF PARENT ISSUES/CONCERNS/PROBLEMS

POLICY: In accordance with Head Start Performance Standard 1304.51 (c)(1), Parent/Child Incorporated ensures that effective two-way communication occurs between parents and staff, especially in resolving any conflict.

PURPOSE: Parent/Child Incorporated will establish written procedures to resolve any issues, concerns or problems parents of enrolled children may have regarding services provided by the agency in an expedient and satisfactory manner.

ADVOCACY: The staff from the Parent Involvement Content Area serves as advocates for the parents.

PROCEDURE:

- A. In the event a parent may not be satisfied with a particular service, the parent should direct his/her questions to the Education Center Coordinator (ECC), who is in charge of the Center, before reaching a conclusion or forming an opinion.
- B. However, if the parent's question(s) becomes an issue, concern or problem, he/she should follow the steps addressed below:
 1. The parent should address the issue, concern or problem orally, or in writing, which ever he/she is more comfortable with, to the Education Center Coordinator immediately.
 2. If the issue, concern or problem is of such a nature it can be resolved immediately; the Education Center Coordinator will meet with the parent on the same day, in an attempt to bring a satisfactory resolution and closure to the situation.
 3. Should there be no satisfactory resolution reached at level 2; the parent should present the issue, concern or problem in writing to the Education Center Coordinator within five (5) working days.
 4. The Education Center Coordinator will review, research and/or investigate and act on the parent's issue, concern or problem and respond in writing within five (5) working days.

PARENT ISSUES, CONCERNS OR PROBLEMS in the following areas: Health, Mental Health, Family Services, Enrollment, Transition, Disabilities, Facilities, Playgrounds, Transportation or Nutrition services, the Assistant Area Head Start Center Coordinator will meet with the parent on the concern, issue or problem and render a resolution within five (5) working days.

Should the parent not be satisfied with the decision rendered by the Assistant Area Head Start Center Coordinator, the parent will be directed by the Area Head Start Center Coordinator to the proper Division Head, who will work with the parent to resolve his or her concern, issue or problem.

ALL OTHER PARENT CONCERNS, ISSUES OR PROBLEMS WILL BE HANDLED AS OUTLINED BELOW:

5. Should the parent not be satisfied with the decision rendered by the Education Center Coordinator; he/she may appeal the decision to the Area Head Start Center Coordinator in writing, within five (5) working days outlining the issue, concern or problem.
6. The Area Head Start Center Coordinator will review with the parent the issue, concern or problem presented; and render written notification to the parent of the decision made within five (5) working days.
7. If the parent is not satisfied with the decision rendered by the Area Head Start Center Coordinator; he/she may appeal to the Head Start Program/Child Care Services Director, in writing, within five (5) working days outlining the issue, concerns or problem.
8. The Head Start Program/Child Care Services Director will review with the parent the issue, concern or problem presented; and render written notification to the parent of the decision made within five (5) working days.
9. If the parent is not satisfied with the decision rendered by the Head Start Program/Child Care Services Director; he/she may appeal to the Chief Executive Officer in writing, within five (5) working days outlining the issue, concern or problem.
10. The Chief Executive Officer will review the issue, concern or problem and render a decision within ten (10) working days to the parent. Should the Chief Executive Officer determine the concern, issue or the problem mandates an investigation; the parent will be so advised in writing; and a decision will be rendered, after the conclusion of such investigation, within ten (10) working days to the parent. The parent will be advised in writing or at a scheduled meeting of the decision made. This decision to meet with the parent or advise in writing will be made by the Chief Executive Officer.

11. If the parent is not satisfied with the decision rendered by the Chief Executive Officer, he/she may appeal to the PCI Policy Council in writing, within ten (10) working days, outlining the concern, issue or problem. The PCI Policy Council will render a decision in writing to the parent within ten (10) working days or a meeting will be held with the parent to advise of the decision made. The PCI Policy Council's decision is the final authority for parent concerns, issues or problems within Parent/Child Incorporated.

C. Issues, concerns and/or problems are usually satisfactorily resolved sooner than the time indicated, and in most cases, at the lowest level possible.

D. In the event the issue, concern or problem is of an extremely critical nature, the parent may call PCI's Hotline number at (210) 475-5171.

Parent concerns are to be addressed by the parents/legal guardians only.



Parent/Child Incorporated

"A Family Oriented Corporation"

APPENDIX D – PARENT CENTER COMMITTEE BY-LAWS

Parent Center Committee By-Laws

By-Laws of the _____ Parent Center Committee
Center Name

Article I: COMPOSITION

The Parent Center Committee is composed of parents or legal guardians of Head Start/Early Head Start enrollees at a PCI Center.

Article II: PURPOSE

The purpose of the _____ Parent Center Committee is to establish and maintain, at the Center level, a structure of shared governance through which parents can participate in policy making or in other decisions about the Head Start program, and to promote the healthy and educational development of the children.

Article III: GOAL/OBJECTIVES

The overall goal of the Parent Center Committee is to provide parents or legal guardians with opportunities to:

- Enhance their role as their child's primary educator, caregiver and nurturer,
- Promote their personal development,
- Increase their involvement as decision-makers for themselves, their families and their Head Start Program, and
- Promote the healthy and educational development of the children.

Article IV: MEETINGS

The Parent Center Committee will meet monthly on the approved date and time as established by the Parents. Each September, members vote for the approved date of each monthly meeting for the school year. The membership will receive notice of meeting through: 1) Announcement placed on Parent Bulletin Board at least two weeks before scheduled meeting time; and 2) Individual notices distributed to members at least five days before scheduled meeting time.

Parent Center Committee meetings can be rescheduled when: 1) neither the President nor Vice President are present to conduct meeting; 2) a **quorum** is not present to conduct business [quorum is defined as having at least 2 Head Start or Early Head Start parents or legal guardians present, representing 2 different families; however, voting can only take place if at least 3 parents or legal guardians representing 3 different families are present at the meeting]; 3) requested by majority of the membership and at least three Parent Committee officers; and 4) when inclement weather is being forecasted.

Special Call Meetings can be called as deemed necessary by the officers or the Parent Involvement Specialist. A Special Call Meeting must be scheduled when a regularly scheduled meeting is cancelled.

Article V: MEMBERSHIP

The Parent Center Committee members are parents or legal guardians of children currently enrolled in a Parent/Child Incorporated Head Start/Early Head Start Child Development Center.

Only Parent Center Committee members have the right to conduct business, recommend action and vote for activities at their Center.

Parents or legal guardians cannot appoint another person in their place as a member of the Parent Center Committee. Dues are not to be collected for membership in the Parent Center Committee.

If a parent or legal guardian is also an employee of Parent/Child Incorporated, he/she may only participate as a member of the Parent Center Committee. However, he/she cannot be elected as an officer of the Committee since this could be considered a conflict of interest.

Mrs. Matthews, a sentence was deleted from here. In the absence of the officers, an Early Head Start or Head Start parent/legal guardian can volunteer to conduct the Parent Center Committee Meeting. Mrs. Matthews, a sentence was deleted from here. Decisions voted upon by attending parents/legal guardians are final. All parents are encouraged to attend all monthly meetings and take an active part in the Committee.

Parent Center Committee meetings must be respectful of each member's diversity and cultural and ethnic background.

Community representatives, grandparents, extended family members and volunteers are invited to attend meetings. However, they have no vote or voice.

Article VI: OFFICERS

The Parent Center Committee Officers shall be President, Vice President, Secretary, Treasurer, and Parliamentarian. All Officers must be elected by the Parent Committee members.

The election of Officers shall be held the first meeting in September of each school year. The term for a Parent Center Committee Officer is the duration of the school year. For Centers open 9 months, the term is from September through May. For Centers open 12 months, the term is September through August.

On the third consecutive unexcused absence of a Parent Center Committee Officer, that officer shall be disqualified from holding the office and a replacement elected. However, for documentation purposes, Officers who disqualify themselves from office or Officers choosing to step-down from their office are required to submit in writing their intentions. Resignations from office can be submitted to the Parent Involvement Specialists or the Education Center Coordinator.

Vacancies occurring in an office, whether by death, resignation, disqualifications or absenteeism, shall be filled by the next regular meeting.

Article VII: DUTIES OF THE OFFICERS

The **President** shall preside at all meetings, represent and be officially responsible for the committee; appoint standing committees, and perform all duties usually pertaining to the office.

The **Vice-President** shall perform the duties of the President in his/her absence; be an Ex-Official member of all committees and perform other assigned duties.

The **Secretary** shall keep accurate records of all meetings, membership and attendance; as well as, handle all correspondence.

The **Treasurer** shall keep accurate records of the Center Committee finances and will provide a full and accurate monthly financial report to the membership at every regular meeting.

The **Parliamentarian** shall ensure that meetings are conducted according to proper procedure.

Article VIII: DUTIES OF STAFF

The Parent Involvement Specialist, Education Center Coordinator and Family Service Workers must attend each monthly Parent Center Committee meeting.

Program and Center staff is responsible for offering the Parent Center Committee support and guidance. They have no vote.

Education Center Coordinators and Family Service Workers are responsible for encouraging parents or legal guardians to attend meetings and assist them with activities to increase their participation in the Center Committee, to include: 1) reminders made during home visits, 2) brief children's presentations at meetings; and 3) additional notices may be posted throughout the Center.

Article IX: PARENT CENTER COMMITTEE ACTIVITIES

"Parent [Center] Committees provide every parent of an enrolled child with the opportunity to assist in the development of activities that address their interests and needs and that support the education and healthy development of their children." 45 CFR 1304.50(a)(1).

As a Parent Center Committee, the following are activities that center staff (ECC, Family Service Worker, and Teachers) work in partnership to plan and carry out.

Activities undertaken by Parent Center Committees:

1. Recruiting and encouraging other parents to participate in the Parent Center Committee

- a. Handout meeting reminders to parents as they are coming in or leaving the center
 - b. Call parents to invite them to meetings and/or special events
 - c. Have an information table regarding the Parent Center Committee to inform parents about the purpose of the Committee
2. Facilitate the process of nominating and electing parents to the Early Head Start Policy Council and Head Start Policy Committee
 - a. Encouraging parents to volunteer to serve in these governing bodies, which offer a great way to develop leadership skills.
 - b. Make a positive impact in the program.
3. As a Committee or in subcommittees, establish a monthly calendar of activities that promote the healthy and educational development of the children throughout the year. Such activities can include:
 - a. Encourage parents that at least 5 books be read to their child at home in the course of a month.
 - b. Organizing a children's art exhibit using the art work children created in their classrooms
 - c. Inviting special guest speakers for the children (Mascots from HEB, CPS, McGruff, etc...).
 - d. Plan a Career Day, where parents or community representatives (fire department, police department, dentist, doctor) come in and give a short presentation on what they do at work
 - e. In collaboration with center staff, plan field trips that are educational in nature
 - f. Parents helping decorate the classrooms or hallways with a theme for a special occasion or to coincide with the curriculum material
4. Approach business to sponsor special activities for the center
 - a. Christmas
 - b. Valentine's Day
 - c. Easter
 - d. Graduation
5. Encouraging and educating other parents on how to advocate for their children
 - a. Families with children with special needs are encouraged to take part in advocacy programs such as Brighton School's Precious Minds-New Connections
 - b. Encourage parents to accompany their child during clinic visits
 - c. Encourage parents to ask questions regarding their children during doctor visits, parent/teacher conferences, etc...
6. As part of the Parent Center Committee Meeting, give input about what they would like to do in the program. A survey is available for this purpose and it asks parents about objectives they would like to set for the center, interests they have, community issues they feel need to be addressed, etc...
7. Collaborate with local businesses, foundations, and other organizations to mobilize resources
 - a. Organizing a book drive, exchange books among center families or have a community organization donate books so every child has a "library" at home
 - b. Organizing a parent/child activity as part of a meeting

- c. Having children perform as part of the meeting, showcasing what they have learned at the center
- 8. Discuss and identify what parents would like to do and what they would like to learn
 - a. Have guests speakers visit with parents on topics of interest
 - b. Plan and carry out activities that interest parents
 - c. Invite guests speakers to present on early childhood development, drug awareness, quick and inexpensive nutritional meals, gang violence, child abuse, depression, child support, age appropriate learning activities/games, affordable medical insurance, affordable dental services, preparing parents and children for Kindergarten, attention disorders, behavior modification, dealing with bullying behavior, health issues, ways to promote mental health, transition, career development for parents, etc...
 - d. Organizing a potluck for families as part of the meeting
 - e. Planting a garden, flowers, trees, etc... to help beautify the center
 - f. Invite a representative from the local library to talk to parents about the importance of reading, and to share with parents and staff the wonderful services available to the community at the library
 - g. Provide voter registration cards for parents
- 9. Encourage parents to become involved in special Agency committees
 - a. Family Services Health Advisory Committee
 - b. Family Services Advisory Sub-Committee
 - c. Health Services Advisory Sub-Committee
 - d. Nutrition Services Advisory Committee
 - e. Parent Involvement and Volunteer Services Advisory Sub-Committee
 - f. Special Services and Mental Health Services Advisory Sub-Committee
 - g. Transition/Education Advisory Committee
- 10. Identify and promote volunteerism in an effort to extend and enhance program services
 - a. Encourage family members to volunteer their time and talents in ways that enrich the center and classroom setting (i.e., make costumes for the Dramatic Play Area)
 - b. Establish a volunteer pool for the center
 - c. Encourage family and community members to volunteer from home by preparing classroom material for the children
 - d. Make teaching materials for the classroom using the Agency's Resource Rooms – Materials are available at the Resource Room for making teaching materials

These types of Parent Center Committee activities are in support of the mandates set by the Head Start Performance Standards, and are great opportunities for the centers, the parents, and most importantly the children.

APPENDIX E – COMMUNICABLE DISEASE CHART

COMMUNICABLE DISEASE CHART REQUIRING EXCLUSION FROM ATTENDANCE

CONDITION	EXCLUSION FROM ATTENDANCE	READMISSION CRITERIA
Amebiasis	Yes	After treatment is initiated
Campylobacteriosis	Yes	After diarrhea and fever subside
Chickenpox	Yes	Seven days after onset of rash
Conjunctivitis (Pink Eye)	Yes	After physician's certificate or health permit obtained
Cryptosporidiosis	Yes	After diarrhea subsides
Diarrheal Disease	Yes	After diarrhea has been resolved or after cleared by child's physician/health department
Escherichia Coli (E. Coli) infection	Yes	After diarrhea and fever subside
Fever (Oral temperature of 38°C or 100.4°F) or higher	Yes	After fever subsides
Gastroenteritis, Viral	Yes	After diarrhea subsides
Giardiasis	Yes	After diarrhea subsides
Head Lice	Yes	After one medicated shampoo or lotion treatment has been given
Hepatitis A	Yes	One week after onset of illness
Impetigo	Yes	After treatment has begun
Influenza (Flu)	Yes	After fever subsides
Measles (rubeola)	Yes	Four days after onset of rash
Meningococcal Infections (Meningitis, Meningococemia)	Yes	After physician's certificate or health permit obtained
Mononucleosis, infectious	Yes	When physician decides or after fever subsides
Mumps	Yes	After nine days from the onset of swelling
Pertussis (Whooping Cough)	Yes	After completion of five days of antibiotic therapy
Ringworm of the scalp	Yes	After treatment has begun
Rubella (German Measles)	Yes	Seven days after onset of rash
Salmonellosis	Yes	After diarrhea and fever subside
Scabies	Yes	After treatment has begun
Shigellosis	Yes	After diarrhea and fever subside
Streptococcal sore throat and scarlet fever	Yes	Twenty-four hours after antibiotic treatment has begun and fever subsides
Tuberculosis, Pulmonary	Yes	After antibiotic treatment has begun AND a physician's certificate or health permit obtained

Source: Texas Department of Family and Protective Services Minimum Standards for Licensed Child Care Centers.

APPENDIX F – PARENTS’ RIGHTS AND RESPONSIBILITIES

PCI PARENTS’ RIGHTS AND RESPONSIBILITIES

RIGHTS	RESPONSIBILITIES
1. To take part in major policy decisions affecting the planning and the operations of the center program.	1. To learn as much as possible about the program and to take part in major policy decisions.
2. To help develop adult programs which will improve daily living for my family and me.	2. To accept Head Start as an opportunity through which I can improve my life and my child(ren)'s lives.
3. To be welcomed and encouraged to observe and participate in the classroom and in all activities/events and services sponsored by the program.	3. To take part in the classroom as an observer or a volunteer, and to contribute my services in whatever way I can toward enrichment of the total program.
4. To choose whether or not I participate without fear of endangering my child's right to be in the program.	4. To provide parent leadership by taking part in elections, to explain the program to other parents, and to encourage their full participation.
5. To be informed regularly about my child's progress in Head Start and Early Head Start.	5. To work with the teaching staff in order to help my child(ren)'s development at home in relation to center experiences.
6. To be always treated with respect and dignity.	6. To work with the teacher, staff and other parents in a cooperative way.
7. To expect guidance for my child(ren) from Head Start teachers and staff, which will help his/her total individual development.	7. To guide my child(ren) with firmness, which is both loving and protective.
8. To be able to learn about the operation of the program, and the level of education and experience required to fill various staff positions.	8. To offer constructive criticism of the program, to defend it against unfair criticism, and to share in evaluating the program.
9. To take part in planning and carrying out programs designed to increase my skills in areas of possible employment.	9. To take advantage of programs designed to increase my knowledge about child development and my skills in areas of possible employment.
10. To be informed about all community resources concerned with Health, Education, and the improvement of family life.	10. To become involved in community programs which help to improve Health, Education, and Recreation of all.
11. To be involved parents in accessing an ongoing medical and dental home for my child.	11. In accordance with Head Start Program Performance Standards 1304.20(c)(5), PCI encourages parents to obtain a complete physical examination, dental examination and all age-appropriate immunizations from their medical provider.
12. To ensure my child(ren) is up to date with age-appropriate immunizations enabling my child(ren) to start public school without any problem.	12. In accordance to Texas Department of Health and Texas Department State Health Services and the Texas Department of Family and Protective Services, all immunizations should be completed by the first day of attendance. However, if this is not possible, my child must have at least one in the series. The remaining immunizations must be completed as soon as medically possible for my child to remain in attendance.

APPENDIX G – CACFP PARENT NOTIFICATION



PARENT/CHILD INCORPORATED

"A Family Oriented Corporation"

1000 West Harriman Place San Antonio, Texas 78207-7926
P.O. Box 830407 San Antonio, Texas 78283-0407
210/226-6232 1-800-526-1960 210/475-4035 Fax

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Vice President
E.F. Williams

Secretary
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Treasurer
Sylvia Ann Marcus

Parliamentarian
Frances M. Guzmán

Chaplain
Evelyn King

Blanche A. Russ-Glover
Founder

Dr. Sharon M. Small, Chief Executive Officer

School Year 2008

Dear Parent or Guardian:

We serve nutritious meals to all children enrolled in this facility. We receive federal support to help pay the cost of the meals. Therefore, we do not charge separately for the meals. The amount of federal support we receive is based on information you provide from your child's Head Start or Even Start Program, or on the information you provide on the enclosed application.

HEAD START PARTICIPATION: If your child is enrolled as a participant in the Head Start Program and meets Head Start's low income criteria, your child is automatically eligible for free meals in the Child and Adult Care Food Program, National School Lunch Program, School Breakfast Program, and Summer Food Service Program, without further application. You may ask your child's Head Start Program to give you a letter that certifies that your child is currently enrolled as an income-eligible participant in Head Start. If you provide us with a copy of the certification letter from Head Start, you will not need to fill out the enclosed application. You must tell us if a change occurs that results in your child no longer being enrolled as an income-eligible Head Start participant.

EVEN START PARTICIPATION: If your child is enrolled as a participant in the Even Start Family Literacy Program and has not yet entered kindergarten, your child is automatically eligible for free meals in the Child and Adult Care Food Program, National School Lunch Program, School Breakfast Program, and Summer Food Service Program (closed enrolled sites only), without further application. You may ask your child's Even Start Program to give you a letter that certifies that your child is currently enrolled as a participant in Even Start and has not yet entered kindergarten. If you provide us with a copy of the certification letter from Even Start, you will not need to fill out the enclosed application. You must tell us if a change occurs that results in your child no longer being enrolled as a participant in Even Start.

Services Provided By This Agency: Head Start (Full Day/Part Day, Full Year), Early Head Start, (Infant and Toddler Care), Family Support Services, Professional Development, Registered Family Day Homes Nutrition Program, Center Nutrition Program, Disabilities Services, and Wellness Center.

"AN EQUAL OPPORTUNITY EMPLOYER"

If you have not provided us with a Head Start or Even Start certification letter for your child, and your household income is at or below the income levels shown on Form 1625-A, please fill out this application, sign it, and return it to us. Please answer all the questions on the form. If information about household members and income is missing, federal support may be reduced.

COMPLETE APPLICATION: For an application to be complete, you must include (1) the names of children enrolled, (2) total household income by source, (3) all household member's names, (4) the Social Security number of the adult household member signing the application, or an indication that household member does not possess a Social Security number, and (5) an adult household members' signature. TANF/Food Stamp households must provide only the children's names, their case number, and an adult household member's signature.

VERIFICATION: Our staff or state or federal officials may check the information on the application at any time during the year.

REPORTING CHANGES: Households approved for free or reduced-price meals are not required to report changes in income status, household size or when the household is no longer eligible for food stamps or TANF. This provision does not apply to a household provided with "temporary" approval for meal benefits.

SPECIAL NEEDS: If your child is determined by a doctor to have special dietary needs as a result of a disability or other physical condition, please call us at the number listed above.

FOSTER CHILDREN: Some foster children may be eligible regardless of your income. If you have foster children living with you and you want to apply for free or reduced-price meals for them, call us.

CONFIDENTIALITY: The information you provide will be treated confidentially and will be used only to determine eligibility and verify information.

NONDISCRIMINATION: In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 1-800-795-3272 or 1-202-720-6382 (TTY). USDA is an equal opportunity provider and employer.

If you have any questions or need help filling out an application, please contact your Education Center Coordinator or your Family Service Worker.

Sincerely,

Mrs. Adelina Fritz,
Head Start Program/Child Care
Services Director

WIC

The Special Supplemental Nutrition Program for Women, Infants, and Children

1. What is WIC?

WIC is a nutrition program for low-income women, infants and children. It teaches young families how to stay healthy through better nutrition and how to stretch a tight food budget. It also provides supplemental foods and helps families access health and medical services. Some WIC clinics provide childhood immunizations, and others can refer families to the nearest shot clinic. WIC educates pregnant women about the benefits of breastfeeding, and it offers guidance and support to breastfeeding women.

2. Who is eligible?

- Women who are pregnant, breastfeeding, or have an infant younger than 6 months.
- Infants and children younger than 5.

Applicants must have a household income at or below 185% of the U.S. poverty level (see the attached guidelines), they must be a state resident, and they must have a nutritionally inadequate diet or a nutrition-related health problem. U.S. citizenship is not a requirement. WIC applicants who participate in Food Stamps, Medicaid, or TANF automatically meet the income eligibility requirements.

3. What types of nutrition-related health problems will qualify?

Examples include, but are not limited to – anemia, obesity, growth failure, infants born prematurely or born with other high-risk health problems, inadequate or too much weight gain in pregnancy, current or history of a high-risk pregnancy, nutritionally inadequate diet, breastfeeding problems, diabetes, and many other health and medical conditions that have an impact of nutritional health.

After applicants are determined income eligible, they are screened by a health professional. This will include measurement of height and weight, a simple blood test for anemia, a dietary assessment, and a medical history. There are no costs for the screening. Eligibility lasts anywhere from 6 to 12 months, depending on the age of the participant.

4. What foods do WIC participants receive?

WIC participants are given vouchers that allow them to purchase specific foods each month at a nearby grocery store. The foods are high in protein, calcium, iron, and vitamins A and C, and folic acid.

WIC foods include routine infant formulas (and also specialty formulas for infants with high-risk medical conditions), infant cereal, iron-fortified adult cereal, fruit or vegetable juice, eggs, milk, cheese, and peanut butter or dried beans or peas.

5. What is the WIC Farmers Market Nutrition Program?

WIC participants in 59 of the 254 Texas counties receive coupons during the late spring and early summer months. These coupons can be used to purchase fresh fruits and vegetables at their local farmer's market.

6. Who do people call for WIC information in Texas?

Call this toll free number 1-800-942-3678 or 1-800-WIC-FOR-U

Building for the Future

This child care facility receives
Federal cash assistance to
serve healthy meals to your children.
Good nutrition today means
a stronger tomorrow!

Meals served here must meet
nutrition requirements established by USDA's
Child and Adult Care Food Program

Questions? Concerns?
Call USDA at **1-800-424-9121**

or

Special Nutrition Programs at **1-800-982-3261**

or

Your child care facility's contract organization at:

Parent/Child Incorporated – 226-6232, ext. 5066

People who are eligible to participate in the program must not be discriminated against because of race, color, national origin, sex, age, or disability. Anyone who believes that they have been discriminated against should write immediately to: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY).

WIC Income Eligibility Guidelines
(Effective from July 1, 2008 to June 30, 2009)

48 Contiguous States, D.C., Guam and Territories					
	Annual	Monthly	Twice-Monthly	Bi-Weekly	Weekly
1	19,240	1,604	802	740	370
2	25,900	2,159	1,080	997	499
3	32,560	2,714	1,357	1,253	627
4	39,220	3,269	1,635	1,509	755
5	45,880	3,824	1,912	1,765	883
6	52,540	4,379	2,190	2,021	1,011
7	59,200	4,934	2,467	2,277	1,139
8	65,860	5,489	2,745	2,534	1,267
Each Add'l Member Add	+6,660	+555	+278	+257	+129

The following guidelines apply to individuals who participate in the following:

Child and Adult Care Food Program Adult Day Care (CACFP-ADC) or Child Care Centers (CACFP-CCC)

National School Lunch Program/School Breakfast Program (NSLP/SBP)

Summer Food Service Program (SFSP).

Eligibility is based on the total income and size (i.e., number of household members) of an individual's household. Children from families whose incomes are at or below the levels shown in the table below, or who receive Temporary Assistance for Needy Families (TANF) or food stamp benefits, are eligible for free or reduced-price meals. Adult Day Care participants whose household incomes are at or below the levels shown in the table below, or who receive Medicaid, Supplemental Security Income (SSI) or food stamp benefits, are eligible for free or reduced-price meals.

HOUSEHOLD SIZE	REDUCED PRICE MEALS		
No. of Household Members	Annual Income	Monthly Income	Weekly Income
1	\$19,240	\$1,604	\$370
2	25,900	2,159	499
3	32,560	2,714	627
4	39,220	3,269	755
5	45,880	3,824	883
6	52,540	4,379	1,011
7	59,200	4,934	1,139
8	65,860	5,489	1,267
For Each Additional Family Member, Add	+\$6,660	+\$555	+\$129

These guidelines are based on 185% of the federal poverty guidelines and are effective July 1, 2008 - June 30, 2009.