

Early Head Start Parent Handbook



Center - Based Services



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Early Head Start Region 10 Education Service Center

Dear Parent(s):

Welcome to Early Head Start! We are excited that you have been selected to receive Early Head Start services for your child.

Early Head Start serves pregnant women and children from birth through age three providing comprehensive, individualized early education experiences to enhance a child's social, emotional, physical, cognitive development and school readiness. Pre-natal support and education is also provided. The program strives to enable parents to be better caregivers and teachers for their children, as well as assist parents to meet their own goals, including economic independence.

Early Head Start serves children and families in the Rockwall, McKinney and Sherman communities. Region 10 Education Service Center and the local school districts are partners in the delivery of Early Head Start services. The Early Head Start program serves pregnant and parenting teens enrolled in the partner school district, families that qualify based upon income guidelines, families that are homeless and children with disabilities. Families are served in either a home-based or center-based setting. Because the program is in partnership with the school district, Early Head Start follows all district rules. In addition, the Early Head Start Child Development Centers are licensed child care centers and must meet the Texas Department of Family and Protective Services (TDFPS) Minimum Standard Rules for Licensed Child Centers as well as the federal Head Start Performance Standards.

You will receive a copy of our Parent Handbook, as well as important contacts and emergency information.

Please let the Early Head Start staff or one of us know if you have any questions and how we can best serve you.

Sincerely,
Susan Casone, Myrna Calvert and Rudy Rodriguez, Program Coordinators

Information For Parents



What is Early Head Start?

- A federally funded program for pregnant women and children birth through age three
- A **collaborative partnership** between Region 10 Education Service Center and the McKinney, Rockwall and Sherman Independent School Districts serving 168 families (64 families in Sherman, 64 in the McKinney and 40 within the Rockwall communities) living within each school district's boundaries
- A family development program focused on school readiness for children

Why is Early Head Start Important?

Powerful research-based evidence tells us that the period from birth to age three is critical to healthy growth and development and to later success in school and life. All children need and deserve early childhood experiences that provide love, warmth and positive learning in a safe environment.

What is the purpose of Early Head Start?

- to promote school readiness with goals that focus on children's physical, social-emotional, cognitive and language development
- to support parents as their children's first and most important teacher
- to promote positive parent-child relationships
- to promote family well-being, including health, safety and increased financial security

What services can you expect from Early Head Start?

- quality early education in and out of the home, including home visits
- ongoing child development screening
- family support - especially for families with newborns, infants and toddlers, as well as pregnant and parenting teens
- parent education, including parent-child activities
- comprehensive health services, including services to women before, during and after pregnancy, assistance with well-baby and well-child check-ups; immunization tracking; dental screening
- nutrition education
- mental health services and referrals
- ongoing support for parents through partnership development focusing on family and individual goals, referral to agencies in the community to meet specific needs and peer support groups

Early Head Start Program Options Home or Center Based Early Childhood Education



Home-Based Option:

- ➔ All EHS families have the option of home-based services.
- ➔ The home-based option includes all the services provided by Early Head Start. These services include child development, health, nutrition, mental health, play groups and parent support/education.

Transition Between Program Options:

If things change and you are no longer enrolled in an educational program in the local ISD or other setting, or are no longer employed or participating in a job training program, you will transition to home-based services. Early Head Start supports infants and toddlers remaining with their parents when not in school, job training or employed. You are your child's first and most important teacher and the most important person in his or her life.

Summer for Early Head Start

The early childhood center closes the last day of the school year. The EHS office remains open during the summer. EHS staff are available to provide support and services throughout the summer months based on the needs of children and families. Summer activities and home visits may be scheduled at each program site.

Center-Based Option:

- ➔ The center-based program is provided to support families' efforts toward self-sufficiency and meeting personal goals. Parents should be in school, in job training or employed.
- ➔ EHS has more enrolled children than there are available spaces in the center.
- ➔ Priority is given in the EHS Early Childhood Center to those infants and toddlers whose parent(s) are enrolled in our partner school district's educational programs. Our partner districts have donated space to EHS for these classrooms. Center-based services are an option to support a parent's efforts to obtain their high school diploma or equivalency.
- ➔ Flexible hours or part-time placement in the Center will be considered on an individual basis.
- ➔ Children with disabilities may participate in center-based services for inclusion activities with their peers.

**Check
This
Out** 

Program Procedures



General Information:

Early Head Start center-based services are licensed as child care centers by the Texas Department of Family and Protective Services/Child Care Licensing.

Important Contacts:	Child Care Licensing	1-800-582-6036
	Website	www.tdfps.state.tx.us
	Child Abuse Hotline	1-800-252-5400

The Minimum Standards for Child Care Centers, the Center's Emergency Preparedness Plan and copies of facility licensing inspection reports are available on site for your review. Ask your child's teacher or any staff person if you wish to review this information.

Enrollment:

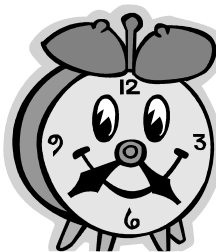
Enrollment in the Early Head Start program is limited to:

- Families that meet federal Early Head Start eligibility requirements
- Availability of a program opening
- Eligibility criteria is available upon request. In the event there are changes to eligibility and enrollment parents will be notified in writing.

Hours of Operation:

Regular center hours will be 7:30 AM to 4 PM, Monday-Friday. Any care provided beyond the stated hours of operation will be considered on an individual basis or based upon community needs.

Children must arrive no later than 9:00 a.m. unless prior approval for a late arrival has been approved by the Center Director, or they may not be admitted for the day.



Drop Off and Pick Up Procedures:

- ➔ Sign-in sheets will be located in each classroom or in the EHS Office. When dropping off your child in the mornings, please sign your child in. Daily sheets for parent/teacher communication are located in the classroom. The parent portion needs to be filled in completely. This includes who will pick up your child and what time.
- ➔ When picking up your child, be sure to sign your child out.
- ➔ Your child will be released only to the parents or a person (18 years of age or older) designated by the parent on the Enrollment Card.
- ➔ If it is necessary for a child to be picked by someone other than those designated, the parents must call the center giving permission. A photo ID will be required. Whenever possible, we will ask you to notify us in writing by fax or email if someone else picks up your child.
- ➔ Once your child is signed out of the Center and has left the classroom, the parent or person picking the child up assumes responsibility for the child.

Transportation:

Transportation services are not provided by Early Head Start.

Field Trips:

Field trips are not planned for infants and toddlers in our care.



Safety and Security:



The safety and security of your child is very important to you and to us. To keep your child safe, the sign-in and sign-out procedure must be followed.

- ➔ Sign-in sheets are located in each classroom or the EHS office. When you bring your child each morning, you need to sign your full name on the sheet. In addition list by name who will pick up your child in the afternoon and the time that the pick-up will occur.
- ➔ The parent portion of the Daily Sheet in your child's classroom must be completely filled out.
- ➔ At the end of your child's day, be sure to sign the sign-out sheet.
- ➔ Your child may only be released to a parent or a person (18 years or older) that is listed on the child's enrollment card.
- ➔ If someone other than a parent or the person listed on the enrollment card is coming for the child, the parent must call the center to give permission. The person will be required to provide photo identification. If possible, EHS requests that the parent send permission in writing for another person to come for the child. This permission may be a note, an email or a fax.
- ➔ The parent is responsible for the child when the child is signed out and has left the classroom.
- ➔ EHS follows all safety and security rules of the partner school districts.
- ➔ Under Texas Penal Code, any area within 1000 feet of a child care center is designated as a gang-free zone. Criminal offenses related to organized criminal activity are subject to harsher penalty. This information is posted on the parent information board.

Schedules: Respect & Routines



- ➔ Remember you are always welcome in your child's classroom. You do not need to ask permission to visit.
- ➔ Whenever possible, let your child's teacher know if you plan to visit the classroom and the time of your visit.
- ➔ Respect your child's need for consistent, predictable routines to feel safe and develop trust with his/her teacher. You can help by bringing and picking up your child every day.
- ➔ Help limit the number of strangers visiting the classroom by not bringing friends to see your baby during the day or at drop off/pickup times. Siblings must remain at the door and not enter the classroom during drop off and pick up times.
- ➔ Cell phone use is prohibited in the classroom.
- ➔ In infant classrooms each baby's individual routine is followed. Babies eat and sleep "on demand." All infants are provided supervised "tummy" time.
- ➔ As children become older a more detailed activity schedule is followed. These schedules are posted your child's classroom.

Early Head Start Provides:

- Meals/snacks (including bottles and formula)
- Diapers
- Wipes
- Materials and supplies for classroom activities

Parents may provide:

- Change of clothes for the child in case an accident or spill occurs
- Pacifier – if your child is under 12 months of age and uses one
- Diapers/wipes if you prefer a specified brand

Attendance:

- If your child will be absent for the day, please call the Early Head Start office.
- Four consecutive unexplained absences will result in a referral to our Family Resource Specialist, who will contact you to see why your child is absent.
- A pattern of unexplained absences can result in losing your placement in the center-based program or EHS.
- Extended absences must be requested in writing and approved in advance. If a child is out 30 days he/she will be withdrawn from the program.

Weather:



In case of bad weather, the center will follow the closing policy of the local school district.

Holidays and Breaks:

The center will follow the local ISD school calendar. A copy will be provided. Children will not attend school on holidays, winter break or spring break.





Meals

Breakfast, lunch, and an afternoon snack are provided daily. Formula and infant foods are also provided for children under 12 months of age based upon the baby's nutritional needs. Breastfeeding mothers may supply breast milk. Space is provided for a nursing mother if needed. No outside food may be brought into the Early Head Start classrooms. All bottles and feeding utensils are provided.

Infant Sleep

All babies under 12 months of age will be placed on their backs for sleeping. Babies may sleep in their preferred position when they are able to roll over independently. For a child under 12 months of age, blankets and "lovies" are not permitted in cribs due to child care licensing rules and safe sleep guidelines.



Curriculum

Early Head Start (EHS) will provide your child with an individualized educational program utilizing a research-based curricula. Lesson plans will be developed specifically for your child. Your child's teacher will ask you for input into the developmental goals and activities for your child. The curriculum is based on the philosophy that every interaction and activity is a learning opportunity.

This means that your child's needs will be met in a responsive manner by his/her primary teacher. Infants and toddlers learn through play and exploring their environment. Your child's teacher will provide activities and materials that encourage your child's development. Infants and toddlers develop at very different rates and development occurs very quickly. Activities for children will vary according to their own needs.

Your child's teacher will provide a daily report about your child's day. A minimum of two parent conferences and two home visits will be scheduled during the year to discuss your child's progress. However, your child's teacher is available to meet with you at any time if you have a question or concern.

EHS staff provide an initial developmental, vision and hearing screening for your child. These screenings are conducted within the first 45 days of enrollment into Early Head Start. You will be notified of the date and time so you can participate. You will be given the results of all screenings.

Ongoing developmental screenings will be completed by your child's teacher. You will be given the results during parent conferences and home visits.

THE TEACHER'S RESPONSIBILITY IS TO:

- ➔ Interact with your child
- ➔ Develop a relationship with your child
- ➔ Consistently respond to your child's needs
- ➔ Know your child's individual schedule
- ➔ Know your child's moods and best way to comfort
- ➔ Work with you to ensure that your child's needs are met
- ➔ Ensure that you and your child are happy and comfortable with our program



YOUR CHILD NEEDS:

- ➔ To build close trusting relationships
- ➔ To explore a room that is safe and inviting
- ➔ To engage in stimulating age appropriate activities

Infants and Toddlers with Special Needs

- Children with disabilities make up at least 10% or more of those enrolled in Early Head Start.
- All infants and toddlers are provided developmental and health screenings upon enrollment in EHS. The developmental screenings include vision and hearing screenings, parent interview and play based activities.
- Teachers complete ongoing developmental and social/emotional assessments and provide parents with ongoing information about their children's developmental progress.
- Identification, referral, and evaluation for disabilities are provided when needed through referral to Early Childhood Intervention.
- The program coordinates with Early Childhood Intervention (ECI) for services for children with disabilities.
- Training on serving children with disabilities is provided to staff and parents. Individual Family Service Plan (IFSP) outcomes and strategies are incorporated into the EHS individualized lesson plans.
- Modifications are provided for children with disabilities if needed.
- Parents and staff participate with ECI in the development and review of the IFSP.
- Program classrooms and playgrounds are evaluated for compliance with the Americans with Disabilities Act (ADA).





Behavioral Guidelines and Discipline

The following rules apply to parents, staff, volunteers or anyone who comes in contact with the children.

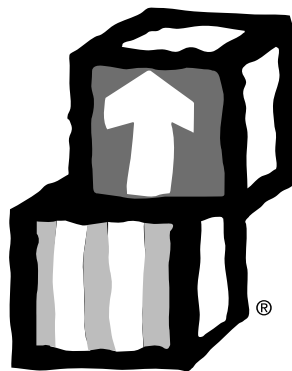
- ➔ Discipline is individualized for each child. It is directed toward teaching the child acceptable behavior and self-control.
- ➔ Infants and toddlers are redirected to positive activities. Quiet/calming time one on one with the child's teacher may be used.
- ➔ A positive classroom management approach will be used. Teachers focus on teaching social skills, appropriate interactions and natural consequences.
- ➔ No child is left alone or unsupervised.
- ➔ Spanking, hitting, slapping, shaking, threatening or yanking a child is never allowed. Time out is not used.
- ➔ No one will be allowed to yell at, put down, or call a child an inappropriate name.
- ➔ Food or drink is never withheld from a child as a form of punishment or used as a reward. Children are never denied their basic needs.

Child Abuse and Neglect

Texas law requires that school teachers, social workers, health professionals, child care providers, law enforcement and other professionals report suspected child abuse or neglect to the Texas Department of Protective and Regulatory Services or law enforcement.

Please call **1-800-252-5400** to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

- ➔ Child abuse and neglect are against the law in Texas, and so is failure to report it.
- ➔ If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency.
- ➔ You are required to make a report within 48 hours of the time you suspected the child has been or may be abused or neglected.
- ➔ R10 ESC Early Head Start is committed to preventing and responding to abuse and neglect of children, including:
 - Annual training for all Head Start/Early Head Start staff
 - Increase of employee and parent awareness of issues regarding abuse and neglect including warning signs that a child may be a victim. This occurs through staff development and/or parent education activities
 - Staff development and/or parent education activities that focus on awareness of child abuse prevention techniques
 - Training and support for parents about actions they should take to obtain assistance and intervention if their child is a victim of abuse or neglect



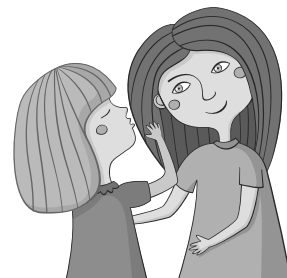
Confidentiality of HS/EHS Records

All information in the child's HS/EHS files is considered to be confidential.

School officials and Head Start/**Early Head Start** staff may access children's information. Written parent permission and informed consent must be obtained for other agencies or organizations to access the child's information.

Parents must give written permission/releases for **the following**:

- ➔ Early Head Start staff to request services from other agencies.
- ➔ Use of your child's photograph i.e classroom newsletter, newspaper articles, classroom videotaping, internet, and school yearbook.
- ➔ Participation in sand and water play
- ➔ Consents for Head Start/Early Head Start required screenings such as:
 - Vision and Hearing
 - Height and Weight
 - Developmental/Social/Emotional Screening
 - Dental
 - Classroom Behavior Observation
 - Anemia
 - Speech/Language



Rights of Parents

By law, both parents, whether married, separated, or divorced, have access to the records of a child who is a minor or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if EHS is given a copy of the court order terminating these rights.

Parents have the right to:

- ➔ Review their children's records and **challenge** inaccurate information
- ➔ Know about and attend meetings concerning their children
- ➔ Give permission for the release of records
- ➔ Discuss concerns with **local school district** or Early Head Start staff
- ➔ Expect a timely response for their concern
- ➔ Know that their child's and family's records are kept in locked, restricted file cabinets, and will be kept for 5 years from the end of the time that the child is in Early Head Start. After that, they will be destroyed. Notice about the destruction of records will be published in the local newspaper once a year
- ➔ Know that some of their child's records are maintained on a secure electronic data base

Complaint Procedure



Introduction

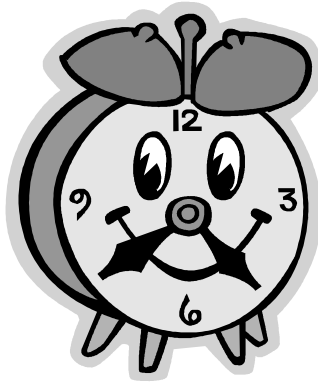
We hope that no family enrolled in Early Head Start (EHS) ever has a reason to be unhappy with our services, but sometimes people have different opinions about services, policies and procedures. The following procedures are designed to encourage open, helpful communication, and more importantly, protect your rights according to law.

The place to start is with your child's teacher. If you disagree about your services, or have questions and concerns, ask for more explanation. Talk things over and suggest possible solutions. Friendliness, a problem-solving approach and working openly together will usually solve most problems. If you have tried this and are not satisfied, the following list gives you additional steps. Services will continue during this complaint procedure unless you decide otherwise.

Local level

- a) Talk with EHS Center Director/Lead Teacher.
- b) Call the EHS Coordinator for your site and ask for a meeting with her and the personnel involved in the complaint. He or she will arrange a meeting at a time convenient to everyone involved, within 10 days of your call.
- c) The EHS Coordinator will work with you and the other people involved to resolve the difficulties and find a solution.
- d) The EHS Coordinator will write a summary of this meeting and give everyone involved a copy.
- e) If the situation is not resolved, the concern will be forwarded to the Director of Preschool Services at Region 10 Education Service Center.





SAMPLE

Infants and Toddlers Classroom Schedule

TIME	ACTIVITY
7:30 – 8:30	Arrival, Greeting
8:30 – 9:00	Feeding, Breakfast, Tooth brushing
9:00 – 10:00	Self-Guided Center Activities
10:00 – 10:30	Gross Motor (outdoor or indoor)
10:30 – 11:00	Group Music Time
11:00 – 12:00	Feeding, Lunch Time, Tooth brushing
11:30 – 1:30	Quiet Time, Story Time, Nap
1:30 – 2:00	Snack
2:00	Sensory Exploration
2:00 – 4:00	Self-Guided Center Activities Additional outdoor play time
4:00	Departure Time

Early Head Start Playground Weather Guidelines



The Early Head Start Program encourages play in an outdoor learning environment on a daily basis, weather permitting. As a part of your child's learning experiences, sand and water table play are provided. No other water activities such as sprinkler or wading pool play are allowed. The following guidelines will be utilized in determining if the weather is conducive to outdoor activity.

Children will not engage in outdoor activity if...

- the outside temperature and/or wind chill factor is below 40°
- the temperature and/or heat index is above 100°
- the "ozone" factor is forecasted in the orange or red level
- there are severe weather warnings in effect
- there is lightning

Teachers will ensure that children are dressed appropriately for weather conditions when playing outside. Tennis shoes are required – no sandals or flip flops.

Teachers will encourage parents to apply sunscreen to their child prior to coming to school, especially during the summer months.





Parent Engagement

- Parents/guardians of children currently in the program are invited and encouraged to participate in local campus parent committees.
- Each campus conducts parent meetings or activities.
- Parents are given opportunities to volunteer.
- Parent libraries are on each campus with books for adults and children.
- **Families** work with the Family Resource Specialist to develop individualized Family Partnership Agreements based on each family's strengths and goals.
- Father/male involvement is encouraged through the D.R.E.A.M. Team (**D**ads **R**eadng, **E**ducating, and **M**entoring).
- Workshops on various topics are available to parents.
- The Policy Council membership includes parents from all Region 10 ESC Head Start/Early Head Start campuses.
- Policy Council membership is made up of at least 51% current Head Start/Early Head Start parents who have the responsibility for participating in making decisions regarding the overall operation of the program.
- Opportunities are provided for parents/guardians to participate on Head Start advisory committees for Health Services and Education to enhance the services provided to children.

Community Partnerships

Early Head Start (EHS) seeks collaboration and networking opportunities within the EHS community to meet the needs of families. The EHS Program provides information about community resources that can help you and your baby. EHS helps your child's growth and development, by promoting confident parenting and loving relationships. EHS will support you in accomplishing your goals and together recognizing your success.

Pedestrian Safety



Head Start/Early Head Start age children should never cross a street without a grown-up.



Even very young children need to be taught pedestrian safety. Some things you should talk with your child about include:

- Remind your child(ren) to look for a crosswalk before crossing the street and to hold an adult's hand.
- When crossing the street, stop at the curb or edge of the road. Look left, then right, and then left again for moving cars before crossing. Keep looking left and right until you are safely across the street.
- If your area has sidewalks, teach your child(ren) to stay on them at all times.
- Remind your child(ren) to wait for the car to come to a complete stop before approaching the vehicle.

Bus Safety



Riding on the Bus

- Students must go to a seat and be seated immediately upon boarding.
- Infants and toddlers riding with their student parent must be in approved car seats appropriate to their age and weight.
- The bus will not move until all children are seated.
- Students must remain seated while the bus is moving.
- Students should keep arms, hands, legs and heads inside the bus at all times.
- Fighting, scuffling and the use of profane or inappropriate language is not allowed.
- The emergency doors and exit window controls should be used only during drills or actual emergencies.

Unloading from the Bus

- All students will remain seated until the bus comes to a complete stop. **DO NOT RUSH!**
- All students will move away from the bus immediately upon leaving the bus.
- If a child must cross the street or road after getting off the bus, he/she should walk to the front of the crossing arm, then stop and look to the driver for a signal to cross in front of the bus.



Volunteers/Visitors

Parent involvement is very important to the Early Head Start program. The teamwork of parents and teachers working together ensures children receive the best education possible. Volunteers can provide a wide range of services and support to the Early Head Start staff.

There are a number of opportunities for volunteering in the Early Head Start program.

Some suggested ways to help are:

- ➔ Helping with laundry
- ➔ Sanitizing toys
- ➔ Reading a story
- ➔ Helping with feeding
- ➔ Helping with room set up or clean up
- ➔ Helping with parent meetings
- ➔ Helping with parent newsletter



Volunteers are encouraged to follow school district dress code policies when in the classroom.

For the safety of your child and to provide the best learning environment, you must follow school districts' rules about signing in at the school office and receiving a visitor's badge before entering a classroom.

Individuals who want to volunteer in Head Start/Early Head Start must pass a criminal history background check as required by the local school district and child care licensing. Child Care Licensing Rules have additional requirements for volunteers working in a classroom. Contact your Lead Teacher for additional information.

Volunteers in Early Head Start will be trained by Region 10 Early Head Start.

You are an important part of your child's education. If you are interested in working as a volunteer please contact your Site Facilitator or Lead Teacher.

Child Health

Parents: You are your child's first teacher and caregiver; you play a major role in your child's health. A healthy child is a child ready for learning.



Physical Examination

Before your child can enter the classroom or receive direct services (for example, home visits or center based services) parents must provide a copy of the child's last physical exam signed by the doctor/clinic to the Early Head Start Family Resource Specialist. The exam must be appropriate to the child's age as recommended by the Texas Health Steps and Texas Department of State Health Services schedule (see below):

Physical Exam Schedule	
1-2 Weeks Exam	15 Months Exam
2 Months Exam	18 Months Exam
4 Months Exam	24 Months Exam
6 Months Exam	30 Months Exam
9 Months Exam	36 Months Exam
12 Months Exam	

If your child is on a different schedule recommended by his/her pediatrician, the last well exam and a note from the doctor, defining his recommended schedule is required. If you are having difficulty obtaining a physical examination, please notify the Family Resource Specialist at your campus and we will work with you to get one.



Immunizations (Shots)

Before the child can enter the classroom or receive direct services (for example, home visits or center based services) immunizations must be current and appropriate to the age as recommended by Texas Health Steps and Texas Department of State Health Services schedule.

Parents are required to submit updated immunization records after each appointment to the Early Head Start Family Resource Specialist.

Wellness exams and immunizations are due on the date your child turns the recommended age. Your child may not participate in Center or Home Based Services after that date, until exams and immunizations are current.

Vaccine-Preventable Diseases and the Vaccines that Prevent Them

Disease	Vaccine	Disease spread by	Disease symptoms	Disease complications
Chickenpox	Varicella vaccine protects against chickenpox.	Air, direct contact	Rash, tiredness, headache, fever	Infected blisters, bleeding disorders, encephalitis (brain swelling), pneumonia (infection in the lungs)
Diphtheria	DTaP* vaccine protects against diphtheria.	Air, direct contact	Sore throat, mild fever, weakness, swollen glands in neck	Swelling of the heart muscle, heart failure, coma, paralysis, death
Hib	Hib vaccine protects against <i>Haemophilus influenzae</i> type b.	Air, direct contact	May be no symptoms unless bacteria enter the blood	Meningitis (infection of the covering around the brain and spinal cord), intellectual disability, epiglottitis (life-threatening infection that can block the windpipe and lead to serious breathing problems), pneumonia (infection in the lungs), death
Hepatitis A	HepA vaccine protects against hepatitis A.	Direct contact, contaminated food or water	May be no symptoms, fever, stomach pain, loss of appetite, fatigue, vomiting, jaundice (yellowing of skin and eyes), dark urine	Liver failure, arthralgia (joint pain), kidney, pancreatic, and blood disorders
Hepatitis B	HepB vaccine protects against hepatitis B.	Contact with blood or body fluids	May be no symptoms, fever, headache, weakness, vomiting, jaundice (yellowing of skin and eyes), joint pain	Chronic liver infection, liver failure, liver cancer
Flu	Flu vaccine protects against influenza.	Air, direct contact	Fever, muscle pain, sore throat, cough, extreme fatigue	Pneumonia (infection in the lungs)
Measles	MMR** vaccine protects against measles.	Air, direct contact	Rash, fever, cough, runny nose, pinkeye	Encephalitis (brain swelling), pneumonia (infection in the lungs), death
Mumps	MMR** vaccine protects against mumps.	Air, direct contact	Swollen salivary glands (under the jaw), fever, headache, tiredness, muscle pain	Meningitis (infection of the covering around the brain and spinal cord), encephalitis (brain swelling), inflammation of testicles or ovaries, deafness
Pertussis	DTaP* vaccine protects against pertussis (whooping cough).	Air, direct contact	Severe cough, runny nose, apnea (a pause in breathing in infants)	Pneumonia (infection in the lungs), death
Polio	IPV vaccine protects against polio.	Air, direct contact, through the mouth	May be no symptoms, sore throat, fever, nausea, headache	Paralysis, death
Pneumococcal	PCV vaccine protects against pneumococcus.	Air, direct contact	May be no symptoms, pneumonia (infection in the lungs)	Bacteremia (blood infection), meningitis (infection of the covering around the brain and spinal cord), death
Rotavirus	RV vaccine protects against rotavirus.	Through the mouth	Diarrhea, fever, vomiting	Severe diarrhea, dehydration
Rubella	MMR** vaccine protects against rubella.	Air, direct contact	Children infected with rubella virus sometimes have a rash, fever, swollen lymph nodes	Very serious in pregnant women—can lead to miscarriage, stillbirth, premature delivery, birth defects
Tetanus	DTaP* vaccine protects against tetanus.	Exposure through cuts in skin	Stiffness in neck and abdominal muscles, difficulty swallowing, muscle spasms, fever	Broken bones, breathing difficulty, death

* DTaP combines protection against diphtheria, tetanus, and pertussis.

** MMR combines protection against measles, mumps, and rubella.

Dental Exam



Dental exams are required at age 1 year and every 6 months after. Parents are responsible for providing a copy of this exam to the Early Head Start Office and complete all follow-up appointments.

If you are having difficulty obtaining a copy of your child's exam, please notify the Family Resource Specialist at your campus and she will work with you to get one.

Financial Assistance/Insurance

Early Head Start will assist parents to access available health care resources to pay for required services. (Medicaid, CHIP etc.) On a case-by-case basis a **limited amount** of Early Head Start funds are set aside to pay for services for those children who do not qualify for insurance or Medicaid. All services and payment for services must be prearranged through the Family Resource Specialist assigned to your campus. Please notify the Family Resource Specialist at your campus for additional help or information.



Required Screenings

Occasionally you may receive a notice that your child will be screened. Early Head Start is required to track height, weight, hearing, vision, nutrition, anemia, developmental and speech/language screenings. It is your responsibility as a parent to review the results for your infant/toddler and follow-up with any necessary referrals or appointments for your child as requested by Early Head Start. Your Family Resource Specialist is available to assist you.

Medication



In compliance with Region 10 and local school district policies Early Head Start staff cannot administer medications to your child. All medication administration will be done by the school nurse or her designee. Medication administration rules adopted by the school district are followed. Please notify the Early Head Start Family Resource Specialist at your campus if your child is taking any medications so that arrangements can be made.

Over the counter medications, such as diaper creams, sun screen, etc. fall into this category and cannot be administered by staff.

Special Needs

Occasionally a baby may have special requirements due to health concerns. This includes sleep positions and feeding instructions. These will be followed with a signed order from your child's health care provider.



Communicable Disease Procedure

Early Head Start follows the communicable disease and health procedures required by the *Minimum Standard Rules for Child Care Centers*, *Head Start Performance Standards* and your local school district. The school nurse is responsible for all health decisions while your child is in an Early Head Start classroom. If you have questions, ask your Family Resource Specialist.

When a child is excluded from a center-based activity for health reasons, the Early Head Start Program will follow the guidelines as established by the local independent school district and the Texas Department of State Health Services. A child who displays indications of possible contagious disease or body parasites shall be excluded from the center for at least twenty-four hours. Based upon the recommendation of the school nurse and the communicable disease guidelines of the Texas Department of State Health Services, Early Head Start will require that the child has received written permission to return from their doctor or clinic.

How Sick is Sick?

In order to insure the safety and health of our children and staff, children who have any of the following conditions may be excluded from the classroom until either the condition subsides, the child is no longer contagious, or we receive a note from the child's doctor stating the child is no longer contagious. The school nurse is responsible for determining if a child is ill and needs to be sent home and if a physician note is required for return.*

- 1. Child has thick green drainage from his/her nose.**
- 2. Child has yellow discharge from the eyes.**
- 3. Child has had an oral fever of more than 101 degrees in the last 24 hours.**
- 4. Child has vomited (more than one time) in the last 24 hours.**
- 5. Child has had diarrhea (more than two times) in the last 24 hours.**
- 6. Child has cuts or openings on the skins that are pus-filled or oozing.**
- 7. Child has lice or nits.**
- 8. Child has a communicable disease**
- 9. Child has an undiagnosed and untreated rash.**

* Per local school district policies and Texas Department of State Health Services guidelines.

Home Based:

- ➔ Please notify Early Head Start as soon as possible to cancel your appointment.
- ➔ The staff cannot make a home visit if your child is believed to be ill.

Center Based:

- ➔ Please notify Early Head Start as soon as possible to let the teacher know that the child is ill.
- ➔ If your child has been diagnosed with a communicable disease, your child must be out 24 hours after symptoms subside, is fever free without medication, or until released by the doctor. You must bring a doctor's note if required by the school nurse.



Accidents/Illness:

In the event of an accident, illness or an emergency, the Early Head Start (EHS) program will notify you and provide detailed information, including a written report. If a critical illness or emergency requires the immediate attention of a physician, the EHS staff will:

- ➔ **Call 911** for emergency medical services to assess and transport your child to the nearest emergency room, if required;
- ➔ Give your child first aid treatment or CPR, if required;
- ➔ Contact the physician of record in your child's record;
- ➔ Ensure supervision of all other children in your child's group.

Employee/Wellness:

Region 10 employees are encouraged to participate in a wellness program that provides injections for vaccine preventable diseases. A copy of the procedure is available for review upon request.

