

# Head Start of Yamhill County

## PARENT HANDBOOK



2024- 2025

Head Start of Yamhill County

1006 NE 3rd Street, Suite A / PO Box 1311

McMinnville, OR 97128-1311

(503) 472-2000

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



## **Head Start of Yamhill County**

1006 NE 3rd Street Suite A PO Box 1311

McMinnville, OR 97128

Phone: 503.472.2000

We are pleased and excited about having your family in our program! This handbook will help you find ways to connect with our program and be successful. Please take the time to read this guide and ask questions if we are not clear. We want you to be comfortable here and to succeed. Fortunately, and unfortunately, we are a federal program and with that come expectations and paperwork, so thank you for your patience when we are asking you to fill out the paperwork and forms that keep us funded.

Our Head Start works best when you connect with us and take advantage of the relationships we offer. We are confident that you love your children and that you want the best for them. We do too! What we also know is that “you are your child’s first teacher.” It is our goal to help you understand all that that means- we want to help you to be the best parent you can be.

What we do as your family’s educator matters for a short while but what you do as a parent matter for a lifetime. This year in Head Start is an opportunity to learn about specific ways children grow and learn. You will learn and grow as a parent by taking advantage of our activities and experiences. It will also be a time to connect with your child to develop new routines and practices that will help them flourish and set the stage for future success in school and life.

We will offer you opportunities to influence our program. You are always encouraged to volunteer in your child’s classroom. In addition, please attend parent meetings, parenting classes, and field trips. You and other parents will help us improve the program’s operations and you will learn a lot as well. You could also volunteer to represent your class on Policy Council, which directly impacts the entire program and operations.

Head Start has changed my life and I’m hopeful that your experiences in Head Start will positively change yours. We are committed to you and positively impacting your child’s life. Please spend time with your children in the classroom and volunteer as much as you can because working together is the best way to support the children in your family and the Head Start family.

Thank you for all that you do as a parent, for your kids and for our program. We are so glad you are joining us!

Be Well,  
*Suey*

Suey Linzmeier  
Executive Director  
Head Start of Yamhill County

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## **MISSION STATEMENT**

We are committed to being a successful learning community which includes:

- A partnership with parents and their children;
  - A celebration of diversity;
- An atmosphere of support, respect, and trust;

where everyone is safe and experiences a sense of belonging.

Nos comprometemos a ser una comunidad de aprendizaje exitosa la cual incluye:

- Una colaboración con los padres y sus hijos
  - Una celebración de la diversidad
- Un ambiente de apoyo, respeto y confianza

Donde cada persona se siente segura y como parte de la comunidad.



## **BOARD OF DIRECTORS:**

Tyler Yeoman-Millette  
Davey Altree  
Stephanie Findley

Paul Davis  
Sandra Emmett  
Eric Wright

Brad Lunt  
Larry Soderberg  
Peg Miller

Miriam Vargas Corona

## **WHAT IS HEAD START?**

Head Start began in our country in 1965 as part of the Johnson Administration's "War on Poverty." The federal government asked a panel of child development experts to design a program that would help communities overcome problems low-income children were having when starting public school.

The original "Project Head Start" was an eight-week summer program for children who would be entering Kindergarten in the fall. Now, after almost 60 years of service to children and families, Head Start has matured into a comprehensive, high-quality, far-reaching program that sets the standard in many communities throughout the United States for a family-focused, early-childhood development program for children pre-birth through five years of age and their families.

Head Start consists of four interrelated components:

Head Start takes a comprehensive approach to meeting the needs of young children. There are four major components to Head Start:

- **Education:** Providing a variety of learning experiences focused on all areas of children's development including language, literacy, mathematics, social and emotional development, approaches to learning, science, physical skills, and creative arts.
- **Health:** Providing health services such as immunizations, dental, medical, and mental health, and nutritional services, and early identification of health and developmental problems.
- **Parent Engagement:** Involving parents in the planning and implementation of activities. Parents serve on policy councils and committees that make administrative decisions; participate in classes and workshops on child development; and volunteer in the program. We also offer many classes, groups, and opportunities for families to learn and connect with other families.
- **Social Services:** Providing outreach and support to every family to determine strengths and any services needed. We offer connections to community resources and support during times of crisis.

## VISION OF HSYC

We have served every community in Yamhill County since the 1990s. We partner with families and the community to meet the needs of children prenatal-to-five and their families, so they receive the very best “head start” to school and life during their time with us. We know, and research shows, that the **children and parents involved for our full 5-year experience (prenatal to kindergarten!) have stronger outcomes related to school- and life-readiness than families without this experience.** We start this family-centered journey somewhat intensively by addressing parents’ strengths and hopes, and transition the focus on their children’s learning and well-being as they get closer to kindergarten.

**Individualizing for Families:** We provide each family with individualized supports to determine their dreams and needs while developing a strong, secure foundation for everything that comes after Head Start. We help build confidence & success, and are often parents’ most trusted partner in navigating parenthood, school, advocacy opportunities, and community resources & systems.

**Staff’s Role:** Many HSYC staff started as parents in our program! They support parents in their role as their child’s first and life-long teacher, and provide children with a love of learning. Our staff have coursework and lived experience in the critical work that they do, and receive on-going training and support from a cadre of HSYC team members including experts in family and community services, child development and early care and learning, comprehensive child and family health & well-being best practices, and advocacy and leadership skills development.

**Early Head Start: Where the HSYC experience starts!** For expectant families & infants under 24 months. Weekly, yearlong home/ family visits focus on children’s health and development, and on the family’s success. Group “socializations” are available throughout the year and allow families to connect with other HSYC parents and support their children’s development. These opportunities provide healthy, educational, and appropriate experiences including field trips in the community or at our centers for the entire family.

**Toddlers:** After the home base program, toddlers are enrolled in our yearlong toddler program. The focus of these small groups are routines, self-regulation, independence, and smooth transitions between home and school. Toddlers and their families receive monthly visits that focus on toddlers’ learning until they transition to the Head Start preschool program. This opportunity for toddlers and parents to learn and grow together at HSYC helps them to be ready for the Head Start preschool program.

**Preschool:** For kids 36 months by September 1. The first year expands on the toddlers’ experiences in larger groups of friends and a longer day. In the second and final year of preschool, teachers continue to individualize for each child while the entire class prepares for kindergarten. Kindergarten teachers can always tell which kids (and parents!) have transitioned from HSYC. They work with us to ensure our services are appropriately preparing children & families for K-12. Head Start makes a difference!

## **HSYC SERVICES**

Our program will provide the following services:

### **Basic General Services:**

- 1) Developmentally appropriate educational/multi-cultural curriculum
- 2) Breakfast, lunch, and snack for the 6- & 6.25- hour preschool classes
- 3) Breakfast and lunch for the Toddler & 4-hour preschool classes
- 4) Snacks at the Early Head Start & HS Home Base socializations
- 5) Transportation, if it is available, to and from HS class depending on where you live and when your child attends
- 6) Recreational activities, such as field trips, etc.

### **Basic Health Services:**

- 1) Family supports with scheduling well child and dental exams.
- 2) Administering only prescribed medicine in accordance with the physician's instructions
- 3) Provide health education for staff, children, and families.
- 4) Daily screening of children for signs of illness
- 5) Vision and hearing screenings and follow up if necessary.
- 6) Help children acquire healthy habits.
- 7) Emergency medical care will be provided in cases of illness, accident, or injury of a child. Parents will be notified immediately.
- 8) Ensure child is healthy/well and ready to learn by receiving health information from medical/dental providers to determine any concerns, follow-up, and/or treatment.

### **Enrollment:**

All participants in the program must meet the following Office of Head Start Eligibility Guidelines for enrollment:

- 1) Family must meet the income guidelines by showing verification of income.
- 2) Children must be three or four years old by September 1<sup>st</sup> for the preschool program.
- 3) Children must be at least 24 months old by September 1<sup>st</sup> for the toddler program.
- 4) Children prenatal to age up to 36 months may be enrolled in the EHS program.

Head Start has the right to refuse attendance for a child on a daily basis if that child is sick or has any other communicable condition.

Parents **MUST** notify our staff if the child will be absent.

Parents are asked to notify our staff if they plan on dropping from the program and/ or will no longer be sending the child to HSYC as soon as they have made the decision so we may fill the vacancy.

Head Start encourages the enrollment of children with disabilities. The program requires 10% of the enrollment to be children with special needs.

The program accepts children of families who are over the income eligibility guidelines after all the eligible children have been accepted. (The program can allow 45% enrollment of over-income children.)

Families who experience homelessness and/ or receive SNAP and/ or TANF benefits automatically qualify for services.



## **SKILL BUILDING PLAN**

We recognize that sometimes a child will struggle emotionally with their early experiences attending school, thus we have many support systems in place to ensure each child's needs and learning styles are accommodated and respected. When a child demonstrates behavior that is harmful to themselves or others, we have very clear procedures to support the child and family with acclimation to school life and expectations.

When a child demonstrates concerning behaviors the Teacher will stay in communication with the child's parent/ guardian throughout the process of support. Teachers will also complete a behavior incident report documenting the unsafe behavior and outlining the strategies they are implementing and submit it to the Education Coordinator, who will work with the Teaching team to plan next steps for support.

We often begin by conducting specific observations of things like the classroom environment, class size, and number of days/ hours in class, classroom schedules and routines, and Teacher- child interactions. We use the information gathered from discussions with parent/ guardian and the observation, to determine what may be interfering with the child's successful integration into class participation.

Together with the parent/ guardian, we develop a plan for strategies for accommodations to try. Our goal is always that, over time, children become more acclimated to the classroom and can participate fully in the experiences more successfully.

New this year is our Head Start Home Base (HSHB) program, designed for preschoolers who are sometimes challenged with a classroom experience that includes 15-17 other children, 6 hours a day. The HSHB teacher works closely with each child and family, visiting weekly to deliver and partner with the family in educational experiences with the end goal of success not only in the larger HSYC preschool classroom, but in the kindergarten setting (and beyond!). HSHB children also have the opportunity of joining a class time (shorter days) with other HSHB participants, learning to be comfortable and successful with our classroom environments and routines, until they are ready to eventually transition to the full-day classrooms with the teacher's support.



## **CONFIDENTIALITY, REVIEWING RECORDS, CHILD CUSTODY**



Everything discussed among you and the other members of your Parent/Child group must remain confidential. This means that parents cannot share anything discussed in group with any other center parents, staff or people in the community. Whatever is discussed in group, stays in the group. Keeping our discussions confidential will enable groups to create an atmosphere of safety, trust and openness.

Confidentiality is an important part of our entire Head Start program. Staff may not share any information about you or your child with anyone without your signed consent. Records are kept in a locked filing cabinet. Only authorized people may view these records. You will be asked to sign a release if it would be helpful (to your child or family) for someone outside Head Start to view your records. All parents (or legal guardians) have the right to view their child's file. Please read the next few pages for detailed information on how we protect "Personally Identifiable Information" and contact our administrative office with questions or concerns.

Head Start of Yamhill County recognizes that most children benefit from the involvement of both parents in their child's education activities. We will therefore (unless an official legal document is on file in the Head Start center) encourage both parents to become involved and participate in all Head Start activities. All parents (except those barred from doing so by a legal document) will have equal access to Head Start records. Head Start of Yamhill County recognizes the Buckley Amendment as to who may legally have access to the child's records (without parental consent) including those with court orders, school officials in the same district with a "legitimate interest," and anyone to whom the school must report information as required by state statutes. By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child/ children **UNLESS** a parent has a court order that indicates which parent has custody of the child/ children. We **MUST HAVE A COPY OF THE COURT ORDER** on file, otherwise, either parent may check the child out of the school with proper identification. If a parent comes in with a court order stating current custody over the enrolling parent, they may take the child/ children after documents are verified, as needed, and after every effort has been made to reach the enrolling parent by phone.

**THIS NOTICE DESCRIBES HOW PERSONALLY IDENTIFIABLE  
INFORMATION ABOUT YOUR CHILD MAY BE USED AND DISCLOSED,  
AND HOW YOU CAN ACCESS THIS INFORMATION.**  
***PLEASE REVIEW IT CAREFULLY.***

By law, Head Start of Yamhill County must protect the privacy of your child's Personally Identifiable Information. Information that could be used to identify your child (known as "Personally Identifiable Information" or "PII") includes your child's name, name of a child's family member, street address of the child, date of birth, or other information that is linked or linkable to the child. Head Start of Yamhill County retains PII because your child receives Head Start/Early Head Start services from us and it is a part of each child's record with us. We take our obligation to protect the privacy of your child's PII data very seriously. This notice explains your rights and our legal duties and privacy practices.

We are required to give you a copy of your rights in writing every year, including definitions (which cover descriptions of the types of PII that may be disclosed), to whom we can disclose, and list when we do not need to receive your Consent to disclose PII from your child's record. **Consider this your annual notice.**

Head Start of Yamhill County will abide by the terms of this notice. Should our data and child record practices materially change, Head Start of Yamhill County reserves the right to change the terms of this notice, and will follow the terms currently in effect. Any new provisions we add will affect all PII we maintain from the time the new provisions go into effect, as well as any PII that we may receive in the future. If we revise our practices substantially, we will provide a revised notice to families through their home visitor, and will post the updated notice on our website at [www.yamhillheadstart.org](http://www.yamhillheadstart.org).

**Definitions**

**Child Records** means records that: (1) are directly related to the child; (2) are maintained by the program, or by a Party acting for the program; and (3) include information recorded in any way, such as print, electronic, or digital means, including media, video, image, or audio format.

**Confidential** means to be kept private with certain specific protections.

**Consent** means written approval or authorization that is signed and dated. It may include a record and signature in electronic form that: (1) identifies and authenticates a particular person as the source of the electronic Consent; and, (2) indicates the same person's approval of the information. Consent can be revoked going forward.

**Disclosure** means to permit access to or the release, transfer, or other communication of Personally Identifiable Information contained in Child Records by any means, including oral, written, or electronic means, to any Party except the Party identified as the Party that provided or created the record.

**Party** means an entity or individual.

**Parent** means a Head Start child's mother or father, other family member who is a primary caregiver, foster parent or authorized caregiver, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree.

**Personally Identifiable Information (PII)** means any information that could identify a specific individual, including but not limited to a child's name, name of a child's family

member, street address of the child, social security number, or other information that is linked or linkable to the child.

### **Required Uses and Disclosures of PII**

We must use and disclose information contained in Child Records that is PII in a number of ways to carry out our responsibilities. We keep PII in our Child Records. The following list describes the types of uses and Disclosures of PII that federal law requires Head Start of Yamhill County to make and allows us to do so **without your Consent**:

- ✓ **Within this organization for Head Start purposes;**
- ✓ **To other organizations for Head Start purposes** (including but not limited to Contractors or Delegates/Sub-Recipients that help us provide services to your child);
- ✓ **In connection with an audit or evaluation of education or child development programs or for enforcement or compliance with federal legal requirements** (such as to the U.S. Department of Health and Human Services that funds our work);
- ✓ **For studies to improve child or family outcomes or quality of services;**
- ✓ **During Disasters or Health/Safety Emergencies to appropriate Parties** (including but not limited to local health departments, police, fire, EMS, etc.);
- ✓ **Pursuant to Court Orders or Subpoenas** (so long as we try to notify you in advance unless (1) a court has ordered that neither the subpoena, its contents, nor the information provided in response be disclosed; (2) the Disclosure is in compliance with an ex parte court order obtained by the United States Attorney General or his/her delegate concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331; (3) a Parent is a Party to a court proceeding directly involving child abuse and neglect or dependency matters, and the order is issued in the context of that proceeding; or (4) if there is legal action between Head Start of Yamhill County and a Parent);
- ✓ **For Child and Adult Care Food Program (CACFP) Monitoring** if the results will be reported in an aggregate form that does not identify any individual;
- ✓ **To Foster Care Caseworkers** who have the right to access a case plan for a child who is in foster care placement; and,
- ✓ **To appropriate Parties in cases of suspected or known child maltreatment** (such as Child Protective Services).

**Head Start of Yamhill County** also uses and shares your child's PII when requested by you or when otherwise required by law.

### **Other Permitted Uses and Disclosures**

**1) Head Start of Yamhill County may use and share PII in certain limited instances, without your Consent as long as we notify you first.** We can do this if the PII relates to a child's enrollment or transfer to officials at a program, school, or school district in which the child seeks or intends to enroll or where the child is already enrolled.

- ✓ To do so, Head Start of Yamhill County will notify a Parent about the intended Disclosure.
- ✓ The Parent will have the opportunity to request a copy of the PII from Child Records to be disclosed and have an opportunity to challenge and refuse Disclosure of the information in the records, before we forward the records to the other Party.

- ✓ If an entity or a Parent requests that PII be disclosed for enrollment or transfer purposes, you will receive a Notice of PII Disclosure for Enrollment or Transfer Form.
- ✓ The Notice of PII Disclosure for Enrollment or Transfer Form allows the Parent to challenge and refuse the Disclosure by following the steps in the Form.
- ✓ If you do nothing or do not follow the steps within the timeframe set forth in the Notice of PII Disclosure for Enrollment or Transfer Form to challenge or refuse to disclose, Head Start of Yamhill County will go ahead as planned and send copies of the requested PII to the requesting program, school, or school district to further the child's program and ensure continuity through data.

**2) Except as described above, Head Start of Yamhill County will not use or disclose your PII without your written Consent.** You may give us written Consent to use or disclose your PII to anyone for any purpose that you choose. You may revoke your authorized Consent so long as you do so in writing; however, Head Start of Yamhill County will not be able to get back any PII we have already used or shared based on your prior permission.

### **Parental Rights**

You have the right to:

- ✓ **Ask to inspect** your Child's Record on-site containing PII that Head Start of Yamhill County maintains. Head Start of Yamhill County will create an opportunity for you to inspect your Child's Record on-site within 30 days. You *do not* have the right to remove the original record from on-site nor to take any parts of the original record with you.
- ✓ **Ask for a copy** of Child Records disclosed to third Parties with Parental Consent, free of charge.
- ✓ **Ask Head Start of Yamhill County to amend** your Child's Record if you believe that it is inaccurate, misleading, or violates your child's privacy. You must ask for this in writing, along with a reason for your request. Head Start of Yamhill County will review your request and decide on it within 30 days. If Head Start of Yamhill County denies your request to amend your PII, we will issue you a written statement explaining why and explain your right to a hearing.
- ✓ **Ask for a hearing** if your request to amend the Child Record is denied. If the issue is not decided in your favor at the hearing, you have the right to place a statement in the Child Record that either comments on the contested information or that states why the Parent disagrees with the program's decision, or both.
- ✓ **Ask to inspect written agreements involving Disclosure of PII.** If a Parent requests, you can come on-site and review a redacted written agreement with a third Party that involves Disclosure of their child's PII. This right does not allow you to take any photos of it or make, or have copies made of the agreement.

### **Complaints or Questions**

If you believe that your child's privacy rights may have been violated or if you have questions, please let us know as soon as possible. Complaints should be directed to: **the Executive Director, PO Box 1311, McMinnville, OR 97128, 503-472-2000.** Filing a complaint or exercising your rights will not affect the care or services your child receives from Head Start of Yamhill County.

## **MEDIA AND PUBLICITY**

### **Media in the Classroom**

Photos are taken throughout the year and are used for a variety of purposes such as documenting your child's progress and improving instruction throughout the program.

***Parents and volunteers are not permitted to take pictures, videos, tapes or sound recordings of the children with any personal devices (including cellular phones).*** An agency camera is available for each classroom that parents are invited to use. Photos will be shared with you by the HSYC program and are for your personal use only; ***a photo that includes anyone other than your own child cannot be shared electronically*** (such as by email or social media, like Facebook or Instagram.) This is to respect the privacy wishes of all our children and families.

### **Publicity**

HSYC relies on images and personal stories to convey the impact of our mission to the general public, grant sponsors, private donors and families with the potential to also be served by our program. During the enrollment process, parents/guardians are asked to sign consent forms giving HSYC permission to photograph for outside purposes, including newsletters, recruitment materials, annual reports our HSYC website, our Facebook page, Instagram, general news media (newspaper articles) and videotape your child to support the HSYC program.

These opportunities help to educate others about what our program does and to encourage support for HSYC information. Your child's photo will not be used by Head Start of Yamhill County for agency publicity or released to outside sources, such as television, newspapers, and other media sources without your written consent. Names of children are not included with photos in HSYC publications, except when additional written permission is given by the parent/guardian.



## **PROFESSIONAL BOUNDARIES FOR STAFF AND PARENTS**

The relationship between Head Start staff and parents can often be described as unique. Staff visit your home, sometimes for several years, supporting you through good and rough times! They help you to set goals and get to cheer you on while you are making life changes that often feel scary without their respectful and consistent support. They celebrate your child's growth and development.

Our staff are expected to keep their personal lives separate from the children/ families and are responsible for keeping professional boundaries with children/ families with whom they work. We realize that this requirement can be challenging and difficult because of this unique home visiting relationship.

Maintaining professional boundaries not only helps to ensure personal safety and confidentiality but supports parents in empowerment and understanding appropriate boundaries for their time after HSYC.

Please note:

- Staff are not to use their personal phones for conversations with parents.
- Staff may not transport families and/or children in their personal vehicles.
- Staff are not to 'friend' or communicate with families via social media or personal e-mail.
- Staff shall have only limited contact outside of work time with families.
- Staff may not attend children's birthday parties or family functions.

**Everyone at HSYC appreciates your understanding of these policies and procedures!**



## **HEAD START OF YAMHILL COUNTY MISSION & EXPECTATIONS**

We are committed to being a successful learning community which includes:

- a partnership with parents and their children;
- a celebration of diversity;
- an atmosphere of support, respect, and trust;

where everyone is safe and experiences a sense of belonging.

Our mission guides everything that we do at Head Start of Yamhill County. We **expect** respect from everyone involved in our program, and we teach it to our children. We know that sometimes the challenges people face in their lives can feel overwhelming and that can contribute to reactiveness in our conversations or actions. We ask that all participants strive to embody our mission regardless of their situation; it supports the work we do and helps everyone to be a productive citizen of the larger community.

We will not tolerate:

- Racism. The demographics of our program mirror that of Yamhill County. All staff, children, parents, volunteers, and guests are to be treated with respect regardless of their ethnicity or country of origin.
- Yelling, swearing, or threatening language on the phone, in the centers, at family visits, etc. directed at staff or other parents.
- Harassment of any kind. Harassment can take many forms. The bottom line: be civil and polite.

Persons involved in Head Start who treat others without respect at school, on the phone, or at family visits & field trips will politely be asked to refrain from such practices and be reminded of the mission to respect our participants. Persons who continually choose to engage in these behaviors will be asked to leave the program.







## **EMERGENCIES**

Sometimes emergencies occur at which staff and parents need to respond to in order to provide the best assistance we can to a parent or child. We ask each family to fill out an emergency contact list. This list includes family names, addresses, phone numbers, and the name and phone number of someone who can help the family in an emergency or any medical problems and medication being taken.

Emergency telephone numbers will also be located near each telephone. This will ensure we can respond promptly and effectively to best assist you and your child in an emergency.

In the event of an emergency requiring parents, children and staff to evacuate the center, everyone must follow the center evacuation plan posted in each room at all the centers. From time to time we will have emergency evacuation drills so everyone knows how to follow this plan. In the event of an emergency during preschool class time that affects your child's well-being or transportation, you will be contacted as soon as possible and please understand that your child's safety is our primary goal.

We may relocate the children to a safe facility and will try to provide families with that information as soon as possible, usually through our automated text/ email system. Often, but not always, we will move children to:

Sheridan: the Delphian School  
McMinnville: St. James School  
Newberg: Mountain View Middle School  
Lafayette: Wascher Elementary School  
Praise: St. James School  
Modular: St James School

Information will also be posted at the center outside the door if a move is required.

## **HSYC CENTER EMERGENCY PLAN**

### **Fire Evacuation Procedure:**

1. Upon alarm sounding, staff will gather all children at the classroom door leading to the outdoor space, and ensure that a staff person has gathered the Classroom Confidential Binder, evacuation route, and emergency backpack.
2. Children will be counted at the door prior to departure. Staff will ensure the head count matches the number in attendance and do a quick physical sweep of room to ensure room is clear.
3. With one staff member leading and one following behind, calmly lead children to designated evacuation location.
4. The primary evacuation location should be used by all classes and staff in order to maintain communication. If staff and children are unable to reach primary spot, staff and children will meet at secondary evacuation location.
  - a. Family Supports, drivers and any other staff will support classes to safely reach their evacuation locations.
5. Classes will walk to their designated spot in the evacuation location and children will line up. Staff will complete a Name-to-Face attendance check on all children, as well as a head count.
6. Once all children and classroom staff are accounted for, teachers will hold up a green sided paper indicating all are accounted for.
  - a. If person is missing, hold up red side and notify Emergency personnel. DO NOT return back into the building.
7. The safety rep will check each classroom's red/green safety card to ensure all children and staff are accounted for.
8. Classrooms will wait at designated evacuation location until directed otherwise by Emergency Personnel to evacuate to a safer location, or return to the building.
9. In the event returning to the building is not possible, classroom staff and family supports will use the Classroom Confidential Binder, to notify families that children will be bussed home or need to be picked up at the evacuation location.
10. When a parent/guardian arrives to pick up their child, staff will follow departure procedures.

### *Items to Bring During Emergency:*

-Classroom Confidential Binder

Containing:

- Updated class roster
- Weekly attendance record
- Head Start Roster
- Copies of emergency permission forms for each child
- Copies of transportation forms for each child

-Backpack containing: first aid kit, wipes, diapers (as classroom teacher sees fit).

-Evacuation route

### **Floods:**

If facility is in imminent danger of being flooded:

1. Escort all children to designated evacuation spot

2. Search all areas, including bathrooms, closets, playground structures, etc. to ensure that all have left the building.
3. Staff will complete a Name-to-Face attendance check on all children, as well as a head count.
4. Staff will contact HSYC Emergency/Security Contacts from the back of their badge to inform Administration of the emergency.
5. Staff will leave a note at program site indicating where you are going, and contact information (phone numbers).
6. Evacuate to a safe location on higher ground:
  - McMinnville – St. James School
  - Newberg – Mountain View Middle School
  - Sheridan – Delphian School
  - Praise – St. James
  - McMinnville Modular – St. James
  - Lafayette – Wascher Elementary School
7. Once out of danger, contact parents/guardians or emergency contacts.

Items to Bring During Emergency:

-Classroom Confidential Binder

Containing:

- Updated class roster
- Weekly attendance record
- Head Start Roster
- Copies of emergency permission forms for each child
- Copies of transportation forms for each child

-Yellow backpack containing: first aid kit, wipes, diapers (as classroom teacher sees fit).

-Evacuation route

-Critical and rescue medications: asthma meds, epipens, permission to administer forms

**Earthquake:**

If Indoors:

- Quickly move away from windows, unsecured tall furniture, and heavy appliances.
- Everyone DROP, COVER & HOLD.
  - DROP to floor
  - COVER head and neck with arms and take cover under sturdy furniture (tables, water table)
  - HOLD on to furniture if under it and hold position until shaking stops
  - Keep talking to children in calm manner until safe to move
  - Do not attempt to run or attempt to leave building while earth is shaking

If Outside:

- Move to clear area, as far as possible from glass, trees, brick and power lines.
- DROP & COVER

After Earthquake:

1. Account for all children, staff and visitors
2. Staff will complete a Name-to-Face attendance check on all children, as well as a head count.

3. Check for injuries, and administer first aid as necessary. Call 911 for life-threatening emergencies.
4. Staff will contact HSYC Emergency/Security Contacts from the back of their badge to inform Administration of the emergency.
5. Staff and children will remain in building if it is determined safe and provide quiet activities to engage children.
6. Staff whose class is not in session (or are cooks, drivers, family supports, etc.) will sweep the building for potential health concerns or dangerous situations
  - a. Gas- if you smell gas, open the windows and shut off the main gas valve
  - b. Do not touch downed power lines or objects touched by downed lines
  - c. If electrical wires are cracking, turn off master electrical switch if possible. Or evacuate if needed
  - d. Immediately clean up spilled potential harmful materials (such as bleach, soap, fuel)
  - e. Small fire- put out with fire extinguishers
7. If building is too damaged to remain in, contact administration for permission to take children home.
8. Call Parents to notify of the emergency and the plan for continuing school, or dismissing early

Items to Bring During Emergency:

-Classroom Confidential Binder

Containing:

- Updated class roster
- Weekly attendance record
- Head Start Roster
- Copies of emergency permission forms for each child
- Copies of transportation forms for each child

-Yellow backpack containing: first aid kit, wipes, diapers (as classroom teacher sees fit).

-Evacuation route

**Severe Storms/Weather:**

During severe weather/storms, staff will be notified if it is unsafe for children to remain at school. If so, students will be taken/sent home.

Parents will be called to let them know that their child will be arriving home earlier than usual, and to ensure that an authorized adult will need to be at the bus stop to pick up the child. If there is not an authorized adult, children will remain with Head Start Staff until alternative arrangements can be made, for the child to be picked up from school.

During a severe storm:

- Remain in the building
- Keep away from the windows
- Stay inside if you see lightning
- Keep calm and wait for emergency instructions via radio or telephone
- If instructed to vacate the building, watch for loose power lines, falling or blowing

debris, falling tree limbs

If instructed to evacuate, bring:

Items to Bring During Emergency:

-Classroom Confidential Binder

Containing:

- Updated class roster
- Weekly attendance record
- Head Start Roster
- Copies of emergency permission forms for each child
- Copies of transportation forms for each child

-Yellow backpack containing: first aid kit, wipes, diapers (as classroom teacher sees fit).

-Evacuation route

-Critical and rescue medications: asthma meds, epi pens, permission to administer forms

**Landslides, Tsunamis, etc.:**

If Facility is in imminent danger of being swept away:

1. Escort all children to designated evacuation spot
2. Search all areas, including bathrooms, closets, playground structures, etc. to ensure that all have left the building
3. Staff will complete a Name-to-Face attendance check on all children, as well as a head count.
4. Staff will contact HSYC Emergency/Security Contacts from the back of their badge to inform administration of the emergency.
5. Staff will leave a note at program site indicating where you are going, and contact information (phone numbers).
6. Evacuate to a safe location on higher ground:
  - McMinnville – St. James School
  - Newberg – Mountain View Middle School
  - Sheridan – Delphian School
  - Praise – St. James
  - McMinnville Modular – St. James
  - Lafayette – Wascher Elementary School
7. Once out of danger, contact parents/guardians or emergency contacts to inform of evacuation and plan for dismissal of children

Items to Bring During Emergency:

-Classroom Confidential Binder

Containing:

- Updated class roster
- Weekly attendance record
- Head Start Roster
- Copies of emergency permission forms for each child
- Copies of transportation forms for each child

-Yellow backpack containing: first aid kit, wipes, diapers (as classroom teacher sees fit).

-Evacuation route

-Critical and rescue medications: asthma meds, epi pens, permission to administer forms

**Acute Illness of a Child or Staff:**

1. If a child becomes ill at school or comes to school too ill to play outside, the parent/guardian will be contacted to come pick up the child.
2. If a staff member becomes ill at school, staff will contact assigned Education Coordinator/Specialist to arrange for substitute coverage. Aides if available will step in and relieve ill staff member, so they can go home.
3. If a child or staff member becomes severely ill at school, Head Start Staff will call 911 for any health emergencies.
4. Staff will notify administrators of any Emergency (911) phone calls as soon as possible afterwards.

**Human Caused Events such as Violence at a Child Care Facility/School:**

If a person at or near your program site is making children or staff uncomfortable, monitor the situation carefully. Communicate with other staff and be ready to put your plan into action.

- Immediately let staff/site know of dangerous or potentially dangerous person- be aware of the audience- do not worry children.
- Staff who are not working in classroom with children will notify administration office of immediate threats, once police has cleared the situation. Decisions about dismissal/cancellation of classes will be made at the administration level
- Call non- emergency police phone number, if concerned about situation, but has not escalated.
- If situation escalates into a dangerous situation, push panic button and remain in safe location.
- If threat is where staff and children are at (outside), move children and staff inside to a safe location.
- If threat is not where children and staff are at, remain in safe location (indoors).
- Once Law Enforcement arrives, follow any and all orders by them.
- Staff in class with children will remain with their children completing a Name-to-Face attendance roll call, as well as a head count, and compare that to the attendance sheet.
- Staff will support children in staying calm by providing quiet activities in the classroom until law enforcement has cleared the situation. Children and staff will not leave the safe area during the situation.

**Evacuation of the Facility:**

In the event of an emergency and the need to evacuate, staff will:

1. Escort all children to designated evacuation spot:
2. Search all areas, including bathrooms, closets, playground structures, etc. to ensure that all have left the building.
3. Staff will complete a Name-to-Face attendance check on all children, as well as a head count.
4. Staff will contact HSYC Emergency/Security Contacts from the back of their badge to inform Administration of the emergency.
5. Staff will leave a note at program site indicating where you are going and contact information (Phone Numbers).
6. Evacuate to a safe location on higher ground:
  - McMinnville – St. James School

- Newberg – Mountain View Middle School
- Sheridan – Delphian School
- Praise – St. James
- McMinnville Modular – St. James
- Lafayette – Wascher Elementary School

7. Once out of danger, contact parents/guardians or emergency contacts.

Items to Bring During Emergency:

-Classroom Confidential Binder

Containing:

- Updated Class Roster
- Weekly attendance record
- Head Start Roster
- Copies of emergency permission forms for each child
- Copies of transportation forms for each child.

-Yellow Backpack containing: first aid kit, wipes, diapers (as classroom teacher sees fit).

-Evacuation route

-Critical and rescue Medications: asthma meds, epi pens, permission to administer forms



## **CHILD ABUSE AND NEGLECT**

The Head Start Program recognizes and abides by Oregon State Statutes that require preschool and daycare staff to be mandatory reporters who must report suspected child abuse and neglect.

HSYC's first priority is to protect the child. If there is "reasonable cause" (more than slight suspicion with apparent factual basis) to believe abuse has occurred, the Head Start Program is required to:



1. Report suspected cases in compliance with state law.
2. Maintain confidentiality of records.
3. Work with DHS Child Welfare, whose role is to deal with abuse and neglect, and not become a treatment program on our own.
4. If they are eligible, make every effort to retain or admit families of allegedly abused and neglected children referred by DHS in the Head Start Program.
5. Designate a staff member to coordinate child abuse and neglect activities.

Head Start of Yamhill County supports all parents. If there is a need to report an incident of suspected abuse, Head Start will continue to support the child's family. Family visits will continue and information will be available about medical and community resources through the home visitors.



## **WRITTEN GRIEVANCES/COMPLAINT POLICY**

### **Note:**

From this point forward in this document, the word "Complaint" will mean "Written Grievance Complaint" unless otherwise specified.

### **Purpose:**

Head Start of Yamhill County strives to continually improve. Input from parents, guardians, and community members can provide the necessary information to correct problems and/or solve issues concerning programs or staff members.

### **Procedures:**

#### **Receipt of Complaint:**

Any parent, guardian, or community member may communicate a complaint/grievance to any staff member, Component Coordinator, Director, or the Executive Director. Staff members should first communicate the complaint to their immediate supervisor (who will forward a copy to the Executive Director). A complaint may also be received indirectly, for example in a follow-up call with a parent or guardian, as well as when someone calls specifically to report a complaint.

#### **Recording a Complaint:**

All complaints received will be recorded on the "Comment and Complaint Form" which will contain the following information:

1. Name, address, phone number of the person the complaint is against;
  2. Name, address, phone number of the person making the complaint;
  3. Date the complaint was received;
  4. An indication whether the person will permit his/her name to be used;
  5. A description of the complaint, which includes:
    - A. Names of person(s) involved;
    - B. Pertinent dates, addresses
    - C. Location
    - D. Statement of the facts;
    - E. Observations described by the person  
(Avoiding the recorders own opinions, subjective characterizations and conclusions).
  6. The printed and signed name of the person recording the complaint;
- The form will also contain a place to record, when appropriate, that a complaint involves allegations of child abuse, or neglect of a serious nature.

#### **Follow - up**

##### Complaints from the Community:

If the complaint or concern is from the community and regards program policy, it should be brought to any Component Coordinator, Director, or the Executive Director. If the complaint is not resolved it will then be taken to the Grievance Committee.

##### Complaints Concerning a Staff Member:

Complaints or concerns regarding staff members should be discussed with the individual(s) involved. If the individuals involved reach no resolution, it should be taken to their Supervisor or brought to the attention of the Director and Human Resources. If the staff members involved feel that the issue was not

resolved appropriately, they may appeal the decision using the Grievance Procedure outlined in the Personnel Policy Manual.

#### Complaints Concerning Program Policy:

Complaints or concerns regarding program policy should be discussed with that staff person's Supervisor, and involve the Director. If no resolution is reached, the complaint will be brought to the Grievance Committee. The Grievance Committee will be created according to the Employee Handbook. If the complaint is still not resolved, it will be taken to the Board of Directors.

#### Complaints Concerning Civil Rights:

Head Start of Yamhill County will comply with all Federal Statutes relating to nondiscrimination. These include but are not limited to:

1. Title VII of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, or national origin;
2. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex;
3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of disabilities;
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
5. The Drug Abuse Office and Treatment Act of 1972, as amended, relating to nondiscrimination on the basis of drug abuse;
6. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
7. Section 523 and 527 of the Public Health Service Act of 1912, as amended, relating to confidentiality of alcohol and drug abuse patient's records;
8. Title XIII of the Civil Rights Act of 1968, as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
9. Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance was made;
10. The requirement of any other nondiscrimination statute(s) which may apply to the programs of Head Start of Yamhill County.

If an individual feels that his/her rights in relation to the above were violated, Head Start of Yamhill County will provide them with the appropriate address for them to write.

#### Complaints Concerning USDA or a USDA CACFP Provider:

The Food Services Supervisor will deal specifically with complaints having to do with the Child and Adult Care Food Program (CACFP) and the United States Department of Agriculture (USDA) regulations. Any other complaints will be referred to the Director. Upon receipt of a complaint about a USDA CACFP Provider, proper action, as identified by USDA regulations or Head Start of Yamhill County's policy, will be taken.

#### Complaints Concerning a Head Start of Yamhill County Classroom or Classroom Staff:

If a complaint involves a Head Start of Yamhill County classroom, the responsible Supervising Coordinator will decide whether the complaint involves possible:

1. Child abuse; or

2. Personal dispute.

Complaints of child abuse will be reported to Department of Human Services. If the complaint involves such matters as differences in style, child-rearing philosophy, or business disagreements, the Supervising Coordinator can offer materials that may help or benefit personal problems, and/or, as appropriate, with permission, assist the parties to clarify the problem and resolve it or offer technical assistance.

If the complaint is about a Classroom staff, the Supervising Coordinator, Director, or Executive Director will notify the staff member of a personal complaint. (Normally, these complaints will not lead to suspension or removal of a staff member. We will respond back to the person making a written grievance/complaint. Personnel actions are not subject to disclosure because of privacy acts.)

General Information:

Individuals interested in obtaining a copy of the Complaint Policy may request one.

The complaint will be responded to within an appropriate amount of time, based on the severity of the complaint. Those complaints that involve endangerment will be responded to immediately.



NAME OF PERSON SUBMITTING THE COMPLAINT: NAME OF PERSON WHO COMPLAINT IS AGAINST:

RELATIONSHIP W/HSYC (Parent, Staff, etc):

RELATIONSHIP W/HSYC (Parent, Staff, etc):

Address:

LOCATION WHERE INCIDENT OCCURRED:

HOME TELEPHONE: CELL:

WITNESS INVOLVED (If any):

WITNESS TELEPHONE NUMBER:

Home: Cell:

COMPLAINT: (Please clearly indicate the details involving the complaint and attach any records, reports, or additional statements, which support this complaint)

Does the complaint involve allegations of child abuse/neglect? ( ) Yes ( ) No

If yes, has a report been made to DHS ( ) Yes ( ) No

If no resolution is accomplished, the complaint will be brought to the Grievance Committee.

Please note: by submitting this form you authorize HSYC to conduct the pertinent investigations, Including the interview of individuals involved.

Complainant's Signature: Date:

Witness Signature: Date:

Received by: (print)

Receiver's Signature:

Date Response Given to Complainant: \_\_\_\_\_

Result: \_\_\_\_\_

Distribution:  Complainant  Witness  Staff  Reviewed by Director

Date: \_\_\_\_\_

## **CHILD CARE LICENSING DECLARATION OF VIEWING**

As a Head Start Program, we are required by Oregon Child Care to provide parents/guardians with a copy of our centers' childcare licensing certificates. Each center's certificate not only informs parents that we are a licensed child care program through the State of Oregon but it also lists any rule exemptions we may have been granted based on the nature of our program.

Per Oregon Child Care's Center Rule 414-300-0030 all Head Start of Yamhill County facilities must have a parent or guardian of each child enrolled in our program, sign a declaration verifying they have reviewed a copy of the current license certificate. The declaration shall be updated any time the information on the license certificate has changed.

Head Start of Yamhill County (HSYC) will obtain your signatures using our Family Information Sheet. During the enrollment visit, Family Supports will meet with you and HSYC's Childcare Licenses will be shared (located in the HSYC Parent Handbook).

In addition to licensing certificates being shared in the Parent Handbook, all licenses are posted in the parent room on the childcare licensing corkboard.

\*If your child is a toddler attending at our new HSYC Newberg Center, Child Care Licenses are expected to be issued by December 2024.

You can access more information about Oregon child care providers on the OCCD safety portal at: <https://childcaresafetyportal.ode.state.or.us/portal/>





## Certificate of Approval

Be it known that:

**Head Start of Yamhill County**

is hereby granted a Certificate of Approval to operate:

Head Start of Yamhill County-Sheridan

1500 W Main St

Sheridan, OR 97378

The Child Care Licensing Division has conducted a review and found this facility and its operation to be in compliance with the laws of the State of Oregon and applicable administrative rules.

**Hours of Operation:** 8:00 AM - 4:30 PM

**Age Range:** 24 Months through 5 Years

**Ratio Group:** 3A

**Provider Number:** CC501587

**Maximum Number:** 40

### Days of Operation:

Monday: X

Tuesday: X

Wednesday: X

Thursday: X

Friday:

Saturday:

Sunday:

### This certificate is effective:

February 12, 2024 through February 12, 2025

Exceptions:

Conditions:

Special Conditions:

Questions or complaints regarding this facility should be directed to:

Child Care Licensing Division  
Kelly Jones  
700 Summer St. NE, Suite 350  
Salem, OR 97311  
(971) 718 - 6684

Original - Facility

This certificate is not transferable



# Certificate of Approval

Be it known that:

**Head Start of Yamhill County**

is hereby granted a Certificate of Approval to operate:

Head Start of Yamhill County - Newberg  
2813 Crestview Dr  
Newberg, OR 97132

The Child Care Licensing Division has conducted a review and found this facility and its operation to be in compliance with the laws of the State of Oregon and applicable administrative rules.

**Hours of Operation:** 7:45 AM - 4:30 PM

**Age Range:** 24 Months through 5 Years

**Ratio Group:** 3A

**Provider Number:** CC503022

**Maximum Number:** 40

**Days of Operation:**

Monday: X

Tuesday: X

Wednesday: X

Thursday: X

Friday:

Saturday:

Sunday:

**This certificate is effective:**

February 14, 2024 through February 14, 2025

Exceptions:

Conditions:

Special Conditions:

Questions or complaints regarding this facility should be directed to:

Child Care Licensing Division  
Kelly Jones  
700 Summer St. NE, Suite 350  
Salem, OR 97311  
(971) 718 - 6684

Original - Facility

This certificate is not transferable



## Certificate of Approval

Be it known that:

**Head Start of Yamhill County**

**is hereby granted a Certificate of Approval to operate:**

**Head Start of Yamhill County McMinnville Center  
813 NE 2nd St  
McMinnville, OR 97128**

**The Child Care Licensing Division has conducted a review and found this facility and its operation to be in compliance with the laws of the State of Oregon and applicable administrative rules.**

**Hours of Operation:** 7:30 AM - 5:00 PM

**Provider Number:** CC501474

**Age Range:** 36 Months through 5 Years

**Maximum Number:** 100

**Ratio Group:** 3A

**Days of Operation:**

Monday: X

Thursday: X

Saturday:

Tuesday: X

Friday:

Sunday:

Wednesday: X

**This certificate is effective:**

January 15, 2024 through January 15, 2025

**Exceptions:**

**Conditions:**

**Special Conditions:**

Questions or complaints regarding this facility should be directed to:

Child Care Licensing Division  
Kelly Jones  
700 Summer St. NE, Suite 350  
Salem, OR 97311  
(971) 718 - 6684

Original - Facility

This certificate is not transferable





## Certificate of Approval

Be it known that:

**Head Start of Yamhill County**

is hereby granted a Certificate of Approval to operate:

Head Start of Yamhill County - Lafayette

585 E 3rd St

Lafayette, OR 97127

The Child Care Licensing Division has conducted a review and found this facility and its operation to be in compliance with the laws of the State of Oregon and applicable administrative rules.

**Hours of Operation:** 8:00 AM - 2:00 PM

**Provider Number:** CC504433

**Age Range:** 24 Months through 5 Years

**Maximum Number:** 29

**Ratio Group:** 3A

**Days of Operation:**

Monday: X

Thursday: X

Saturday:

Tuesday: X

Friday:

Sunday:

Wednesday: X

**This certificate is effective:**

November 06, 2023 through November 06, 2024

**Exceptions:**

**Conditions:**

**Special Conditions:**

Questions or complaints regarding this facility should be directed to:

Child Care Licensing Division  
Kelly Jones  
700 Summer St. NE, Suite 350  
Salem, OR 97311  
(971) 718 - 6684

Original - Facility

This certificate is not transferable



## Certificate of Approval

Be it known that:

Head Start of Yamhill County

is hereby granted a Certificate of Approval to operate:

HSYC-MEHST  
800 NE Lafayette Ave  
McMinnville, OR 97128-4146

The Child Care Licensing Division has conducted a review and found this facility and its operation to be in compliance with the laws of the State of Oregon and applicable administrative rules.

**Hours of Operation:** 8:00am-5:00pm  
**Age Range:** 24 Months through 5 Years  
**Ratio Group:** 3A

**Provider Number:** CC504296  
**Maximum Number:** 9

**Days of Operation:**

Monday: X	Thursday: X	Saturday:
Tuesday: X	Friday:	Sunday:
Wednesday: X		

**This certificate is effective:**

November 02, 2023 through November 02, 2024

**Exceptions:**

**Conditions:**  
**Special Conditions:**

Questions or complaints regarding this facility should be directed to:

Child Care Licensing Division  
Kelly Jones  
700 Summer St. NE, Suite 350  
Salem, OR 97311  
(971) 718 - 6684

Original - Facility

This certificate is not transferable



## Certificate of Approval

Be it known that:

**Head Start of Yamhill County**

is hereby granted a Certificate of Approval to operate:

Head Start of Yamhill County - Praise

930 NE 3rd St

McMinnville, OR 97128-4416

The Child Care Licensing Division has conducted a review and found this facility and its operation to be in compliance with the laws of the State of Oregon and applicable administrative rules.

**Hours of Operation:** 9:00 AM - 3:00 PM

**Provider Number:** CC504434

**Age Range:** 24 Months through 5 Years

**Maximum Number:** 27

**Ratio Group:** 3A

### Days of Operation:

Monday: X

Thursday: X

Saturday:

Tuesday: X

Friday:

Sunday:

Wednesday: X

### This certificate is effective:

November 17, 2023 through November 17, 2024

**Exceptions:**

**Conditions:**

**Special Conditions:**

Questions or complaints regarding this facility should be directed to:

Child Care Licensing Division  
Kelly Jones  
700 Summer St. NE, Suite 350  
Salem, OR 97311  
(971) 718 - 6684

Original - Facility

This certificate is not transferable

## **HOLIDAYS AND HEAD START**

Head Start of Yamhill County (HSYC) respects the right of individual families to observe holidays, customs, and traditions according to their own beliefs. HSYC approaches holidays with the philosophy of discussing culture and heritage through educational activities rather than through classroom parties.

Holidays, including birthdays, will not be the focus of a weekly lesson plan. However, they need to be acknowledged. The extent of the acknowledgement will depend upon parent preference, with guidance from the teaching staff about what is developmentally appropriate. Respect for each family's beliefs and traditions must be foremost in all planning.

Parent groups will work with staff to decide individually on activities that may include celebrations of holidays, seasons, or accomplishments within the context of parent meetings. The goal of the holiday policy is to respect and honor each family's culture without being offensive or objectionable, thereby excluding any Head Start family from the opportunity to participate fully in the program.

Please do not send treats or other items when it is your child's birthday. We also know that it can be very expensive to do so and not all families are able to budget for these expenses. Additionally, some children have food allergies you may be unaware of and we also have policies at Head Start to serve nutritious foods. Talk with your child's Teacher for some advice regarding what will work best for the class: see if a favorite story can be read, a cooking activity can be one of the day's experiences, or a group game can be played that is your child's favorite.



### **Party Announcements**

**Head Start of Yamhill County does not distribute individual child or family party invitations.** WHY? Some of our families do not celebrate holidays or birthdays. Many of our families are on tight budgets and cannot afford birthday presents, which can be disappointing for the child and their family. When all children in the class are not invited, the feeling of being left out can be overwhelming for a preschooler. *Thank you for understanding.*

## **WHAT SHOULD MY CHILD WEAR?**

### **YOUR CHILD'S SCHOOL CLOTHES**

We know that you are proud of your child, and you want to dress them up for school, but please send them to school in play clothes that can be easily washed. The children do some activities that may be a bit messy. We encourage the children to wear protective coverings during those times and they roll up their sleeves, but paint and other goop have a way of getting on clothes sometimes in spite of precautions.

Outdoor play may also invite dirt or grass stains that can mar new clothes. Head Start preschool and toddler children need to wear shoes with rubber soles, such as tennis shoes. Cowboy boots, flip flop sandals or party shoes should not be worn. Additionally, all children and classes go outside every day, rain, shine, sleet, or snow for fresh air and the opportunity to move their bodies. Families are encouraged to dress/ send children in appropriate clothing for outdoor play. We have extra boots, raingear, warm jackets, gloves, and hats for all children and encourage them to decide what their bodies need and the natural consequences of their choices.



## **NOTES ABOUT YOUR CHILD'S LEARNING**

At HSYC, our goal is to build a solid foundation for your child's future learning and education by supporting their individual growth through playing, experiencing, and participating as a way for them to make concrete sense of their world. We do not allow or encourage ditto coloring sheets or craft activities that have an "end product" but instead encourage experiences that help a child's creativity and critical thinking skills to develop.

We know and honor that children learn at different rates and in different ways. We encourage children to go at their own pace as we support them in finding joy in learning. When they make mistakes, that's OK- we learn through our mistakes and persevering. If adults finish a project for a child or direct what they do too often, they miss out on learning and feeling proud about what they can do.

Being a friend, understanding emotions, expressing needs, and learning self-control are some of the most important skills your child will learn at Head Start. These are skills that will truly give them the 'head start' to success in school and life!

### **ITEMS BEING SENT HOME**

- ❖ Children's artwork
- ❖ Notes to parents
- ❖ Family visit or conference time reminders
- ❖ Personal items (hats, mittens, etc.)
- ❖ Menus
- ❖ Fliers about upcoming HSYC & community events
- ❖ Other important information including calendars with closure dates



## **POSITIVE BEHAVIOR INTERVENTION SUPPORTS (PBIS)**



At Head Start we use Positive Behavior Intervention Supports (PBIS) to promote positive relationships, and environments where everyone can learn and use healthy social skills and safe, appropriate behavior. We believe that Positive Behavior Intervention Supports is a great way to help all children learn the skills they need to succeed socially, emotionally, and behaviorally. There are strategies that can be used at home, as well as school, to support children's behavior at all ages or developmental levels.

As parents of young children in Early Head Start and Head Start Preschool you will learn more about Positive Behavior Intervention Supports and many of the strategies for implementing Positive Behavior Intervention Supports at home from your Family Visitors.

Positive Behavior Intervention Supports is based on three main ideas:

1. Children need to know what is expected of them.
2. Children need to be directly taught the correct way to behave.
3. Appropriate behavior needs to be encouraged and acknowledged.

Remember, the more consistent that we can be with PBIS strategies, the more effective they are. For example, if both Head Start and your family are using positive strategies, statements, and words like safe, kind and helpful to define and describe behaviors, the stronger the message that these are important and valued behaviors.

Here are some of the ways that your family can be involved:

1. Post the 3 classroom rules "Be Safe" "Be Kind" "Be Helpful" in your home and let your child know that they are important to follow at home as well.
2. Be a good role model! Children notice everything the adults in their world do. When they see us following these rules in our own lives, and talking about them, it is a great way to teach them.

Helping children learn the skills they need to get along with others is very important. If you have any questions our staff can help. Together we can get all children off to a great Head Start!

# CONSCIOUS DISCIPLINE

## Seven Skills of Conscious Discipline

Head Start uses Conscious Discipline to promote positive relationships. In our classrooms, everyone can learn to use healthy social skills and have safe behaviors. Conscious Discipline supports all children to learn the social, emotional and behavioral skills they need to be successful. These are skills that be can used at home as well as school and at all ages or developmental levels. As parents of young children in this program, you will learn more about Conscious Discipline and strategies for using it at home.

These are the seven skills we use in the classroom.



**Composure** is a choice, it is self-regulation in action. When something is upsetting you can take a STAR breath. **Smile, Take a breath And Relax.**

**Assertiveness** is clear communication that helps children focus on what TO do. What you focus on, you get more of. Assertiveness is how we teach respect.



**Assertiveness**

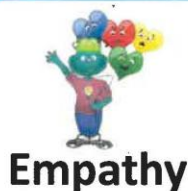
**Encouragement**



**Encouraging** children to help others creates a sense of belonging and changes our brain to activate learning. Encouragement is about connecting to, noticing, and accepting children.

Giving **choices** increases compliance, improves decision-making and focus' attention. Adults cannot make children behave or change them.

**Choices**



**Empathy** teaches emotional regulation and helps the child take responsibility for their actions. Acknowledge and accept the situation for what it is without judgment of "good or bad".

**Positive intent** is seeing the child's behavior as a way to communicate. Assume the child is trying to achieve a goal but lacks the positive skills to do so.

**Positive Intent**



**Consequences** motivate children to examine their behavior, reflect on the impact of their choice and make changes. Safety and connection must be in place before consequences can be effective.

**Consequences**



# **HSYC CURRICULUM AND ASSESSMENT**

## **Curriculum**

Head Start of Yamhill County (HSYC) identifies Creative Curriculum as our primary curriculum for ages 0-5. It is a researched-based curriculum that our staff are trained to use to fidelity. HSYC uses Creative Curriculum's environmental guidelines to help support the Teachers and EHS Family Educators in designing their learning environments. These intentional classroom designs are designed to reinforce play based learning and support teaching practices.

Another important piece of our curriculum includes a consistent, reliable, diverse, and developmentally appropriate schedule. Each day, children will have opportunities to explore both the inside and outside environments as well as have child-led and Teacher-directed activities. Throughout each of these scheduled times, your child is learning how to transition, how to appropriately navigate the classroom, how classroom rules apply in different situations, and how to follow directions. During each scheduled time, Teachers use the Creative Curriculum to create activities based on your child's interests and areas of development.

HSYC also provides Teachers with pre-set "studies" to incorporate throughout the year to help guide lessons. All lessons focus holistically on each individual child to ensure that they receive a high quality, developmentally appropriate and culturally inclusive education through individualized activities in the classroom.

EHS Family Educators will share developmentally appropriate components of our curriculum with parents as they work together to support the healthy development of our youngest participants. Together, they will utilize materials in the home and at socialization locations to support parents in their role as their child's first teacher.

## **Assessment**

HSYC uses the aligned assessment tool Desired Results Developmental Profile (DRDP) which helps us to evaluate children's developmental progress throughout the year and children's time while participating in HSYC services.

Home based and classroom activities provide opportunity for staff and parents to make observations focused on all areas of children's development, including language, literacy, mathematics, social and emotional development, approaches to learning, science, physical skills, and creative arts. These observations are entered into our DRDP database to collect and assess children's progress in each of the developmental areas. Because children grow and learn at different rates, DRDP provides a range of developmental 'next steps' informational suggestions for staff and parents to lead and encourage further progression.

Families are included and hold a crucial role in completing their child's checkpoints, by identifying individual education goals during parent teacher conferences. These goals will be used to develop and individualize activities and lessons in the upcoming months to reinforce, strengthen and support your child's growth in each developmental area.

## **TOILET TRAINING**

Head Start of Yamhill County (HSYC) acknowledges that toilet training is an important milestone for toddlers and young preschoolers. With any learning experience, this process should be developmentally individualized for each child.

There is no right age that a child should be completely toilet trained. **Therefore, HSYC does not require children to be toilet trained prior to enrollment.** We work with families on an individual basis to support children's toilet training 'readiness' and progression. When your child shows signs of being ready to begin the toilet training process (see indicator list **A.** below), Family Supports and/or Teachers will connect to plan and begin the toilet training process with families.

HSYC acknowledges that parents/caretakers are a child's first and most important teacher: we will ask to partner with you in this process. Family Supports/Teachers may ask that you begin the training at home in conjunction with training efforts while the child is at school. An individualized plan will be made with the family and Family Support/Teacher to ensure the child has appropriate supplies at school (diapers, underwear, extra clothes, etc.) to support the training process. The family will be asked to provide what they are able to supply and HSYC will supplement the rest.

During class time, the Teacher will work with the family and child to develop a routine for bathrooming opportunities as well as consistent reminders. Teachers will use progressive steps to support the child to be as independent as possible in his/her toileting care (pre-teaching/discussing, undressing, going, wiping, dressing, flushing, hand washing) and include toilet training into the daily routine with books, songs and games that reinforce the skills needed to toilet train (see additional strategies below **B.**).

HSYC uses praise, encouragement, and affirmations for effort in toilet training process; tangible items such as stickers, candy, food, etc. are not consistent with our program philosophy. We never shame a child. Teamwork and daily communication will provide the consistency necessary for effective results.

### **A.) How to tell if a child is ready to toilet train?**

1. The child follows simple directions and remains dry for at least 2 hours at a time during the day.
2. Is dry after rest time.
3. Has regular and predictable bowel movements (some children may have bowel movements every day and some may have to go 2-3 times a day).
4. Walks to and from the bathroom, pulls down own pants and pulls them up again.
5. Seems uncomfortable with soiled or wet diapers.
6. Seems interested in the toilet.
7. Has asked to wear "big-kid" underwear.

## **B.) Other strategies Teachers & parents can use to support toilet training in the classroom and at home:**

1. Help children recognize when they are urinating or have a bowel movement (they must be aware of what they are doing before they can do anything about it!).
2. Encourage children to dress in easy to remove clothing to help them be successful in undressing and dressing.
3. When a child is giving the signs of having to use the toilet or tells you they must use the toilet, take the child in, help them undress, and get on to the toilet. Sit by the child for a few minutes. Try not to push for immediate results. After a few minutes, help the child with the rest of the routine and **give praise for the effort or any successes they had.**
4. Never force a child to sit on the toilet against their will or for long periods of time if they do not want to.
5. Be positive and reassuring that they will be successful! Punishment does not make the process go faster and may delay progress.
6. Supervise children during toilet training. Some children with special needs may need additional help and strategies to create a successful toilet training experience.

### **Diaper Changing in the Classroom**

- A diapering procedure (which is posted in all classrooms) will be followed regardless of how the child is to be changed (table, floor, standing up).
- A diaper changing station will be in every toddler room; preschool rooms will have at minimum one adjacent to the classroom. If children are using a table to be changed, they must use a safety strap to prevent from falling. Children will never be left unattended on the table.
- If children are changed on the floor, a changing pad will be used.
- Classroom Staff will change wet or soiled diapers promptly, checking children's diapers at a minimum of every 2 hours, or more frequently to meet the individual child's needs. Diapers must be changed when a child exhibits behavior that suggests a wet or soiled diaper.
- All soiled diapers will be disposed of using a classroom container designated for soiled diapers.
- Any soiled clothes will be placed in a moisture-proof bag and sent home with the child. Occasionally, the Staff may wash your child's clothing prior to pick up, if they are able. If you are able, please provide an extra set of clothing to keep in the classroom. If needed, all HSYC classrooms are supplied with extra clothing. If your child borrows an HSYC clothing item, please return it after use to the classroom.

## **EDUCATION “HOME” VISITS & PARENT-TEACHER CONFERENCES**

**HSYC acknowledges that parents are their child’s first and most important teachers, therefore a home to school connection is vital to your child’s academic and social success.**

**Head Start Preschool Participants:** In the Head Start preschool program, parents will meet with their child’s Teacher four times. These visits are an opportunity for you and the Teacher to communicate about your child’s progress, plan for the next steps in their learning, and discuss any important information that can help strengthen the home to school connection. Teachers plan visits based on your availability.

### **Head Start Preschool Education Family Visit & Conference Schedule**

*Initial Family Visit-* for children new to the preschool program. *Note: returning/ second-year preschoolers & their families will attend a “meet and greet” with their teacher in the classroom.*

Before your child’s first day of class, your child’s Teacher will schedule a visit with you. The main goal of these visits is for the Teacher and your child to meet and get to know each other. Teachers take a picture of your child and your family for the classroom. Discussions about HSYC’s philosophy, class schedules, curriculum & assessment will also be shared. Teachers will work with you to complete developmental screenings to ensure early on that there are no concerns regarding your child’s development.

#### *Second Family Visit*

The second visit with your child’s Teacher will occur between the end of October and January. During this visit, Teachers will share your child’s Fall Checkpoints. Fall Checkpoints are based on a 10-week observation period. You will partner with your child’s Teacher to identify areas you would like to see your child strengthen. These goals will be used as Teachers individualize and lesson plan in the classroom.

#### *Preschool Conference Schedule*

Preschoolers’ last two visits will occur between the months of January and June at your child’s school conference. Children attending yearlong will have one additional conference in August. Each visit will be with your child’s Teacher to review your child’s progress during these Checkpoint Periods. During your first conference, you will continue to partner with Teachers to select goals for your child. Conferences will be scheduled around your availability and may occur in the evening or during class time. If needed, accommodation can be made to have the conference in the home.

**Head Start Home Base Participants:** In the Head Start Home Base (HSHB) program, parents will meet with their child’s Teacher weekly. **We are mandated by our funders to provide and complete 1 ½ hour family visits, every week.** Family visits support in making the most of the time you have with your child. You and your child’s teacher will develop an "Individual Learning Plan" to support your child’s home and play group experiences, to help them in being ready for the preschool class experience. The information you share about your child's interests, skills, likes, joys, fears, routines, health, experiences, etc., will help to strengthen and individualize appropriate educational experiences to meet the developmental needs of your child. These visits may be held

outside of the home and in the classroom or a safe community location. Sometimes the visits in these locations can include another child & family to support friendships!

### **Toddler Participants Family Visit Schedule**

Toddlers will receive weekly visits with their Teacher for the six weeks to support a strong and secure relationship before classes begin. The main goal of these visits is to enroll your child in the program, and for you, the Teacher, and your child to get to know each other. We know how critical this bond is for your child *and* for you! Teachers will work with you to complete developmental screenings, including vision and hearing, to ensure early on that there are no concerns regarding your child's development. You will also discuss HSYC's philosophy, schedules, curriculum & assessment, and your hopes for your child.

#### *Toddlers Monthly Visits*

After classes start, your Teacher will continue to visit each month to partner with you on your child's growth & development. You will work together to identify areas you would like to see your child strengthen and set goals that will be used to individualize and support lesson planning in the classroom. These visits are an opportunity for you and the Teacher to communicate about your child's progress, discuss how the class times are going, plan for the next steps in their learning, and discuss any important information that can help strengthen the home to school connection. Teachers will contact you to schedule a visit based on your availability.

**Early Head Start Participants:** It is our goal to build strong and positive partnerships with parents. This takes place over time, as Family Educators meet regularly with families. Family visits are held weekly throughout the year. **We are mandated by our funders to provide and complete 1 ½ hour visits, every week.** Family visits support in making the most of the time you have with your child. You and your child's Family Educator will develop an "Individual Learning Plan" that will support your child's home and play group experiences. The information you share about your child's interests, skills, likes, joys, fears, routines, health, experiences, etc., will help to strengthen and individualize appropriate educational experiences to meet the developmental needs of your child.

During visits, families receive updates on parenting information, health follow-ups, and referrals to resources as needed. These visits are also times for parents to set goals for themselves and their child and explore ways to achieve those goals. Family Educators provide ongoing support, encouragement and understanding to parents. These connections are opportunities for you, your child, and the home visitor to spend time together to strengthen and individualize your HSYC experience.

**Cancellations:** Our staff understand that things come up! If a visit or conference needs to be rescheduled, please contact your child's Teacher on their work cell phone or by calling the center where your child attends.

**Preparing for Transitions:** We support families with all their children's transitions: from Early Head Start to the Toddler program, when toddlers are preparing to go to the preschool classes, and especially when your children are wrapping up their time at HSYC and transitioning to kindergarten.

As a component of these transitions, Teachers and Family Educators develop an "All About Me" – an individualized summary of your child's strengths and areas for growth in each developmental area. This will be shared with you for input and, with your permission, will be shared with your child's future teacher.

We arrange parent events that focus on meeting kindergarten teachers to get to know them and their expectations for your child once they become kindergarteners. We are there to support the success of you and your child long after the actual transition!

For toddlers transitioning to the HS preschool program and for our kids transitioning to kindergarten, we always arrange field trips so your child (and you) can 'see' where they will be learning next.



## **ARRIVAL AND DEPARTURE PROCEDURES**

Accessing the Center: Ring the 'doorbell' for entry and make visual contact with the camera for staff to confirm your identity. When the door opens, only let yourself/ your family in. Please ask others at the door to wait for staff. When leaving the center, do not let others in as you exit. Please ask others at the door to wait for staff.

Arrival Time: **Please arrive only up to 5 minutes early for school.** Teachers need that time to prepare for the day without the children in the classroom. If you arrive earlier than 5 minutes, you are welcome to wait in the center's parent rooms or outside of the classroom until the class is open.

Class Attendance: State of Oregon requires that a record be kept of the time children arrive and leave the classroom. The attendance sheet is in a binder in a prominent location in the classroom. Teachers are required to complete this form.

Remain with your child until a Teacher has welcomed her/him. It is a requirement that staff must accept children before the person bringing the child leaves the center.

Persons authorized to pick up the child must have a signed statement from the child's parent or legal guardian if they aren't already listed on the Authorized Adult form. Head Start staff will not release your child to anyone without your permission. Staff members will verify the identification of any person, other than the parent, who picks up a child.

Alcohol and Drugs: Staff members will not release a child to the care of any person suspected of being intoxicated or drug-impaired even if they are listed as an authorized adult on the Authorized Adult form.

## **ATTENDANCE**

We believe that Head Start children cannot receive the full benefits that the program has to offer unless they attend class regularly.

### **HSYC Attendance Procedures:**

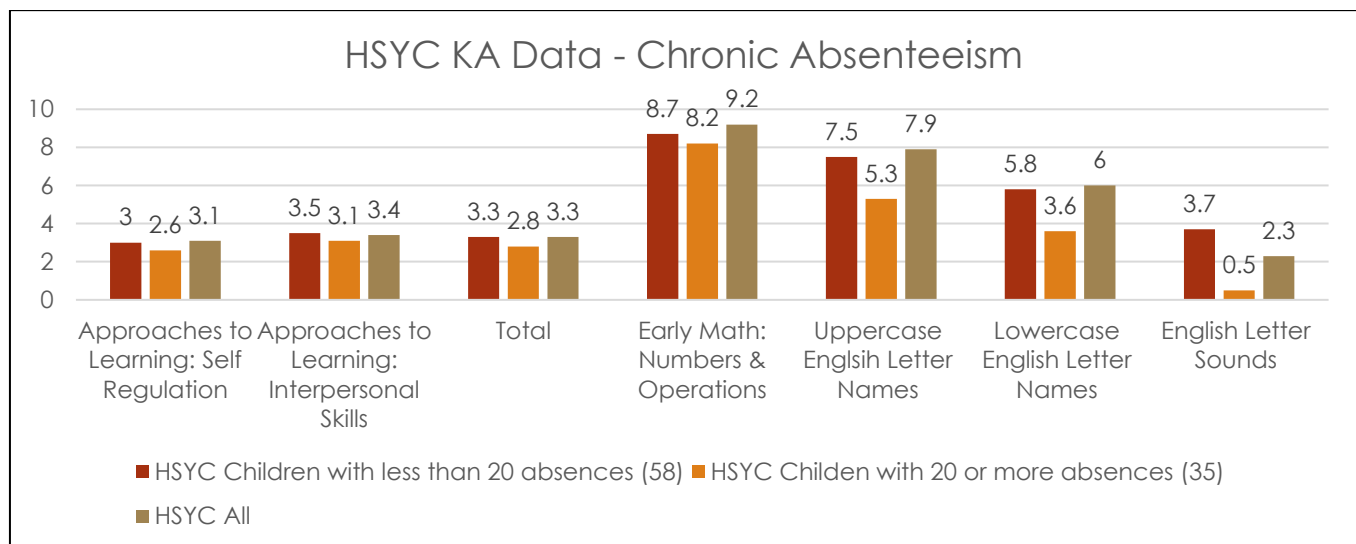
1. Within the first two months of enrollment, and on an ongoing basis thereafter, HSYC reviews individual child attendance data to identify patterns of absence. We will work as a team to develop strategies to improve attendance among identified children, including connecting with parents or staff case management, as necessary.
2. **Classroom & Play Groups: Please notify the teacher if your child will be absent *before* class starts.**
3. If a child becomes ill at school or comes to school too ill to play outside, the parent will be contacted to pick up the child.
4. If a child is absent, doesn't arrive within the first hour of class, and the parent has not communicated the absence, the Family Support or Teacher will contact the family no later than immediately after class.
5. If a child misses (for unknown reasons) 3 consecutive class days, the Family Support or Teacher will attempt (within 24 hours) to contact the family by text, phone, or family visit. A plan will be made with the parent for the child to return to class or to keep family visits. If the family cannot be reached by phone or is unavailable for a family visit, the attempts will be documented by the Family Support or Teacher. If a child continues to miss more than half of the school days, the Family Support or Teacher will contact the parents to determine if attendance can be improved. If attendance cannot be improved, the team will determine ways to individualize services for the child and family to obtain the benefits of Head Start.
6. Family Visit Attendance: The Office of Head Start requires our family visits. Our staff understand that things come up! If a visit needs to be rescheduled, please contact your child's Teacher or home visitor as soon as possible. Your call also helps us to ensure your safety and well-being.
7. EHS and Head Start Home Base Attendance: If families miss (for unknown reasons) 2 consecutive family visits without contacting their Family Educator or Teacher, we will attempt (within 24 hours) to contact the family by text, phone or family visit. A plan will be made with the family to keep visits. If the family cannot be reached by phone or is unavailable for a family visit, the attempts will be documented by our staff. If a family continues to miss more than half of the scheduled visits, the Family Educator or Teacher will contact the parents and determine whether family visit attendance can be improved. If attendance cannot be improved, the team will determine ways to individualize services for the child and family to obtain the benefits of Head Start.
8. The administrative office will send a letter to the parent informing them about attendance policies and notify them that their child's slot will be filled if the parent

does not contact the home visitor within 5 days. If the parent does not contact the Family Support or Teacher, the child will be terminated from the Head Start program at the end of the 5<sup>th</sup> day.

If a family decides to drop from the program, they may be placed on the waiting list and re-enrolled if space is available, and the parents have a plan that will ensure their child's regular attendance.

**Attendance Matters!** All schools in Yamhill County, including Head Start of Yamhill County, focus on regular attendance because the research shows to achieve school, life, and career dreams children must be present! We will support you with attendance while your child is enrolled in our program to support you in ensuring your child is successful in school and life!

We know that strong attendance at family visits in the Early Head Start & Head Start Home Base programs support routines and strong attendance in the preschool program. And strong attendance in preschool prepares children and their families for strong attendance in public school. Strong attendance in Head Start also prepares children for kindergarten. The chart below shows how absences in HSYC in the year before kindergarten impacts kindergarten readiness.





## **CANCELLED CLASS DAYS AND TRANSPORTATION**

### **Cancelled Class Days**

At Head Start of Yamhill County (HSYC) we strive to provide a consistent schedule of services to enrolled children and families. This includes bus service and classroom time! Our intention is to hold class every scheduled day. Yet **we inevitably will have to cancel class on days we are short staffed due to illness**. Our goal is to notify parents about cancellations in a timely manner. However, staff illness can be unpredictable at times and short notice may occur. Because we do not use substitute teachers as other schools, we will cancel class on days when more than one teacher in the same classroom is out sick. HSYC does not take cancelling classes lightly, however, we must ensure the health and safety of not only our staff but, most importantly: your child. This includes having at least 2 qualified staff who are known to your child in the classroom. If we need to cancel class due to staff illness, the Family Support or Teacher will contact parents. In the event a parent does not answer, a message will be left and/or a text message will be sent. It's best to plan ahead. Your Family Support and/or Teacher can help problem solve possible plans for when cancellations happen.

### **Cancelled Bus Transportation**

Transportation is not a mandated requirement and we do not receive additional funding for our transportation services nor do all our HSYC classes offer transportation. If your child's class does offer bus service, there may be times where we will need to cancel transportation due to staff illness, mechanical issues with the bus, etc. HSYC does not employ substitute bus drivers to provide bus services on days drivers are out sick. In the event a driver is out or there is an issue with the bus, transportation will be cancelled for the class day. Families will be contacted by the Teacher or Family Support notifying them of the cancellation. Although we make every attempt to cancel as early as possible for families to make other transportation arrangements, we sometimes must make last-minute decisions based on the health of the staff member. We strongly encourage you to develop alternative transportation plans early in the school year to ensure your child can get to school. In the past, families have successfully connected with other classroom families, neighbors, and relative.



## **HEALTH ATTENDANCE PROCEDURE**

This procedure is provided to parents as a guideline in deciding whether to send their child to school or not. When children are not feeling well, they generally do not benefit from their classroom experience and usually end up feeling worse by the end of the day.

Children are given an outdoor play period on a daily basis. If your child is too ill to go outside, please don't send him/her to class. We do not have enough staff to remain inside to supervise a few children while all others are outside. Children who may be a health risk to other children should not be sent to the center. Along with individual symptoms, you will need to consider the general appearance and condition of your child regarding whether the illness prevents the child from participating comfortably in all activities. We encourage you to call and talk with your doctor or nurse on whether or not a child should be seen by their doctor.

**Early Head Start & Head Start Home Base** parents attending group socializations will be asked to follow specific health procedures. These procedures will help us maintain a healthy and safe environment. Please read through all of the procedures. Staff will guide and assist you in learning these procedures. We understand that it will take time and all of us working together for the health procedures to become a smooth part of our routine.

Please consider keeping your child home if he/she exhibits the following symptoms or medicine needs to be given to control symptoms:

COLDS: A cough producing phlegm or a persistent cough that prevents a child from participating comfortably in all activities.

SORE THROAT: The child who complains of a sore throat and has no other symptoms may attend school. If white spots, red throat or swollen glands can be seen in the back of the throat or if fever is present, keep the child home.

DIARRHEA: Diarrhea, which means three or more watery, bloody, or loose stools in 24 hours, the sudden onset of loose stools, or a child is unable to control bowel function when previously able. **A child with diarrhea may return 48 hours after diarrhea resolves or with written clearance from a licensed healthcare provider.**

VOMITING: Vomiting at least one time, where there is no explanation for the vomiting. A child who vomits without explanation may return 48 hours after the last episode of vomiting or with written clearance from a licensed healthcare provider.

FEVER: A fever is a warning that all is not right with the body. A child with a fever of 100.4°F or above should not be sent to school. Children need to be fever-free without the use of over the counter (OTC) medications for 24 hours before returning to class.

**RASH:** Do not send a child with a rash to school until a doctor or nurse has said that it is safe to do so. We must have a note from your doctor stating the child may return to school/ the rash is not related to a contagious illness. A rash may be the first sign of a communicable disease.

**Staff will contact parents if any of these conditions are noted during the school day.** Until the child is able to be picked up, Staff member will keep the child separated from others, either using the parent room if available, or library area in the classroom. A Staff member will sit with the child to observe and comfort as needed. If a mat or blankets are needed, those will be provided to the child as well.

**Staff will follow the same Health Attendance procedure as children.**

## **MEALTIMES AT HSYC**

At HSYC, we provide healthy meals for your child. At EHS & Head Start Home Base socializations, we will always have a healthy snack for everyone in attendance. The toddlers and Head Start preschool children will have the opportunity to eat two healthy meals each time they come to school. The classes 6-hours and longer will also receive a healthy snack each day. We participate in the USDA Child and Adult Care Food Program (CACFP), which supports the serving of a variety of healthy foods for children and ensures that the quantities and foods we serve are adequate and appropriate for children. At breakfast, children will receive milk, an item from the bread/grain group, and a fruit or vegetable. At lunch, we serve milk, water, a protein, a grain, and two fruits or vegetables. Each month, we will send home menus so you can discuss with your child what they ate at school, plan your evening meals, or join us for mealtimes (we love when parents come to eat with us). Parents of children who have food allergies should discuss the issue with their home visitor so we can make substitutions necessary for children's success during mealtimes.

Mealtime is another time for teaching child development skills. At HSYC, we believe in family style dining, which is when all food is placed in serving bowls on the table and children are encouraged to serve themselves or serve themselves with help from an adult. The adults sit at the table with the children. Children and adults practice good manners in a pleasant mealtime setting. ***We believe that it is the adults' responsibility to provide a variety of healthy foods and the child's responsibility to decide what and how much he/she wants to eat.*** The CACFP and national Head Start performance standards support family style dining at Head Start.

### **What are the Benefits of Family Style Dining for Children?**

Children can learn and practice many social skills, such as taking turns, passing food to others, saying please and thank you, and helping to set the table. Children can serve themselves with child-size serving pitchers and utensils. Children often want to try new foods when they see the other children and adults eating them. Children enjoy eating with adults and practicing good table manners.

### **What are the Benefits of Family Style Dining for Adults?**

Adults benefit by being able to sit and eat with the children. Because all of the food for the meal is placed on the table at the beginning of the meal, the adult does not have to act as server, unless more food is needed for second servings. Children and adults can enjoy quiet conversations and a relaxed meal together. Adults can use the opportunity to talk with the children about nutrition and about the foods that they are enjoying together.

### **We Encourage You to Join Us & Try Family-Style Dining at Home- Helpful Points:**

- Be prepared! Talk with the children about what will happen.
- Provide child-size plates, cups, utensils, and serving bowls that children can use comfortably.
- Have all of the foods on the table at the beginning of the meal.
- Think about each child's ability to serve them self. For some children, you may need to start with only one or two foods as self-serve, then serve them the other foods as they are ready.
- Some children need more help than others. Seat these children near an adult.
- Expect spills. Children are learning and accidents will happen- allow for this. We keep child-size sponges, mops, and brooms handy. Wipe up spills without a fuss. Skills grow with practice by both the adult and child.

## **IMMUNIZATION PROCEDURE**

**TO ATTEND CLASS in Toddler Class and Preschool program:** All children must have had at least one of each of the required immunizations before they can attend class. Parents must present an immunization history to their Family Support or Health Coordinator who will review and inform parent of any immunizations child may need to begin class. Any parent who chooses a NON-MEDICAL EXEMPTION MUST HAVE THE VACCINE EDUCATION CERTIFICATE SUBMITTED TO PROGRAM BEFORE THEY MAY ATTEND CLASS.

**FAMILY SUPPORTS SHALL CONTACT HEALTH COORDINATOR REGARDING IMMUNIZATION INFO FOR HOMELESS CHILDREN WHEN UNOBTAINABLE BY PARENT.**

**TO ATTEND EHS Socialization:** All infants/toddlers must be up-to-date by Oregon State guidelines. If an infant is more than 3 months behind schedule, infant/ toddler will be excluded from class until necessary shot/s needed has been received and EHS Coordinator or EHS FE has received verification from medical provider or Yamhill Co. Health Department (YCHD).

**PARENT RESPONSIBILITIES:** Parents must keep their children's immunizations up-to-date. This is a state law aimed at keeping your child from serious diseases. The FS, FE, or T/TA should be notified of any immunizations received during the program year. Be sure to include which immunizations they received and the date.

**EXCLUSION:** Head Start of Yamhill County is a part of the Mandatory Exclusion Cycle of the Oregon State Health Division. Children who are not up-to-date in their immunizations by exclusion date (unless they have a non-medical or medical exemption) will be excluded from the Head Start class until such time as the immunizations are up-to-date. Parents will receive a written notice before the scheduled exclusion date from the Health Coordinator and the Yamhill County Health Department.

**IMMUNIZATION GUIDELINES:** Listed below are the immunizations the state requires children over 18 months to have before starting school. Your child will need to have at least one of each before coming to class in the Preschool program:

- DPT (Diphtheria, Pertussis, Tetanus)
- Polio
- Measles
- Mumps
- Rubella
- Hemophilus Influenza Type b (HIB)
- Hepatitis B
- Varicella (or had Chicken Pox)
- TB Test (if born in Mexico)
- Hepatitis A

The staff will review your child's immunization record and work with you to get your child fully immunized before kindergarten. Children may be immunized at the YCHD by appointment or with your medical provider.

## **MEDICATIONS AND ALLERGIES**

We understand that at times, children may require to have prescribed medication dispensed while in our care. Although we are able to dispense prescribed medication, we prefer routine medications when possible, are scheduled to be given by the parent/guardian.

If your child requires a prescription medication during class time, Staff members will work with you and your child's doctor to complete a Health Management Plan which includes a parent/guardian signature to dispense the prescribed medication. Health Management Plans will be reviewed/updated annually to ensure accuracy of information.

All medication that is stored in the classroom must be:  
In its original container

- a) Current. All expired medication will not be accepted or will be returned back to the parent/guardian.
- b) Include the child's name and prescription sticker (doctor's name, dosage, medication name, etc.)
- c) Locked in a medication box, in the classroom, out of reach of children.
- d) Accompanied with a medication log which is completed anytime medication is dispensed.
- e) Accompanied with the Health Management Plan signed by the parent/guardian.

If your child is prescribed with a medication that requires special training to dispense/administer, please notify your Family Support when completing the Health Management Plan.

**TRANSPORTATION OF MEDICATIONS CANNOT BE MADE ON THE BUS.** Due to safety, ALL prescribed medications shall be brought to the child's Center by the parent/guardian. If the family has transportation issues, then the Family Support shall arrange a time to pick up the medication and transport to the Center to be added to the child's classroom medication lock box.

If your child has an allergy, your Family Support will work with you during your enrollment visit, to complete a Health and Nutrition History form. It is on this form where a food allergy/disability is noted. When there is a food allergy/disability, the Family Support will provide the parent/ guardian a Medical Statement Food Substitution Form to be completed by a medical professional (as listed on the form). Once the completed form is received, an allergy or food substitution form is created for that child and accommodations will be made.

## **INJURIES AND ACCIDENTS**



We take precautions to ensure the safety of all of the children in our care. However, accidents and injuries are a normal part of growing up and will happen from time-to-time. While in our care, if your child becomes hurt or has an accident, you can expect the following:

At the first visit with your child's teacher, they will gather information about the frequency at which you would like to be notified when your child is hurt during class time. Some parents may prefer to be notified for any and all injuries or accidents (examples: bumps, bruising, scrapes, etc.) that occur to their child, while others may prefer only to be notified for serious injuries. All serious injuries or incidents as defined in OAR 414-300-0010(45) are required to be reported to the parent/guardian of the child.

When you receive an accident report, it will be given within 24 hours of your child's injury. Staff are required to obtain a parent/guardian's signature anytime an accident report is completed. Once signed, a copy will be given to you, and we will keep a copy in your child's file. If your child's injury is a cause for concern, your child's Teacher will notify you prior to sharing the accident report.

In the rare event your child requires medical attention due to an injury sustained while in our care, you will be contacted immediately after contact with an emergency medical professional is made. Children will be taken to the nearest hospital from the center's location (example: Injuries sustained in McMinnville will go to Willamette Valley Medical Center, Newberg will go to Providence Hospital).

## HEAD LICE PROCEDURE

In order to prevent the spread of head lice, Head Start staff will follow the procedures listed below:

1. All children will be checked for head lice the first day of school and every week for the first month, then every 2 weeks thereafter. All children will be checked right after the winter and spring breaks, or if a child is absent more than a week. Parents will be informed of this head check process during one of their initial family visits and at orientation.
2. If a child is found to have a live head lice bug, Head Start staff will call to notify their family at the end of the child's class day. The family will be given information about head lice and how to treat it. We will send the "Letter to Parents about Head Lice" home with all the children from that class that day. Teachers will treat the classroom for head lice after class (see "Classroom Environment Checklist for Head Lice" procedure). Teachers will also perform weekly checks in the classroom for all children until the problem is resolved.
3. The child may come back to school after they have been treated and all live bugs have been removed. When the child is bug free and an attempt to remove nits has been made, the parent/guardian will need to contact Head Start staff and arrange to have a staff member come to the home to check the child's head before returning to class. Head Lice rechecks will not be done in the morning before class or during class. Head Lice re-checks may be completed 2 hours before the afternoon class is to begin at the home by the Family Support.
4. Children with live bugs will not be allowed to attend any other Head Start sponsored function until such time as they are determined to be bug free.



**When a child is found with nits, staff will inform and encourage the family to be proactive in removing nits. Staff will encourage the family to complete a head check daily on their child and treat as needed, due to live bugs being found.**

## **SUNSCREEN**

During the warmer months, HSYC will take precautions to protect children from excessive sun exposure as well as limit sun exposure when sunscreen is not applied. HSYC will supply sunscreen for your child. In your enrollment paperwork, HSYC ask for permission to apply sunscreen to your child. HSYC is required to obtain annual written permission to apply sunscreen to your child as well as notify you of the sunscreen type that is being used in your child's classroom. If at any time you change your mind on the authorization you marked, you may notify your family support who can modify your selection. If you would like to use a specific brand or type that we do not provide, you are welcome to bring the sunscreen of your choice, and your child's teacher will write your child's name on the bottle and store it for use for your child only. Both aerosol or lotion are okay. Lastly, if you would like to give your child approval to apply their own sunscreen with direct staff supervision, you will give written permission to your child's teacher. *HSYC uses Equate Kids Sunscreen Spray, SPF 50.*

## **PEST MANAGEMENT AT HEAD START CENTERS**

All schools, child cares and Head Start programs in Oregon are required to have policies and procedures around the prevention and treatment of pests. Parents may review our Integrated Pest Management Plan at any time: it is located in the Child Care Licensing binder which is kept at every center in the Parent Room, and in all of the HSYC school district classrooms. A potential pesticide product list is also in the binder. Essentially: HSYC does not use chemicals or insecticides in or around or centers. We believe in a pest 'prevention' theory by keeping things clean and well-maintained. If a pest emergency arises and a licensed pest control specialist is required, you will be notified in advance of any application processes, products, and dates of application, and any closures that may result in keeping children healthy and safe until the issue is resolved.





## **TOBACCO, VAPING, CANNABIS, ALCOHOL & DRUGS**

HSYC strives to provide safe and healthy environments for our participants and our staff. As a result, staff and parents should refrain from vaping, tobacco, cannabis, alcohol, and drug use during family visits, on HSYC property, and at HSYC school functions. This includes medical marijuana usage.

HSYC property includes, but is not limited to, classrooms, offices, kitchens, restrooms, meeting rooms, outdoor play areas, parking lots, and in vehicles used for transporting children. HSYC activities include, but are not limited to, field trips, neighborhood walks, and other outdoor group activities.

Any persons under the influence of any drug will not be permitted at HSYC functions. Any persons under the influence of any drug who drive or attempt to drive with a child will be reported to authorities.

Any persons in violation of any Oregon laws, including smoking marijuana around children/ exposing children to second-hand marijuana smoke, will be reported to authorities.

Head Start provides educational and wellness supports to assist our families and staff. This includes activities such as connections to tobacco cessation programs, referrals to and home visits with drug and alcohol treatment providers or peer mentors, etc.



## **EXPECTATIONS FOR PARENTS AND GUARDIANS** **IN THE HSYC CLASSROOM**

At Head Start of Yamhill County (HSYC) we highly encourage parent/guardian participation in our classrooms! We hope parents/guardians join their child in class as much as they'd like whether you are eating a meal, playing or volunteering. When entering the classrooms, adults are expected to uphold the values of HSYC. In our classrooms and buildings, all adults are to use positive language with both adults and children alike; we use Conscious Discipline to guide our connections. Relationships are the core of everything we do. We believe that what you focus on, you get more of! Noticing the positive things that are going on around you to help keep the environment upbeat and positive.

When interacting with children in the classroom, speak in a kind tone of voice using kind words. We encourage parents to interact with all children in an appropriate manner using positive language, a neutral tone of voice and facial expressions. Children are not to be spoken to in a harsh or demeaning way. If there is something going on that you do not agree with, you are encouraged to talk to the teacher in charge to address your concerns.

We believe in active exploration through play. This sometimes means things can get messy! Please wear appropriate clothes in the classroom that may get paint, sand, markers, slime and/or food on. While you're with your child, we hope that you take the opportunity to engage with your child using the classroom materials provided. Please keep your phone on silent and avoid making or taking calls or text messaging. If you need to use your phone, we kindly ask that you step outside of the classroom and use the parent room to take the call. Being on the phone can be distracting to not only your child but also to the other children in the classroom.

We are excited to have parents/guardians in our classrooms. As your child's first and most important teacher, we appreciate the time and efforts you put in to engaging as an HSYC parent/guardian. Thank you for helping our classrooms to remain a safe and a happy place to be.

If you will regularly be in the classroom as a parent volunteer, please inform your teacher or Family Support and they will connect you with our Parent Engagement Specialist who will support your success in the classroom.

## **POLICIES FOR HEAD START FUNCTIONS**

The following policies are set by the Policy Council for the safety of all participants at all Head Start functions.

1. Anyone attending a Head Start center and Head Start function who is under the influence of alcohol or drugs will be asked to leave.
2. All adults are asked to use kind, safe language that allows everyone to feel welcome and included at any Head Start center or Head Start function.
3. Only positive disciplinary measures will be permitted during any Head Start function, such as offering 2 positive choices, using a calm voice, “first this, then that” statements, etc.
4. Only safe play practices will be allowed at a Head Start Center or Head Start functions. Tossing children in the air, wrestling, or any other activity that might hurt a child and/or adult are not permitted.
5. Parents may only bring their own children to Head Start functions. Please do not bring day care children, nieces, nephews, neighbors or any other children who might be in your care.



## **FAMILY SUPPORT VISITS**

It is our goal to build strong and positive partnerships with parents. This takes place, over time, as Family Supports meet with families regularly. Family Supports work with Toddler and Head Start Preschool Families. They will schedule a minimum of (5) times throughout the school year to visit with you in your home or a safe, comfortable place to connect.

During the visits, Family Supports will have the opportunity to share ideas, information, and resources in the community. Family Educators will provide this support to EHS families. Family visits are also times for parents to set goals for themselves and their children and explore ways to achieve them. Family Supports provide ongoing support and encouragement to parents to strengthen and individualize their Head Start experience.

### **Topic Area suggestions you may want to focus on with your Family Support:**

**Family Well-Being:** home safety plans & improvements; finding a medical provider or dentist; completing recommended follow-up at the dentist; tobacco cessation supports; healthy eating; being active together; potty training

**Positive Parent-Child Relationships:** family schedules & routines; discipline; family togetherness ideas; sibling rivalry; mealtime rituals

**Families as Lifelong Educators:** focus as a family on children's learning; reading together; connecting with family elders for learning new skills

**Families as Learners:** something new the entire family wants to learn together and how to achieve that; making goals or dreams a reality; finishing school or starting college

**Family Engagement in Transitions:** working with Teachers of your older children (public school); preparing your family for preschool, kindergarten, a move to a new community or home; getting ready for a baby or other life-changing events; reconnecting after military deployment or incarceration.

**Family Connections to Peers & Community:** crisis support planning for your family before the crisis; groups & organizations in the community for families; developing friendships: kids need healthy friends and so do parents!

**Families as Advocates & Leaders:** helping other families; organizing events; engaging in community advocacy opportunities.

## **PARENT MEETINGS**

Parent Meetings are held several times throughout the school year. Parents will have an opportunity to learn about what is happening in the classroom, upcoming field trips, community events and adult education topics. Policy Council Representatives will be available to share program information and take parent questions and concerns to the monthly Policy Council meeting. Parent Meetings are a great way to meet new people, learn about new things, know more about our program, and have fun! **We hope that you can join us this year! Please contact your Family Support if you have any questions.**



## **Mom's Day Out!**

HSYC recognizes that although caring for children is a rewarding job, it is also a hard and exhausting one. Each year we offer a morning where you can leave your children at our center with our qualified staff and then enjoy a morning of food and fun with other women. We always have so much fun getting together to make crafts, play games, eat snacks AND win raffle prizes! We hope that you can join us this year!





## **INVOLVING MEN IN THE LIVES OF CHILDREN**

**Male role models are important!** Head Start of Yamhill County welcomes all men involved in the lives of children to our activities! We encourage fathers (or father-figures) to participate in family visits and play groups, to help in the classroom or become involved in Policy Council. Throughout the year, HSYC provides **Dude's Day** events that provides opportunities where dads, guardians, granddads, uncles, cousins, neighbors, and friends can play with their child. The most important thing you can give to a child is your time. Investing your time while your child is small will pay dividends for you and your child forever- not to mention it is just plain fun! Even if you have not previously been active in your child's life, it is never too late to become involved!

### **Father Involvement Improves Child Well-Being**

Research studies highlight the positive benefits father figures bring to the lives of their children. A review of studies on father involvement and child well-being published since 1980 found that 82 percent of these studies showed "significant associations between positive father involvement and offspring well-being..."

An analysis of over 100 studies on parent-child relationships found that having a loving and nurturing father figure was as important for a child's happiness, well-being, and social and academic success as having a loving and nurturing mother. Weinraub, in "Fatherhood: the Myth of the Second Class Parent," states that "There is no doubt that fathers are important contributors to child development."

### **School Readiness and Behavior**

Children who have an involved father figure in their lives in the early years show up for school with more of the qualities needed for learning. They are more patient, curious, and confident. They are better able to remain in their seats, wait patiently for their teacher, and maintain interest in their own work.

Educational psychologist Paul Amato explains that this higher level of self-control in school children with involved fathers was also associated with many other healthy qualities, such as improved general life skills, self-esteem, and higher social skills.

## **POLICY COUNCIL**

Head Start is based on the knowledge that parents are the most important people in a child's life and that they should have a voice in our program. The Policy Council is a representative group of parents who are elected by their class to work in partnership with the Board of Directors and key management staff to develop, review, and approve policies, procedures, reports, progress towards our goals, and other key governance responsibilities outlined by our funders. Policy Council meets once a month by Zoom and makes recommendations to the Board of Directors and staff. A few times during the year Policy Council, the Board of Directors, and staff meet in person for training and work sessions. Our governance meetings are fun and informative as you learn about how Head Start works!

- Representatives and Alternates meet every 2<sup>nd</sup> Monday from 5:30-7:30pm by Zoom.
- Reimbursements available for in-person meetings to support childcare and mileage to meetings. PC members receive a small stipend to support data, a meal, or care at home during the meeting.

### **What will I learn from being a member of Policy Council?**

- Learn about and make decisions regarding HSYC's policies and procedures
- Learn how to advocate for your child and the program
- Develop the ability to share ideas in a group
- Learn about community agencies and their resources
- Gain leadership skills that can be used when job seeking
- Learn governing body practices: develop an agenda; run a meeting; the process of making motions and voting, etc. WE TEACH ALL OF THIS!



## **VOLUNTEERING AT HEAD START OF YAMHILL COUNTY!**

We appreciate our volunteers! With busy lives, it can be hard to find time to volunteer. However, the benefits of volunteering are enormous to you, your family, and your community. Volunteering can help you find friends, reach out to the community, learn new skills, and even advance your career. It can also help enhance your mental and physical health! As a matter of fact, one in three Head Start staff members is a former or current Head Start parent!

Volunteers can be professional and nonprofessional, parents, local residents, and community members. Volunteers may serve as:

- Board of Directors, advisory, and Policy Council members
- Support in the classrooms
- Provide office support
- Assist in the kitchen
- Help with facility and maintenance work
- Provide translation

**There are opportunities for anyone who wishes to share their time with our organization!**

Volunteering is a fun and easy way to explore your interests and passions.

Doing volunteer work you find meaningful and interesting can be a relaxing, energizing escape from your day-to-day routine of work, school, or family commitments.

Volunteering also provides you with renewed creativity, motivation, and vision that can carry over into your personal and professional life. If you are interested in volunteering, please contact us at (503) 472-2000 or [volunteer@yamhillheadstart.org](mailto:volunteer@yamhillheadstart.org). You are welcome to experience a day at one of our centers to better decide which area of our program is the most appealing for you! We look forward to having you as a valued member of our Head Start team!





## **TRANSPORTATION INFORMATION**

**Unlike public schools, we do not receive additional funding for our transportation services. Transportation services are not a mandated requirement, nor do all Head Start programs provide this service. Therefore, we want to clarify that not all children who attended HSYC will receive bus service, even in a class that receives transportation. We request that children within a mile radius of the HSYC center self-transport.**

Head Start of Yamhill County owns our buses, and they are only used when they're in 100% safe operating condition. Our bus fleet and substitute drivers are limited due to extra expenses to our program. We thank you in advance for setting up alternate ways to get your child to/from school when your bus driver or bus is not available.

Your Head Start Bus Driver is a trained professional. Each driver meets DMV requirements and is licensed with the Oregon Department of Education Pupil Transportation. Every morning before our bus leaves to transport your child, our drivers conduct a pre-trip inspection. In addition to daily pre-trips, each bus undergoes an annual safety inspection with a certified mechanic. Also, for your child's safety, all buses are equipped with a 5-point harness system (CRS).

**All children and parents in the program are required annually to complete a School Bus/Pedestrian Safety Training before children ride the school bus. The training is held during Parent/Child Orientation days and as needed throughout the year.**

Please be patient with the changing bus pick-up and drop-off times during the first few weeks of school. Changes may also occur later in the year due to enrollment changes. Also, Head Start regulations require bus routes be as efficient as possible. Some families may need to meet at a community stop when they live within certain areas. Due to limited time every minute counts! Please note that we are not able to quickly make changes to pick-up and drop-off locations and times because it impacts EVERYONE on the route.

Please do the following to ensure the safety of all children in the program:

- Please have your child at the bus stop **five** (5) minutes before the designated pick-up time. Also, please wait **five** (5) minutes after your designated time if the bus is running late.
- The bus can only wait **two** (2) minutes after your scheduled pick-up time before leaving.
- A parent or designated person must come to the bus door and sign the child in/out at the time of pick-up/drop-off. Designated people must be on the **Authorized Adult Release Form**.
- A child **will not** be released to **ANYONE** without prior written permission from the parent or guardian. If we do not recognize the person picking up the child, they will be required to show picture identification.

- A person must be at least 13 years of age to be placed on the child's **Authorized Adult Release Form**.
- Anytime an authorized individual is not present to accept a child from the bus, the child will be returned to school at the end of the bus route. Attempts will be made to contact the parent or emergency contacts to come and pick the child up at school. **Please note:** If you or your emergency contacts cannot be located to come pick up the child by the end of the workday, the authorities will be contacted to take custody of your child.
- Due to limited space and safety concerns backpacks will not be transported on the bus.



## **SELF-TRANSPORT TO SCHOOL: ARRIVAL & DEPARTURE AND PEDESTRIAN SAFETY**

**Arrival:** HSYC understands the importance of a smooth transition from home to school. To help with a seamless transition, we ask that children are dropped off no more than 5 minutes before class starts. This allows our hardworking Teachers the time they need to prepare for your children's class time. If you are arriving any earlier to drop off your child, please feel free to wait in the parent room until the Teachers open the door to begin class. Being on time for class is essential in assisting in this transition; late arrivals can be uncomfortable for your child as they do not get time to settle in and/or play before circle time. Arriving during circle time is distracting for other children and the Teacher. Upon arrival, you can help with your child's independence by showing them where coats are stored and allowing them to hang up the coat or to place it in a cubby. Help your child find their cubby by looking for their picture and name, as well as to move to the next activity in the class schedule. Saying a brief, confident goodbye to your child and quietly leaving is crucial in supporting your child's independence during this transition period. If you are hesitant to leave, your child may be hesitant to stay too. Please feel free to ask a Teacher for assistance if extra support is needed.

**Departure:** Children become worried if they are not picked up on time. Please arrive within five minutes of the end of class. If being late is unavoidable, please notify your Teacher as soon as possible so that we may reassure your child. Teachers spend time after class preparing for the next class, completing family visits and conferences and often have program errands or meetings during this time. Thank you in advance for helping to support Teachers in successfully managing their time!

A child cannot leave the classroom until an AUTHORIZED adult arrives to receive the child. If there is a substitute teacher, the other teacher will be responsible for ensuring it is an AUTHORIZED adult taking the child from the center. If the classroom staff does not recognize an adult, classroom staff MUST check ID and compare it to Authorized Adult Release Form. If they do not have ID, or are not on the Authorized Adult Release Form, we CANNOT release the child to them.

**(What do you do if a last-minute change comes in about who a child can be released to?)**

We MUST have a verbal request from the guardian(s) as well as a written note. We will not release a child to someone with just a written note.

If a child is not picked up within 15 minutes of the end of class, staff begin trying to contact the parent(s). Two HSYC staff will wait with the child while we try to reach someone on the Authorized Adult Release Form. If we are unable to contact an authorized person by the end of the workday, it is HSYC's policy to call the local authorities.

Classroom staff must notify their supervisor in the event a child is picked up late.

**Be Visible:** Always make sure you're visible to drivers and make eye contact with them whenever possible.

Wear lightly colored or reflective clothing at night and brightly colored clothing during the day.

Stay in well-lit areas, especially when crossing the street.

If possible, make eye contact with drivers in stopped vehicles to ensure they see you before you cross in front of them.

**Stay Alert – Avoid Distractions:** Distractions are everywhere and are difficult to avoid. Remember that, as a pedestrian, your eyes and ears are your best tools for keeping safe. Stay alert and watch out.

**Follow the Rules:** Know and follow all traffic rules, signs, and signals. You need to be aware of the rules vehicles around you must follow to properly anticipate what drivers will do. This will help increase your safety.

Never assume a driver will give you the right of way. Make every effort to make eye contact with the driver of a stopped or approaching vehicle before entering the roadway.

**Walk in Safe Places:** Use crosswalks when crossing the street. If a crosswalk is unavailable, be sure to find a well-lit spot on the road to cross and wait for a long enough gap in traffic to make it safely across the street.

Stay on sidewalks whenever possible. If a sidewalk is not available, be sure to walk on the far side of the road facing traffic. This will help increase your visibility to drivers.

**Parking Lot Safety:** Stay alert while walking through parking lots. Look and listen attentively.

- Remember that vehicles have blind spots.
- Walk in groups, when possible, for greater visibility.
- Walk in the main aisles of parking lots, not in the areas between parked vehicles. Treat parking lots like streets – look both ways twice before proceeding.
- **Remember to bring all siblings and any child in your care with you into the building when dropping off your enrolled Head Start child. Leaving children unattended is a safety concern.**

## **BUS SAFETY RULES**

To make your child's bus ride safe and pleasant, our Head Start Program would like to enlist you and your child's cooperation in observing the following rules:

1. Children to be transported are under the supervision of the Driver & Bus Monitor.
2. Soft voices and safe activities are expected.
3. Child safety restraints systems are to be worn throughout the trip and children are to remain seated at all times. All child safety restraint systems will be age, weight, and height appropriate.
4. Seats will be assigned.
5. Hands, arms, head, or objects are to be kept inside the bus windows.
6. Windows will be opened or closed by adults only.
7. Children will help keep the bus clean and free from damage.
8. Personal belongings must be approved by the Driver & Bus Monitor. Food must be consumed before entering the bus. Due to limited space and safety concerns backpacks will not be transported on the bus.
9. Adults and children must wait at least 12 feet from the area where the bus is stopping for loading or unloading. Before crossing the street always, STOP, LOOK, and LISTEN. Always cross in front of the bus.
10. Always use the handrail when loading/unloading on the bus. (Jumping from the stairs is not safe.)

Drivers and Bus Monitors will partner with you to make the trip safe and enjoyable. However, your cooperation is needed. If your child's behavior is disruptive, the Driver and Bus Monitor will assist your child using positive directions and actions in becoming responsible "riders." If your child continues to be disruptive on the bus, our staff will work with you to develop a Skill Building Plan, accessing community resources, implementation of new strategies and techniques, and/or modifying the transportation services to meet your child's individual needs. **If your child needs personal belongings left at school, please meet with your Teacher to make arrangements.**

**We expect all families, even those whose children will not regularly ride the bus, to review the following video on HSYC Pedestrian Safety before school begins:**

**<https://www.youtube.com/watch?v=JsZ-3ArORSQ>**





## **HSYC INCLEMENT WEATHER PROCEDURE**

HSYC has inclement weather days. We recognize that the safety of children, families, and staff is important. We also recognize that maintaining a regular schedule is important. The Director and the Transportation Supervisor will work together to make the decision regarding closures and announce this by 6:30 am using community media listed below. The guideline Head Start management uses to determine inclement weather days are often BUT NOT ALWAYS based on schedules of various Yamhill County public schools where our centers are located. Occasionally we might delay the start of morning classes or cancel morning classes and keep afternoon classes on schedule.

**Staff will not be responsible for contacting families.** If Head Start classes are canceled, staff may work using their own judgment following their assigned work schedule. Family visits and/or conferences for the day would take place as planned after these possible delays. All family visits missed due to inclement weather must be rescheduled/ made up.

It is our goal on class days to have a decision by 6:30 am posted with the Flashnews Network. This is the only media sources that we communicate with:

<http://www.flashalert.net/>

Flash Alert communicates with local news radio and television stations.

Parents are responsible for obtaining information regarding HSYC closures from the local media. **Staff will not be responsible for contacting families.**

## **UNDERSTANDING FLASHALERT MESSAGES FROM HSYC**

- HSYC will always indicate which location and/or class is closed, opening late, or closing early.
- In some instances, only one location or class may be affected, while all others are running on schedule.
- It would be a good idea to know the name of your child's class. If you do not know, please ask your teacher.

FlashAlert will inform you about weather closures and emergency information related to our HSYC classes.

## **SETTING UP A FLASHALERT ACCOUNT**

Go to <https://www.flashalert.net/> or add the Flashalert Messenger App to your phone.

- Choose Manage Your Messenger Subscriptions
- Create an account and login (this will be an email address and password)
- Choose “Add Subscription”
- Area is Portland/ Vancouver/ Salem
- Choose Head Start/ Early Childhood Centers
- Choose Head Start of Yamhill County
- Confirm your subscription through your email address you used
- Try a test alert to you are connected.

Sometimes the phone app takes up to 10 minutes to update your subscription. If it doesn't work the first time, try again later.

Please note that FlashAlert is now also linked to HSYC's Facebook page.

## **PARENTSQUARE: Our Main Form of Communication with Families**

ParentSquare is a communication platform for schools that allows staff to text or email families individually, or by classroom, center, or agency-wide. Staff will help families set up the ParentSquare app so they can receive important notices, messages, training fliers, etc. to keep you in the know about events, closures, opportunities, and changes to schedules.

## **CIVIL RIGHTS STATEMENT**

### **“Head Start of Yamhill County is an equal opportunity provider”**

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), age, disability, and reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities and limited English proficiency (LEP) have the right to free language assistance and accommodations. HSYC will provide these services upon request. This institution is an equal opportunity provider.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at [www.usda.gov/sites/default/files/documents/usda-programdiscrimination-complaint-form.pdf](http://www.usda.gov/sites/default/files/documents/usda-programdiscrimination-complaint-form.pdf), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

Persons with disabilities and limited English proficiency (LEP) have the right to free language assistance and accommodations. HSYC will provide these services upon request.  
HSYC is an equal opportunity provider.



## **RESOURCES:**

- National Suicide Prevention Lifeline: 800-273-TALK (8255) (toll-free)
- Behavioral/Mental Health: to find a counselor: 503-474-6884
- Crisis line: 1-844-842-8200
- National Parent Helpline: 855-4A PARENT (427-2736) (toll-free)
- The National Domestic Violence Hotline: 1-800-799-SAFE (7233) (toll-free)
- YCCO Customer Service- OHP Questions- 1-855-722-8205
- FindTreatment.gov
- Alcoholics Anonymous: 1-212-870-3400
- National Association for Children of Alcoholics: 1-888-554-COAS (2627) (toll-free)
- National Institute on Drug Abuse: 1-301-443-1124
- Capitol Dental-To find a dentist- 1-800-525-6800
- WIC – (503) 434-6740
- Meals/Food Pantries-  
[https://www.needhelppayingbills.com/html/yamhill\\_county\\_food\\_pantries.html](https://www.needhelppayingbills.com/html/yamhill_county_food_pantries.html)
- Parenting Classes – [www.midvalleyparenting.org](http://www.midvalleyparenting.org)
- Sensible Speech and Rehab: 503-883-8250
- Willamette Education Service District: 503-435-5900

We encourage you to connect with other HSYC parents to schedule play dates and share information, rides, and the HSYC experience. You are encouraged to exchange phone numbers and names with one another.

## **IMPORTANT INFORMATION: OHP Renewals are still happening!**

The state is sending renewal letters to people who receive benefits. We want to make sure, when you get your letters that all of your contact information is up to date. It is important that your contact information is current so that you can be reached by mail, email, and phone to help you receive the benefits you qualify for. To do this, you can **update your contact information online, in-person or over the phone.**

**Pay close attention to your mail!** When you get the letter from the state, it will let you know what you need to do to see if you still qualify for OHP, long term benefits and supports, or SNAP food benefits from the state.

**If you get a letter, please fill out the form and return it to the state right away.** Even if you no longer qualify for OHP or other benefits, it's important to respond to the state's letter so they can help you find coverage you qualify for.

***If you have questions or need assistance please contact Yamhill Community Care or your DHS caseworker.***