

# COSHOCTON COUNTY HEAD START, INC. 2024-2025 HANDBOOK



## **Our Mission**

Coshocton County Head Start Inc. is a comprehensive family and child development program committed to providing quality services that support and nurture the families we serve. Our work connects through our community as we prepare our children for a successful future, in doing so we benefit not only our families, but our broader community as well.

## **WELCOME**

Welcome to Coshocton County Head Start, Inc. This booklet has been prepared to give you information about our program so you will know what to expect. We will talk about the different opportunities available to you and your child and how we will work together to give each of you a “Head Start” experience.

## **Attendance**

**Enrolling in Head Start means that you’re committed to bringing your child to class each and every day or keeping your scheduled home visit.**

**Children should be present in class at least 85% percent of the time.**

## **CONTACT INFORMATION**

### **HILLTOP SITE**

#### **EXECUTIVE DIRECTOR**

Susan Craddock  
3201 CR 16, Coshocton, Ohio 43812  
(740) 622-9537 FAX (740) 622-6351

Licensing Administrator – Jamie Adkins

### **UNITED METHODIST CHURCH SITE**

120 West Union Street, West Lafayette, Ohio 43845  
(740) 622-8665

Licensing Administrator – Karen Eaton

### **COSHOCTON COUNTY CAREER CENTER SITE**

23640 Airport Road, Coshocton, Ohio 43812  
(740) 295-9522

Licensing Administrator – Lisa Green

**For more information email: [information@cheadstart.org](mailto:information@cheadstart.org)**

## OUR PHILOSOPHY

We believe that by working together we can further the vision and the intent of the agency's mission by:

- Affirming program parents in their parenting role, working with them to improve their parenting skills.
- Providing program parents with information and encouragement to increase their knowledge of their rights and responsibilities as parents.
- Providing a program that will allow enrolled children and families to maximize their potential.
- Providing opportunities for parents to become involved in the program decision making process.
- Providing opportunities for socialization for all enrolled children and their families.
- Providing opportunities for children with disabilities to be enrolled in the program and to participate in all aspects of the program in order to meet their individual needs.
- Providing a means of coordination existing services for enrolled families to meet their individual needs.
- Providing screening assessments designed to enhance early identification and treatment of potential problem areas for enrolled children.
- Providing employment opportunities to enrolled families as available.

## DAYS AND HOURS OF OPERATION

Coshocton County Head Start is open Monday through Friday 7:30am - 4:00pm. Our program observes the following holidays:

- Labor Day
- (1) Fair Day
- Thanksgiving
- Christmas
- New Year's
- Martin Luther King
- Presidents Day
- Good Friday
- Memorial Day
- Juneteenth
- Fourth of July

**SCHEDULE; (Example)**

8:15-8:30 Arrival/Greeting  
8:15-8:45 Breakfast  
8:45-8:55 Bathroom/Washing Hands  
8:55-9:40 Brain Smart Start/Choice Time  
9:40-9:45 Clean Up  
9:45-10:15 Gross Motor Room  
10:15-10:25 Bathroom/Handwashing  
10:25-10:35 Music and Movement  
10:35-10:45 Circle Time  
10:45-11:20 Choice Time  
11:20-11:30 Cleanup/Wash hands  
11:30-12:00 Lunch  
12:00-12:10 Bathroom/Handwashing  
12:10-1:40 Rest Time  
1:40-1:50 Bathroom/Handwashing  
1:50-2:20 PM Snack  
2:20-2:30 Story Time  
2:30-3:30 Gross Motor (playground)  
3:15-3:30 Departure

Room schedules are posted in each classroom.

**LICENSED CAPACITY AND ADULT-CHILD RATIO**

Head Start meets staff/child ratios in accordance with the Ohio Department of Job & Family Services. The state requirements for our centers are:

State requirements for Adult-Child Ratio Maximum

9 months to 3-year-old	1:4	8
2 ½ year old children	1:8	16
3-year-old children	1:12	24
4-year-old children	1:14	28
School age children	1:18	36
Preschool Step Up to Quality	1:10	19

## ***MAXIMUM GROUP SIZES***

<u>HS Classroom Ratio:</u>	Preschool (3 – 5 Yr.)	1:10	2:16
<u>EHS Classroom Ratio:</u>	Infant’s/Toddler’s	1:4	2:8
<u>Home Visitors:</u>	10 - 12 Children, no more than 14 Families		

## **CENTER PARENT INFORMATION**

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted on the Parent Information Board. The administrator and each employee of the center is required, under Section 2151/421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency. Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children; evaluation of the care provided by the center or evaluation of the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence. (See COVID updates)

The administrator’s hours of availability and child/staff ratios are posted in a noticeable place in the center for review. The licensing record, including licensing inspection reports, complaint investigations reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

## **CHILD ABUSE AND NEGLECT**

**[Ohio Law states that all Head Start and Early Head Start staff are mandated reporters](#)** and are required to report any cases of suspected child abuse or neglect to the Department of Human Services.

## **PARENT INVOLVEMENT**

Coshocton County Head Start provides many opportunities for parents of children enrolled in the program, such as:

Training/Career Development	Parent Center Committee
School Family Meetings	Policy Council
Fatherhood Initiative	Health Advisory Committee
Parent Workshops	

## **IN-KIND**

A condition of receiving Federal Funds is that Coshocton County Head Start must provide local matching funds. This local match can be donated cash or In-Kind space, time, mileage, etc. Head Start must provide 25% as a match of the Federal Funds. Much of that amount will be from the value of the donated space where our centers are located. Another important source of In-Kind is volunteering. Donated goods and services are another source of In-Kind. The equipment, supplies, etc. that parents donate to their center are also included in the total In-Kind. So, you can see that your efforts help our program in many ways.

## **HOME VISITS AND PARENT/TEACHER CONFERENCES**

**CENTER BASE OPTION:** Home visits and parent/teacher conferences are special times set aside so a parent and child can meet with a teacher or a staff person. The home visit and parent/teacher conferences are an excellent time to ask questions about how your child is doing and what you can do to help. Two (2) home visits and two (2) conferences will be scheduled throughout the year. Head Start is mandated by the Federal Government to meet a required **attendance of 85% during program year. Having your child in attendance daily and on time is critical to your child's education.**

**EARLY HEAD START HOME BASE OPTION:** Children benefit the most when the important adults in their lives---their parents, caregivers, teachers, health care specialists, or home visitors are working together to support their learning and growth. The home base option consists of 1 home visit a week, with each visit lasting 90 minutes.

## **PAYMENT POLICIES**

Coshocton County Head Start is a free preschool program for those children that meet the eligibility requirement.

## **ENROLLMENT INFORMATION**

Your Family Advocate has completed all of your enrollment packet with you and collected all documents that are needed such as:

- Child's Birth Certificate
- Proof of Income
- Last Four Digits of Child's Social Security Number
- Shot Record/Physical
- Any Court Documentation
- Health Care Plans/Request for Medication (if needed)
- Child Enrollment and Health Information for Child Care (odjfs 01234)

If you need help with any of this please get in touch with your Family Advocate and they will be glad to assist you.

## **DIS-ENROLLMENT**

CCHS will on a rare occasion disenroll a child if there is no contact. Steps will be taken prior to disenrollment:

- Phone calls/messages to the parent.
- A visit to their home.
- A formal letter will be mailed to the family.
- If no contact still remains the child will be disenrolled from the program.

## **FAMILY CHANGES AFTER ENROLLMENT**

**It is important to notify us immediately when you move, change your telephone number, or change jobs! \*\*In case of an emergency we need the most up-to-date information.**

All parents/guardians must complete a Release Form before enrollment. Parents/guardians will place names of those adults/teens (16 years of age or older) who are allowed to pick up their child (ren) from the classroom. In addition, the Release Form allows parents/guardians a place to indicate those individuals that cannot pick-up their child. Parents/guardians will sign and date this form.

## **RELEASE TO PROCEDURE**

During enrollment parents/guardians will fill out a “Release To” form listing any individual that has permission to pick up their child. The child will be released ONLY to those listed on the “Release To” form and with proper identification (person must be at least 18 years of age). If a parent/guardian wishes to add/remove a person from the list they will be provided with a new form to fill out and return.

**Photo Identification** will be required before the child is released. No phone calls will be allowed for authorizing pick-up for anyone not on the release form. It is your responsibility to update your release form for the following reasons:

- Address
- Telephone number
- Legal custody of the child
- Day time emergency contact person and telephone number.
- Place of employment
- Additional persons for pick up
- Custody of Children
- CCHS requires a copy of custody papers to be put in the child’s file. CCHS will follow the legal rulings of the court document.

## **CARE OF CHILDREN WITHOUT IMMUNIZATIONS**

Your child must have received or be in the process of receiving the following vaccines: DPT, Polio, MMR, Hep B. and HIB before he or she enters the classroom. These immunization requirements may be waived upon request for exemption by the parent for medical or religious reasons. The signed waiver is kept on file at the center and must be updated annually. A child's health will determine their ability to develop and to learn. According to federal requirements, **all children at Head Start must be up-to-date with their health care unless waived upon request.** Please ensure the necessary exams are completed within **30 days** of enrollment. In addition, Head Start staff performs a daily health check on each child at school.

### **IN ORDER TO BE UP-TO-DATE WITH HEALTH REQUIREMENTS YOU MUST HAVE**

- Immunizations including DTP, Polio, MMR, Hib, Hepatitis B, Hepatitis A and Varicella up-to-date.
- A well child examination within the last year. Including Blood Lead level and hemoglobin/hematocrit testing.
- A dental examination within the last year.

Please let us know if we can help you with any part of this process.

### **ATTENDANCE POLICIES**

Attendance matters and is important for your child's success. **Each child is required to maintain at least an 85% in attendance.** Please call your child's school to let us know when your child is going to be absent. Parents are **required** to call to report their child's absence within **one hour** of their child's class start time.

If you leave a message you must include:

- Child's Name
- Classroom or Teachers Name
- DETAILED Reason for the absence(s).

If your child is absent for **three days** and you have not contacted us, on the 3rd day a Family Advocate will be conducting a well visit. Your child's attendance will be tracked during the program year. If your child falls below 85% in his/her attendance your Family Advocate will be contacting you.



**ARRIVAL AND DEPARTURE POLICY**

**EARLY HEAD START**

**ARRIVAL**

8:00-8:15

8:15-8:30

**DEPARTURE**

3:00-3:15

3:15-3:30

**HEAD START**

**ARRIVAL**

7:45-8:00

8:00-8:15

8:15-8:30

8:30-3:45

**DEPARTURE**

2:45-3:00

3:00-3:15

3:15-3:30

3:30-3:45

Upon transporting your child to his/her site an authorized adult is to accompany the child to the designated drop off area. The teaching staff will greet all children when they arrive and take attendance. When transporting home only an authorized adult is to pick up the child.

**NOTE: FOR THE SAFETY OF ALL CHILDREN, HEADSTART MUST USE THE FRONT ENTRANCE TO ENTER AND EXIT. EHS FAMILIES DROP OFF AND PICK-UP AT THEIR CHILD'S CLASSROOM DOOR BEHIND THE BUILDING. ALL VISITORS MUST SIGN IN AT THE FRONT MAIN ENTRANCE.**

**SUPERVISION OF ALL CHILDREN**

Head Start staff actively supervise **ALL** children assigned to them. **NO CHILDREN WILL EVER BE LEFT ALONE OR UNSUPERVISED AT ANY TIME, WHETHER INDOORS OR OUTDOORS.** Children will be within sight and hearing of the staff at all times. The staff member shall remain outdoors with the children at all times. The staff member shall be able to summon another adult without leaving the group unsupervised. When the outdoor play space is not on the premises, child care staff members shall accompany and supervise all children in transit and at the outdoor play space.

**CHILD GUIDANCE**

Coshocton County Head Start believes self-regulation, (self-help/self-control), is a part of child development just as cognitive and motor skills. Children need to be taught appropriate responses and given opportunities to practice these skills. There are no quick fixes to social competence and we recognize some children need more time to acquire these skills. Coshocton County Head Start looks at behaviors as an opportunity to teach appropriate responses to conflict. We support this philosophy of guidance by:

1. Providing a positive role model.
2. Speaking in a warm and pleasant voice.

3. Giving the child appropriate choices.
4. Kneeling down to talk quietly and directly to the child.
5. Offering suggestions for alternative behaviors the child could do.
6. Getting information from the child or the children about the situation.
7. Listening to the children. Do not assume anything!
8. Encouraging children to use their words instead of their hands to settle conflict. Our goal is for children to demonstrate self-regulation by responding to situations in appropriate ways. We want children to become socially competent by using problem solving techniques. Our long-term goal is for children to learn self-control rather than being controlled by the adults. Physical discipline, such as hitting or shaking a child, threats to do so, or withholding food **will not** be used in any of our centers. If a child engages in an act, which may cause physical harm to him/her or others, parent/guardians will be called immediately. A safety plan will be established for children with severe behaviors. The Coshocton County Head Start guidance policy is in keeping with the program's goals and standards to encourage children to develop socially, emotionally, physically and intellectually by encouraging self-discipline and self-esteem. Parents will be notified of sudden behavior changes and/or prolonged behavior problems.

**Children continuing severe inappropriate behaviors in the classroom will have the following steps taken for remediation:**

1. The teacher will try redirecting the child, problem solving with the child and other techniques to improve the child's behavior.
2. The teacher will talk with the parents concerning the problem and will gather information from the parent as to possible causes for the behaviors and what type of guidance techniques are used in the home.
3. If the negative behaviors continue, permission will be obtained from the parent to have the mental health consultant observe the child in the classroom. A conference with the mental health consultant, parent and teacher will follow this observation and a plan will be developed to help the child develop self-regulation.
4. The teacher will monitor the child and follow-up meetings will occur as needed. The emphasis of the plan is the combined team effort of the teacher, parent and mental health consultant.
5. If the child continues to pose safety issues to themselves or others in the classroom, Coshocton County Head Start may create a plan of action that can include a modified class schedule or weekly home visits until the child can be transitioned safely back into the classroom.

**\*Coshocton County Head Start does not expel or suspend children due to behaviors**

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE POLICIES**

### **DISABILITY SERVICES**

***Inclusive Classrooms:*** Head Start provides a range of services to children with identified disabilities. Parents and Head Start staff work together to give your child the best learning experience possible.

### **REFERRALS FOR SPECIAL SERVICES**

If teachers or parents see limited progress or developmental concerns in their child, Head Start staff can assist parents in preparing a referral for a free evaluation. We work in partnership with all Local School Districts (LEA's) and Help Me Grow. Head Start staff also attends the evaluation and meetings to provide information about the child at school and to assist the parents to understand the process. For help with referrals to LEA's and Help Me Grow or with questions about Special Education services, you can talk with your child's teacher or contact the Education/ Disability Manager @ 740-622-9537.

Infant/ Toddler - Jamie Adkins

Preschool- Tracie Hatfield

### **MENTAL HEALTH**

The Mental Health Consultant will conduct classroom observations throughout the year. You can request an individual observation or additional screenings by speaking with your child's teacher, home visitor, or call the Mental Health Manager, Tara Hardesty @ 740-622-9537.

### **CONSCIOUS DISCIPLINE**

Conscious Discipline is a Trauma-Informed, evidence-based program by Dr. Becky Bailey. We incorporate this social-emotional learning and classroom management tool in all of our programming.

### **OUTDOOR PLAY**

Research has shown children stay healthier when they have daily outdoor play. Based on this information and state requirements children who attend four (4) or more consecutive hours, will be included in our outdoor play on a daily basis. Children will not be taken outside when the temperature (wind chill and heat index factor) drops below 25 degrees or rises above 90 degrees. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Your child will be involved in many hands-on activities at school, which can be *messy*, (such as, painting) and all children will participate in outdoor activities on a daily basis unless it is raining.

Please send your child in play clothes, which are comfortable and with additional clothing, which are suitable for the weather. Also, we ask that you do not dress your child in opened-toe sandals or flip-flops. **THIS IS A SAFETY HAZARD!** We have a lot of sand and playground equipment that can trip-up little toes. Please dress them in tennis shoes or shoes that cover their entire foot.

### **FOOD AND DIETARY POLICIES**

All children in Head Start will be served a minimum of two nutritious meals every school day. Full day classes will receive breakfast, lunch and afternoon snacks daily. Meals are prepared in Head Start kitchens. Menus meet USDA guidelines and 1/3 of a child's daily dietary needs. This includes whole grains, milk, fresh fruits and vegetables, and are low in sugar, salt, and fat. Children are offered a variety of foods to broaden their food experience, while many cultural and ethnic preferences are honored. If your child has a special food requirement, please notify your teacher and then contact the Health Manager, Brenda Bissett at (740) 622-9537. Nutrition is an important part of Head Start. All snacks and meals are provided by Head Start. **Do not send snacks from home.** Approved snack menus are served.

### **SUPPORTS FOR BREASTFEEDING MOTHERS**

Coshocton County Head Start provides an environment that promotes and normalizes breastfeeding. A private space will be provided to allow mothers (employees and the families that we serve) the opportunity to continue to breastfeed after they have returned to work or school).

- Breastmilk brought in by the parent will only be accepted if it is in a tightly sealed container and labeled with the date pumped. The program will store the breast milk. The CCHS staff will ensure that the milk is properly labeled and stored.
- Formula is provided by CCHS. Parents will receive a form; Parent Preference Letter; listing the name and brand of the formula. If the parent prefers a different brand of formula than what the center offers, they will need to supply a written note from their doctor.
- Formula and breastmilk are warmed in an appropriate bottle warmer accordingly and given on demand. The amount of formula or breastmilk the infant consumes is recorded on the Infant and Toddler Feeding Log.

### **CIVIL RIGHTS POLICY**

**In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or**

retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

### **ILLNESS POLICIES**

If your child has the following you will be asked to come pick up your child.

- Fever over 100 degrees, 3 diarrheas with no other symptoms, 2 diarrheas with other symptoms or vomiting. Keep the child home for at least 24 hours after the symptoms have stopped.
- Cold, Cough, Sore Throat: Keep child home if cold or cough is severe even without a fever. If fever or swollen glands are present consult your doctor.
- Stomach ache: Consult your doctor if the stomach ache is severe or lasts longer than 4 hours.
- Rash: A rash can be caused by many things. Please keep your child home if the child has a rash and follow-up with the doctor to have it diagnosed before returning. Keep the child home if fever is present or the child is feeling ill.

Your child may have a health condition not listed above that will require your child to stay home or that you pick up your child from school and take them home. Coshocton Head Start wants your child to be at school every day, but when children are sick, the best place for them to be is at home recovering. Coshocton Head Start reserves the right to require a doctor's note that clears your child for readmission into the classroom.

If we have a COVID -19 outbreak within our community we will follow the CDC guidelines.

## **EMERGENCY, SERIOUS ILLNESS AND INJURY PROCEDURES**

### ***Isolation of a child due to suspected communicable disease***

- A staff member stays with the child until an authorized adult arrives.
- A staff member phones the child's parent/guardian to inform them of the illness and to pick the child up.
- Parents/Guardians are told to have the child examined by a physician if communicable disease is suspected and call the teacher with the information.
- Children who have a communicable disease or parasitic infestation must have a written authorization from his/her physician in order to return to the center.
- Children must have been free of symptoms that caused his/her dismissal from the center for a minimum of 24 hours before returning to Head Start

\*\*\*Ohio Department of Health's "Child Daycare Center Communicable Disease Chart" is located on the parent board at South Lawn and Career Center and on the hallway door at the Hilltop Site next to Nurses Station.

## **MEDICAL & DENTAL EMERGENCY PLANS**

The center has devised several procedures to follow in the event an emergency would occur while a child is in the center's care. There is always one (1) staff member present who has received training in First aid, Communicable Diseases and CPR. In case of a minor accident injury, staff will administer basic first aid and TLC. If the injury would be more serious first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening the EMS will be contacted to transport and a parent/guardian will be notified.

A staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. **THE CENTER WILL NOT TRANSPORT CHILDREN IN EMERGENCY SITUATIONS.** EMS will transport all children. If a child would ever require syrup of Ipecac to be administered it would only be done with instruction from the Poison Control.

### **Serious incident, injuries or illness:**

- 911 will be called if necessary.
- Parents will be contacted.
- An incident report will be completed by a staff person and signed by the Administrator. This incident will be reported to ODJFS.
- No "Emergency Medical Transportation":

CCHS staff will call the parent(s)/guardian and explain the reason for the call.

Parents may choose to pick up their child and transport the child to get medical treatment if they feel it is necessary. However, if it is a serious injury or emergency that could be a possible life or death situation, CCHS Staff will call 911.

Parents please note: when signing the form stating “No Emergency Medical Transportation” when it is a possible life or death situation, CCHS Staff will call 911. Parents/Guardians will be notified immediately and informed where the child will be transported. A CCHS staff member will accompany the child with medical records.

### **Medical, Dental and Emergency Plan:**

There is a written medical and dental emergency (General or Serious) plan posted by every dial-out phone, in every classroom, gym and other areas that are used by the children. The plans will include:

- Head Start’s name, address and telephone number.
- Location of the first aid kits, fire extinguishers, fire alarm system and electrical circuit box.
- Telephone numbers for:
  - Emergency squad
  - Fire Department
  - Hospital
  - Poison Control Center
  - Children Services Agency
  - Sheriff’s Office
- Names of staff currently trained to administer first aid and CPR
- Location of Children’s Records

## **ADMINISTRATION OF MEDICATIONS AND TOPICAL PRODUCTS POLICIES**

Head Start **does not give medication** to children unless there is an Individual Education Plan (IEP) or life or death situations, such as, (i.e. bee stings or other allergy conditions). In these cases, Head Start must secure and follow the written instructions of a **licensed physician, advanced practicing nurse certified to prescribe medication or a licensed dentist** on the prescribed form “Request for Administration of Medication/Health Care Plan must be completed and provided by the parent.

***Prescription Medications:*** A prescription label also serves as written instructions for the parent/guardian on the form. The prescription label serves as written instructions for medications and food supplements as long as the following are met:

- The label contains the child’s full name, current date (within the last twelve months), the exact dosage to be given, the specific number of doses to be given daily and the route of administration.
- The prescription labels are attached to the original container.

- Prescription labels, which do not contain a specified number of doses to be given per day, but instead contain the instructions ‘TO BE GIVEN AS NEEDED’ shall be accompanied with written instructions from the parent/guardian on the Request for Administration of medication form if it is to be administered by the center.
- All medication and EPI-Pens will be in the classroom and out of the reach of children.
- Head Start staff will refrigerate medication as needed immediately upon arrival at the center and store in a separate container to prevent contamination with foods.
- Medications may **not** be stored in a child’s cubby or book bag.
- Parents must complete the ODJFS Parent/Guardian Request for Administration of Medication form.
- Keep medications out of the reach of children.
- Remove all medications from the site when no longer needed.

CCHS follows the ADA compliance for administering medication/health care plan and care procedures to children with disabilities. When a child has an IEP or IFSP Coshocton County Head Start follows the contents of the IEP or IFSP for the medication and care procedures for the child.

A **modified diet** is any food different from what is planned or altering the amount required to be served according to Federal Guidelines, USDA, and Ohio Job and Family Services. This diet change could be due to allergies or intolerances. In these cases, just as above, they are secured. The head start staff follows the modification details as written by a **licensed physician or advanced practice nurse certified to prescribe medication or a licensed dentist** on the prescribed form provided by the department. Documents needed: The Ohio Department of Job & Family Services **Child Medical/Physical Care Plan for Child Care**, The Ohio Department of Job & Family Services **Parent/ Guardian Request for Administration of Medication/Health Care Plan**.

### **WATER ACTIVITIES AND/OR SWIMMING**

At Coshocton County Head Start water activities include sprinklers, water tables, and hoses for outdoor play. Water play does not include any water source that contains 18 inches or more in depth. There are no swimming activities or field trips that include swimming/water. During outdoor water play, a child care staff member shall remain outdoors with the children at all times. Staff ratio will be maintained at all times.

### **INFANT CARE AND DIAPER PROCEDURES (ALL AGES)**

- Diapers shall be checked every two hours or immediately when wet or soiled. Child’s clothing shall be changed immediately when wet or soiled.
- All soiled areas of the child’s body will be washed with either a washcloth, which is then appropriately sanitized, or a disposable wipe.



- The diaper-changing surface will be covered with a disposable separation material between the child and the changing surface. A different separation material shall be used for each diaper change. No child shall be left unattended on the diaper changing table.
- Children who are waiting for toileting and diapering shall not be placed or allowed to sit directly on the floor.
- Staff will dispose of wet/soiled disposable diapers in a Diaper Genie and discard diapers daily or more frequently as needed. Wet or soiled clothing will be placed in a plastic bag and sent home with a parent at the end of the day.
- Toilet training shall occur based on a child's readiness and in collaboration with parents/guardians regarding practices in the child's home. Toilet training is never forced.
- Diaper changing is recorded on the Daily Sheet that is sent home with the parents/guardian each day.

### **INFANT AND TODDLER DAILY ACTIVITIES**

- Children are greeted by their teacher upon arrival. There is a flexible schedule posted in the classroom that shows the activities planned for that particular day.
- Activities will include, but not limited to:
- "Brain Start Smart" activities (building cognitive and motor skills)
- Choice Time – Classroom activities such as painting, sensory tubs, drawing (science, spatial awareness, senses, fine and gross motor)
- Gross Motor Development – playground and/or "Tummy Time" crawling, running, jumping, balancing
- Music and Movement – Songs, dance, and fingerplays (gross and fine motor skills)
- Circle Time – Safe Keeper Box, Baby Doll Circle Time, children's discussions (developing language and vocabulary skills, compassion and sharing)
- Story Time – Books and/or flannel stories (develop cognitive and language skills, attention, comprehension)

### **SLEEPING, NAPPING AND RESTING**

- A quiet space for children who want to rest, nap, or sleep will be provided each day.
- Nap and rest time shall be in accordance with the developmental needs of the child.
- Rest or nap areas shall be lighted to allow for visual supervision of all children at all times.
- Nap and rest time shall be provided each day for no more than 90 minutes.
- All children will be given a book to have on their cot at naptime for a resting period. Any child who does not fall asleep within that resting period (20 minutes) will engage in quiet activities off of their cot/or mat.
- Infants twelve months or older will be transitioned to a cot or mat with written permission from the parents.
- Cribs are separated from the play space by a sturdy physical barrier which does not impair the ability of child care staff to supervise infants by sight and hearing.

### **EVENING AND OVERNIGHT CARE**

Coshocton County Head Start does not provide any evening and overnight care.

**POLICIES ON HOURS OF OPERATION INCLUDING CLOSURES DUE TO WEATHER, SCHOOL DELAYS OR CLOSINGS, AND OTHER FACTORS**

Head Start may have emergency closing due to lack of water or heat for over one (1) hour. In this situation, parents/guardians will be notified by telephone, Class Tag, and an announcement will be aired on WTNS FM 99.3 and on Channel 4 TV of Columbus. The option of a text message is also available.

**WEATHER CLOSINGS**

Head Start may close classes due to the weather. Announcements will be placed on WTNS FM 99.3 and Channel 4TV as early as possible. The policy is to cancel classes if more than two local school districts have canceled or a ‘Level Two’ has been issued. Any other decision will be made by the Executive Director. If classes are canceled due to weather while children are in class, parents/guardians will be notified by phone and an announcement will be made on WTNS. When weather allows, buses will deliver children to their drop-off address. It is the responsibility of the parents/guardians to have an adult with permission available at the drop-off. If the bus cannot deliver a child due to road conditions on a township or county road, a parent/guardian will be asked to meet the bus at the nearest and safest state route.

**SCHOOL DRILLS**

**FIRE DRILLS**

Fire drills are held monthly at varying times. The lead teacher will be responsible for taking attendance and reporting to the Site Supervisor at each center. A fire plan will be posted in each classroom and other areas occupied by children. The plan will include a diagram indicating the evacuation routes.

**TORNADO DRILLS**

Tornado drills shall be conducted at least once a month whenever school is in session during the tornado season. The “tornado-season” is the period from March to September. A weather alert plan will be posted in each classroom and other areas occupied by children. The plan will include a diagram indicating where the children should go for safety.

***THREAT OF VIOLENCE/STRANGER DANGER***

In the event of a threat of violence or intruder, staff is required to take children away from doors and into an area where they are out of sight. To ensure the safety of children, 911 will be called by designated staff if necessary. The doors at all sites are locked at all times.

## CONFLICT RESOLUTION

Parents who have a concern or inquiry regarding the Head Start Program or an employee of the program issues are encouraged to take the following steps:

- A. Parents discuss the matter with classroom staff to help clarify Head Start policies and procedures.
- B. If the matter cannot be resolved with the classroom staff, parents are to contact the staff supervisor.
- C. If the matter cannot be resolved with the staff's supervisor, it will be brought to the Executive Director.

## ASSESSMENTS

### We focus on children's strengths

Play-based, child-centered, and grounded in research, the High Scope Curriculum features active learning at its core. In a High Scope classroom, children are guided to explore, interact, and exercise their creative imagination through purposeful play. Well-prepared teachers support and extend each child's learning based on their developmental levels, so children enter school ready and eager to learn.

**COR Advantage** is High Scope's researched-based child assessment. Child Observation Record (COR) provides authentic, reliable assessments in the key areas of learning and development.

**CCHS does not share formal assessments with odjfs. We do however share Early Learning Assessment Data with ODE for children who participate in our state funded program.**

## VIDEO CAMERA POLICY

### **Coshocton County Head Start**

Video Cameras have been installed in classrooms and hallways at the Hilltop Site of Coshocton County Head Start Inc. These cameras shall be used for education and safety of children, parents and staff. The information from these cameras shall not be used for purposes regarding public viewing except in the event of a safety hazard for children, parents and staff or in the event of a court subpoena. Coshocton County Head Start Inc. may also use video obtained from cameras in the following ways:

- 1. Teachers may review classroom video for assessment purposes.
- 2. Management staff may review video for monitoring purposes.
- 3. Management staff, the Executive Director, and the CCHS Board of Directors reserve the right to view video to observe classroom procedures.
- 4. Parents/Guardians may view video of their child in circumstances deemed necessary by the Executive Director.

5. Service providers, who work directly with children, may view videos of children for assessment purposes deemed necessary by program administration with a signed release from the parent or guardian.
6. Cameras are used to monitor visitors entering the building at the Hilltop site of Coshocton County Head Start.
7. CLASS reviewers
8. Tapes will be recycled every 30 days.

### **CONFIDENTIALITY POLICY**

Information that is gathered about your child and family is kept confidential. Records will be kept at the Hilltop Site for seven (7) years after the child has left the program. After the seven (7) years, the records will be permanently destroyed. Records will only be sent to another school or agency with written permission from parents or legal guardians. Head Start staff and volunteers are responsible to maintain the confidentiality of all information about children and families.

**Welcome to our school family!!!!**

**If you should have any questions about the information in this Coshocton County Head Start, Inc. handbook,**



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**Please do not hesitate to call us:**

**740-622-9537**