

TRUMBULL COMMUNITY ACTION PROGRAM

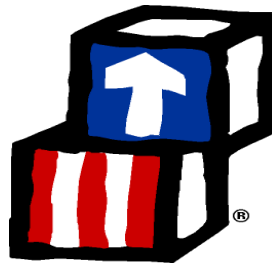
1230 PALMYRA ROAD SW

WARREN, OHIO 44485

(330) 393-2507

Trumbull Community Action Program Head Start

Parent Handbook



"PARENTS, CHILDREN & COMMUNITY TOGETHER"

2021-2022

**Toni Heller, Head Start Director
Van Nelson, CEO**

This handbook contains important information regarding TCAP's Head Start Program. Please read this handbook and keep it readily available as long as your child is enrolled in the program.

Welcome to TCAP Head Start

I am honored that your family has chosen Trumbull Community Action Program's Head Start as the foundation for your child's education. Head Start staff takes pleasure in partnering with parents and/or guardians, the first primary educators for children. Head Start's focus is on the entire family. If there is anything that I can do to assist you and your family, please do not hesitate to contact me.

Below is a list of TCAP's goals for our students:

To focus on improving pre-reading skills and language skills.

To develop sound awareness in words, understand that print has meaning and beginning number recognition skills.

To develop and demonstrate an appreciation of books.

To become familiar with the alphabet and begin to identify letters.

Your child will be given many experiences to promote creative thinking and problem-solving skills.

I look forward to watching your child grow during his/her educational journey at TCAP.

Toni Heller
Head Start Director

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Philosophy and Goals:

- Provide quality child development and family services for eligible children and families throughout Trumbull County.
- Implement a program which will increase the likelihood of success for Head Start children as they move into future educational and social experiences.

- Help parents identify and achieve goals that foster healthy, competent children, economic self-sufficiency, appropriate use of community resources and services;
- Collaborate with other agencies and organizations to meet the goals of the program and advocate for the needs of families and children.
- Encourage parents to advocate on behalf of their own interests.
- Partner with parents in creating a quality educational program for children and families.

The staff recognizes the importance of balanced growth so they provide opportunities for mental, physical and emotional growth through a variety of creative experiences. Every child is encouraged to learn and explore at his/her own pace in all areas of learning.

HEAD START CENTERS:

Brookfield Schools

614 Bedford Rd SE, Brookfield Township, Oh
330-619-5240 extension 414
Brookfield@tcaphelps.org

Hartford Head Start

3777 Five Points Rd., Hartford, Oh
330-772-2256
hartford@tcaphelps.org

Hubbard Head Start

59 Orchard Ave., Hubbard, Oh
330-534-7665
hubbard@tcaphelps.org

Kinsman Head Start

7679 State Route 5, Kinsman, Oh
330-876-0181
kinsman@tcaphelps.org

Learning Express

1995 Coit Dr. Warren, Oh
330-898-8125
ccttexpress@embarqmail.com

Newton Falls Head Start

336 Ridge Rd., Newton Falls, Oh
330-872-1447
newtonfalls@tcaphelps.org

Niles Head Start

309 N. Rhodes Ave., Niles, Oh
rdunn@tcaphelps.org

Trumbull Northwest Head Start

7211 North Park Ave., Cortland, Oh

234-244-4675
trumbullnw@tcaphelps.org

Warren West Head Start
1230 Palmyra Rd. SW, Warren, Oh
330-392-5885
Sbrogdon@tcaphelps.org

Day Care Licensing

The center's licensing record that includes but is not limited to, compliance reports, forms from the department and evaluation forms from the building, fire, and health departments that inspected the center is available upon request.

All Head Start centers are licensed by the State of Ohio Department of Job and Family Services.

The State Department of Job and Family Services licensing telephone number is available on the center licensing certificates. A copy of the day care licensing rules is available upon request.

Registration

Registration is open Monday thru Friday 8:00 a.m. to 4:00 p.m. at 1230 Palmyra Rd. SW Warren or via the TCAP website. Applications can be completed by appointment at all outlying Head Start centers during the school year. Appointments are preferred but walk-ins accepted.

The following items are needed to register:

child's birth certificate	income verification
shot record	custody papers (if applicable)
social security cards for the household	medical or insurance card for the child

There is no cost for children to be enrolled at TCAP Head Start.

Hours and Days of Operation

Half day classes are held Monday through Thursday

Full Day classes are held Monday through Friday

A.M. - 8:30AM - 12:00 PM	Monday through Thursday, Staff available on Fridays
P.M. - 12:00 PM -3:30 PM	Monday through Thursday, Staff available on Fridays
Full Day - 8:30 AM — 3:00 PM	Monday through Thursday, Staff available on Fridays

The centers are open 8:00 AM to 4:00 PM

Staff is available on Fridays from 8:00 am - 4:00 pm for questions, home visits, and conferences.

Please refer to the calendar that will be provided for important information throughout the school year.

Head Start is closed: Labor Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day and the Fourth of July. **Please see the school calendar for days that Head Start is not in session.**

Staff/Child Ratios and Maximum Group Size

Head Start will not exceed the following state required ratios:

- 1:12 Preschoolers (3 years - 4 years)
- 1:14 Preschoolers (4 years until eligible for Kindergarten)

Maximum Group Sizes

24	3-year-old classes	28	4/5-year-old classes
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Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include lunch time, outdoor play or special activities.

Daily Schedule (full day classes)

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it.

8:00 am - 8:30 am:	Staff Available
8:30 am - 9:00 am:	Children arrive/Restroom/Breakfast
9:00 am - 9:45 am:	Reading/Literacy Block*
9:45 am - 10:45 am:	Learning centers
10:45 am - 11:00 am:	Story/Transitional activities
11:00 am - 11:45 am:	Restroom/Lunch
11:45 am - 12:30 pm:	Outdoor time/gross motor activities
12:30 pm-12:45 pm:	Restroom/prepare for rest time
12:45 pm- 2:00 pm:	Rest time/wake up
2:00 pm - 2:15 pm:	Bathroom, handwashing
2:15 pm- 2:45 pm:	Snack
2:45 pm-3:00 pm:	Prepare to go home

***Read/Literacy Block-Read aloud/Shared reading/Language lesson/Gross motor/Music/Fingerplays Library/Writing**

****Outdoor and Gross motor times daily as scheduled --- will vary per center**

****Wash Hands at a minimum one time per hour**

Meals and Snacks

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, audiotope, 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, 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.

This institution is an equal opportunity provider.

TCAP Head Start provides breakfast to the children at 9:00 am and lunch is served at 11:15 am. The afternoon children have lunch at 1:00 pm and snack is provided at 3:00 pm. There will be no outside food allowed at the TCAP Head Start Centers. TCAP will provide all needed requirements for allergies or food sensitivities.

We currently do not serve pregnant women or breastfeeding mothers under our current Head Start program option. For pregnant or postpartum staff members, privacy would be granted in the staff lounge on the second floor of our building. This is a large room with windows. "The Patient Protection and Affordable Care Act includes a section that mandates an employer with more than 50 workers to provide a room, not a bathroom, in which the female employee can express breast milk for her child as needed. The female is not obligated to work for or otherwise be compensated for the time spent on this task. This can be done until the child is one year old."

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 25 degrees or rise above 90 degrees. If the situation requires, 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. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes hats, mittens, and boots in the winter time.

Supervision Policy

A major responsibility of the Head Start staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of each child, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures.

Arrival/Departure: If a parent transports their child to school, he/she is required to bring their child into the classroom and to sign the child in. Any special messages, special pickup notes, etc. are to be given to the teacher or

assistant teacher. Children may not be dropped off at the entrance of the building or be sent inside without adult supervision. Staff must be made aware of each child's presence before the parent departs. At the time of pick up, parents are asked to contact their child's teacher or assistant teacher to ensure that staff is aware that the child has been picked up. Parents sign the child out and the teachers will initial the student release form. Parents are responsible for the supervision of their children before and after sign-in.

If a child is scheduled to arrive at a TCAP center from another facility and does not arrive, TCAP will contact the other facility immediately. If the child is not at the other facility, the parent will be notified within 15 minutes of arrival that the child did not arrive at TCAP. If needed further action will be taken to ensure the child's safety.

Supervision of Preschoolers: At no time will a child be left unattended. Staff will supervise children at all times. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

Release of a Child: Staff will release children only to the authorized person(s) on the release form provided by the parent. If an emergency arises the parent must contact TCAP immediately. Staff will check ID's of anyone picking up a child. Please let people know about this ahead of time so they bring a picture ID, and they are aware of TCAP's safety policy. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Custody Agreements: If there is a custody agreement involving your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

Child Abuse Reporting: All staff members are mandated reporters of child abuse. If staff have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency.

Fieldtrips/Transportation of Children

The center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. TCAP will provide transportation on routine trips such as to and from the center. This transportation will be done on the buses owned by TCAP, and a staff member with first aid/communicable disease and CPR trainings will be present on the buses.

We will be taking periodic field trips throughout the school year. Each trip will include a trained staff member on the bus. Before departing the center, a count will be taken of all of the children. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination, and returning to the center.

During the course of field trips, each staff member will have specific children that they are responsible for supervising. Before any child participates in either a routine trip or field trip, the center will obtain written permission from the parent or guardian.

Water and Swimming Activities

Water and swimming activities will not take place while children are at TCAP Head Start.

Bus Procedures

It is the parent's responsibility to:

USE THE YES/NO SIGN provided to let the driver know if the child is riding the bus each day.

Have the child dressed and waiting for the bus. **THE BUS CAN ONLY WAIT ONE (1) MINUTE!**

WALK THE CHILD TO THE BUS AND MAKE SURE A RESPONSIBLE PERSON COMES TO THE BUS TO RECEIVE THE CHILD WHEN HE/SHE RETURNS. If a responsible adult does not meet the bus, the child will be returned to the Warren West Head Start Center or their Center. The parent or alternate contact will be notified to pick up the child at one of those locations. If a child must cross the street to get on the bus or be taken off of the bus, the bus attendant may cross the street with the child.

Always notify the driver/Transportation Dept. if another person will be putting the child on the bus or taking the child off, prior to the date this will happen. The driver **WILL ASK FOR IDENTIFICATION EVERY DAY** and has the right to refuse to leave a child with an unidentified person.

When picking up or dropping off a child the approved center rules must be followed. Parents picking up or dropping off children **MUST NOT** park their cars in the bus loading/unloading zone.

Children may **NOT** be **TAKEN OFF THE BUS** without following the center's sign out procedure.

If your child has been absent THREE (3) DAYS you must notify transportation at **330-369-6060** and request that the bus resume pick-up. **THE BUS WILL NOT STOP AT YOUR HOME TO PICK UP YOUR CHILD IF YOU DO NOT CALL.**

If your child is going to be absent from school, please contact transportation at **330-369-6060** forty-five minutes before they would get picked up so the bus does not come to your house.

The following rules apply to all bus transportation:

- SEAT BELTS ARE TO BE USED AT ALL TIMES.
- No toys or book bags are allowed on the bus, unless warranted by Head Start.
- It is a state law that buses must stop and have total silence at all railroad crossings. **HANDS UP - MOUTH CLOSED** is the rule at all crossings.
- Children are to remain seated and in seat belts until the bus comes to a complete stop. Changing seats while the bus is in motion is prohibited. Children are to use quiet voices, and use of profane language is prohibited.
- Fighting on the bus **WILL NOT** be allowed. The Head Start Director has the right to remove a child from the bus and require the parents to transport the child if the child's actions and behavior are deemed dangerous to the safety of the other children.

THE SAFETY OF ALL TCAP CHILDREN IS ALWAYS OF THE UTMOST IMPORTANCE. THEIR SAFETY IS THE BASIS FOR ALL OF THE ABOVE RULES AND REGULATIONS.

Parents may pick children up: 15 minutes before class time ends

Guidance Policy

TCAP Head Start staff believes that helping the child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and

giving them an appropriate activity) will be used. Staff will not impose punishments for failure to eat or toileting accidents. This discipline policy applies to all staff and parents while they are at the center.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to call the parent. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern.

TCAP Head Start will never dis-enroll a child for any reason. This practice is prohibited by the Head Start Performance Standards.

Attendance

Regular attendance and punctuality are important for every child. Children learn best when they attend school regularly.

All children are marked on the attendance sheet upon arrival at the center. The time of arrival and dismissal are recorded on the attendance sheet to ensure that all children are always accounted for.

Children will be released to the parent/guardian, and emergency contacts that are listed on the health and emergency form. Custody orders will be followed as ordered by the court. If a child is scheduled to arrive from another program and does not arrive at the center, the parent/guardian will be notified immediately.

Missing Children's Law

THE STATE MANDATES THAT EACH PARENT CONTACT THE CENTER ON OR BEFORE THE MORNING THEIR CHILD IS ABSENT:

This contact can take two (2) forms:

- 1: A signed note by the parent.
- 2: A phone call to the center.

If we do not hear from you within 60 minutes of the start of the school day, we will contact you at home or your place of employment. If a child is absent from TCAP for three days, without any contact the teachers will complete a family referral form. The Family Services Department will follow up with the family to find out the reason for absence. If unable to make contact, a letter will be mailed to the family to contact TCAP Head Start pertaining to their child's absence. A child will be withdrawn from the program, five days after the letter has been sent if contact has not been made with the family.

Screenings

The Denver II screening will be completed on each child, as well as Hearing and Vision screenings are administered within the first 45 days of enrollment at TCAP.

Assessment

TCAP Head Start conducts formal assessments on all of the enrolled children. We use the Teaching Strategies Gold online to record information in all areas of early childhood development. We report child data to ODJFS by participating in the SUTQ System. We supply the children's assessment data to ODJFS by providing the data in our SUTQ binders and through down-loading the information when a desk review is conducted.

Home Visits and Conferences

A minimum of TWO home visits and TWO conferences by the staff are scheduled each year.

The initial visit is to explain the program and to gain information about your child. The information you share about your child will help your child's teacher to plan for the school year. The home visits and conferences provide opportunities for parent and staff to discuss your child's progress and set goals. Staff are available each day from 8:00 am-8:30 am and 3:30 pm-4:00 pm to meet with parents.

Children's emergency forms must be completed with all the required information. If a parent initials one alternate contact, then it is acceptable if no more contacts are available. ***We urge parents to give the center at least three emergency contacts with working telephone numbers.***

Confidentiality

Confidentiality will be maintained for children and families enrolled in the program. All information used for enrollment or any other Head Start purpose will not be shared with anyone without written consent from the family. All TCAP employees sign a confidentiality statement upon employment.

Telephone Usage

Personal messages must be limited to emergencies.

Staff members must maintain ratio at all times, so telephone usage is limited during the time the children are at the center. TCAP Head Start staff will return all phone calls during rest time or after the students leave for the day.

Napping and Resting

Children that attend TCAP for more than 5.5 hours will nap/rest for sixty minutes.

All students will have a cot that is clearly marked with his/her name. A blanket or pillow will be provided by the family and sent home weekly to be laundered. Cots will be disinfected daily.

Accident/Emergencies

TCAP Head Start has devised several procedures to follow if an emergency would occur while a child is in their care. In the event of a fire, or tornado, the staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. To prepare children for the unlikely need to evacuate, the center will conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the center, the center will follow the emergency plan posted at each building. A sign will be posted in front of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up their child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's emergency information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and tender loving care. If the injury/illness 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/illness is life threatening, the EMS (Emergency Medical Services) will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

If a signed statement of **refusal** of services related to transportation for emergency treatment is obtained and kept on file, it needs to be reviewed annually. In the event of an emergency, the child is cared for under the extent of basic first aid, CPR, and/or BLS to every extent possible. A parent or guardian as well as emergency contact will be notified. Verbal consent can be obtained in the event of an emergency that would supersede the signed document. Two or more staff members must sign off as having heard the verbal amendment.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child must be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff within 3 days of the incident.

Our policy on operation and/or closing due to weather or any other factors is as follows: A text message will be sent to parents via the ChildPlus computer program that Head Start uses. Head Start will also put school closings on local television and radio stations.

Management of Illness

TCAP Head Start provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first preschool experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. Head Start staff observes all children as they enter the building to quickly assess their general health. Every child's temperature will be taken upon arrival at a TCAP center or as he/she boards the bus.

If a child exhibits any of the following symptoms he/she will be isolated immediately and the parent/emergency contacts will be notified to pick up the child.

- Temperature of 100 degrees F - combination with any other signs of illness
- Diarrhea (more than three abnormally loose stools within a 24-hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities the parent will be called to pick up the child. If the child is sent home, they **must be picked up within one hour**. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before being used again.

COVID-19

According to ODJFS Rule 5101:2-13-02.2: The program will send anyone home with a temperature of 100 degrees or higher. The center will ensure that all administrators, employees, child care staff members and children take their temperature as soon as they arrive each day. Any individual with a fever cannot return until he or she has been fever-free without medication for at least **24** hours. If the person has had known contact with someone confirmed or probable to have COVID-19, prior to returning to the program he or she must complete isolation or quarantine procedures.

TCAP will notify the local health department and ODJFS if anyone tests positive for COVID 19.

There will be 10-12 children in each room to maintain distance and practice safety measures at all times.

Portable sinks have been placed in each classroom so that children can wash their hands frequently throughout the day, at a minimum once an hour.

Antibacterial hand sanitizer will be used with the supervision of the adults in the classroom.

Bathrooms will be sanitized following each child's use.

Parent access is limited into the building (a mask is required). Children will remain with the same group throughout the day.

Employees will wear cloth masks and students will be provided a mask upon request of the parent/guardian.

All classrooms will be sanitized daily and/or between groups of students.

Parents will be notified if their child(ren) has been exposed to COVID-19 by email, text and a letter will be sent home.

Each center will have of one childcare staff member who has completed an American Red Cross course in First Aid and in prevention, recognition, and management of communicable disease for every 75 children on the center premises.

Medications: The center will administer medications to a child only after the parent completes a Request for Administration of Medication form. All proper sections must be completed and signed by the child's doctor. Medications will be stored in a designated area inaccessible to children. Medications will **NOT** be stored in a child's personal space or bookbag. Prescription medications must be in their original container and administered in accordance to instructions on the label.

Food Supplements or Modified Diets: If your child requires a food supplement or a modified diet, parents must secure written information from your physician regarding this. A Special Dietary Needs Form must be signed by your physician.

Health

The program mandates that each child enrolled have a complete medical, dental, developmental history and a health screening on file. A dental exam and a physical exam are required each year.

Each child suspected of having a disability will be observed by TCESC or Warren City Schools. If needed a multi-disciplinary examination will be completed with parental permission.

Children must have necessary immunizations to be admitted to the program. Upon receipt of an approved waiver (i.e. medical, religious, or other), the child will be cared for without exception. If no waiver is on file, the child is prohibited from entering our program.

CHILDREN CANNOT BE ADMITTED INTO THE PROGRAM WITHOUT HAVING MMR - HIB IMMUNIZATIONS.

Parents are encouraged to be present during all health screenings and treatments.

No medical work or follow-up treatment can take place without signed parental permission.

Each site has staff members who have completed the First Aid/CPR-ECC 2000 Guidelines and a Communicable Disease Course.

A speech/hearing pathologist, Health Manager, Health Clerks, Family Advocates, PFCE Liaisons, and Center Supervisors are support staff to the program.

Use of spray aerosols shall be prohibited when children attend the child day care center.

Dress

Play clothes are appropriate for Head Start. Your child(ren) will be playing outside, painting, using clay, glue, and various messy media so please allow them to wear comfortable play clothes and appropriate footwear that is easy for him/her to walk in.

Parent Involvement

Parents are encouraged to participate whenever possible in the Head Start classroom. ***Due to the COVID 19 parents are not allowed in the Head Start buildings or classrooms.***

Teachers and Assistant Teachers are available to discuss a child's progress or address any concerns as needed. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers will follow up with phone calls at the end of each day.

********Due to the COVID 19, visitors are not allowed in the TCAP classroom at this time. ********

Please feel free to address any concerns when they occur. Our staff fully realizes that you trust us with your child(ren) and we want to create a meaningful relationship with your entire family. If you are unable to resolve any issues, contact Paula McVicker or Sharanita Brogdon, Education Managers 330-393-2507 ext. 254/244 or Donna Shields, Assistant Head Start Director 330-393-2507 ext. 288.

In-service sessions are scheduled regularly for parents that include: first aid, communicable disease, and CPR.

Parent Committees

The purpose of parent committees is to allow parental participation in areas that directly affect and influence the education of the children in the center. It also provides social, educational, and emotional support for Head Start families by providing a sense of "community".

Participation in parent committees provides parents from each center opportunities to serve on the policy making board. Parents are also invited to serve on various other committees and student related activities.

Parent Policy Council

The Parent Policy Council is the governing body of the Head Start Program. The membership is composed of at least fifty-one percent parents, and forty-nine percent community agency representatives.

The Council meets monthly at 10:00 A.M. at the Warren West Center.

What You Can Do for Success!

Parents can help their children enjoy learning by:

- encourage children to listen
- talking with the about everyday activities
- limiting television watching
- reading to them daily
- looking at the papers they bring home
- displaying their work at home
- letting them assist you with household chores
- listening to them
- making learning fun

My Right as A Head Start Parent Is:

1. To take an active part in major policy decisions affecting the planning and the operation of the program.
2. To be welcomed in the classroom.
3. To be informed regularly about my child's progress in Head Start.
4. To be treated with dignity and respect.
5. To expect guidance for my child from Head Start teachers and staff.
6. To be informed of existing community resources concerned with health, education and improvement of family life.

THE TRUMBULL COMMUNITY ACTION PROGRAM DOES NOT DISCRIMINATE BECAUSE OF RACE, CREED, AGE, SEX, COLOR, NATIONAL ORIGIN, RELIGION, HANDICAP OR UNION IN IT'S PROCEDURES ON EMPLOYMENT, UPGRADING, DEMOTION, LATERAL REASSIGNMENT, TRANSFER, RECRUITMENT ADVERTISING, TRAINING OR ANY OTHER BENEFITS.

An Agency History

In 1964, national attention was given to the plight of the poor and disadvantaged, when the Congress declared that it was the nation's intent to "eliminate the paradox of poverty in the midst of plenty". Under the authority of the Economic Opportunity Act of 1964, organizations were formed in local communities to wage a battle that became known as the "WAR ON POVERTY".

Trumbull Community Action Program was established in 1965, though it functioned at first as the Warren-Trumbull Council for Economic Opportunity. Van D. Nelson is currently the CEO of TCAP.

Through its years of community service, all of TCAP's programs have become as diversified as the clients they were created to serve. Utility expenses have become one of the largest line items in any family's budget, and for the low-income family, HEAP and water bill assistance programs are crucial. Client Services sees a great need for immediate and growing action to assist clients in crisis, particularly the homeless.

As client need increased, TCAP also faced the need for additional space, staff and programs designed for the specific problems of residents of Trumbull County, which became, in the 90's, one of Ohio's counties with the largest unemployment rates and lower economic bases.

Meeting that need is a constant challenge, combined with the agency's strong focus on economic and educational programs designed to enable individuals and families to better move into the complex, technologically demanding and constantly shifting future, the 21st Century.

Community Partnerships

Community Partnerships is part of the Head Start Administration and works under the guidance of the Head Start Director. The role of Community Partnerships is to communicate Head Start philosophy to other community agencies and to seek opportunities to establish partnerships with community projects and services.

The primary goal of Community Partnerships is to develop and maintain connections to other community agencies and organizations which conduct early childhood and self-sufficiency programs and provide related services. It is hoped that such connections will lead to improved service delivery on the part of all related programs.

Services of TCAP Head Start

Education

Education provides Head Start children with a variety of learning experiences designed to meet their individual needs, provides an enriched learning environment which encourages each child's social, physical, intellectual and emotional development and reflects and celebrates the ethnic and cultural diversity of our community.

Parent, Family, and Community Engagement

Family Services helps families assess their needs, provides information about community resources, makes referrals and facilitates access to appropriate services. In addition, PFCE Liaisons and Enrollment Clerks assist parents in completing enrollment application forms for the program, prioritizes applications, and assists with orientation.

TCAP is committed to increasing involvement of parents in all areas of the Head Start program, including parent education, program planning and operating activities. Uniting parents, families and the community will create a strong environment which will support growth, development and opportunities for all children.

Health and Disabilities

Health Services helps children and families recognize the importance of good health; and emphasizes the importance of early identification of health problems. Assessments make sure that each child's immunization record and dental record are current and complete. Hearing, vision and developmental screenings are conducted while children are enrolled in the Head Start program.

School Closings or Delays

If TCAP Head Start is closed or delayed for any reason parents will be notified via a Childplus message and email. Closing and delays will be posted on local news channels (21, 27, and 33) The Head Start Director will determine the need for any closings or delays.

NAMES OF MY CHILD'S TEACHERS:

SCHOOL PHONE NUMBER: _____

TV STATIONS that announce school closings in bad weather:

WFMJ, WKBN, WYTV