Dear Parents,

On behalf of the entire staff, I would like to welcome your child and family to Cowley County Head Start.

We would like to invite you and your family into the world of child growth and development by sharing through participation and involvement in the program.

At Cowley County Head Start, we recognize parents as the primary educators of their children. Therefore, we urge you to visit your child’s classroom often during the year to see for yourself what your child is learning and what you can do to help your child continue learning at home.

This Parent Handbook has been provided to you as a reference tool to answer your questions and to inform you of Head Start’s rules and regulations including Health and Volunteer requirements. Feel free to contact the Head Start Office at 441-2075 in Arkansas City or, 221-7314 in Winfield, if you have any questions or concerns.

Sincerely,

Caroline Bruce
Director,
Cowley County Head Start
COWLEY COUNTY HEAD START

MISSION STATEMENT

USD 470 Head Start will provide a child focused, family-centered environment that prepares each child and family for a lifetime of learning.

EDUCATION PHILOSOPHY STATEMENT

USD 470 Head Start will build a greater community by preparing children to succeed in school while strengthening families.

PARENTAL GRIEVANCE PROCEDURE

The entire Cowley County Head Start Staff is dedicated to the fundamental belief that the parent is the primary influence and first teacher to their child. We are sure that most situations can be handled and any problems corrected by cooperation between the parent and the staff.

Concerns or grievances that a parent of a Cowley County Head Start child may have should first be directed to the Family Services Coordinator.

If a parent, after meeting with the Family Services Coordinator, is not completely satisfied, he/she is encouraged to contact the Director.

Any grievances still not resolved may be brought before the Head Start Grievance Committee which consists of two (2) Policy Council Officers, and one (1) Board of Education representative and one (1) administrator from USD 470.

At the discretion of the Head Start Director, problems that are deemed of a very serious nature may be taken to the Policy Council and the USD 470 Board of Education.
COWLEY COUNTY HEAD START
PARENT/GUARDIAN CONFIDENTIALITY POLICY

As a parent/guardian of a Head Start child, I understand that:

1. Cowley County Head Start staff must work as a team, sharing information within the agency to provide comprehensive services to my child and me.
2. I have a right to know how and what information may be shared.
3. USD 470 staff is required to respect my family’s privacy.
4. I have a right to review my child’s file and ask for copies of records. If I feel that any information is incorrect, I may make a written statement to be filed in my child’s file as part of the permanent records during this school year or for three (3) years after enrollment.
5. My child’s files will be kept in locked cabinets when not in use by staff.
6. Staff will be objective in the recording and reporting of information.
7. Any staff member violating the confidentiality policy will be subject to the “USD 470 Supervisor’s Discipline Guidelines” and that all staff will be informed of confidentiality policies.
8. Internal agencies/personnel that may view my child’s file or family information are: USD 470 Head Start or participating school district staff (as appropriate), Grantee (USD 470 Administration personnel, USD 470 Board of Education), Peer Review Teams, Kansas Department of Human Resources and Social and Rehabilitative Services, U.S. Department of Health and Human Services (DHHS), Administration for Children, Youth and Families, USDA, and the auditor for the agency.
9. Before any information is released to outside agencies (other than those listed in # 8), USD 470 CCHS staff will ask for my signature on the proper release form.

The exceptions to these policies may include:
1. Information required through a legal subpoena or obligation, such as reporting suspected child abuse or neglect.
2. Situations that pose an immediate danger to the family or community.
3. Information for funding and services required by official representative or governmental agencies, including the Department of Health and Human Services.
   (This information is to be statistical in nature and not involve names or addresses)

Child’s Name _________________________ School Year ______________
Parent/Guardian _______________________ Date ___________________
Recruitment Policy and Procedures

As per Performance Standards 1305.2., and the Head Start Act, the Head Start program is mandated to identify who is eligible for services, inform families of services available, and encourage them to apply for enrollment. Recruitment is conducted as follows:

- The community assessment will be used to determine the recruitment area that will be served by the grantee.
- Beginning March 1st families whose children are age eligible to return to Head Start for the next school year are contacted by phone calls, in person, or letters to confirm re-enrollment. Announcements regarding re-enrollments are placed in the Head Start newsletter and also made at Family Fun Nights, Parent Committee Meetings and Trainings.
- Recruitment for new students begins in April. Enrollment announcement flyers and yard signs are placed around the community in such places as grocery stores, convenient stores, laundromats, and health care facilities. Enrollment announcements are also placed in the Head Start Newsletter and county school newspapers. Head Start booths are set up at various events in the county providing families with Head Start brochures.
- Referrals for prospective students are obtained from agencies such as DCF REACH, PALS, Parent as Teachers, and the Cowley County Health Department. These agencies inform parents about Head Start and provide them with contact numbers as well as providing referral letters as appropriate.
- Recruitment of children with disabilities is carried out in the following manner: Family Service Staff attend PALS screenings throughout the county providing in formation to parents. The following statement is included on recruitment flyers: “All children will be considered for Head Start regardless of handicap, race, color, or creed. (45CRFpart84)
- Family Service Staff attend the public school pre-enrollment. At this time applications are completed or appointments are made to complete applications with prospective students.
- Joint screenings are held for Pre K children in Ark City and Winfield. At this time applications are completed or appointments are made to complete applications with prospective students.
- Recruitment of children for the Arkansas City Blended class at Jefferson and Roosevelt is carried out in the following manner: Head Start staff will complete an “At-Risk Four Year-Old program” referral form on currently enrolled Head Start students who reside within the Jefferson or Roosevelt boundaries and who are age eligible. This is completed in the spring. Prospective new students will attend the Pre K screening in the summer.
- Recruitment of children for the Arkansas City Blended Class at Lincoln is carried out in the following manner: Prospective students will attend the Pre K screening held in the summer. Referrals are obtained from the PALS school psychologist.
- Recruitment of children for the Central Preschool Blended class is carried out in the following manner: Prospective new students will attend the PALS screening if possible. Family Service Staff attend the Central school enrollment. Applications are completed or appointments are made to complete applications with prospective students.
- Recruitment of children for the Blended Class in Winfield is carried out in the following manner. Prospective students will attend the Pre K screening. Referrals are obtained from the Winfield Early Learning Center Principal and the Special Services Cooperative staff.
- Enrollment applications are taken all year long for the Head Start program.
## ACCEPTANCE/ENROLLMENT POLICY & PROCEDURE

<table>
<thead>
<tr>
<th>Policy</th>
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<tbody>
<tr>
<td>* All children will be considered regardless of handicap, race, color, or creed</td>
</tr>
<tr>
<td>* No less than 10% of the enrollment will be filled by children diagnosed as having a disabling condition</td>
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<tr>
<td>* No more than 10% of the total enrollment may be filled by children of families with income greater than 130% of the poverty guidelines</td>
</tr>
<tr>
<td>* May serve an additional 35% of children from families with incomes from 101% to 130% of the poverty guidelines if meeting needs of low-income, homeless, and over income children with a disability</td>
</tr>
<tr>
<td>* Proof of family income and enrolling child’s age must be received before a child can be accepted, unless the family qualifies as homeless per the McKinney Homeless Act</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Acceptance/Class Selection Procedure</th>
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</thead>
<tbody>
<tr>
<td>* Children with the highest needs (points) from the “Enrollment Priority Listing” will be selected beginning July 1 for all classes, both full day and half day in all centers.</td>
</tr>
<tr>
<td>* Openings during the school year will be filled in the same manner. Central, Roosevelt, Jefferson, and Winfield Early Learning Center openings may be filled with qualifying students from the classroom that are not currently enrolled in Head Start.</td>
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</table>

<table>
<thead>
<tr>
<th>*Blended Class at Lincoln</th>
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<tbody>
<tr>
<td>Selection is made by a Multi-disciplinary team consisting of Head Start Family Services Coordinator and Cowley County Special Services School Psychologist. Team members review children from the Enrollment Priority Listing whose families may benefit from the social services that Head Start provides. Peer models are also decided at this time. A minimum of half of the children enrolled in this class must have an IEP.</td>
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<thead>
<tr>
<th>*Full Day Class</th>
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<tbody>
<tr>
<td>The Family Service Coordinator reviews the Child Care Needs Survey form and selects children with the highest points. Criteria for eligibility include:</td>
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<tr>
<td>• parents must be working full time or</td>
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<tr>
<td>• attending school full time or</td>
</tr>
<tr>
<td>• child is in need of socialization or</td>
</tr>
<tr>
<td>• family is in crises</td>
</tr>
<tr>
<td>• current Head Start child referral from teacher</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*Central Preschool</th>
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</thead>
<tbody>
<tr>
<td>Selection is made from the Enrollment Priority Listing and disability concerns for the PALS program by the Family Service Coordinator and the Central Preschool PALS teacher.</td>
</tr>
</tbody>
</table>

- Families will be notified by letter stating their child has been accepted/enrolled. |
- Family Services will be provided to families upon acceptance/enrollment |
- Drop/Add sheets will be completed and distributed to the Director, All Coordinators, Cook, Classroom Teacher, School Nurse, Secretary and Family Service Advocates as children are added or leave the program.
Admission of Children with Special Needs

Children will not be denied admission to the Head Start program due to special needs or medical requirements, unless reasonable accommodation cannot be made.

All eligible children are afforded an equal opportunity to be included in the Head Start program regardless of special health needs or medication requirements. To accommodate children with special needs, USD 470 Cowley County Head Start will:

- Make reasonable accommodations for child with special health needs with assistance of the Medical Advisory Team (HSAC, school nurse, local health department, health care provider).
- Ensure that parent and health care providers give clear instructions on best care of the child, to protect his or her health, as well as other children and staff in the program.
- Ensure that protocols necessary for the child’s care are in place and available to staff for training and monitoring.
- Assure parents that children enrolled in the program are at no health risk because of special health needs child.
- Promote understanding of child’s special health need without drawing attention to the child.
- Protect the privacy of affected child and family.

To assure that we maintain optimum health requirements, Section 504 of the Rehabilitation Act of 1973, and the American with Disabilities Act will be used for developing strategies for enrolled child with special health needs.

Head Start will not discriminate against persons with disabilities, including those with chronic health conditions.

CHILD FILES

Your child’s files may contain the following:

Eligibility Information
Enrollment Information
Family Service Plan
Family Contacts
Health Records
Education Records
Treatment Tracking (If Applicable)
CLASSROOM LOCATIONS

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arkansas City 67005</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lincoln Early Childhood Center</td>
<td>600 South B St.</td>
<td>620-441-2075</td>
</tr>
<tr>
<td>Jefferson Elementary</td>
<td>131 Osage</td>
<td>620-441-2060</td>
</tr>
<tr>
<td>Roosevelt Elementary</td>
<td>300 N. B St.</td>
<td>620-441-2070</td>
</tr>
<tr>
<td>Winfield 67156</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head Start Center</td>
<td>1203 Manning</td>
<td>620-221-7314</td>
</tr>
<tr>
<td>Winfield Early Learning Center</td>
<td>400 E. 9th</td>
<td>620-221-5170</td>
</tr>
<tr>
<td>Burden 67019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Preschool in Central Elementary</td>
<td>1045 Oak St.</td>
<td>620-438-3195</td>
</tr>
</tbody>
</table>

If you have any questions about Head Start at any time, please feel free to come into the office or give us a call. **Parents are always welcome!!!!!!**

Office hours in Arkansas City (Main Office) and Winfield are:

Monday-Friday 7:30 a.m. to 4:00 p.m.

**EXAMPLE OF CLASSROOM SCHEDULES**

(Schedules may vary in individual classrooms)

<table>
<thead>
<tr>
<th>Part Day</th>
<th>Morning Class</th>
<th>Afternoon Class</th>
<th>Full Day/Full Year</th>
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<tbody>
<tr>
<td></td>
<td>Time</td>
<td>Activity</td>
<td>Time</td>
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<td></td>
<td>Activity</td>
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<td>Time</td>
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<td></td>
<td>7:55</td>
<td>Bathroom/Breakfast</td>
<td>12:00</td>
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<td></td>
<td>8:30</td>
<td>Sign In/BIRP/Welcome</td>
<td>12:35</td>
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<td></td>
<td>8:40</td>
<td>Large Groups</td>
<td>12:45</td>
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<td></td>
<td>8:55</td>
<td>Centers</td>
<td>1:00</td>
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<td></td>
<td>9:25</td>
<td>Clean Up</td>
<td>1:30</td>
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<tr>
<td></td>
<td>9:30</td>
<td>Book/Literacy</td>
<td>1:35</td>
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<tr>
<td></td>
<td>9:40</td>
<td>Small Groups</td>
<td>1:45</td>
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<tr>
<td></td>
<td>10:10</td>
<td>Outside</td>
<td>2:15</td>
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<tr>
<td></td>
<td>10:30</td>
<td>Line Up</td>
<td>2:35</td>
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<td></td>
<td>10:35</td>
<td>Bathroom</td>
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<td>IMIL</td>
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<tr>
<td></td>
<td>10:55</td>
<td>Snack</td>
<td>3:10</td>
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<td>11:15</td>
<td>Dismissal</td>
<td>3:15</td>
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</table>

**CHILDREN SHOULD NOT BE BROUGHT TO THE CENTER BEFORE THE ARRIVAL TIME FOR THEIR SESSION.**
MAJOR COMPONENT GOALS OF HEAD START

There are three major component goals in Head Start. In 1975, performance standards were adopted to ensure that every Head Start program provide the services necessary to meet each of the following goals.

I. EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES WHICH INCLUDE:

Education – Head Start’s educational program is designed to meet each child’s individual needs. It also aims to meet the needs of the community served and its ethnic and cultural characteristics. Every child receives a variety of learning experiences to foster intellectual, physical, social, and emotional growth. Children participate in indoor and outdoor play and are introduced to the concepts of language and problem solving. They are encouraged to express their feelings appropriately and to develop self-confidence and the ability to get along with others.

Health – Cowley County Head Start emphasizes the importance to early identification of health problems. Head Start works to insure each child has a comprehensive health care program, including medical, dental, mental health, and nutrition services.

A. Medical and Dental - Children must receive a complete physical examination, including vision and hearing tests, hemoglobin, lead, identification of disabilities, immunizations and a dental exam. Follow-up is necessary for identified problems. Vision and hearing tests must be completed within 45 days and all other medical and dental screenings must be completed within 90 days of entry to the program.

B. Nutrition – Cowley County Head Start realizes the importance of nourishing meals. Therefore, in order to meet at least one third to two thirds of the nutritional needs each day, children in the morning session are served breakfast and a snack. The afternoon session receives lunch and a snack. Children in the full day program receive breakfast, lunch and a snack. A trained nutritionist supervises the nutrition activities of the program and helps the staff identify the nutritional needs of the children.

C. Mental Health – Cowley County Head Start recognizes the importance of providing mental health and psychological services to children and families in order to encourage their emotional and social development. Head Start works collaboratively with mental health professionals to make our program responsive to children’s needs. Head Start can also help families access mental health services when needed.

Disabilities – Head Start has successfully carried out a 1972 Congressional mandate requiring that at least ten (10) percent of its enrollment be available for children with disabilities.

Children with special needs and their families receive the full range of developmental services. In addition, Cowley County Head Start staff members work closely with community agencies to provide services to meet the needs of the child.
II. PARENT, FAMILY AND COMMUNITY ENGAGEMENT:

Parent and Family Engagement – An essential part of Cowley County Head Start is to build relationships with families that support:

- Family well being
- Positive parent-child relationships
- Families as lifelong educators
- Families as learners
- Family engagement in transitions
- Family connections to peers and community
- Families as advocates and community leaders

Examples of building relationships with families include: recruitment and enrollment of children, completing Family Needs Assessments with families, establishing Family Partnership Agreements, continual follow-up on Individualized Child Goals, and referring and providing information about available community resources to families. Parents are also encouraged to become engaged by volunteering at Cowley County Head Start and/or serve on the Policy Council.

Community Engagement – The Cowley County Head Start program collaborates with many community partners to provide the highest quality services for children and families. Through interagency agreements and ongoing community relationships, services are designed to meet the individual needs of the citizens and Head Start families. By becoming active partners in community planning, the Head Start program and their families are establishing positive outreach efforts to increase community awareness as well as increasing volunteer opportunities.

III. PROGRAM DESIGN AND MANAGEMENT WHICH INCLUDES:

Program Governance – Program governance is shared by the governing body (USD 470 Board of Education) and the Policy Council. These two groups are responsible for overseeing the delivery of high quality services to children and families in accordance with Head Start legislation, regulations, and policies. Through the Policy Council and local Parent Committees, parents and other community representatives are empowered to actively participate in the shared decision-making process.

Management Systems and Procedures - Members of the governing bodies, Head Start staff, parents, and community representatives are responsible for the planning and implementation of services to children and families.

Human Resource Management - USD 470 and Head Start management staff ensure that the Head Start staff is well qualified, possessing knowledge, skills and experience needed to provide high quality, comprehensive and culturally sensitive services to children and families in the program. Striving for continuous improvement, training opportunities for staff, consultants, volunteers and members of policy groups and governing bodies are provided with support for ongoing training and development.
HEAD START FUNDING

Cowley County Head Start is funded by the United States Department of Health and Human Services, Office of Human Development Administration for Children and Families.

Each year funding is received from the Federal Government with 20% match from parent volunteers and through community in-kind contributions of space, professional services, volunteer worker time, donations of cash, toys, equipment, etc.

Volunteer Time = In Kind Dollars

ARRIVAL AND DISMISSAL PROCEDURE

Children will only be released from Head Start to their parent/guardian or person designated as the release person or emergency contact person in the child’s records.

All staff will refuse to release a child to any person, whether related or unrelated to the child who has not been authorized in writing by the parent/guardian to receive the child.
Persons not known to the Head Start Staff may be asked to provide photo identification to establish their identity prior to the child’s release.

Upon arrival or dismissal, the following is the responsibility of the authorized adult:

1. Arrive at the appropriate time for arrival and dismissal.
2. Children must be signed in by the authorized adult (14 year of age or older) at designated area upon arrival.
3. The adult will supervise the child placing personal belongings in their cubby and accompany them to the designated location.
4. At no time will a child be left at the classroom without a staff person being present.
5. The adult will accompany his/her child to pick up personal belongings at their cubby.
6. The authorized adult will sign the child out.
7. Presentation of legal custodial papers will be requested for children from divorced/displaced families.
8. Parents must notify the Head Start office of any changes in phone number, address, or changes in release or emergency contact persons. Changes in custody require court papers presented to Head Start.

**ATTENDANCE**

Classes will meet Monday through Thursday with some designated Friday’s for morning and afternoon session classes and Monday through Friday for the full day/full year class.

Please do not bring your child before class times.

Each child is expected to be in attendance every day, during the full class time. **If your child is going to be late, is ill or cannot attend for any reason, please call the office before 8:30 a.m., whether your child is in the morning or afternoon class. This will excuse your child and also prevent us from ordering any extra meals.** In the best interest of your child we ask that you do not take your child out of class before the class dismissal time.

Absence/Tardiness – Family Service staff will contact the parent/guardian of any child with an unexcused absence from the classroom. If a child is missing or tardy (arriving 15 minutes or more after class has begun) an excessive number of days, the parent will receive a notification from the Director to attempt a solution. If the absences continue the child will be placed on the Wait List.

**ABANDONED CHILD**

We are required by law to report an abandoned child to the proper authorities (i.e. DCF). If a child has not been picked up within 30 minutes of dismissal time and there has been no response from the parent or emergency contact, the child will be considered abandoned and the proper authorities will be contacted (i.e. DCF, Police).
DISCIPLINE ACTION

Cowley County Head Start adheres to the Conscious Discipline approach to discipline which is utilized throughout the program. Conscious Discipline is a comprehensive social and emotional intelligence classroom management tool that empowers both teachers and students. The goal is to teach the children the words they can use in a conflict and strategies for calming themselves down. They learn to be responsible for their own well being and actions. Rather than trying to control the children, teachers create a school family through routines, rituals, safety, and classroom centers that help to make connections with children to build trust and respect. Children can learn to express emotions in socially acceptable ways.

Some inappropriate behaviors may require a short time out of the classroom. If the behavior does not improve, a “behavior modification” plan may be implemented. If the behavior is causing pain to other children, staff members, or to the child himself/herself, the parents may be contacted and asked to intervene.

Corporal punishment will not be used or allowed.

EMERGENCY

In case of inclement weather (snow, ice, flood, etc.) listen to KSOK (1280 AM/95.9FM) radio station or call the Head Start Office(s) for closing information.

In case of Tornado Warning during class hours, please DO NOT come to Head Start. The staff and children are trained in the proper procedures to take. This is for your safety as well as your child’s.

In the event of fire in the facility, the children will be taken to a designated location away from the building for their safety.

Fire drills are practiced monthly in accordance with the state laws.

Tornado drills are practiced during the months of severe storm season.

In case of storms, children will be taken inside to a safe location.

In case of floods, children will be taken to a safe location.

In the event of any other emergency situation, parents will be notified using the Emergency Contact List contained in the classroom emergency bag.

FAMILY RESOURCE AREA

We are pleased to be able to provide a Family Resource Area in our Head Start Centers in Winfield and Arkansas City. Each center is equipped with books and materials that can be checked out for activities to do at home with your child. Newspapers including grocery ads and coupons are also available. The parent areas in Winfield and Ark City also have a computer with internet access. Burden may utilize their school library.
BREAKFAST, SNACKS AND LUNCHES

The Head Start Program will provide a nutritious meal or snack for each child during the day. As an extension of the classroom, children learn about good-tasting foods, foods that are good for them and foods that are fun. This is another learning environment for our Head Start children.

At mealtime, the children will be served a well balanced meal in the classroom/lunchroom. Meals are served “Family Style.” Staff and volunteers will discuss foods, colors, manners, nutrition, textures, etc. with the children as they eat their lunches. Mealtime then becomes a time of learning, enjoying one another, as well as food.

Food will never be used as reward or punishment.

PERSONAL BELONGINGS

All of the children’s belongings must be labeled with his/her name. Backpacks must have the child’s name clearly marked for easy, quick identification. Do not allow your child to bring any toys, money, or food to school. Any personal items brought to school will be placed out of children’s reach until the parent reclaims items at the end of the class. Head Start is not responsible for any items lost.

Each child should have an extra change of clothing at the center with their name on them in case of an emergency (spills, messy artwork, or toilet accidents etc.). Please remember to replace clothing throughout the year to reflect seasonal changes or if they become soiled.

CUBBY

Each child has a “cubby” with his/her name on it. Notes from the office, newsletters, artwork, etc., will be placed in the cubby. The child’s coat and backpack will also be in the cubby. Be sure to check them every day.

TOILET ACCIDENT PROCEDURE

If during the day your child has a “toilet accident,” the staff will follow our established diapering procedures in order to avoid contamination risks, and protect the health and safety of children and staff:

1. The child will be assisted in changing his/her clothes.
2. Soiled clothes will be secured in a plastic bag and sent home that day with your child.
3. If no clothes are available, the staff will notify the parents or emergency contact person to come and get the child from the classroom or bring a clean change of clothing for the child.

Please be sure to check your child’s backpack daily and remember to replace soiled clothing.
FIELD TRIPS AND WALKS

During enrollment, a permission form was completed that would permit us to take your child on field trips and walks. Throughout the year, the staff will send home notes, flyers or calendars informing you of upcoming field trips. If you do not want your child to participate please keep him/her home on that day, as there will be no one in the classroom.

No purchases will be made from snack bars, gift shops or vending machines while on a field trip.

Parents are welcome to accompany us on any field trips. A limited amount of space is available in our vans, with 24 hours prior notice. Due to liability limitations, we must request parents/guardians only, no siblings.

BIRTHDAYS

Birthdays are a very special time for everyone. We do ask that parents not bring treats unless they are store bought and in their original containers. Treats that are not in purchased pre-packaged containers will not be served and will be returned home. Due to allergies and medical conditions, some treats may not be allowed in a classroom, so please check with your child’s teacher before buying treats.

HOLIDAY AND CULTURAL CELEBRATIONS

Any holiday or cultural celebrations will be inclusive, non-discriminatory and done in an age appropriate manner. Parents need to let the classroom teacher know if your family does not observe holidays. Holiday symbols may be displayed to represent the richness of our multicultural heritage. For example, a display of a manger scene, a menorah, a kinara and krathong would be a great introduction to how different people celebrate certain times of the year.

OUTDOOR PLAY

The playground is an extension of the classroom. Dress your child according to the weather (coat, mittens, gloves, hat, etc. during the colder months). Children are required to participate in outdoor activities. Therefore, if you feel your child should not go outside because of illness, please keep them at home. If the temperature and/or wind chill is 32° or below, we will not participate in outdoor play. During summer months, if the heat index or temperature is 100° or more the children will remain indoors.

NEWSLETTER

Periodically you will receive newsletters with calendar updates along with information about the Head Start program, child rearing or activities for you to do with your child at home. We encourage you to read this letter carefully. The contents have been planned for you and your child. If you wish to put something in the newsletter, please let the office know. We eagerly accept parent input into our program.
DEVELOPMENTAL SCREENINGS

Before the school year starts, or shortly after, Head Start will administer a DIAL-4 screening on each child. DIAL-4 stands for Developmental Indicators for the Assessment of Learning. The Head Start staff is trained to administer the test. This screening is NOT to indicate if a child is ready for Head Start or Kindergarten. It is used primarily to guide teachers and other professionals in modifying curriculum or in identifying those in need of further assessment. DIAL-4 is a 20-30 minute untimed assessment of motor (e.g. hopping, cutting, etc.), concepts (e.g. colors, counting, etc.), and language (e.g. answering questions, giving responses, etc.). This screening is especially designed for 3-5 year old children. Upon completion of the screenings, a teacher or the Special Services Coordinator will inform the family of the results by mail or by meeting.

CHILD ABUSE AND NEGLECT POLICY

According to Kansas Law, Cowley County Head Start staff members who have reason to suspect that a child has been injured as a result of physical, emotional, or sexual abuse or neglect is required by law to report. This law makes Cowley County Head Start staff mandated reporters. Failure of a mandated reporter to make a report is a Class B Misdemeanor, which could result in a $1,000.00 fine or up to six (6) months in jail.

Kansas law also provides immunity from lawsuits against reporters of child abuse. A report must be made by a mandated reporter if there is reason to suspect that a child has been injured as a result of physical, mental, emotional, or sexual abuse.

FAMILY FUN NIGHT

Cowley County Head Start conducts Family Fun Nights throughout the year. Family Fun Nights give families the opportunity to take part in activities at Head Start with their child. Parents, children, extended family members and staff members are welcome to attend. This is a time to get to know one another; and it gives families the opportunity to participate in activities with their children.

PARENT COMMITTEE MEETINGS

Cowley County Head Start conducts Parent Committee Meetings to discuss what is happening in the program and provides Policy Council Classroom Representatives and parents opportunities to exchange information. These meetings are a very important part of the program, since parent involvement is vital to our existence. We hope all parents will attend and provide input into their child’s education.

PARENTAL ENGAGEMENT

Cowley County Head Start will conduct parent friendly activities during the year. Parents are encouraged to become engaged in all areas of Head Start.
POLICY COUNCIL

Policy Council plays a very distinctive part in the Head Start program. Federal regulations in the form of performance standards, and the Head Start for School Readiness Act, outline the Council’s roles and responsibilities. The Policy Council is made up of parents and community representatives and is one of the governing bodies of the Head Start program. In addition to the Policy Council, Cowley County Head Start is governed by the USD 470 Board of Education.

One member of the USD 470 BOE is appointed as its representative to the Policy Council. The parents from each Head Start center will select officers and voting members (one from each classroom) and an alternate classroom representative for the Policy Council. All parents are invited to attend these meetings. However, officers and representatives are the only ones with voting capacity. Meetings are conducted once each month. Meeting times and dates are determined by the Policy Council.

PARENT PARTICIPATION

Parents are a very important part of the Cowley County Head Start program. There are at least four major kinds of parent participation. This outline shows some of the parent’s roles and responsibilities to the program.

1. ENGAGEMENT IN DECISION MAKING
   A. Become an active member of the Head Start Center Committee during Family Fun Night and Parent Trainings.
   B. Talk with other parents and staff about the program and ways they can help.
   C. Share information about the program and ideas on ways to improve the program with other parents and staff.
   D. Provide support and assistance to representatives of the Policy Council or serve as a representative.
   E. It is important that the membership of groups be rotated to assure a regular influx of new ideas into the program. For this purpose, terms of membership must be limited to no more than three years.

2. ENGAGEMENT IN THE CLASSROOM
   A. Parents who visit and work in the classroom have a better understanding of what the center is doing for their children.
   B. Parents may participate in the classroom as paid employees, volunteers or observers. Qualified parents receive first consideration for employment. As volunteers, parents participate in classroom activities and supplement the services of paid employees. They participate on the interview team.
   C. Parents are also encouraged to visit the classroom and observe what goes on during the year.
   D. Parents are also encouraged to accompany the class on field trips.

3. ENGAGEMENT ORIENTED ACTIVITIES
   A. Parents may request educational programs in areas that are of interest to them.
   B. Parents may wish to work together on community projects that are of common concern, such as health, housing, education and welfare.
C. Parent groups often may sponsor activities and programs that will benefit the families in their community.

4. ENGAGEMENT IN HOME ACTIVITIES WITH THEIR CHILDREN

A. Through home visits by the center staff and suggestions for activities which parents and children can do together, Head Start guides and assists parents in encouraging their children’s development. This kind of parent participation reinforces and supports the child’s total Head Start experience.
B. Share ideas with the Head Start Staff or things that you as a parent feels should be a part of the activities of the center.

MY RIGHTS AS A HEAD START PARENT

1. To take part in the policy decisions affecting the planning and operation of the program.
2. To help develop adult programs which will improve the daily living for my family and myself.
3. To be welcome in the classroom.
4. To be informed regularly about my child’s progress in Head Start.
5. To always be treated with respect and dignity.
6. To expect guidance for my child from Head Start teachers and staff which will help his/her total individual development.
7. To take part in planning and carrying out programs designed to increase my skills in areas of possible employment.
8. To be informed of all community resources concerned with health, education, and the improvement of the family.

MY RESPONSIBILITIES AS A HEAD START PARENT

1. To learn as much as possible about the program and to take part in major policy decisions.
2. To accept Head Start as an opportunity through which I can improve my life and my children’s life.
3. To take part in the classroom as an observer, volunteer worker, or paid employee, and to contribute my services in whatever way I can to enrich the total program.
4. To provide parent leadership by taking part in Policy Council elections, to explain the program to other parents and encourage their full participation.
5. To welcome teachers and staff into my home to discuss ways in which parents can help their children’s development at home in relation to school experience.
6. To work with the teacher, staff, and other parents in a cooperative way.
7. To guide my children with firmness, that is both loving and protective.
8. To offer constructive criticisms to the program, to defend it against unfair criticism, and to share in evaluating it.
9. To take advantage of programs designed to increase my knowledge about child development and my skills in areas of possible employment.
10. To become involved in community programs which help to improve health, education, and recreation for parents and children.
11. To build relationships with staff to identify and achieve family goals and aspirations.
12. To be engaged as an equal partner in my child’s learning and development.
SMOKE FREE POLICY AND PROCEDURE

As per the Program Instruction #ACYF-PI-HS-95-04 (“Establishing a Smoke-Free Environment in Head Start Programs”), all Head Start agencies are required to create smoke-free environments and to eliminate exposure to tobacco smoke by children, staff, and parents in the Head Start program.

Tobacco use in any form is prohibited in or on all USD 470 property and any rented or leased facilities. The tobacco-free campus policy includes both indoor and outdoor school-sponsored events.

1. Staff will be informed of this policy through signs posted in Cowley County Head Start Centers, the Staff Handbook, orientation and training provided by their supervisors.

2. Volunteers, parents, and participants will be informed through the following methods:

   A. The policy will be stated in the Parent Handbook.
   B. Signs will be posted in agency facilities and vehicles.
   C. Signs will be posted on parent bulletin boards on the effective date of the policy, and if necessary, at other times during the year.
   D. Announcements will be made during Parent Orientation, Family Fun Night, Father/Mother activities and Policy Council training.
   E. Explanations of the policy will be attached to field trip and home visit notifications.
   F. Other communication mechanisms deemed appropriate by the director.
IMPORTANT HEALTH INFORMATION

HEALTHY CHILDREN LEARN WELL!
Immunization Requirements

To protect children from certain communicable diseases, Kansas law requires children to be immunized against diphtheria, whooping cough, tetanus, polio, mumps, rubella and measles. ANY CHILD WHO IS ENROLLED IN COWLEY COUNTY HEAD START MUST SHOW PROOF OF COMPLETE OR UP TO DATE IMMUNIZATIONS.

Immunization requirements for the 2015-2016 school year for children four years and under include:

- 4 DTaP: six months must be between the last two doses.
- 3 IPV (Polio): there must be a minimum of four weeks between doses.
- 1 MMR: one dose on/after first birthday
- 1 Varicella: one dose required, unless history of Varicella disease documented by a licensed physician. Must be given after the 1st birthday
- 2 Hepatitis A: two doses required (2nd vacc. must be completed 30 days after due date)
- 3 Hepatitis B: three doses required
- 4 Haemophilus influenzae type b (Hib):
- 4 Pneumococcal conjugate (PCV&): up to four doses required

Additional immunizations are required after the age of four. Copies of immunization requirements for children over the age of four are available by request.

Parents of children who have a Medical Exemption on file will be notified that their child shall be excluded from school in the event of an outbreak or suspected case of a vaccine preventable disease.

PHYSICAL EXAMINATION

Cowley County Head Start requires each student to have a physical examination within 90 days of entrance into the program. The Health Coordinator and Family Service Advocate will work with each family individually on how this is to be completed. This physical must also include:

VISION SCREENING

Each student is required to have vision acuity and strabismus testing performed. If this is not included in the child’s physical examination, the Health Coordinator will make arrangements to have this screening completed within 45 days of entrance to the program.

HEARING SCREENING

Each student is required to have audiometric testing performed. If this is not included in the child’s physical examination the Health Coordinator will make arrangements to have this screening completed within 45 days of entrance to the program. Parents must sign a Hearing Screening Authorization form to allow this test to be done on site. See Appendix B, Hearing Screening Authorization.

HEMOGLOBIN OR HEMATOCRIT SCREENING

Each student is required to have a hemoglobin or hematocrit determination made. This screening can be obtained at the local Health provider, if not included in the child’s physical examination. This screening is needed to determine anemia and must be on file for new enrollments within 90 days.
BLOOD LEAD SCREENING

Each student is required to have a blood lead screening on file within 90 days of entrance into the program.

DENTAL EXAMINATION AND TREATMENT

Each student is required to have a complete dental examination within 90 days of enrollment in the Cowley County Head Start program. This shall include diagnostic radiograph (x-rays), services required for the relief of pain or infection, restoration of decayed primary and permanent teeth. It will also include pulp therapy for primary and permanent teeth as necessary, extraction of non-restorable teeth, and instructions in self-care oral hygiene procedures. If dental treatment is needed the Family Service Advocate and Health Coordinator will work closely with adults to get work completed in a timely manner. They will assist each family individually to complete their child’s dental requirements. Proper tooth brushing skills are also practiced in the classroom by brushing daily. Dental exams must be kept current while a child is enrolled in Cowley County Head Start.

DEVELOPMENTAL SCREENING

Each child will have a developmental screening after starting Cowley County Head Start, unless he/she has participated previously in a developmental screening. This screening will identify any potential problems in the areas of SPEECH/LANGUAGE, CONCEPTS, and MOTOR SKILLS. Upon completion of this screening, the family will be notified of results by mail or meeting with a teacher and/or Special Needs Coordinator.

SHORT TERM EXCLUSION POLICY

If health requirements (physicals and immunizations) are not completed per KSA-72-5209, KSA 75-5214 and USD 470 policy, children will be suspended from the program until proof of compliance is received. Personal contact will be made by the Health Coordinator and Family Service Advocate to assist with obtaining health requirement information. Parents will be notified by letter of impending suspension.

After suspension of the child, the Health Coordinator will work with the family to set and confirm a health appointment. Appointment must be made and kept within 14 days or the child will be placed on the wait list.

EXEMPTION FROM MEDICAL CARE FOR RELIGIOUS OR MEDICAL REASONS

For a child to be exempt from medical care for medical or religious reasons, parents/guardians must indicate this on the Medical Exemption Form. This form must be signed by a physician or clergy. An Exemption Request Form is included in the Health Packet, or a form can be picked up at the Cowley County Head Start office.

SICK CHILD POLICY

Children who are sick should be kept at home. Recovery will be quicker and exposure to other children will not occur. Parents should call their Family Service advocate to report their child’s absence. Contact your physician, if needed, if your child has any of the following:

  - sore throat
  - nausea/vomiting
  - inflamed eye
  - runny nose
  - ear ache
  - drainage from ears
  - cough
  - chills
  - temperature (99.6 or above)
  - swollen glands
  - diarrhea
Keep your child home until 24 hours after last vomiting or diarrhea episode or a fever (99.6 or above) has been gone for 24 hours without medicine.

Parents will be contacted if their child becomes ill at Head Start and should be picked up immediately, so they can be taken home or to the doctor. **We MUST always have parent’s correct address and telephone number and up to date emergency contact information.** If both parents work, we should be informed of how they can be contacted in case of emergency. We also need a number to contact in case we cannot reach either parent/guardian. Cowley County Head Start should be contacted of any changes in parent/guardian’s residence, work place or telephone number, in order to keep our records current. However, given the nature of an illness or injury the staff will decide if the parent/guardian should be contacted or medical treatment should be sought immediately.

See Health packet for “Medication Policy regarding administering medicines at Cowley County Head Start.”

**COMMUNICABLE CONDITION**

A child with a communicable condition (chicken-pox, measles, head lice, impetigo, etc.) shall not attend Cowley County Head Start until the condition improves and the child’s re-entry meets with the Health Coordinator’s approval. Any child found to be contagious with any disease will be immediately sent home. The Head Start office should be notified of any communicable condition so that other children can be watched for symptoms. See Appendix A for Signs and Symptoms of Childhood Illness. Information can also be found in the book “What to Do When Your Child Gets Sick.”

**HEAD LICE**

**Policy**

Kansas State Law: Kansas Administrative Regulations 28-1-6, effective May 1, 1981, requires that children who are infested with head lice (pediculosis) be excluded from classes until they have been treated with a pediculocide.

**Procedure**

If a child has been excluded from class, before re-entry into the classroom the child will be re-checked for live infestation. Students that have been identified with lice will be monitored until all nits are gone.

**PET POLICIES**

Animals should not be brought to school without consent from the classroom teacher. Animals will not be transported on buses. Children will not handle snakes and reptiles. Pets must be taken home after show and share activities.
STUDENT ACCIDENT/INJURY POLICY

POLICY

Cowley County Head Start will inform parents or emergency contact persons, by phone, if an accident leaving a scrape, cut, bruise or mark on the child, occurs during class hours.

PROCEDURE

Staff members will report accidents on the Report of Accident Form, (see Appendix D) and a copy will be sent home for the parent/guardian. If the accident involves a head injury, a Head Injury Form (see Appendix C) describing symptoms to watch for, will also be sent to the parent/guardian. Copies of Accident Forms will be held in the child’s file, Head Start office and USD 470 Business Office.

CLASSROOM OBSERVATIONS

Classroom observations are conducted two to three times per school year by a mental health professional. Children, staff and classrooms are observed for environment, class structure as well as child and adult interaction.

TREATS POLICY

Treats must be store bought and brought to the child’s classroom in its original package. Home made food items will not be served at Cowley County Head Start. Homemade food items will be returned home with the person that brought it. No exceptions will be made to this policy. A list of approved items will be given at the first home visit. Parents need to check with their child’s teacher before bringing treats.

MEALTIME POLICY INCLUDING SPECIAL DIETARY NEEDS

Mealtime is an extended learning center for our students. Meals are served “Family Style” where children learn about good-tasting foods, foods that are good for them and foods that are fun. There is time allowed for children to eat (about 30 minutes) and to have a variety of different food experiences that reflect diversity. Meals are low in sugar, salt, and fats. We will offer one to two thirds of each child’s daily requirement in meals served. Staff members and volunteers eat with the children, with the same menu. Food is never used as punishment or reward. We will accept any special dietary need with a written statement from the child’s health care provider. Any food substitutions will require a meal substitution form signed by the child’s health care provider or clergy.

SLEEP MATS

Individual bedding will be provided for each child in the full day classrooms for nap time. Mats used in the centers will be spaced properly, in compliance with regulations. When not in use, the mats will be properly stored and will be sanitized at least weekly or as needed.
Appendix A
USD 470 Cowley County Head Start
I. Signs & Symptoms of Childhood Illness

CHICKEN POX (Varicella) – Onset 2-3 weeks after exposure to infected individual by droplet, airborne or from person to person. Communicable from five (5) days before onset of illness until five (5) days after onset of rash. Signs are slight fever and irritability for one (1) day, fine blisters then appear, first on trunk, then rest of the body. Isolate child until six days after the first crop of eruptions. Scabs are not infectious.

FIFTHS DISEASE (Erythema Infectiosum) – Onset is 4-21 days after exposure. The child appears well except for an intensely red “slapped cheek” rash appears on the face. A lace-like rash may appear on the trunk and upper extremities. There is no specific treatment and isolation is not necessary. Communicable before onset of rash. Exposed pregnant women should inform their Doctor.

GERMAN MEASLES (Rubella) – must be documented by tests; onset is 14-23 days after exposure to infected individual. Communicable from person to person by nasapharyngeal secretions. Signs are slight “head cold,” fever, swollen glands at back of neck, changeable rash which goes away in 2-3 days. Isolate child until 7 days after rash appears. KEEP CHILD AWAY FROM ALL WOMEN WHO ARE PREGNANT.

GIARDIASIS – Onset varies and ranges from 6-22 days after exposure to the feces of an infected individual. Communicable as long as an individual has active infection, although that person may not have symptoms. Symptoms are often intermittent and may include abdominal cramping, bloating, frequent loose bowel movements which may be pale, greasy and smelly, weight loss, fatigue. Suspected persons should have their feces tested and seek treatment. During outbreaks, all other children and adults in contact may get treated. Child may return to class when treated and free of symptoms for 24 hours.

HAND, FOOT, AND MOUTH DISEASE (Vesicular Stomatitis) – Onset is 3-5 days after exposure to respiratory secretions, or feces of infected individual. Communicable during acute stage of illness. Begins with sudden fever, followed by small, painful sores in mouth and throat (may also appear on hands, feet and legs). Seek medical attention for relief of symptoms. Children with fever and rash should be excluded from school.

HEAD LICE (Pediculosis) – Transmitted directly or indirectly from another human. Contact must be close; lice do not jump or fly. Child may complain of an “itchy” head. Eggs or nits (tiny, pearly white eggs) which stick tightly to the hair shaft, usually appear first at neckline and around ears. One louse lays 3-4 eggs in one day. Consult your physician or pharmacist for treatment. Child must be excluded until treated. Other members of the family should be checked carefully and clothes and bedding thoroughly cleaned.

HEPATITIS A – Onset is 15-50 days after exposure to the feces of an infected individual. Signs are fever, jaundice, weakness, loss of appetite, nausea, and abdominal discomfort. May be more severe in adults than in children. Very young children may not show signs but they can carry the germs and spread it to others. Suspected cases should seek medical treatment. During outbreaks, children, staff, or households should receive immunoglobulin protection. Children are excluded from school for one (1) week following onset of illness.
IMPETIGO (Streptococcal or Staphylococcal skin infections) – Onset 4-10 days after exposure to an infected individual. Appears as honey-crusted sores around mouth, nose or extremities. Isolate the child until under treatment by a physician. Open wounds should be covered with a dressing.

MEASLES (Rubeola) – Must be documented by tests. Onset is about 1-2 weeks after exposure. Communicable from 4 days before rash. Contamination may be from droplets or respiratory secretions. Signs are runny nose, watery eyes, fever (which may be quite high), cough. A rash appears about the 4th day of illness. Isolate child for 4 days after the appearance of the rash.

MENINGITIS - An inflammation of the covering of the brain and spinal cord. Signs include: fever, headache, nausea, vomiting, stiff neck, irritability, or loss of appetite and frequently a rash. Communicable from person to person by direct contact. Notify your physician if these symptoms develop. Exclude from school.

MUMPS- Onset is 12 to 26 days after exposure. Communicable from one (1) week before to nine (9) days after the swelling begins. Signs are fever, swollen glands in front of and below the ear. Isolate the child for 10 days from onset of illness.

PIN WORMS – Transmitted by eggs from the feces of an infected individual to the mouth. Itching of the anal area, especially at night, is the most common sign. Symptoms include loss of appetite and awakening at night. Consult physician for medication. Other members of the family may have to be treated. Isolations may be impractical, but special care in diapering or toileting and other hygiene measures should be taken.

PINK EYE (Conjunctivitis) – Onset 24-72 hours after exposure to an infected individual or articles; e.g. towels, water pools. Can be spread as long as infection is alive. Symptoms are irritated, tearing eyes, swollen lids, and a yellow discharge that makes the eyelashes sticky. Children under 5 are most susceptible. Consult with your physician for treatment. Isolate until 24 hours after treatment begins.

RINGWORM OF THE BODY (Tinea Corpois) – Onset 4-10 days after exposure to infected animals or man or other articles. Caused by mold-like fungi which is communicable as long as lesions are present. Symptoms on exposed body areas: flat, spreading ring-shaped lesions. Exclude until child has been under active treatment by a physician. The physician shall certify that the child is under continuing medical care at 2 week intervals.

RINGWORM OF THE SCALP (Tinea Capitis) – Onset 10-14 days after exposure by direct contact with affected individuals or contaminated items as combs, hats, or clothing. Symptoms include itching of the scalp, hair breaking off, and appearance of bald patches and round scaly lesions. Child exclusion and treatment is the same as ringworm of the body.

ROSEOLA - Occurs 5-10 days after exposure. The child will appear well, but will have a fever up to 103-105 degrees lasting 2-3 days. The child will then develop a flat, rosy-pink rash on the trunk and upper extremities. Isolations are not necessary. Treatment involves preventing febrile convulsions.

SALMONELLOSIS – Onset is 6-72 hours after exposure to articles of food contaminated with the feces of an infected animal or person. Signs are sudden abdominal pain, diarrhea, nausea, vomiting,
fever, and loss of appetite. Suspected cases should seek immediate medical treatment. Child may return to school when free of symptoms.

**SCABIES** – Signs and symptoms include: itching (especially at night), small bumps, blisters, scratch-like elevated lines or open sores (caused by scratching). Transmitted by direct contact from infested human or indirectly through bedding or clothing. Consult your pharmacist or physician for treatment. Children must be excluded until treatment has begun. Other members of the family should be checked carefully. Clothes and bedding must be cleaned thoroughly.

**STREPTOCAL INFECTIONS** (includes Scarlet Fever and Strep Throat) – Onset 2-5 days after exposure to respiratory secretions. Communicable 10-21 days if untreated. Communicable with treatment 24-48 hrs. Symptoms are sore throat, fever, and in some instances, a rash develops. Seek medical attention if symptoms appear. Isolate child until 24 hours after antibiotic treatment, has no fever and is able to participate. Antibiotics must be continued for 10 days. Inadequate therapy may cause permanent damage. Release required from physician

**SHIGELLOSIS** – Onset is usually 1-7 days after exposure to the feces or articles contaminated by the feces of an infected individual. Communicable during the time an individual has an infection. Diagnosis is made by testing the feces. Signs of infection are fever, diarrhea, vomiting, and/or cramps. In severe cases, the feces may contain blood, mucus, or pus. Suspected cases should seek immediate medical treatment. Exclusion from school is recommended for duration of acute symptoms.

**WHOOPING COUGH** (Pertussis) – Onset is 7-10 days after exposure. Communicable from the first symptoms. First signs are like a cold with a fever. The cough will become persistent and worsen into explosive bursts followed by a high pitch “whoop” and possible vomiting. Isolate the child, seek medical advice, and report the disease to the health department. Exclude until received 5 days of antibiotic treatment

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**“What to Do When Your Child Gets Sick”**

Informative books are available through your Family Service Advocate. Please contact them to get your copy.

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Appendix B
Hearing Screening Authorization

Head Start regulations require us to obtain permission to conduct an annual hearing screening.

I give Head Start permission to conduct or obtain a hearing screening for

______________________________
Child’s Name

______________________________    __________________
Parent Signature                    Date

Autorización para Chequeo de Audición

Las regulaciones de la Head Start nos requieren a obtener el permiso para realizar un chequeo anual de audición.

Doy Head Start el permiso a realizar o obtener un chequeo de audición para

______________________________
Nombre del niño/niña

______________________________    La fecha
Firma de padres                    Date
Appendix C-1
HEAD INJURY

1. Note the following in the child:
   a) State of consciousness
   b) Vomiting
   c) Unequal size of the pupils of the eyes
   d) Unusually rapid or slow pulse rate.

2. If any of the above signs are distinctly abnormal, the child should be referred to a physician immediately.

3. If the child is slightly woozy, but all other findings are normal, notify parent.

4. If all finds are normal, have the student rest for 15-30 minutes.

5. Ask the teacher to give you a report on the child in one hour or at the end of the day.

6. Notify parents by phone of what happened and send form home with child to reinforce to the parents what to observe for.

Give the attached form to parents when a child has a head injury.
Dear Parent:

Today______________________ received an injury to the head. Your child seems to have no problems at the time, but you should watch for any of the following symptoms:

1. Severe headache
2. Nausea and/or vomiting
3. Double vision, blurred vision or pupils of different sizes
4. Loss of muscle coordination, such as falling down, walking strangely or staggering.
5. Any unusual behavior such as being confused or dizziness
6. Convulsions
7. Bleeding or discharge from an ear
8. If your child was a little dizzy or foggy, vomited or showed any of the other signs of brain injury listed above, he/she should be checked carefully at bedtime and awakened at midnight (if bedtime is 8-9 pm), just enough to be sure he/she can be awakened and seems normal.

CONTACT YOUR DOCTOR OR EMERGENCY ROOM IF YOU NOTICE ANY OF THE ABOVE SYMPTOMS.
USD 470 Cowley County Head Start
Volunteer Handbook

Cowley County Head Start is a federal grant funded, non profit program that requires a 20% community match (called in kind or non federal share). The in kind or non federal share is primarily raised through volunteer time, donation of equipment or supplies and donated space.

A Head Start organization cannot exist without the devotion, commitment and vision of our volunteers. Take your love of children to Cowley County Head Start through our broad spectrum of available volunteer opportunities. Volunteer leadership is vital to the success of the Head Start program. Our volunteers are key instruments in implementing the Head Start Performance Standards, and we appreciate your time and contributions.

Please remember to fill out an in kind form that reflects your volunteer time.

Thank you for sharing your valuable time with us.
GUIDELINES FOR VOLUNTEERS

- Volunteers will be under the supervision of the appropriate coordinator, and are under the direct supervision of the component staff assigned to. Children will not be left alone with a volunteer.

- Volunteers must sign in at the designated area each time they participate in the classroom and other areas assigned. Volunteers are also encouraged to sign up in advance, the next time they will be able to share their time with us.

- Volunteers must be at least 14 years of age. Children of volunteers, with the exception of the enrolled Head Start child, are not allowed in our classroom or lunchroom when class is in session.

- Volunteers do not leave the work area while on duty without staff’s acknowledgment.

- Volunteers may utilize the Break Room when they are taking a break. Coffee, tea, pop and other drinks or snacks are not to be consumed outside of the break area.

- Volunteers will wear appropriate clothing while in the center or on field trips. Come dressed for both indoor and outdoor activities.

- Volunteers must maintain confidentiality as stated in the Volunteer Affirmation. No exceptions will be made.

- No foul/vulgar language, screaming at the children, ridiculing, spanking, physical punishment or inappropriate behavior will be allowed. (These rules also apply to your own child while you are in the facility or on the Head Start premises.) Discipline needs to be referred to classroom teacher.

- Under no circumstances is food/drink to be used as a punishment/reward.

- Volunteers are to focus their attention on assisting the children in the classroom and should not allow distractions such as cell phones or personal conversations to interfere in their performance of duties assigned by the classroom teacher.

- Volunteers are never to release children to anyone. This should be done by Head Start staff members only.

- Volunteers completing ten (10) hours or more at Head Start will receive a certificate of Recognition at the end of the year.

- Tb testing will be required of all volunteers providing services for 25 hours or more per month which puts them in contact with children. Funds may be available to assist volunteers with this requirement.

- Volunteer orientation will be held periodically. It is highly recommended that all volunteers complete this orientation prior to volunteering. A Volunteer Application and a signed Volunteer Affirmation must be completed. (Parents do not fill out a Volunteer Application but are required to complete the Volunteer Affirmation.)
COWLEY COUNTY HEAD START
CLASSROOM VOLUNTEER
JOB DESCRIPTION

The Classroom Volunteer supports and carries out assigned tasks given by the Teacher, thereby enhancing the Education Component.

SUPERVISOR: Reports to the appropriate Teacher/Staff/Coordinator for the daily assignments.

SPECIFIC TASKS:
- Complete errands or specific tasks given by the Teacher/Teacher aide.
- Assist in welcoming children to the classroom and getting them involved in the activities.
- Assist in classroom activities as directed.
- Assist in monitoring indoor/outdoor play.
- Assist in maintaining cleanliness in the classroom.
  Example: washing toys, vacuuming, disinfecting tables/chairs, mopping floors.
- Assist in gathering children’s belongings and put them in their cubbies.
- Assist in helping children prepare to go home.
- Participate in Field Trips and other special activities or events, as needed.
- Assist small group of children on field trip activities
- Assist in set up/clean up of classroom.
- Assist in laminating/cutting out materials needed for classroom.
- Assist in maintaining a positive atmosphere for the children and their parents in the classroom.
- Assist in other areas when all assigned tasks are completed.

QUALIFICATIONS:
- Dependability
- Ability to maintain confidentiality.
- Ability to work with other adults.
- Ability to work with children.
- Willingness to attend training and learn new ways to work with and guide young children.
- Positive Attitude.
- Patience.

REQUIREMENTS:
- TB Test for any volunteer with 25 hours or more service.
- May be required to lift up to 50 lbs. at any given time.
- Attend orientation session and sign Volunteer Affirmation.
- Attend training sessions requested by the Volunteer Coordinator and/or Director.
- Free of any child abuse or neglect charges or any felony convictions.
COWLEY COUNTY HEAD START
LUNCHROOM VOLUNTEER
JOB DESCRIPTION

The Lunchroom Volunteer supports and carries out assigned tasks given by the Nutrition Coordinator thereby enhancing the Nutrition Component.

SUPERVISOR: Reports to the lunchroom server and/or the coordinator for the daily assignment.

SPECIFIC TASK:
- Disinfect table tops.
- Count tableware and place on the table for distribution by the children.
- Assist in setting the tables.
- Assist cook in serving the food.
- Sit at the table, enjoy the meal, and interact with the children appropriately in a positive fashion.
- Assist children with clean up.
- Monitor the children as they go to the classrooms.
- Assist server in lunchroom area clean up and dish washing process. (disinfect tables, door knobs, walls, etc.)
- Assist in sweeping/mopping/vacuuming floors.
- Wear hair net and disposable gloves, when serving meals/snacks.
- Other duties as specified by coordinator.

QUALIFICATIONS:
- Dependability
- Ability to maintain confidentiality.
- Ability to work with other adults.
- Ability to work with children.
- Willingness to attend required training.
- Positive Attitude.

REQUIREMENTS:
- Current TB test (if required)
- Free of any child abuse or neglect charges or any felony convictions.
- Attend Orientation Session and sign Volunteer Affirmation.
- Attend training sessions required by the Volunteer Coordinator and/or Director.
- May be required to lift up to 50 lbs. at any given time.
- Responsible for day-to-day duties deemed necessary to ensure that demands are met.

TIPS FOR VOLUNTEERS
* Be positive in your tasks. Be a positive role model...Try to say at least one positive thing to each child.
* Take time to listen to the children and talk to them.
* Play with the children – (It isn’t silly for adults to participate with the children).
* Remember - Your attitude sets the climate for the children. Smile. Be ready for them.
* Learn the children’s songs, so you can sing them too.
* If you are unsure about something - Ask the staff, no question is too silly to ask.
* Sincerely praise all of the children whenever you can. “You did a good job.” “Thanks for picking up.” “I like the way you put the toys away.”

By praising and rewarding good behavior, we’re teaching the children the kind of behavior we want.

**SPECIFIC TIPS FOR THE CLASSROOM VOLUNTEER**

* Stay in the classroom unless on break or an errand. Your help is very important and appreciated.
* In working with children, be a “Helper” not a “Doer”. This means, let the children do things for themselves and only help if they ask.
* Be polite. Encourage the children with praise. “That is a nice picture.” “Would you tell me about it?”

**SPECIFIC TIPS FOR NUTRITION VOLUNTEERS**

* Hygiene is important. Wash hands with soap before beginning work and anytime they get dirty, or change activities.
* Keep area clean, sanitized and neat.
* Reinforce good table manners by being a role model.
* Help children serve only if they need it. We serve “Family Style” which means they serve themselves.
* Always wear disposable gloves and hair net when, handling and serving meals/snacks. If they get dirty, change them.
* It is also very important to sit with the children throughout the entire meal. Clean up may begin after children have left the lunchroom.

**SKILLED WAYS OF TALKING TO CHILDREN**

Adults who help children develop self discipline use words carefully. The words help children understand their feelings and the feelings of other people, too. The statements below are examples of words that convey the ideas adults want to get across to children.

**Ensuring each person’s safety at school** – “Water on the floor is slippery and could make someone fall. Here is a mop for you to mop over there...I’ll sponge up here.

**Respect for each person’s right and feelings** – “Screaming won’t get you a turn, Ann. Terry needs more time on the swing. Then I’ll help you get your turn.”

**Respect for materials** – “Keep the sand down low, this way. Dig down with the shovel.”
Protection for personal belongings - “I know you brought that doll from home, Beatrice. It’s beautiful. I’ll help you show the doll to everybody. Then we’ll put her in a special place until it’s time to go home.”

Appropriate places for activities – “Spiderman is too rough and loud for inside. When we go outside, we’ll find a place for you to play that game.

**BEHAVIOR GUIDELINES AND DISCIPLINE ACTION**

Explaining limits and consequences to children is preventive discipline. It lets children know what is expected of them and what will happen.

**GUIDELINES FOR CHILDREN**

*We listen when someone else is talking.*

*We talk one at a time.*

*We use our “inside” voices in the building.*

*We walk indoors.*

*We treat others with respect and kindness.*

*We cooperate and follow directions.*

*We clean up our activities.*

*We put toys and books away.*

*We take care of things that belong to others and the school.*

*We push our chairs in at the table.*

**DISCIPLINE ACTION**

When a child is disruptive to the classroom, the first attempts to discipline are to “redirect” the child in replacing the inappropriate behavior with an acceptable activity. This may be done by explaining to the child, asking questions, and/or making suggestions for acceptable activity. Corporal punishment will not be used or allowed.

**II. VOLUNTEER DRESS CODE**

While volunteering in the Head Start centers, you will be working in the capacity of professional staff members. For this reason we ask that all volunteers follow the same dress codes as our staff members are required to comply with. The following are some examples that we suggest.

- Clothing must be clean and in good repair.
- Clothing needs to be comfortable and relaxed fitting (for ease of movement).
- Shorts may be worn if they are mid thigh length.
- Sleeveless shirts may be worn unless you are working in the nutrition area (lunch room).
- Shirts must be waist length (no midriff shirts).
- Remember to dress modestly as we are in the public eye.
- Sandals may be worn (no flip flops). No open toed shoes are allowed, if working in lunchroom.
Remember when choosing your clothing, that the Head Start world of exploration may be messy. So please wear clothing that you don’t mind getting dirty.

*Hygiene is important. As adults, we are setting an example for the children in the program. Please come to Head Start with clean clothing, hair, nails and free of body odor. Wash hands with soap before beginning work and anytime they get dirty, or change activities.

**SMOKE FREE POLICY AND PROCEDURE**

As per the Program Instruction #ACYF-PI-HS-95-04 (“Establishing a Smoke-Free Environment in Head Start Programs”), all Head Start agencies are required to create smoke-free environments and to eliminate exposure to tobacco smoke by children, staff, and parents in the Head Start program.

Tobacco use in any form is prohibited in or on all USD 470 property and any rented or leased facilities. The tobacco-free campus policy includes both indoor and outdoor school-sponsored events.

3. Staff will be informed of this policy through signs posted in Cowley County Head Start Vehicles, the Staff Handbook, and orientation and training provided by their supervisors.

4. Volunteers, parents, and participants will be informed through the following methods:

G. The policy will be stated in the Parent Handbook.
H. Signs will be posted in agency facilities and vehicles.
I. Signs will be posted on parent bulletin boards on the effective date of the policy, and if necessary, at other times during the year.
J. Announcements will be made during Parent Orientation, Family Fun Night, Father/Male focus activities and Policy Council training.
K. Explanations of the policy will be attached to field trip and home visit notifications.
L. Other communication mechanisms deemed appropriate by the director.
M. The Cowley County Head Start program will be handled through the standard grievance procedure.

**CHILD ABUSE AND NEGLECT POLICY**

According to Kansas Law, Cowley County Head Start staff, which has reason to suspect that a child has been injured as a result of physical, emotional, or sexual abuse or neglect is required by law to report. This law makes Cowley County Head Start mandated reporters. A report must be made by a mandated reporter if there is reason to suspect that a child has been injured as a result of physical, mental, emotional, or sexual abuse. Reason to suspect means that there is credible evidence or a discrepant or inconsistent history in explaining a child’s injury. Forms and further guidance is available in the Head Start office.
# VOLUNTEER APPLICATION/INFORMATION SHEET

<table>
<thead>
<tr>
<th>NAME</th>
<th>SS NO</th>
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<tbody>
<tr>
<td>MAIDEN OR ANY OTHER NAME USED</td>
<td>BIRTHDATE</td>
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<tr>
<td>ADDRESS</td>
<td>PHONE</td>
</tr>
<tr>
<td>CITY</td>
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**EDUCATION:**
- HIGHSCHOOL
- GED
- COLLEGE

**EMPLOYMENT OR VOLUNTEER EXPERIENCE:**
- COMPANY
- PHONE
- ADDRESS
- SUPERVISOR
- COMPANY
- PHONE
- ADDRESS
- SUPERVISOR

**VOLUNTEER FOR THE FOLLOWING:**

<table>
<thead>
<tr>
<th>DAYS/TIME AVAILABLE</th>
<th>MON</th>
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<tbody>
<tr>
<td>CLASSROOM HELPER</td>
<td>PLAYGROUND HELPER</td>
</tr>
<tr>
<td>NUTRITION HELPER</td>
<td>FUND RAISERS</td>
</tr>
<tr>
<td>POLICY COUNCIL</td>
<td>TRANSLATOR/INTERPRETER</td>
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<td>TUES</td>
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**LIST TWO REFERENCES, NOT A RELATIVE, YOU HAVE KNOWN FOR AT LEAST TWO YEARS:**

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
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<td>NAME</td>
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**IN CASE OF EMERGENCY CONTACT:**

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<tr>
<th>NAME</th>
<th>RELATIONSHIP</th>
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<tbody>
<tr>
<td>ADDRESS</td>
<td>PHONE NUMBER</td>
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</table>

Head Start volunteers must be free of any child abuse or neglect charges or any felony convictions. If spending more than 25 hrs per month in the classroom they must have a TB test. By signing below you agree to these terms.

Signature of Applicant Date
COWLEY COUNTY HEAD START
Volunteer Affirmation

Please initial each section and sign below.

| Initial | As a volunteer at Cowley County Head Start, I am aware that any information regarding Head Start students, families or staff is considered personal and confidential, therefore:
|         | I will not discuss children or their families outside the agency, including family or friends.
|         | I will not discuss personal or confidential matters with or in front of visitors, volunteers, or other children in the center or van.
|         | I will refer questions about families or students to the classroom teacher or other appropriate staff. |

| Initial | This certification is required by regulations implementing the Drug Free Workplace Act of 1988, 45cfr Part 76, Subpart F. The regulations, published in the January 31, 1989 Federal Register require certification by grantees that they will maintain a drug-free workplace.
|         | The grantee certifies that it will provide a drug free workplace by prohibiting the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the grantee’s workplace. |
|         | As a condition of volunteering under the grant, the volunteer will abide by the terms of the drug-free workplace statement. The volunteer will be expected to notify the grantee of any criminal drug statute conviction of a violation occurring in the workplace no later than five (5) days after such conviction. |
|         | In the event a volunteer should violate this prohibition, appropriate action will be taken against such a volunteer up to and including termination: or requiring such employee or volunteer to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, local health, law enforcement, or other appropriate agency. |

| Initial | I have attended a Cowley County Head Start Volunteer Orientation session. This organization’s Volunteer Handbook with job descriptions has been presented to me and I understand the services I will be performing at their facility. |

________________________  __________________
Volunteer Signature        Date

Head Start volunteers must be free of any child abuse or neglect
The USD 470 Board of Education will provide or furnish transportation for students as required by Kansas Statute 72-8302. The right of all pupils to ride in USD 470 school vehicles is conditional on their good behavior and observance of the following rules and regulations. Any pupil who violates any of these rules will be subject to discipline procedures in accordance with Board of Education policy related to Bus Discipline.
USD 470 PROCEDURES FOR DETERMINING WHO QUALIFIES FOR TRANSPORTATION

1. Boundaries shall be established to determine the distance from attendance centers for a student to be eligible for district furnished transportation. The following factors shall determine the boundaries:

   A. "2.5 mile" state reimbursement limit. If you live within 2.5 miles from your assigned attendance center, you are required to provide transportation for your child. (See Items #2 and #3)
   B. Natural boundaries such as rivers.
   C. Condition of roads or highways.
   D. Student safety in crossing major highways.
   E. Inconvenience caused by the closing of attendance centers.
   F. Pre-kindergarten, PALS, and Head Start students are picked up and dropped off door to door unless they live out of district. (See Item #4).

2. When a student or an entire class is transferred by the district from one attendance center area to another for the convenience of the district, transportation will be furnished to and from the transferring attendance center to the receiving attendance center. Transfers made at the request and convenience of the student and parent will not be furnished transportation.

3. Special Education students who are assigned to classrooms or programs outside of the attendance center in their attendance area will be furnished transportation to and from the transferring attendance center to the receiving attendance center.

4. Any student residing outside the boundaries of USD 470 and attending a USD 470 attendance center shall be furnished transportation if such student resides 2.5 miles or more from the attendance center and boards the USD 470 bus on an established bus route at an established bus stop, but only if space is available on such bus.

5. Any student attending a private school may ride a USD 470 bus if such student resides 2.5 miles or more from such private school, boards the USD 470 bus on an established route and at an established bus stop, but only if space is available on such bus. By State statute, the school district is not obligated to create a transportation route or rearrange existing routes to accommodate private school students.

6. Buses will not make any stops for students who live inside the established boundaries unless required by an individual education plan (IEP). However, students living inside such boundaries may board the bus on the established route, at established stops if space on the bus is available. Such transportation shall be temporary and such students may be excluded during the school year if the space is required to transport eligible students. Priority for this extra space shall be assigned in this order:

   1. Elementary students
2. Middle School students
3. High School students

"Courtesy" riders are expected to follow the same rules and regulations which apply to regular eligible riders. A "Courtesy" rider may be denied the privilege of riding the bus after the FIRST OFFENSE as defined by the USD 470 BUS DISCIPLINE POLICY.

7. Each student must have a designated pick-up address and a designated drop-off address that is consistent daily. The pick-up and drop-off address may be different from each other, but each must remain constant. These addresses shall be declared during enrollment. A permanent change may be made in a student's designated pick-up and drop-off address by contacting the transportation office at least three (3) days in advance of the change.

8. Shuttle buses within the city limits transporting students from closed attendance centers or transporting students living 2.5 miles or more from an attendance center shall pick up such eligible students only at designated locations.

A. USD 470 TRANSPORTATION RULES AND REGULATIONS

1. The driver, bus aide, and/or monitor are in full charge of the bus and bus stop and the pupils. All have disciplinary authority of pupils riding the bus. Pupils shall obey the driver, bus aide and/or monitor cheerfully and promptly. The bus driver and/or bus aide may assign seating.

2. Pupils shall obey and respect the orders of drivers, bus aides, and bus stop monitors.

3. Pupils loading and unloading at in-city consolidated bus stops will abide by the rules given to these pupils by the bus stop monitor in addition to the general rules for all bus stops, including no rowdy behavior or “horse-play.”

4. While waiting for the bus at the bus stop, students should stand on the sidewalk or side of the road. Students should stand at least 3' away from the roadway. Parents should follow monitor directions for parking when dropping off or while waiting on students at in-city consolidated bus stops.

5. When pupils are on the bus:
   a. Animals, snakes, spiders, bugs, or any other type of animal are not allowed on a bus.
   b. Keep pencils, pens, and all other objects in backpacks and out of the aisles. Students will be allowed to read while riding on the bus at the discretion of the driver.
   c. Papers or other rubbish should not be thrown on the bus floor.
d. No one should damage or deface the bus in any way.
e. Students should avoid any unnecessary conversation with the driver of the bus.
f. Do not throw anything out of the bus window.
g. Safety requires that students do not lean their heads out of windows or extend their hands out of windows.
h. When the bus is in motion, students must not change seats or try to get on or off the bus.
i. Students may not leave the bus without the driver’s consent except at their assigned bus stop or at school.
j. Courtesy and respect must be shown to fellow passengers, persons along the route, and bus personnel.
k. Profanity on the bus will not be tolerated.
l. No drugs, alcohol, or cereal malt beverages will be permitted on the bus.
m. Tobacco, in any form, is not permitted on the bus or at any loading or unloading areas or bus stops.
n. No glass containers are allowed on the bus.
o. Riders will remain quiet when approaching a railroad stop.
p. In case of a road emergency, riders are to remain in the bus unless granted permission by the adult in charge of students.
q. Parents and/or guardians should call the transportation office if their child needs to ride a bus other than the one to which they are normally assigned. Some buses may be full and courtesy rides will not be permitted.
r. No eating or drinking while riding the bus.
s. No medicine of any type may be brought on the bus unless required for a student with special health care needs. If this is the case, appropriate paperwork must be filled out and signed.
t. No flowers, balloons, or anything that would cause a distraction to the driver is allowed on the bus.
u. At the discretion of the driver, electronic equipment may be used on the bus only when the student uses headphones or ear pieces. Headphones and earpieces should not be shared. Cell phones should be turned off unless given permission to use by driver, bus aide, or sponsor. Electronic equipment can be confiscated by the driver and/or bus aide if a student refuses to follow directions. A parent will be responsible for picking up the confiscated equipment from the transportation supervisor. Students refusing to turn equipment over to the driver and/or bus aide will be given appropriate disciplinary consequences.

6. After leaving the bus:
   a. When crossing the road, go at least ten feet in front of the bus. Stop. Check traffic. Watch for bus driver’s signal before crossing the road. Never walk behind the bus!
b. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
c. Students should wait to check for mail in mailboxes after the bus leaves and traffic is clear.
d. Help look after the safety and comfort of small children.
e. The driver will not discharge riders at places other than the regular assigned bus stop, except by proper authorization from the parent or school official.

7. Extra-curricular trips:
   a. The above rules and regulations apply to any trip under school sponsorship.
b. Pupils shall respect the wishes of a competent chaperon or activity sponsor, appointed by school officials.
B. PARENT RESPONSIBILITY

It is the responsibility of parents to make arrangements for proper care to be available when a very young student (2nd grade and under) is bused home after school. A responsible person should be home to wave the bus driver on when the student arrives. When it is not possible for a responsible person to be at home, the transportation supervisor should be called (620-441-2084) to see if other arrangements can be made. In some cases, and at the transportation supervisor's discretion, he/she may agree to other appropriate arrangements if provided a written and signed letter from the parent.

Upon taking a student home, if the driver determines that no parent is present and no other arrangements have been made for the care of a younger child, the following procedures will be followed:

1. First Occurrence: The driver will notify the Transportation Supervisor. The supervisor will make efforts to contact the parent(s). The student will return to the bus and ride through the remainder of the route. Once all other students have been unloaded, the driver will take the student to the school or to the transportation department unless other arrangements have been made between the supervisor and the parent(s). Efforts will again be made to contact a parent. In all of the above cases, the parent will be issued a warning indicating a second such incident will result in the student being removed from the bus for 5 days.

2. Second Occurrence: The same procedure will be followed as in the first occurrence, but the student will be suspended from riding the bus for 5 days. The parent will be informed that the next such incident will result in the student being removed from the bus for the remainder of the semester.

3. Third Occurrence: The same procedure will be followed as in the first occurrence, but the student will be denied school district transportation for the remainder of the semester.

If parents pick a younger child up at a designated bus stop, it is important for them to be on-time and waiting at the bus stop when the bus arrives. Consequences listed above would apply.

Bus Behavior Expectations

The following bus behavior expectations are presented here as defined by the Kansas Department of Transportation and USD 470. Parents are expected to review these rules with their child. As with any list of expectations, it is not possible to anticipate every type of misbehavior that occurs on buses or at bus stops. These expectations presented here are intended as a guide for students, parents, teachers and administrators to help ensure basic standards of conduct.
Be Prompt and Prepared

- Be on time for bus. Students should not arrive at bus stops more than 10 minutes before bus departure time.
- Have all materials
- Wait for bus in proper places

Respect Authority

- Treat the bus driver with respect.
- Follow directions promptly.
- The bus driver is in charge.

Respect the Rights of Others

- Be polite.
- Keep hands and feet to yourself.
- Keep voice at an appropriate level.
- No negative comments, threats, harassment, or inappropriate language.

Treat the Bus with Respect

- Eating and drinking on the bus are not allowed.
- Tampering with or vandalizing the bus is not allowed. Damage to seat(s), or any other part of the bus will be paid for by the offender(s). Any damage to the bus should be reported at once to the driver.
- Animals and insects are not allowed.

Display a Concern for Safety

- Remain seated while the bus is moving.
- Keep all parts of your body inside the bus.
- Wait for the bus in a safe and orderly manner.
- Allow the driver to concentrate on driving.
- Students will not open or close doors except in an emergency.
- Glass containers are not allowed.
- Keep aisles, doors and emergency exits clear.

Follow USD 470 Policy Concerning Illegal Substances and Weapons

C. BUS STOP RULES

1. The driver, bus aide, and/or monitor are in full charge of the bus and bus stop and the pupils. All have disciplinary authority of pupils riding the bus. Pupils shall obey the driver, bus aide and/or monitor cheerfully and promptly. The bus driver and/or bus aide may assign seating.

2. Pupils shall obey and respect the orders of drivers, bus aides, and bus stop monitors.

3. Pupils loading and unloading at in-city consolidated bus stops will abide by the rules given to these pupils by the bus stop monitor in addition to the general rules for all bus stops, including no rowdy behavior or “horse-play.”
4. While waiting for the bus at the bus stop, students should stand on the sidewalk or side of the road. Students should stand at least 3’ away from the roadway. Parents should follow monitor directions for parking when dropping off or while waiting on students at in-city consolidated bus stops.

5. Students must wait at their assigned bus stop at the scheduled time, not across the street. Students should not arrive more than ten minutes before scheduled pick-up time. Due to the importance of staying on time schedules, the bus driver will not wait on students. It is important to be on time.

6. If the bus has started moving to pull away from the stop, it will not stop for you.

7. Students must stay away from any building at the bus stops.

8. No throwing rocks, snowballs, paper, etc.

9. Talk quietly – no loud talking or screaming. No profanity will be allowed.

10. Keep hands and feet to yourself. No hitting, kicking, pushing, horse-play, etc.

11. No electronic equipment is allowed except for those that have headphones or ear pieces attached for only the individual to hear. Electronic equipment can be confiscated by the bus stop monitor if a student refuses to follow directions. A parent will be responsible for picking up the confiscated equipment from the transportation supervisor. Students refusing to turn equipment over to the bus stop monitor will be given appropriate disciplinary consequences.

12. Students can have food or drinks at the bus stop. Trash will be thrown in trash cans, not thrown on the ground. No food or drinks will be allowed on the bus.

13. Wait until bus comes to a complete stop and door opens before leaving assigned waiting area to load.

14. After unloading, stay in the assigned waiting area until bus pulls away and turns the corner. Students are expected to leave the bus stop area at this time. Cross at marked cross walks only. Do not cross in the middle of the street. Do not return to bus stops until the last bus has unloaded and those students have left the area.

15. Only one warning will be given. After that, a discipline slip will be written.

D. BUS DISCIPLINE POLICY

Misconduct by students on any bus is unacceptable because the safety of all bus riders is involved. **Although it is expected that bus drivers, bus aides and/or bus monitors will follow the handbook as adopted by the Board of Education, school officials may exercise discretion in applying policy to individual cases.** Continual abuse of bus rules and regulations by bus riders will result in the following sequence of disciplinary actions:
FIRST OFFENSE: When possible, bus driver, bus aide, and/or monitor will hold a conference with the student. A warning will be issued to the student. The student’s parent/guardian will be notified by phone call when possible. If not possible, the Bus Conduct Report will be mailed to the parent/guardian. The Bus Conduct Report will be filed with the student’s principal, parent/guardian, and Supervisor of Transportation. “Courtesy” riders may be denied further transportation privileges for the remainder of the school year (See Item 6 of “Procedures for Transportation of USD 470 Students).

SECOND OFFENSE: Student may be denied the privilege of riding the bus for three (3) days by the bus driver, bus aide, and/or bus monitor. A report will be filed as above. The disciplinary action may be appealed by following the appeal procedure in the following section.

THIRD OFFENSE: Student may be denied the privilege of riding the bus for five (5) days by the bus driver, bus aide, and/or bus monitor with the approval of the Transportation Supervisor. A report will be filed as above. The disciplinary action may be appealed by following the appeal procedure in the following section.

FOURTH OFFENSE: Student may be denied the privilege of riding the bus for the remainder of the semester by the Transportation Supervisor upon recommendation of the bus driver, bus aide, and/or bus monitor. A report will be filed as above. The disciplinary action may be appealed by following the appeal procedure below.

The bus driver or Transportation Supervisor shall initiate corrective action according to the severity of the offense and is not bound by the sequence of disciplinary actions.

NOTE: "Bus Driver" as used in this policy shall include those employees whose duty is supervision of students at bus stops and on buses. These employees are referred to as "Bus Stop Monitor", "Bus Aide", etc.

Steps toward disciplinary consequences generally start over each semester.

E. APPEAL PROCEDURE

The student’s parents/guardians may appeal a bus disciplinary action by doing the following:

1. Request in writing that the Director of Business & Operations review the disciplinary action taken by the bus driver or Transportation Supervisor. The Director of Business & Operations, within five (5) days, will give a written answer to the individual who appealed the disciplinary action. If the individual who filed the appeal with the Director of Business & Operations regarding disciplinary action taken by the Bus Driver or Transportation Supervisor is not satisfied with the decision of the Director of Business & Operations, then the individual may proceed to Step 2.

2. File a written request with the Clerk of the Board of Education requesting the Board of Education to review the disciplinary action and the appeal decisions made by the Director Business & Operations. Within ten (10) days following the next regular Board of Education meeting, a written decision will be sent to the individual who filed the appeal.
USD 470 Head Start Transportation Policy

Head Start students may be eligible for transportation. Transportation needs will be identified on the Head Start Transportation Request Form. All transportation requests must be approved by the Head Start Director.

Due to the age of Head Start students attending Lincoln Early Childhood Center, additional safety precautions must be taken when students are transported. These safety precautions are as follows:

1. Students will receive transportation services from parent designated pick-up and drop-off locations.
2. Students will be transported in child restraint/safety seats.

If approved for transportation, students shall adhere to USD 470 transportation policies as well as the following Head Start policies:

1. Parents and staff will receive written transportation policies for USD 470 and children will be provided age appropriate orientation on riding the bus within 30 days of entry to the program.
2. Children will not be transported until parents have reviewed Head Start Transportation Policies and completed the Transportation Request forms.
3. Children will be escorted to and from the bus by an authorized representative 14 years of age or older.
4. Children will not be released to anyone other than the parent/guardian or authorized representative that has been identified by completing a Change of Status form in the Head Start office.
5. Changes in the authorized representative must be reported to the Head Start office 24 hours in advance by completing a Change of Status form.
6. Changes in pick-up or drop-off locations must be reported to the bus barn 24 hours in advance. The Head Start office must also be notified of any changes.
7. Parents must contact the USD 470 Bus Barn (441-2084) when a child will not be riding the bus. Failure to call may result in loss of bus privileges.
8. If a child has to be returned to the Lincoln Early Childhood Center, the parent will be notified. A warning will be issued that a second such incident will result in the student being removed from the bus for five (5) days.
9. If a child is returned to the Lincoln Early Childhood Center a third time, the parents will be notified and the child will lose bus privileges for the rest of the semester.
10. Students will participate in at least three bus evacuation drills (fall, winter, spring) during the program year.
11. Head Start will provide up-to-date release information to bus drivers as changes occur.
12. Students will be transported in child restraint seats.
13. Students must remain in the child safety seat until released by the bus monitor or authorized adult.
14. Backpacks will be collected and secured by seat belts in one unoccupied seat. Therefore, backpacks must be clearly marked with child’s name for easy, quick identification by bus personnel.
15. Misconduct of students could result in loss of bus privileges. See USD 470 Bus Discipline Policy.
USD 470 Head Start
IV. TRANSPORTATION REQUEST FORM

CHILD’S NAME: ___________________________ DATE: __________________

PARENT NAME: ______________________ PHONE NUMBER____________

PICK UP ADDRESS: ______________________________

DROP OFF ADDRESS: ______________________________

SPECIAL CONDITIONS (i.e. Mon., Wed. Fri., Child Care Provider, Pick up or Drop off only)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Do you live more than 2.5 miles from Lincoln Early Childhood Center? Yes No

If you do not live more than 2.5 miles, please explain why you need transportation:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

If you agree to comply with Head Start and USD 470 Transportation Policies and wish transportation for your child, please sign the following and return to the Head Start office.

I have reviewed the USD 470 Head Start Transportation Policy. I agree to escort my child to and from the bus and to make arrangements for proper care to be available for my child after school.

________________________________________________________________________

Parent or Guardian Signature Date

________________________________________________________________________

Approved Denied

Date
Arkansas City Public Schools

Student Transportation Information Form

- Living within 2.5 miles from home school
- Living over 2.5 miles from home school

School Year: 2015-2016

Please complete and mail or deliver this form to your school or the District Office.

Students

<table>
<thead>
<tr>
<th>Student</th>
<th>Grade</th>
<th>Birth Date</th>
<th>School</th>
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</tbody>
</table>

Home Information

- Address
- Mailing Address
- Email

Parent/Guardian Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Home Phone</th>
<th>Cell Phone</th>
<th>Work Phone</th>
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<tbody>
<tr>
<td>Mother</td>
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<tr>
<td>Father</td>
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Day Care/Babysitter Information

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<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
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*Please list any medical condition or concerns that the driver needs to be aware of pertaining to your child.*