

School Family Guide

Our Centers

Centerburg



119 South Preston Street
Centerburg, OH 43011
740-625-9500

Danville



808 East Street
Danville, OH 43014
740-599-7122

Fredericktown



124 High Street
Fredericktown, OH 43019
740-694-1188

Gambier Child Care Center



119 Meadow Lane
Gambier, OH 43022
740-427-2519

New Hope Early Education Center



11700 Upper Gilchrist Road
Mount Vernon, OH 43050
740-397-1344

Northgate



20 Northgate Drive
Mount Vernon, OH 43050
740-397-3454

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*Connect with us
on social media!*



In addition to the main KCHS Facebook page, each center has a Facebook page.

Plus you can also find us on the following platforms:



**KNOX COUNTY
HEAD START INC.**

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Welcome to Knox County Head Start, Inc.

A National Head Start Center of Excellence

Knox County Head Start, Inc. (KCHS) was founded in 1965, as Kokosing Day Care Centers. KCHS was one of the original Head Start programs in the United States first affiliated at some point in the early years with Kno-Ho-Co Community Action, and reorganized as a stand-alone non-profit, Kokosing Early Childhood Centers, in 1978. In 2001, the agency's name was changed to Knox County Head Start, Inc.

Knox County Head Start offers comprehensive early education and care services throughout Knox County with centers in Centerburg, Danville, Fredericktown, Gambier, and Mount Vernon. KCHS provides high quality Early Head Start and Head Start preschool, child care, parent training, and family services.

In September of 2010, KCHS was recognized as a National Head Start Center of Excellence for our partnerships in support of Conscious Discipline® and Conscious Parenting™. We are one of the first ten programs in the United States to achieve this designation. There are only nineteen Head Start Centers of Excellence in the United States.

We believe that parents are the first and most important teachers of their children. We know that a child's early years are critically important. Each child is rapidly developing; he or she is learning to talk, to manage his or her body, and to get along with others. Each child is a unique individual who develops at his or her own pace. By matching activities and expectations to his or her developmental age, the employees of Knox County Head Start work to support each child's need to learn about and to master the environment while building on his or her strengths.

Early Head Start (EHS) Home-Based is a federally funded community-based program for low-income families. Its mission is simple: to promote healthy prenatal outcomes for pregnant women, to enhance the development of very young children, and to promote healthy family functioning. EHS serves pregnant moms and infants and toddlers with prenatal, home-based or center-based services year round.

Head Start (HS) offers comprehensive, federally funded preschool in half-day school year programs, in full-day, full-year classrooms, and with home-based services. We prepare children for kindergarten while providing nutritious meals and transportation to half-day classes and provide educational and social/emotional development by focusing on health, mental health, dental supports, and family services.

Full day/full year (FD/FY) Early Head Start, Head Start and child care services are educationally based and support the healthy development of the whole child. Services are provided for children ages six weeks to five years at centers located in Fredericktown, Gambier and Mount Vernon. The Gambier Child Care Center provides before and after school services for Wiggan Street School and a school age summer camp.

By providing family style meals and comfortable couches, chairs, and mats for sitting, our warm setting allows children to feel confident, safe, and at home. In this secure and engaging environment, they can begin to master the skills necessary for learning in kindergarten.

We believe that children learn best through playing with materials that actively engage them. Through "hands on" activities and opportunities to explore both in- and outdoors, children will better understand their bodies, their environment, and their role in it.

Daily activities are varied and concerned with the whole child- how he or she feels and gets along with others and his or her need to move and explore. There is a balance of active and quiet play with both indoor and outdoor activities. Based on developmental stage, each child is given the chance to participate in age appropriate activities such as block building, science, math, music, story time, language activities, reading and literacy, writing, dramatic play, art, outdoor play and motor skills development.

Thank you for trusting us to care for and educate your child.

Our Leaders, Our Mission

Administration

Executive Director.....Peg Tazewell
Associate Director.....Lori Jones
Fiscal Officer.....Ashley Broseus
Fiscal Specialist.....April Hull
Human Resources Director.....Julie Mickley
Human Resources Assistant.....Belinda Bower
Administrative Assistant.....Ada Jacobs

Coordinators

Child Mental Health Consultant.....Renee Sutherland
Education & Disabilities.....Casey Hoeflich
Enrollment.....JoAnn Clark
Family Engagement.....Tami Anderson
Program Compliance.....Donna Beckley
Health Services Specialist.....Candy Thomas



Mission Statement

Committed to the future of Knox County and its changing and diverse needs, Knox County Head Start works in partnership with the community to provide quality preschool, child care, and family services. Our purpose is to engage children, families, and staff in reaching their full potential.

Values Statements

We value families: fathers, mothers, and primary caregivers as the first and most important teachers and advocates for their children.

We strive to make a difference through the education, care, and support of our children and through families and staff by:

- Committing to provide quality services
- Hiring, training, and retaining competent staff
- Providing opportunities for personal and professional growth
- Developing and nurturing trusting personal and professional relationships built on honesty and open communication
- Acknowledging and seeking diversity through our program design
- Creating and maintaining healthy and productive community partnerships

As you read through the School Family™ Guide, you will find **CHILD or PARENT NOTES**. Please take time to read these notes as they focus on keeping your child safe while enrolled in our program.



Partnership & Communication

Partnership & Communication

The Importance of Communication

Communicating regularly with your child's teacher, teacher assistants, family advocate and/or center manager is the best way we can partner with you to meet your child and your family's needs. You know your child best and you can help us learn how to work best with your child.

If you are especially concerned about your child or any issue in the center and want the administration of KCHS to know about it, please use the Communication and Grievance form included in this handbook. There is a copy in the front folder pocket, and you can request a copy from any employee. It is important that we know if you have serious concerns about our services – we always want to improve how we serve your family.

You can communicate with us by:

- Leaving a written note with your child's teacher or teacher assistant
- Writing a comment or question in your child's Take-Home Folder
- Calling your child's teacher
- Calling the center manager
- E-mailing the teacher, center manager, or area coordinator
- Requesting a meeting with the teacher and/or center manager
- Using the Parent/Community Grievance Communication Form (included in this book)

Some of the ways we will communicate with you:

- Classroom mailboxes and/or at the front desk in child care centers
- Take-Home Folder
- Printed monthly newsletter (also available on our website), fliers, and notices posted in the center
- Social media (Facebook, Twitter, Pinterest, etc.)
- Phone calls
- Home visits
- Family Fun Nights
- School Family™ Meetings
- Monthly connections
- Parent Teacher Conferences
- DJFS Incident/Injury Reports
- Symptoms Reports
- School Connects text alert system (you must opt in to this communication tool)
- Health Alert Form and the Communicable Disease Fact Booklet (located in this book)

Keep us Informed of Changes

Please complete a Change of Status Form if there is any change in your family information. You can request a form from any employee at your child's center. These changes may include but are not limited to:

- Phone numbers
- Address
- Emergency contacts
- Doctor or dentist
- Employment

Bad Weather and Calamity Policy

During the school year, when local school districts close due to bad weather, we will close our half day centers. We will only close our child care centers when the County has declared a Level 3 Emergency or if other area businesses are closing. Non-essential businesses must close at a Level 3 snow emergency. Please be aware that we may close early or remain closed under a Level 1 or Level 2 snow emergency if conditions appear to be unsafe or quickly worsening based on current conditions and forecasts.

Centers may close if weather conditions are severe and area businesses are closing. If water or power disruption creates an unmanageable or unsafe situation, your child's center will be closed. If safe accommodations can be made despite lack of power or water, centers may remain open.

School Closings/Operating on a Delay

If the Mount Vernon City School District operates on a delay due to weather, the morning classes at New Hope and Northgate will be delayed one hour and the afternoon classes will also operate on a one-hour delay. (We typically do not delay class time at the other centers--Fredericktown, Danville, and Centerburg.)

If, for some reason, we use all of our scheduled snow days, **classes may go on as scheduled**. Our goal is to keep the schedule as consistent as possible without interruption for your child's learning. All communication regarding class schedules will take place via SchoolConnects texting system, or you may contact the center directly.

KCHS will inform you of school closings or delays through our School Connects system. This system will allow you to receive a text message, email, or phone call. Your teacher will provide information to you regarding the School Connects system during your home visit. Please make sure that you keep your information updated so that you do not miss any important information!

Center Program Information

Posted at each center on the Parent Bulletin Board will be, at a minimum, the following information:

- Center name, address, and phone number
- Days and hours of operation
- Center goals and philosophies
- Staff/Child ratios and group sizes
- Sample of daily program schedule for all hours of operation for each age group of children that the center is authorized to serve
- Results of most recent licensing visit
- Center manager/administrator hours

PARENT NOTE:

To receive text messages regarding parent events, center closings, and classroom updates from KCHS just text the word JOIN to 56360.

Policy of Confidentiality

It is important to develop relationships of trust and respect with families. KCHS staff, parents, and volunteers must accept the responsibility of holding in confidence any information about children, their families, and their situations. The only valid reason for sharing information with parent permission is to increase an understanding of the child or his/her family or the situation, in order to improve the services provided, or to coordinate programs. Files of children containing assessment and health data, family background, and other information are open to the child's parents for review, upon request. Partner agencies can see a file only with written permission from the parent/guardian.

Arrival & Departure Policy

Communication during the arrival and departure at the centers is to ensure that every child is safe and supervised at all times. Staff members will assume responsibility of each child upon arrival to the designated classroom. Parents are responsible for signing their child in and out each day.

Arrival

When parents/adults bring a child to the center, they must follow the sign-in procedure for that center and accompany the child into the classroom. Staff must be made aware of the child's presence before the parent/adult departs. It is the responsibility of the parent to ensure that the staff person is aware of the child entering and exiting the classroom for pick up and drop off.

Departure

When parents/guardians pick up their child, they must follow the sign out procedure. Parents/guardians must let staff members know when they are removing their child from the classroom.

Child Release Policy

Children will be released to a parent/guardian or a designated person that has been listed on the Transportation Release Form. When picking up your child, your designated person will be required to present picture identification to staff members who do not recognize your assigned person. Persons under the age of 16 are not permitted to receive a child in the center without prior approval from the center manager.

Please let everyone you have designated know that they may be asked to show identification when a child is released to them. When you need to add or remove a designated person, please inform your child's teacher or family advocate. We will provide you with a Change of Status Form to document any changes.

CHILD SAFETY NOTES:

Do not leave your car running in the parking lot while picking up or dropping off your children.

Please have your picture ID available during pick up at the center.

Children will be released only to a parent/guardian or to designated persons whose names are listed on the Authorization for Pick Up & Drop Off Form.

Photo Policy

While participating in our family or classroom events, we understand that you will want to have pictures of your child engaged in activities with friends. While we encourage taking pictures of your child with your cell phone, video camera, or digital camera; we do ask that you refrain from taking pictures of other children in the classroom. If you do have pictures of the other children in the activity, we ask that you do not post any pictures on your social media pages such as Facebook, Instagram, or Tumblr.

Read the Newsletter, Flyers, and Educational Materials!

Periodically your child will bring home a School Family™ Newsletter, flyers, or educational materials. This is one of several ways KCHS works to communicate with you. You will learn about your child's health and development, community resources, agency events, Policy Council news, and helpful ways for supporting your child and family.

CHILD SAFETY NOTES:

Please send a complete change of clothing for your child. Clothing will be kept in each child's cubby and used as needed.

For your child's safety, flip flop shoes may not be worn to school. Flip flops create a tripping/falling hazard.

Clothing and Outdoor Play

For your child to enjoy the school experience at KCHS, please dress him or her for the weather. Children are active and sometimes messy. It is important that your child is dressed appropriately and wears comfortable clothes.

Dress your child in clothes that are able to get dirty. Children learn as they play, and important parts of their play will include activities in which they will get dirty. We will offer water play, painting, and outdoor play during the course of your child's school day, and clothing will get dirty. Please provide a complete change of clothing for your child in the event of an accident. Clothing will be kept in your child's cubby and be used as needed. Save your child's "best" clothes for picture day and your special family events.

We will go outside every day that the weather allows. This time may be spent on the playground or on a walk. Parents should send their children to the center in

clothing appropriate for the weather. Circumstances that might cancel or shorten outdoor play are:

- Chill factor below freezing (20°F)
- Steady rain or downpour
- Storm watch or warning periods
- Heat advisory or temperatures exceeding 90°F

Birthday Celebrations

Knox County Head Start wants to celebrate your child's birthday as much as you do. Celebrations will take place monthly in each classroom during snack or lunch time. The nutrition staff will provide a special food item for the celebration.

CHILD NUTRITION NOTE:

No outside foods are allowed to be brought into the classroom.

Non-Food Ideas:

Puzzles/books
Educational or cultural toys
Toothbrushes
Notebooks, pencils, crayons, markers and/or erasers

Custody Agreements

Communication between KCHS and you is important for the success of your child in school. All enrolled children whose parents operate under the guidance of a custody agreement directed by the courts must provide custody papers during the enrollment process. These court documents will remain in the child's file for guidance and communication concerning your child.

- If at any time a question arises regarding transportation, enrollment, medical issues, etc, the staff of KCHS will operate under the guidance of the custody papers provided to the agency.
- The custodial parent will be communicated with by the KCHS staff. It is the responsibility of the custodial parent to communicate with the non-custodial parent regarding items affecting the enrolled child.
- If a custodial parent and non-custodial parent agree that they both want to be given information, a written request must be signed and submitted to the center manager/administrator at the enrolled child's center for consideration.
- Under a Shared-Parenting Agreement, KCHS will communicate with both parents regarding your child's participation and progress, development, health, nutrition or safety concerns.

School Connects

KCHS will communicate with you with the School Connects system. This new system will help to improve our overall communication with families. This will allow us to communicate with you by text, phone and/or email to notify you of school closings or delays, emergency management concerns, and to communicate about Family Fun Nights, School Family™ Meetings, and other important information to help you be more connected to your center and your child's classroom.

The following sections of the School Family™ Guide will provide you with information on how Family Engagement, Child Development, Social & Emotional, and Health & Nutrition are tied together to prepare your child for a successful educational journey.



PARENT NOTE:

To receive text messages regarding parent events, center closings, and classroom updates from KCHS, just text the word JOIN to 56360. It is that simple!

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Family Engagement & School Readiness

Family Engagement & School Readiness

Family engagement or parent involvement describes all of the ways that you are involved in your child's preschool education. Knox County Head Start offers many Family Engagement opportunities, such as: home visits, family partnership agreements, parent/teacher conferences, Family Fun Nights, volunteering in your child's center, participation in School Family™ meetings and Policy Council membership. KCHS believes that you are the first and most important teacher in your child's life and we will work with your family in preparing your child for school.

School Readiness means that your child has the skills, knowledge, and attitudes necessary for success in school and for later learning in life. Knox County Head Start uses The Head Start Approach to School Readiness. This means that KCHS strives for your child to be ready for school, for your family to support his or her learning, and for schools to be ready for your child. Head Start is a leader in the early childhood field with a strong, clear, and comprehensive focus on all aspects of your child's healthy development. These areas are physical, social, emotional, and cognitive development (such as language, literacy, math, science, and social studies).

Head Start Parent and Family Engagement Goals

1. Family Well-Being	Parents and families are safe, healthy, and have increased financial security.
2. Positive Parent-Child Relationships	Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child's learning and development.
3. Families as Lifelong Educators	Parents and families observe, guide, promote, and participate in the everyday learning of their children at home, school, and in their communities.
4. Families as Learners	Parents and families advance their own learning interests through education, training and other experiences that support their parenting, careers, and life goals.
5. Family Engagement in Transitions	Parents and families support and advocate for their child's learning and development as they transition to new learning environments, including EHS to HS, EHS/HS to other early learning environments, and HS to kindergarten through elementary school.
6. Family Connections to Peers and Community	Parents and families form connections with peers and mentors in formal or informal social networks that are supportive and/or educational and that enhance social well-being and community life.
7. Families as Advocates and Leaders	Parents and families participate in leadership development, decision-making, program policy development, or in community and state organizing activities to improve children's development and learning experiences.

Enrollment

KCHS is excited that you are part of our school family. As a parent of an enrolled child in our program, you have met the eligibility requirements for enrollment until your child is eligible for kindergarten. You will be asked to update your Child's Enrollment and Health Information (Form JFS 01234) yearly and submit any other information necessary to keep your child's enrollment information current.

Recruitment for all age groups will continue throughout the program year. If there are no openings available, your child will be placed on a waiting list at their respective center. It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, U.S.C. 12101 et seq.

CHILD ENROLLMENT NOTES:

Your child's file must have the completed Child's Enrollment and Health Information on file prior to his/her first day of class.

All children enrolled in Early Head Start or Head Start programs must have on file:

- Birth Certificate
- Immunization record
- Current 12 months income

Early Head Start Home-Based

If your child is enrolled in the Early Head Start Home Based program, he or she will remain eligible in the program until he or she turns three years old. Seven months prior to your child's third birthday, you will be asked to update enrollment information. You will be requested to provide your current income prior to transitioning to a Head Start program. Your home visitor will work with you to review and update all forms for preschool; including the DJFS Child's Enrollment & Health Information form.

Full-Day, Full-Year Early Head Start and Head Start with Child Care

If your child is enrolled in the full day, full year Head Start, Early Head Start, and child care program, he or she will remain eligible in the program until he or she is eligible for kindergarten as long as all required eligibility requirements have been met. These requirements include, but are not limited to:

- Current year's income does not exceed the federal income guidelines (3rd year HS children)
- Department of Job & Family Services Child Care application is up-to-date
- Your payments are current

Half-Day Head Start

If your child is enrolled in the Half Day Head Start program, he or she will remain eligible in the program until he or she is eligible for kindergarten. If your child is an eligible age for a third year of Head Start, you will be asked to provide the current years income.

Family Child Care Partnerships

If your child is enrolled in a Family Child Care Partnership program, he/she will remain eligible in the program until he/she turns four years old. Seven months prior to your child's fourth birthday, you will be asked to update enrollment information. You will need to provide the previous year's income prior to transitioning to a Head Start program. Your home visitor will work with you to review and update all forms for preschool; including the DJFS Child's Enrollment & Health Information form.

Withdrawal Policy

Your child may be withdrawn if his or her attendance falls below 85%. When withdrawing your child from a full day, full year child care program, a written two-week notice must be given to the Center Administrator. Families will be charged a withdrawal fee equal to two weeks tuition for withdrawing child without prior notification.

Attendance

Your child's participation in the Head Start program on a regular basis is important for many reasons. Most importantly, your child will learn and develop best with a consistent schedule and full participation in each day's lessons and

learning. Center activities, home visits, and parent-teacher conferences are very important to your child and family. Interruptions, such as extensive absences, may prevent your child from getting the most benefit from the program.

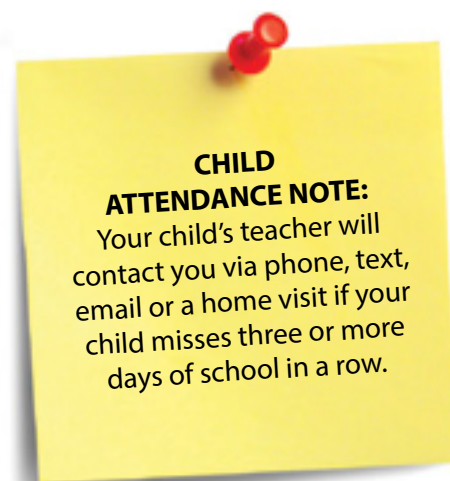
Your child's teacher will automatically contact your family to offer assistance after three consecutive unexcused absences have been recorded. KCHS strives for all children to maintain 85% average attendance. Your child may be withdrawn if his or her attendance falls below 85%. If this happens, your child may be placed on the wait list and may be re-enrolled.

Absences

Please notify the center if you and/or your child will not be attending a daily class, scheduled home visit, and/or parent-teacher conference.

Excused absences include:

- Medical appointments
- Short-term exclusion for conditions that are contagious
- Weather conditions
- Transportation problems
- Death in the family
- Religious holiday
- Regularly scheduled visit with a non-custodial parent



Home Visits

A very important way you will participate in the Head Start program is by inviting your child's teacher to come into your home for a Home Visit. This visit is another way to communicate and connect and get to know your family better. The visit will consist of the teacher talking with you and interacting with your child. Together you will discuss goal setting, family strengths, any needs you may have, and ways that we can provide in connecting you to the resources available in our community. In addition, activities may be planned to include all members of the family. This visit can enhance your child's relationship with his or her teacher. Your child's teacher will be contacting you to schedule a time to meet with you in your home.

Parent Teacher Conferences

Parent/Teacher conferences help to build strong bridges between the learning that goes on at home and within your Head Start School Family™ environment. For this to happen, you and your child's teacher need to share information with each other. You need to know what is going on in the other's experience with your child, the teaching strategies that each uses, and each other's concerns and goals. Therefore, we ask that you participate in Parent/Teacher Conferences. These conferences are scheduled two times per year at your child's center. The first conference is in the fall and the second is in the spring. Your child's teacher will call or send a list of the dates and times that you may choose from to schedule your Parent/Teacher Conference.

Family Partnerships Agreements

The family partnership agreement process will help your family to think in a specific, concrete way about what you want and need for your family and your child, and what it will take to reach your goals. Every goal is treated as unique and important, and you and your Head Start School Family™ will build on family strengths to address opportunities and challenges in your growth and development together.

If a family is interested in receiving Head Start services, they and their teacher and/or family advocate jointly develop and sign an agreement that documents the responsibilities of both the parents and the staff. This agreement hopes to garner success through setting reasonable timelines, discussing appropriate and available resources and how to access them, as well as outlining program expectations and requirements. Your teacher and/or family advocate will continue to work with you in reviewing progress, as well as addressing any additions or changes you wish to make to the agreements as you move forward.

Volunteer Opportunities

You are encouraged to participate in the program by volunteering in your child's classroom, participating in the School Family™ Meetings at your child's center, becoming an active member of the Policy Council, or any other way that may fit into your busy schedule.

School Family™ Meetings

Every KCHS center has a parent group that meets at your child's assigned center. You are a member of this group. At KCHS, we call this meeting our School Family™ Meeting. The School Family™ Meetings are opportunities for discussion of and planning of center activities, as well as allowing time for parents to get together to share ideas and interests. The School Family™ Meeting is a great place to learn a new skill, to meet other parents, and to become involved in your child's education and learn more about Knox County Head Start.

Family Fun Nights

Our Head Start School Family™ values the chance to spend time with our families in our school environment. We will plan and host events regularly throughout the year to provide an opportunity for your child and your family to interact with and engage in center-based fun with our staff through family-oriented activities at each center. A meal, activities for the children, and other "goodies" will be available, as well as information regarding school readiness and updates about KCHS. All family members are encouraged and welcome to attend.

Examples of our Family Fun Night events:

- Harvest Festival: Fall crafts are made by children and parents.
- Make-It-Take-It Night: Age-appropriate crafts and items are made by the children that they can then give away as presents to family and friends. Instructions are provided so the families can make more gifts at home if desired.
- Cooking with Kids: Fun and nutritious snacks are made by the children. Nutritional information is provided for the parents.
- Annual Art Show: Children's art collected over the year is displayed in a "gallery" for all to view.

Policy Council

You can help set the direction of Head Start in Knox County! The KCHS Policy Council is a leadership group made up of current Head Start and Early Head Start parents and community representatives. The Policy Council is similar to a Parent Teacher Organization in a school, but differs in one important way: the Head Start Policy Council has real authority. The Policy Council helps the Board of Directors and the Executive Director to govern the agency. Members of the Policy Council help the leadership of the agency understand the ideas and the needs of parents in our program. As a member, you give us the perspective of a parent when we are considering changes to our program.

The Policy Council must be made up of at least 51% of current Head Start and Early Head Start parents. Often former parents will continue to serve for a time on the Council, to lend their experience to current parents, and community members serve as well. If you are a parent of a child enrolled in the full day, full year program but not identified as a Head Start or Early Head Start child, and are interested in participating on the KCHS Policy Council, you must complete an application to serve as community representative on the Policy Council.

FAMILY ENGAGEMENT NOTES:

As a member of the Policy Council, you can:

- Learn more about the programs that serve your child
- Meet other parents with preschoolers in our program
- Develop leadership and job skills
- Work with community members and the KCHS Board of Directors
- Contribute to the growth of Knox County Head Start

Members may serve for a maximum of three years on the Council and are re-elected annually.

Elections are held in late September or early October, with the first meeting held the third Thursday of October.

Meetings are held the third Thursday of each month at the New Hope Early Education Center in Mt. Vernon, from 5:15 p.m. to 7:30 p.m. Child care and dinner are provided for all members.

- Head Start and Early Head Start funding applications or changes to funding applications
- Hiring and/or termination of most Head Start and Early Head Start employees
- Head Start and Early Head Start budgets
- Head Start and Early Head Start policies and procedures
- Program design for Head Start Preschool and Early Head Start

- For more information, contact your teacher or center manager.*

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Child Development & School Readiness



KCHS School Readiness Goals

Teachers will consider your child's individual needs and abilities in order to best support his/her progress towards these goals, always with a respect to your child's home language.

If you have questions about these goals, contact your child's teacher or the Child Development Coordinator at 740-397-1344, ext. 463.

Physical Development and Health

- Your child will complete personal care tasks.
- Your child will demonstrate traveling skills
- Your child will demonstrate balancing skills.
- Your child will develop gross-motor manipulative skills.
- Your child will use his/her fingers and hands to complete a range of fine motor activities.
- Your child will use writing and drawing tools

Social & Emotional Development

- Your child will have positive interactions with peers.
- Your child will begin to regulate his/her behaviors.
- Your child will begin to regulate and express emotions appropriately.

Approaches to Learning

- Your child will attend and engage in activities and group experiences.

Logic & Reasoning

- Your child will be to apply strategies to solve problems.

Language Development

- Your child will be able to comprehend language.
- Your child will engage in back and forth language exchanges (conversations).
- Your child will speak clearly so that he/she is understood by most people.

Literacy Knowledge and Skills

Early Head Start

- Your child will use and appreciate books.
- Your child will write to convey meaning.

Head Start

- Your child will be able to show awareness of various features of print.
- Your child will recognize as many as 10 letters; especially the letters in his/her name.
- Your child will write his/her first name in title case.

Mathematics Knowledge & Skills

Early Head Start

- Your child will begin to verbally count.
- Your child will begin to understand shapes.
- Your child will begin to make comparisons between two objects.

Head Start

- Your child will be able to count to 20 with one-to-one correspondence.
- Your child will be able to connect numbers up to 10 with their quantities.
- Your child will be able to extend and create simple repeating patterns.

Science Knowledge & Skills

- Your child will be able to use scientific skills to understand the world around him/her.

Creative Arts Expression

- Your child will be able to express himself/herself through a variety of creative arts experiences.

Social Studies Knowledge & Skills

- Your child will begin to understand himself/herself.
- Your child will demonstrate simple geographic knowledge.

Child Development & School Readiness

Curriculum

Knox County Head Start, Inc. is mandated to implement a written plan, known as the curriculum, that is “consistent with the Head Start Program Performance Standards and is based on sound child development principles about how children grow and learn.”

KCHS, with support and approval from the KCHS Policy Council, uses **The Creative Curriculum®** for the infant, toddler and preschool classrooms. The infant/toddler curriculum focuses on daily routines and experiences while individualizing the curriculum planning for each child. The preschool curriculum is a framework addressing academic contents as well as focusing on the child’s interests and creativity in the classroom.

At the Gambier Child Care Center, school-aged children will participate in a program that provides both structured and unstructured time, with a variety of activities to spark and expand children’s interests. At the request of parents, staff and volunteers will provide assistance with homework or specific activities to support the child’s school curriculum.

Knox County Head Start classrooms implement techniques from **Conscious Discipline®** in our classrooms. Conscious Discipline® is a comprehensive classroom management program and a social-emotional curriculum. It is based on current brain research, child development information, and developmentally appropriate practices. Conscious Discipline® encourages adults to examine and begin to change their own attitudes and behaviors, recognizing that we cannot teach skills that we do not have ourselves! The adults, in turn, change the lives of children. Conscious Discipline® is a way of organizing schools and classrooms around the concept of a School Family. Each member of the family—both adult and child—learns the skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to others’ needs and getting along with others.

Inclusion

Inclusion is a philosophy driven by the belief that individuals with disabilities can and should be integrated into all aspects of community life. The 1993 Division of Early Childhood of the Council for Exceptional Children defines inclusion as:

A value that supports the right of all children, regardless of their diverse abilities, to participate actively in a natural setting within their communities. A natural setting is one in which the child would spend time had he or she not had a disability. Such settings include but are not limited to home and family, playgroups, child care, nursery schools, Early Head Start & Head Start programs, kindergartens, and neighborhood school classrooms.

While KCHS has long been a mainstreaming placement for children with disabilities, today the focus is on inclusion. Just being in the same classroom is not the only way a child with a disability becomes a valued member of the group. Programs such as KCHS create environments that are responsive to the diverse needs of all children.

Educational Family Partnership Goals

Individual School Readiness Goals are family partnership agreements that focus on your child’s development of the skills they will need to be successful in a school setting. These plans are written in partnership with families so that everyone is working together to help the children achieve these goals.

Having a concrete written plan that breaks down a large goal into smaller steps allows you and your child’s teachers to see progress as children master each step on the way towards the ultimate goal.

Pets in the Classroom

Knox County Head Start implements The Creative Curriculum® for the infant, toddler and preschool classrooms. The Creative Curriculum supports living things in the classroom and encourages the classroom staff to include pets in the Discovery Area. Knox County Head Start permits specific traditional classroom pets in the classrooms including fish, hermit crabs, guinea pigs, hamsters, gerbils, and rabbits.

The following criteria need to be followed for any pets to be allowed in the classroom.

- The Child Development Coordinator approves that the pet is appropriate for the classroom.
- The pet presents no threat to the health or safety of the children or staff.
- All pets will be properly housed and cared for. If it becomes apparent that the animal is not being cared for responsibly, it will be expected that this will be corrected immediately. A second incident will result in the pet being removed from the classroom.
- Children will not be directly exposed to animal urine or feces.
- The classroom teacher will be responsible for the care of the pet during weekends and holidays.
- Children and staff must wash their hands with soap and water immediately following physical contact with the pet.
- Visiting pets may be allowed with approval from the Child Development Coordinator.
- Parents will be informed of all classroom pets and visiting pets.
- Teachers will educate the children in their classroom on the appropriate handling of pets.

Holidays & Celebrations

The Creative Curriculum supports exposing children to various customs in a respectful and developmentally appropriate way. In extending this approach to celebrations, KCHS advocates for the planning of holiday activities that are reflective of children's needs, interests, and age level. All celebrations will be connected in a meaningful way to the lives of the children. Children will be allowed to express themselves individually, in ways of their choosing.

The following guidelines are to be used for holiday and celebration planning:

- Decisions about which holidays to celebrate will be made by each teacher/home visitor and will reflect the needs and interests of the children in his/her classroom. **Center Managers will approve all holiday celebrations in advance with information sent to the Child Development Coordinator.**
- Holiday celebrations will include the familiar and unfamiliar, and will be implemented in a variety of ways, including reading books, having discussions, inviting a guest to talk about a personal tradition, introducing food, music, and art activities linked to a celebration, and encouraging families to share their holiday traditions and customs.
- KCHS respects the rights of all parents to individually determine their child's religious upbringing and influences; therefore, religious aspects of any holiday will not be taught. The historical meaning of a holiday will be given in a developmentally appropriate manner if children ask directly for information.
- Pre-cut holiday items are not to be used when studying holidays. Holiday celebrations should be inclusive within the curriculum implemented in the classroom, not "take over" the daily activities.

CHILD EDUCATION NOTE:

Some pets, particularly of the reptile, amphibian, and bird families, are not appropriate for child care/preschool facilities.

Baby chicks, reptiles, and amphibians (frogs, toads, and salamanders) carry salmonella. These pets will not be handled in any child care/preschool facility operated by Knox County Head Start.

Reptiles (lizards, turtles, iguana, and snakes) can easily transmit salmonella through touch. These pets will not be allowed in any child care/preschool facility operated by Knox County Head Start.

CHILD EDUCATION NOTE:

End-of-the-year celebrations are held at each center and involve planning by the staff and parents to acknowledge transitions, such as going to kindergarten. Activities will focus solely on the children and will be developmentally and age-appropriate.

Home-Based Program Options

Knox County Head Start offers home visiting services for pregnant moms, and parents with infants, toddlers, and pre-schoolers. The Early Head Start (EHS) Home Based program serves pregnant moms, infants and toddlers in your home environment with weekly 90 minute visits. The EHS home based program offers socialization opportunities twice a month with other families of infants and toddlers.

The Head Start Home-Based preschool program is a good option for three year olds who are not ready for the classroom, or for children who have severe challenges that prevent their success in the classroom. A home visitor will visit with each parent and child for 90 minutes each week, and help parents to create learning opportunities for children in the home, using daily routines and materials within the home. There are socializations opportunities provided weekly during the school year.

The home-based programs:

- Involve parents directly in the education of their children.
- Emphasize supporting and encouraging each family's goals and objectives, attaining and/or strengthening self-sufficiency.
- Strengthen parents' knowledge about the development of their children, and helps parents to support their child's healthy development.
- Help children to grow to their maximum potential physically, mentally, socially, and emotionally with regularly scheduled and developmentally appropriate educational experiences.
- Broaden opportunities for families to learn about techniques and resources to maximize their potential as a family to learn together.

Transitions

Transition is defined as a change between different centers, classrooms, teachers or activities. Your child will go through many transitions during his or her educational experience, for example from home to the bus, from the bus to the classroom, from home to the classroom, from the classroom play to lunch, etc.

Your child may experience major transitions in his or her life such as a new baby in the family, the loss of a loved one, a move to a new home or new school, or from Early Head Start to preschool, or preschool to kindergarten. School transitions can be an exciting time, one that can provide new opportunities for your child and family; however, they require adjustment. Your child may need to adjust to leaving you for the first time, new teachers, school family friends, different schedules and routines. You and your child may find that you experience separation anxiety. Your family may need to adjust to participating in home visits, parent-teacher conferences and center/classroom activities.

All children and families make adjustments during transitions. The amount of time required for these adjustments varies. It is normal to experience some uncertainty and with that, some stress during transition.

Full-Day, Full-Year Transitions

If your child is enrolled in the EHS Home-Based, EHS Center-Based, or HS Full-Day option, he/she will experience many transitions. Your child will experience transition from the home to the center and from an infant/toddler classroom to a preschool classroom. You will remain a partner in your child's transition from classroom to classroom and program option to program option. You will be notified in advance of transitions and will have the opportunity to provide input into the timing and duration of the transitions periods. Regular communication between parents and teachers will allow smooth transitions.

Early Head Start Transition to Preschool

Transitions from EHS to preschool begin when your child is 29 months old. Your child's EHS home visitor or family advocate will discuss your options and identify your choice for your child. Your child may transition into preschool home-based services, a half-day Head Start classroom or a full-day Head Start classroom. You may choose to transition your child into another community preschool program. Your home visitor or family advocate will work with you as you decide what is best for your child.

Head Start to Kindergarten Transition

Knox County Head Start will work with you and your child as he/she is preparing to transition to kindergarten. Your child will have the opportunity to attend a Kindergarten Transition Meeting held by the staff at your child's center. These meetings may take place in collaboration with local elementary schools.

KCHS will work with your family by:

- Providing you with information regarding your child's progress on his or her School Readiness goals.
- Answering any questions you have about the kindergarten transition.
- Helping sign up for kindergarten registration.
- Providing information regarding which elementary school your child will attend.

Knox County Head Start wants your child to leave our program prepared for success in kindergarten. We will help you do whatever it takes to help the transition to kindergarten be as smooth as possible.

Authorization for Pick Up & Drop Off Form

Your child is required to have an Authorization for Pick Up & Drop Off Form prior to the first day of class. This form includes the following information:

- Names, addresses, and phone numbers of all individuals
- Name of your child's family doctor and dentist
- Name of nearest hospital to transport your child in the event of an emergency
- Health insurance information
- You or your approved individuals should have a picture ID ready when picking up your child from the center

Any person not included on the Authorization for Pick Up & Drop Off Form will not be permitted to pick up and/or transport the enrolled child under any circumstances.

You are encouraged to update the Authorization for Pick Up & Drop Off Form as often as necessary to maintain accurate records of who can and cannot pick up the enrolled child.

Persons under the age of 16 are not permitted to receive a child from the center without prior approval.

Half-Day Head Start

If we have not reached you or no one agrees to pick up your child, or no one comes for him/her one hour after class has ended, staff will contact Knox County children's Services for further instruction. Knox County Head Start must give Knox County Children's Services your child's name, as well as your name, phone number, and address for contact purposes.

CHILD SAFETY NOTES:

Please update your Authorization for Pick Up & Drop Off Form whenever you have a change in who is allowed to transport your child from school.

You are allowed to refuse authorization to transport your child to the nearest hospital in case of emergency. **In this case, you must give written instructions concerning the transportation of your child.**

For the safety of the children and staff, please plan to drop off your child no earlier than 10 minutes before class starts and stay with your child until a staff member is available.

No hot beverages inside any KCHS centers! It's too crowded and someone could get burned.

Transportation

Knox County Head Start provides transportation assistance only for classroom field trips and for a limited number of family events and trainings. It is your family's responsibility to bring your child school and pick them up each day in a timely way.

For the safety of the children and staff, please plan to drop off your child no earlier than 10 minutes before class starts and stay with your child until a staff member is available.

If your family is struggling with ways to consistently get your child to and from school, please contact your Family Advocate who can help you work on some solutions to your transportation challenges.

Field Trips

The safety of your child is extremely important while on field trips. All children will be transported to and from field trips by a Head Start bus. When your child's classroom schedules a field trip, you will be notified and asked to complete a Permission Slip for your child to participate. Transportation procedures exist to address emergency situations and to ensure your child is safe.

What you can expect from Knox County Head Start while your child is on a field trip:

- Your child's teacher will be responsible for the attendance of all children while on the bus, as well as at each stop the bus may make.
- All children participating in the field trip will wear a name tag stating the center's name, address, and phone number.
- Staff will be assigned a specific group of children they will be responsible for while on the field trip.
- Any field trip that is considered routine (e.g. weekly library visits) will require a permission slip prior to the first trip.

As a volunteer on a field trip, you can expect to:

- Drive to and from the field trip (your child may ride with you)
- Assist staff members with their assigned group
- Have fun!

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Social/Emotional Development & School Readiness



Social/Emotional Development & School Readiness

Conscious Discipline®

Knox County Head Start uses Conscious Discipline®, created by Dr. Becky Bailey, as the framework for classroom and behavior management. This program, which is based on current brain research and sound knowledge of child development, focuses on helping children feel emotionally safe and connected with teaching staff and with their friends at school. This school readiness approach is helpful for children to be more cooperative; to be able to remember what they have already learned; and to be better able to learn new things. We do this by striving to create a healthy School Family™ within our classrooms, centers and agency.

Conscious Discipline® views all conflicts and problems as opportunities to learn and teach. Through Conscious Discipline® each child in our School Family™ has the opportunity to learn the skills needed to successfully manage life challenges as they occur throughout the daily routine with the guidance provided by our trained teaching staff.

As you visit your child's classroom, you may notice several classroom structures and strategies that we use that help children learn the Seven Skills of Conscious Discipline. These skills are:

Composure
Encouragement
Assertiveness

Positive Intent
Empathy

Choices
Consequences

The staff at KCHS works very hard at practicing the Seven Skills of Conscious Discipline® each and every day in the classroom. As the teachers use the skills, they are better able to help children learn these skills. We believe that in order to be effective in helping children change or improve their behavior it is important for adults to be conscious of their own behavior and the intention behind their behavior—thus, be the adults that they want the children to become.

We often find that the children in our classrooms take the language of Conscious Discipline® from the classroom and use it at home. You may hear your child use the words "Be a S.T.A.R." or "wish you well." Throughout the school year, you may hear your child expressing himself/herself using the language of the Seven Skills of Conscious Discipline®.

There will be information about Conscious Discipline® sent home to parents in newsletters and articles throughout the school year. You can also learn more at www.consciousdiscipline.com.

The Skill of Composure "Be a S.T.A.R."

Smile
Take A Deep Breath
And
Relax

Teaches your child to calm himself/herself when upset.



The Skill of Empathy "We Wish you Well"

Teaches your child to accept and process his/her feelings to see the world from others perspectives.

Used in classrooms for children when they are absent or are having challenging moments.

For children who exhibit chronic behavior challenges, Knox County Head Start utilizes Conscious Discipline® as the blueprint for the intervention process that includes parent and teacher input. You will find more information regarding this below.

Behavior Management Policy

Occasionally, your child may struggle with keeping calm and safe in his or her classroom or at home. When struggles are preventing him or her from learning or creating unsafe conditions in the classroom, a behavior plan might be the answer.

Realizing that all children are at different developmental stages, and react differently to behavior management strategies, every effort will be made to individualize behavior plans to fit your child's needs. The goal will always be to assist your child in eliminating the problem behavior in a way that is understandable to him or her, and to help him or her learn to replace this behavior with an acceptable behavior.

Should your child exhibit a behavior that is ongoing and disruptive to the classroom or interrupts the learning for the child or others, the following steps will be taken:

1. Once your child's teacher has identified a problem behavior, he or she will have a conversation with you and the center manager to discuss strategies that will help your child correct this behavior. A behavior plan will be designed that will take into consideration the problem behavior, your child's developmental level, and individual needs. If the center manager is not available, the teacher can contact the Mental Health Coordinator. A copy of this plan will be given to you, the center manager, teacher assistant, bus driver, and Mental Health Coordinator.
2. Follow-up by the center manager will occur within 2 weeks. At this time it will be decided if the strategy is helping correct the problem behavior. If not, adjustments to the plan will be made. Bi-weekly follow-ups by the teacher will continue until the behavior has been corrected or reduced to an acceptable level.
3. In the case where your child's behavior cannot be corrected or reduced to a manageable level by using the above method, you will be contacted to schedule an Intervention meeting. Whenever possible, an Individual Child Observation will be completed by the Child Mental Health Coordinator or the Early Childhood Mental Health Consultant (with parental permission) prior to the intervention meeting.
4. At the time of the Intervention meeting your child's teacher, center manager, Mental Health Coordinator (or Early Childhood Mental Health Consultant), and you will develop a more comprehensive individualized intervention plan for the child.
5. Follow-up meetings will be held every two to three weeks until the behavior is corrected or reduced to an acceptable level.
6. When the Intervention team feels that an outside Mental Health Referral would be the most effective approach to helping your child effectively change behaviors, a referral can be made at anytime during the behavior intervention plan process (see Jump Start information below).
7. Once the behavior has been corrected, the Intervention meetings will be discontinued.
8. In the case of severely aggressive or violent behaviors that put the child, other children in the class, or your child's teacher safety at imminent risk, the center manager should be contacted immediately to come into the classroom to take over the teacher's responsibilities. Once the center manager is in the classroom, the teacher will accompany your child to a quiet place in the center, and will attempt to help your child calm him- or herself. Once your child is reasonably calm, the teacher will contact you by phone to pick up your child within one hour. At this time, the teacher will discuss the incident with you, and an Intervention meeting will be scheduled within 48 hours.
9. See steps 3, 4, and 5. Once an intervention plan is put into place to address the child's behavior, the child may return to the classroom.

All efforts to help children manage their behavior will be approached in a positive and consistent manner. The Knox County Head Start staff is trained in the philosophy of Conscious Discipline,® and will utilize the principles of this philosophy as they work to help children manage their behaviors. The KCHS Mental Health Consultant, a Licensed Independent Social Worker, and our preschool consultant who also is a Licensed Independent Social Worker and a trained Early Childhood Mental Health Specialist, will be available for individual observations of children, as well as consultations with teachers and parents. At all times, the agency will make every effort to ensure the safety of children and staff. In extreme cases involving lack of safety, a child may be removed from the classroom and a home based option offered if appropriate. Employees are trained in the Behavior Management Policy and it is applicable to all employees of Knox County Head Start.

PARENT RESOURCE NOTE: Jump Start

Jump Start is a partnership between Knox County Head Start and Behavior Health Partners of Central Ohio (BHPCO) to provide mental health support for children that exhibit on-going challenging or concerning behaviors at home and/or in the classroom.

The objective of this program is to help insure that children who attend programs at KCHS that exhibit on-going challenging/concerning behaviors receive effective interventions prior to attending kindergarten, and to help parents get the support they need to help change their children's challenging behavior.

Children who qualify for Jump Start will be provided with an "In Home Therapist" who supports the child and the family while collaborating with the classroom staff. He or she works closely with the family to follow through on the on-going Intervention Plan. The Intervention Team consists of the child's family (any adults who are actively involved in the child's care), classroom teacher, in-home therapist, play therapist (if involved in Play Therapy), and the Early Childhood Mental Health Consultant.

The team meets monthly to "tweak" the intervention plan and keep the plan moving forward, based on progress and family needs. If the child continues to be in Jump Start when he/she transitions to kindergarten, the In-home therapist will continue services; with the goal of transitioning any plans to the kindergarten teacher and to help foster a working relationship between the kindergarten teacher and your family.

Child Guidance

Knox County Head Start employees support the development of self-esteem by expressing respect, acceptance, and comfort for children, regardless of the child's behavior. Developmentally appropriate guidance demonstrates respect for children. It helps children develop self-control and find solutions to classroom conflicts/crisis.

KCHS employee behaviors that are NEVER acceptable toward children include, but are not limited to:

- Abuse, endanger or neglect children
- Utilizing cruel, harsh, unusual, or extreme techniques
- Utilizing any form of corporal punishment
- Delegating children to manage or discipline other children
- Using physical restraints on a child
- Restraining a child by any means other than holding for a short period of time, such as in a protective hug, so that the child may regain control
- Prone restraint of a child. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position.
- Screaming in anger
- Neglect or isolation
- Inflicting physical or emotional pain
- Criticism of a child's person or family by ridiculing, blaming, teasing, insulting, name calling, threatening, or the use of frightening or humiliating punishment
- Withholding food or liquids
- Discussing a child's behavior in the presence of other children

Children learn self-control when KCHS employees treat them with dignity and use child guidance techniques such as:

- Setting clear, consistent, fair limits for classroom behavior (indoors and outdoors)
- Valuing mistakes as learning opportunities
- Redirecting children to more acceptable behavior or activity
- Listening when children talk about their feelings and frustrations
- Guiding children to resolve conflicts and modeling skills that help children solve their own problems
- Patiently reminding children of rules and their rationale as needed
- Modeling desired behavior
- Focusing on appropriate behaviors

If a KCHS employee consistently demonstrates the strategies mentioned in this section, but still must deal with frequent disruptions or an occasional severe behavioral problem, the following five-step method may be used:

1. Tell the child the behavior that is expected.
2. Assist the child in getting to the classroom "safe place" to help the child gain self-control or, if necessary, the accompany the child into the hall.
3. The adult will assist the child in gaining self-control by utilizing Conscious Discipline® techniques.
4. Once the child has calmed down, the adult will acknowledge the child's feelings and help the child problem solve what he/she could do differently.
5. Once the child is ready to rejoin the group, the teacher will assist the child to be successful in doing so.

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Health/Nutrition & School Readiness

Health/Nutrition & School Readiness

Knox County Head Start provides a range of age and developmentally appropriate screenings, assessments, and follow-ups for your child, along with nutrition services. Our goal is to ensure that your child's individual needs are identified and met.

Your child is required to have current immunizations at enrollment into Head Start. You will be asked to provide a current physical within 30 days of your child's first day of class.

Knox County Head Start will provide screenings for your child within the first 45 days of his/her first day with your permission. You will receive a written summary of the results of these screenings shortly after they are completed.

The list of screenings your child may receive is:

- **Growth Assessment:** This measures your child's height, weight, and blood pressure. You will receive your child's Body Mass Index (BMI).
- **Vision Screening:** This screening checks how well your child can see and how well his/her eyes move together.
- **Hearing Screening:** This screening checks if your child can hear different kinds of sounds.
- **Speech Screening:** This screening assesses your child's abilities in the areas of voice, articulation (pronouncing sounds), fluency (stuttering), and language (understanding and using words).
- **Developmental Screening:** This screening will identify your child's strengths and needs in development and mental health.
- **Lead Screening:** This screening lets you know the lead level in your child's blood.
- **Anemia Screening (Hemoglobin):** This screening tells us the level of iron in your child's blood.

Knox County Head Start is a sponsoring organization of the Child and Adult Food Program (CACFP). As a result, the program receives meal reimbursement from the United States Department of Agriculture (USDA) through the Ohio Department of Education. Breakfast, lunch, and a healthy snack are provided at the center. Knox County Head Start practices family style dining at each meal.

For specifics regarding meals, U.S.D.A. food requirements, etc., please visit www.KnoxHeadStart.org.

BREAKFAST NOTE:

Breakfast includes one food from the dairy, bread, and fruit food groups.

LUNCH NOTE:

Lunch includes one food from the dairy, bread, and meat food groups and two foods from the fruit and vegetable groups.

SNACK NOTE:

Snack includes foods from two of the four food groups.

Immunizations

Immunizations are vaccines or “shots” that protect children from serious illnesses. Immunizations are important for your child’s health. Head Start staff can provide you with a schedule of when immunizations are due.

Children will not be allowed to attend a center-based program unless immunizations are current. Immunizations may be waived by the administrator for religious reasons upon submission of the parent or guardian’s written request for exemption or for medical reasons upon submission of a physician’s or certified nurse practitioner’s written request for exemption.

It is your responsibility to submit a copy of the updated immunization record to your child’s teacher or the center administrator.

Physical

A current physical must be on file at all times. If your child’s physical has expired, and a new one is not provided, then he/she will not be permitted to attend the center until a current physical is provided to KCHS.

Your child’s physical is a thorough checkup of your child’s overall health and development. This exam can lead to early identification and treatment of health problems. The medical professional should discuss your child’s health history, developmental and family history, and any special concerns. The physical should include measuring your child’s overall growth including, but not limited to:

- Height & Weight
- Blood Pressure
- Skin appearance
- Eyes and/or Vision
- Ears and/or Hearing
- Nose
- Mouth
- Head Circumference (infants and toddlers to age 2)
- Teeth
- Heart
- Lungs
- Abdomen (stomach)
- Genitalia

Observations of your child’s:

- Behaviors
- Appearance
- Speech
- Motor skills

Screening tests may include:

- Vision
- Hearing
- Hemoglobin
- Tuberculosis
- Urine Analysis
- Lead

Childhood immunizations are offered at the Knox County Health Department, by appointment, on Monday, Tuesday and Friday. Appointment times are from 8 a.m. to noon and 1-4 p.m., and until 7 p.m. on the third Tuesday of the month. The health department must bill insurance for immunizations, so please bring your medical/insurance card. Call 740-399-8009 to schedule an appointment. The Health Department is located at 11660 Upper Gilchrist Road, Mount Vernon.

Blood Screenings

Anemia (Hemoglobin)

Our bodies need oxygen for energy and growth. Red blood cells, hemoglobin, and iron carry oxygen through the blood to the body. Anemia is when the body does not have enough red blood cells, iron, or hemoglobin. This can slow a child’s energy, growth, and development. Anemia screening is a blood test, usually a finger prick, to check the amount of hemoglobin in the blood. If your family physician gives you a prescription to complete blood work, it is very important that your child has this done as soon as possible. **Anemia can delay a child’s growth and development. Early diagnosis and treatment can help improve the child’s health and development.**

Treatment for anemia might include:

- Nutritional counseling and dietary changes
- Iron supplements or iron enriched vitamins
- Treatment of other conditions that might be causing the anemia

Lead

Lead is a poison that is very dangerous for young children. It can cause anemia, learning difficulties, or other medical problems. The lead screening measures the level of lead in the blood. Children between the ages of three years and six years old must receive a screening blood lead test if they have not been previously screened for lead poisoning.

Treatment may include:

- Removing the source of lead
- Nutrition counseling
- Iron supplements
- Medication to remove the lead from the blood
- Follow up testing of child's blood
- Referral for developmental testing

Dental

KCHS collaborates with local dentists to provide dental examinations to assist your family in establishing a dental home for you and your child, if you do not have a primary dental provider. Our staff will assist you with completing the necessary documentation including any health or dental family history, insurance information, and permissions.

You will need to provide a dental exam for your child within 45 days of his/her first day of class or home visits. This exam will remain current for 12 months. **The American Academy of Pediatric Dentistry recommends a dental checkup at least twice a year for most children over age three.** Regular dental visits will help your child stay cavity-free and protect overall dental health.

If your child is enrolled in the Early Head Start program, your child's family advocate or Home Visitor will encourage you to schedule your child's first dental exam between 12 and 18 months of age. **The Knox County Health Department Dental Clinic will provide a dental exam at 18 months for EHS children; call 740-399-8008 for the KCHD Dental Clinic.**

What You Can Expect from KCHS

Each year, KCHS centers arrange with area dentists to provide dental screenings for children who have not yet received a dental exam. A dental screening involves visually inspecting the condition of the teeth and gums. The purpose of a dental screening is to identify potential problems that could have serious consequences if left untreated. **A dental screening does not replace the required dental exam.** Families are responsible to schedule an annual dental exam for their preschool child with their family dentist. A dental exam includes teeth cleaning and fluoride treatment.

In accordance with the Head Start Program Performance Standards and the American Academy of Pediatric Dentistry recommendations, KCHS classroom teachers provide daily oral/dental care and use fluoride toothpaste for children over one-year of age.

KCHS Supports You and Your Child By:

- Providing your child a toothbrush and opportunity to brush his/her teeth everyday as part of the classroom's daily routine;
- Providing hygiene instructions that will improve your child's brushing and lead to cleaner teeth and healthier gums;
- Providing a list of local dentists to establish a dental home;
- Providing support and resources if your child needs a follow-up visit to complete their dental treatment; and
- Providing the needed forms to take with you for appointments.

CHILD DENTAL NOTES:

If your child's dental exam indicates that additional dental work is needed (cavities, extraction, or caps on teeth), our staff will work with you to help your child receive the treatment he/she needs.

If you need assistance locating a dentist, please contact your child's teacher/family advocate/home visitor.

What can you do to help?

- Make sure your child has regular dental check-ups
- Brush twice a day at home with a fluoride-containing toothpaste
- Teach your child to brush both the teeth and gums, up and down
- Use a pea-sized amount of fluoride-containing toothpaste; always supervise and make sure they spit the toothpaste out
- Limit or avoid fruit flavored juice and sugary drinks, especially at bedtime
- Complete follow-up treatment when needed

Sensory Screenings & Assessments

During the first 45 days of school, your child will receive developmental, social-emotional, hearing, and vision screenings. Your child will be assessed on an on-going basis by the classroom staff using an age-appropriate tool. You will receive a summary of all screenings completed on your child during the year.

Your child will be assessed three times during the program year using the online tool Teaching Strategies Gold. This tool is a list of goals and objectives from the Creative Curriculum® giving the classroom staff a road map to determine where each child is developmentally. This enables staff to track your child's progress and provide information to plan experiences for your child individually and as part of a group. The assessment information will be shared with you during the Parent/Teacher Conferences and/or home visits throughout the year.

Nutrition

Knox County Head Start's child nutrition services help you meet your child's nutritional needs and establish good eating habits. These habits will nurture healthy development and promote life-long well-being. KCHS will provide one-third to one-half of your child's daily nutritional need. Meals must be consumed during mealtime only.

Our nutrition program provides your child:

- Growth screenings (heights and weights) conducted at minimum two times per year
- Menus showing each meal and serving size
- USDA approved meals
- Food items high in nutrients and low in fat, sugar, and salt
- Nutritionist support to address any nutritional needs
- Referrals to community agencies such as WIC

To ensure the safety of your child and his/her school family, we ask that you do not bring in any outside food. This includes goody bags filled with food items for holidays or birthdays. Celebrations will take place monthly in each classroom during lunch or snack time and a special food item will be provided by the nutritional staff at each center for each classroom.

Some children may have allergies; we guarantee that food served for each classroom does not contain items that children may be allergic to, like peanuts.

CHILD NUTRITION NOTES:

If your child is on a special diet (that includes supplemental foods or a modified diet), please notify your teacher immediately. You will be asked to fill out a Special Diet form for our nutrition staff and your child's teacher.

More ideas for birthday or holiday celebrations:

- Plan/teach art and/or craft activity
- Share one or two cultural activities
- Volunteer in your child's classroom on his/her birthday
- Read your child's favorite book to his or her School Family™

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Policies & Procedures

Policies & Procedures

ODJFS Center Parent Information

The facility is licensed to operate legally by the Ohio Department of Job & Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire department is available upon written request from the Ohio Department of Job & Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website: <http://jfs.ohio.gov/cdc/childcare.stm>.

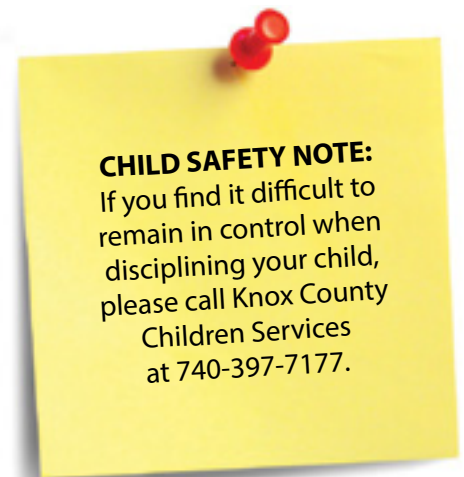
Reporting Child Abuse and Neglect

Individuals working with children are mandated reporters and are required by law to make a report to the Knox County Department of Job and Family Services (KCDJFS) if they have reasonable cause to believe or suspect that a child is suffering from abuse or neglect or is in danger of abuse or neglect (**Section 215.421 G of the Ohio Revised Code**).

Each Knox County Head Start employee must complete training and sign a statement to verify that they have not been involved in any previous incident of child abuse and/or neglect, nor have they been convicted of child abuse and/or neglect. The training provided to KCHS staff allows them to assess a situation within a family that would require them to make a report to the KC-DJFS. Finger printing and a criminal background record check are completed on all employees at the time of hire. No person is hired until this procedure is complete.

Knox County Department of Job & Family Services will determine the appropriate action and may decide to conduct an investigation. It is this agency's job to determine if the report of abuse or neglect is valid and to work with the family to help families meet the needs of the child. KCHS will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

It is the policy of KCHS to pursue any allegation of abuse and/or neglect by a staff person towards a Knox County Head Start child. A procedure for staff response to suspected child abuse and/or neglect is available at each Center and at the Administrative Office for review.



Knox County Head Start encourages families to utilize the Children's Services division of ODJ&FS as a resource before discipline gets out-of-hand. **If you find it difficult to remain in control when disciplining your children they ask that you call them for help.** They are ready to help you find a way to make things better for you and your family. They can be reached at 740-397-7177, 24/7. Knox County Head Start is concerned with the health, safety, and well-being of all children and parents enrolled in our program.

Incident/Injury Procedure

A major responsibility of staff is to ensure the health and safety of each child enrolled in our programs. Staff is alert to the safety needs of the children in their care, anticipate possible hazards, and take necessary appropriate measures to prevent injuries. In order to prevent injuries, KCHS will take precautions for each age group. Broken classroom toys or equipment will be removed or repaired as soon as possible; small toys or other objects that could be a choking hazard to infants and toddlers will not be placed in their classrooms, and hazardous playground equipment will be marked off to prevent children from being hurt until it can be repaired.

In the event that your child gets hurt while in the care of KCHS; you will receive an **Incident/Injury Report (ODJFS Form #1299)** for your child. This report will be sent home with your child and you will be asked to sign the report. Additionally, the person completing the form and the Center Administrator (or designee) will sign the form.

You will receive this report when any of the following occur:

- An illness, accident, or injury which requires first aid treatment
- A bump or blow to the head
- Emergency transporting
- An unusual or unexpected event which jeopardizes the safety of children or staff, such as a child leaving the premises unattended

The Center Manager or designee must speak with a representative from the licensing office within 24 hours in the event of:

- Death of a child at the center
- Serious incident, injury, or illness as defined below
- An unusual or unexpected event as defined below

Serious Incident, Injury, Illness or Unusual Event

A Serious Incident, Injury, Illness or Unusual Event includes any situation occurring while a child is in the care of the provider that requires emergency medical treatment or professional consultation or transportation for emergency treatment. This also includes an unusual or unexpected event that jeopardizes the safety of children or staff, such as a child leaving the premises unattended.

Minor Incident, Injury or Illness

A minor incident, injury or illness includes an injury or an illness, or any unusual or unexpected event that results in a child being able to return to normal activity; or when basic first aid is given.

Communicable Disease

Knox County Head Start understands that it is difficult for a parent/guardian to leave or miss work/school when your child is ill. We encourage you to have an alternative plan in the event that your child may not be able to remain in school. Exclusion from the center is sometimes necessary to reduce the spread of communicable diseases. The spread of communicable diseases is a fact of life in school and center based care. Illnesses spread because children have close contact and naturally explore their environment by touching and putting things in their mouths. Staff members receive training to recognize common signs of communicable disease.

Found in the back of this School Family™ Guide, you have a Communicable Disease Fact Booklet. This booklet describes the symptoms and treatment of many communicable diseases that your child may be exposed to during his/her enrollment with KCHS. When your child has been exposed to a communicable disease, you will receive a Health Alert notice.

You will be contacted if your child exhibits any of the following symptoms:

- Temperature of 100°F (axillary – under the arm. One degree is added with this method.) when in combination with any other sign or symptom of illness
- Temperature of 101°F or above will result in immediate removal from Center
- Diarrhea (three or more abnormally loose stools within a 24 hour period)
- Severe coughing (causing the child to become red or blue in the face or makes a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye(s), obvious discharge, matted eyelashes, burning, itching
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Evidence of scabies or other parasitic infections
- Stiff neck with an elevated temperature
- Sore throat or difficulty in swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness
- Head lice: Live bugs found in your child's hair

Isolation

An isolation area will be provided for your child while waiting for you to pick him or her up. The purpose is to isolate the germs so they do not spread to the other children. It is preferable that your child is picked up within one hour of contact.

Isolation precautions: a child isolated due to suspected communicable disease shall be:

- Within sight and hearing of an adult at all time
- Cared for in another room or portion of a room away from other children
- Provided with a cot and made comfortable. After use, the cot shall be disinfected with an appropriate germicide, or if soiled with blood, feces, vomit or other body fluids, the cot shall be cleaned with soap and water and disinfected with an appropriate germicide.

CHILD SAFETY NOTE:

Your child is to be picked up within 1 hour of parent contact. Your child may return to the center once symptom free. KCHS may require a doctor's note in order for him/her to return to the center if your child continues to show symptoms. This note must confirm that the condition is not contagious.

Short-Term Exclusion

Children with chronic or communicable diseases will not be permanently excluded. The health and safety of all children will be assured by requiring exclusion of children who have short-term acute conditions that are contagious and pose an immediate risk to others in the child care setting, such as chicken pox or strep throat.

A child is defined as too sick to attend if (any of the following apply):

- The child is too sick to participate comfortably in the program's activities.
- The staff cannot adequately care for the needs of the sick child without compromising the care of other children.
- The child may have a specified communicable disease that could spread to the other children and staff.

Admission is open and no child is excluded from program participation for a long-term period, solely on the basis of health care needs or medication requirements (such as HIV or asthma), consistent with the American with Disabilities Act and section 504 of the Rehabilitation Act unless:

- Keeping the child in care poses a significant risk to the health and safety of the child or anyone in contact with the child.
- The risk cannot be eliminated or reduced to an acceptable level through reasonable modification in the current program policies, practices, and procedures.

In accordance with the program's confidentiality policy, staff will request that parents inform them of any health or safety needs of their child that may need to be addressed during program hours.

- A Medical/Physical Care Plan will be developed and information shared, as necessary, with appropriate staff regarding the health care needed for the child.
- Proper observation and supervision for children who require close monitoring because of potential side effects from medications they are receiving will be ensured.
- Parents will be assisted in communicating the effects of the medication on the child with their health care provider.
- Typically, a child may return to class when symptom free. However, a medical note may be required for the child to return to class if symptoms are still present, but a physician believes the child is not contagious or does not pose a risk to the health and safety of other children.

Emergencies and Accidents

The Emergency Plan for medical, dental and general emergencies is located at each center in all classrooms, large motor activity areas, and by every phone.

General Emergencies

A General Emergency, as defined by Knox County Head Start, would be any unexpected event that could potentially threaten the safety of a child and/or staff person. Examples of a General Emergency are listed below:

- Any threats to the safety of children due to environmental situations or threats of violence.
- Natural disasters such as fire, tornado, flood, etc. (Such events as a fire and tornado have a clearly defined plan of action in each classroom and on buses at each center. In addition, children and staff practice a fire drill every month and tornado drills in the months deemed necessary by the National Weather Service.)
- Loss of power, heat, or water.

CHILD SAFETY NOTE: Evacuation Locations

Instructions to staff in the event of a general emergency include the following: remain calm; keep the children safe, notify proper authorities, and if necessary, evacuate children to designated areas. Those designated areas are as follows for each center:

- Centerburg (Centerburg Church of Christ, 3830 Columbus Road)
- Danville Legion (Subway restaurant, 108 Progress Drive)
- Gambier Child Care Center (Wiggin Street School)
- Fredericktown (parking lot behind 128 High Street) Building)
- NHEEC (Knox County Health Department)
- Northgate (field behind bus garage)

In the event of an evacuation, you will receive a phone call from staff regarding the location of your child.

Serious Incidents

Serious incident, injury, or illness, as defined by ODJFS, includes any situation occurring while a child is in care of the center that requires emergency medical treatment or professional consultation or transportation for emergency treatment.

In the event of serious injury or illness, staff will remain calm, the child will be cared for, 911 will be called, parent/guardian will be notified, and a staff person will accompany the child if he or she is transported for emergency treatment.

If a child is transported for emergency treatment, the child's health and medical records shall accompany the child. A KCHS employee will stay with the child until the parent/guardian assumes responsibility for the child's care.

Medication Policies

Prescription and Non-Prescription Medication

Some children may need to take medications during the hours they are in school. All prescription and non-prescription medications must be accompanied by written instructions from the parent or guardian on the form provided. A prescription label also serves as written instructions by a physician for medications and food supplements as long as the below stated requirements are met.

Everyone administering medication in the center will be trained in medication administration. Each time medication is administered; a written record or log will be used, including dosage, date, and time. The log will be kept on file for one year.

The following will be required for any prescribed medication given to a child:

- First and last name of the child on the original, childproof container
- Current date (within the last twelve months) on the label
- Exact dosage to be given and the means of administration notes on the label
- Exact time to administer medication (As needed is not acceptable)

Non-Prescription Medication

Sometimes you may want your child to take over-the-counter medications, such as Tylenol (or other pain relievers) or use other non-prescription medications. Fever reducing medications that do not contain aspirin; or cough medicine that does not contain codeine may be administered by the center with written instructions from a licensed physician.

Knox County Head Start requires that over-the-counter medications be in their original container and labeled with:

- The child's first and last name
- The current date
- The expiration date
- Specific instructions for giving, storing, and disposing of the medication

A log will be kept that including dosage, date, and time each time non-prescription medication is administered. KCHS employees can only administer over-the-counter medication for three consecutive days. This log will be kept on file for one year.

Over-the-Counter Creams/Topical Ointments

Over the counter creams/topical ointments must always follow the age and dosage requirements noted on the original container. The center may also provide topical ointments such as sunscreen that will require a parent's signature prior to use. This policy is subject to change without notice to meet ODJFS licensing requirements and Head Start Program Performance Standards.

Classroom Ratios

Classroom Ratios are the number of adults present to the number of children in the classroom.

<i>When multiple requirements conflict, KCHS uses the most strict (shown with a *).</i>			
Age Group	Head Start Requirements	ODJFS Licensing Requirements	Step Up To Quality Requirements
Infants (1-12 months)	*1 staff to 4 children Max group size: 8	1 staff to 5 children, or 2 to 12 Max group size: 12	1 staff to 4 children, or 2 to 8, or 3 to 10 Max group size: 10
Infants (12-18 months)	*1 staff to 4 children Max group size: 8	1 staff to 6 children, or 2 to 12 Max group size: 12	1 staff to 5 children Max group size: 10
Toddlers (18-36 months)	*1 staff to 4 children Max group size: 8	1 staff to 7 children Max group size: 14	1 staff to 6 children Max group size: 12
Mixed infant/toddler age group (0-36 months)	*1 staff to 4 children Max group size: 8	Goes by age of youngest child on the roster (see above for specific age groups)	1 staff to 4 children Max group size: 8 (same as Head Start rules)
Preschoolers (36-48 months)	*1 staff to 10 children Max group size: 20	1 staff to 12 children Max group size: 24	1 staff to 10 children Max group size: 20 (same as Head Start rules)
Preschoolers (48-60 months)	*1 staff to 10 children Max group size: 20	1 staff to 14 children Max group size: 28	1 staff to 10 children Max group size: 20 (same as Head Start rules)
Mixed preschool age group (36-60 months)	*1 staff to 10 children Max group size: 20	Go by age of youngest child on the roster (see above for specific age groups)	1 staff to 10 children Max group size: 20 (same as Head Start rules)

Supervision of Children

All children will be supervised by parents or authorized adult upon arrival and departure from the center. No child shall ever be left alone or unsupervised. Children will be within sight and hearing of staff members at all times. This includes awareness of and responsibility for the activity of each child and being physically present and near enough to intervene if needed.

Parents/guardians are responsible for the supervision of their child before and after sign in and after they pick up their child from the classroom. Staff members will assume responsibility of each child upon arrival to the designated classroom.

Center Fees and Tuition

See center specific information.

Parking Safety

- Please do not leave children in vehicles unattended.
- Do not leave your cars running in the parking lot while picking up your children or dropping them off.
- Do not park in the fire lane; it is strictly for buses and emergency equipment.
- Parents/guardians must park in designated area of parking lot to drop off and pick up children.
- Children must remain with parent/guardian at all times until they are safely with their teachers.
- Children may not enter the building by themselves.

CHILD SAFETY NOTE:
Your child must remain with you at all times when arriving or leaving the center.

Swipe Cards at Child Care Centers

- When you enter the building you must use your child's swipe card located at the front desk.
- Parent/guardian will swipe the child's cards when their children are with them upon entering and exiting the building.
- All adults that are listed as emergency contacts will be permitted to pick-up a child and identification will be required. Please let the adults you have listed know they must bring their ID into the building when picking up a child.

Children's Records

The information in your child's record is considered confidential. KCHS will keep your child's file in a locked filing cabinet at his or her center. KCHS will not release any information about your child without written permission on file.

After your child has left our program, if you would like a copy of your child's file, we ask that you provide a written request to the Enrollment Coordinator at the New Hope Early Education Center. It will take approximately 48 hours to retrieve a file that has already been archived.

CONFIDENTIALITY NOTE:
We will not release your child's record to you or anyone else without written request and consent from you or a court order.

USDA Nondiscrimination Statement

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, all or part of an individual's income is derived from any public assistance program, or protected genetic information. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a civil rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program_intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Weapons Policy

In the interest of protecting the safety of our children, employees, families and all others, Knox County Head Start has adopted the following policy:

Effective April 8, 2004, as required by the Ohio Revised Code 2923.1212, the following message will be posted at the entrance of every KCHS buildings:

Pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey deadly weapon or dangerous ordnance onto these premises. A valid license does not authorize the licensee to carry a concealed handgun on these premises.

Employees and families of KCHS, and all others, except law enforcement officers specifically authorized to carry a firearm, are prohibited from bringing weapons of any sort into KCHS safety zones. The safety zone consists of all KCHS schools, school buildings, school premises, school activities, and school buses. For the purposes of this statute, a school includes everything up to the property boundary and beyond to all business travel provided to employees and parents through KCHS.

Under the law, an offense is within the vicinity of a school if it is committed within the property boundary or within 1,000 feet of the boundaries of a Knox County Head Start facility or provided travel.

All violators will be prosecuted and employees will be terminated.

Parent/Community Grievance Procedure

KCHS encourages parent and community input regarding our program. We hope that if you have a concern, you will speak immediately to your child's teacher or center manager. If you feel that your concerns are not being addressed, please complete the Parent and Community Grievance Form which is included in the front of this Parent Handbook. If you consider your concern an emergency, please feel free to contact the Executive Director, Peg Tazewell, directly, at (740) 393-6972.

Procedures for parent and community members to communicate grievances or concerns with KCHS programming are as follows:

1. The person who has a concern is to contact the center manager or child's teacher regarding the concern.
2. The contacted staff person is to inform the concerned person of the proper steps to be taken to resolve the concern.
 - a. If possible, the concerned person is to meet directly with the person involved and attempts, through discussion, to resolve the concern.
 - b. If the concern is not resolved, the concerned person is to complete the Parent/Community Grievance form and mail it directly to the Executive Director of Knox County Head Start, Inc. The concerned person may also phone in a Parent/Community Grievance and the staff member taking the call will document all concerns on the Parent/Community Grievance form and forward it immediately to the executive director. The concerned person may also phone in a Parent/Community Grievance directly to the Executive Director or designee.
 - c. The Executive Director or his/her designee will contact the concerned person directly, and attempt to resolve the concern within 10 working days. If the concern is resolved, the Executive Director will share all documentation related to the concern with the Knox County Head Start Grievance Committee within 10 working days. The KCHS Grievance Committee is made up of two Board members, two Policy Council members, and the Executive Director or his/her designee.
 - d. If the concern cannot be resolved, the concerned person is to notify the Executive Director within 5 working days that the problem has not been resolved. The Executive Director will notify the members of the KCHS Grievance Committee and schedule a meeting within 10 working days with the concerned person and the KCHS Grievance Committee in order to resolve the concern. The KCHS Grievance Committee, at its discretion and if funds are available, may request the participation of a professional mediator.
 - e. Decisions of the KCHS Grievance Committee are final. If the concern relates to the violation of a law or risk of danger to a child, the concern will be brought to the attention of the Executive Director immediately.

If the concern relates to the violation of a law or risk of danger to a child, the concern will be brought to the attention of the Executive Director immediately.