



**TRUMBULL COMMUNITY ACTION PROGRAM**

**1230 PALMYRA ROAD SW**

**WARREN, OHIO 44485**

**(330) 393-2507**

# Head Start

## Parent Handbook



**"PARENTS, CHILDREN & COMMUNITY TOGETHER"**

**2018-2019**

Welcome to TCAP Head Start. This handbook contains information regarding the Head Start Program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about Head Start.

## WELCOME.....

We are happy to welcome you to Trumbull Community Action Program's Head Start Program. Head Start is a program for the whole family, and we understand that you are the most important teacher in your child's life. If we can offer you one piece of advice, it would be to read to your child. Read as often and as much as possible.

Our goals include:

To focus on improving the language and literacy skills.

To develop phonemic, print, and numeracy awareness.

To develop and demonstrate an appreciation of books.

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

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

We look forward to a happy year with you and your child,

Janet Diegan  
Head Start Director

Toni Heller  
Assistant Head Start Director

## Philosophy and Goals

- Provide quality child development and family services for eligible low-income families and children throughout Trumbull County.
- Develop and implement a program which will increase the likelihood of success for Head Start children as they move into future educational and social experiences;
- Help parents identify and achieve goals that foster healthy, competent children, economic self-sufficiency, appropriate use of community resources and community services;
- Collaborate with other agencies and organizations to meet the goals of the program and advocate for the needs of families and children.
- Encourage parents to advocate on behalf of their own interests; and
- Partner with parents in the design, implementation and monitoring of the program.

The staff recognizes the importance of balanced growth so they provide opportunities for mental, physical and emotional growth through a variety of creative experiences. Children are encouraged to learn and explore at their own speed in areas that interest them. We are pleased that you have chosen to include us in the growth and development of your children.

## HEAD START CENTERS:

### Kinsman Head Start

7679 State Route 5, Kinsman, Oh..... 876-0181

[kinsman@tcaphelps.org](mailto:kinsman@tcaphelps.org)

### Hartford Head Start

3777 Five Points Rd., Hartford, Oh.....772-2256

[hartford@tcaphelps.org](mailto:hartford@tcaphelps.org)

### Hubbard Head Start

59 Orchard Ave., Hubbard, Oh..... 534-7665

[hubbard@tcaphelps.org](mailto:hubbard@tcaphelps.org)

### Newton Falls Head Start

336 Ridge Rd., Newton Falls, Oh.....872-1447

[newtonfalls@tcaphelps.org](mailto:newtonfalls@tcaphelps.org)

### Niles Head Start

309 N. Rhodes Ave., Niles, Oh.....652-0338

[jnicholas@tcaphelps.org](mailto:jnicholas@tcaphelps.org)

### Warren West Head Start,

1230 Palmyra Rd. SW, Warren, Oh.....392-5885

[pmcvicker@tcaphelps.org](mailto:pmcvicker@tcaphelps.org)

### Trumbull Northwest Head Start

7211 North Park Ave., Cortland, Oh.....234-244-4675

## **Day Care Licensing**

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

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

THE STATE DEPARTMENT OF JOB AND FAMILY SERVICES LICENSING'S TELEPHONE NUMBER IS AVAILABLE ON OUR CENTER LICENSE FOR ANYONE WHO HAS A CONCERN ABOUT OUR CENTER

—\*\*A COPY OF THE RULES FOR LICENSING CHILD DAY CARE CENTERS IS AVAILABLE FOR YOU TO SEE.

TCAP Head Start's Tax ID Number is available upon request.

At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information.

## **Registration**

This publicly funded program has registration year round at the Warren West Center from 8:00 a.m. to 4:00 p.m., and is **FREE** to those who meet eligibility requirements. Children with disabilities are welcome. Parents need the child's birth certificate, shot record, social security cards of the household, income verification, and a medical or insurance card to register the child.

A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of enrollment. This medical must be updated every year.

## **Hours and Days of Operation**

Classes are held Monday through Thursday  
Full Day classes are held Monday through Friday

A.M. - 8:30 - 12:00 Monday through Thursday, Staff available on Fridays

P.M. - 12:00 - 3:30 Monday through Thursday, Staff available on Fridays

Full Day - 8:30 AM — 3:30 PM Monday through Friday

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

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

Please follow the calendar that has been given to you so you will know when Head Start is closed for holidays.

Head Start is closed: Labor Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day and the Fourth of July.

## **Staff/Child Ratios and Maximum Group Size**

Head Start will not exceed the following state required ratios:

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

The maximum group sizes are as follows:

- 24 3 year olds
- 28 4-5 year olds

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include lunch time, outdoor play or special activities.

## **Daily Schedules**

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

8:00 - 8:30	Staff Available
8:30 - 9:00	Children arrive/Restroom/Breakfast
9:00 - 9:45	Reading/Literacy Block*
9:45 - 10:45	Learning centers
10:45 - 11:00	Story/Transitional activities
11:00 - 11:45	Restroom/Lunch
11:45 - 12:00	Prepare to go home; hand out papers/notes/ bus transition
12:00 - 12:45	Children arrive/Restroom/Lunch
12:45 - 1:00	Reading/Literacy Block*
1:00 - 2:30	Learning centers
2:30 - 3:00	Restroom/Snack
3:00 - 3:15	Story/Transitional activities
3:15 - 3:30	Prepare to go home; hand out papers/notes/ dismissal

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

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

## **Supervision Policy**

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

**Arrival/Departure:** If a parent transports their child to school, he/she is required to bring their child into the classroom and to sign the child in. Any special messages, special pickup notes, etc. are to be given to the teacher or assistant teacher. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. At the time of pick up, parents are asked to make contact with their child's teacher or assistant teacher to ensure that staff is aware that the child has been picked up. Parents are responsible for the supervision of their children before and after sign-in.

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

**Release of a Child:** Staff will release children only to persons on the release form provided by the parent. If an emergency arises the parent must provide a written, signed note giving the person permission to pick up their child. Staff will check ID's of anyone picking up a child. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contact will be called to transport the child home. Police will be notified if necessary.

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

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

### **Missing Children's Law**

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

**This contact can take two (2) forms:**

- 1: A signed note by the parent and sent to the child's teacher with another person in the family, or a neighbor's child who attends the center.
- 2: A phone call to the center.

If we do not hear from you on the day of the absence, we will contact you at home or your place of employment. If you do not have a phone, please use a neighbor's, etc. to contact us.

### **Fieldtrips/Transportation of Children**

The center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. The center will be providing transportation on routine trips such as to and

from the center. This transportation will be done on the buses owned by TCAP, and a staff member with first aid/communicable disease and CPR trainings will be present on the buses.

We will be taking periodic field trips, which will also be done with a trained staff member on the bus. Before departing the center, a count will be taken of all of the children. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination, and returning to the center. During the course of field trips, each staff member will have specific children that they are responsible for supervising. Before any child participates in either a routine or field trip, the center will obtain written permission from the parent or guardian.

## **Bus Procedures**

It is the parent's responsibility to:

USE THE YES/NO SIGN provided to let the driver know if they should stop.

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

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

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

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

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

If your child has been absent **THREE (3) DAYS** you must notify transportation at **330-399-7692** and request that the bus resume pick-up. **THE BUS WILL NOT STOP AT YOUR HOME TO PICK UP YOUR CHILD IF YOU DO NOT CALL.**

If your child is going to be absent from school, please contact transportation at **330-399-7692** forty-five minutes before they would get picked up so the bus does not come to your house.

The following rules apply to all bus transportation:

- ⦿ SEAT BELTS ARE TO BE USED AT ALL TIMES.
- ⦿ No toys or book bags are allowed on the bus, unless warranted by Head Start.
- ⦿ It is a state law that buses must stop and have total silence at all railroad crossings. **HANDS UP - LIPS ZIPPED** is the rule at all crossings.
- ⦿ Children are to remain seated and in seat belts until the bus comes to a complete stop. Changing seats while the bus is in motion is prohibited. Children are to use quiet voices, and use of profane language is prohibited.

- © Fighting on the bus WILL NOT be allowed. The Head Start Director has the right to remove a child from the bus and require the parents to transport the child if the child's actions and behavior are deemed dangerous to the safety of the other children.

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

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

## **Guidance Policy**

TCAP Head Start staff believes that helping the child to learn self-control is very important. Our hope is that each child will learn self discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat or toileting accidents. This discipline policy applies to all staff and parents while they are at the center.

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

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

## **Attendance**

Regular attendance and punctuality are important to the progress of a child. Children learn best when they attend school regularly.

## **Assessments**

Assessments of Developmental, Social/Emotional, as well as Hearing and Vision screenings are administered early in the school year. The results are used to plan individualized lessons. The assessment is continuous throughout the year and will be shared with you at specific conference times and upon your request.

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

## **Home Visits and Conferences**



We are here to help your child. By working together we can help him/her view school as an enjoyable place to learn. By working together your child will look forward to kindergarten.

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

The initial visit is to explain the program and to gain information about your child. The information you share about your child will help your child's teacher to plan his/her program.

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

## **Telephone Usage**

Personal messages must be limited to emergencies.

Staff members find it difficult to leave their classrooms for telephone conversations during the time the children are at the center. If you wish to talk with a staff member, write a note and he/she will contact you when the children leave for the day. Thank you.

## **Meals and Snacks**

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

TCAP Head Start provides breakfast to the children at 9:00. Lunch is served at 11:15 AM. The afternoon children have lunch at 1:00 PM. Snack is provided at 3:00 PM.

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

## **Accident/Emergencies**

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

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

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and tender loving care. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

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

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

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

## **Management of Illness**

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

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

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

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

The parents or guardian will be notified if their child has been exposed to contagious disease by letter from the Nurse or teacher. Information concerning the signs and symptoms of the communicable disease will be included so the parent will be aware and recognize the symptoms. First, they will be asked to keep their child at home if he develops the symptoms.

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

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

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

## **Health**

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

Each child suspected of having a disability will be observed by an Itinerant teacher and a possible multi-disciplinary examination with parental approval and if resources permit.

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

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

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

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

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

A speech/hearing therapist, health coordinator, nurses, family advocates, a dietitian, and educational coordinators are support staff to the program.

Use of spray aerosols shall be prohibited when children are in attendance at the child day care center.

## **Dress**

Play clothes are appropriate for Head Start. Your children will be playing outside, painting, using clay, glue, and various messy media so please allow them to wear clothes that can get dirty.

## **Outdoor Play**

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 20 degrees or rise above 90 degrees. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes hats, mittens, and boots in the winter time.

## **Parent Participation**

Parents are encouraged to participate whenever possible in the Head Start center. Parents have unlimited access to all areas of the building used for Head Start during hours of operation. Parents may wish to attend fieldtrips, class parties, and special luncheons or simply stop in to join the daily fun. Teachers and Assistant Teachers are available to discuss a child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations.

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. Our staff fully realizes that you trust us with your little ones and we want our relationship to be a good one.

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

## **Parent Committees**

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

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

## **Parent Policy Council**

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

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

## **What You Can Do For Success!**

Parents can help their children enjoy learning by:

- encouraging children to listen
- insisting that they complete a task
- talking with them
- limiting television watching
- reading to them daily
- looking at the papers they bring home
- displaying their work at home
- letting them assist you with household chores
- listening to them
- let the child see that you read

## **My Responsibilities As A Head Start Parent Are:**

1. To learn as much as possible about the program and to take part in major policy making decisions.
2. To accept Head Start as an opportunity through which I can improve my children's lives.
3. To take part in the classroom as an observer, a volunteer worker or a paid employee, and to contribute my services in whatever way I can toward the enrichment of the total program.
4. To provide parent leadership by taking part in elections, to explain the program to other parents and encourage their full participation.
5. To welcome teachers and staff into my home and to discuss ways that parents can help their children's development at home in relation to school experience.
6. To work with the teacher, staff and other parents in a cooperative way.
7. To guide my children with firmness, which is both loving and protective.
8. To offer constructive criticism of the program, to defend it against unfair criticism and to share in evaluating it.
9. To take advantage of programs designed to increase my knowledge about child development and my skills in areas of possible employment.
10. To become involved in community programs which help to improve health, education and recreation for all.

## **My Right As A Head Start Parent Is:**

1. To take an active part in major policy decisions affecting the planning and the operation of the program.
2. To help develop adult programs which will improve daily living for me and my family.
3. To be welcomed in the classroom.
4. To choose whether or not I participate without fear of endangering my child's right to be in the program.
5. To be informed regularly about my child's progress in Head Start.
6. To be treated with dignity and respect.
7. To expect guidance for my child from Head Start teachers and staff, which will aid his/her total individual development.
8. To participate in planning and carrying out programs designed to increase my skill in areas of possible employment.
9. To be informed of existing community resources concerned with health, education and improvement of family life.

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

## **An Agency History**

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

Trumbull Community Action Program was established in 1965, though it functioned at first as the Warren-Trumbull Council for Economic Opportunity. For the past two years, Van D. Nelson has served as the CEO of TCAP.

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

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

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

## **Community Partnerships**

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

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

# Services Of TCAP Head Start

## Education

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

## Parent, Family, and Community Engagement

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

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

## Health And Disabilities

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

TCAP wants our parents to know that our asbestos management plan and any response action taken or planned is available for your review.

## Classroom Areas

In the Block Area, the child:

- develops large and small muscle control
- improves eye-hand coordination
- explores spatial relationships and comparisons of sizes and shapes
- plans and solves problems while working with other children

In the Dramatic Play Area, the child:

- makes decisions
- imitates people--their work, feelings, words, environments
- develops five senses
- increases understanding of the world
- uses and practices expressive language
- is introduced to puppets
- has the opportunity to use dress-up clothes
- explores problem solving



- learns to value creativity

In the Writing Area, the child:

- develops eye-hand coordination and small muscle control
- practices proper pencil/crayon grip
- explores spatial relationships and comparisons of sizes and shapes
- experiments with form, line, movement, shape and spatial relationships
- uses creativity to plan, design and implement an idea

In the Playground Area, the child:

- develops muscular strength and coordination
- experiments with motor activities
- gains strength, agility and balance
- relieves tension while using energy constructively and imaginatively

In the Listening Area, the child:

- experiences a variety of rhythms and tones
- learns additional memory skills
- differentiates among sounds
- learns expression through creative movement, rhythm instruments and song
- gains exposure to literature and music
- encounters new language patterns
- assimilates new concepts and vocabulary

In the Manipulative Area, the child:

- develops eye-hand coordination and small muscle control
- works with a whole object and its parts
- sees the interrelationships between sizes and shapes
- forms sets of objects
- identifies shapes
- identifies number concepts and numerals
- sequences numerals, letters, textures, colors, shapes and sizes
- reproduces patterns and designs
- explores one-to-one correspondence

At the Water Table, the child:

- develops eye-hand coordination
- learns to share materials
- creates an imaginary world
- exchanges thoughts, ideas and plans with a partner
- measures and makes comparisons

At the Science Table, the child:

- develops senses
- observes sequences of life cycles
- formulates and evaluates predictions
- makes classifications and generalizations
- increases powers of observation
- gathers simple data and bases decisions upon that data
- explores nature

In the Library Center, the child:

- learns respect and care for books
- identifies with imagined events and situations
- expands interest in words and books
- learns to sequence pictures and events in stories
- interprets pictures and events in stories
- acquires familiarity with front-back, top-bottom, left-right progression

In the Art Area, the child,

- expresses unique feelings and ideas with a variety of materials
- uses creativity to plan, design and construct an idea
- practices using scissors

**NAMES OF MY CHILD'S TEACHERS:**

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**SCHOOL PHONE NUMBER:** \_\_\_\_\_

**TV STATIONS that announce school closings in bad weather:**

**WFMJ, WKBN, WYTV**