Clinton County Community Action Program, Inc.

Erdman Center for Early Learning Site A

Family Handbook

Office and School

789 N. Nelson Ave., P.O. Box 32

Wilmington, Ohio 45177

937-382-5624

Facebook: Erdman Center for Early Learning Head Start

Erdman Center for Early Learning

A GOLD Step Up to Quality Program

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ODJFS Licensing Administrators

Teresa Borden

teresaborden@clintoncap.org

Kristal Stanley

kristalstanley@clintoncap.org

General Information

Head Start Philosophy, Goals and Objectives

The Clinton County Community Action (Clinton CAP) Head Start Program is a nonprofit organization committed to the belief that every child, regardless of circumstances at birth, can succeed in life.
It is our purpose to provide high quality services to children and families to empower them to meet their individual and family needs. We promote school readiness through developmentally appropriate learning in all areas of development. We maintain strong partnerships with school districts in the county to deliver a seamless transition for children. Family and community engagement services focus on connecting families to community resources and systems of support to foster life-long learning.

Clinton CAP Head Start recognizes that the family plays a major role in their child's development and Head Start experience. Parents/Guardians are the first teachers and will continue to be throughout the child's life. A focus on the areas of Health, Nutrition, Education, Social Services and Family Engagement are the primary means to support children and their families. Families are considered a partner in their child's education and play an important role in developing program policies and volunteering their time. The program works to support families with goal setting for both the child and family and helps in any way possible to guide them through the process of achieving those goals.

The Head Start program approach is based on the philosophy that:

1. A child can benefit from a comprehensive, interdisciplinary program to foster development in a broad range of services, and that.
2. The child's entire family, as well as the community, must be engaged. The program should maximize the strengths and unique experiences of each child and family. The family must be a direct participant in the program.

The overall goal of the Head Start program is to ensure children are ready for school and life and that families learn valuable skills that stay with them for the rest of their lives.

Hours of Operation

Office hours are Monday through Thursday 7:00 AM – 4:30 PM.
The Head Start preschool program is in session Monday through Thursday 8:15 AM - 3:45 PM.
We will charge a $20 late fee if your child/children is not picked up by 4:00 pm.

Scheduled Closures

The center will be closed on the following days for holidays and winter and spring breaks: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, 4th of July, Juneteenth, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, and the day after. Holidays that are on weekends will be observed on Friday or Monday. Please see the school calendar for information on Winter Break in December, and Spring Break.

Full Day Classroom Schedule (Flexible Sample)

Adults and children will wash their hands before entering the classrooms.

- Arrival 8:15 am – 8:45 am
- Breakfast 8:45 am – 9:20 am
- Transition outside/ Bathroom break 9:20 am – 9:30 am
- Outside 9:30 am – 10:00 am
- Transition/Bathroom break 10:00 am – 10:10 am
- Small Group 10:10 am – 10:30 am
- Centers 10:30 am – 11:30 am
- Gross Motor activity/Dancing 11:30 am – 11:40 am
- Circle/Large group 11:40 am – 11:50 am
- Transition/Wash hands for lunch 11:50 am – 12:00 pm
- Lunch 12:00 pm – 12:30 pm
- Transition/Cleanup/Bathroom for rest time 12:30 pm – 12:50 pm
- Story Time/Yoga 12:50 pm – 1:00 pm
- Rest Time/ Quiet Time 1:00 pm – 2:30 pm
- Transition for snack 2:30 pm – 2:45
- Snack 2:45 pm – 3:05 pm
- Explore the books or puzzles 3:05 pm – 3:20 pm
- Get Ready to go home 3:20 pm – 3:30 pm
- Dismissal 3:45 pm

Daily Routines

- *Transitions will occur throughout the day as the children complete one routine or experience & move on to the next*
- *Teachers will be aware of individual children's needs for sleeping, eating, & toileting, & will meet these needs throughout the day*

**This schedule is flexible & adaptable, it can be changed to meet the individual needs of each child*

Closing Due to Weather Conditions

If Wilmington Schools are closed due to weather conditions **Erdman Center of Early Learning Head Start will be open with NO Transportation.**
If Wilmington Schools are on a 2-hour delay, **Erdman Center of Early Learning Head Start will start at regular time with No transportation.**
We will rarely close due to weather, but this does happen once in a great while. Please ensure you are checking Class Dojo, Facebook and your local news station for weather information.
Families will receive information on how to sign up for **Class Dojo**" during Family orientation. **Class Dojo** is a texting app that is used to send Head Start information to families. All families will receive a copy of the emergency plan. Notifications also may be posted on the Head Start Facebook page.

Staff Child ratio and Group size 5101:2-12-18

Step Up to Quality Ratio

Classroom ratios consist of 2 teachers to 17 children or 1 teacher to 10 children.

Family Access:

Custodial families of Head Start children shall be permitted access to the facility during all hours of operation. Head Start families are encouraged and welcome to volunteer at any time during the school day.

All doors to the school are locked during the school day for the safety of Head Start children and staff. *Any new person picking up a child will be asked to provide identification by the Head Start staff*. Staff will check the Child Plus database to ensure the children are departing with the approved adult.

During transition periods, families will be asked to wait until the children are all in their classrooms or designated areas before entering the classroom. This eliminates heavy traffic in the hallways during the transition period.

Family volunteers are always welcome and encouraged at Head Start. If families are interested in volunteering, please see the classroom teacher, the Family Service Manager, Dorothy Campbell, or one of the family partners. As families become actively involved in the program, they will be asked to document volunteer time on "Volunteer Service Report" forms. This documentation of the time donated volunteering is evidence that families are involved in the Head Start program and supports our grant requirements that **25% of funding comes from non-federal sources**. For more information on In-Kind, please see the Family service manager or one of the family partners.

Center events are offered throughout the program year in correlation to our curriculum. Classrooms have events and take field trips, and they invite the parents to participate.

Home visits and Family/Teacher conferences

The teachers will be scheduling two Home Visits and two Family/Teacher Conferences during the program year. If families feel additional conferences or home visits are needed, arrangements will be made with the classroom teacher. Please contact the classroom teachers or the Education Coordinator for more information.

Transitions

Parents will have the opportunity to meet the new teachers and participate in a transition meeting to plan activities, such as visiting the classroom, that will help the student and family with transition process.

Payment Schedule

Our center does not charge for services.

Restrooms and Lactation Area

Children's restrooms are at the hallway's end. Classrooms take scheduled bathroom breaks as well as take children as the need arises. Should any volunteers need a lactation area, the conference room is private and available for use.



Attendance Policy

Arrival & Departure Policy

For children who are Parent Transports (PT) - Arrival time is 8:15 AM Monday through Thursday. Please ring the doorbell at the Erdman Center of Early Learning Entrance and a Head Start employee will let you in. If you are visiting Head Start for other reasons, please proceed to the main entrance for Community Action, ring the doorbell, and wait for assistance. If at any time you arrive after 8:45 AM you will need to enter at the Clinton County Community Action entrance and ask for Head Start.

Bus arrival and departure is actively monitored by the bus drivers, riders, and education staff. Attendance sheets are monitored by the bus drivers and teachers during arrival and departure. Children are always supervised. During dismissal, the bus driver and rider, or other appropriate staff member will take the children to the designated vehicle. The bus driver and rider secure all children in a harness or car seat. The bus driver and rider return the children to their designated drop-off. An approved adult must meet the bus.
The bus drivers have cell phones to use in emergency situations. All buses are equipped with cameras and radios. All Head Start staff can communicate with the bus as needed**.**
State kids will not be permitted on the bus until they have been signed in.

Attendance Policy, Procedures, and Practices 5101:2-12-19

Research shows that children who attend school regularly tend to be more successful. We expect children to attend school every day unless they have a contagious illness.

* Families must call Head Start 937-382-5624 before their child's school session starts to report absence of the child and the reason why.
* If the family does not call, the staff will call the family.
* If the staff cannot reach the family, the staff will visit the home.

Teachers record the time of each child's arrival and departure on an official attendance form. After each session has started, an administrative staff person checks for any absences, checks the phone records, and then contacts each family. When a staff member cannot reach a family member, a home visit will be made. When a child's attendance continues to be minimal, we may need to replace the absent child with a child from the waiting list.

Children may be released to individuals that have been authorized **in writing** by the primary care giver. Head Start staff must check a photo ID of anyone picking up a Head Start child. Changes to the pickup list must be made **in writing** with the Transportation Manager.

Official current court documents must be provided to the school if biological parents are **not** permitted to pick up their child.

Center Policies and Procedures

Enrollment Procedures 5101:2-12-15

The Eligibility, Recruitment, Selection, Enrollment, and Attendance Administrator will assist the primary care giver with the application process. Each child must have a completed application on file that includes the following items: JFS 01234 Child Enrollment and Health Information, proof of income for the past 12 months, child's birth certificate, shot record, medical or insurance card and social security card.

Disenrollment Policy

Every effort will be made to support families in the attendance of their children. Should a child not be in attendance for an extended period, attempts will be made to contact the parent. If this is unsuccessful, the child will be unenrolled from the program.

Disenrollment of a Child

Children are not unenrolled due to behavioral, disability, or medical concerns. The program will consult with parents and appropriate medical and/or mental health consultants to determine the best placement for the child.

For children with behavioral issues, every effort will be made to redirect the child's behavior to keep the child and the other children safe. Parents will be contacted to get permission to obtain assistance and guidance from our mental health consultant. Observations will be made to determine when and why the behaviors are occurring. Only after every aspect has been examined the staff along with the parents will determine if center base is the best placement for the child. Should it be determined that the program is not the best placement, the program will facilitate the transition to a more appropriate placement for the child and family. *If at any time you would like to read our behavior support procedure, please ask and a copy will be provided to you.

Supervision and Child Guidance Appendix A to 5101:2-12-19

Children are always supervised. Supervision means the children are within sight and hearing of center staff at all times. Childcare staff members have immediate access to a working telephone on the premises which is available and capable of making outgoing calls and receiving incoming calls.

Childcare staff members use developmentally appropriate guidance techniques. Below are some of the techniques that they use.

1. Setting clear limits.
2. Redirecting to an appropriate activity.
3. Showing positive alternatives.
4. Modeling the desired behavior.
5. Reinforcing appropriate behavior.
6. Encouraging children to control their own behavior
7. Encourage children to cooperate with others and solve problems by talking.
8. Teach breathing techniques to help children calm and focus on control of the bodies and minds.



Outdoor Play Safety Weather 5101:2-12-11

The children will have outdoor play each day when the weather is suitable. Suitable weather is at least twenty-five to ninety degrees Fahrenheit.
Wind chill and heat index are considered when determining outdoor temperature.

Please dress your child appropriately for all weather conditions. Children should wear tennis shoes or shoes that have a back strap to hold their shoes on their feet. **No Flip Flops!** We are here to learn through active play. Please send your child in play clothes as we may get messy!

The Center has a playground and surrounding walking area. Head Start also offers an indoor gross motor room to use on inclement days.

1. Patio play will be used when it is raining heavily, or the temperature is not within ODJFS limits.
2. During indoor and outdoor play, a thermos jug of cool water for the children to access independently is available.
3. Outdoor play is not permitted when lawnmowers, power tools or equipment are being used. (Even when the equipment is outside the playground fence.
4. There will always be at least 2 staff present while children are in gross motor play areas.

Transportation/ Field trip Safety 5101:2-12-14

1. A signed permission slip will be obtained from an authorized adult, before any field trips or routine trips. If an authorized adult cannot be contacted to come in and sign a permission slip, an emergency contact will be called to pick the child up.
2. Permission for routine trips is updated annually. The children will be supervised by a designated staff member. There will always be at least two staff members accompanying the children on field trips. Individual staff members will have no more than ten children under their supervision. Transportation is provided by a Clinton County CAP Head Start transportation staff person.
3. Children will have attached to them a wristband or tag with the identification containing the center's name, address, and a telephone number to contact in the event the child becomes lost.
4. First aid kits are on the buses, and the teachers carry additional first aid kits from their classrooms. Each bus driver and teacher have a cell phone for emergencies.
5. On field and routine trips, there will be at least one staff member certified in CPR, first aid and communicable disease.

Refusal for Emergency Transportation

If a parent refuses permission for transportation to the source of emergency treatment, the child will not be eligible for enrollment in the Head Start program.

Transportation Rules, Requirements and Procedures

Head Start requests that there is only one address where your child will be picked up or dropped off. If your child must be picked up or dropped off at a location other than the one currently designated, a Transportation Change Approval Form will need to be filled out and sent back to the transportation manager **two business days before the different pick-up/drop-off is to take place.** The bus driver can give you the form.

According to the Ohio Department of Education, Pupil Transportation Operation and Safety Rules – July 2013, Ohio Pupil Transportation Operation and Safety Rule (Section 3301-83-08) it reads:

(13) Pupils must leave or board the bus at locations to which they have been assigned unless they have families and administrative authorization to do otherwise.

Pick up and Drop off Procedures

1. At pick up, children must be escorted to the bus door by an adult and are then escorted onto the bus by the bus monitor to be fastened into a harness each day. An authorized adult on the permission to release form is required to meet at the bus door upon arrival at the designated address and remove the child from the bus.
2. Bus drivers are not allowed to leave the bus.
3. **If a child does not stay in the harness, the bus will pull over and a parent or guardian will be contacted and will need to provide further transportation to and from school.**
4. Let the bus driver know in advance if your child is not riding. If the child is not coming for some reason, please put the "NOT GOING" sign (provided by the driver) in the window where it will be visible to the driver.
5. Please check your child's pockets before they get on the bus. Please remove money, toys, food, or gum, etc. before they get on the bus.
6. If the bus arrives at the designated drop-off address and there is not an approved adult to take the child, the driver will make one more attempt to drop the child off, if possible. Attempts will be made to contact the primary adults. If the primary adults cannot be contacted, the emergency contacts will be called. The child will be taken back to the Head Start center for an authorized adult to pick them up
7. Smoking and/or vaping is NOT ALLOWED when putting your child/children on or off the bus.
8. Inappropriate language and cursing are not accessible at any time and could cause your child/children to lose bus transportation.

Due to various circumstances, there is no guarantee that the buses will reach your home at the scheduled time each day. Please be prepared to meet the bus at both pick up and drop off as many as 10 minutes before the scheduled time. If you have questions concerning the scheduling, please call the main office at 937-382-5624 and ask for the Transportation Manager, Jody Bailey, first, if not available ask for the Director, Teresa Borden, second, and then the Asst. Director, Cathy Crowe, third. We appreciate your patience with the fluctuating schedule.

Water Activities 5101:2-12-24

Water activities are encouraged in our curriculum for exploration and learning. All water activities will never exceed 18 inches deep.

Infant Care

Our center does not provide infant care.

Resting Procedures 5101:2-12-20

Rest time will be offered to the children. Each child has their own cot and blanket. Quiet toys and activities are available for children who choose not to sleep. The classrooms have soft lights throughout the room for comfort. Staff members position themselves so they can always see all the children. The staff members roam around the room stopping to comfort children as needed. The children are always supervised by two staff members.

Evening and Overnight Care

Our center does not provide evening and overnight care.

Health Information, Policies, and Procedures

Health Policies and Procedures

The Clinton County Community Action Program Head Start follows all HIPAA rules and regulations.

Americans with Disabilities Act (ADA)

The ADA requires that childcare providers not discriminate against persons with disabilities based on disability, that is, that they provide children and parents with disabilities with equal opportunity to participate in the childcare center's program and services. Children who fall under this act and require medication and/or procedures will have a medical care plan on file and responsible staff with be trained in the care and medication procedures for said child by the parents. Depending on the disability, adaptations will be made if needed to the classroom to accommodate the child's needs.

Screenings and Assessments

Screenings and assessments are required by Federal Head Start Performance Standards to ensure that teachers can develop and implement individualized lessons for children. Screening and assessment materials are age-appropriate and aligned to the Early Learning and Development Standards. Please feel free to ask questions of your child's teachers, the Education Coordinator or the Director. No information is reported to ODJFS.

Nutrition Services 5101:2-12-22

The children are served one-half of the child's recommended daily dietary allowance. The children eat family style (passing the food to each other) alongside the adults in the classroom. Children are encouraged to take a bite of all foods, but never forced. Adults have conversations with the children during the meal which serves as further learning opportunities in many areas.

Dietary allergies require a note from your family doctor. Food substitutions are made as necessary to support religious and personal beliefs along with food allergies. All allergies require a Health Care Plan to be completed.

Communication with Families Regarding Diet and Nutrition

Head Start will communicate with families regarding diet and nutrition regularly. Educational material on nutrition is sent home to families throughout the school year. Families will receive menus at enrollment and the menu will repeat itself every 5 weeks. Meals are nutritious and have a minimal amount of fat, sugar, and salt. Meals consist of dairy, protein, vegetables, fruits, and grains.

At enrollment, all families will complete a nutrition assessment for their child. This assessment consists of a growth assessment, past and current nutrition intake, such as how many servings a child receives of fruits in a day. All nutrition assessments are reviewed by registered dieticians, and follow-up is made on any noted concerns.



Food Policy for Celebrations

Head Starts policy is to provide proper nutrition by modeling good eating habits for the children. It is not necessary for families to bring in anything. If a family would still like to bring in items, please send non-food items such as pencils, crayons, stickers, party hats, bubbles, stamps, birthday plates and napkins. Store bought mini cupcakes will be allowed. Please make these plans with your child's teacher.

U.S. Department of Agriculture (USDA) civil rights regulations and policies
In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
or fax: (833) 256-1665 or (202) 690-7442; or email: Program. Intake@usda.gov
This institution is an equal opportunity provider.

Immunizations 5101:2-12-15

A child must have at least the first dose of the following immunizations:

a. Chicken Pox
b. Diphtheria
c. Haemophilus influenzae type b
d. Hepatitis A
e. Hepatitis B
f. Influenza (When seasonal vaccine is available)
g. Measles

h. Mumps
i. Pertussis
j. Pneumococcal disease
k. Poliomyelitis
l. Rotavirus
m. Rubella
n. Tetanus

If a child does not have the required immunizations, they will need:

a. A statement from a Physician, PA, APRN, or CNP that an immunization against the disease is medically contraindicated for the child.
b. A statement from a Physician, PA, APRN, or CNP that an immunization against the disease is not medically appropriate for the child's age.
c. A statement from the child's parent that they declined to have the child immunized against the disease for conscience, including religious convictions.

Care of children without immunizations 5101:2-12-15

Children without immunizations must have a statement from the parent that they are exempt from being immunized. During disease outbreaks, unvaccinated children may be excluded from preschool to protect them and others. This can cause hardship for the child and family.
An authorized adult will be contacted to pick up their child if they become ill or a disease outbreak occurs.

Management of Communicable Disease and the Ill Child 5101:2-12-16

Transportation and teaching staff perform a quick arrival health check observation every day on all children as they board the bus and/or enter the site to identify changes that may affect a child's health or impact other children in the classroom. This documentation is tracked daily. If a child appears sick or shows any signs or symptoms of the following, they will be isolated and released to the parent or authorized caregiver.

- Diarrhea- 3 or more abnormally, unexpectedly, or unexplained loose stools within a 24-hour period.
- Severe coughing- Causing the child to become red or blue in the face or the child is making a whooping cough.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye/eyelid – eye discharge, matted eyelashes, burning, itching or eye pain.
- Temperature of 100 degrees or more taken by auxiliary.
- Untreated infected skin patches, unusual spots, or rashes.
- Unusually dark urine and/or grey or white stool.

- Stiff neck with an elevated temperature.
- Sore throat or difficulty swallowing.
- Vomiting more than one time or when accompanied by other signs or symptoms.
- Evidence of untreated head lice, scabies, or other parasitic infestations.

During disease outbreaks, unvaccinated children may be excluded from preschool to protect them and others. An authorized adult will be contacted to pick up their child if they become ill or a disease outbreak occurs.

When Serious Medical Situations Arise 5101:2-12-16

A staff member will call the life squad (911). A staff member, trained in first aid, will stay with the injured child until the life squad arrives. Life sustaining measures will be used if necessary. An AED is on site and staff are trained in its use. The families will be notified immediately and informed of where the child has been transported. A staff member will accompany the child to the hospital, taking along the medical release form and emergency form. Accident forms will be completed on all accidents/incidents.

Administration of Medication 5101:2-12-15

When medication is required to be administered to a child at the center, the medication will be stored in a locked fanny pack in the child's classroom. The authorized adult will fill out a "Request for the Administration of Medication" form. If a prescription label is not on the medication or it is an over-the-counter medication, the "Request for Administration of Medication" will need to be signed by a physician. The authorized adult along with pertinent staff will be trained in how to administer the medication and a Health Care Plan will be written. School age students are not served at this center.

Physical Exam

A physical exam must be on file within 30 days of the child's first day of school. **If an exam is not on file a child will not be able to attend classes.** Exams must be renewed every 12 months. The Head Start physical exam form must be signed by a doctor or nurse practitioner.

Dental Exam

Head Start requires that every child enrolled in the program receives an annual dental exam. Dental exams must be completed within 90 days of the enrollment date.

Exam Follow-Up

If your child has been identified as needing a follow-up appointment from the physical/dental exams or developmental/health screenings, they need to return to the doctor or dentist for follow-up appointments. You will have 30 days from the

time of the initial exam to begin the treatment. All follow-up treatment is expected to be completed by the end of the program year.

Head Lice Policy

No child is allowed to attend who has evidence of untreated head lice. Classrooms conduct head checks weekly. Any child who is found to have untreated head lice will be removed from the classroom and taken to the health office. A parent/guardian will be contacted and arrangements for the child to be released to an authorized adult will be made.
The child may not return to school until they have been cleared by the Head Start Health Staff that no live lice are present.

Emergency Information and Procedures

Disaster & Recovery Plan

WHEN A SEVERE WEATHER/THUNDERSTORM/TORNADO WATCH HAS BEEN ISSUED:

- Transportation Manager/Asst. Health Manager Will Monitor NOAA Weather Stations (National Weather Service, Weather Channel, or television).

- Health/Nutrition Manager or Transportation Manager/Asst. Health Manager will bring all persons inside building(s).

- Transportation Manager/Asst. Health Manager will warn staff that a WARNING may be issued, and to be ready to move.

- Teachers will gather any items that may be needed to shelter-in-place.

WHEN A SEVERE WEATHER/TORNADO WARNING HAS BEEN ISSUED:

- The teacher will announce SHELTER-IN-PLACE alert signal.

- Teachers will direct students and staff inside the building to immediately move to interior safe areas, closing classroom doors after exiting.

- Emergency kits will be brought by Health/Nutrition Manager or Transportation Manager/Asst. Health Manager to shelter locations which include snacks, toys, water. (Infants to include diapers and formula)

- Cell phones will be brought to all shelter locations.

· Teachers to ensure they have roster and emergency information on children.

· Teachers count children before moving to safe area, then again when in safe area to ensure all are present.

· Special needs children will have assistance from the front office staff.

· Health/Nutrition/Disabilities Manager or Transportation Manager/Asst. Health Manager to do a quick check of the classroom area.

· Health/Nutrition/Disabilities Manager or Transportation Manager/Asst. Health Manager to do a thorough walk-through of the center to ensure all children and staff are in a safe place and accounted for.

· Staff or Teachers ensure that students are in "DROP, COVER and HOLD" positions until the danger passes.

· Health/Nutrition/Disabilities Manager or Transportation Manager/Asst. Health Manager will direct students and staff outside to REVERSE EVACUATE into the building.

· If outside, students and staff should move to the nearest interior safe area. If time does not permit, have students get down in the nearest ravine or open ditch or low spot away from trees or power poles.

· Remain in safe area until warning expires or until emergency personnel have issued an "All-Clear". Health/Nutrition/Disabilities Manager or Transportation Manager/Asst. Health Manager will let you know.

. Parent will be permitted to come in and join us in our safe areas. Children will NOT be allowed to leave until we get a all clear,

.Transportation will be provided as soon as we get the all clear, if we are at a dismissal.

Bus Plan While in Route

The Transportation Manager will contact bus riders to give the alert information. Depending on location or intensity of alert will determine whether bus drivers drive to the nearest shelter in place, (each village and to in Clinton County of bus routes have a partnership with at least one location in each area where the children can go to as a shelter in place) or will take the children home whichever is safer at that time. If a shelter in place does take

place, the bus rider ill call the Transportation Manager who will ensure that parents/guardians are contacted and made aware of what has taken place.

FLASH FLOODING:

The Transportation Manager/Asst. Health Manager will listen to the Clinton County Emergency Management Agency, the National Weather Service, and other Federal cooperative agencies have an extensive river, weather monitoring system, and provide flood watch and warning information to the parents via television, Class dojo, and telephone.

• Staff and teachers will notify parents to come and pick up their children. If the buses cannot safely return them home.

- If children are on the bus the rider would notify the Transportation Manager that they are going to go on an alternative route. At no time will the bus pass through water.

MAJOR SNOWFALL, BLIZZARDS, ICE STORMS:

Parents will be notified by Class Dojo, television stations. You are ONLY looking for No Transportation. Erdman Center for Early Learning Site 2 will always be open unless it is a Level 3 emergency. There will not be any delays.

EARTHQUAKES:

In the case of an earthquake, children will be kept inside the building and SHELTER-IN-PLACE will be utilized. REVERSE EVACUATION will be utilized for any children or staff outside the building.

1. Children will be directed to the safest locations inside the building and told to drop, cover, and hold until the earthquake passes. Designated areas should be free of windows.

2. Radios will be utilized to monitor the severity of the earthquake and any emergency instructions.

3. Cell phones will be taken into the shelter areas.

4. Emergency kits should be utilized including food, water, toys, and pull ups.

5. Office personnel will be immediately dispatched to assist special needs children.

6. Roster and contact information will be taken by teachers to verify the presence of all students and staff will notify parents as available. Attendance will be taken.

7. Parents will be notified via radio or ClassDojo, and reunification takes place once the emergency has passed.

8. In the event of an earthquake **on the bus** move bus away from all power lines, bridges, and tall buildings. Remain on bus.

Emergency outdoor or indoor lockdown or evacuation due to threats of violence which includes active shooter, bioterrorism, or terrorism:

EVACUATION:

In the event of an evacuation (county or city evacuation,) radio stations will be notified by the Transportation Manager or Director of necessary parent information to broadcast. As long as the internet is available, a message will also be sent to all families via ClassDojo by the Transportation or PFCE Manager. Per instructions of Clinton County Emergency Management Administration, the children will be returned home to evacuate with their families. In the event no one is home to receive their child, we will contact someone else on the emergency list. If we are unable to contact anyone else, the child will be brought back to the center. If children are in route, they will be taken home.

If evacuation is necessary due to fire, bomb threat, gas leak etc, the following procedure will be followed: Office staff will go to the classroom to help evacuate the children from the center and take them immediately to playground or Erdman Learning Center Site B, if raining or cold. All staff will evacuate. The teachers will carry class rosters and a first aid kit. There is a gate at the far end of the playground, should they have to move further away from the building they will be able to do so. This leads into a Clinton County Community Action owned Senior Living Complex where the children will be able to shelter.

EMERGENCY OUTDOOR OR INDOOR LOCKDOWN OR EVACUATION DUE TO THREATS OF VIOLENCE WHICH INCLUDES ACTIVE SHOOTER, BIOTERRORISM OR TERRORISM.

1.The administrator will alert everyone that we are evacuating the building.
2. 9-1-1 will be called to alert them we have evacuated the building.
3. Children will go to the Erdman Early Learning Site B building.
4. Do not stop for children or staff belongings. Teachers will check for injuries and take attendance. Wait for additional instructions.
5.If an inside lockdown is needed, the teacher will be notified via phone or radio.

6.The teacher will take a first aid and emergency kit and go to shelter in place location.

DENY ENTRY/LOCKDOWN:

In the event of a **LOCKDOWN/SHELTER IN PLACE:**
1.All entry doors to the Erdman Early Learning Site A are locked at all times.
2.Should an active shooter breach premises, the classroom will be made aware by office staff via phone pa system.
3. 9-1-1 will be called by the first staff person to see the intruder. Staff will give the address of Site A, describe the shooter and weapons to the best of their ability and remain on the line until told to do otherwise by 911 dispatcher.
4.Children will "shelter in place" in the classroom bathroom. No one will be allowed outside of the room until the "all clear" signal is given by the Director, Transportation Manager, or another Manager in charge, unless a life-threatening situation exists and a means to safe exit is available through a window or other door. At all times teachers and staff will do what is necessary to ensure the safety of the children.
5. Staff and children will stay in their classroom away from doors and windows and stay quiet until further notice. Classroom doors are always locked and will be blocked with anything possible. Blinds will be drawn.

6. If the children are outside on the playground, staff will be notified via walkie to immediately move out the back playground gate and into the senior living complex. Staff will ensure children are counted before leaving the playground area and count again in route and at senior complex.

7. If any unauthorized person attempts to get on bus, the rider will call 9-1-1, the driver and rider will protect children, honk horn to gain attention, leave area asap. If a person does breach the bus, the driver will speed up and then slam on brakes if possible. If Staff witnesses violence outside building or bus: rider will call 911, honk horn for attention. Leave area ASAP.

SHELTER IN PLACE: for outside chemical spills, hazardous waste release, severe weather etc. (you do not want the air outside to get in)
As issued by local authorities, the children will be relocated to the women's staff bathroom. Emergency kit, flashlights, first aid kit and radio will be taken to the bathroom. Plastic will be taped over the door, and no one will be permitted to enter or leave until all clear is given by authorities. Radio stations will be called, assuming the phones are in working order. Emergency kit will contain plastic, duct tape, radio, batteries, can opener, and cups. Emergency kit will remain in the cabinet of classroom for easy access. Teachers will each bring their flashlights and classroom first aid kit. Kitchen staff will bring in cans of juice, and whatever food can be eaten without cooking into the bathroom. If children are in route, they

will be taken home or to the center, whichever is closer. When authorities lift the **"SHELTER IN PLACE"**, parents may pick up their children. **BUS TRANSPORTATION WILL NOT BE PROVIDED.**

Outbreaks, epidemics, or other infectious disease emergencies:

Our program fully cooperates with the Ohio Department of Jobs and Family Services Child Care Licensing Rules in notifying parents immediately of the presence of an infectious disease. As directed by licensing, we will notify the Centers for Disease Control and/or Ohio Department of Health as directed in specific cases and specific illnesses (such as food poisoning.) Our program will fully cooperate with any directives issued by a government agency responsible for monitoring childcare facilities as to when and if to release children to parents, close the center, or to follow specific procedures for sanitation. Please refer to the Communicable Disease chart for a list of reportable diseases.

Loss of power, water, or heat:

According to directives from ODJFS, our program will close in the event of no power for an extended time. An extended amount of time is measured by the temperature in the classroom, per ODJFS guidelines. Parents will be contacted regarding early dismissal via ClassDojo using cell phones or laptops, and children will be transported home via bus. The Administrator will notify AES (utility company,) and the maintenance department. Should the center experience loss of water because the water has been turned off by the city, the center will close.

Discretion as to whether to close the center will be determined by the Director. Water must be available to remain open.

In case of loss of heat, the center shall close when the temperature in the building is below 65 degrees and dropping. Parents will be notified of early dismissal, and buses will take the children home.

Other threatening situations that may pose a health or safety hazard to the children in the center:

In all cases, all staff members shall operate in a calm, professional manner and determine the best course of action to preserve the safety of all children and staff, with the Director as the leader.

At all times and in all situations:

1. All staff are trained on emergency response plans at least annually or whenever changes are made, including fire and tornado drills.

2. All staff have CPR and first aid training.
3. All staff have been trained on how to use a fire extinguisher.
4. All parent contact information is updated in real time.
5. Updated staff contact lists are kept on site and off site.
6. Teachers will never leave the classrooms for any reason without the first aid bag and roster.

Reunification with parents:

1. Every attempt will be made to contact the parent/guardian or the emergency contact to pick up the child.
2. Parents will be called if phones are working and a ClassDojo text message will be sent.
3. The radio stations will be contacted to announce pick-up.
4. When safe, we will take the children home on a bus.
5. If we are unable to contact the parent/guardian, the children will stay with staff until they are contacted.

Communicating with parents during loss of communications: cell towers, phone lines, internet etc.

1. Notes will be posted on outer doors alerting parents where their children are located and when they will be released by proper authorities. This plan will be updated annually, and staff will be trained annually. A copy will be given to staff at the first all staff of the year or whenever changes are made to plan.

Incident Reporting

When a child has an accident, a bump on the head, an unusual or unexpected event, an incident report is filled out by the witnessing staff member. The parents will receive a copy of their records on the day of the incident.



Appendix C to Rule 5101:2-12-07 Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

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

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

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

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at http://childcaresearch.ohio.gov/. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center 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, 42 U.S.C. 12101 et seq. To

file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

For more information about childcare licensing requirements as well as how to apply for childcare assistance, Medicaid health screenings and early intervention services for your child, please visit http://jfs.ohio.gov/cdc/families.stm.
Other organizations have requirements that the Head Start Program meets, and their inspection reports are posted on the same board, in the kitchen, or on the wall outside the Head Start Director's office.
The organizations that monitor the school include the Wilmington Fire Department, the Clinton County Health Department, the Ohio Department of Education, the State Highway Patrol, the Clinton County Building Department,

Write or Call: HHS ODJFS Region V, 233 N. Michigan Ave, Ste. 240 Chicago, IL 60601 (312) 886-2359 (Voice) (312) 353-5693 (TDD) (312) 886-1807 (fax)	Write or Call: Office of Civil Rights Bureau of Civil Rights 30 E. Broad St., 37th Floor Columbus, OH 43215-3414 (614) 644-2703 (Voice) (614) 725-6381 (fax) 1-866-277-6353 (toll free)

If you have a concern or problem relating to the Erdman Center for Early Learning Head Start Program policies or procedures, please follow these guidelines:

1. **Call or email or visit one of your child's Teachers or your Family Services Partner to discuss your concern. The concern may be resolved at this time. If not:**
2. **Call, email, or visit the Site Administrator to discuss your concerns. The concern may be resolved at this time.**
   937-382-5624
   Courtnie Hughes – courtniehughes@clintoncap.org
   Brittanie Bartlett – brittaniebartlett@clintoncap.org
   If not:
3. **The Site Administrator will notify the Head Start Director. The Director will address the issue with the appropriate individuals or agencies and follow it through to the conclusion. Our director is Teresa Borden – her contact information is: teresaborden@clintoncap.org or 937-382-8365 x1934.**

Thank you for allowing us to educate, love and celebrate your child!
We look forward to an exciting school year!



"This institution is an equal opportunity provider and employer"