



**The Erdman Head  
Start Center**  
*Clinton County*



Clinton County Community Action Program, Inc.

## **Erdman Center for Early Learning Site B**

Family Handbook  
Office and School  
717 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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## 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.

## Scheduled Closures

The center will be closed on the following days for holidays and winter/spring breaks:

New Year's Day  
Martin Luther King Day  
President's Day  
Good Friday  
Memorial Day  
4<sup>th</sup> of July  
Juneteenth  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving  
Day after Thanksgiving

Holidays that are on a weekend 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 each classroom.

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

## **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.** 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 admin, 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 come from non-federal sources.** For more information on In-Kind, please see the Family service administrator 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 Head Start staff can communicate with the bus as needed.

## **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 behaviors 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 enclosed patio play area 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 authorized 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. Remove any 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.

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 first, if not available ask for the Director second, and then the Asst. Director third. Please bear 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**

Although our center does not offer infant care, our sister site, the Early Learning Center, does. They are located at 1600 Alex Drive, Wilmington. Please contact them directly at 937-481-5681 to arrange 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/or 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 and 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 will be trained on 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-third 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 dietitians 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, audiotope, 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](mailto:Program.Intake@usda.gov)*

*This institution is an equal opportunity provider 12/09/2022*

### **Immunizations 5101:2-12-15**

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

- Chicken Pox
- Diphtheria
- Haemophilus influenzae type b
- Hepatitis A
- Hepatitis B
- Influenza (When seasonal vaccine is available)
- Measles
- Mumps
- Pertussis
- Pneumococcal disease
- Poliomyelitis
- Rotavirus
- Rubella
- Tetanus

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

- A statement from a Physician, PA, APRN, or CNP that an immunization against the disease is medically contraindicated for the child.
- A statement from a Physician, PA, APRN, or CNP that an immunization against the disease is not medically appropriate for the child's age.
- 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 a doctor 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. 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.

#### **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

### Emergency/Disaster Plan

**IF A RED ALERT IS DECLARED;** The Erdman Center for Early Learning will keep a normal schedule, and the center will remain in session **UNLESS** directed otherwise by emergency management officials. The kind of emergency will determine whether students are sent home or kept in the center.

**In situations requiring a lock down of school facilities, “shelter in place”, as issued by authorities, procedures will be as follows:**

- Take the necessary action to ensure your own safety.
- Tune in to radio or TV for instructions from authorities.
- **Do not come to the center**, this may endanger you or others. Entry to the center will not be allowed. Do not call the center, this will tie up phone lines.
- **Answer Unknown phone numbers**, it may be us trying to contact you on a non-Community Action phone. Check Class Dojo for alerts and announcements.
- The children in **rooms 1 & 2** will be placed in **room 1**, emergency kit, flashlights, first aid kit, radio, and a portable potty are stored in **room 1**. **Room 3** will go to the children’s restroom next to the kitchen. **Room 4** will go to the children’s restroom next to the family room. **The patio** will go into the hallway between classrooms 3&4. The children in **room 5** will be placed in **the staff’s woman bathroom**, emergency kit, flashlight, first aid kit, and a portable radio is stored in the staff’s woman bathroom. When authorities lift the **“SHELTER IN PLACE,”** parents may pick up their children. Radio stations will be called, assuming phones are working.

**If evacuation is necessary due to fire, gas leak, etc., the following procedure will be followed:**

- Staff will evacuate the children from the center and take them immediately to playground.
- Teachers will carry class rosters and first aid kits.
- All staff will evacuate.
- There is open space should they have to move further away from the building they will be able to do so.

### **Fire Drills**

Fire and severe weather procedures are posted in each classroom. There is a fire drill held each month at various times. Teachers take attendance sheets with them and follow the evacuation plan shown in each classroom. On seeing fire or smelling smoke the fire alarm is sounded. All the children will be taken to the nearest exit and the fire department will be called immediately.

### **Tornado Drills**

Tornado drills are held monthly during Tornado Season (March through September). When these drills are held, teachers take the children in **rooms 1 & 2** will be placed in **room 1**, emergency kit, flashlights, first aid kit, radio, and a portable potty are stored in **room 1**. **Room 3** will go to the children's restroom next to the kitchen. **Room 4** will go to the children's restroom next to the family room. **The patio** will go into the hallway between classrooms 3&4. The children in **room 5** will be placed in **the staff's woman bathroom**, emergency kit, flashlight, first aid kit, and a portable radio is stored in the staff's woman bathroom. The teachers model the safest position during a tornado warning and encourage children to practice. A copy of the record of fire and severe weather drills is available upon request at the center.

### **Weather Closures**

Parents will be notified by Class Dojo. You are ONLY looking for 'open with no transportation', we will not be any delays. We will always be open unless it is a level 3 emergency.

### **Incident Reporting**

When a child has an accident, a bump to 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., 37<sup>th</sup> 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

Cathy Crowe – [cathycrowe@clintoncap.org](mailto:cathycrowe@clintoncap.org)

Tayla Rummer – [taylorummer@clintoncap.org](mailto:taylorummer@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](mailto: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 together!

