



Abilene ISD Early Head Start



Parent Handbook

2020-2021



**Preparing your child for school
while building partnerships with families!**

CROCKETT EARLY HEAD START
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Receipt for Policy Handbook

Child's Name: _____

I have received a copy of the policy handbook, which includes program description, attendance policies, and information regarding the types and purpose of screenings my child will receive.

Parent Signature 2020-2021 school year
Date

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ABILENE ISD EARLY HEAD START PROGRAM



What is Early Head Start:

- ➔ A federally funded program for pregnant women and children birth through age three
- ➔ Early Head Start staff serve as advocates and liaisons between pregnant women and service providers.
- ➔ A family development program focused on school readiness for children.

Why Early Head Start:

Powerful research evidence tells us that the period from birth to age three is critical to healthy growth and development and to later success in school and life. All children need and deserve early childhood experiences that provide love, warmth and positive learning in a safe environment.

What is the purpose of Early Head Start:

- ➔ To promote school readiness with goals that focus on children's physical, social-emotional, cognitive and language development
- ➔ To support parents as their children's first and most important teacher
- ➔ To promote positive parent-child relationships
- ➔ To promote family well-being, including health, safety & increased financial security

What services can you expect from Early Head Start:

- ➔ Quality early education, including home visits
- ➔ On-going child development screening
- ➔ Family support - especially for families with newborns, infants and toddlers, as well as pregnant and parenting teens
- ➔ Parent education, including parent-child activities
- ➔ Comprehensive health services, including services to women before, during and after pregnancy, assistance with well-baby and well-child check-ups; immunization tracking; dental screening
- ➔ Nutrition education
- ➔ Mental health services and referrals
- ➔ Ongoing support for parents through partnership development focusing on family and individual goals, referral to agencies in the community to meet specific needs and goals

ABILENE ISD

EARLY HEAD START PROGRAM

These policies are written to provide a clear description of what families can expect of Early Head Start, and what Early Head Start expects of families, as we ensure school readiness for your children.

PROGRAM DESCRIPTION

The Early Head Start program, in partnership with the Abilene Independent School District (AISD) is designed to promote child development and family self-sufficiency for qualified teens that are pregnant or have children under the age of three (3) years old.

Although EHS is specifically designed for AISD teen parents, there are designated spaces for children with diagnosed disabilities and limited spaces for **non-teen parents who are income qualified, attend school or work and live within the AISD school boundaries.**

PHILOSOPHY

It is the belief of AISD Early Head Start that:

- Parents are the first teachers and should remain the most important teachers.
- Children are born ready to learn and we are here to help you make sure your child learns what he/she can in a place specially made for their learning.
- Staff is aware of the needs and interests of you and your child. EHS provides a place that encourages good health, learning, trust, and helps your child progress toward school readiness.
- Your community, along with EHS, provides many services for you and your child such as dental and health care, support for school and work, and helping you learn about raising your child so he/she can be ready for school.

ARRIVAL/DEPARTURE

All families, staff and visitors must enter/exit the building through the front entrance doors and check in with the secretary. Children must be signed in/out of school each day at the reception area. This provides EHS with a written record of attendance and provides monitoring of who is in the school at all times. When dropped off children may only be left with EHS staff. When picking up children may **ONLY** be released to authorized persons with a valid picture ID.

If a child arrives after 8:30 a.m., families are asked to get a “Pass to Return to Class” from the secretary that states the reason the child is late to school. Prompt attendance is critical for the routines and daily interactions that are so important to young children. Frequent late arrivals may require a referral to and visit with the Director.

To ensure health and safety for all children in the classroom, parents and children must wash their hands upon entering the classroom. You will complete the Daily Information sheet that lets the teacher know about your child’s night such as when he/she went to bed, any medication, etc. Remember, your child depends on you to share information with the teacher that will keep him/her safe and healthy while with us.

ATTENDANCE

In order for your child to receive the full benefit of the program and develop a predictable routine, be sure he/she is here by 8:30 a.m. If your child is going to be absent or late, **call the school by 8:30 a.m.**, to explain the reason and state when the child is expected to return.

Even if parents have a day off from work or school, EHS children are expected to attend each and every day. If you are going to be gone for an extended time period you will need to **obtain** prior approval. If your child is sick, please keep us informed **each day**.

Excessive absences and/or tardiness may result in a referral to the director.

Children, who continue to be absent from school and whose family has been contacted by staff and still show no improvement in attendance, may be withdrawn from the program: His/her space will be considered vacant due to the inability of EHS to provide services.

*See the Parents Attendance Agreement - Appendix A

BRINGING ITEMS FROM HOME

Leave personal items at home. If you have questions, speak the Education Coach/Specialist.

CELEBRATIONS/HOLIDAYS

The Parent Committee selects two (2) holidays a year for families to share with the teachers and children in the classroom. Other celebrations are held throughout the year outside of the classroom such as a Christmas Party, etc.

CELL PHONES/ELECTRONIC EQUIPMENT

Refrain from using cell phones and other electronic equipment in the EHS building. EHS staff needs your full attention at this time to discuss your child's day and any issues or questions that have come up.

CHILD ABUSE/NEGLECT

In an effort to protect the well-being and safety of children, the state of **Texas requires** anyone who suspects child abuse and neglect to report it to the proper authorities. The program staff has been trained to identify the signs and symptoms of abuse and neglect. The program is required by law to cooperate with any investigation of child abuse and neglect. Families will be notified by Child Protective Services (CPS) if they are part of an investigation. EHS is not allowed to inform families if CPS visits their child or interviews staff.

To Report child abuse, please call: 1-800-252-5400

CHILD CUSTODY ISSUES

Early Head Start cannot legally restrict the non-custodial parent from visiting or picking up your child, unless EHS has been furnished with legally filed, executed and current documents. If the non-custodial parent is listed on the birth certificate or presents paternity confirmation, EHS must allow them to visit or pick up your child. We will call you and let you know the noncustodial parent is at the center. This is why it is so important that you get legal documents regarding custody.

CHILD DEVELOPMENT PROGRAM QUALITY

Your child will attend a state licensed, high quality child development program where he/she will meet School

Readiness skills. He/she will participate in activities and experiences designed especially for infants and toddlers. There are four indicators of a quality program:

1. teachers are responsible for fewer children
2. group sizes are small
3. staff are educated in Early Childhood or Child Development
4. parents are actively engaged

Qualities of EHS:

1. Each teacher has 4 children assigned to him/her.
2. There are no more than 8 children assigned to any one classroom.
3. Teachers have an Associate's Degree in Early Childhood Education or a Child Development Credential (CDA).
4. You are encouraged to actively participate in the program.

For more information about program quality and staff qualifications call:

Child Care Licensing 325-691-8231
(A copy of the current CCL inspection report is posted in the lobby area)
Child Care Licensing Website—www.txchildcaresearch.org
Consumer Product Safety Commission Website—www.cpsc.gov

CHILDREN'S EDUCATION GOALS

Activities for infants and toddlers are designed to:

- ❖ Provide children with the skills to be prepared for his/her school years.
- ❖ Develop habits focusing on health and safety, good food, exercise and taking care of themselves through physical exercise.
- ❖ Help children feel good about themselves and develop a positive attitude toward learning to deal with later responsibilities in school and life.
- ❖ Help children learn to respect the feelings and rights of others.
- ❖ Provide opportunities to develop and expresses imagination.
- ❖ Strengthen communication skills through a language rich environment.
- ❖ Develop physical skills through indoor and outdoor activities.
- ❖ Give children opportunities to play with others regardless of differences.
- ❖ Develop the whole child by understanding each child and family is different.
- ❖ Provide a classroom for children no matter what their abilities.

COMPLAINT POLICIES

We want to do our best for you and your child! If problems or concerns arise concerning your child in the classroom, please contact the classroom teacher or DIRECTOR/ASSISTANT DIRECTOR. If concerns arise regarding other issues, contact the appropriate coordinator as listed in the front of this handbook or the DIRECTOR/ASSISTANT DIRECTOR.

CONFIDENTIALITY

Families share sensitive and personal information with EHS staff. All staff signs a statement of confidentiality upon employment with EHS. In addition, staff receives on-going training concerning the need for and importance of confidentiality. This ensures that all information about children and families is confidential and only shared with appropriate agency, program staff and parents.

DIAPERS/CLOTHING/INDIVIDUAL SUPPLIES

EHS provides all the diapers, wipes, bibs, etc. that your child needs while he/she is with us at EHS. Please bring an extra set of clothes and shoes.

Children are messy so leave the “good” clothes at home as your child gets paint, glue, dirt, soup, jelly, etc. on them. This shows they have had a great day!!!!

To help keep your child safe, tennis shoes are a good choice for school. They climb, run, ride bikes, play ball, etc. and need shoes that stay on their feet and keep sand, dirt and wood chips from getting into their shoes. Keeping boots, flip flops, and sandals at home and helping us keep your child safe!

EHS BUCKS

You receive EHS Bucks for attending parent/classroom activities, summer socials, perfect attendance, Parent Committee meetings, Policy Council meetings, home visits, parent conferences, etc. These Bucks are then used at the EHS monthly store to purchase items for children and family such as, child furniture, household items, electronics, toys, clothes, etc.

EHS SERVICES

Here is what we do:

Health and wellness: Assist you in obtaining health/dental/developmental and mental wellness services. We also have information about lice, childhood disease, immunizations, etc. We want to keep everyone safe and healthy so well-baby, immunizations, pre/post-natal exams need to be kept and up-to- date. Your EHS staff will help you through this process.

Developmental services: All children are screened following enrollment to determine if there is a possibility of a developmental delay. This screening is required by EHS and it is important that any delay be addressed quickly to keep children on track for school readiness. The Disabilities Coordinator works closely with families through the process and answers any questions. If a child is on an Individual Family Services Plan (IFSP), the staff works closely with the family and Early Childhood Intervention (ECI) to implement the services.

Family support: The Family Advocate is the family’s support system and partner while in EHS. They help in establishing an individualized Family Partnership Agreement (FPA) that is based on each family’s strengths and goals that lead to self-sufficiency and school readiness. Assistance is available in obtaining clothing, food, housing, counseling, job training, or obtaining services from community agencies. They are here to help.

Transition services: Moving through EHS- Assistance is provided to families moving into, through and out of EHS and its support services. Our staff will help your family as you come into EHS so you feel comfortable leaving your child with us. We also help you prepare moving out of EHS when your child turns three years old. The Transition Coordinator works closely with families as children move into Head Start or other services after the child turns three (3) years old.

Education: The family and classroom teacher carefully plan the child’s education to accomplish school readiness goals. Each child has activities developed specifically for him/her based on developmental assessments, on-going observations, and family information.

Family Advocates guide teen parents and pregnant teens through the process of completing high school. All Family Advocates assist teens and families in developing plans for post-high school education and career goals.

For children with special needs, the Disabilities Coordinator and all other specialists involved with the family and child are also included in this educational planning.

Mental Wellness: Mental wellness services are available for parents who have questions or need information about the social and emotional development of their child. The Mental Health Professional refers families to community agencies for assistance as needed. Services are also available for children through the Mental Health Professional both in the classroom and through referrals to community agencies when needed.

Volunteers: EHS believes that parents are the child's first and most important teachers. You are encouraged to volunteer in the program, on committees, in the school, etc. Your Family Advocate will discuss the possibilities for volunteering. Foster Grandparents volunteer in our infant classrooms to have "extra hands" for our littlest ones. All volunteers receive training in and sign a statement of confidentiality upon assignment with Early Head Start.

Resource library: The Disabilities Coordinator maintains a lending library for parents of children with special needs.

EMERGENCY PROCEDURES

To ensure the safety of child, we practice all required "drills" during the year; (fire drills, emergency evacuation drills, disaster drills, lock down drills, etc.). Talk with your child's teacher if you want more information about these drills.

In the event of a city or national disaster situation, **DO NOT CALL THE SCHOOL.** We will call you!!!

EHS is prepared, with emergency evacuation kit that can take care of all of us with food, water, medical supplies, toys, diapers, etc. for up to 24 hours! All staff working with children has pediatric CPR/First aid and there is an AED with trained staff on campus. See Appendix E for more information.

ENROLLMENT

All families must complete the required application and enrollment procedures before accepting EHS services: This includes verification of family income and eligibility. The following information must be completed and submitted to the school **prior** to a child attending.

- ❖ EHS enrollment information and forms
- ❖ Immunization records, your written permission for transportation, water play, special activities, screenings, and for emergency medical care.
- ❖ Written documentation from licensed health personnel indicating the child is able to take part in the program

GUIDANCE/DISCIPLINE

EHS believes that discipline and guidance should be consistent and based on an understanding of a child's individual needs and development. Positive guidance encourages self-discipline and acceptable behavior. EHS follow these guidelines:

- ❖ Recognizing and encouraging socially accepted behaviors.
- ❖ Developing reasonable and clear rules and expectations for older toddlers.
- ❖ Redirecting children into positive behaviors and other activities.
- ❖ Modeling expected behaviors.
- ❖ Helping children identify and express feelings in socially acceptable ways.
- ❖ Encouraging development of self-control by giving choices and guidance in solving problems. This is accomplished through the use of Conscious Discipline.
- ❖ Using strategies that encourage self-regulation.

Conscious Discipline, used by EHS teachers, is a comprehensive self-regulation program that integrates social-emotional learning and discipline utilizing everyday events as the curriculum. EHS offers parent training and resources on Conscious Discipline throughout the school. Talk to your teacher and Family Advocate for more information.

There will be no harsh, cruel, or unusual treatment by staff, volunteers, therapists or families while in the EHS School or attending EHS activities.

HOLIDAYS & STAFF TRAINING

Please see Appendix F for more information.

ILLNESS

One of the most serious challenges facing group care for young children is preventing illness. The staff strives to maintain the highest standards of cleanliness. Proper hand washing procedures are followed and taught to children and adults working with the children. The toys, eating surfaces, sleeping equipment, toileting areas and diaper equipment are sanitized between children's use. **We need All EHS families to help with this.**

If your child is sick, keep him/her at home. If your child gets sick at school, come and pick up!

Here are some state requirements about illness: A child may **not** attend the school if one or more of the following conditions exist:

1. If your child can't participate in all inside and outside activities.
2. If your child requires more care than the other children due to the illness.
3. If your child has any one of the following:
 - a. Armpit temperature of 100 degrees or
 - b. Tympanic (ear) temperature of 100 degrees or
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
5. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

AISD policy requires that a child must be fever free for at least 24 hours. **Please keep in mind that if your child is sent home because of a fever, he/she may not come back to school the next day because the 24-hour period will not have lapsed.** (Children must be fever free for 24 hours without fever reducing medication such as Tylenol, Motrin, etc.)

If your child is diagnosed with an excludable disease, EHS requires a doctor's statement be submitted to the clinic personnel before the child can be re-admitted.

INCLEMENT WEATHER DAYS/SCHOOL CLOSINGS

Occasionally, it is necessary to delay or cancel school due to inclement weather. When AISD calls for school to start at 10:00 a.m., EHS will open at 8:30 a.m. and buses will run 2 hours late. Breakfast will **not** be served. Be sure to feed your child breakfast before they come to school on these delayed start days. If AISD closes school due to inclement weather, EHS will also be closed.

Announcements of school delay or closing will be made in a timely fashion through television, local radio, news and district social media sites, and/or a parent/staff may phone call-out.

INFORMATIONAL CHANGES

EHS want your child to be safe here at school, so let the EHS secretary know if you have changes to phone numbers, school or work information, address, etc. We want to be able to contact you if your child gets sick or in case of an emergency.

MEALS/SNACKS/BREAST FEEDING

If your child is under 12 months old, he/she is fed "on demand" according to their own schedule. EHS participates in the Child and Adult Care Food Program (CACFP) and follows all of their nutritional requirements. EHS provides all of the food and formula while the child is in attendance.

Breast feeding is encouraged and we provide a space for you if you want to breast feed in the classroom or in the clinic. Upon enrollment breast feeding moms are given instruction for appropriate packaging, storage, serving sizes, and handling of breast milk. Breast milk is transported in a cooler on the EHS bus when necessary.

See Appendix D for more information.

For children over the age of 12 months, breakfast is served from 8:15 to 8:30, lunch at 11:15 and snack at 2:30. If a child arrives after a meal is completed, the parent must supervise the child at the child size table in the cafeteria until the child is finished eating.

EHS practices family style meals where at least one adult sits at the table with children to model appropriate table manners and social skills. As age appropriate, children are encouraged to assist the teacher in setting the table, serving themselves and cleaning up as they grow toward independence.

Due to Head Start regulations, no outside food or drink may be served or distributed to the children. Food may not be brought to program activity or inside the EHS building.

If your child requires a special diet/formula, please give written instructions from a physician to the nurse. Clinic staff will provide you with the necessary form for your doctor.

Review the list at the end of this manual (see Appendix A Choking Hazards) that lists foods that should NEVER be given to infants and toddlers.

MEDICATIONS

EHS clinic personnel administers medications to children with written permission signed by the parent and as stated on the medicine's label directions or as amended in writing by the physician. **ALL over the counter medication requires a written note of approval and directions from a health care provider.**

Any medications brought to EHS must:

1. be in the original container
2. be labeled with your child's full name
3. state your child's age (if it is over-the-counter medication)
4. be labeled with the date (if prescribed)
5. include directions to administer the medication; and
6. include the name of the physician prescribing the medication **or**
7. name of your child's health care provider for non-prescription medication

MEDIA RELEASE

Parents/Guardians are given a media consent form at enrollment.

NAPTIME

Your infant sleeps and eats on demand and has his/her own crib.

If your child is over 12 months, naptime is following lunch and it is rare that a child does not sleep. If he/she does not nap, they may still have a rest time by reading a book or doing a quiet activity with the teacher.

NON-DISCRIMINATION POLICY

EHS does not discriminate against any family based on race, color, national origin, sexual orientation, gender, religion, or level of abilities.

OUTSIDE PLAY

All children go outside every day (unless it is raining lightning, thundering, blowing sand/dirt, etc.) In hot weather we recommend parents send sun screen. (Remember that sun screen is considered a medication and must be signed in with the clinic staff.)

Because EHS is located on a public school campus, it may or may not meet all of the Texas Child Care Licensing requirements for playground equipment. All EHS equipment and grounds meet the manufacturers, Head Start and AISD safety requirements. If you have any questions, please see either the EHS Director or Assistant Director.

PARENT COMMITTEE

All EHS parents and pregnant women are a member of the campus Parent Committee and invited to participate in monthly meetings that address EHS policies and procedures and parent training. The parent committee also assists the staff in various projects to enhance the services to children and families and in planning parent education meetings and events.

PARENT CONFERENCES/HOME VISITS

Parent/teacher conferences are conducted at least twice a year by the classroom teacher. During these conferences the parent and teacher share information about the child's progress.

Home visits are scheduled at the family's convenience and are very important to ensure close communication between the teacher and family. Home visits are important because they help us get to know you and your child. They give your child's teacher a chance to see your child in his or her most comfortable place. Your Family Advocate also needs to visit with you in order to develop a Family Partnership Agreement.

Family Advocates also conduct home visits for individual families. Family Advocates make at least a monthly contact with each family to ensure all family needs, educational and career goals are being met.

PARENT INFORMATION & COMMUNICATION

Crockett Early Head Start has a New CROCKETT EHS Parent Facebook page. This page was created JUST FOR YOU. Please search the link below and "like" the EHS page. It will have all of the latest information about the EHS program, parent events, and educational tips and ideas for your child.

Page link: <https://www.facebook.com/CrockettEHS/?fref=nf>

You will also receive "School messenger" call-outs frequently to remind you of upcoming school events and give you important school information. We try to use as many ways as possible to reach our parents to maintain the best possible communication. Each family will receive a monthly calendar with important events as well.

PARENT MEETINGS

EHS families are offered opportunities to socialize and attend parent trainings during the regular school year. Topics of interest to EHS families are provided to enhance parenting skills.

PARKING

Parking is permitted in any unmarked spaces in front of the building. Avoid block driveways, EHS bus zone, and occupying a handicap spot without proper permit. EHS want to maintain a pleasant and positive relationship with our neighbors. In order to avoid a ticket, avoid parking where a sign says "**No Parking**".

POLICY COUNCIL

The Head Start/Early Head Start Policy Council is made up of Head Start/Early Head Start parents and community representatives from Pre-K and Early Childhood programs. Two representatives and two alternate parents from the Parent Committee are elected from Crockett by other parents to serve on the Head Start Policy Council. This council assists in making important decisions about the Head Start and Early Head Start programs related to policies and procedures, etc. The Policy Council representatives and alternate's will attend Parent Committee meetings to bring parent input and information back to the Policy Council Meetings.

Decisions are made by the Policy Council that affect the operations of the Head Start Program such as: Budgets, Personnel, Curriculum, and Types of Services provided. It is extremely important that elected representatives and/or alternates attend Policy Council meetings, orientation training, and program governance training. It equips Policy Council members to carry out their responsibilities. Policy Council meetings are held monthly at the Long Early Learning Center. Policy Council members cannot be employed or substitute regularly for Head Start/Early Head Start/or AISD.

RELEASE OF CHILDREN

Children are released only to people authorized by written permission from the parents. Phone authorization is accepted if EHS staff can verify that the person giving the authorization is the parent. Before the child is released, the designated person is required to show a picture I.D. No child is released to an unauthorized or unknown person.

SCHOOL HOURS OF OPERATION

EHS hours are from 7:30 a.m. to 4 p.m. Monday through Friday. Families needing extended childcare to work or attend school, the hours are 7:30 – 4:30.

Families that need extended care to work attend school, or ride the EHS bus are required to complete an application for Child Care Services (CCS). This is a program EHS contracts with and receives reimbursement for providing these services. Families declining to apply for CCS will only be able to attend EHS from 7:30 – 4.

TOILET TRAINING

Your toddler must first show signs of being “ready” to potty train. Toilet training is different for every child. Your child’s teacher has some written information to help guide you through this process. Please discuss this process with the teacher, so together you can plan for this exciting learning time.

TRANSPORTATION

EHS provides transportation for AISD teen parents and their child, but space is very limited. We will review the Transportation Agreement with you upon your acceptance of EHS transportation. If no space is available at enrollment, your name is placed on the EHS transportation waiting list.

If you ride our EHS bus, you MUST complete the Child Care Services (CCS) application. Transportation is not included in the regular EHS hours of operation. If CCS services are lost due to non-compliance, transportation services will be terminated.

Transportation is not on an “as needed” basis. **If you have EHS bus transportation, you are expected to use it every day.** Failure to use the EHS transportation as designed will result in loss of transportation services.

If your child is transported in a private vehicle to and from the school and EHS activities, be sure he/she is in an appropriate car seat. If you need a car seat, your Family Advocate can give you information on agencies that may help you obtain one.

TUITION/FEE

EHS is a federally-funded program and there are no fees; however, your part is completing paperwork, making sure your child is here **every day**, completing school and/or maintaining your job and having good communication with your EHS staff.

VISTING THE CENTER

Come and see what is happening at EHS at any time! In order to keep it safe for all the children, check with your child’s teacher to see if there is a better time. (Nap time is not a good time for visiting your child.)

WHAT YOU CAN EXPECT FROM YOUR STAFF

We all follow the AISD Code of Conduct and Standards of Conduct as set forth by Head Start.

Immunizations for vaccine-preventable diseases will be **optional** for employees in the EHS program.

WITHDRAWAL/TERMINATION

Enrollment in EHS is voluntary and parents may withdraw their child at any time.

Families may be dropped from the program for excessive absences and/or if EHS is unable to provide services. Your Family Advocate will visit with you if there are attendance, school or work concerns.

Thank you for trusting the EHS staff to partner in the care of your child!

These agencies provide regulations and monitor the program to insure compliance.

**Abilene Independent School District (AISD)
Office of Head Start (OHS)
Texas Department of Family and Protective Services (TDFPS)
Child Care Services (CCS)
Child and Adult Care Food Program (CACFP)
Health Department
Fire Department**

Appendix A

PARENT ATTENDANCE AGREEMENT

All children are expected to attend school regularly and promptly. Good attendance assures that your child will receive the greatest benefit from our program. We want your child to experience all the learning activities planned on a daily basis. Children are expected to attend a minimum of 90% each month.

Students should be in school **every day** unless they are ill. Because a long waiting list is maintained, chronic absenteeism/late arrival may result in withdrawal from the program.

- **Parents must call the school office every day that a child is absent to notify the campus secretary of a child's absence or tardy for any reason, but especially to document absences due to illness at 690-3770.**
- Students should arrive **no earlier than 7:30 a.m., and not later than 8:30 a.m.**
- **Classrooms and hallways do not open until 7:30 a.m.**
- **Early Head Start children/parents arriving before 7:30 a.m. must wait in the foyer until 7:30 a.m.** Please do not rely on your own watch- look at the center clock in the foyer.
- Children arriving at 8:30 a.m. or later must obtain a tardy pass for the child to enter class. Excess tardiness will be subject to a tardy referral to the director.
- In order to assure children's safety, **all children must be accompanied into the building by the parent or guardian and must be signed in and out of school daily with the campus secretary.**
- Children will not be released to anyone not on the authorized pick-up permission list. **Changes to the list must be made in person in the school office. (by enrolling parent)**
- If a child is unexpectedly absent and no contact has been made within one hour of class start time, the secretary will attempt to contact the parent/guardian to ensure the child's safety and well-being.
- If a child has been absent for two consecutive days with no contact from parent/guardian, the Family Advocate is required to contact the parent/guardian with a call or home visit to review the no contact attendance referral.
- Children not on CCS must be picked up no later than 4 p.m. Children on CCS must be picked up no later than 4:30 p.m.
- **Children with an excessive number of absences, or excessive tardiness, may be withdrawn from the program per program and campus policy.**

Easy Reference of Procedures Based Upon Arrival Time:

- **7:25 – 7:30 A.M.** Parent/Child must wait in the foyer.
- **7:30 – 8:30 A.M.** Child is signed in at the front office and then taken to the classroom.
- **After 8:30 A.M.** Parent/Guardian must obtain a tardy pass from the campus secretary for the child to enter class.

Appendix B

Choking Hazards

What can I do to keep my child from choking?

Do not feed children younger than 4 years old round, firm food unless it is chopped completely. Round, firm foods are common choking dangers. When infants and young children do not grind or chew their food well, they may try to swallow it whole. The following foods can be choking hazards.

- Hot dogs
- Nuts and seeds
- Chunks of meat or cheese
- Whole grapes
- Hard, gooey, or sticky candy
- Popcorn
- Chunks of peanut butter
- Raw vegetables
- Fruit chunks, such as apple chunks
- Chewing gum
- Raisins

Dangerous Household Items

Keep the following household items away from infants and children:

- Balloons
- Coins
- Marbles
- Toys with small parts
- Toys that can be squeezed to fit entirely into a child's mouth
- Small balls
- Pen or marker caps
- Small button-type batteries
- Medicine syringes

What you can do to prevent choking

- Learn CPR (basic life support).
- Be aware that balloons pose a choking risk to children up to 8 years of age.
- Keep the above foods from children until 4 years of age.
- Insist that children eat at the table, or at least while sitting down. They should never run, walk, play, or lie down with food in their mouths.
- Cut food for infants and young children into pieces no larger than one-half inch, and teach them to chew their food well.
- Supervise mealtime for infants and young children.

- Be aware of older children's actions. Many choking incidents occur when older brothers or sisters give dangerous foods, toys or small objects to a younger child.
- Avoid toys with small parts, and keep other small household items out of the reach of infants and young children.
- Follow the age recommendations on toy packages. Age guidelines reflect the safety of a toy based on any possible choking hazard as well as the child's physical and mental abilities at various ages.
- Check under furniture and between cushions for small items that children could find and put in their mouths.

New Requirements Regarding Gang-Free Zones **For Child Care Centers**

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

How do parents know where the gang-free zone ends?

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

What is the purpose of gang-free zones?

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does this mean for my day care center?

A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

When do I have to comply with the new requirements?

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care.

For further information please contact your licensing representative or your local licensing office.

NON DISCRIMINATION STATEMENT

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, audiotope, 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, 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.**

This institution is an equal opportunity provider.

Appendix E

EHS BREAST MILK PROCEDURES

EHS encourages breast-feeding. Breast-feeding has superior nutritional and immunity benefits for infants. We encourage mothers to express and store breast milk for bottle-feedings during the day. In order to handle stored breast milk in the safest way, we implement the following procedures:

1. The mother will store her milk in a bottle or bag and will refrigerate or freeze the milk. The bottle or bag should contain no more than the amount of milk the baby will drink at one feeding. (Storing milk in smaller amounts reduces the amount of milk wasted.) The milk must be labeled with the baby's name and the date/time it was expressed.
2. Storage times:
 - a. **Fresh**, refrigerated breast milk must be used within 7 days of the time it was expressed. (*Milk that will be used within 7 days of being expressed should be refrigerated, rather than frozen; immunity factors in breast milk are better preserved by refrigeration.*)
 - b. **Frozen** breast milk stored in a freezer compartment inside a refrigerator must be used within 2 weeks of the time it was expressed (*due to the varying temperature caused by frequent door-opening*).
3. Frozen breast milk will be thawed using one of the following methods:
 - a. Frozen breast milk could be thawed by swirling it by hand in a crockpot/bowl of warm water and used within 1 hour. This is known as "heat thaw".
 - b. Frozen breast milk could be thawed in the refrigerator, when time permits. Label with time and date that the bottle was moved to the refrigerator and the method used for thawing ("cold thaw"). Cold thaw bottles must be used within 24 hours of the label. With this method, **never warm** the breast milk until you are ready to feed the child.
4. At the Center, breast milk will be stored in a refrigerator.
5. **NEVER HEAT BREAST MILK IN A MICROWAVE!** This method will create pockets of scalding milk that will burn the baby (and it destroys some of the beneficial properties of breast milk). At the Center, breast milk will be heated in the following ways:
 - a. By swirling the bottle/bag by hand in a crock-pot/bowl of warm water.
 - b. After heating, breast milk should be swirled gently before testing the temperature. Swirling will redistribute the cream into the milk.
6. After a bottle has been used to feed an infant over a 1-hour period, the remaining breast milk **must be discarded** and cannot be returned to the refrigerator.

PARENT AGREEMENT

_____ I will not be providing breast milk for use during the day.

_____ I, agree to provide breast milk for _____ (child's name). I will store the milk in the appropriate serving size for my baby. I will label each bottle with my child's name, the date that the milk was expressed, and—in the case of frozen milk—the date and time that the milk was subjected to a "heat thaw" or a "cold thaw."

Parent's Signature: _____ Date: _____

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKOUT! Get inside. Lock outside doors.

TEACHERS:

Bring everyone indoors
Lock outside doors
Increase situational awareness
Business as usual
Take attendance



LOCKDOWN! Lock, lights, out of sight.

TEACHERS:

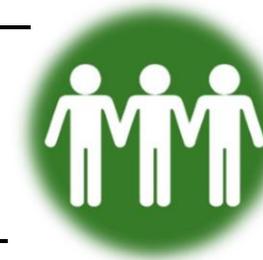
Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



EVACUATE! To the announced location.

TEACHERS:

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! Hazard and safety strategy.

TEACHER:

| Hazard: | Safety Strategy: | Actions: |
|----------------|-------------------------|--------------------------------------|
| Tornado | Evacuate to hallway | Take attendance |
| Hazmat | Seal the room | Notify is missing or injured student |
| Earthquake | Drop, cover and hold | |
| Tsunami | Get to high ground | |



FIRE! Hear alarm, follow closest emergency exit route.

TEACHERS:

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



Appendix G

2020 - 2021
Abilene ISD Academic Student, Parent Calendar

| July 2020 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| Aug 2020 | | | | | | |
|----------|-----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | [24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| Sep 2020 | | | | | | |
|----------|-----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | [28 | 29 | 30 | | | |

| Oct 2020 | | | | | | |
|----------|-----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | [12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| Nov 2020 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | [9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| Dec 2020 | | | | | | |
|----------|----|----|----|----|-------|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | [18*] | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

First Day of Classes August 24, 2020
Last Day of Classes May 27, 2021

| GRADING PERIODS | |
|-----------------|---------------------------|
| 1st | Aug. 24-Sept. 25 (24 da |
| 2nd | Sept. 28-Nov. 6 (29 da |
| 3rd | Nov. 9-Dec. 18 (25 da |
| 4th | Jan. 5-Feb. 19 (33 days) |
| 5th | Feb. 22-April 9 (29 days) |
| 6th | April 12-May 27 (34 days) |
| First semester | 78 days |
| Second semester | 96 days |

| GRADUATION | |
|------------------------|----------|
| Saturday, May 29, 2021 | |
| Abilene High | Time TBA |
| ATEMS | Time TBA |
| Cooper | Time TBA |

| HOLIDAYS | |
|-----------------|-------------------|
| Labor Day | Sept. 7 |
| Columbus Day | Oct. 12 |
| Thanksgiving | Nov. 23 - Nov. 27 |
| Christmas Break | Dec. 21 - Jan. 4 |
| MLK Holiday | Jan. 18 |
| Spring Break | March 8 - 12 |
| Good Friday | April 2 |
| Memorial Day | May 31 |

| SCHOOL DAY | |
|------------|-----------------------|
| Elementary | 7:50 a.m. - 3:15 p.m. |
| Secondary | 8:15 a.m. - 3:40 p.m. |

| CALENDAR KEY | |
|--------------|--|
| { } | Semester Grading Period Begins or Ends |
| [] | Grading Period Begins or Ends |
| □ | Holidays |
| * | Early Release Days |
| □ | First and Last Day of School |
| □ | End of Fall Semester |

| Jan 2021 | | | | | | |
|----------|-----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 3 | 4 | [5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | [18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| Feb 2021 | | | | | | |
|----------|----|-----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | [22 | 23 | 24 | 25 | 26 |
| 27 | 28 | | | | | |

| March 2021 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| April 2021 | | | | | | |
|------------|-----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | [12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

| May 2021 | | | | | | |
|----------|----|----|----|-------|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | [27*] | 28 | 29 |
| 30 | 31 | | | | | |

| June 2021 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |





OPERATIONAL POLICY ON INFANT SAFE SLEEP

Purpose: This form provides the required information per minimum standards §746.501(9) and §747.501(6) for the safe sleep policy.

Directions: Parents will review this policy upon enrolling their infant at

and a copy of the policy is provided in the parent handbook. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS) at: <http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

SAFE SLEEP POLICY

All staff, substitute staff, and volunteers at

will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, liners, or clothing [§746.2429 and §747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing

(insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [§746.2415 and §747.2315].

- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must *not be attached* to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2415 and §747.2315].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2426 and §747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2428 and §747.2328].

Appendix I

Face Coverings

- All adults will wear a mask.
- CDC recommends children under age 3 should not wear a mask due to the risk of suffocation.
- Any individual arriving on campus during the instructional day will be required to wear a face covering in order to gain access to the building.

Visitors

- Visitors will be limited to those essential to school operations.
- If approved to be on campus all visitors will be required to wear a mask.
- The determination of essential visitors will be made by the campus principal in collaboration with district personnel when necessary. All essential visitors will follow the Abilene ISD/Crockett EHS health and safety protocols while on campus.
- Visitors, including parents and guardians, will not be allowed access on campus.
- To the greatest extent possible, meetings (parent conferences, parent meetings/trainings, registration) done by appointment or through a virtual format.
- If needed parents will drop off essential items at the door to office staff.
- Until further notice, field trips and campus special events postponed.
- Reception areas will have a glass barrier between the receptionists/secretary and visitors. The number of visitors in the reception area will be limited and visitors must maintain physical distance.
- While it will be very difficult for families and students, at this time for student's safety, parents/guardians will not be allowed to drop/pick up children from the classroom.

Arrival to Crockett EHS

- Hand sanitization will be available upon entry to the campus.
- Staggering drop-off and pick-up times.
- Children and their teen parent, who ride the bus to school, will be screened before entry on to the bus.
- Children who are dropped off at the school will be signed in and screened outside/at the door of the school.
- Children have their temperature taken and screened at the door. Parent will answer the screening questions.
- Staff will take children to their classrooms.
- The infant hallway will enter through the front door while the toddler hallway will enter through the cafeteria door.

Dismissal

- Parents will sign children out at the assigned door and will not be allowed to enter the campus. Staff will shuttle children to the appropriate pick up door when notified that parent is there for pick up.
- Pick up times will be staggered.

Transitioning

- When possible, the transitioning of students will be limited. Children will remain in their classroom for all educational activities.
- Indoor traffic patterns/schedules will be established to maintain physical distancing to the greatest extent possible.
- Each class assigned to a playground area. Eight students and two adults will use each playground. Playground equipment sanitized between uses.
- All adults will wear a mask during transitions. The CDC recommends children under age 3 should not wear a mask due to the risk of suffocation.

Breakfast/Lunch

- Meals are prepared in the kitchen and delivered to classrooms by Crockett staff. Staff will wear face coverings and gloves while serving and during mealtime.
- Students will be seated with physical distance for meals and snacks.

Other:

- All teachers and students are required to bring multiple changes of clothing in order to change if/when clothing becomes contaminated.
- Contaminated clothing will be placed in a sealed plastic bag to be sent home with the child or teacher.
- Staff are required to wash hands after changing clothing. The teacher/student will wash hands. Baby wipes will be used on the hands of infants.