

### Central Office Staff

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Harvey Means, Director of Student Services/Transportation [hmeans@lowndesboe.org](mailto:hmeans@lowndesboe.org)

### Head Start Teaching Staff

Central Head Start Center (Phone: 563.7590)

Unit 1	Queen Gordon, Head Teacher	Bridget Hardy
Unit 2	Annie Patterson	Terri Brown
Unit 3	Sharon Ray	Lexus McGhee
Unit 4	Latisha Walker	Allison Cain

Fort Deposit Head Start Center (Phone: 227.8704)

Unit 1	A'Isha Shuford	Aundrey Fountain
Unit 2	Jessica Webb	Melinda Tolliver
Unit 3	Margie Harrison	Shayla Williams
Unit 4	Stephanie Scott (PreK) Head Teacher	Evelyn Lambert
Unit 5	TBD	Gloria Robinson

Jackson-Steele Head Start Center (Phone: 874.4792)

Unit 1	Verna Perryman, Head Teacher	Rosla Moore
Unit 2	Josie Struggs (PreK)	Katlyn Patterson

Paraprofessional-Sharon Albritton



Lowndes County BOE Head Start

P.O.Box 158  
141 Main Street  
Hayneville, AL 36040

Phone: 334.548.2145  
Fax: 334.548.2021  
Website: [lowndesboeheadstart.org](http://lowndesboeheadstart.org)



Lowndes County BOE



## Head Start

▶ COVID-19  
Parent Handbook

What's in store for the 1st 9 weeks?

- Virtual Learning
- New Procedures
- Kindle Fire Kids Edition-tech tool

2020-2021

CALENDAR

The Head Start Centers are open from 7:30 a.m. until 3:30 p.m., Monday through Friday. The following holidays will be observed and the centers will be closed.

Classes Begin	August 19
Labor Day	September 7
Parenting Day	October 12
Columbus Day	October 15
Veteran's Day	November 11
Thanksgiving	November 23-27
Christmas/Winter Break	December 21-January 1
Classes Resume	January 4
Dr. King's Day	January 18
President's Day	February 15
Spring Break	March 22-26
Classes End for Head Start children	May 28



You are invited...to a **PARENT MEETING** once a month!  
VIRTUALLY!!!!!! Come and ZOOM with US!

We are in this together! Let's meet once a month to share important information and plan together. What will happen at the meeting?

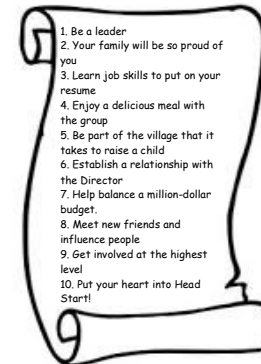
- ⇒ You will learn more about what is happening in the classroom and what the children are interested in and learning about. Help plan virtual activities, virtual field trips, and special events to share with your children both in the classroom and at home.
- ⇒ You can talk with teachers about what is working for you in the Head Start program and what isn't working. We need your ideas, opinions, and feedback to make sure we are providing a quality experience for children and families.
- ⇒ You will get parenting support from Head Start staff and other parents who are experiencing some of the same things you are. We don't have all the answers but we have information, experience and practical ideas for you to try.

**Getting a HEAD in life depends on where you START.**

**Lowndes County BOE Head Start Policy Council**

Seeking 2 Parent Representatives from **each center** and alternates.

The meetings will be held virtually until further notice.



If this sounds like the place for you, please talk to your teacher or call Mrs. Hunter at 548.2145 to learn more today. New representatives are now being recruited and will be elected in September to sit on Policy Council 2020-2021!

All representatives will be trained and equipped for service to their unit and program. Reimbursement for any child care or mileage costs for participation will be provided. Be a part of a winning team!

**► Lowndes County BOE Head Start  
Face-to-face Reopening Plan**



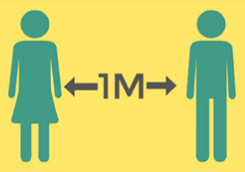



Enrollment	Transportation	Drop-Off
Applications will be done online using ChildPlus.net. Interviews will be conducted via telephone. Enrollment documentation will not require a signature until further notice. Staff will sign a verification form indicating that all documentation has been verified and placed in the child's file.	It is strongly recommended that parents consider transporting children to school in private vehicle. However, transportation will be provided by the LCPS. Children will have to wear a mask. In addition, children in the same household must sit together.	Staff will coordinate with parents to greet and screen outside or curbside. Maintain physical distance. Contactless sign-in or parents use their own pen.
Daily Health Screening	Classroom Environment	Hygiene/Bathroom Procedure
Staff and service providers will pre-screen themselves using the COVID19 screening questions prior to coming to LCBOEHS locations and will be required to stay home if showing any symptoms. Upon entering the building staff and children will have temperature checked with a no-touch thermometer. Any adult with a fever of 100.4°F or any child over 99.9°F will be excluded until symptoms are gone for 72 hours. Anyone showing symptoms will be excluded until symptoms are gone for 72 hours.	Water fountain use will be discontinued. Bottled water will be provided. Work areas intended for one child will be created. Open space to allow 6 ft. for social distancing between children and staff will be designed. Limit shared toys to items that can be cleaned and disinfected easily. Children will have appropriate toys and manipulatives in their personal space to utilize during class time. Classrooms will have a container with a lid to place soiled toys for later cleaning. Visual signs as reminders will be placed throughout the room.	Children entering the building will wash hands upon entry and wear a face covering. Staff will also wear face coverings. Tooth brushing has been temporarily discontinued. Parents are encouraged to brush teeth at home before and after school. Use respiratory etiquette (cover coughs and sneezes). Wash hands frequently as needed for 20 seconds. Clean, sanitize, and disinfect frequently touched surfaces. Monitor children and staff for symptoms of illness. Limit restroom usage to 2 children at a time whenever possible. Sanitize the sink and toilet handles after each child's use.
Classroom Instruction	Mealtime	Personal Items
Blended (Face-to-Face & Virtual) VS. Virtual-Blended will include children coming to the school a minimum of 2 days per week and home 3 days. Regular instruction will be provided promoting social distancing. Virtual will consist of teachers providing instruction to parents via pre-recorded videos along with take home packets and a school issued technology device. Teachers will contact parents a minimum of 2 times weekly to discuss lesson progress.	Meals will be delivered to the classroom. Children will be spread out. Staff will wear gloves when handling and serving food trays and utensils. Food will be provided to children via carry-out trays.	Children will only be allowed to bring an extra set of clothes (no toys, snacks, etc.). Clothes must be labeled and placed in a Ziploc bag. All clothes should be washed prior to bringing to the center.
		Napping
		Cots will be spaced 6 ft. across from each other and alternate to allow children to lay head to toe. Sheets will be provided by the program and will be washed weekly or when soiled.
Pick-Up	Meetings with Parents	Family Engagement
Staff will coordinate pick-up plans with each parent. Parents may call from the parking lot. Staff will take children to car. Parent can knock on the door and wait outside for children to be brought to them.	Staff will attempt to complete meetings and paperwork with parent over the phone whenever possible. Parent signatures can be obtained at drop-off or pick-up. If face-to-face is needed, the meeting will be arranged by Mrs. McDonald. Masks will be worn upon entering building and temperature will be checked.	Parent meetings will be held for each center virtually until further notice via conference call or video meeting. Policy Council meetings will be held monthly via conference call or video conference call. At this time volunteers will not be allowed on campus. New strategies and virtual opportunities will be shared at a later date.

**Lowndes County BOE**

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**How can I prevent COVID-19?**

 Wash your hands regularly or use an alcohol-based hand sanitizer.	 Avoid touching your face, especially your eyes, nose and mouth.	 Stay at least 1 metre away from people especially if they're unwell.
 Cough or sneeze into a tissue, then throw away the tissue and wash your hands.	 If you don't have a tissue use the inside of your elbow to cover your mouth.	 Stay at home and call your health worker if you're unwell.

**► Lowndes County BOE Head Start**

**COVID-19 Parent Handbook**

**Message for Parents**

LCBOEHS is committed to partnering with our parents and families to provide our children with a head start into their education and continuation of their education, as best we can, during this difficult time without overwhelming children or their families. This handbook is designed to provide you with essential information you will need to help us accomplish our goal. Our hope is that this handbook provides the building blocks for a system that can be expanded should the closure of schools continue for an expanded period of time. As the information regarding COVID-19 is constantly changing, this handbook will be updated as needed. All major updates to the handbook will be posted on the LCBOEHS Website and communicated via robocalls/texts. Therefore, you should check the LCBOEHS website every day. School or class specific changes will be communicated via the Education Manager or classroom teacher.



In closing thank you for your diligence, patience and continued support.

Sincerely,

Samita L. Jeter, Director

**Lowndes County BOE**

**Communication**

**Head Start website**

To provide information regarding program services, resources and access to service area information.

[www.lowndesboeheadstart.org](http://www.lowndesboeheadstart.org)

**Head Start Facebook**

To provide updated information regarding the program through social media.

Facebook: Lowndes Head Start

**Robocalls**

To provide quick information regarding emergencies or upcoming events

Lowndes County Public Schools will call the telephone number on file for the family. Please make sure the telephone that you want to receive messages is up-to-date.

**Newsletters**

To provide school, program, and class specific announcements, and informational reading relative to latest happenings.

Newsletters will be placed on our website.

**Google Classroom**

The place where the teacher places assignments, recorded lessons, and announcements.

Access codes will be provided on the first day of school.

**ChildPlus.net**

To provide quick important reminders about needed information, special programs/events, etc.

Head Start will use ChildPlus to send text messages to the telephone number on file.

**Phone call or email**

To discuss specific information about your child and to request documents.

Program staff will use telephone numbers on file. Also, if you do not have an email address, Family Advocate Practitioners can assist you with setting one up.

**Ready Rosie**

Video modeling and mobile technology will be used to build partnerships between educators and families while promoting school readiness.

Invitations will be sent via email from Family Advocate Practitioners.



## Destination Learning

Due to the effects that COVID-19 is having on our community, the 1<sup>st</sup> nine weeks of school will be virtual. Therefore, we would like to introduce you to *Destination Learning*. This format will allow us to stay connected to each of you and provide needed support to assist you in being your child's first teacher while being safe at home. Teachers will provide guided learning opportunities that follow our normal daily schedule. Keeping in mind, children need routines, we are committed to providing lessons and activities to enhance your child's learning and engagement. The following links will be listed on our website under the Education & Child Development tab:

- ⇒ Introduction to Destination Learning
- ⇒ Weekly Routine Schedule
- ⇒ Enrichment Activities
- ⇒ Parenting Webinars
- ⇒ Home Activity Kits

### Daily Schedule

Below is an example of the daily schedule we hope you will be able to follow while providing instruction at home.

Teachers will provide all necessary access codes to participate in virtual lessons, meetings, and activities.

Early Morning	Breakfast
Morning	Circle Time & Conscience Discipline (Video with Teacher)
Mid-Morning	Phonics Activity
Late Morning	Literacy Readiness (Video with Teacher)
Early Afternoon	Sing Along/Finger Plays
Afternoon	LUNCH
Mid-Afternoon	Math Readiness (Video with Teacher)
Late Afternoon	Math Readiness Activity
Early Evening	Nap
Mid Evening	Outdoor Play & Snack



## COVID-19 Parent Handbook

### The Roles Parents/Family Members Play in Remote Learning

- Children should see their parents/family members as their greatest coaches, knowing a coach won't be misleading or overly positive, but constructive and goal-oriented.
- With parents/family members as coaches that reinforce the value of working through hardships, children at any age can be empowered to persevere through this critical time.
- Parents/Family Members should reinforce learning by encouraging children to be responsible and making learning fun.

### Parents/Family Members Set the Standard

- Parents/Family members control the home learning environment.
- Parents/Family members can support learning by setting the pace, creating a physical space intended for learning, and continuing to encourage children in the absence of daily face-to-face teacher interaction.
- By designating an area of the home for learning, parents can also keep an eye on progress.
- Noting behaviors, opportunities and barriers, allow parents/family members to adapt or adjust as necessary to create the ideal path for their child or children.

### Power of Parents/Family Members

- By positioning education as a priority, parents/family members can reinforce the importance of doing well in school, regardless of their own backgrounds.
- Setting an increased value for education and learning can come through in how a parent/family member dictates online learning time, prioritizes needs, and provides personal attention.
- Parents/Family members have a direct impact on the education children receive, especially in a remote learning setting.

### LCBOEHS's Commitment

- Make sure parents feel heard
- Use technology to connect with families
- Provide ongoing support
- Engage parents in improvement efforts
- Provide resources to reduce barriers





## **Policies and Procedures**

### **Family Orientation**

Parents/Guardians will be informed of program policies and procedures for all service areas and resources available to them.

### **Attendance**

Attendance is extremely important to your child's education as we maneuver through this pandemic. Although attendance policies have been relaxed, families must check in with teachers twice weekly.

### **Health Requirements**

ALL children are required to have up-to-date and on file the following:

- ⇒ Physical exam (to include vision, hearing, and all lab work)-every 12 months
- ⇒ Dental exam-every 6 months
- ⇒ Immunization record (blue slip)
- ⇒ Copy of child's health insurance card

### **Child and Adult Care Food Program**

Head Start participates in the CACFP. The primary goal of CACFP is to improve the diets of children under age 12. Meals will be delivered to sites once a day.

### **Parent Conferences/Home Visits**

Parent conferences will be held virtually or over the phone. There will be no home visits until further notice.

### **Social and Emotional Well Being**

Head Start focuses on all members of the program both in the classroom environment and in the home. Our goal is to help your child cope with little problems that are more difficult to deal with. We contract with Alabama Psychiatry to assist children, families, and staff. Contact Nurse Robinson with your concerns.

### **Parent Engagement**

LCBOEHS wants to engage with you. Research suggests that if Head Start creates a positive and trusting relationship with our parents and family members, you are more likely to become engaged in your child's development and learning. Therefore, our areas of focus will be: Parent-Child Relationships and Families as Advocates and Leaders.

All parent engagement activities will be virtual until further notice. This includes, but not limited to parent/volunteer workshops/training, parent meetings, fatherhood initiatives, advisory meetings, inter-agency meetings, etc.

### **Community Resources**

Head Start believes in assisting families to meet their basic needs. A current listing of community resources can be found on our website.

## **Instructional Program**

### **Virtual/Remote Learning**

- All teachers will hold meetings and sessions via Facetime and other platforms to provide opportunities for interactive support to parents and instruction to children.
- Teachers will post three 20-minute activities for parents and children to work on 5 days each week. Parents will be given an outline of activities for their child to do at home, remembering children learn through play.
- Google classroom is the tool teachers will utilize to distribute assignments, communicate and stay connected to parents. Access to the virtual room will be given by the teacher.
- Kindle Fires will be loaned out to each child/parent who needs one to access virtual learning opportunities.
- Parents must partner with teaching staff in order to make the instructional program work.
- Printed instructional packets will be provided for children who do not have access to technology.
- Parents are encouraged to record and take pictures of children's progress to share with teachers.
- Teachers will contact parents twice weekly.
- Although children do not receive grades in Head Start, teachers will assess their progress based on various assessments.

### **Face-to-Face Learning**

- Children will learn in their classroom as close to normal as possible.
- Smaller class sizes will be implemented and social distancing will be practiced.
- Each child will have in their own space, personal supplies and manipulatives to use throughout the day.
- Teaching staff will clean more frequently than normal and use new cleaning schedules.
- Parents must partner with teaching staff in order to make the instructional program work.
- When school returns to face-to-face, further procedures will be shared.