

## Emergency Plan and Inclement Weather

In accordance with the Lowndes County Schools BOE inclement weather policy, in the event of hazardous weather, illness, or any other emergency which presents a threat to the safety of students, staff members, or school property the decision to close school may be made. As soon as the decision to close school is made, the public media will be notified. Watch for the announcement on social media, local television channels and texts. If Lowndes County Schools are closed due to inclement weather, therefore we are closed.

## Family and Community Partnerships

The Family and Community Partnerships department provides advocacy for Head Start families, along with the tools to obtain and utilize the resources within the community and the surrounding area. Each family will be given a list of community resources that provide assistance with emergency and crisis needs, counseling, education, child care, child support, health care, employment, housing, legal assistance, financial and budgeting needs, transportation, and parenting information. Please contact us if you would like additional information about any of the resources available for families in the Lowndes County area.

Note: Each family will be assigned a Family Advocate Practitioner who will assist parents/guardians to establish and achieve their goal(s).

## Parent Engagement

Parents/Guardians are essential to the Lowndes County Board of Education Head Start program, therefore, they are encouraged to participate in the various activities. Due to the COVID-19 pandemic volunteering in the classrooms has been suspended until further notice. However, parents/guardians can earn volunteer hours by completing the monthly in-kind activity calendar with their child/children. Additionally, parents/guardians can support the program by serving on the following committees:

- ⇒ Parent Center Committees
- ⇒ Policy Council
- ⇒ Agency committees
- ⇒ Fatherhood Initiatives

## Home Visits and Parent Conferences

Parent conferences and home visits (two of each) are requirements for Head Start. Home visits will be scheduled at your convenience when possible in a safe manner. This is a great opportunity for parents to discuss progress and other concerns. Due to the pandemic, staff will attempt to complete conferences and paperwork with parents over the phone whenever possible. Parent signatures can be obtained at drop-off or pick-up. If a face-to-face is needed, the meeting will be arranged by Mrs. McDonald. Masks will be worn upon entering building.

## Parent and Volunteer Dress Code

**PARENTS AND VOLUNTEERS** are representatives of the Head Start program and must present a good image to the community as a whole. **Parents and Volunteers** will dress appropriately for the conditions and performance of their duties. Revealing garments or sleeping attire do not present the image the Head Start program wants to convey to the community. Parents and Volunteers should be fully dressed in appropriate attire, neat, clean, and free of body odor.

## Corporal Punishment

The use of corporal punishment and/or total isolation of any child cannot be tolerated in Head Start. Corporal punishment is defined as the use of physical force as a form of discipline. This includes spanking, slapping, pinching, jerking, pulling hair, etc. Isolation refers to separating the child from normal association with classroom activities. Isolation in which the child is left totally unattended is unaccepted. Using the deprivation of meals is also forbidden. The use of verbal abuse is not allowed in Head Start. This includes yelling, embarrassing or talking down to a child in any way. This is a form of emotional abuse and will not be tolerated.

## Child Abuse & Neglect

Any signs of **suspected** child abuse/neglect will be reported to the Department of Human Resources (DHR) as required by law. Therefore, if you are aware that your child has some kind of injury, which might be viewed as suspicious, please notify your child's teacher/aide during sign-in. This can help eliminate unnecessary reporting and/or checking. In addition, every child will be given a routine visual examination upon arrival at the school and before leaving by the teacher/aide for obvious signs of illness/injury.

## Grievance

Lowndes County BOE Head Start is required to comply with all state and federal regulations. If for any reason complaints arise, parents or members of the community should speak with center staff. They will be happy to help. If the situation is not resolved, please call the office at 548-2145 and ask to speak to the FCP Manager, Mrs. Hunter. Each complaint is documented and addressed. If the results are not satisfactory to you, you may contact the Director. If after exhausting all channels the problem still remains unresolved, the issue may be brought before Policy Council by the appropriate representative. Policy Council will attempt to satisfy the grievance for all parties concerned.

## Keeping you informed

We want you to know what your child will be doing at the center each day. We will send letters about your child's progress and other information of interest. You will also receive other notes and phone calls when necessary. Please read these notices and respond as needed.

## Social Media

As a program, we understand that social media can be a fun and rewarding way to share your life and opinions with family, and friends around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. If you have a grievance or concern, please reach out to the appropriate supervisor or the director. Please understand, Facebook is not a reporting tool used by our program. Taking your concern there is only for the sole purpose of humiliation. Following proper protocols will be greatly appreciated.

## Central Office Staff

Samita Jeter, Director [samitajeter@lowndesboe.org](mailto:samitajeter@lowndesboe.org)  
Lashica Mason, Fiscal Manager [lmason@lowndesboe.org](mailto:lmason@lowndesboe.org)  
Afshan McDonald, Education/Disabilities Services Manager  
[afshanmcdonald@lowndesboe.org](mailto:afshanmcdonald@lowndesboe.org)  
Laura James-Hunter, Family & Community Partnerships Manager  
[laura.hunter@lowndesboe.org](mailto:laura.hunter@lowndesboe.org)  
Joan Moorer-Robinson, Health Mental Health Coordinator [jrobinson@lowndesboe.org](mailto:jrobinson@lowndesboe.org)  
Dan Davis, ERSEA/Technology Coordinator [dan.davis@lowndesboe.org](mailto:dan.davis@lowndesboe.org)  
Shirley Davis, Family Advocate Practitioner [sdavis@lowndesboe.org](mailto:sdavis@lowndesboe.org)  
Lori Malisham, Family Advocate Practitioner [lori.malisham@lowndesboe.org](mailto:lori.malisham@lowndesboe.org)  
Creshenda Edwards, Family Advocate Practitioner [cedwards@lowndesboe.org](mailto:cedwards@lowndesboe.org)  
Earnest Robinson, Maintenance Worker [erobinson@lowndesboe.org](mailto:erobinson@lowndesboe.org)

## Teaching Staff

**Central Head Start phone (334.563.7590) fax(334.548.2021)**

Queen Gordon, Teacher  
Bridget Hardy, Teacher Assistant  
Annie Patterson, Teacher  
Ashanti Smith, Teacher Assistant  
Sharon Ray, Teacher  
Tenika Jefferson, Teacher Assistant  
Latisha Walker, Teacher  
Macy Jones, Teacher Assistant

**Fort Deposit Head Start phone (334.227.8704) fax (334.2274735)**

Allison Cain, Teacher  
Aundrey Fountain, Teacher Assistant  
Jessica Webb, Teacher  
Melinda Tolliver, Teacher Assistant  
Margie Harrison, Teacher  
Shayla Williams, Teacher Assistant  
Stephanie Scott, Teacher  
Evelyn Lambert, Teacher Assistant  
Sharon Albritton, Teacher Assistant

**Jackson-Steele Head Start phone (334.874.4792) fax (334.874.4792)**

Verna Cain, Teacher  
Rosla Moore, Teacher Assistant  
Josie Struggs, Teacher  
Katlyn Patterson, Teacher Assistant

# Lowndes County Board of Education

## Head Start

## 2021-2022

# Parent Handbook



P.O. Box 158 • 107 E. Lafayette Street  
Hayneville, AL 3040

(334) 548-2145/548-2511 fax (334) 548-2021

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

Samita L. Jeter, Director



Shaping The Future and Getting Ready for School  
One Triangle, Square and Circle at a Time.

## Message from the Director

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, all major updates will be posted on the LCBOEHS Website and communicated via robocalls/texts/letters. Therefore, you should check the LCBOEHS website every day.

In closing thank you for your diligence, patience and continued support. Let’s have a great and safe year!

## Vision

Our vision is to nurture the development and wellness of children and families with the involvement of neighborhoods and communities as they strive to achieve their full potential.

## Mission

The mission of the Lowndes County BOE Head Start Program is to empower our families by providing educational and family focused opportunities to improve their economic well-being and healthy lifestyle. We will accomplish this mission one child, one family at a time by involving parents and securing highly qualified staff.

## Core Values

- ⇒ We believe in serving our families with dignity, respect and care
- ⇒ We believe in supporting healthy behaviors that enhance wellness
- ⇒ We believe healthy children are better prepared to learn
- ⇒ We believe in empowering parents helping them to become self-sufficient by identifying their own strengths, needs, and interests while finding solutions and making positive changes
- ⇒ We believe in collaborating with local community agencies interested in the well-being of Head Start enrolled children and families
- ⇒ We believe in providing positive leadership to our staff supporting them in providing quality services
- ⇒ We believe in implementing shared decision making as a collective responsibility of families, governing bodies, and staff where ideas and opinions are heard and respected

## When Does Head Start Begin?

The first day of Head Start for the 2021-2022 school year is Monday, August 16, 2022. The last day of school is Tuesday, May 24, 2022.

## School Holidays

Labor Day	September 6, 2021
Parenting Day	October 11, 2021
Veteran’s Day	November 11, 2021
Thanksgiving Break	November 22-26, 2021
Winter Break	December 20-31, 2021
Dr. Martin Luther King, Jr. Day	January 17, 2022
Presidents’ Day	February 21, 2022
Spring Break	March 21-25, 2022
Inclement Weather Makeup Day	April 15, 2022
Memorial Day	May 30, 2022

## Costs

Head Start is a free program for children and families. However, because this program is financed by the Department of Health & Human Services, parent participation through volunteer hours and donations are required as a 25% match.

## How will my child get there?

It is strongly recommend parents transport children in their own private vehicle. In addition, include any person’s names on the contact list for pick-up that you desire to pick your child up. Transportation will be provided by the **public school buses**. However, this opportunity is a privilege and not a right. Please ensure your children follow the bus rules. If your child(ren) will ride the bus, each family/household must sit together. Masks will be worn on the bus. Specific seating arrangements will be given by the driver. This is for the safety of your child. Children who will be picked up by parents/guardians may begin to do so starting at 2:00, otherwise children will begin preparing for dismissal and travel to the school bus drop off/pick up site.

## Eligibility Requirements

Any eligible (age/income) child may attend regardless of race, sex, color, national origin, religion, health condition, or disability.

## Registration

Registration for the upcoming school year is held each spring. Currently enrolled families will be contacted early. Afterwards, new families will have opportunities to enroll during open enrollment. Registration information can be found on our Facebook page and at [www.lowndesboeheadstart.org](http://www.lowndesboeheadstart.org) Prior to attendance at our program the following forms must be completed and on file in the LCBOEHS Office:

- 1.Application Form (can be done online)
- 2.Proof of age and income (ie. birth or hospital certificate, blue shot certify cate, W-2, 1040, last pay stub, SSI or Social Security, Child Support, TANF)
3. Health documents (see below)

## Family Orientation

Parents/guardians will be informed of program policies and procedures for all service areas and resources available to them. This will be done prior to the first day of school.

## Attendance Contract

Attendance above 85% is expected. The purpose of HS is to give children the tools necessary to be successful in school. We make every attempt to assist a family to ensure the child will be at the center on time; and are only absent when they are sick or there is some other type of emergency.

To ensure safety, parents are requested to alert program staff when there is a scheduled absence and to contact the school when the absence is unexpected (We use this data to determine program goals). When a child is absent and no contact has been made to the teacher from a parent/guardian within the first hour of daily program operation, the following process will be followed:

- 1 hour of absenteeism: Teaching staff contacts family.
- 2 consecutive days (with no family contact: Teacher involves Family Advocate. If no direct contact is made, a home visit occurs.
- 3 consecutive absences (with no family contact): a home visit is made by the Family Advocate and Teacher.
- 4 consecutive absences (with no family contact): the ERSEA manager sends a letter of termination stating that the child will be dropped from the program in five days from the date of the letter unless the parents contact the teacher or ERSEA manager.

## Health, Immunizations and Well Checks

A comprehensive health program is provided to promote preventive health services and early intervention. The child’s family is provided with the necessary experiences and referrals to link the family to an on-going health care system, to ensure continued comprehensive health care. LCBOE Head Start health support services. Federal guidelines and state law require well child check-ups and immunizations be kept up to date.

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

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

## Masks and Face Coverings

Until further notice, all individuals on campus (employee, student, and visitor) shall use face coverings, which must cover, at a minimum, nose and mouth. This face covering shall be worn when moving throughout the campus, in hallways, breakrooms, restrooms, classrooms, or common areas. The CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain. The purposes of the cloth face covering are to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.

## Temperature Check Guidelines for Employees and Children

Teaching staff will be responsible for checking the temperature of all students upon arrival. Student’s temperature will be entered into ChildPlus (Daily Health Check) as soon as they are taken. Any student with a temperature of 100.4 F or greater will not be allowed in the centers. Anyone with an elevated temperature may not return to any campus/facility until they have had no elevated temperature (without medication) and no evidence of COVID-19 symptoms for at least 72 hours and they have been cleared by the Health Coordinator.

## Morning Drop Off

Designated staff will be on duty to receive children and safety precautions will be in place. Parents can begin dropping children off at the at 7:15 a.m. Parents remain in their car as children are received.

## Afternoon Pick-Up

Pick-up will begin at 2:00 pm. Parents will come to the building and the child will be scanned out for the day.

## Behavior Management

Promoting children’s success in developing positive behavior begins with building relationships and creating supportive environments. Classroom environment and practice for supporting positive behavior and for supporting children with challenging behavior is informed by the Psychological Assessment and Treatment Clinic at Alabama Psychiatry. The outline for behavior management includes preventive, instructive, and supportive components. In situations involving frequent and persistent challenging behavior, teachers work together with families, the family advocate practitioner, the education/disability manager, the health/mental health coordinator, and the mental health consultant to design a behavior plan. The general components of behavior management procedure include:

- ⇒ Designing an engaging environment.
- ⇒ Relationship building among teachers and children.
- ⇒ Socializing children to the daily schedule, classroom procedures, and classroom expectations.
- ⇒ Teaching children, the communication skills and problem-solving skills they need to be successful.
- ⇒ Monitoring the environment and schedule as either supportive or as a contributing factor to challenging behavior.
- ⇒ Providing corrective feedback, instructional support, redirection or other immediate intervention as needed.
- ⇒ In situations involving frequent and persistent challenging behavior, analyzing observation information from teachers, families, the education coordinator, the child services manager, the mental health manager, the disabilities manager, and/or the mental health consultant.
- ⇒ As needed, designing and implementing a behavior plan.

## Illness

In the event your child becomes ill at school, a parent will be notified. Injuries of more than a minor nature, fever of 100.4 degrees or greater, and other serious illnesses must be immediately reported to the parent. Be sure the center has ***current telephone*** numbers where you can be reached. If the school contacts you regarding your child becoming ill at school, please cooperate with us in making arrangements to pick him./her up as soon as possible. Although your child will make better progress in Head Start by attending regularly, one cannot have a good day if one is ill. Please watch for signs of fever, nausea, diarrhea, dizziness, rash, paleness, earache, or severe colds. Allow enough time for recovery from an illness before sending your child back to school. A child must be fever free without medications for 72 hours before they can return to the classroom.

We ask that you please **NOT** send your child to school if you know that he/she has a fever, or is otherwise too ill to come. **If your child has a contagious disease: such as ringworms, pink eye, impetigo, worms, head lice, strep throat, measles, mumps, hand, foot, and mouth disease, chicken pox, or has an expired Blue Slip-you are to keep him/her at home until a doctor/clinic gives you WRITTEN PERMISSION OR AN UPDATED BLUE SLIP to bring him/her back to school.** This is to aid in protecting your child and the other children in our program. **EMERGENCY MEDICAL PROCEDURES**

- Injuries:**
1. Qualified center staff will administer immediate appropriate First Aid. (All classroom staff are certified in First Aid and CPR).
  2. Parents/guardians will be notified.
  3. Family Advocate Practitioners will be notified.
  4. Health/Mental Health Coordinator will be notified verbally, initially and by written report within 24 hours of the occurrence.
  5. The child will be taken for emergency treatment if necessary. The parent/guardian will need to accompany the child.

## Medication

Medication is kept in locked containers out of reach of children. Trained staff assist the child with taking medication. If medications are to be given at school, YOU MUST have your child’s doctor sign a medication authorization form for the specific medication to be administered. Do not send medication with the child. A parent must deliver the medication to the Head Start center and sign appropriate documentation.

No over-the-counter medications, ointments, or powders can be used.

## Hygiene/Bathroom Procedure

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.

## Breakfast/Lunch/Snacks

The menus will be distributed and posted at all sites and in classrooms, as well as placed on our social media pages. All menus are planned by the CNP Director. Portion sizes of foods served are appropriate for children ages 3-4 years old. Food substitutions for children with special dietary needs are provided. Please inform your child’s teacher or the Health Coordinator if your child has any special dietary needs due to religious or medical reasons. Meals and snacks will be transported from the cafeteria by staff to the classroom. Staff will clean tables and discard of meal items. Additional trash receptacles will be available.

## School Readiness

Lowndes County Head Start will prepare children for academic success. Children are assessed on 21 school readiness goals and 38 developmental objectives three times annually. Teachers will analyze the data then provide individualized instruction geared toward the child.

## Curriculum

Lowndes County Head Start will utilize a new curriculum titles Three Cheers for Prek, published by Savva. This curriculum provides activities for small group instruction as well as whole group. It will address all the basic skills needed for young children in Emergent Literacy, Emergent Math, Science, Social Studies, and Social Emotional Development.

## Instruction

Learning takes place all day throughout the day at Lowndes County Head Start. There is a schedule all classrooms follow from the time the children arrive until the time they are dismissed and released to their parent/guardian or placed on the school bus. By the end of the school year, the children will begin developing into independent emergent learners.

Sample Schedule		
7:00-8:00		Arrival/Breakfast/Restroom/Handwashing
8:00-8:10		Meeting time
8:10-9:00		School Readiness/Free Choice
9:00-10:00		Outside Play
10:00-10:10		Restroom
10:10-10:25		Story Time
10:25-10:35		Hand Washing
10:35-11:05		Lunch
11:05-11:15		Restroom
11:15-12:00		School Readiness/Free Choice
12:00-1:00		Nap Time
1:00-1:20		Restroom/Handwashing/Snack
1:20-1:35		Story Time
1:35-2:15		School Readiness/Free Choice
2:15-2:30		Closing Day activity
2:30-3:30		Prepare to depart for home/Extended day

## Safety

Children will have their own designated tote box for instructional materials and school supplies. There will be designated seating arrangements throughout the classroom. There will be individual screen barriers placed in front of each child at their seat. Children will be required to wear mask except while eating.

## Literacy Act

The Alabama Literacy Act was created and passed in 2019 to help improve reading in Alabama public schools to ensure students are reading on grade level by the end of the 3rd grade. Reading is the gateway to lifelong achievement and the students of Alabama deserve a strong start on their path to success

**Beginning in the 2021-2022 school year, if your child does not demonstrate sufficient reading skills at the end of 3rd grade, you will receive notification that he/she may not be promoted to 4th grade.**