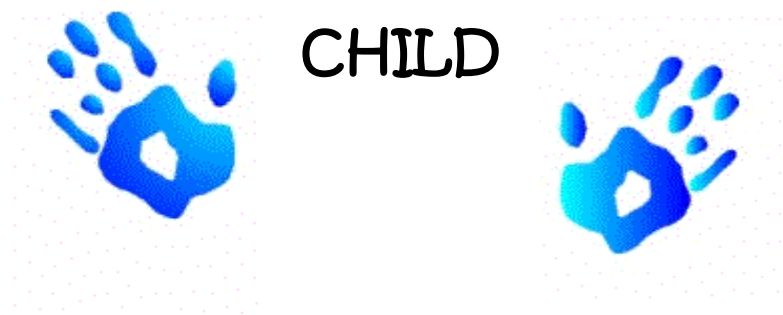


A Hundred Years From Now

it will not matter what my bank
account was, the sort of house I lived in,
or the kind of car I drove...
but the world may be different because I
was important in the life of a...



CULLMAN CITY HEAD START & PRE-K

Parent Handbook



2018-2019

900 Hoehn Drive NE,
Cullman, AL 35055
(256) 775-0234



Table of Contents

Enrollment.....	5
Withdrawal.....	5
Arrival and Dismissal.....	6
Arrival.....	6
Tardy Arrival.....	6
Dismissal.....	7
Late Pickup.....	7
Check In and Check Out.....	8
Early Morning Care.....	
After School Extended Day Program.....	
Attendance.....	9
Closure Due to Bad Weather.....	9
Change of Status.....	10
Student Dress.....	10
Items Not Allowed on School Property.....	11
Student Health and Safety.....	11
Medical Requirements.....	11
Illness, Communicable Diseases.....	12
Medication.....	13
Accidents.....	13
Nutrition.....	14
Snacks.....	14
Child Development.....	14
Discipline.....	14
Home Visits.....	15
Field Trips.....	15
Conferences.....	15

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches age 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, school must have written permission from the parent or eligible student in order to release any information about a student’s education record. However, FERPA allows schools to disclose those records without consent, to the following parties or under the following conditions (34 DER&99.31):

- School officials with legitimate interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to the student;
- Organizations conducting certain studies for or on behalf of the school;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies.

State and local authorities within a juvenile justice system, pursuant to specific state law. Schools may disclose without consent “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards and dates of attendance. However, schools must tell parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parent and eligible students annually about their rights under FERPA. The actual means of notification (special letter, inclusion in a PTO bulleting, student handbook, or newspaper article) is left to the discretion of each school.

For additional information you may call 202-260-3887.

MANDATORY REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT

Cullman City Head Start is trained in child physical and sexual abuse and neglect awareness and is considered mandated reporters. If a staff member suspects a child has been physically or sexually abused or neglected, he/she is required BY LAW to report these suspicions to the proper authorities.

Updated 7/2018

NON-DISCRIMINATION NOTICE

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity.

Section 504 of the Rehabilitation Act of 1973, Notice of Non-Discrimination

Section 504 of the Rehabilitation Act of 1972 (Section 504) is a civil rights statute that prohibits discrimination/harassment on the basis of a disability in any program or activity receiving federal financial assistance. In particular, Section 504 provides that:

No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance.

Any individual (parent/guardian/school staff member) may make a Section 504 referral for a student by contacting 256-734-2233.



Table of Contents

Child Progress Report.....	15
Screenings.....	15
Birthdays.....	16
Parent Involvement.....	17
Parent Input.....	17
PACT Activities.....	17
Volunteers.....	18
Signing In and Out.....	18
Volunteer Meals.....	19
Visitors.....	19
Adult Education.....	20
Parent Activities/Parent Meetings.....	20
Parent Committees.....	20
Policy Council.....	21
Board of Education Meetings.....	21
Communication with Parents.....	21
Communication.....	21
Monthly Calendars/Parent Newsletters.....	22
Inkind Donations.....	22
Foods.....	22
Other Items.....	23
Classroom Donations.....	23
Money.....	23
Mandatory Reporting of Child Abuse/Neglect.....	24

Cullman City Head Start

Mission Statement and Beliefs

The mission of Cullman City Head Start is to offer eligible children and families of this community the quality guidance and services they need to reach their highest potential of social competence that allows them to be successful in school and in life.

The Cullman City Head Start Program shares the following beliefs:

- That a family empowered is a community empowered
 - That cultural diversity enriches all our lives
 - That families and children are at different levels of social, cognitive, mental and physical growth
 - That Head Start is a support for children and families who are vulnerable
 - That early success translates into lifelong positive attitudes
 - That the empowerment of the family includes all community agencies
 - That all families deserve access to basic health services
 - That the daily nutritional needs of children are a basic necessity for optimum physical, social, emotional and cognitive development
 - That children with disabilities are a source of inspiration and encouragement
 - That children with disabilities should receive services that are specific and distinct to their particular need
 - That every child has a right to a safe, secure, learning environment
- That parents are the primary educators of their children

Updated 5/2018

The Head Start federal performance standards prohibit the donation of gum, candy, cookies, cupcakes, etc.” Please do not send candy on Halloween, at Christmas, or with Valentine cards. Items that are not approved will be returned.

Other Items

The program will gladly accept donations of pre-approved items. Please request permission from the Assistant Director (Tammy White) before purchasing items to distribute to the children. Small pumpkins for fall holidays, or visors and bubbles for fun days are examples of acceptable donations. The program may never accept balloons because balloons present a choking hazard.

If you have an idea for a craft that you would like to make for the children, please inform the Education Manager or PFCE Assistant.

Classroom Donations

Each classroom teacher has a budgeted amount to buy items for classroom use. We cannot ask for nor can we accept donations to one classroom only, such as party favors or toys. These items will be returned to the parent if sent to Head Start. Teachers may ask for recyclable, free items for classroom lessons, such as paper towel rollers, empty food boxes, and empty water bottles .

“Treasure chests” for good behavior run counter to the Cullman City Head Start program’s curriculum; therefore, teachers may not request or accept items for a classroom “treasure chest.”

Money

The program gladly accepts monetary donations that go into a fund to benefit every child in the program.

Monthly Program Calendar/Parent Newsletter

There will be monthly Parent Newsletters and teachers will be sending weekly newsletters. Remember to check your child's backpack for information about dates and times, also. Teachers send home weekly newsletters and use Remind 101 to remind and describe classroom activities. You may also view information about activities on the Cullman City Head Start website: <https://www.cullmancats.net/Domain/13>,

Twitter: [@CULLMANCITYHS16](https://twitter.com/CULLMANCITYHS), Facebook: [CullmanCity Head Start](#)

Your child will receive a Parent Bulletin in his/her backpack monthly, if the first of the month falls on a holiday, then it will be the first day back to school following the holiday. Please check the Parent Bulletin, website, and social media for information about parent meetings and community activities.

IN-KIND DONATIONS

Parents are not required to supply educational materials for their children to use at Head Start; however, classrooms may accept donations of items used for educational purposes, such as art supplies or prepackaged ingredients for cooking projects. Please ensure that the items you send adhere to the guidelines that are listed below.

Foods

If a classroom teacher plans a class activity that requires nutritious ingredients (pre-approved by the Head Start Nutrition Manager using the federal performance standards), parents may provide some of these foods if they would like, for example, canned vegetables for making soup or canned biscuits to improve fine motor skills. No one is required to donate foods. All foods must be prepackaged. Nothing may be prepared at home.

From the Director

Dear Families,

We are delighted to have your child in our Head Start and Pre-K/ HS classrooms for the 2018-2019 school year. At this time, we have 2 Head Start classrooms with three-year old students and 3 Head Start/Pre K classrooms of 4 year old students.

There is a strong correlation between early childhood education and success in grades k-12. Our teachers and staff will provide a very strong foundation in early literacy, math and social skills for your child. This will all be accomplished in a nurturing and loving environment. Our teachers and staff at CCHS are very dedicated to the success of each child and family. Our staff has a strong desire to make a difference in the lives of the children and families that we serve every day.

In order to maximize your child's potential, we need your help. Please volunteer in our classrooms and programs. Parental support will help your child grow and develop academically and socially. Together, we will help provide a solid educational foundation for your child.

As the director of Cullman City Head Start and the principal of CCPS, welcome to the CCPS/CCHS family! We are very fortunate to have this program within our Primary School because our students will be able to spend four years within these walls, learning and growing every day.

This handbook has been prepared to inform you of specific policies, activities and procedures to ensure the safety and academic success of the children in our program. Please keep this as a reference tool during the school year.

We look forward to working with you and your child. Please contact me if I can be of assistance to you and your family.

Tricia Culpepper

Head Start Director, CCPS Principal

ENROLLEMENT

Head Start enrollment is open to children who are three or four years old on or before September 2, income eligible according to the Federal Poverty guidelines and live in the city limits of Cullman. Head Start and Pre-K registration is conducted throughout the year by appointment with Family Service Worker - Ms. Bice ext. 7000.

When registering, the following official documents are necessary:

- Official birth certificate
- Social security cards for all members in the family
- Immunization record (blue slip)
- Proof of Residency
- Insurance Card
- Proof of Income - Taxes, W2

Immunization records are kept on file; other documents are copied and returned. Please notify Head Start staff of any changes in address, telephone number, or family structure that occur during the year.

Eligibility for services is determined by a variety of criteria. If a child is eligible and there is no vacancy, the child will be placed on a waiting list. Parents will be notified if a vacancy occurs.

Withdrawal

If a student's parent or guardian moves to another school district, the student shall be withdrawn according to the School System regulations.

Parents of enrolled Head Start students should notify Head Start Family Services staff at 775-0234 Ext. 7000 or 7002 if they choose to withdraw their child from the program.

- **Recruitment Committee** assists Head Start staff in preparing and planning to recruit participants for the program.
- **Parent Family and Community Engagement Planning** assists Head Start staff in planning and executing family engagement activities.
- **School Readiness Committee** looks at outcomes and expectations of the participants and changes program plan if necessary that benefits the participants in Head Start to be better prepared to enter school.

Parent Policy Council

Parents are encouraged to participate in monthly Policy Council meetings. Only Policy Council representatives have voting privileges; however, **ALL parents are welcome to attend meetings.**

BOARD OF EDUCATION MEETINGS

The Cullman City Board of Education Board policy calls for the regular Board meetings to be held the 3rd Tuesday of each month at 5 p.m. If the 3rd Tuesday of the month falls on a school holiday, the Board usually changes the date. **Meeting times and places** will be announced on the Head Start website and on the parent bulletin board beside the Parent Room.

COMMUNUCATION WITH PARENTS

Communication

In order to have effective communication, please notify the school of new phone numbers. Our school system utilizes automated calling for school closings. We encourage you to refer to our website: <http://ccps.cullmancats.net/domain/13> for

information about the school, lunch menu, and teachers' websites and to report an absence. You can also follow us on

Twitter @ CULLMANCITYHS@CULLMANCITYHS16 and

Facebook @ CullmanCity Head Start

Adult Education

Your Family Partner will gladly assist you if you need information about how to enroll in GED and reading courses, ELL classes, and continuing education program.

Parent Activities/Parent Meetings

Throughout the year, there will be numerous training workshops and parent activities provided for Head Start adults. These workshop topics and activities are mostly based on your interests. Check the weekly Parent Bulletin in your child's BACKPACK for information regarding upcoming parent activities.

Parent Committees

Parents are encouraged to be involved in our program by being members on parent committees. The committees include:

- **Executive Committee** conducts business for the Policy Council between regular meetings of the Policy Council.
- **Personnel Committee** assists in the screening, interviewing and recommending persons to be hired to fill vacancies in the Head Start staff.
- **Complaints Committee** hears complaints from the community and parents, and from Head Start staff, who have followed the grievance procedures established by the Governing Body and the Policy Council.
- **Grants/Fiscal Committee** assists and reviews in the preparation of the Head Start grant application and any amendments to the funding.
- **Policies & Procedures/Self -Assessment Committee** assists and reviews the yearly Self-Assessment and in revising policies and procedures when necessary.
- **Curriculum/Outcomes Committee** reviews the instructional plans for the program and progress of participants.

ARRIVAL AND DISMISSAL

Arrival

Head Start hours are 7:45 a.m. until 2:40 p.m. for 3 year olds and 4 year olds. Head Start children should arrive between 7:45 a.m. and 7:55 a.m. Parents who work or are in school may drop off children between 7:30 a.m. and 7:45 a.m.

Head Start students are to be dropped off at the Main Entrance of the building. Pre-K students are to be dropped off on the east-side of the building by the awning. If you are dropping off on the east-side, stay in the right traffic lane on Hoehn Drive as you approach the building. Staff will assist children from cars and direct them to their classrooms. Head Start parents will not be permitted to enter the building through the rear entrances. If you wish to walk your child to class, please utilize the crosswalk and enter through the front doors of the school.

Tardy Arrival

Any child who arrives after the 8:00 a.m. bell **must be signed in at the front office and walked by the parent or guardian to his/her classroom.** Children need to be in school on time every day that they attend. Children who are late miss many learning activities that occur before breakfast. Parents of children with excessive unexcused tardiness will be contacted to discuss corrective measures.

Dismissal

Head Start Pre-K students are dismissed at 2:40 p.m. for pick up. Head Start and Pre-K students are dismissed at 2:40 p.m. for pick up and will be picked up on the east side of the building by the awning. Students will stay with their teacher and will be escorted to the car by staff.

Parents are asked NOT to check their child out of school **unless there is an emergency**. If you must check your child out prior to 2:40 p.m., please sign him/her out in the main office before going to the classroom. You must also obtain a yellow visitor's pass to go to the classroom if you check your child out before this time.

Late Pickup

You must sign the Late Pickup Log located in the Family Services office each time you arrive late to pick up your child. Though we understand emergencies happen, school ends at 2:40 p.m. and arrangements should be made to ensure your child is picked up on time each day .

Check In and Check Out

Students entering or leaving school between 8:00 am and 2:40p.m. must be checked in or out, through the main office, by a parent or guardian. Please come into the office to sign your child out. **Please call by 12:30 pm for any pick-up changes regarding your child.**

We ask you to sign in and out for two reasons: First, it is for the **safety** of your children that we know who is in the building and why they are here. Second, your volunteer time is very valuable to our program. For each hour that you are signed in, Head Start receives matching funds (in-kind). Remember to sign out when you leave!

Volunteer Meals

When you volunteer for two hours in Head Start, lunch is provided for you. You must sign the LUNCH LIST in the Parent Room **before 8:30** each morning. "Second helpings" and refills of beverages are at your own expense.

If you would like to join your child for lunch but cannot volunteer, you must pay the lunchroom cashier \$4.00. You must call by 8:30 a.m. to order lunch if you eat with your child. The lunchroom number is 775-0478.

Head Start policy requires that volunteers and visitors who eat with Head Start children must eat and drink the same foods and beverages that are provided for the children. No soft drinks, food from home, fast food, etc. is to be brought in.

Visitors

We welcome parents and visitors to the campus. Please be considerate of instructional time, as well as teachers and staff duties. For the safety and well-being of the students, visitors **MUST** report to the school office where they will sign in and receive a visitor pass. If you are questioned about your reason for being on campus, please do not consider this as an unwelcome gesture, but rather an effort to keep our campus safe for our students.

Volunteers

Volunteers are a vital part of our Head Start program. We expect and encourage you to contribute your time and talents to enhance the learning environment. You will also be able to see firsthand what your child is learning.

NO children under the age of 16 are allowed in Head Start classrooms. All family members of any age are invited to attend special occasion that are outdoors; however, no children under the age of 16 are allowed in Head Start classrooms.

If you are assigned to help in a classroom, please let the teacher know your interests and talents so that he/she can assign things for you to do that will make you happy. If you prefer to work outside the classroom, we have a PARENT ROOM where you can do other work.

Here are some of the ways you can help:

- Work in centers and with small groups
- Assist with arts and crafts
- Prepare materials for teachers
- Read stories to the children

If you are unable to volunteer at school, we have other opportunities for you to volunteer, such as cutting out materials, coloring, etc. You may do these activities at home and the program can still count your volunteer time.

Signing In and Out

When you come into the building, you **must** go to the office to sign in to be a volunteer or visitor. In order to better protect our students, all visitors will be required to show a valid, government-issued ID. This is due to our school's new visitor management system called RAPTOR. Additional sign-in sheets may be required as needed.

Early Morning Care

An early morning care program begins at 7:00 for parents who need to drop off students prior to 7:30 am. Parents will walk the students to the Head Start doors located at the front of the building. This program includes supervision of students between 7:00 and 7:30 in the Head Start Parent Room. The weekly charge is \$8.00 for a five day period. Parents may also use this service on an as needed basis for \$5.00 per day.

After School Extended Day Program

Extended day is only available for Pre-K students (4 year olds). The Extended Day Program (EDP) provides after school care for CCHS students whose parents work or have chosen to give their children the extra advantage of homework assistance and supervised after school activities. Parents pay a registration fee and a weekly charge. The EDP is self-supporting. All accounts should be paid in full weekly. More detailed information will be available during Home visits and also at the registration table at Open House.

ATTENDANCE

Regular attendance is necessary for your child's success in school. A written excuse should be sent to the teacher the next day with the reason for the absence so that we may include it in your child's file. Absences may be reported online at <http://ccps.cullmancats.net/domain/13>. The parent of any child who is absent due to illness for three consecutive days should submit a doctor's excuse upon the child's return. All absences shall be designated as either excused or unexcused. In accordance with Alabama law, a student shall be excused for an absence from school for any of the following reasons: personal illness of the student, death in the immediate family, inclement weather as determined by director, legal quarantine or emergency conditions as determined by the director. Absences for any other reason shall be considered unexcused.

A call will be made to the parents/guardians within one hour if the student does not arrive to school.

If a child is absent for ten consecutive days without a valid reason, the program reserves the right to withdraw your child from the program and replace him or her with a child from the waiting list.

CLOSURE DUE TO BAD WEATHER

If Cullman City Schools are closed due to bad weather, Cullman City Head Start will close also. CCHS makes every effort to utilize automated phone message system, however; please check local news stations, radio, and social media for any closings related to weather conditions. It is essential that you maintain a current, working phone number with the CCHS back office staff.

Birthdays and Special Occasions

Birthdays are an exciting time for children and we do our best to make your child feel special on his/her "big day", however, in keeping with Head Start policies and federal nutrition guidelines, we ask that **no birthday treats**, i.e. cupcakes, cookies, pop-sicles, etc., be sent.

Head Start will provide snacks for special occasions such as holiday celebrations. **Again, we request that no treats or party favors be sent. The Head Start performance standards stress the importance of good nutrition, so please do not send candy canes or candy Valentines, either.** Items sent from home will be returned, **no exceptions.**

Parent Involvement

Parent Input

Parents of children enrolled in Head Start are invited to make suggestions for improvement of services. Suggestions should be submitted in writing to the Head Start PFCE Manager (Heather Battles). While not all suggestions will be possible to implement, each suggestion will be given consideration.

Parents are also encouraged to make suggestions about what their child will learn in Head Start. Lesson plans are posted on the bulletin boards outside of classrooms the Friday in advance of the week in which the lessons will be taught. Also, at enrollment and conferences parents will be asked what they hope their child will learn in Head Start.

PACT Activities

Teachers also send PACT (Parent and Child Together) activities home with the children. Please complete and return these activities so that we may count your volunteer time. Teachers display the children's work on the bulletin board outside the classroom. The children love to see their work displayed. Your help is vital to the success of our program

Home Visits

Head Start teachers will make at least two home visits each year. The first visit will be made prior to the child's first day. A second one will be made at the end of the school year. Teachers will make an appointment with the parent or guardian to schedule each visit. Additional home visits by the teacher or Family Partner may be scheduled as necessary.

Field Trips

Walking field trips are planned for the purpose of enriching a unit of study. Parents are notified in advance of all field trips and their permission is required. Permission form will be signed during registration process.

Conferences

Parent-teacher conferences will be scheduled in the fall and spring. Parents are strongly encouraged to meet with teachers. If an additional conference is needed, your child's teacher will be happy to schedule one for you.

Child Progress Reports

Child progress reports will be sent home three times per year to coincide with TS Gold data checkpoints.

Screenings

Developmental screenings and health screenings will be given to each child. These screenings are necessary in order for the teacher to develop an individual education program for each child.

Tornado Watches and Warnings

When a Tornado Watch is in effect at the end of the school day, students will be released via regular dismissal and travel plans.

In the event of a **Tornado Warning**, students shall NOT be released via regular dismissal, if tornado sirens are being sounded.

Students should not travel to school while a Tornado Warning is in effect.

CHANGE OF STATUS

Please turn in any change of status (change in employment, phone number, address, child release information, etc.) to your child's teacher or your Family Partner immediately. It is essential that we have a current phone number where a parent can be reached in case of emergency.

STUDENT DRESS

Students should be dressed appropriately for school activities. Clothes should be comfortable, suitable for classroom activities and appropriate for the weather. Caps and hats may not be worn during class time except for medical reasons or special class activities. Comfortable shoes or sandals with secure straps (not "flip flops") should be worn at all times for safety and health reasons. Coats, jackets, sweaters and mittens should be labeled with your child's name. Please provide the teacher with a second set of clothes (pants, shirt, underpants, and socks) in case your child's clothes become wet or dirty. Please make sure you update your child's change of clothes so that it is appropriate for the season (not shorts during the winter, for example).

ITEMS NOT ALLOWED ON SCHOOL PROPERTY

Federal and State laws prohibit dangerous weapons on school property. Weapons, **including toy weapon**, may not be brought onto school property. Cullman City Schools does not permit tobacco, matches or other dangerous objects on school grounds. **NO SMOKING IN SCHOOL PROPERTY.** Also, no animals of any kind are permitted.

STUDENT HEALTH AND SAFETY

Medical Requirements

All children enrolled in Head Start should have a complete physical exam, lead test, dental exam, and a current Alabama immunization record (“blue card”) in order to attend class.

Illness, Communicable Diseases

If your child does not feel well, he/she will not do well in school. Therefore, it is in the best interest of your child to keep him/her at home and consult your physician. The Board/Governing Body has approved the State Health Department recommended procedures and guidelines for treating communicable diseases and the timeline for a student to return to school.

The Superintendent/Executive Director shall maintain that adequate communicable diseases and school attendance procedures are in place for students in the School System.

In an effort to protect the general health and wellbeing of students, staff, school patrons, and the community at large the Board/Governing Body, based on Alabama law, authorizes principals and school officials to deny the attendance of students with infectious and/or communicable diseases. Early detection and treatment are essential to controlling the disease and health of the student body.

NUTRITION

Breakfast and lunch are provided for your child daily by the Head Start program. Menus are sent home monthly with the children and are posted in every classroom. No food may be brought from home or fast food restaurants.

Children are encouraged to eat or taste their food, but children are never forced to eat. Children who finish all of their food may request additional food if it is available. Food is not used as a reward or punishment.

If your child is on a special diet or has food allergies, please send a written physician’s statement to the Head Start Health Manager so that your child’s needs may be accommodated.

Snacks

Head Start and Pre-K children will be provided daily with a small nutritious snack to eat for the scheduled snack time.

CHILD DEVELOPMENT

Discipline

Children learn best in an environment where teachers and students mutually respect one another. It is the teacher’s responsibility to assist children in recognizing the importance of self-discipline, in developing a sense of responsibility toward self and others, and in making decisions that have a positive impact on their lives. A positive approach to child discipline will be used in accordance with Head Start guidelines.

Medication

The Head Start staff does not routinely administer medication. We encourage all medications to be administered at home unless the medication is necessary for the student's well-being and ability to function in school. Usually when a prescription states that a medication should be administered 2 times a day, it means every 12 hours; 3 times a day means every 8 hours (unless specified with meals); and 4 times a day means every 6 hours; therefore, most medications can be administered before or after school.

If it is absolutely necessary that the medicine be given at school, you must have your child's doctor fill out a medication form available from the Head Start Health Manager, and you must sign permission for the medication to be administered. No medicine will be given without this form. Also, you must bring the medication in its original bottle. Ask your pharmacist to separate your medication into two bottles if necessary.

Medications should never be placed in a child's backpack.

Accidents

If your child has a minor accident such as a bruise or scrape, the Head Start staff will send home an accident report for you to review. If your child is involved in a more serious accident, you will be notified by telephone. It is the parent's responsibility to ensure that a current list of adults is provided to your Family Parter/Teacher to contact in case of an emergency.

The Board/Governing Body approves the use of the State Health Department's recommended procedures for treating communicable diseases and the timelines for a student's return to school. The most common communicable diseases are listed below with the procedures for returning to school as recommended by the State Health Department and the Communicable Disease Center.

Chickenpox: Students must stay home seven (7) days from first appearance of eruption (pox).

Common Cold: Student must stay home if temperature is over 101 degrees.

Flu: Student must stay home for at least three (3) days from onset of disease and until fever free (less than 100 degrees) for 24 hours.

Impetigo: Infected area must be covered. For multiple lesions, student must have a statement from doctor or clinic to return to school.

Head lice: Treat as directed by pharmacist or physician. Must be nit (egg) free and checked by the Health Manager or designee before allowed to return to class. Three (3) days will be given to complete the treatment. More than three (3) days will be considered unexcused and a referral to DHR and/or truancy officer may be made at that time.

Measles: MUST be reported to doctor or Health Department. Student must have statement from doctor or clinic to return to school.

Pinkeye: Student must have statement from doctor or clinic to return to school.

Rashes: All undiagnosed rashes must be checked by doctor or clinic and a statement given to return to school.

Ringworm (body): Student must have proof of treatment.

Ringworm (scalp): Student must have statement from doctor or clinic to return to school.