

SARPY COUNTY/ESU #3 HEAD START



**Sarpy County/ESU #3
HEAD START**

2021-2022 PARENT HANDBOOK

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Sarpy County Head Start

Mission:

Supporting. Educating. Advocating. Empowering. One child, one family, one community partnership at a time.

Vision:

Helping children and families achieve positive health and educational outcomes leading to school readiness, resilience, and self-sufficiency.

Dear Parents and Caregivers:

Welcome to Head Start and Early Head Start! Head Start is a unique educational program that provides benefits and services not only to your enrolled child but your entire family. It is important to us to work with your family to educate your child as well as help you meet goals for yourself and your family!

Head Start has been in existence since the 1960s and has worked hard to have quality programming and services. You can review our Federal Program Performance Standards at <https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii>. These standards lay out guidelines for providing all types of services to families and children including education, parental education, health and nutrition.

It is important that parents are involved in our program! We want parents in our classrooms, serving on our Policy Council and engaging in our programs! We also want you to feel comfortable in reaching out to our staff. Please feel free to communicate any questions or concerns with your child's Teacher, Home Visitor, Family Advocate, Leadership Staff, or with me. You can call me at the below number or email me at aoestreich@esu3.org.

We look forward to building a partnership with your family!

Audra Oestreich
Director of Head Start
402-339-6592 x4992

Sarpy County/ESU #3 Head Start
 701 Olson Drive, Suite 111
 Papillion, NE 68046-4784
 Phone: 402-339-6592
 Fax: 402-339-6738
 Web site: <http://www.sarpyheadstart.org>

Head Start

Belleaire

1200 W. Mission
 Bellevue, NE 68005
 Classroom: 402-827-6270
 Office Phone: 402-827-6271
 Fax: 402-827-6272
Class Times: 8:15 am to 2:45 pm

Parkview Heights

7609 S. 89th St.
 La Vista, NE 68128
 Classroom & Office Phone: 402- 331-2327
 No fax
Class Times: 8:15am to 2:45 pm

Fort Crook

12501 S. 25th St.
 Bellevue, NE 68123
 Classroom: 402-827-8573
 Office Phone: 402-827-8574
 Fax: 402-315-1599
Class Times: 7:45 am to 2:15 pm

Golden Hills

2912 Coffey Ave
 Bellevue, NE 68123
 Classroom & Office Phone: 402-898-1270
Class Times: 8 am to 2:30 pm

Sarpy County Child Development Center
 701 Olson Dr. Suite 113
 Papillion, NE 68046
 Phone: 402-339-6592 Ext 4968
Class Times: 8 am to 2:30 pm

Early Head Start

Early Head Start Child Development Center

701 Olson Dr. Suite 113
 Papillion, NE 68046
 Office Phone: 402-339-6592 Ext. 111
 Classroom: 402-339-6592
 Extensions:
 Class 4001- 4967
 Class 4002-4946
 Class 4003-4940
 Class 4004-4973
Class Times: 7:30 am to 3 pm

Peter Sarpy

2908 Vandenburg Drive
 Bellevue NE 68123
 Office Phone: 402-594-6688 (cell)
 Classroom: 402-827-1873
Class Times: 7:30 am to 3 pm

Bellevue West

1501 Thurston Ave.
 Bellevue, NE 68123
 Classroom: 402-827-1869
Class Times: 7:30 am to 3 pm

Golden Hills

2912 Coffey Ave
 Bellevue, NE 68123
 Classroom & Office Phone: 402-898-1270
Class Times: 7:30 am to 3 pm

Title	Name	Phone Number
Family Advocate:		Office Phone Number: Cell Phone Number:
Teacher:		Classroom Phone: E-mail Address:
Home Visitor:		402-339-6592 ext.: Cell Phone Number

Early Childhood Education

Head Start Program Performance Standards require us to implement developmentally appropriate research-based early childhood curriculum. Head Start and Early Head Start classroom settings utilize The Creative Curriculum for Preschool and The Creative Curriculum for Infants, Toddlers and Twos (<https://teachingstrategies.com/>). Our Home Visitors use Growing Great Kids and Families <https://www.greatkidsinc.org/>. All staff will use Teaching Strategies GOLD to monitor your child's progress in all areas of development.

Creative Curriculum is an environmentally based curriculum that focuses on each child's interest. The teacher capitalizes on each child's strengths in the pursuit of furthering development through play, as well as, structured activities. The curriculum calls for active teacher and parent relationships, partnering together to work towards school readiness goals. Head Start defines school readiness as children birth-to age five possessing the skills and knowledge to accomplish healthy development that is essential for school success. School readiness is the active engagement of parents and families in order to achieve lifelong school success because parents are their child's first teachers.

Early Head Start Home-Based program uses the *Growing Great Kids and Families*. Home Visitors work as a coach and mentor with the parents in the home environment. Parents, as well as the Home Visitor, work together to establish developmentally appropriate goals for each child. Together they work towards achieving each goal, capitalizing on the child's interests as well as enhancing the parent/child relationship.

Continuity of Care

We are committed to providing the best possible care for your child. We make every effort for children to remain with the same teacher throughout their Early Head Start/Head Start experience. Your child's teacher is responsible for your child's care and all issues or concerns are addressed to them.

Home Visits/Conferences

To keep parents informed of their child's progress and to obtain vital information there will be two home visits as well as two school conferences throughout the year in the centers. Families can expect home visits from their Family Advocate as well. Each family enrolled in the Home-Based program will participate in weekly ninety-minute home visits as well as monthly group socializations with a Home Visitor. Active participation is expected as well as appreciated.

Outdoor Play/Outdoor Activities

Because experiences with nature and large motor development are essential in the full educational experience, all children will be given the opportunity to play outdoors daily. Daily schedules may adjust, shorten or extend, to accommodate these experiences. In order for outdoor time to be a positive experience, please make sure that your child comes in weather-appropriate clothing, shoes and outerwear including hats, gloves or mittens, and a warm coat or jacket when needed. Also, make sure that your child has extra clothing to change into in the event that they would become wet from outdoor play.

Children should wear proper footwear to school in order to participate in all activities. We **require** sneakers/tennis shoes that fit securely on their feet and cover their toes and heels. Wearing flip-flops or sandals puts the child at risk for falling or tripping.

Attendance, Tardy, Abandonment, and Leave of Absence

Attendance

Sarpy County/ESU #3 Head Start wants children and families school ready! Good habits start now and help to increase attendance as the child continues into their elementary and secondary education. In order for your child to get the most out of their early childhood and preschool experience, it is important for them to be in class. Children enrolled in SC/ESU3 HS **must be in attendance on the days scheduled**. If a child is unexpectedly absent, because a parent did not call the teacher within one hour of the program start time, staff will make an attempt to contact the parent to ensure the child's well-being. These attempts may include the following: phone calls to parents/guardians, phone calls to emergency contacts, texts/emails to parents/guardians, and unannounced home visits.

- If the absence continues, the Family Advocate will contact the parent to determine the reason for the absence and attempt to facilitate the child's return to class.
- The program will review attendance records periodically throughout the year. If a child is missing several days, the program will evaluate whether the child may be withdrawn from the program.

It is expected that parents/guardians will contact the classroom teacher ***prior to class starting for the day*** if the family will be arriving late or if the child will be absent. The parent/guardian can contact the teacher by calling the classroom or sending an e-mail.

Attendance in our home base program is important as well. Families can expect weekly home visits. Please notify your home visitor if the child or family member is ill so that a make-up visit can be scheduled. We ask when possible to give your Home Visitor 24 hours' notice.

Tardiness

Families are expected to pick up and drop off children on time. Families should communicate with staff should an emergency situation take place that will cause the family to arrive late or pick up late.

Teaching staff are not able to provide care for children prior to class time starting or beyond the end of class. Should a family have difficulty with being on time, staff will address the situation with the family and work to find solutions for the child to arrive and depart on time. Families needing child care before or after school will need to make arrangements with a child care program on their own. Family Advocates are able to provide a list of licensed child care providers in the area for families to determine if the center is the best placement for their child. The list may include those who provide transportation.

If it is determined that the family cannot make arrangements for on-time arrival and departures, the child may be placed on a waiting list until other arrangements can be made for the child to attend during school hours.

Abandonment Policy

- If the child remains at the center an hour after the class is over, and all attempts to reach the parent and emergency contacts have failed, local law enforcement will be contacted and determine the appropriate action to be taken.

Leave of Absence

- A short-term leave of absence may be granted to families with extenuating circumstances (i.e. death in the family, attending a treatment program, cultural events, hospitalization, military deployment, etc.)
- A family needing more than one or two days (or more than 2 visits for Home Base) of leave will inform the Family Advocate of the situation
- The FA/HV will inform the Director of the situation. The Leadership Team will make a decision to approve/deny the request.

Confidentiality and Release of Records

- The records and all information concerning the children and families are kept confidential and secured. The records can be reviewed (for monitoring purposes) by additional agencies.
- Parents requesting a copy of their child's records will need to complete an

Authorization for Release of Records and Other Confidential Information form

and submit it to the Family Advocate or Home Visitor. Staff must make the records available in no less than 45 days.

- Parents wanting to review their child's file will need to schedule a time with the teacher, Family Advocate or Home Visitor

Emergency Contact Numbers:

SC/ESU3 HS requires at least one readily accessible emergency contact in addition to the parent. This contact needs to include the person's name, telephone number, and address and the individual must be in the local area.

- SC/ESU3 HS must be able to reach you, a member of your family, or an individual on the emergency contact list ***who is in the local area.***
- If your emergency contact information changes please inform the Family Advocate/Home Visitor or Teacher.
- Inform individuals that you have listed them on the emergency contact list.
- Children will only be released to parents and persons listed on the contact list unless you provide written notification of a change.

Parent and Family Engagement

When we say “parent” we are also referring to guardians, foster parents and grandparents who are raising their grandchild, or any other person who is in the role of parent of the Early Head Start/Head Start child.

Family Engagement is essential to support family well-being and promote children’s learning and development for success during your child’s Head Start/Early Head Start experience. SC/ESU3 HS believes that we get better results for our children by working in partnership with our families. Parents are provided with many opportunities. Be sure to watch for newsletters for information on how you can join in your child’s education.

Verification Policy for Early Head Start Centers

Parents with children enrolled in an Early Head Start center-based program are required to have work or school commitment for the service. Verification of employment or school attendance is a requirement and acceptable verification includes a current check stub, class schedule, or a Verification of Eligibility in lieu of Paystub form.

- Verifications will be **due on the first school a child starts school and on the first day of class in January.**
- If verification is not received by the first day the child enrolls OR the first day of class in January, the child may be placed on the waitlist for the home base program for Early Head Start.
- If a parent becomes unemployed or leaves school, the parent will have 60 days to find a position or return to school. If after 60 days this has not occurred, the child will be placed on the waitlist.

Health and Nutrition

Physical and Dental Exams:

All families will be encouraged to have a primary health/dental health provider. Staff will help the family access providers, if needed.

Children in a center-based program with food allergies must have Special Allergy Forms completed by the health care provider describing the allergies and any necessary substitutions. Substitutions will not be made without a signed note from the health care provider. The only exception is a Milk Substitution Form may be completed by a Parent/Guardian.

If a child has asthma or any other respiratory health concerns which require an inhaler or nebulizer, an Asthma Action Plan must be filled out and signed by a doctor. Medication must be provided and a Medication Consent form signed by the parent must be in place in order for the child to start/remain in school.

For the health and safety of your child, we ask parents not to bring or send food, toys or treats to school for birthdays, holidays, or other celebrations. An age-appropriate nutritional snack/meal will be provided during the socialization gatherings (Home Base Program only).

Nutrition assessments will be completed on all children and pregnant women enrolled in the Early Head Start/Head Start program by a registered dietician. Information is shared with the parents.

Children participate in daily tooth brushing activities in the classroom to promote oral hygiene. These activities are completed in conjunction with a meal or snack. Infants will have teeth and gums wipes with a piece of gauze and as children get older they are transitioned into toothbrushes. During a pandemic, this activity will be put on hold.

Should a child receive an injury, experience an illness, or a staff member notices an injury, a staff member will complete a Child Accident and Illness Report. The parent/guardian is asked to sign the report and if they choose to have a copy, staff will provide it. It would be appreciated that if a child obtains an injury at home that the parent/guardian would notify staff at drop-off.

Below are the requirements for health and dental exams:

Early Head Start (birth up to age 3):

- Well Baby Exams at recommended intervals: newborn, 2 mths, 4 mths, 6 mths, 9 mths, 12 mths, 15 mths, 18 mths, 24 mths, and 36 mths
- 12 mths—Well Baby Exam, hemoglobin, lead level and Dental Exam

- 24 mths---Well Baby Exam, lead level and Dental Exam
- Dental Exams—starting at 12 mths and every 6 months thereafter

Head Start (3 to 5-year-old)

- Annual Physical Exam
- Hemoglobin
- Lead Level (drawn after 24 mths of age)
- Dental Exam every 6 months

Immunizations:

All children enrolled in the program must have a copy of their immunization record on file in accordance with state laws. Immunizations must be age-appropriate as required by the State of Nebraska and on file with Head Start prior to enrollment or within 30 calendar days of enrollment.

Student Age Group	Required Vaccines
Birth-23 months	As recommended by the Center for Disease Control
Ages 2 years through 5 years	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age

Communicable Disease and Illness:

SC/ESU3 HS staff will notify parents if their child has been exposed to a communicable disease. Most children with mild illness can safely attend school or childcare. A child is too sick to attend if the child has any of the following symptoms, unless a health provider determines that the child is well enough to attend and that the illness is not contagious:

- The child does not feel well enough to participate comfortably in the program's activities.
- The staff cannot adequately care for the sick child without compromising the care of the other children.
- The child has any of the following symptoms, unless a health provider determines that the child is well enough to attend and that illness is not contagious:
 - Fever above 100.4°
 - Excessive coughing, uncontrollable coughing, excessive nasal drainage, difficulty breathing, wheezing, extreme irritability
 - Diarrhea more than three times in the last 24 hours
 - Vomiting more than once in the last 24 hours
 - Mouth sores with drooling
 - Rash
- Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

- Children with infectious diseases should not attend school unless they have been:
 - Seen by a health care provider (a signed Dr. note provide to school)
 - Have been on treatment for 24 hours
 - Have been symptom-free for 24 hours

These diseases may include but are not limited to: Pink eye, strep throat, scabies, head lice, impetigo, chickenpox, mumps, measles, pertussis, rubella, shingles, tuberculosis, etc.

- Children returning to school after hospitalization, surgery, broken bones, cast removal, etc. must provide a doctor's note to attend class.

Medication:

SC/ESU3 HS staff may dispense medications only if the following conditions are met:

1. The medication must be in the original prescription container. The container must be labeled with the student's name, physician's name, and directions for taking the medication. Any changes to the prescriptions need to be reflected with the new information listed on the bottle.
2. Over-the-counter medications (i.e. cough syrup, Tylenol) cannot be given without a prescription or a doctor's note and the label containing the information listed in #1. All dosages must be in accordance with the label's instructions.
3. A signed parental permission form must accompany medications or the staff will not dispense the medication to the child. If the parent sends a note, it must include the following information:
 - Child's name
 - Date medication starts/ends
 - Name of Medication
 - Amount to be given
 - time to be given
 - Instructions for giving medication
 - Parent/guardian signature and date

Any changes in medication administration such as dosage, time, etc. must be accompanied by a newly signed parental permission form and prescription. Staff will not dispense medication without a new permission form.

Emergencies that Require a Rapid Response

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Head Start trains all staff members having direct contact with children in First Aid and CPR. Should an emergency arise that a child needs immediate medical attention, staff trained in First Aid and CPR will provide care and, if needed, secure and authorize emergency medical care and/or treatment for the child. This care may include transportation to the nearest accessible medical facility. Children having a known condition such as asthma, diabetes, or severe allergy, must have a plan authorized by a health care provider prior to enrollment. This plan may include emergency medicine. Staff is trained in the administration of Epi-Pens and asthma medication during their First Aid/CPR training. Other training is provided on an individualized basis, when an issue is identified, in order for staff to provide proper care and/or emergency response.

Special Services

Sarpy County/ESU#3 and the Early Childhood Special Education personnel in each school district work together to provide special services to eligible children and families. Services for children with special needs in the areas of vision, hearing, speech, cognitive skills, motor skills, and social-emotional development are provided in a positive, nurturing environment.

Throughout the year, children may be referred to the school district for screening/evaluation. SCE3HS will assist in and monitor the referral process. In the case of a child qualifying to receive special education services (according to Nebraska guidelines), every effort will be made for the program to obtain the child's written IFSP/IEP in a timely manner. SCE3HS will assist in helping the child meet the goals stated in the IFSP/IEP.

In the case of the enrollment of a child with a current special education plan, a copy of the MDT and IFSP/IEP will be required for the child's file.

Mental Health

Mental health can impact parents and children. Promoting Mental Health services to enrich the lives of the children and families we serve is an important part of the daily work Teachers, Home Visitors and Family Advocates do. SCE3HS has resources available to assist you, please talk to your Family Advocate or Home Visitor.

Unscheduled School Closing

In case of inclement weather, SC/ESU3 HS will cancel classes and/or scheduled home visits.

- Announcements of school cancelations due to inclement weather are made via e-mail and text messages if you have opted in to receive the information with your Family Advocate or Home Visitor, Facebook, and are also posted to local radio and television broadcasts.
- Please refer to the calendar for other closings.

Child Safety Policies

Child Abuse or Neglect

Nebraska State Law LB-28710 says: “abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child to be: (a) placed in a situation that endangers his or her life or physical or mental health; (b) deprived of necessary food, clothing, or shelter, or care; (d) left unattended in a motor vehicle, if such a minor child is six years of age or younger; (e) sexually abused; or (f) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films or depictions.”

Sections 28-710 to 28-727 of the Nebraska Child Protection and Family Safety Act specifically includes leaving a child left unattended in a motor vehicle, if such minor child is six years of age or younger as abuse or neglect.

SC/ESU3 HS is required by state law to report suspected child abuse or neglect. Staff will work with community agencies to provide positive support services to families where abuse has occurred.

Child Safety

Staff is required to immediately notify law enforcement for any of the following:

- If a staff member observes a child being transported without a proper child restraint.
- If staff suspects that a parent/guardian who is transporting a child is under the influence of alcohol or any illegal substance, the child will be allowed to leave only if it is a parent/guardian and law enforcement will be notified. If the individual is a non-parent, the parent will be contacted and the child will not be permitted to leave.
- If children under the age of 7 are left unattended in the car while the parent drops off/picks up children.
- Staff are not able to secure children in car seats.

Pedestrian Safety

It is important to our staff that children are safe when arriving and leaving our facilities as well as at home. Below are some tips to help your family stay safe while walking!

- Children should always be with an adult when crossing the street, in a parking lot, and when entering/exiting a Head Start/Early Head Start facility
- Children should hold hands with the adult and walk beside, not in front of or behind the adult
- Adults walking with children should position themselves between the traffic and the child
- Teach children to look left-right-left when coming to the edge of the street to identify and vehicles approaching
- Always stop at the curb before crossing the street and walk (not run) across the street
- Whenever possible, cross at corners with traffic signals and crosswalks.
- Walk facing traffic
- Make sure that drivers see you by communicating with them verbally or through body language before crossing in front of them
- Minimize loose clothing items, such as long drawstrings, that may become tangled or cause a child to trip
- When picking up or dropping off your child, please be sure to park in designated areas

- Children should never be left unattended in vehicles
- Always be alert and cautious when traveling near a school or child care center. Avoid rushing, and look out for the other motorists who may be rushed or distracted.

Smoke-Free Environment

All SC/ESU3 HS sponsored events are smoke-free and vape-free. No smoking or vaping is allowed on the grounds and in buildings and vehicles. We ask that parents/guardians refrain from smoking during home visits.

Pets and Animals

Due to health concerns, families **must** refrain from bringing in pets or other animals into our centers. In some classrooms, some children are highly allergic to animals. Additionally, our staff does not have any health or immunization records on these animals in case an incident would occur. We also ask that parents/guardians secure all pets in a safe location during home visits.

Lockdown/Emergency Procedures

Your child's safety is critically important to us. We have Program Performance Standards in place as well as comprehensive safety plans at each of our sites regarding fire, tornado, severe thunderstorm, evacuation, and emergency lock-down procedures.

Classrooms in the Bellevue Public Schools follow safety procedures outlined by the District (<https://www.bellevuepublicschools.org/>). Click on "Students and Parents" and scroll down to Student/Parent Resources to find in-depth information regarding safety plans and procedures.

Classrooms in Papillion La Vista Community Schools follow safety procedures outlined by the District (<https://www.plcschools.org/domain/1210>). This link will take you directly to a presentation by the Director of Student Services regarding safety in PLCS classrooms.

Classrooms at the SCCDC also have a safety plan in place. Parents at that site will receive information regarding emergency procedures from their child's teacher.

It is important to note that Bellevue Public Schools and Papillion La Vista Community Schools will coordinate communication with our agency as well as with parents. We will utilize Text Caster as a primary source of communication, so it is critical you sign up for this service and make sure you always have a current phone number on file. Safety questions should be directed to the Executive Director so that we can work together to create safe and nurturing learning environments for our children, families, and staff.

In-Kind

SCE3HS is required to contribute 20% of the total cost of the budget in use of volunteers and donations. Some of the ways in which families can contribute in-kind are:

- Participate in Parent Sharing Groups and Policy Council
- Volunteering in the classroom
- Participating in the Book Buddy Adventure and School Readiness activities at home with your child.

Supporting Challenging Behaviors

SC/ESU#3 HS does not withdraw services from a child with persistent, aggressive behaviors. An Intervention Team is used to effectively manage children with high levels of aggressive behavior. Individuals included in this Intervention Team could be the child's parents, a Mental Health Professional, Teacher, Family Advocate, and Special Education and Literacy Specialist. This team will work together in developing a plan with Positive Behavior Supports.

Aggressive behavior is defined as behavior that is continuous, disruptive, aggressive, persistent and harmful to himself/herself or other children or staff members. These behaviors will include but are not limited to: hitting, biting, kicking, screaming and throwing property.

In unusual circumstances when a child's aggressive behavior presents a **significant** threat to his safety or the safety of others:

- Child development services may temporarily be provided through home visiting as we work to help the child re-enter and participate successfully in the Head Start classroom.
- Transitioning the child to a more intensive program than Head Start when recommended by a Mental Health Professional and/or school district Special Education professional.

Zero Tolerance Policy

SCCHC maintains a zero-tolerance for violence. Accordingly, any acts of violence, whether perceived or actual, by employees, volunteers, or parents, while engaged in program activities or while on program premises, will not be permitted and could possibly be subject to legal recourse. The following offenses are examples of intolerable behavior/actions:

- Possession or use of any weapon, whether perceived or actual.
- Physical or verbal altercations.
- Physical or verbal harassment.
- Threats, threatening language or any other acts (perceived or actual) of aggression or violence.

Local law enforcement agencies will be notified as a result of all potentially dangerous and/or threatening situations.

Parent's Rights

Inspect Record-- A parent has the right to inspect a child's records or file. Once the request has been made, staff must make the records available in no less than 45 days. A parent can only inspect information pertaining to the parent's child. Parent/guardians will need to make an appointment to inspect the record with a SC/ESU3 HS staff member present. The program shall not destroy a child's record with an outstanding request to inspect and review the record.

Amend Record-- A parent has the right to ask the program to amend information in the child record that the parent believes is inaccurate, misleading, or violates the child's privacy. The program must consider the parent's request and, if the request is denied, provide a written decision to the parent within a reasonable time that informs the parent of the right to a hearing.

Hearing-- If a parent requests a hearing to challenge information in the child record, the program must schedule a hearing within a reasonable time, notify the parent, in advance, about the hearing, and ensure the person who conducts the hearing does not have a direct interest in its outcome. The program must ensure the hearing affords the parent a full and fair opportunity to present evidence relevant to the issues. If the program determines from the evidence presented at the hearing that the information in the child records is inaccurate, misleading, or violates the child's privacy, the program must either amend or remove the information and notify the parent in writing. If the program determines from evidence presented at the hearing that information in the child records is accurate, does not mislead, or otherwise does not violate the child's privacy, the program must inform the parent of the right to place a statement in the child record that either comments on the contested information or that states why the parent disagrees with the program's decision or both.

Right to copy of record— The program must provide a parent, free of charge, an initial copy of child records disclosed to third parties with parental consent and unless the disclosure was for a court that ordered neither the subpoena, its contents, nor the information furnished in response be disclosed.

Right to inspect written agreements— A parent has the right to review any written agreements with third parties involving their child.

Request Policies:

All of Sarpy County/ESU #3 Head Start's policies are available to parents upon request from the SC/ESU3 HS staff.

CACFP 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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, 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.

As stated above all protected bases do not apply to all programs, *“the first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.”*

The State Agency administering the Child and Adult Care Food Program is:

Nebraska Department of Education

Nutrition Services

P. O. Box 94987

Lincoln, NE 68509

Telephone: 402-471-2488

Website: <http://www.education.ne.gov/NS>

WIC (Women Infants and Children) Nutrition Program:

The Nebraska Women, Infants and Children Nutrition Program (WIC) provides healthy food at no cost and breastfeeding and nutrition information to help keep pregnant women, infants and children under five, healthy and strong. You are automatically eligible for WIC if you currently receive ADC, SNAP (food stamps), Kids Connection or Medicaid. Fathers, guardians or foster parents may apply for WIC for their children. Call 1-800-942-1171 or (402) 444-1770 or check out their website at www.dhhs.ne.gov/wic/ to determine your eligibility and apply for the program.

Acronyms used in the Handbook:

SCE3HS Sarpy County/ESU #3 Head Start

HS-Head Start (3 to 5 years)

EHS-Early Head Start (0 to 3 years)

FA-Family Advocate

HB-Home based

ICP-Individual Child Profile

MDT-Multi-Disciplinary Team

IEP-Individual Education Plan

IFSP-Individual Family Service Plan

Parent: The term parent refers to a child's mother or father, other family members who are a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree.

2021-2022 COVID Practices

The following rules and expectations will be effective during the 2021-2022 school year. These rules and expectations are intended to ensure the health and safety of all students, staff members, families, and the overall community. Because of the fluid nature of the current COVID-19 pandemic and the program's continued collaboration with health officials, these rules and expectations are **subject to change at any time**. The program will send parents/guardians written notification of any such changes. It is each family's responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If a parent/guardian ever has any questions about the interpretation or implementation of these rules and expectations, the parent/guardian should promptly contact the Head Start Director at aoestreich@esu3.org or 402-339-6592 ext 4992 or Assistant Director at rkolumban@esu3.org or 402-339-6592 ext 4966

1. **Masks.** Every student, ages two and older, as well as family members (siblings ages two years and older), must wear an appropriate mask on school grounds. An appropriate mask is a double cloth mask that does not interfere with or disrupt the operation of the school or the learning environment. Masks must be worn in a manner that covers the student's nose and mouth. A student may remove their mask only when a staff member gives the student permission, such as during mask "breaks" or during mealtime. The program will provide students with masks that will be kept in the classroom.
2. Families are highly encouraged to follow health and safety best practices outside of the school setting, including frequent hand washing and social distancing.
3. **COVID-19 Symptoms.** When a student experiences, or has experienced within 24 hours, any of the following symptoms, the family must use the Sarpy/Cass Health Department screening/exclusion provided to determine if the child can attend school. If a child will be absent from school, the parent/guardian will need to call the classroom.
 - Fever or chills (100.4 or higher)
 - Cough
 - Shortness of breath or difficulty breathing
 - Muscle or body aches
 - New loss of taste or smell
 - Sore throat
 - Nausea or vomiting
 - Diarrhea

Should a student arrive at school with any of the above symptoms, staff will utilize the Sarpy/Cass Health Department screening/exclusion form to determine if a student should remain in the class. Should there be any questions or concerns, staff may consult the Health and Nutrition Specialist. In the absence of the Health and families who notify the classroom of an absence due to a child's potential COVID-19 exposure or symptoms will generally not be counted as an unexcused absence. Families will be provided with take-home packets at the beginning of the year to utilize in these situations to allow for continued learning as the student is able. For a prolonged absence, teachers/home visitors may provide virtual learning or provide the parent with additional activities. Please note, any other policies regarding the exclusion of a child or definition of when a child is too sick to attend will be followed. This includes rash, potential communicable disease/virus, etc.

Potential Exposure. Parents and students who have reason to suspect that the student may have been exposed to COVID-19 must promptly inform the classroom/Home Visitor. Potential exposure includes, but is not limited to, coming into close contact with a person who tested positive or is awaiting test results, a family member in the household who has tested positive or is awaiting test results, traveling to a "hot spot," or receiving notification from a health official or medical professional of potential exposure. Students who plan to travel outside of the community are encouraged to consult with their child's teacher, Family Advocate or Home Visitor in advance to determine the potential consequences (such as mandatory quarantine) of such travel. Any student who has potentially been exposed to COVID-19 will not be allowed on school grounds until the program, in its sole and absolute discretion, determines that the student may safely return to

school. A student's arrival on school grounds or a parent/guardian fails to promptly notify the program of a potential exposure may result in a family having to move to virtual services.

Failure to be Honest. These rules and expectations are designed and will be implemented to ensure, to the extent practicable, the health and safety of all students, families, and staff. The program will endeavor to balance the need to ensure health and safety, while not intruding on a family's confidential medical information. With that in mind, families are expected to be honest with the program regarding a student's potential COVID-19 exposure or symptoms. If a parent is uncomfortable or unwilling to provide specific information to the program about a student's potential exposure or symptoms, the family need only inform the program staff of the fact that there may have been a potential exposure or potential symptoms. A parent may, but will not be required to, divulge any specific information about the potential exposure or symptoms, such as medical information. In any circumstance, if the program determines that a parent or student has not been honest or forthright with information or facts provided (or not provided) to the program about a potential exposure or potential symptoms, the program may exclude a student for a longer period of time (for health and safety reasons) up to and including exclusion from the classroom setting to virtual services. Families are encouraged to talk to their assigned teacher, Family Advocate or Home Visitor. Should a parent/guardian feel uncomfortable, they are encouraged to contact the Head Start Director at aoestreich@esu3.org or 402-339-6592 ext 4992 or Assistant Director at rkolumban@esu3.org or 402-339-6592 ext 4996

Other Health and Safety Rules. At any time, a staff member may impose or require a student or family to undertake other health and safety requirements (such as frequent hand washing, maintaining social distancing, and the like). Families will be expected to follow all safety guidelines within each site and within each school district in order to safely resume school. This may include not allowing family members into the school building. Should a parent/guardian need to communicate with teachers/Family Advocates, other options will be provided. Other communication options may include: phone calls, emails, Zoom meetings, and/or meeting in an outdoor space.

Assumption of the Risks. In the middle of the COVID-19 pandemic, the Program has endeavored to reopen schools for the benefit of student learning and development. However, there is no guarantee that the school environment will be completely safe and free from COVID-19 or other related risks and hazards. Any parent/guardian who is uncomfortable with the risks associated with sending their student to school must promptly contact their teacher or Family Advocate to discuss alternative educational options. A parent/guardian who elects to send their student to school does so understanding, assuming, and accepting the associated health and safety risks, including the possibility that the student may be exposed to and/or contract COVID-19.