

Program Overview

Sites and Locations

Lafayette Head Start 1135 Cimarron Dr. Lafayette, CO 80026 Main Line:303-441-3980 Enrollment Line: 720-564-2206	The Dagny School-Head Start 2802 Dagny Way Lafayette, CO 80026 Main Line:303-441-3980 Enrollment Line: 720-564-2206	Woodlands Head Start 2675 Mapleton Ave. Boulder, CO 80304 Main Line:303-441-3980 Enrollment Line: 720-564-2206
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Staff contact information can be found on our website [Head Start - Boulder County](#)

Emergency Notification

Staff are trained each year on emergency preparedness for their sites and will communicate with families in the event of an emergency. In the event of an emergency while children are at school, staff will call the child’s family at home or at work. If the staff is unable to contact the family, they will call the designated people on the emergency contacts sheet. If an emergency should arise outside of school hours staff will call families to inform them of any necessary information. Depending on the type of emergency, closure information may be announced on local T.V. and radio stations and/or social media.

Inclement Weather

Outdoor play is not only an important part of child development; it also provides many health benefits. Children will play outdoors daily unless doing so poses a significant health risk to individual or groups of children. In order for an individual child to be excluded from play, a doctor approved health care plan must be on file(ex. asthmatic children)*. In the winter, with appropriate clothing available, children will play outdoors daily unless outdoor temperatures are 20°F or below (with wind chill). Please bring clothing and footwear for colder weather as appropriate. If a child does not have weather appropriate attire, and the program does not have additional clothing available, a child may be asked to stay inside depending on the outdoor conditions.

If temperatures rise above 90°F teachers will monitor the children closely. Outdoor playtimes will be limited, if necessary, to avoid heat exhaustion. In the event of ozone alert, teaching staff will be notified in a timely fashion and children will either remain inside or have limited outdoor play with less strenuous activities.

School Closures

If Boulder Valley Schools are closed due to bad weather, Head Start will be closed as well. Boulder Head Start uses Remind and Facebook postings to announce school closures.e. Parents are strongly encouraged to sign up for REMIND text alerts.

Non-Discrimination Policy

Our center Participates in the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). USDA and CACFP prohibit discrimination in its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotapes, etc.) should contact the USDA's TARGET Center at (202) 720-5964 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410n or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Enrollment and Attendance

Enrollment

Enrollment Process

Each family meets with a Family Community Professional to fill out program application. At that time, families are told about the program's philosophy and services including the medical, dental, and vision screenings that all children receives while enrolled.

1. Eligibility Determination: Meet with a Family and Community Professional (FCP) to determine eligibility based on household composition, income, home address, and/or IEP/Disability Services, as relevant
 - a. If your child has an identified or suspected disability, parents will be asked to sign a release form allowing the program to obtain a copy of the IEP to determine best fit for your child.
2. Gather documents: During this stage we ask that you gather the following documents.
 - a. Childs Birth Certificate
 - b. Current (not expired) ID for parent/guardian
 - c. Income Verification (one month of income from previous month)
 - d. Verification of Boulder County residency* (utility bill or paystub with address)
 - e. Medical Documents from child's primary doctor:
 - i. Well Child Check Summary (must include weight and height)
 - ii. Immunization
 - iii. Blood test that measures lead levels and Hemoglobin/Hematocrit

**Excludes those living in the city of Longmont. Longmont residents will be referred to the Wild Plum Center*

3. Completion of Program Paperwork
 - a. Head Start Application
 - b. Child Care Assistance Program (CCAP) Application- Applying for CCAP is a required part of the enrollment process. CCAP funds allow the program to operate for a full working day and keep our student-teacher ratios low. BCCHS waives all CCAP parent fees. Please note, you may be required to pay your parent fee for any childcare program you are referred to outside of BCCHS.
 - c. Colorado Preschool Program (CPP)- If family is determined eligible, they will be asked to complete a CPP application, which provides the program with funds to serve children for a full working day and keep student-teacher ratios low.
4. Waitlist/Class Placements
 - a. Children are placed on a waitlist if the family is determined to be “over income” based on the Federal Poverty Index as directed by the federal Office of Head Start (OHS) or there are no slots available in the desired location. OHS requires our program to ensure service for all income eligible children before considering over income families.
 - b. During class placements, staff consider the family’s needs and requests, age of child, gender, and home language to ensure balance of diversity and supports for children in all classrooms. When placing a child after the start of the school year, the same factors are considered when determining child placements.
5. Welcome Conference – once the child has been accepted in the program, a welcome conference is arranged between the family and the teachers assigned. We believe child’s educational experiences and our program is greatly strengthened by the partnership and involvement of all members of the family and family goals.

Physicals and Immunizations

Each child at Head Start is required within 30 days to have a current Immunization record and physical with record of hematocrit or hemoglobin test and lead screening on file with the program before they may begin school. If a child is not up-to-date on immunizations, a Colorado approved immunization exemption plan must be signed. These documents are required to be updated at least annually and when there are changes to a child’s health status or immunization

Updated Non-Medical Exemption Process

A parent letter stating they want to exempt their child is no longer accepted:
<https://cdphe.colorado.gov/vaccine-exemptions>

- Submit the Certificate of nonmedical exemption WITH a signature from an immunizing provider in Colorado who is a medical doctor, doctor of osteopathic medicine, advanced practice nurse, delegated physician’s assistant, or pharmacist

OR

- Submit the Certificate of nonmedical exemption received upon the completion of CDPHE’s Online Immunization Education Module.

Attendance

Attendance Policy

In order to ensure your child’s safety, teaching staff identify children by face and name upon arrival every morning. Regularly throughout the day, and especially during transitions, staff count children in the group as well as account for children by name. A physical sign-in and sign-out sheet as well as the electronic ATS sign-in is maintained in each classroom and the responsible party must sign and indicate the date and time of the child’s arrival and departure from the center each day. Attendance forms are available for the Director to monitor children’s daily attendance. Attendance records may also be reviewed by oversight bodies such as Child Care Licensing, CACFP and Head Start Monitoring to ensure active supervision and accurate attendance practices.

Late Pick-Up Policy

Children must be picked up before school closes each day by a parent, guardian or other authorized pick up person. We are unable to release your child to anyone who is not on this list, and we cannot take verbal change requests over the phone.

All adults picking up children must have a valid ID to confirm their identity at the time of pick up. We cannot release a child to an adult that we are unfamiliar with.

Authorized Pick Up

Please be sure to inform the center at any point in time of changes to your Emergency Form and Authorized Pick-Up list of contacts. The center will only release children to authorized individuals who

are 18 years or older who are written on the list and can show a valid ID. A copy of the ID will be taken to keep with emergency contact records. Changes to your Authorized Pick-Up list can be made at any time, but changes are asked to be provided in writing and verbal consent will not be accepted.

Absences

Reporting Child Absence

If your child is absent for any reason, you will need to call the classroom or school on the morning of an absence to let your child's teacher know that your child is sick or unable to attend school. *(Please refer to our website for a list of phone numbers).*

Unreported Child Absences

If we have not heard from you regarding your child's absence by 9am a teaching staff member will contact you for an explanation of the absence. After 3 absences without contact with an adult family member, a Family Community Professional or Education Manager will contact the you to determine how we may assist your family and child with a healthy return to school or reducing barriers to access.

If we have not been able to reach you for more than 5 days a letter/email will be sent to you requesting contact within 24 hours of receiving letter and the program will make direct contact with you through a home visit or other venue. In the event of continued non-response, your child may be removed from the assigned classroom and placed on the waitlist.

Extended Absence Request

In the event a child is unable to attend for more than 1 full week or any reason, a parent or guardian may submit a request to the Family Community Professional to hold the child's slot. This Extended Absence Request should be submitted as soon as possible. All requests are to be submitted to the Assistant Division Manager for approval. The request should include:

- Child's legal name
- Location of school and name of classroom or teachers
- Leave dates (first day of absence and date the child will return)
- Reason the child will be absent
- A current contact number for parent/guardian who is responsible for the child during absence
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In the event that a child does not return on the indicated date and the parents has not contacted the school, the Unreported Child Absence protocol will be enacted and may lead to the child being removed from the classroom and placed on the waitlist.

Chronic Absenteeism

Children need to attend Head Start on a regular basis. Research shows that regular school attendance in preschool is an indicator of later success in school. Our goal is to set up healthy school habits that will last a lifetime. When children don't attend school regularly, often are not well prepared emotionally or academically for a structured education setting.

Per the requirements of the federal office of Head Start, if a child's attendance has fallen below 85% during any month, a concern letter will be sent to the family. After two letters of concern, a family will be asked to complete an Attendance Contract in partnership with the program and Family Partnership Agreement may be developed to help family with reducing barriers to regular school attendance.

Attendance Contract

After a family has received 2 concern letters indicating attendance below 85%, the Family and Community Professional will meet with family and an Attendance Contract and Family Partnership Agreement will be implemented to support attendance. If attendance does not improve, Family Community Professional will support the family in finding alternatives options, which may include other child care options that are a better fit for the family's needs.

Transition from Program

If a parent decides to withdraw their child from Head Start, we ask that two weeks advanced notice be given to allow the child, classroom community and the staff time to transition.

Lost or Missing Child

Your child's safety at school is our number 1 priority. Teaching staff are responsible to complete face-to-name counts of children in their care at regular intervals through the day and every time the group enters or exits the classroom and during changes in staffing. All classroom doors are to remain closed

and locked. At the end of the day, prior to leaving the classroom, staff must conduct a visual check of all areas and sign in sheets to assure children have been picked up.

In the event of a missing child an immediate search will be conducting including but not limited to the classroom, bathroom, playground and full school grounds. If the child is not located within 5 minutes, staff will notify 911 for police assistance as well as the Licensing Department within the Colorado State Department of Human Services. Parents will also be immediately notified by a member of the teaching staff or a manager.

Disability Services

Children who have been screened, evaluated, and identified with a disability are provided all legally required services by Boulder Valley School District (BVSD) ChildFind staff. BVSD maintains the responsibility to follow the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA) through the implementation of an Individual Education Plan (IEP). BVSD therapists work closely with BCHS teaching staff to ensure the child is supported throughout the school day. Other individualized learning plans, such as social-emotional and behavioral needs, are addressed through collaboration with teaching teams, Early Childhood Mental Health Consultation and management staff. With parents' permission, outside agencies may be consulted to further address these needs. The program may work with families to develop individualized support plans as needed.

If it is determined by the BVSD Child Find staff that a child is in need of Tier 3 IEP services and cannot be served by therapists on-site at BCHS, both programs will work with the family to determine the best needs of the child, including transportation during the school day for the child to receive special education services at a BVSD location with wrap-around services provided by BCHS.

Family Services

Working with Family Services

We encourage involvement of family members in all aspects of your child's education and our program. This section contains information on parent engagement opportunities. We encourage family involvement in our program in all ways and welcome your feedback and input. Phone numbers are located on our website for people on our staff who are here to assist you and your family.

Home Visiting

A program must integrate parent and family engagement strategies into all systems and program services to support family well-being and promote children's learning and development. Programs are encouraged to develop innovative two-generation approaches that address prevalent needs of families across their program that may leverage community partnerships or other funding sources. This may mean arranging to join Parent Teacher Conferences or set aside time for individual meetings at a convenient location for families.

Resources and Referrals

As a multigenerational educational program, Head Start believes that it is our job to support full family stability and well being while also providing the highest quality educational services. To accomplish this, Family Community Professionals (FCP) meets with individual families in the comfort of their own homes to partner in goal-setting, making referrals to services and supports and connecting families with resources that can help them achieve their goals now and in the future.

Family Strengths and Shared Goal Setting

Building family partnerships and setting goals include several activities that are part of the Family Partnership Process. A strong, meaningful, and authentic relationship between staff and family is the cornerstone of an effective Family Partnership Process.

Successful partnerships between staff and families require cooperation and open, honest communication. Partnerships include trust and respect and a sense of shared responsibility for child and family growth. We value the time and patience required to develop strong and trusting partnerships with families. Our staff engage in a strength's-based approach that identifies, celebrates, and draws on the strengths of families. These relationships are grounded in a strengths-based

As staff and families build relationships, they can combine their strengths, skills, and resources to accomplish a common goal. This kind of planning and goalsetting with individual families is critical to achieving positive outcomes for children and families.

Parents as Leaders

There are numerous opportunities to be a parent leader within Head Start. Your participation is essential in keeping our program in our community. We have an "open door" policy and parents are always welcome at any time! * Speak to your child's teacher or any staff member about how you would like to be involved!

The benefits of becoming a leader include:

- Observing the daily operation of a preschool classroom
- Learning and noticing the wide range of child development
- Learning different kinds of adult/child interactions
- Offer direct input to staff in the program
- Supporting the development of all children
- Gaining new ideas to work with your own child
- Increasing the effectiveness of the Head Start program
- Learning more about Head Start and becoming familiar with its components

- Learning about early childhood education for future job opportunities or resume/application development
- Sharing your knowledge and skills with children
- Having fun!

*In the event of a pandemic or local emergency BCHS will follow local and state recommendations which may include limiting adult access to classrooms.

Parent Trainings and Committee Meetings

Parents are often called upon to help advise the staff in developing and implementing classroom and parent activities. Parent Committees are required a required parent resource by the Office of Head Start. Parents who join these meetings pick training topics for families and have the opportunity to help find guest speakers to address issues on child development, parenting, and current family topics as indicated in the Family Interest Survey. These friendly and informal gatherings provide time for parents to connect and networks, ask questions, learn together and actively shape program activities.

Classroom Volunteering

Volunteering in the classroom is a great way to become more familiar with our program and learn new skills that can be applied at home.

Before volunteering in the classroom:

- Let anyone on our staff know you want to volunteer
- Talk with the f the teaching staff about your expectations and ask any questions you may have. You may want to help with whatever they have planned, or you might want to bring an activity that your family/child enjoy at home.
- Sign the in-kind sheet each time you volunteer in the classroom, or when you do things at home to assist the classroom staff.

IMPORTANT NOTE: While volunteering in the classroom or on the playground, cell phones must be turned to vibrate and cannot be used in the classroom at any time, including texting. In the event of an emergency, please inform the staff and leave the classroom. This is a very important Child Care Licensing Rule and must be adhered to by all people in classrooms at all times!.

Policy Council

The Policy Council is a board composed of parent and community representatives from each Head Start classroom, as well as representatives from the community. The representatives are elected in September and serve for 12 months. The group meets once a month for the purpose of:

- making decisions concerning operating procedures, budgets, and program policies
- assisting in interviewing and hiring new employees
- taking part in a yearly evaluation of the program
- approving/disapproving grant proposals
- offering advice and support to the Head Start staff

Health Services Advisory Committee (HSAC)

All Head Start and Early Head Start programs are required to establish and maintain a Health Services Advisory Committee (HSAC) to support children's healthy development. The HSAC is an advisory group usually composed of local health providers who represent a wide variety of local social services agencies. They may include pediatricians, nurses, nurse practitioners, dentists, nutritionists, and mental health providers. Head Start staff and parents also serve on the HSAC. Effective partnerships are key to the success of this approach. HSACs help programs to make decisions about health services and strengthen the communities where Head Start families live.

Supporting Families

Legal Restrictions for Parents and Guardians

It is the caregivers' responsibility to provide all documentation of any legal restrictions that pertains to the parental needs or protection of a child or family member in our program. Only when this is provided can BCHS follow the guidance of the legal documentation, and not the individual preferences of one individual. As a program we will never veer from the legal documentation due to preference or agreements made outside of the legal arrangements put in place, documentation of changes need to be provided to the program to veer outside of any documentation.

Co-Parenting Families

BCHS values the unique make-up of every child and family in our program. To engage and best support healthy relationships between our staff and families we will always use our best judgement for the child

when making decisions. We commit to providing materials for both caregivers and offering home visits and parent conferences for the primary caregiver, and the secondary if requested.

Parents Rights and Access to Child Records

All personally identifiable information in a child's files is confidential and will not be released to persons or organizations (other than a parent) without prior written parental consent, except in the circumstances permitted below. In all cases, BCHS will only disclose the information that is deemed necessary for the purpose of the disclosure.

- Child record means records that: (1) are directly related to the child; (2) are maintained by BCHS, or by a party acting for the program; and (3) include information recorded in any way, such as print, electronic, or digital means, including media, video, image, or audio format.
- Personally identifiable information (PII) means any information that could identify a specific individual, including but not limited to a child's name, name of a child's family member, street address of the child, social security number, or other information that is linked or linkable to the child.

Parent Access to Child Records

1. A parent may request to review child records for their child in the possession of BCHS. A request to inspect records should be made in writing. If a record contains information on more than one child, the parent may inspect, review, or be informed of only the specific information about their own child. Upon request, BCHS will provide a copy of a child record to the parent free of charge.
2. A parent may request that BCHS correct or delete information in a child record that the parent believes is inaccurate, misleading, or violates the child's privacy. If the parent believes the issue is not resolved following the request, a parent may request a hearing with a BCHS official to discuss the information in the child record.
3. A parent may request to review any written agreements between BCHS and third parties pertaining to confidentiality of child records.

Disclosures Without Parent Consent

As permitted by the Head Start Act and Head Start Program Performance Standards, BCHS may disclose information contained in child records, including PII, without parent consent in the following circumstances:

- To officials within BCHS or acting for BCHS, including contractors and sub-recipients, when the disclosure is necessary for provision of BCHS services.
- To officials within BCHS or acting for BCHS, or from a federal or state entity, in connection with: an audit or evaluation of education or child development programs; enforcement of compliance with federal legal requirements of the program; studies to improve child and family outcomes to improve the quality of programs; program monitoring, evaluations, and performance measurements for the Child and Adult Care Food Program conducted by the Secretary of Agriculture or an authorized representative from the Food and Nutrition Service.
- To officials at a program, school, or school district in connection with the child's enrollment or transfer to the program, school, or school district.
- To law enforcement, health care professionals, child protective services, or other appropriate parties in connection with a health, safety, or disaster emergency.
- To comply with a court order or lawfully issued subpoena.
- To a caseworker or other representative from a state, local, or tribal child welfare agency, with the right to access a case plan for a child who is in foster care placement, when such agency is legally responsible for the child's care and protection.
- To appropriate parties to address suspected or known child maltreatment, consistent with applicable laws on reporting child abuse and neglect.

Information Sharing

Please inform your child's teacher of any event that may affect your child's behavior at school. This information helps the teaching staff to better understand behavior that may stem from areas that are troubling or create excitement. We realize that things may change at home and work. If you move, fill out a new emergency form for the classroom. Please let the staff know of these changes immediately.

School Readiness

Approaches to Learning

Head Start's goal is to promote school readiness. Towards that end we help children gain the skills and confidence they need to succeed in their present environment and with later responsibilities in school and life -- this is the development of social competence. Head Start recognizes that children have individual rates of development, as well as individual interests, temperaments, languages, cultural backgrounds and learning styles. We are inclusive of children with disabilities, and provide an environment of acceptance that supports and respects gender, culture, language, ethnicity, and family composition.

Curriculum

- My Teaching Strategies
- Second Step
- Parent Engagement Platform: ReadyRosie

We partner with the educational resource ReadyRosie to share powerful games and expert videos that support you and your child in their learning. Through our partnership with ReadyRosie you will have free access to their learning website and tools.

You will receive instructions on how to set up your account after your child's teacher send you the invitation to join ReadyRosie.

Assessment

- DECA (between 30-45 days of enrollment)

The Devereux Early Childhood Assessment (DECA) is a strength based assessment designed to promote resilience in children 3-5 years of age.

Teaching teams will gather information about your child and your family using a Family DECA questionnaire during a home visit. The teaching team will also provide an introductory letter and an opportunity for you to ask questions. Any questions that the teaching team cannot answer will be forwarded to the Early Childhood Mental Health Consultant.

- MyTeaching Strategies GOLD

Screenings

Head start children are required to receive cognitive, hearing, and vision screenings within 45 days after the start of school to remain in compliance with program guidelines. Screenings can help identify possible delay and staff and parents can decide whether to refer a child for more evaluation by a qualified professional.

Cognitive (Within 45 Days of Enrollment)

Cognition, or cognitive development, includes reasoning, memory, problem-solving, and thinking skills. Young children use these abilities to make sense of and organize their world. By the time children reach the preschool years, their cognitive skills have grown so much that they can engage in complex mathematical thinking and scientific reasoning.

Hearing (Within 45 Days of Enrollment)

Children need to be able to hear clearly to develop spoken language skills. Periodic screenings during early childhood years will help to ensure that children are able to communicate and learn.

Hearing screenings are done on site by internal staff or through our collaboration with the CU Speech and Language Department.

Vision (Within 45 Days of Enrollment)

Playing with puzzles, crayons, balls, and blocks can improve important visual skills. These skills contribute to a child's school readiness. An uncorrected vision problem can be a barrier to this readiness. Timely vision screening, coupled with an eye examination when indicated, is an important step toward early detection of any possible vision problems. Early detection also can lead to effective intervention and restore proper vision.

Social Emotional Supports

Guidance Policy

A socially and emotionally respectful learning environment means that the environment fosters a sense of safety and trust for each child. Children need to be able to form positive, loving attachments with adults who are predictable, calm, and tuned in to their needs. Children need to learn at their own pace based on their individual temperaments, development and family culture. Boulder County Head Start will set up the environment in a manner that is socially and emotionally respectful. This includes learning about and representing each child's home language and culture.

As a program we implement preventative guidance strategies, responsive caregiving and support the techniques Pyramid Plus and Second Step to provide research base practices to teaching staff and families.

Individual Support Plans

Young children may engage in a variety of challenging behaviors. For many young children, these behaviors are developmentally appropriate and serve as opportunities for the teachers to guide the child to learn the appropriate behavior for a specific situation. When adults feel the behavior the child is demonstrating is challenging in the classroom and/or home persists over time, despite implementation of all preventative classroom guidance strategies, the staff will move to a more individualized behavior intervention effort.

Teaching teams and Education Managers will work together with families to determine possible meanings for challenging behavior through observations and discussion. The goal is to create a consistent support network for the child, including families, specialists, Boulder County Head Start staff, and others involved in the child's life.

Based on observation of the child, the team examines the context of the behavior to determine how to intervene. By understanding the purpose or function of the behavior, the team can select an appropriate intervention strategy. If needed an Individual Support Plan (ISP) would be generated with a team that includes Education, Family Services, family members to clearly outline next steps and includes prevention strategies, teaching replacement skills, and a plan for the teaching team's response to the challenging behavior.

Providing Specialized Services

Children with on-going behavioral challenges that impact learning may be best served by support from additional professionals (e.g. mental health, special education, or medical consultants) who team with Boulder County Head Start staff and parents and provide comprehensive interventions that support the child and family. Boulder County Head Start staff work collaboratively with our internal and external team members, and community professionals in the design, implementation, and ongoing evaluation of specialized services and supports.

Boulder County Head Start will partner with parents to avoid exclusion from our program and work in tandem with family members to provide classroom support as needed.

Classroom Policies

Use of Media and Technology

Children are involved in active play at Head Start throughout the day. Their activities are based on careful planning that offers each child a rich variety of experiences. We believe that children learn best from "hands on" experiences, from chances to talk and wonder together with classmates and teachers.

The classrooms are equipped with technology that extends learning in a classroom to include videos, math games and other approved curriculum extensions as an educational experience that provides context to things that children are learning about. These exceptions will be noted on the weekly lesson plan sent home to parents.

Sunscreen

Sunscreen will be applied daily to children upon their arrival by parents and again before going outside by teaching staff unless the child is 4 or 5 years old, in which they can apply themselves under staff supervision. Boulder County Head Start will provide Rocky Mountain Kids Sunscreen for each classroom.

If a parent would like to have another type of sunscreen applied, providing the alternative sunscreen falls upon the responsibility of the individual family.

In the event a family chooses to waive the application of sunscreen for their child, the Sunscreen Waiver form will be filled out and a letter from the child's primary health care provider will be given to the Education Manager.

Field Trips

Classroom field trips are related to the curriculum of the classroom. Per licensing requirements parents will be provided an agenda of the field trip that includes the purpose and intention upon being asked to sign a permission slip. The classroom teaching team always accompanies children on field trips and carries emergency forms and first aid supplies. Parents are strongly encouraged to join the children on field trips. In the case of an emergency your child's emergency information may be shared with a volunteer. If weather conditions are excessive, field trips will be rescheduled for the comfort and safety of the children and teaching staff.

If a group has already left for a field trip and a parent arrives at the center late, there will be a sign posted on the classroom door letting the parent know where the group went. The parent can then choose to take their child home, bring them to another classroom or meet up with the group.

Clothing Policy

Each child should be dressed in durable, comfortable, play clothes that the child can manage. This allows the child to learn how to independently dress and undress. Since your child will spend time outdoors each day, they should have appropriate outdoor clothing, including coats, hats, boots and mittens. If this is a problem, please let your child's teacher know. Shoes for outdoor play are recommended. The program provides helmets when riding scooters, tricycles, or bicycles.

If your family need support in obtaining seasonally appropriate clothing, please reach out to anyone on our staff.

Toys from Home

Teachers discourage children from bringing toys and/or money from home. The classroom is full of many engaging activities and materials. Bringing in toys from home can cause problems with sharing and may result in lost or broken toys. BCHS is not responsible for lost or broken toys or money.

Superhero and Weapon Play

Play with weapons and superhero play is pretend play. It is little different to pretend that sand is a rich chocolate cake or that there are tooth fairies and Spiderman. Rich imaginative play does not produce violence. Engaging in such play is an antidote to violence and not a cause of it.

This kind of play benefits children because it is about:

- Exercising their imagination.
- Empowerment - being able to take initiative and make decisions to solve problems that come up during play.
- Empathy - learning to think about the perspective of others, provide protection and care as superheroes do good, they keep people safe and help people in trouble.
- Developing confidence and this is also great for quieter children giving them playful opportunities to assume a more confident persona.
- Learning to cooperate.

Incident Reports

In the event a child is hurt while at school, teaching teams will complete a Boulder County Head Start Incident Report to document the event. The form will be sent home the day of the incident to the family. Teaching Teams send the Incident Report to the Education Manager who will share the details of instances that require medical attention with the Assistant Division Manager after completing the required licensing reporting process.

Mandated Reporting Process

Our program staff are mandated reporters and held to the same expectations as other providers. Please see Appendix B for the letter letting you know how to report suspected child abuse in our county as well as the phone number for the office of child care services for the state.

Health and Safety Practices

Pedestrian Safety

Walking is a fun and healthy way to spend time with you child while teaching them the skills that can serve them well throughout life. The Smart Steps to Safe Pedestrians handout included in the welcome packet is full of safety tips easy to implement in your walking routines.

Breastfeeding Family Friendly Policy

Boulder County Head Start supports breastfeeding as follows:

- We provide an atmosphere that welcomes breastfeeding families
- We have a private, designated space for mothers to breastfeed their child

Staff receive annual training on our breastfeeding policy and supporting breastfeeding Families can receive more information about this from the Manager at their child's site.

Dental Care

Head Start requires that each child have a yearly dental exam on file. One of Head Start's services is to provide this dental screening during the school day. If your child is absent, we ask you to take your child to the dentist. If any treatment is necessary, Head Start requires that it be started within 90 days. We will assist you in finding a local dentist if necessary.

Toilet Training

At Head Start, we support families who are in the process of toilet training their children. If your child has an accident at school, the teaching team will always assist your child while fostering their increasing independence. Please bring a full set of clothing to keep at school when you start and keep replenished throughout the year. Soiled clothing will be sent home the day of the accident. If classroom clothing is used, please return clean clothing as soon as you can so that these clothes are available to others. We have washing machines and will happily wash these returned clothes on-site.

If a child starts school before completing the toilet training process, Head Start staff and families will set up an individualized plan to support the child and family in the process while the child is at school. We provide toileting equipment at no fee. We also recognize that all children learn at different rates and this applies to toilet training.

Nutrition

Each school day, a nutritious breakfast and snack is provided and served with the help of the children. Lunch with low fat milk is also provided each day. All meals follow the guidelines from the Child and Adult Care Food Program (CACFP) regarding nutritional content. Parents who wish to come into the classroom and share ethnic, regional, or healthy snacks of any kind are welcome and encouraged to do so. Please speak with your classroom teacher prior to bringing food in.

The Health and Safety Coordinator oversees and notifies families of monthly menus. Menus are sent home and also posted on the Family Board in the classroom. A monthly nutrition newsletter is also sent home with the menus and parents are encouraged to contact the Nutrition Coordinator if there are topics they would like to have included in the newsletter.

Boulder County Head Start is accredited by Boulder County Public Health Healthy Eating Active Living 5210 Program (HEAL). This indicates our meals, snacks, drinks and amount of daily physical activity meet the HEAL 5210 daily guidelines:

- 5 or more fruits and vegetables
- 2 hours or less of recreational screen time
- 1 hour or more of physical activity
- 0 sugary drinks

The HEAL recognition also covers celebrations such as birthdays and Head Start follows a non-food celebration policy. In keeping with our nutritional guidelines, we ask that you not bring cake, cupcakes, cookies or ice cream for birthday celebrations at school. Please speak with your class teacher about how their class celebrates birthdays and other special occasions, we do not use food as a reward or punishment.

Food Allergies

Head Start would like to support your family in any personal or religious belief regarding food. Please be sure to contact the Health and Safety Coordinator before your child starts in our program so their nutritional needs can be met. Children with special diets due to allergy or medical condition will be accommodated in collaboration with the child's doctor.

Bite Policy

The parent(s) of both children will be notified immediately when a bite occurs, regardless if the skin is broken. If the skin is broken, it is suggested that they contact the child's primary care physician for recommendations. When the parent(s) are notified no information may be given to the other parent about the biter or the child who was bitten.

Parent(s) of child who has bitten a staff member will be notified. A copy of the Incident Report will be given to parents the day of the incident.

Sick Child

Young children frequently become mildly ill. Infants, toddlers and preschoolers experience a yearly average of six respiratory infections (colds) and can develop one to two gastrointestinal infections (vomiting and/or diarrhea) each year. Sometimes it is necessary for a child to remain at home. Please see Appendix C for a list of illnesses and reasons to keep children home. There are three reasons to keep sick children out of preschool:

- The child is not able to participate in usual preschool activities.
- The child needs more individual care than program staff can provide without affecting the health and safety of the other children.
- The illness is on the list of symptoms or illness for which exclusion is recommended.

Contagious Illness

If a child or staff have contracted a contagious illness family will be notified through posting on the Family News Board. Teaching teams will also notify families verbally at pick-up. Some contagious diseases need to be reported to the local Public Health Department. Support Services Manager will report necessary conditions or illnesses to the Colorado Department of Public Health and Environment.

Medication Policy and School Health Care Plans

If your child needs to have medication administered at school, the following guidelines must be followed:

1. The prescription medication form, entitled "Parent's Request for Giving Medicine at School", (available upon request from a staff member) must be filled out. Parents must complete and sign the top portion and have a health care provider complete and sign the bottom portion. Completed forms are to be given to the child's teacher.
2. The medication must be in the original, labeled container. Head Start staff will place all medication in a locked medication box. Those medications requiring refrigeration will be stored in a locked box and placed in the refrigerator.
3. No over the counter medicines (Tylenol, etc) can be administered without the form mentioned above signed by the parent and a health care provider.
4. Topical preparations used for prevention purposes such as sunscreen, lip balm, and diaper ointments will be administered with written parental authorization. If there is bleeding or breaks in the skin, health care provider instructions are needed. Requests for special lotions and/or soaps that are over the counter can be brought in and will be stored in the First Aid Cabinet. Parent must fill out Parental Consent Form for over the counter Lotions and Lip Balms prior to bringing in ointment/soap or sunscreen. Form must be filled out completely and on file in the classroom.

5. Parents must pick up medication within one week of child leaving the program. If medication is not picked up it will be destroyed in accordance with state law and program policy.
6. Parents/guardians are responsible for bringing medication(s) as well as topical preparations directly to school. Children are not to transport the medication or topical preparation.
7. If your child has asthma or any other health concern that requires medication at school, the Education Manager will contact you in order to set up a health care plan before your child is able to attend school.