



PARENT HANDBOOK

Sites and Locations:

BCHS @the Dagny YMCA

2802 Dagny Way
Lafayette, CO 80026
Main Line: 303-441-3980
Enrollment: 720-564-2206

BCHS @the Mapleton YMCA

2850 Mapleton Ave.
Boulder, CO 80301
Main Line: 303-441-3980
Enrollment: 720-564-2206

Woodlands Head Start

2675 Mapleton Ave.
Boulder, CO 80304
Main Line: 303-441-3980
Enrollment: 720-564-2206

Staff contact information can be found on our website [Head Start - Boulder County](#)

This Handbook is for the parents or guardians of a child in Head Start. Many policies for Boulder County Head Start come from the Federal Office of Head Start.

Terms you will see frequently in this document:

BCHS – Boulder County Head Start.

Guardian – Someone other than a parent who is a primary caretaker of the Head Start child.

Staff – Includes teachers and other employees of Head Start.

FA – Family Advocate. This person supports you and your family in many ways.

CD – Center Director. This person is the leader of the school.

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Emergencies and Closures

Head Start will close when Boulder Valley Schools are closed because of bad weather. We use TALKING POINTS to notify you when school is closed. Please sign up for TALKING POINTS alerts.

All staff are trained to be prepared to respond to emergencies. During an emergency at school, staff will contact you at home or at work. If staff cannot contact you, they will call the people you list as your emergency contacts.

If an emergency happens outside of school hours, staff will contact you with important information. In some emergencies, information is announced on local TV, radio stations, and social media.

----- *Bad Weather* -----

Your child will play outside every day because outdoor play is an important part of child development and improves health. If your child needs to be excluded from play because of health problems, such as asthma, you need to provide a plan from their doctor.

In the winter your child needs warm clothes and warm shoes or boots to play outside. If the weather is less than 20°F, we will not play outside. If you need warm clothing for your child, contact us.

If the weather is hotter than 90°F, staff will watch the children carefully and reduce the amount of outdoor play time. If there is an air quality problem, children will not play outside.

Enrollment Process

You meet with a Family Advocate to complete a program application. During the application process we tell you about the program's philosophy and services including the medical, dental, and vision screenings.

1. To determine your eligibility, you meet with a Family Advocate (FA). They will ask about who lives with you, your income, and home address.
2. If your child has an identified or suspected disability, we will ask you to sign a form allowing the program to get a copy of the Individualized Education Plan to determine best fit for your child.
3. Gather documents: During this stage we ask you to provide gather these documents:
 - a. Child's Birth Certificate
 - b. Verification of one month of income from the previous month
 - c. Medical Documents from child's primary doctor:
 - i. Well Child Check Summary. This must include weight and height.
 - ii. Immunization
 - iii. Blood test that measures lead levels and Hemoglobin/Hematocrit
4. Completion of Boulder County Head Start Enrollment Application
5. Waitlist/Class Placements
 - a. Children are placed on a waitlist if:

1. Your family's income is "over income" based on the Federal Poverty Index of the federal Office of Head Start (OHS)
or
2. There are no openings available at the location you want.
- b. When we place your child into a class, staff considers the family's needs and requests and the child's age, gender, and home language. This creates balance of diversity and supports for children in all classrooms.
6. Welcome Conference – After your child is accepted in the program, you will have a welcome conference with their teachers. We believe children's educational experiences and our program are strengthened when all members of the family are involved. We want to partner with you and know your goals.

----- *Physicals and Immunizations* -----

Your child is required within 30 days of starting school to have a current immunization record and physical with record of hematocrit or hemoglobin test and lead screening on file with the program. If your child does not have the necessary immunizations, you will need a signed Colorado approved immunization exemption plan. You must update these documents at least once a year and when there are changes to your child's health status or immunizations.

----- *Updated Non-Medical Exemption Process* -----

You signing a letter that says you want to exempt your child is not 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 you receive when you complete CDPHE's Online Immunization Education Module.

Attendance and Pick Up

Every classroom has a physical sign-in and sign-out sheet and an electronic ATS sign-in. The person who drops off and picks up your child must sign and indicate the date and time of arrival and departure. If your child is sick or unable to attend school, call or text the teacher in the morning.

----- *Late Pick-Up Policy* -----

Children must be picked up before school closes each day by a parent, guardian, or other authorized person. Staff will contact you. If we can't reach you, we will call your emergency contacts. If we cannot reach you or the emergency contacts after 15 minutes, the situation is considered abandonment.

----- *Authorized Pick-Up* -----

Inform us any time you change your Emergency Form and Authorized Pick-Up list of contacts. We cannot release a child to an adult that we do not know.

We only release children to individuals who are 18 years or older, who are written on the list, and who can show a valid ID. We will keep a copy of the ID. You can make changes anytime to your Authorized Pick-Up list, but all changes need to be in writing. You cannot make changes on the phone.

----- *Unreported Child Absences* -----

If your child is absent and we have not heard from you by 9am, a staff member will contact you. After 3 absences without contact with an adult family member, a Family Advocate (FA) or Education Manager will contact you to determine how we can support your child and your family.

If we are unable to talk with you for more than 5 days, we will send a letter or email requesting that you contact us within 24 hours. If you do not respond, we may remove your child from their classroom and place them on the waitlist.

----- *Extended Absence Report* -----

If your child is unable to attend for more than 1 full week, you may submit an Extended Absence Request to the FA to hold the child's place in class. Submit this request as soon as possible. Include:

- Child's legal name
- Location of school and name of classroom or teachers
- The first day of absence and date the child will return
- Reason the child will be absent
- A current contact number for parent or guardian who is responsible for the child during absence

If your child does not return on the date written on the request and you have not contacted the school, your child may be removed from the classroom and placed on the waitlist.

----- *Chronic Absenteeism and Attendance Contracts* -----

Children need to attend Head Start consistently. Research shows that consistent attendance in preschool improves later success in school. They will be well prepared emotionally and academically for structured education. Our goal is to create healthy school habits that last a lifetime.

If your child's attendance falls below 85% during any month, we will send you a concern letter. After two letters of concern, we will partner with you to complete an Attendance Contract. We may also develop a Family Partnership Agreement to help you reduce barriers to consistent school attendance.

If attendance does not improve, we will support you to find other options, which may include other childcare programs that are better for your family.

----- *Leaving the Program* -----

If you decide to remove your child from Head Start, please notify us two weeks before they leave. This gives the child, classroom community, and the staff time to transition.

Classroom Policies

----- *Sunscreen* -----

Every day, you will apply sunscreen to your child when they arrive. We apply sunscreen to children again before going outside by teaching staff. If your child is 4 or 5 years old, they can apply sunscreen with a teacher watching them.

BCHS will provide Rocky Mountain Kids Sunscreen for each classroom. If you want to use a different sunscreen, you will need to provide it.

You can complete a Sunscreen Waiver form and get a letter from your child's doctor if you do not want your child to receive sunscreen.

----- *Field Trips* -----

Classroom field trips are related to the curriculum. You will receive an agenda of the field trip that includes the purpose, and you will be asked to sign a permission slip. The classroom teaching team always goes with children on field trips and carries emergency forms and first aid supplies.

You are strongly encouraged to join the field trips. If weather is too bad, field trips will be rescheduled.

If a group has already left for a field trip and you arrive at school later, a sign on the classroom door will tell you where the group went. You can choose to take your child home or join the group on the field trip.

----- *Toilet Training* -----

We support families who are toilet training their children. If your child has an accident at school, the staff will always assist your child and promote their increasing independence.

Please always have a full set of extra clothes for your child at school. We will send home any clothes that are dirty the day of the accident. If you use classroom clothing, please clean it and return it to us. We have washing machines and can wash the returned clothes on-site if you prefer.

If your child starts school before they are toilet trained, BCHS staff will create an individualized plan with

you to support your child and family in the process when your child is at school. We provide toileting equipment at no fee. We know that all children learn at different speeds, and this applies to toilet training.

----- *Clothing Policy* -----

Your child should wear durable, comfortable, play clothes that they can put on and take off. This allows them to learn how to independently dress and undress. They should have warm outdoor clothing including coats, hats, boots, and gloves. We recommend shoes for outdoor play. The program provides helmets when riding scooters, tricycles, or bicycles.

If you need help getting appropriate clothing, contact anyone on our staff.

----- *Toys From Home* -----

Please do not have your child bring toys or money from home to class. The classroom is full of many 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* -----

Pretend play with weapons and superhero play is normal behavior and provides opportunities to have important conversations about violence. This kind of play can support imagination, confidence, empathy, cooperation, and problem solving.

----- *Use of Media and Technology* -----

Your child will participate in active play at Head Start during the day. We carefully plan activities that offer a variety of valuable “hands on” experiences where children and teachers talk and learn together.

Classrooms have technology that supports learning using videos, math games, and other approved curriculum extensions.

Family Services

We encourage you to be involved in our program and in all aspects of your child’s education. We welcome your feedback and suggestions. This section has information on parent engagement opportunities. Our website has phone numbers for our staff.

----- *Home Visits* -----

A program must involve parents in all services to support family well-being and children's learning. We coordinate Parent Teacher Conferences and individual meetings at a convenient location for you.

----- *Resources and Referrals* -----

Head Start is a multigenerational educational program. We support full family stability and provide the highest quality educational services. Our FAs meet with you at your home to partner to set goals and to connect you with other resources that can help you achieve goals now and in the future.

----- *Family Strengths Shared Goal Setting* -----

The Family Partnership Process sets goals with you and creates a strong and positive relationship between you and our staff. Planning and setting goals with families is necessary for success.

Successful partnerships require cooperation and open, honest communication. We value the time and patience required to develop strong and trusting partnerships with families.

Our staff identifies, celebrates, and builds on the strengths of your family. As we build relationships, we combine our strengths, skills, and resources to achieve common goals.

----- *Disability Services* -----

Children who are identified with a disability receive all legally required services by the Boulder Valley School District (BVSD) staff, this includes transportation for the child to receive special education services at BVSD. BVSD is responsible 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 may work with BCHS teachers to ensure the child is supported. BCHS staff work closely with you to ensure you have the resources you need to advocate for your child with the school district.

Parents as Leaders

There are many opportunities to be a parent leader at Head Start and UPK programs. Your participation is important to our program and our community. We have an "open door" policy and parents are always welcome at any time! Speak to 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 different types of child development
- Learning different kinds of interactions between adults and kids
- Offering your ideas directly to staff to improve the Head Start program
- Supporting the development of all children, including your child
- Learning more about Head Start and its different services
- Learning about early childhood education for future job opportunities

- Sharing your knowledge and skills with children
- Having fun!

*During a local emergency BCHS follows recommendations that may limit access to classrooms.

----- *Parent Trainings and Committee Meetings* -----

We often ask you to help advise the staff to develop classroom and parent activities. Parent Committees are required by the Office of Head Start. Parents who join these meetings pick training topics for families and can help find guest speakers to provide education on child development, parenting, and topics identified in the Family Interest Survey.

These friendly and informal gatherings provide time for parents to connect, ask questions, learn together, and create program activities.

----- *Classroom Volunteering* -----

Volunteering in the classroom is a great way to better understand our program and learn new skills that you can apply at home.

Before volunteering in the classroom:

- Tell staff you want to volunteer
- Talk with the teachers about activities you might want to bring in to share that your family would enjoy at home.

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. This includes no texting.** If you have an emergency, inform the staff, and leave the classroom.

----- *Policy Council* -----

The Policy Council is a board of parents from each Head Start classroom and representatives from the community. Representatives are elected by parents in September and serve for 12 months. The group meets once a month to:

- Make decisions about operating procedures, budgets, and program policies
- Assist in interviewing and hiring new employees
- Participate in an evaluation of the program once a year
- Approve or reject grant proposals
- Offer advice and support to the Head Start staff

----- *Health & Mental Health Services Advisory Committee (HSHSAC)* -----

All Head Start programs must establish and maintain a HMHSAC to support children's healthy development. The HMHSAC is an advisory group usually including pediatricians, nurses, nurse

practitioners, dentists, nutritionists, and mental health providers. Head Start staff and parents also serve on the HMHSAC.

HSACs help programs to make decisions about health services and strengthen the communities where Head Start families live.

----- *Annual CDEC Family Survey* -----

Each spring, the Colorado Department of Early Childhood (CDEC) conducts an annual family survey. You will be notified of the opportunity to participate and share your experiences regarding your meaningful and culturally appropriate involvement in our program, as well as the healthy development supports provided.

School Readiness

Head Start's goal is to promote school readiness. This means children are ready for school and parents are ready to support their children's learning. We help children gain the social skills and confidence to succeed in preschool, school, and life.

Head Start recognizes that every child learns differently and has different interests, personalities, languages, and cultural backgrounds. We are inclusive of children with disabilities and provide an environment of acceptance that respects gender, culture, language, ethnicity, and family structure.

----- *Curriculum* -----

We use the Creative Curriculum Studies Edition as the main learning curriculum in our classrooms. This is a research-based curriculum that enables teachers to follow the children's interest. It is comprehensive and focuses on getting children ready for kindergarten in all academic and social emotional areas.

We also use Conscious Discipline and Second Step for our Social Emotional Curriculum. An important component of early school readiness and healthy child development is meeting a child's social-emotional needs in preschool. Preschool social-emotional skills include being able to get along and cooperate with others, manage strong feelings, focus attention, and persist at challenging tasks. These skills deserve focused attention during the preschool years because they are critical for long-term school and life success.

----- *Assessment* -----

MyTeaching Strategies GOLD – This is our system to assess your child's progress three times a year. We share this information with you at parent teacher conferences.

----- *Healthy Development & Child Screenings* -----

As a Head Start and UPK program, your child will receive developmental screenings within 45 days of your child's first day of school. Screenings can help identify possible delays. You can decide to refer your child for more evaluation by a qualified professional. The Family Advocate is available to support you through the resource and referral process.

Social Emotional - The Ages and Stages Questionnaire (ASQ-SE) is a strength-based screener to promote resilience in 3–5-year-olds. Teaching teams will support you in completing the ASQ-SE, to gather behavioral and mental health information about your child during the first home visit.

Developmental - The Developmental Indicators for the Assessment of Learning (DIAL) screener is used to check progress in motor skills, cognitive concepts (such as naming body parts), and language.

Hearing - Children need to be able to hear clearly to develop spoken language skills. Frequent screenings during early childhood years help children to communicate and learn. Hearing screenings are done on site by internal staff or in collaboration with the CU Speech and Language Department.

Vision - Playing with puzzles, crayons, balls, and blocks can improve important visual skills. These skills contribute to a child's school readiness. Vision problems are a barrier to school readiness. Vision screenings and an eye examination are important to detect and fix vision problems early.

Social Emotional Support

BCHS and UPK creates classrooms that are socially and emotionally respectful. This includes learning about and representing each child's home language and culture.

We want every child to feel safe and trust. Children need to form positive, loving connections with adults who are predictable, calm, and understand their needs. Children need to learn at their own speed based on their personality and family culture.

----- *Individual Support Plans (ISP)* -----

Young children may have different and developmentally appropriate challenging behaviors. They create opportunities for the teachers to guide the child to learn the appropriate behavior for a specific situation. When adults feel the child is consistently demonstrating challenging behaviors in the classroom or at home, the staff will take a more individualized behavior intervention effort.

Teaching teams and Center Directors talk with the family and do observations to determine possible meanings of challenging behavior. The goal is to create a consistent support network for the child, including families, specialists, BCHS staff, and others involved in the child's life.

After observing the child, the team will better understand the purpose of the behavior and select an appropriate intervention strategy. If needed, we create an Individual Support Plan (ISP). This is often done with a team that includes Education, Family Services, and family members. The ISP clearly outlines next steps and includes prevention strategies and a plan for the teaching team's response to the challenging behavior.

----- *Providing Specialized Services* -----

As a Head Start and UPK program, children with on-going behavioral challenges may receive support from additional professionals in mental health, special education, or medical consultants. BCHS staff will work with these professionals and with the child's family to provide full interventions that support the child and family.

BCHS staff work collaboratively with community professionals in the design, implementation, and ongoing evaluation of specialized services.

----- *Incident Reports* -----

If your child is hurt while at school, teaching teams will complete a BCHS Incident Report to document the event. We will send you the report the day of the event.

----- *Mandated Reporting Process* -----

BCHS staff are mandated reporters who must report known or suspected incidents of child abuse or neglect. Please see Appendix B for the letter informing you how to report suspected child abuse in our county and 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 your child and teach them life skills. **The Smart Steps to Safe Pedestrians** handout in the welcome packet has safety tips to use.

----- *Breastfeeding-Family-Friendly Program* -----

BCHS supports breastfeeding by:

- Providing an atmosphere that welcomes breastfeeding families
- Offering a private space for mothers to breastfeed their child

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

----- *Dental Care* -----

Head Start requires every child to have a yearly dental exam on file. Head Start provides this dental exam during the school day. If your child is absent, you need to take your child to the dentist. If any treatment is necessary, Head Start requires that it be started within 90 days. We can help you find a local dentist if you need.

----- *Nutrition and Food Allergies* -----

Every day, we provide a nutritious breakfast, snack, and lowfat milk. The children help serve the food. All meals follow guidelines from the Child and Adult Care Food Program (CACFP) for nutrition. You are welcome to come into the classroom and share ethnic, regional, or healthy snacks. Please speak with a teacher before you bring food.

The Health Services Lead (HSL) notifies families of monthly menus. Menus are sent home and posted on the Family Board in the classroom. A monthly nutrition newsletter is also sent home, and you can contact the Nutrition Coordinator if there are topics you would like to include in the newsletter.

BCHS is accredited by Boulder County Public Health Healthy Eating Active Living 5210 Program (HEAL). We follow these HEAL 5210 daily guidelines:

- 5 or more fruits and vegetables
- 1 hour or more of physical activity
- 0 sugary drinks

HEAL also covers celebrations such as birthdays. We ask that you not bring cake, cupcakes, cookies or ice cream for celebrations at school. Speak with the teacher about how the class celebrates birthdays and other special occasions. We do not use food as a reward or punishment.

Head Start supports your family in any personal or religious belief regarding food. Please contact the Health and Safety Coordinator before your child starts our program so we can meet their nutritional needs. We will collaborate with your child's doctor if they have a special diet because of allergies or medical conditions.

----- *Child Biting* -----

When a child bites another child, we will contact the parents of both children immediately. If the bite breaks your child's skin, we suggest you contact your doctor for recommendations. When we contact you about a bite, we do not provide the name of the child who bit your child or who was bitten by your child.

If your child bites a staff member, we will contact you immediately. We will give you a copy of the Incident Report the day of the incident.

----- Lost or Missing Child -----

Your child's safety at school is our number 1 priority. Teachers identify children by saying their name when they arrive every morning. Teachers count children and say the children's names during the day and every time they exit and enter the classroom.

All classroom doors are closed and locked. Before teachers leave the classroom at the end of the day, they check all areas and sign in sheets to confirm that children have been picked up.

If your child is missing, we immediately search the classroom, bathroom, playground and full school grounds. If we do not find your child within 5 minutes, we will call 911 for police assistance and you.

Sick Policy and Medication

----- Reasons to Keep Your Child Home -----

Young children frequently get sick. Preschoolers on average get six colds a year. They can have vomiting or diarrhea twice a year. Sometimes your child needs to stay at home. There are three reasons to keep a sick child out of preschool:

- The child is not able to participate in preschool activities.
- The child needs more individual care than program staff can provide without affecting the health and safety of the other children.
- The child has a fever of 100.4 or above.
- They are throwing up or have diarrhea.

----- Contagious Illness -----

If a child or staff has a contagious illness, we will post information on the Family News Board and talk to you at pick-up.

We need to report some contagious diseases to the local or state Public Health Departments.

----- Medication and School Health Care Plans -----

If your child needs to receive medication at school, you must follow these guidelines:

1. Fill out the medication form, entitled "Parent's Request for Giving Medicine at School." This is for prescription medication and over the counter medication such as Tylenol. You can get this form from a staff member. Complete and sign the top portion and have a health care provider complete and sign the bottom portion. Give the completed forms to your child's teacher.

2. The medication must be in the original, labeled container. Head Start staff will put all medication in a locked medication box. Medications requiring refrigeration will be stored in a locked box in the refrigerator.
3. We will apply topical preparations such as sunscreen, lip balm, and ointments with your written permission. You can fill out a Parental Consent Form to request special topical preparations. We will store those in the First Aid Cabinet. If there is bleeding or breaks in the skin, we will get instructions from a health care provider.
4. Pick up medication within one week after your child leaves the program. State policy requires us to destroy medication that is not picked up.
5. You are responsible for bringing medication and topical preparations to school. Your child cannot carry medication or topical preparations.
6. If your child has asthma or other health concerns that require medication at school, the Education Manager will contact you to set up a health care plan before your child can attend school.

Legal Restrictions and Records

It is your responsibility to provide documentation of any legal restrictions, such as a restraining order, that affect a child or family member in our program. BCHS will always follow the guidance of the legal documentation and not the individual preferences of one individual. We will not follow agreements that are not legally documented.

----- *Co-Parenting Families* -----

BCHS knows that every child and family is unique. Decisions we make are always about what we feel is best for your child. In co-parenting situations there is more than one family member or guardian who cares for the child, and they live in different locations.

We provide materials for both caregivers. We offer home visits and parent conferences for the primary caregiver, and the secondary if requested.

----- *Parents Rights and Access to Child Records* -----

Personally identifiable information (PII) is any information that could identify a specific individual. This can include a child's name, name of a family member, street address, social security number, or other information that connects to the child.

All PII in your child's files is confidential. We will only share it with others if you provide written permission. BCHS will always only share the information that is necessary to share. The Disclosures Without Parent Consent section below includes a few exceptions.

Child record means records that:

- (1) are directly related to the child;
- (2) are maintained by BCHS, or by a group acting for the program; and

(3) include information in print, electronic, or digital media, video, image, or audio.

You may request to review your child's records at BCHS. Your request should be written. We can also provide a free copy of the record if you request.

1. You can request BCHS to correct or delete information in your child's record if you think it is inaccurate, confusing, or violates the child's privacy. If you believe the issue is not resolved following the request, you may request to meet with BCHS staff to discuss the information in the child record.
2. You can request to see any written agreements between BCHS and other agencies about the 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 at BCHS or acting for BCHS, including contractors and sub-recipients, when the disclosure is necessary to provide 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 groups 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 groups 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.

We realize that things may change at home and work. If you move, complete a new emergency form for the classroom. Please inform staff of changes immediately.

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 based on race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status. People who need different forms of communication such as braille, large print, or audiotapes to receive program information should contact the USDA's TARGET Center at (202) 720-5964.

USDA is an equal opportunity provider and employer. To file a complaint of discrimination, call (202) 720-5964 or write to:

USDA, Director, Office of Civil Rights
Room 326-W Whitten Building
14th and Independence Avenue
SW, Washington, D.C. 20250-9410