

2022-2023

Lower Columbia College Early Head Start

# Home-Based Parent Handbook



*The LCC EHS program provides innovative educational services that support low-income children, including children with special needs, and their families in our community.*

# Important Information

Your CFDS: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Play and Learn will be at the Broadway Learning Center at 1410 8<sup>th</sup> Ave. Longview Room 19  
Early Head Start Area Manager; Kristine Langley 360-578-6711

## Lower Columbia College, Head Start/EHS/ECEAP Administrative Office

1600 Maple Street – PO Box 3010 – Longview, WA 98632  
360-442-2800 – Fax: 360-442-2819

Website: [www.lowercolumbia.edu/head-start](http://www.lowercolumbia.edu/head-start)

Facebook: [facebook.com/LCC-Head-Start](https://facebook.com/LCC-Head-Start)

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## SECTION (1) Early Head Start Home Based Program

### **Early Head Start Program**

Lower Columbia College Early Head Start is a comprehensive child development and family support program serving families in Longview and Kelso. Families receive a number of services including:

- Home visits to encourage educational activities and work on family goals
- Support and enhance services to children with special needs
- Health services, including health and developmental screenings
- Family services, including advocacy and help with referrals
- Parent engagement activities
- Parents as Teachers curriculum
- Child Development and Assessment
- Pregnancy and prenatal support
- Play and Learn Socializations for parents and children (PAL)

### **Infant Mental Health Philosophy**

At Lower Columbia College Early Head Start we provide strategies and activities to promote the capacity of infants and toddlers to experience, regulate, and express emotions, to form close relationships, to explore the environment and learn. We recognize and honor the importance of your relationship with your child and the impact it has on growth and development.

## SECTION (2) Home Visits

### **What to Expect**

Early Head Start staff will try to schedule the home visit for the same time and day each week. If you cancel, staff will offer you a make-up visit. If the home visits become difficult to complete, staff will ask you about roadblocks and make a plan for improved completion. If you must cancel a home visit, please give as much notice as possible.

Your Child and Family Developmental Specialist (home visitor) will meet with you regularly, in your home or at the center. Additional EHS staff members may join a home visit either to observe the home visitor or at the request of the home visitor and with your permission. Your home visitor may ask if a portion of your home visit may be videotaped to be used to improve their home visiting practices.

A home visitor will facilitate an activity for you and your child with materials provided by our program or using materials already in your home. You will receive activities, educational materials and developmental milestones assessments from the Parents as Teachers curriculum individualized for you and your child. Your home visitor will collaborate with you to develop and support health, development and family goals. Home visits must include a parent or primary caregiver and the child. Home visitors will be unable to complete a home visit if a present member of the household is under the influence of drugs or alcohol, becomes aggressive or at his or her discretion.

### **Mental Health Services**

A mental health consultant is on staff to provide support to parents. You can contact them through your home visitor/Child and Family Development Specialist.

## SECTION (3) Play and Learn (PAL) Socialization Groups

### **What is PAL?**

The Early Head Start Play and Learn (PAL) playgroup is:

A gathering of parents and children who get together regularly for play and interaction.

This fun parent-child opportunity is available to all EHS families beginning at pregnancy. Play and Learn (PAL) groups are two (2) times a month for two (2) hours. The purpose of PAL is to offer a classroom environment for you and your child to work on your child's goals for development and early literacy.

Families have the opportunity to meet other families with infants and toddlers and your child can practice using his or her emerging social skills.

### **What Happens at PAL?**

- Simple routines are used to help children know what to expect and when.
- Creative activities are provided for you and your child
- A light meal is served for you, your child and other family members to participate in

### **What Should You Bring to PAL?**

- Bring yourself and your child!
- Bring a coat or a jacket as needed for outdoor play
- Dress for messy activities
- You may want a change of clothes
- You may want to use sunscreen on yourself and your child prior to arrival at PAL

## What Will Early Head Start Staff Provide During PAL?

Diapers and Wipes

Baby Formula or baby food

Toothbrushes and Toothpaste

A light meal with water or milk

## Meals at PAL

A **light meal** will be served at each PAL group. You will be provided a flyer that includes the menu for the month. If you see an item that your child is unable to eat due to allergies, please ask your home visitor to assist you in the process needed for a substitution to be made available for your child.

- During PAL group, formula and bottles will be provided. Infants should be held when drinking from a bottle. Bottles should not be propped, nor be allowed to walk around with them.
- A light meal will be offered within 30 minutes of the start of PAL group in a family style meal service, with the staff, children and parents eating together at the table. (Child-sized chairs, tables and utensils will be used.)
- Due to USDA requirements, all food items will be offered, at least twice, to each child by passing the food around the table. The children will be encouraged, but not forced to eat.
- There will be a variety of foods that will be served to encourage your child to try new foods that will take into consideration your child's culture, ethnic, and religious backgrounds.
- Hands will be washed before eating and teeth will be brushed after eating the meal.
- We know spills will happen so you will see that no fuss is made. Matter of fact, we will encourage your child to help clean up the spill!

## Expectations

- Stay with your child (children) at all times – Parents are responsible for their child (children). If you need to leave the room and are unable to take your child, please ask for assistance from the staff.
- Everyone is invited and encouraged to eat the meal that is served family style. We encouraged every family member to join us for our meal. Meals together are opportunities for modeling healthy eating, language and improving attending skills.
- Siblings of Early Head Start children are welcome at PAL if they are not in school and/or school closed for during the time of the PAL group.
- Outdoor play and/or gross motor play may be offered at each PAL. Please dress your children and yourself for going outside and for possible messy play.
- Cell phones – please keep all cell phones in your purse, bag or in a cubby.
- Coffee or other hot drinks cannot be in the classroom with the children.
- Cameras – We ask that you do not take pictures during PAL. The staff will have cameras and can take pictures to print out and share with you.
- Discipline – During PAL parents should only use positive methods of child guidance and will not engage in physical punishment, emotional or physical abuse or humiliation. Punishment should not include isolation, the use of food as a punishment or reward, or the denial of basic needs. Strategies for redirecting behavior are discussed individually and in groups. For more information on Conscious discipline, visit their website at [consciousdiscipline.com](http://consciousdiscipline.com).
- Early Head Start is a no smoking, vaping, no alcohol, no weapons, and a drug-free zone.
- Parking lot safety – Do not allow your child to exit the building alone. Children must be supervised in the parking lot and preferable holding an adult's hand. If you need help getting your children to the car, please ask a staff member who will be happy to assist you. **Children should never be left alone in the car at any time.**

## **Health Policies**

### **How do we keep everyone healthy?**

- ✓ Everyone washes their hands when they arrive, before meals, after diapering or using bathroom and after playtime in the gym or on the playground.
- ✓ There is a procedure for diaper changing that parents and staff will follow to avoid spreading germs.
- ✓ When children put toys in their mouths, the EHS staff will disinfect those toys prior to the next group.
- ✓ All toys and linens are washed regularly, and the floors are swept and mopped by the staff.

### **Please Keep Your Child Home from PAL If They, You, or a Sibling Have**

- **Fever** – Temperature of 100 or more (taken under the arm).
- **Vomiting** – Two or more times in 24 hours
- **Diarrhea** – Three or more watery stools in 24 hours.
- **Rash** – If undiagnosed and not released to return by a Physician.
- **Eye Infection** – Thick mucus or pus draining from eye.
- **Sore Throat** – If they have a fever or swollen glands
- **Skin Infections** – Impetigo, Scabies or other skin infection: The child may return 24 hours after starting treatment or when Physician has released.
- **Sores** – Open and oozing sore that cannot be covered by bandage.
- **Pain** – If your child has pain such as earache, headache or other pain that keep them from being able to participate in typical daily activities.
- **Lice** – If your child has bugs or nits.

As a parent, you know your child the best and know when they are not feeling well. When we all work together to keep children healthy then illnesses are stopped, and the spread of germs does not continue to others. If you think your child is coming down with an illness, do not bring your child (children) to PAL. If your child has been exposed to an illness at school, we will notify you. If you know that your child has been exposed to an illness outside of class, let your home visitor know. Your child must be symptom free for 24 hours before coming to PAL group. Thank you for working together to keep all children healthy.

### **Medications at School**

For Early Head Start Play and Learn (PAL) group, parents self-administer emergency medication to their own children.

## **SECTION (4) GENERAL POLICIES AND PROCEDURES**

### **Health and Nutrition**

Early Head Start supports families in meeting their child and family health needs and requires all children to have the following on file:

- Child's Immunization Record
- Child's most current Well Child Exam and Dental Exam
- Dental Exams
- Hearing
- Vision
- Behavioral and Developmental Screenings

- Follow-up care for all conditions discovered in exams or screenings

As part of the general assessments of the child, well child physical exams and dental exams are completed by community providers. Parents then schedule needed follow-up with their Primary Health Care Provider, Dentist, or as needed, work with staff to make the needed appointments.

### **Information Required for Child's Record**

Additional information needed for site files includes:

- Current Address and Telephone Number
- Emergency Contacts
- Child's Birth Date
- Current Parent Agreement Contract

Your child's records are available for you to review and the information is confidential and will not be released to anyone outside of this program without your written permission, per Family Educational Rights and Privacy Act (FERPA) and Individuals with Disabilities Education Act (IDEA). Contact staff to add/delete persons from your authorized persons and emergency contact list in order to keep information current.

### **Changes of Information**

Please contact the Early Head Start staff **immediately** if there is a change in any of the following:

- Address – if you move
- Email address
- Changes in medical conditions and/or medications
- Phone Number
- Changes in health insurance
- Changes in health care provider
- Who to contact in an emergency when we are unable to reach you

### **Confidentiality**

All information concerning your child and family will remain confidential and kept in a locked file. Your written consent will be obtained before any information is forwarded or received from another agency. Discussions in the Play and Learn Groups or in class must remain confidential. Parents cannot share information learned about other children or families in an Early Head Start group or class. Keeping our discussions confidential will create an atmosphere of safety, trust and openness.

### **Child Abuse Prevention**

All suspected cases of abuse/neglect must be reported to Child Protective Services (CPS) in accordance with the Washington State Child Abuse Law (RCW 26.44.030) that requires professionals to report cases of suspected abuse/neglect. Early Head Start staff will be available to support parents as needed.

### **Disabilities**

All children enrolled in Lower Columbia College Early Head Start will have a completed developmental screening. Areas specifically screened for will include problem solving, speech, social emotional, fine and gross motor and adaptive skills. If concerns are noted, a referral to Progress Center will be completed in conjunction with the family. Early Head Start services will continue to be offered and will be coordinated with special education or therapeutic services for children identified through the assessment process as having a developmental disability. Children with health or developmental needs

that require accommodations will have a plan that will assist staff to individualize services to meet the child's needs.

### **Family Engagement**

The Early Head Start program benefits each enrolled child by creating a partnership with families. Consistent and reliable participation of the family is essential in the success of the program. The Parent Agreement Contract outlines the expectations of the staff and the family. If you are experiencing circumstances that will limit your participation, please discuss it with the Early Head Start staff.



Early Head Start staff also assists parents by providing referrals and recommendations to community agencies. Each family will receive a resource list of community services. Early Head Start staff will also provide information in areas of interest or need of enrolled families.

After the enrollment process, the strengths and needs of the family are assessed with the parent. The identified strengths and goals are recorded on an individual "Family Goal Sheet" which is completed with the parent during a home visit. Early Head Start staff provides ongoing support to families in reaching their goals.

### **Ways to Participate**

One of the goals of Lower Columbia College Head Start/EHS/ECEAP is to actively involve parents in all area of the program. Staff plan and implement a volunteer program which assesses parent's areas of interest, on-the-job training possibilities, and coordinates program, parent, and volunteer needs. Parent education meetings are scheduled throughout the year covering topics relating to children's growth and development and issues as noted in the parent survey as topics of interest.

**There are several ways to get involved in Head Start/EHS/ECEAP. These are a few:**

Policy Council – The Policy Council is a group of elected parents and community representatives who work together to plan and evaluate the Program's activities and make Program decisions. They also recommend and approve staff hiring and dismissals. Meetings are held monthly. Contact your Early Head Start staff for more information on becoming a member of the Policy Council.

Parent Representatives – EHS families receiving home visits will elect three parents to represent families at a monthly policy council meeting. Classroom Representatives also help inform other parents about parent meetings, seminars, and any other upcoming events taking place at Head Start/EHS/ECEAP. Policy Council Officers are elected from classroom Representatives.

Parent Committee Meetings – All parents of children enrolled in Head Start/EHS/ECEAP are members. These committees meet monthly and they are held at each program center.

Health Services Advisory Committee – The membership of this committee shall consist of representatives of the various medical, dental, mental health, nutrition, and other health and social services professionals. This committee provides significant input into the comprehensive health care for Head Start/EHS/ECEAP children. Parents of enrolled children are asked to volunteer to be members of the committee. A minimum of three meetings per year will be held. The meetings will be for the purpose of evaluation, planning and reporting.



### **Facts Volunteers Should Know**

Early Head Start receives credit for your volunteer time. Eighty percent (80%) of our budget comes from the Federal Government and twenty percent from the community through donation or volunteer hours.

### **Home Learning Teaching Guide**

Home Learning is an important way you can provide volunteer time to Early Head Start. Family members complete educational activities related to goals decided by you and the Early Head Start staff and turn in a monthly record of the time you spent. Each time you work with your child on the activities, you will log your time and turn your sheet into Early Head Start staff. It is important to remember to keep learning a fun and positive experience for you and your child. Early Head Start staff wants to join with you to see what your child's abilities are and engage your child in learning activities during every day home routines.

### **Inclement Weather Policy**

In case of inclement weather (ice, snow, flooding, etc.) an announcement will be made after 6:00 AM by the radio stations listed below as to whether or not Head Start/ECEAP will be in session. A notice will also be on our Facebook page at [facebook.com/LCC-Head-Start](https://facebook.com/LCC-Head-Start).

- KLOG 1490 AM Kelso • KBAM 1270 AM Longview • KEDO 1400 AM Longview • KLYK 94.5 FM Longview • KUKN 105.5 FM Kelso

### **Restraining Orders and Custody Arrangements**

If you have a restraining order, custody agreement or court order that specifies certain adults who cannot have contact with your child, notify the Early Head Start staff immediately so we can place a copy of the document in your child's file.

### **Safe Learning Environment**

Lower Columbia College Head Start/EHS/ECEAP staff members, program parent/guardians and volunteers value a safe learning environment. Therefore, all program locations and activity sites are drug, drug paraphernalia, tobacco, alcohol, and weapon free zones.

Parking Lot Safety – Do not allow your child to exit the building alone. Children must be supervised in the parking lot and preferable holding an adult's hand. If you need help getting your child/children to the car, please ask a staff member who will be happy to assist you. **Children should never be left alone in the car at any time!**

### **Smoke-Free Environment Policy**

Lower Columbia College Head Start/EHS/ECEAP recognizes the health risks of tobacco smoke to children and adults. Smoking or electronic cigarettes (vaping) is prohibited on campus property and in all spaces used by the program. This includes classrooms, staff offices, kitchens, restrooms, parent and staff meeting rooms (used in the evenings as well as during the day), hallways, outdoor play areas, and vehicles used for transporting children. We ask that parents refrain from smoking at bus stops, field trips and in the presence of children.

### **Dual Language Learning**

Lower Columbia College Head Start/EHS/ECEAP will give children opportunity to continue learning their home language as well as developing skills in English. We follow a planned language approach to children's language acquisition and recognize that children have individual rates of development as well as individual interests, temperaments, languages, cultural backgrounds and learning styles. Children whose home language is not English will receive extra support in Play and Learn socializations using visuals, accessing parents and staff who may know the child's language. Communication with families

will be in the preferred language through bilingual staff or interpreters, who understand and support the family's culture.

## **School Readiness**

### **What is School Readiness?**

Today we know more than ever before about how young children develop and about how to best support early learning. The first five years of life are critical to a child's lifelong development. Your child's earliest experiences and environments set the stage for future development and success in school and life.

We have written six school readiness goals for our program and want you to work with us on these goals at home. The six goals are as follows:

1. Children will have healthy, positive interactions to develop secure relationships with adults and children.
2. Children will develop curiosity about the world around them and increase their ability to problem solve.
3. Children will explore pre-math activities including counting, patterning, shapes and measurement.
4. Children will increase their communication skills
5. Children will develop fine motor, gross motor and adaptive motor skills.
6. Children will engage with books, stories, finger plays and songs

Lower Columbia College Head Start/Early Head Start/ECEAP in its effort to create an exceptional learning environment, has made it a practice to challenge children and provide experiences that are clean, safe, well-equipped, nurturing and are based upon children's interests and strengths. We always welcome your ideas for Play and Learn Socializations.

### **Transitioning Out of Early Head Start**

We plan for children and families to have a smooth transition into Head Start/ECEAP or an alternate placement from Early Head Start. When your child turns 2 ½ (36 months), your Child and Family Development Specialist will meet with you to complete a Transition Conference. If Head Start/ECEAP is determined to be the best option, a new application will be given to the family. If eligible, the child will be placed on the waitlist.

### **Curriculum Philosophy**

LCC Head Start/EHS/ECEAP has chosen curriculums that is research-based and will promote school readiness in the areas of language, cognitive, literacy, math, physical and social emotional development; and aligns with child development and assessment (EDUC 9b). Your Child and Family Development Specialist (Home visitor) will create a partnership with the family to meet each child's unique characteristics, strengths, patterns of development and learning, temperament, learning styles, culture and other information. Teachers will share information with parents based on ongoing developmental assessment, and other pertinent information to best meet the needs of your child. Staff will gather information about each child's preferences and interests, developmental level, special needs, language, cultural background, learning style, temperament and other pertinent information using the Family Picture, Home Language Survey, screening, Parent as Teachers and Teaching Strategies Gold assessments, the transition tools, as well as mental health, health, nutrition and disabilities information. Information gathered about your child will be used to create a strategy that is individualized for you and your child.

## **Emergency Procedures and Disaster Preparedness**

In case of an emergency, crisis, or disaster, if you are incapacitated or unable to care for your child, a staff member will notify and seek assistance from an emergency contact you have designated, the school and community agencies and, if needed, the hospital. Complete written emergency procedures are available for you to read in all rooms of the center.

- Disaster Preparedness Plan
- Pesticide (schedule of application)
- Health Care Plan

## **Staff Procedures for Emergencies with Children**

### **Emergency Procedures for Accidents or Critically Ill Children**

#### **Severe Emergencies**

- Assess the situation for danger and mechanism of injury and then proceed accordingly. In the case of very serious emergencies, such as unconsciousness, severe bleeding, broken bones, severe burns, head injuries or if stops or has difficulty breathing, give IMMEDIATE first aid as spelled out in the first aid guide and call 911 and request an ambulance.
- For emergencies needing police, ambulance, fire department or poison control, call: 911, EMERGENCY MENTAL HEALTH SERVICES at 425-6064, POISON CONTROL CENTER at 1-800-222-1222.
- The Lead Teacher/Child & Family Development Specialist staff member will remain with the child before and during transporting child to the hospital emergency department bringing the child's Family Information form with them. Assistant teacher/remaining EHS staff member is responsible for:
  - Taking charge of remaining children in class.
  - Call 442-2800 or appoint another adult to contact staff person in main Head Start office of the emergency. (At that time, request a second staff member to come to classroom if needed.)
  - Office staff will:
    - Discuss the emergency situation and plan of action with the responsible parent/guardian of the child.
    - Ensure the hospital emergency department has the Family Information Form.

#### **Suspected Poisoning**

If a child swallows poison, call the Poison Control Center at 1-800-222-1222. Give the following information immediately:

- Child's AGE
- Child's SEX
- Approximate WEIGHT (usually between 35-40 lbs.)
- WHAT he/she swallowed and WHEN
- Have SAMPLE of substance or the bottle available
- QUANTITY of substance ingested
- HISTORY of events and the child's present physical condition. THE Poison Control Center WILL TELL YOU WHAT ACTION TO TAKE.

**Dental Emergency Procedures:** In the event of an accident to the tongue, cheeks or teeth:

- Attempt to calm the child
- Check for bleeding.
- If child's tongue, cheeks and/or teeth are bleeding:

- Put on gloves.
- Apply direct pressure to the area or have child, if able to do so, bite firmly down onto a clean cloth towel too large to swallow.
- Have the child stand or sit over a basin to allow blood to fall into it.
- Recommend the parent or Alternate Care Provider to take child to their primary health care provider or the hospital Emergency Department.
- If tooth is fractured or broken:
  - Staff can do little for a fractured tooth except calm the child.
  - Recommend the parent or Alternate Care Provider to take child to their primary health care provider or the hospital Emergency Department. Child should be checked for other head, neck and facial trauma.
- If tooth is knocked out:
  - Place tooth in a clean and moistened cloth/paper towel and then into a new, clean plastic bag.
  - Recommend the parent or Alternate Care Provider to take child to dentist for immediate treatment. It is most important that the tooth be replanted immediately.
- If a tooth is knocked into the gums:
  - Do not attempt to free or pull on the tooth.
  - Recommend the parent or Alternate Care Provider to take child to a dentist for treatment. (If the child does not have a dentist, also contact the Health Specialist or Disabilities/Health Coordinator to arrange for the child to see a dentist.)

### **Bus/Van Accident Procedures**

In case of accident, follow the suggestions below:

- Children are your major priority! If needed, evacuate the bus/van. (When evacuating and if possible, take the cell phone, first aid kit and Family Information forms with you.) Take the children to a secure location that is a safe distance from the bus/van. Whether on the bus/van or at a secure location, check for injuries and apply first aid, if indicated. If there are serious injuries, use emergency first aid and try to get help without leaving the children unattended by using the cell phone to call 911, etc.
- Complete a police report.
- If another vehicle is involved, be sure to get appropriate information, such as: license number, make and color of vehicles, name of driver, and name of insurance company.
- As soon as able, call the main Head Start office at 442-2800, request any needed assistance and report the accident. All accidents/vehicle damage are to be reported in WRITING to the Director by the end of the same working day.

### **Non-Discrimination and Anti-Harassment**

Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations.

Harassment is defined as a form of discrimination consisting of physical or verbal conduct that denigrates or shows hostility toward an individual because of their membership in a protected class or their perceived membership in a protected class. Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs.

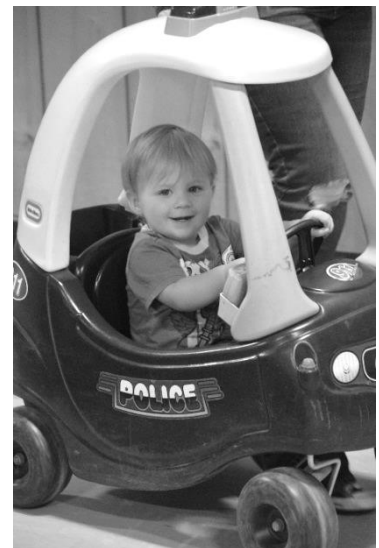
Sexual Harassment is defined as a form of discrimination consisting of unwelcome, gender-based verbal, written, electronic and/or physical conduct. Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender. There are two types of sexual harassment:

- Hostile Environment Sexual Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs.
- Quid Pro Quo Sexual Harassment occurs when an individual in a position of real or perceived authority, conditions the receipt of a benefit upon granting of sexual favors. Sexual violence is a form of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

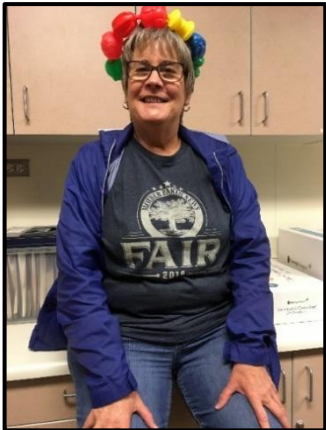
### **What to Do If You Have a Complaint**

If you have a concern or complaint about the Early Head Start program, we want to know about it. The Head Start/EHS/ECEAP Policy Council has established a procedure for you to follow. For more information about this procedure, you may contact the Early Head Start staff.

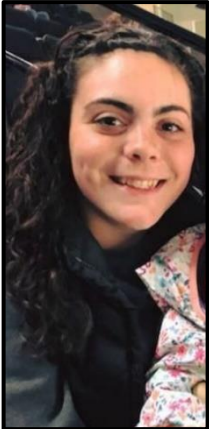
*Please refer to our reports and handbooks online at <https://lowercolumbia.edu/head-start/index.php> for more information regarding our health policies, staff policies, consistent care policy, liability insurance, inspection reports and notices of enforcement actions, and all other program policies and procedures.*



Home Visitors



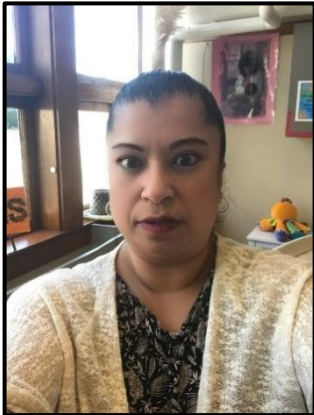
Gayle



Madeline



Griselda



Adriana



Heidi



Irene

EHS Area Manager



Kristine

Mental Health Specialist



Bryana