

2025-2026

Lower Columbia College Head Start/ECEAP Parent Handbook



The mission of LCC Head Start/EHS/ECEAP is to provide quality early childhood education experiences through comprehensive services that support income eligible and special needs children and families from prenatal to five years of age.



Important Information

Your Teacher: _____ Classroom Phone: _____
 Your Family Advocate: _____ Advocate's Phone: _____
 Teacher's Email: _____ Family Advocate's Email: _____
 Classroom Building and Room # is: _____
 Head Start/Early Head Start/ECEAP Main Office Phone Number: 360-442-2800

Dates to Remember

Open House: _____ Orientation: _____
 First Day of School: _____
 Child's School Schedule: ___M ___T ___W ___TH ___F Child's Class Time: _____

**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**

Head Start/ECEAP Centers

Center	Address	Phone	Models	Center Hours
Barnes	401 Barnes St. Building #A Kelso, WA 98626	Room #1 360-578-6736	Head Start Part Day	7:45–11:45
Barnes North	410 Barnes St. Building #B Kelso, WA 98626	Room #1 360-578-6743 Room #2 360-578-6744 Room #3 360-578-6745 Room #4 360-578-6746	Head Start School Day Head Start Working Day	7:30-5:30
Castle Rock	620 Roake Avenue SE Castle Rock, WA 98611	Room #601 360-501-5409	Head Start Working Day	7:30-5:30
LCC East	1730 20 th Avenue Longview, WA 98632	Admin 360-442-2800	ECEAP School Day ECEAP Part Day Head Start Part Day	8:00-2:00 8:00-11:30 & 12:30-4:00
LCC West	1720 20 th Avenue Longview, WA 98632	Admin 360-442-2800	Head Start Working Day Teen Parent Pathways	7:30–5:30 7:30-4:00
Memorial Park	3602 Memorial Park Drive Longview, WA 98632	360-578-6750	Head Start School Day Head Start Part Day	7:45–4:15
Link Wallace Neighborhood & Early Learning Center	1107 South 4 th Kelso, WA 98626	Office 360-578-6760 Classroom 360-578-6762	Head Start School Day	7:45–2:15

Website: www.lowercolumbia.edu/head-start

Facebook: facebook.com/LCC-Head-Start

For more detailed information about policies and procedures refer to the website above and click on staff resources.

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SECTION (1) Head Start/ECEAP Program Information

Welcome

What is Head Start/ECEAP (Early Childhood Education and Assistance Program)?

- Parents – making decisions, learning, taking an active part in their children’s education, planning, joining together for themselves and for their children.
- Education – games, stories, art, music, trips, learning about self, family, community, his/her own and other cultures – at home or in the Center – all to assist in school readiness.
- Nutrition – hot lunches and breakfast, snacks, medical and dental care – all to keep a child healthy so she/he can learn.
- Family Engagement – working with community agencies to better serve Head Start/ECEAP families.
- Family Needs – essential things to provide physical, social, and emotional well-being to our students and their families.

Recruitment of Children and Families

In order to reach those most in need of Lower Columbia College Head Start/ECEAP services, the recruitment process will be followed to actively inform and encourage all income eligible families and children with special needs and/or disabilities regardless of sex, race, creed, color, or national origin to apply for admission to the program.

Enrollment Process

Lower Columbia College Head Start/ECEAP is funded to serve children between the ages of 3 to 5 that meet eligibility requirements. A minimum of 90% of children served must meet Head Start/ECEAP income eligibility standards. Full enrollment will be maintained at all times. Vacancies, as they occur, will be filled from our waitlist.

A 3-year-old who is eligible and participating in the Head Start program remains eligible throughout that enrollment year and the following year. When a child is eligible to be enrolled for a second year, priority placement is given to children with the most need/highest priority points. In certain, rare occasions, a child may not be able to participate in a second year due to others having greater need/priority.

Selection Process

The selection process will follow the federal and state income guidelines (Federal Poverty Level and State Median Wage) with the goals of serving families whose income meets those requirements and households with the greatest need for Head Start/ECEAP services using the following criteria:

- Income
- Current or prior involvement with CPS, FAR, ICW or law/legal system
- Referrals from Community Agencies
- Foster or Kinship Care Family
- Homeless Family (McKinney-Vento status)
- Child/Family Concerns
- Receive Public Assistance: SNAP, TANF, Supplemental Security Income, WCCC Eligibility
- Priority for Four-Year-old's
- Diagnosed Special Needs and/or Children with Disabilities (IEP)

**The selection of families is determined on highest points using the Selection Criteria Score Sheet (ERSEA 3d).*

Program Options

Part-Day Programs (3-5 years old):

- Children attend school during a morning (8-11:30 am) or afternoon (12:30 -4:00 pm) session
- Classes are either 3 or 4 days per week depending on the location
- There is no cost to families
- Part day programs are offered at LCC campus (AM and PM), Memorial Park (AM and PM) and Barnes (AM only)

School Day Program (3-5 years old):

- Children attend school for 6 hours
- Classes are Monday through Friday
- There is no cost to families
- School day programs are offered at LCC Campus, Memorial Park, Castle Rock, Wallace and Barnes North

Working Day Program (3-5 years old):

- Children attend school for 6 hours
- Families must be receiving WCCC and attend childcare before or after the school portion of the day
- Childcare is offered 7:30-8:00 and 2:00-5:30
- Classes are Monday through Friday

Home Education Services:

- This option is only for Early Head Start eligible families (prenatal to 36 months). It is a two-part program consisting of weekly home visits and attending socialization.
- Families with infants and toddlers are visited in their homes for 90 minutes by trained home visitors that focus on age-appropriate child development activities. During the home visit, each child's development is discussed, and activities are planned to help children learn and grow. In additions, families will receive health, nutrition, social and mental health services.
- Pregnant women meet twice a month with home visitors.
- There is no cost to families, and snack is provided.

Teen Parent Program:

- This option is only for Early Head Start eligible families. It is a two-part program consisting and attending socialization.
- And childcare at the same classroom before or after the school portion of the day
- Classes are Monday through Friday
- Site Closures
- HS/EHS/ECEAP observes all federal holidays. Our sites will be closed on those days. We also close for periodic in-service and staff training days. Monthly communication from your site will keep you informed about any impending closure days.

Information Required for Child's Record

- Current Address and Telephone Number
- Emergency Contacts
- Child's Birth Date
- Current Parent Agreement Contract
- Child's Up-to-Date Immunization Record, kept up-to-date following the EPSDT requirements
- Child's most current Well Child Exam and Dental Exam

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 (MSYS 2a1), 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 by completing a Change of Status (ERSEA 1e) in order to keep information current.

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 to another agency. We ask that you discuss classroom matters relating to children and volunteers only with the Head Start/ECEAP staff. It is preferable to find time outside of classroom time to share your ideas or concerns with staff. You can also use this time to relate an individual child's success or difficulty. If you have a concern or questions with program policies or routine, please feel free to discuss them privately with the teacher or advocate so that they may be addressed.

Non-Discrimination and Anti-Harassment

Lower Columbia College provides equal opportunity in education and employment and does

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not discriminate on the basis of race, color, national origin, citizenship or immigration status, 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, persistent, or pervasive 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 and/or student housing.

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, persistent, or pervasive 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 and/or student housing.
- 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, incest, statutory rape, domestic violence, dating violence, and stalking are all types of sexual violence.

USDA Non-Discrimination Statement

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

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at 202-720-2600 (voice and TTY) or contact USDA through the Federal Relay Services at 800-877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027,

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USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling 866-632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature of an alleged

civil rights violation. The complete AD-3027 form or letter must be submitted to USDA by:

- | | | |
|---|--|--|
| 1. mail:
U.S. Department of Agriculture
Office of the Asst. Secretary for Civil
Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or | 2. fax:
833-256-1665 or 202-690-7442; or | 3. email:
Program.Intake@usda.gov |
|---|--|--|

This institution is an equal opportunity provider.

Changes of Information

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

- Address – if you move
- Changes in medical conditions and/or medications
- Phone Number
- Changes in Health Insurance
- Who can pick up your child
- Changes in Health Care Provider
- Who to contact in an emergency when we are unable to reach you

**Change of Status form (ERSEA 1e) to be completed with these changes.*

SECTION (2) Family Engagement

Our classrooms and buildings are open for parents during business hours.

Facts About Volunteering

Parent participation is required to keep our funding to provide Head Start/ECEAP. Four major ways parents can complete their volunteer requirements are:

1. Support your child at home and keep track on the School Readiness Home Learning (In-Kind) form.
2. Spend time helping in the classroom and keep track on the same sheet you sign your child in/out of the classroom. Fifteen minutes at the start or end of class adds up over time!
3. Participate in program events and sign-in every time.
4. Join a program committee or Policy Council. Parent leaders keep the program services relevant and meaningful to the families we serve.

School Readiness Home Learning (In-Kind) – School Readiness Home Learning (In-kind) is another way to provide volunteer time and is a requirement that must be met for our grant funding. Family members complete educational activities related to child goals and turn in monthly documentation (FISC 1e) to your teacher. The goal of school readiness home learning

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is to recognize that the opportunity for learning exists at all times. The most important

accomplishment Head Start/ECEAP can achieve is helping parents be aware of their child's educational abilities, activities to improve learning, and recognizing those opportunities throughout the day.

Each month your child will bring home a School Readiness Home Learning activity form (FISC 1e). Each time you work with your child on activities, you will log your time and turn your form in to your teacher. It is important to make learning a fun and positive experience for you and your child.

Family Engagement

After the enrollment process, the strengths and needs of the family are assessed with the parent(s). The identified strengths and goals are recorded on an individual "Family Goal Sheet" which is completed with the parent(s) during a home visit. Family Advocates are available for ongoing support to families in reaching their goals and future home visits will be scheduled to discuss progress.

Your Family Advocate will consult with you to provide referrals and recommendations to community agencies based on strengths and needs. Each family will receive a resource list of community services. Family Advocates will also provide information or training based on interests or needs of enrolled families.

Parent Meetings are scheduled throughout the year covering topics relating to children's growth and development and issues as noted in the parent survey of topics of interest. Parent support groups are also offered according to parent needs.

One of the goals of Lower Columbia College Head Start/EHS/ECEAP is to actively involve parents in all areas of the program. Staff plan and implement a volunteer program which assesses parents' areas of interest, on-the-job training possibilities, and coordinates program, parent and volunteer needs.

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 on the fourth Monday of the month. Contact your Head Start/ECEAP staff for more information on becoming a member of the Policy Council.

Parent Representatives – Parents from each Head Start and ECEAP classroom will be elected by the other parents to represent the families for that class. Parent Representatives also help inform other parents about parent meetings, training opportunities, and any other upcoming events taking place at Head Start/EHS/ECEAP. Policy Council Officers are elected from Parent Representatives.

There are several program committees you are invited to become involved in to assist in making decisions for Lower Columbia College Head Start/EHS/ECEAP.

Center Parent Meetings – All parents of children enrolled in Head Start/EHS/ECEAP are members. Parent Meetings are held at each month at the program center. You will be able to provide input and feedback on services, Parent Meetings, Family Nights, and other program topics. You will receive information on happenings across the program.

Health Services Advisory Committee – The membership of this committee shall consist of representatives in 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.

Holidays, Celebrations & Traditions Policy

Holidays, traditions, celebrations, and social activities are an important part of every child, family, and staff's life. We recognize that our families and staff come from diverse backgrounds and therefore have different beliefs, traditions, and values. Special events can be celebrated in many different ways. All celebrations will be developmentally appropriate and any program-planned activity will include parents in the planning. Teachers must ensure the appropriateness of all activities and help parents modify their suggestions when needed. Children should have the chance to explore the meaning and significance of each activity.



SECTION (3) Education and School Readiness

Curriculum Philosophy

LCC Head Start/EHS/ECEAP uses curriculum 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 Teacher Strategies Gold Assessment (EDUC 9b). Creative Curriculum is our foundational curriculum. The program uses other curriculum to enhance learning in specific developmental domains. The Direct Service Team 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 classroom observations, ongoing developmental assessment, and other pertinent information to best meet the needs of each child in the classroom. Staff will gather information about each child's preferences and interests, developmental level, special needs, language, cultural background, learning style, temperament and other relevant information.

Information will be gathered through conversation with families at intakes, Home Visits, Parent/Teacher Conferences and other times of contact. Staff will use the Family Connections Tool, Home Language Survey, School Readiness Individualized Learning Plan, developmental and educational screenings, Teaching Strategies Gold ongoing assessment, Kindergarten

Transition Summary, mental health, health, nutrition and disabilities information. Information gathered about individual children will be used to create a learning environment appropriate for each child in large and small groups and to plan daily activities that build on each child's interests to promote individual growth. Daily activities and changes to the environment will be documented on the TS Gold Lesson Plan, Individual Child Planning form and in case management. Staff will modify classroom instruction based on the individual needs of each child. Modifications may include providing environmental support, modifying materials, modifying activity, providing peer support, and/or providing adult support. Modifications will be documented in the lesson plan, activity matrix, and TS Gold observations. Individualized instruction will be embedded throughout the day during child initiated, planned, and routine activities based on each child's current assessment information and parent information.

Education

Each child is encouraged to develop social/emotional, physical, academic and school readiness skills. The program provides each child with opportunities to further develop his/her love of learning, to gain independence, and work cooperatively with others. You are considered the child's primary educator.

We utilize the Teaching Strategies Gold, Washington State Early Learning Guidelines and Head Start Child Development and Early Learning Framework as a guide in our planning and assessment of the progress of your child. The Teaching Strategies Gold system measures the knowledge, skills, and behaviors that are most predictive of school success. The nine areas of development and learning are:

- Social-Emotional
- Physical
- Language
- Literacy
- Mathematics
- Science & Technology
- Social Studies
- The Arts
- Cognitive

We believe children learn best through play. We offer activities and experiences that provide learning opportunities for your child. We foster independence, self-control, initiative and attachment. Upon entry into the program, all children are screened to determine existing skill levels in all areas of development. Staff will partner with you to develop your child's School Readiness Goals. You and your child's teacher will be working on these goals and updating them throughout the year.

Dual Language Learning

Lower Columbia College Head Start/EHS/ECEAP will provide children opportunities 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 the classroom 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 School Readiness Goals for our program and want you to work with us on these goals at home. The goals are in the following categories:

- Social Emotional
- Physical Development
- Cognition
- Language
- Literacy
- Math
- Dual Language – English Language Acquisition

The full School Readiness document can be viewed online at <https://lowercolumbia.edu/head-start/index.php> .

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

Safe 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 preferably 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!

Pedestrian Safety

Here are some facts you need to know:

- Children are quick and often unaware of danger.
- Each year, many children are injured or killed when they suddenly dart into the path of a car.
- Most children are injured near their home or on their own street.
- Most crashes involving children happen between 3pm and 6pm.
- Most crashes involving children occur in fair and warm weather.

Car Safety:

- Leaving a child unattended in a car – even for one second can result in tragedy due to rapid temperature increases

- Other potential risks – choking, car theft (with child inside)
- Wearing seat belts saves lives in the event of a car accident

This is how you can prevent these tragedies:

- Supervise children at all times. Children should not be allowed to cross the street along.
- Teach them who can help them cross the street safely.
- Teach by explaining Say “When I cross a street, I always stop at the curb. I look for cars. I look left for any traffic coming and then I look right for traffic coming that way. Then I look left again, when it is clear, I cross the street and keep looking left and right.”

Teach by example: When you cross a street with your child, always:

1. Hold your child’s hand
2. Stop at the curb
3. Look left-right-left for traffic in all directions
4. Cross when it is clear
5. Keep looking for cars as you cross
6. Encourage your child. As you both safely cross the street together, praise him/her for copying your safe actions or words. Practice what you teach at all times.

Check Your Child’s Mail

It is important that you check your child’s mail daily. This is where you will find notices of upcoming events, newsletters, communicable disease exposure, and other significant information. Children’s mailboxes are to be used for Head Start/ECEAP staff to distribute mail regarding your child’s program. If your child rides a bus, look for your child’s mail to be sent home with your child.

What to Expect on Your Home Visits and/or Parent/Teacher Conference

Families enrolled in Head Start will receive Home Visits from their child’s Teacher and Family Advocate. Each visit will be approximately an hour and a half. The purpose of these visits is to get to know you, offering you resources and assisting you with using your home as a learning environment for your child. We will talk about your child’s progress in the classroom, your child’s growth and development and activities for you to work on at home to meet your child’s goals. Staff will collaborate with you to develop and support health, development and family goals. Additional HS staff members may join a home visit either to observe the staff member and with your permission.

If there is something specific you would like to do, please let your Teacher or Family Advocate know. You are your child’s first and most important teacher!! Thank you for allowing us to visit your home! We look forward to your visit!

If you must cancel a home visit, please give as much notice as possible.

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

The physical and dental health of children in Head Start/ECEAP is valued. Current dental exams and physicals are required for enrolled children. With your authorization, program staff will be requesting physical and dental records from your child's provider. This ensures that children are ready to learn.

Daily, in each classroom, nutritious meals are served and teeth are brushed. Hand washing and hygiene practices occur daily and are encouraged at home. On home visits and at conferences, health, dental and nutrition will be discussed with you.

Height, weight, vision, and hearing screenings are done by staff. You are actively involved in your child's health follow-up. Staff is here to support your family throughout the process and will be requesting documentation to meet program requirements. Good nutrition is the cornerstone to a child's health. A nutritious breakfast and lunch for morning classes and a lunch and snack for afternoon classes are served daily. Full day classes receive an additional snack during the day. The menu is posted in the classroom and sent home each month. Nutritious food substitutions to the regular menu are provided to children who have health care provider documentation. There are opportunities to learn more about the importance of good nutrition through parent meetings, classroom activities, and participation on the Nutrition Committee.

Child Sleep Pattern

LCC Head Start/EHS/ECEAP will provide quiet time and offer a rest area for those children who show a need for rest.

- Mats will be offered to those children who show a need for rest in an area away from children's quiet activities.
- If more than one child is sleeping in the rest area, mats will be placed at least 18 inches apart and alternated from head to toe.

Diapering and Toilet Training

The program uses sanitation and hygiene procedures for diapering that protect the health and safety of your child. The program provides diapers and pull-ups while your child is in school. Talk with your child's teacher to create a toilet training plan that works for both home and school.

Food Allergies and Your Child's Nutrition

When children begin in our program Longview Early Head Start Partnership, we ask each family about nutrition concerns and nutrition topics you are interested in learning more about. This helps us understand what is important to your family and assists us with meeting the nutrition needs of your child. We will work with you to address any special nutrition needs your child may have. We have a Registered Dietician available also.

Mealtime with Your Child

- Monthly menus will be sent home electronically.
- Your child will be offered a healthy meal or snack within 30 minutes of the start of class
- in a family style meal service, as appropriate, within a very relaxed and informal atmosphere with the staff and volunteers eating together at the table. (Child-sized chairs, tables and utensils will be used.)

- Your child will be encouraged to help with preparation, setting, serving and cleaning up of the meals.
- 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.
- Our staff will take care that the size of the portions and number of servings are based on each individual child. (Food will not be used as a reward or punishment.)
- 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.
- Your child will wash their hands before eating and teeth will be brushed after eating either lunch or snack.
- We know spills will happen so you will see that no fuss is made. The child will be encouraged to help clean up the spill.
- If your child arrives late and misses the first meal of the classroom day, the staff will offer a snack within 30 minutes of the child's arrival.
- You are welcome to join your child for mealtimes.

Medication at School

The Head Start/ECEAP's Medication Policy is not to administer medication to a child whenever possible. However, medication will be administered to a child in circumstances where the child's physician/licensed health care provider has advised and authorized such administration of medication by our staff.

The classroom teacher is the designated individual responsible for the administration of medications. In the absence of the teacher, the assistant teacher will take on this responsibility. If your child must have medication (prescription or non-prescription) administered at school, contact your teacher who will follow our medication process and review with you. Medication must be in a labeled prescription bottle with specific orders for administration and must be delivered to the school by a parent/guardian. No medication is transported to/from school on a bus. If medication is over the counter, specific orders for administration must be included from your provider. Please check with your provider to provide a separate labeled container to be kept at school.

Please Keep Your Child Home if They 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 infections: The child may return 24

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hours after starting treatment or when Physician has released.

- **Sores** – Open and oozing sore that cannot be covered by bandages.
- **Pain** – If your child has pain such as earache, headache or other pain that keeps them from being able to participate in typical daily activities.

- **Lice** – If your child has bugs.

As a parent and primary caregiver of your child, you must 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, have an alternate plan so other children will not be exposed and your child can get the needed rest. If your child has been exposed to an illness at school, we will notify you by posting in the classroom and if you know that your child has been exposed to an illness outside of class, let your teacher know. If you take your child to the doctor for illness, please remember to bring a note stating they are released to come back to school. Your child must be symptom-free for 24 hours before returning to school. Thank you for working together to keep all children healthy.

Product Recalls

Is your child in danger from a recalled product?

Each year, more than 60,000 children in the U.S. are treated in emergency rooms for injuries caused by recalled products. Many recalled items are found at thrift stores, garage and yard sales, or are passed on from family members or friends. Before buying or using a second-hand project, check to be sure it is still safe and has not been recalled.

It's each to check! Contact the CPSC (Consumer Product Safety Commission) or download their app at:

- Phone: 1-800-638-2772
- TTY: 1-800-638-8270
- Web Site: cpsc.gov/recalls

Many libraries have free internet access.

Protect your child. Check for recalls first.

SECTION (5) General Policies and Procedures

Attendance Policy

Parents are expected to call, text or email if their child cannot attend class. The explanation needs to include why the child cannot attend and when the child will return (if known).

The following shall be considered excused absences:

- | | |
|------------------------|--------------------------------|
| ● Hospitalization | ● Medical and Dental |
| ● Illness | ● Appointments/Treatment |
| ● Communicable Disease | ● Family Situations |
| ● Death in the Family | ● Social Services Appointments |

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If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, staff will contact the parent/guardian to determine the reason for absence in order to ensure the child's safety and well-being.

Children are expected to arrive on time and be picked up on time. Parents need to call if their child will be late to class and/or if they will be late picking the child up. If a child's attendance is identified to be at risk of missing 10% (moderate) of days (or more) within a school year, or if the child has multiple unexplained absences, staff will conduct a home visit, conference or other direct contact with the child's parent/guardian and use the attendance data to support their concern and provide family support as needed. For a child that is identified with the category of severe absence level (20% or more), a Smart Goal (Family Partnership Agreement) will be established with the parent/guardian to improve attendance.

If intensive family support efforts designed to improve attendance are not successful, an attendance letter (ERSEA 2f) will be sent to communicate that the child will be placed on the waiting list if attendance is not improved in the next two weeks (minimum 6 classroom days for center-based). Improvement in attendance is demonstrated by attending each day and communicating any extreme family circumstances. Continued attendance must be above the moderate attendance category level. If attendance does not improve or there is no response from the parent by the date given on the letter, the family will be withdrawn from the program.

Arrival/Departure

Classrooms will be ready to receive children **five minutes** before start up time. **Please sign your child in and out each day and be sure to include the time and phone number where you can be reached. When signing in and out, full legal names for parents and children must be used.** No child will be released to a person not authorized by the parent to pick-up the child. Staff must be notified (in person or by telephone) when a person not listed on the Family Information Form will be picking up your child. Picture identification is required.

You must pick your child up on time or make other arrangements for your child to be picked up on time. If your child has not been picked up or you cannot be reached within one hour of the scheduled ending class time, staff is required to call Child Protective Services (CPS). All efforts will be made to contact emergency contacts before this phone call is made.

Failure to Pick Up a Child or Be Available for After School Delivery

In the event that no one is home at either the child's house or the alternate drop-off address, the child will be returned to the Head Start/EHS/ECEAP Center. The bus monitor or driver will notify the parent that the child has returned to the Center. It will be the parent's responsibility to pick the child up at the Center. Staff will try to contact all alternate care numbers listed. A member of the Leadership Team or their designee will call CPS one hour after the end of class. Staff will problem solve with parents so the problem does not reoccur.

If the child is a drive-in and the parent fails to pick up the child, staff will try to contact all family information numbers. A member of the Leadership Team or their designee will call CPS one hour after the end of class. It is important that Emergency Contacts are current.

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Procedure for the Release of Children

In the event that a parent/designated guardian arrives at a Head Start/EHS/ECEAP center under the influence of alcohol/drugs, or appears to be hostile toward staff or the child, the staff person will encourage the individual to leave the child in the care of Head Start/ECEAP staff until

an alternate care person would be available for transporting the child home. If for any reason the parent/designated guardian refuses to comply with the request of the staff and insists on taking the child off the premises, the staff person will then call 911 to report the incident.

Head Start/Early Head Start/ECEAP is prohibited from releasing children to known registered sex offenders. In the event your emergency contact has an offense, you will be asked to remove them from your emergency contact lists and provide another individual. If you have questions, please contact your Family Advocate.

Parent Consent for Child Release Procedure

A Head Start/EHS/ECEAP child will only be released to authorized individuals based on authorization from the child's parents.

1. The enrollment application for Head Start/EHS/ECEAP will be used to allow the parent to identify all persons with authority to pick up their child from the classroom or to receive their child from the bus.
2. ChildPlus report 1520, Contact Information report, will be kept in the classroom and on the bus(es) at all times for reference by staff to assure that children are only released to authorized individuals.
3. Release names from the enrollment application will be entered into ChildPlus. If parent requests for names to be changed, changes will be made accordingly in the ChildPlus data base system.
4. If a parent requests to change the release names after his/her child is enrolled, a Change of Status form will be completed with the new information and signed and dated by both staff and parent. The release list used in the classroom and on the bus will be updated to reflect changes.
5. In the case of an emergency when a parent requests by telephone for his/her child to be released to a previously unauthorized individual, staff will ask clarifying questions to assure the parent is the one who is calling. A child will only be released by parent phone verification when an illness or other unavoidable occurrence has impeded their ability to make a face-to-face change.
6. A child will be signed in and out of the classroom and on and off the bus by authorized person.
7. Any unknown authorized person will be asked to provide identification in the classroom or at a bus stop prior to the child being released.
8. Parents/Guardians will review and update information at each Home Visit and Conference.
9. If an authorized person is not available when the child's bus arrives or after class, the child will be returned to the site and/or remain with staff. All emergency contacts will be notified. If the child is waiting longer than 60 minutes, Child Protective Services will be contacted.

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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. Staff will be available to support parents as needed.

Dressing for School

- Your child should wear comfortable play clothes that are easy to wash. We do lots of messy projects.
- Your child should dress for weather. We go outside almost daily even if it is raining and cold so coats, hats and mittens are encouraged. If you are in need of these items, please see your family advocate or teacher. NOTE: We follow the Child Care Weather Watch guidelines and if it recommends that we do not go outside, then we will stay inside.
- You may send clothing in a backpack for if your child gets wet, dirty or has a potty accident. We will also have extra clothing that the child can use in the event they do not have extra clothing.
- Wear shoes that are safe for running, climbing, and playing. No flip-flops or strapless sandals.

Disabilities

All enrolled children participate in a developmental screening. Areas specifically screened include sensory (visual and auditory), behavioral, motor, language, cognitive, perceptual and emotional skills. Referral and assessment process and procedures have been established between the program and school districts in accordance with the Washington State Administrative Code (WAC's). If further evaluation is needed, parents are involved in all steps of the process.

Children identified through the assessment process as having a diagnosed and qualifying disability will receive special education services from the school district professionals in partnership with parents and Head Start/ECEAP staff.

Care for Children with Specific or Special Needs

Teachers modify classroom instruction based on the individual needs of each child. This may involve adjusting the environment, materials, activities, and providing peer or adult support as necessary.

1. An Individual Care Plan will be created with you based on the IEP/IFSP which will support your child in the classroom.
2. Modifications are documented on the Lesson Plan or Activity Matrix.
3. Individualized instruction is embedded throughout the day during child initiated, planned, and routine activities.

If your child has health needs requiring accommodations, we work with you to create an individual care plan to ensure our staff effectively support their needs during their time with us.

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Early Learning Staff to Child Ratios

According to WAC 110-300-0356, required staff to child ratios must be met at all times. This means that there is one staff for every ten children present in the classroom.

Program	Staff to Child Required Ratios	Group Size (also depends on square footage of the classroom)
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EHS Center-Based	2:8 (required to always have 2 teachers even if the number of children falls below 8)	No more than 8 or 9 children enrolled in any class.
Head Start – 3-year old	2:17	No more than 17 enrolled in any class.
Head Start – 4 and 5-year old	2:20	No more than 20 children enrolled in a class.
Head Start classes that combine 3 and 4-year old.	2:17 (due to classes having more 3 yr. old's)	No more than 17 enrolled in any class.
ECEAP Classrooms	1:10	No more than 20 children.

Emergency Procedures and Disaster Preparedness

Staff and children practice monthly fire drills and disaster drills, such as earthquake, lock-down, and active shooter procedures. You can contact your center’s Area Manager for more information about:

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

Evacuation Plan

Every classroom and building have a posted evacuation plan. These are provided to parents at orientation.

Fire

If there is a fire and/or smoke in the building, staff follow the evacuation plan to keep children safe. Fire drills are conducted once a month with children.

Earthquake

Teachers instruct students on what to expect and do during an earthquake. Drills are conducted each month.

Lockdown

In the event of a lockdown, to keep everyone safe, children and staff remain in their classroom. The building will remain locked with no one in or out until police have communicated to the appropriate administrator that the emergency situation is over. Parents, if you arrive during a lockdown, you are advised to return to your car and/or leave the building grounds for your own security. (Local radio stations may be broadcasting advisories that can be tuned into.)

Discipline Policy & Procedure

Lower Columbia College Head Start/EHS/ECEAP will promote positive behavior by creating strong relationships that are grounded in trust and respect. Teachers and staff will develop

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strategies that are individualized, developmentally appropriate, and build on each child’s social, emotional, and behavioral skills. Classroom environments will be set up and maintained to provide for the safety and well-being of each child. Staff will use appropriate guidance techniques that support and prevent misbehavior using techniques such as creating routines, using visuals, and setting limits. Behavior management in the

classroom is designed to help children learn and practice self-control while supporting their positive self-concept. Teaching desired behavior is never to be done through punishment. Staff will not maltreat or endanger the health or safety of children as described in the Standards of Conduct (HR 4a) and Discipline Policy and Procedure (EDUC 5a). Staff members will NOT do the following:

- Threaten, scold or humiliate a child;
- Spank, pull or hit a child;
- Make aggressive movements causing a child to expect to be hit;
- Threaten to call a child's parents;
- Tell children or other families what another child has done wrong;
- Label children as "bad" or "naughty";
- Scream in anger;
- Criticize a child or their family;
- Laugh at a child's inappropriate/negative behavior;
- Discuss a child's inappropriate/negative behavior with adults in front of the child or other children.

Head Start/ECEAP staff will ask families visiting class to follow these guidelines.

Developmentally appropriate behavior management techniques will be encouraged at home visits and Plan and Learn groups. Support and education will be offered to assist families in developing their personal plans for behavior management.

1. We do not expel children under any circumstance (Head Start/EHS/ECEAP).
2. We offer class supports (modifications/class supports) to all students.
3. We collaborate with parent(s)/guardian(s), program specialists and with parent/guardian permission, engage with community providers that can serve as supports for students/families.
4. We utilize a temporary suspension process only as a last resort for serious safety threats that cannot be reduced or eliminated with reasonable modifications.
5. If it is determined by the program that a limited suspension is necessary, a modified schedule will be provided (length of time/location of service).
6. We review the policy with parents/guardians that describes our guidance practices and communicate steps that will be taken to support challenging behaviors.
7. We provide communication and program supports, strategies, and safety plans. Parties included in communication plans include children/families exhibiting challenging behavior and children/families impacted by challenging behavior (MH 2b).

If the enrolled child continues to be a serious safety risk to self and/or others, it may be determined that the current environment is not the most appropriate placement for the child. Before considering alternative placement, the program must explore all possible steps and

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document all steps taken as described in Head Start Performance Standard 1302.17(b) and ECEAP Performance Standards. The program, in consultation with parents, the child's teacher, the agency responsible for implementing IDEA, and program content specialists must work with such entities to directly facilitate the transition of the child to a more appropriate placement (EDUC 5a).

Inclement Weather Policy

In case of inclement weather (ice, snow, flooding, etc.), a notice of program closure will be sent via Remind App and will be posted on our Instagram (lowercolumbiacollegeheadstart) and Facebook pages (Facebook.com/LCC-Head-Start).

In most cases, Head Start/ECEAP will follow the same schedule as the local School District. If School Districts are starting two hours late, morning classes will not be held. Afternoon classes will be held unless otherwise announced.

Mental Health and Social/Emotional Support

Mental health and social-emotional support services are available to all families in our program. Our Mental Health Specialists partner with your child's teaching team to support children in learning to regulate their emotions and behaviors, establish and sustain positive relationships, and participate cooperatively and constructively in group situations. Our Mental Health Specialists also partner with you. If you want to discuss any concerns that you have about your or your child's social and emotional well-being, please let your teacher or family advocate know. They will get you connected. Please also share if your child has a mental health counselor that you would like us to collaborate with.

Mental Health/Behavior Intervention Support

The mental health components are integrated into all areas of the program. Children and families learn preventive skills in areas such as body awareness, a sense of self, how to deal with conflicts, and anger management. Our program Mental Health Specialists are available to discuss any concerns you may have about your child and also provide consultation for teachers. If you would like to have any support from our specialists, please let your teacher or Family Advocate know and they will get you connected.

Pesticide Procedure

When we use pesticides at facilities, we will let you know beforehand. This includes telling you:

- What pesticide we are using.
- When and where we plan to use it.
- What pest we are trying to control.
- Who to contact if you have any questions.

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 Head Start/ECEAP staff immediately so we can place a copy of the document in your child's file.

Sibling Policy

Elementary school-age children who should be in school may not come to class. Only a student's siblings may accompany a parent volunteer in the classroom. The parent will provide supervision to the sibling.

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Smoke-Free Environment Policy

Lower Columbia College Head Start/EHS/ECEAP recognizes the health risks of tobacco smoke to children and adults. Smoking/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/vaping at bus stops, field trips and in the presence of children.

Staff Procedures for Emergencies with Children

Emergency Procedures for Accidents or Critically Ill Children:

Severe Emergencies:

- a. 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.
- b. 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.
- c. The Lead Teacher 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 staff member is responsible for:
 - Taking charge of remaining children in class.
 - Call 360-442-2800 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:
 - Notify the responsible parent/guardian of the emergency situation and plan of action.
 - Ensure the hospital emergency department has the Family Information Form.
 - If emergency at LCC East or West Centers, office staff member will also call Campus Services at extension 2911.
 - Assist, as needed, with placing a second staff member in classroom.

Suspected Poisoning:

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

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

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Dental Emergency Procedures:

In the event of an accident to the tongue, cheeks or teeth:

- a. Attempt to calm the child.
- b. Check for bleeding.
- c. 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.
 - Contact parent or Alternate Care Provider to take child to their primary health care provider or the hospital Emergency Department.
- d. If tooth is fractured or broken:
- Staff can do little for a fractured tooth except calm the child.
 - Contact 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.
- e. If tooth is knocked out:
- Place tooth in a clean and moistened cloth/paper towel and then into a new, clean plastic bag.
 - Contact parent or Alternate Care Provider to take child to dentist for immediate treatment. It is most important that the tooth be replanted immediately.
- f. If a tooth is knocked into the gums:
- Do not attempt to free or pull on the tooth.
 - Contact 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:

- a. 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.
- b. Complete a police report.
- c. 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.
- d. As soon as able, call the main Head Start office at 360-442-2800, 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.

Transportation

Transportation is limited in the Head Start/ECEAP program. Parents can request bus service if they have no other means of transportation. To transport as many children as possible, the program plans designated bus stops rather than door-to-door service. If your family is approved for busing:

1. For the safety and security of all children, we have a strict policy. Children will only be released to you or to your authorized emergency contacts, who must present proper identification and sign the child on and off the bus, similar to procedures in the classroom.

2. To ensure smooth and safe travel, bring your child to the bus stop at least 10 minutes before the bus arrives. When crossing the street, please do so in front of the bus.
3. During their initial 30 days of school, children are taught transportation safety. After each lesson, you will receive a parent information letter and an activity to reinforce what they've learned.
4. Field trips complement classroom activities and require advance program authorization. Participation in a field trip requires written approval from you, the parent or guardian. Unless parents transport their child themselves, all enrolled Head Start/ECEAP children are expected to ride the bus. Space permitting, siblings and parents may also join bus rides, but siblings must be accompanied by a parent.

What to Do If You Have a Complaint

It is the desire of the Head Start/Early Head Start/ECEAP program to encourage communication among parents, community members, and staff. The objective is to strengthen the quality of services and responsiveness to families and communities. The program intends to ensure all family and community concerns are addressed promptly, equitably and respectfully so that a resolution is reached at the program level whenever possible. You have several options to escalate a complaint if you don't find resolution with your child's teacher, family advocate or the center's Area Manager:

- Talk with the person directly, then if not resolved
- Contact the Area Manager _____, then if not resolved
- Contact the Assistant Director 360-442-2802 / emattison@lowercolumbia.edu or request a Parent/Community Written Concern/Feedback Form (PS/PI 14k) from any staff member, then if not resolved
- Contact the Director 360-442-2801 / mleasure@lowercolumbia.edu, then if not resolved
- Talk with the Vice President of Instruction 360-442-2501 / kfinnel@lowercolumbia.edu
- Make a report to Department of Children Youth & Families ECEAP Office at eceap@dcyf.wa.gov
- Make a report to Department Children Youth & Families Child Care Licensing by calling Child Protective Services at 866-764-2233
- Make a report to Head Start at <https://eclkc.ohs.acf.hhs.gov/contact-us>

At no time will a complaint compromise a family's ability to access services or impact the staff/child or staff/family interactions negatively. 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.

Parent Agreement Contract

We are committed to every parent and child having a successful and satisfying experience in Head Start/ECEAP. As we join in this partnership with you, it is important that we understand our roles and responsibilities as both parent/caregivers and program staff. Welcome and we look forward to getting to know you and your family.

As Head Start/ECEAP an enrolled parent/guardian, I agree to:

Healthy Child

- Keep my child's immunizations current as mandated by Washington State requirements.
- Keep my child on a schedule of **well child exams (WCE)** and **dental exams** as recommended by the State of Washington (within 90 days of enrollment) and will complete any needed medical follow-up and treatment.

Participation

- Attend scheduled home visits, Parent/Teacher Conferences and will attend a classroom orientation on my child's first day of school.
- Have my child attend every program day they are able to. I will call the teacher or family advocate if my child is absent, stating the reason and date(s) for absence. I understand that regular attendance is important for my child to be Kindergarten Ready!
- Ensure an authorized person, or myself, will pick-up and drop-off my child at scheduled times (including bus, if transportation is provided).
- Contact my Teacher or Family Advocate to add/delete persons from my authorized persons and emergency contact list.
- Understand the importance of contributing my time as a volunteer, i.e., in the classroom, special projects, home activities (home learning in-kind), etc. since this program is free.
- Staff will support and encourage my family in creating and reaching our individual goals.
- Staff will assist me in accessing resources in the community.

Confidentiality

- Keep confidential all information I share (verbally and in writing) unless consent to share information with other agencies has been given by me in writing per the Family Educational Rights and Privacy Act (FERPA).
- Keep discussions confidential to create an atmosphere of safety, trust and openness.
- Refrain from posting pictures of Head Start/Early Head Start/ECEAP children, other than my own, on social media.

Mandated Reporter

- Staff will report any suspected incidents of child neglect or abuse as required by Washington State law.
- I will respect the weapon-free, drug-free (including cannabis), alcohol-free, smoke-free (including vaping) zones at each LCC Head Start/EHS/ECEAP property and at my home visits, Parent/Teacher Conferences, during pick-up and drop-off of my child(ren), and at all program activities, including parent meetings.

Teaching Strategies/Early Achievers

- The program participates in Early Achievers and uses Teacher Strategies Gold to assess children’s growth and development.
- Photographs, audio and/or video recordings will be taken in the classroom for the purpose of documentation related to child development and for the purpose of staff development and training.

Mental Health

- Staff consult with the program Mental Health Team related to social/emotional development and needs for my family and child.

I have been advised and give my permission for the following:	<i>Initial Yes</i>	<i>Initial No</i>
1. Head Start/ECEAP to perform the following screenings: Hearing, Visual Acuity, Height/Weight, Dental, Developmental and Social/Emotional		
2. I give permission for my child to brush their teeth with fluoridated toothpaste. <i>(If no, the child will use water.)</i>		
3. Photographs or videos may be taken of my child in the classroom to be used in classroom activities.		
4. Photographs or videos may be taken of my child to be used on social media, in newspaper, television, community bulletin boards, hallways, educational publications, or displays <i>(we will attempt to give prior notification).</i>		
5. My child may go on program field trips, provided I have received prior notification which includes: destination, date, time, method of transportation, and educational objectives.		
6. My name, address, and telephone number may be listed in the parent roster to be used by Parent Committee Leaders, Policy Council members or staff members so that I can be kept informed of up-coming program events <i>(not to be released to anyone outside of the program without my prior written permission).</i>		
7. I give permission for LCC Head Start/ECEAP to transport and release or obtain medical/surgical treatment for my child, in case of emergency.		
8. If transportation is provided, I give permission for LCC Head Start/ECEAP to provide bus transportation for my child.		
9. I give permission to receive program correspondence via text and/or email pertaining to my child. <i>(Standard message and data rates may apply.)</i>		

Play Dough Recipe

- | | |
|-------------|-------------------------------|
| 1-cup flour | 2 Tablespoons oil |
| 1-cup water | 2 Tablespoons cream of tartar |
| ½-cup salt | Food coloring |

Add desired food coloring to water. Mix all ingredients in a saucepan. Cook over medium heat, stirring constantly until dough pulls from the sides of the pan. Cool thoroughly. Store in an airtight container.

Children will not remember you for the material things you provided but for the feeling that you cherished them.

Good nutrition today means a stronger tomorrow!

Building for the Future with CACFP

This day care receives support from the Child and Adult Care Food Program to serve healthy meals to your children.

Meals served here must meet USDA's nutrition standards.

Questions? Concerns?

Learn more about CACFP at USDA's website: <https://www.fns.usda.gov/>
USDA is an equal opportunity provider, employer and lender.

United States Department of Agriculture

Food and Nutrition Service FNS-317

November 2019

Community Resources

BASIC NEEDS

Affordable Internet Service

Internet Essentials from Comcast –

www.internetessentials.com

Free Phone Services – www.freegovernmentcellphones.net

Gas Assistance

Salvation Army 360-423-3992

FISH of Cowlitz County 360-636-1100

Washington 2-1-1 211

Housing & Utilities

Community House 360-425-8679

Cowlitz Valley VFW Post 1045 360-577-6757

DSHS Housing Assistance –

www.dshs.wa.gov/housing-assistance

Faithful Servants Transitional Housing 360-353-3521

Family Promise 360-703-3131

FISH of Cowlitz County 360-636-1100

Habitat for Humanity 360-425-6177

Housing Authority – City of Kalama 360-673-3444

Housing Authority – City of Kelso 360-423-3490

Housing Opportunities of SW WA 360-423-0140

ext. 81

Housing Resource Center 360-749-8056

Independent Associates 360-414-3233

Janus Youth 360-314-5716

Love Overwhelming 360-749-8056

Lower Columbia CAP 360-425-3430

Mountains Ministries Ranch 360-430-6803

Oxford House, Inc. 360-577-3921

Salvation Army 360-423-3990

WA Low Income Housing Alliance 206-442-9455

Washington Low Income Home Energy Assistance

206-725-2857

Free Laundry

Laundry Love 360-430-2146

Shelters

Community House on Broadway 360-425-8679

Emergency Support Shelter 360-425-1176

Showers

Love Overwhelming 360-749-8056

Salvation Army 360-423-3990

YMCA 360-423-4770

Transportation Needs

Cowlitz Tribal Transit Services 360-232-8585

Kelso Train Station/Amtrak 800-872-7245

Lower Columbia CAP Transportation 360-200-4910

Mercy1 360-896-5156

RiverCities Transit 360-442-5663

Super Delivery Bros. LLC

1-833-360-BROS (2767)

VA Hospital Transportation Van 360-423-3125

WA Health Care Authority 800-752-9422

Wahkiakum on the Move 360-795-3101

OTHING, FURNITURE, FOOD

Clothing Assistance/Furniture/Commodities

FISH 360-636-1100

Hearts for Homeless 360-270-7899

New Life Fellowship 360-423-0190

Northgate City Church 360-577-0620

St. Vincent de Paul Society 360-577-0662

Food Assistance

Castle Rock Lions Club 360-274-8175
Community House on Broadway 360-425-8679
DSHS – Food Stamps 360-501-2400
First United Methodist Church 360-423-7480
FISH of Cowlitz County 360-636-1100
Kalama Helping Hand 360-673-2814
Lower Columbia CAP 360-422-3430 ext.
252
Northgate City Church Food Bank 360-577-0620
Salvation Army 360-423-3990
St. Vincent de Paul 360-577-0662

EMERGENCY ASSISTANCE

Crisis Helplines

Alcohol and Drug Hotline 800-562-1240
Cowlitz County 24-hour Crisis Response 360-425-6064
Crime Victims Advocacy Program 888-288-9221
Crisis Line 24/7 360-425-6064 or
800-888-8833
Crisis Support Network 360-875-6702
Domestic Violence Helpline 360-636-8741
Emergency Support Shelter 360-425-1176
Hearing Impaired 800-610-6868
National Suicide Prevention Lifeline 800-273-8255
Suicide Prevention 800-273-8255
Washington Poison Center 800-222-1222
Washington State Domestic Violence Line 800-562-6025

HEALTH & WELL-BEING

Counseling & Behavioral Centers

A Child’s Place Behavioral Health Services 360-414-2236
Cascade Psychological Services 360-423-2750
Columbia Wellness 360-423-0203
Compassionate Hope Counseling 360-423-3600
Core Health 360-200-5419
Counseling Services & Associates 360-577-8871
Cowlitz Indian Tribe 360-575-3318
Great Rivers Behavioral Health & Partners 360-795-5955
Lay Counseling Services 360-423-6380
PeaceHealth Behavioral Center 360-414-2236
Postpartum Support 800-944-4773
Riverview Psychiatric & Counseling 360-577-0266

Health Insurance, Prescription Coverage & Medical

Coupons

Lions Sight & Hearing Foundation 360-578-1095
Washington Health Plan Finder 855-923-4633
Washington Prescription Drug Program 800-913-4146
Washington State Health Care Authority 877-562-3022

Help Lines & Links to Help

24hr Crisis Line 360-425-6064
Alcohol & Drug Help Line 800-562-1240
Drug Abuse Prevention 360-274-3262
Narcotics Anonymous 360-749-6965
WA Advocates for Mentally Ill 800-782-9264
WA State Quit Line 800-784-8669

For more resources:

[Cowlitz County](#) | [TakingChargeCowlitz](#) | [Washington](#)