

2024-2025

Longview Early Head Start Partnership
Parent Handbook



The mission of the Longview Early Head Start Partnership Program is to provide innovative and holistic services that support high school students who are parenting, parenting young adults in transition, and their children.

Important Information

Your child's teacher: _____ Phone Number: _____

Email: _____

Head Start/Early Head Start/ECEAP Main Office Phone Number: 360-442-2800

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360-575-7148

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SECTION (1) LONGVIEW EARLY HEAD START PARTNERSHIP

Longview Early Head Start Partnership (LEHSP)

Lower Columbia College and Longview Public Schools (LPS) have partnered to create the Longview Early Head Start Partnership Program. This comprehensive child development and family support program serves pregnant and parenting high school students, young adult parents who are in transition, and their children.

Families receive a number of services including:

- ➔ High-quality child care and early learning program – Licensed by the State of Washington, DCYF
- ➔ Education for children and their families
- ➔ Services to children with special needs
- ➔ Two School Readiness home visits and two parent/teacher conferences during the school year
- ➔ Weekly summer home visits to encourage home learning and work on family goals (EHS enrolled only)
- ➔ Health services including; child health, dental, and developmental screenings
- ➔ Nutritious meals and snacks
- ➔ Family services including; advocacy, health with referrals, and education goals
- ➔ Parent engagement activities and literacy events
- ➔ Research-based curriculums and assessments
 - Home Visiting: Parents as Teachers (Partnering with Teens)
 - Classroom: Creative Curriculum, and quarterly DRDP Developmental Assessment
- ➔ Pregnancy and prenatal support (Bi-monthly home visits)
- ➔ Transportation – to and from school, meetings, and literacy events
- ➔ GRADS: Parenting and life skills class earning .5 CTE credits per high school term (Tier 1, LPS students only)

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, explore the environment, and learn. We recognize and honor the importance of your relationship with your child and the impact on growth and development.

Mental Health Services

A mental health consultant is on staff to provide support to parents. You can contact them through your child's teacher, Family Advocate, or Area Manager.

WAC and Policy/Procedure Information:

We are a licensed child care program with the state of Washington DCYF. You can find all the child care laws (WACs) at this website: <https://app.leg.wa.gov/wac/default.aspx?cite=110-300&full=true>

EHS Policy/Procedure Information:

You can access all Early Head Start and other program policies and procedures at this website: <https://lowercolumbia.edu/head-start/reports.php> (Scroll down to handbooks)

SECTION (2) OVERVIEW OF CENTER-BASED EXPECTATIONS

What to Expect

- The Longview Early Head Start Partnership Program (LEHSP) follows the Longview Public Schools High School calendar. We share the same early release days, holidays, spring/winter/summer breaks, as well as weather closures. We are open from 7:30AM-2:30PM Monday, Tuesday, Thursday, and Friday and 7:30AM-1:30PM on Wednesday. ***(You will be given a calendar at orientation.)***
- LEHSP is a free program. You will not be asked to pay a fee. However, we have a few participation requirements, such as; maintaining your child's weekly attendance, participating in your child's drop-off routine, and attending parent meetings and after-school events. Volunteering in classrooms, completing Home Learning In-Kind at home, and participating in home visits (EHS enrolled only) and parent/teacher conferences.
 - We provide:
 - ✓ Diapers, pull-ups, and wipes
 - ✓ Formula, bottles, and bottle nipples (cold storage for breastmilk)
 - ✓ Binky's
 - ✓ All daily meals, including baby food
 - We ask that you bring:
 - ✓ Shoes – We are required to play outside every day
 - ✓ Coat
 - ✓ Hat/Gloves
 - ✓ Extra clothes to change your child into in the event their outfit becomes wet or soiled
 - ✓ Breast milk for children who are nursing
- Attendance expectation: We expect you to bring your child every day for the full day (unless you have created a modified schedule with the LEHSP program manager and your school's counselor). If you will be absent OR if you will be late, we expect you to call or text us by 8:00AM to let us know. Please work with your child's teacher ahead of time to make a plan for late arrival or early pick-up. If you are unable to use your phone for any reason, please communicate that with your child's teacher and create a new communication plan.
 - ✓ **Infant Classroom: 360-575-7151**
 - ✓ **Toddler Classroom: 360-575-7150**
 - ✓ **Office: 360-575-7148**
 - ✓ **Family Room: 360-575-7149**
- If your child needs milk or food substitutions, please communicate that with your child's teacher or Family Advocate.

- If your child is on medication, please communicate that with your child's teacher or Family Advocate.
- If your phone number or address changes, please communicate that with your child's teacher or Family Advocate.
- Only you and persons on the pick-up list can pick your child up.

What is PACT-Time?

Parent and Child Together Time is:

A gathering of parents and children who get together during 1st period every Friday for play and interaction. This fun parent/child opportunity is available to all LEHSP families beginning at pregnancy. The purpose of PACT-Time is to offer a classroom environment for you and your child to work on your child's goals for development and early literacy and enjoy a family-style meal together. Families have the opportunity to meet other families with infants and toddlers, and your child can practice using his or her emerging social skills. Longview Early Head Start staff will ask families visiting classrooms to follow our behavior guidance and classroom sanitation guidelines.

Enrollment Tiers

- **Tier 1** families are students enrolled in Longview Public Schools and are pregnant or parenting a child under 36 months. Tier 1 families take priority for filling slots in each classroom.
- **Tier 2** families are former LPS students who have graduated, used our program while completing high school, whose child is under 36 months, and who are transitioning into; college, trade school, workforce, or another approved transition activity. Tier 2 children take second priority and can be transitioned out of the classrooms if there is a need for a Tier 1 child or if their child's attendance falls below 85% two months in a row. (We monitor this closely and will work closely with families who need to transition into a new childcare option.)
- **Tier 3** families are out-of-district student parents enrolled in any type of high school completion program. Tier 3 children take third priority and can be transitioned out of the classrooms if there is a need for a Tier 1 child or if their child's attendance falls below 85% two months in a row. (We monitor this closely and will work closely with families who need to transition into a new childcare option.)

SECTION (3) HOME VISITS (EHS enrolled only)

Home Visits – What to Expect

Your child's teacher and Family Advocate (home visitor) will meet with you four times during the school year and weekly during the summer months in your home or at the center. Additional EHS staff members may join a home visit either to observe the home visit or at the request of the home visitor and with your permissions. 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.

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 information 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 their discretion.

SECTION (4) POLICIES AND PROCEDURES

LEHSP Staff Roles and Responsibilities

- Treat your family with kindness and dignity.
- Build trust through open and honest communication.
- Arrive at visits on time and provide timely notice of cancellations or delays in scheduled visits.
- Gather information from you to provide personalized experiences for the classroom, on home visits, and during PACT-Time.
- Provide activities for your child's unique developmental stage and interests that can be replicated by you throughout the week.
- Invite you to participate in all PACT-time groups, literacy events, and parent meetings.
- Support and encourage you to reach family goals and provide opportunities that will assist your work with your child to meet developmental and behavioral goals.
- Encourage the health and safety of the whole family through education, community referrals, monitoring immunizations, dental and medical appointments, and discussions.
- Assess your child's growth and development through assessment tools and conversations.
- Keep your information confidential, within the LEHSP agency, unless consent to share information with another agency is signed by you per the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA).
- Report any suspected incidents of child neglect or abuse as required by Washington State law for mandatory reporters.

Parent Role and Responsibilities

- Communicate with your child's classroom team when they are sick, will need to be absent, late, or leave class early.
- Treat the LEHSP staff with kindness and dignity.
- Keep home visit appointments. If you will be late or need to cancel, contact your home visitor promptly and provide times and dates for rescheduling.
- Be present and engaged with your child during classroom volunteering, PACT-Time, literacy events, and during home visits.
- Follow through with parent/child activities by repeating them with the child outside of the classroom or on home visits.
- Choose a medical home for your child and use it to stay current on well-child visits, immunizations, and any other needed treatment.
- Work with LEHSP staff to create goals for your child and your family.
- Share observations of your child(ren) with LEHSP staff (classroom teachers).
- Keep discussions overheard in class and PACT-Time confidential.
- Do not post pictures of children, families (other than your own), or staff on social media.

Classroom, Education, and Child Development

Care for Children with Specific or Special Needs or Disabilities

All children enrolled in the Longview Early Head Start Partnership Program will have a completed developmental screening. Area specifically screened for will include communication, gross and fine motor, problem-solving, personal-social, and social-emotional development. If concerns are noted, a referral to the Progress Center will be completed in conjunction with the family.

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.
- Individualized instruction will be embedded throughout the day during child-initiated, planned, and routine activities based on each child's current assessment information, IFSP, and parent information.

Individualized instruction will be documented in the Lesson Plan. Children with health needs that required accommodations will have a plan that will assist staff in meeting the child's individual needs while in their care.

Longview 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.

Safe Sleep (HLTH 9e, HLTH 9e1 and WAC 110-300-0265)

LCC Head Start/EHS/ECEAP will provide rest time each day to children in care for four (4) or more hours a day. This rest time will be flexible and meet the individual developmental needs of the children.

- Sleeping and nap equipment is available for each child.
- During naptime, staff-to-child ratios must be met and maximum group size maintained.
- Mats are not placed directly on any floor that is cooler than 65°F when children are resting.
- To reduce the spread of communicable illnesses, mats/cots/cribs are placed three feet apart or, if not enough space allows, children are spaced as far apart as possible and alternated head to feet.
- Children sleep in the same spot each day. To ensure this, the Lead Teacher creates a map of where each child sleeps and has it posted or otherwise easily accessible in the classroom.

Requirements Specific to Toddlers:

- Toddlers will be allowed to follow their sleep patterns.
- The lighting in the room will always allow the staff to see the child's face, view the color of the toddler's skin, monitor the toddler's breathing (rise and fall of chest), placement of pacifier, and ensure child's head remains uncovered (re-adjust clothing/sheet as needed).
- A blanket, bedding, or clothing will not be allowed to cover any portion of a toddler's head or face while sleeping, and staff members will adjust these items when necessary.
- Staff members will supervise toddlers actively, in part, to prevent the child from getting too warm while sleeping, which may be exhibited by indicators that include, but are not limited to, seating, flushed, pale, or hot and dry skin, warm to the touch, a sudden rise in temperature, vomiting, refusing to drink, a sunken fontanelle (soft spot), or irritability.
- A sleep positioning device will not be used.

Requirements Specific to Infants:

- Always placed on their back to sleep.
- Allowed to follow their sleep pattern.
- Are placed in a safety-approved crib with a firm sleep surface.
- Infants will not nap or sleep in a car safety seat or any other furniture/equipment.
- No soft bedding or materials will be placed in, on, or around the crib.
- No toys, stuffed animals, or mobiles will be placed in cribs.
- Each infant will be assigned a crib, will not share cribs, cribs will be spaced a minimum of 3 feet apart, and infants lay feet to feet when the ends of cribs are together with a barrier.
- The crib will be labeled with the child's name.
- Ensure that infants are comfortably clothed – not overheated, sweaty, flushed; had and face to remain uncovered.

- Bibs, necklaces, and hooded shirts will be removed.
- The infant will be placed in a sleep sack, we do not swaddle.
- Infants are actively observed while they are sleeping.
- Staff members will always be present in the room with infants at ALL times; observing by sight and sound when they are going to sleep, sleeping, and in the process of waking up.
- The lighting in the room will always allow the staff to see the child's face, view the color of the infant's skin, monitor the infant's breathing (rise and fall of chest), placement of pacifier, and ensure child's head remains uncovered (re-adjust clothing/sheet as needed).
- A staff member trained in safe sleep practices and approved to care for infants will be present in each room at all times where an infant is present.
- Teacher will provide tummy time when the infant is awake and alert.

Classroom Attendance

- A child **MUST** be in attendance for at least 90% of each month.
- Parents are **expected** to call, text, or email by 8:00AM if the child will be late or absent. You must also give a reason for the tardiness or absence.
- A home visit will be completed if we do not hear from the parent within 3 school days.
- Children are expected to arrive on time and be picked up on time. Parents need to call if their child will be absent, late to class, or if they will be early/late picking the child up.
- No child will be released to a person not authorized by the parent to pick up the child. This person must have a picture ID to pick up the child.
- If an individual child becomes chronically absent, we will work with you and your family to find ways to obtain attendance success. If an individual child's attendance does not become regular after partnering with a family, the child may be placed back on the waitlist.
- If a family situation results in an absence lasting more than two weeks and following a discussing with the Area Manager, the child could be placed back on the waiting list.

Curriculum Philosophy

LCC Head Start/EHS/ECEAP has chosen a curriculum that is research-based and will promote school readiness in the areas of language, cognitive, literacy, math, physical, and social-emotional development. The teachers 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 assessments, and other pertinent information to best meet the needs of each child in the classroom. Teacher will gather information about each child's preferences and interests, developmental level, special needs, cultural background, learning style, temperament, and other pertinent information.

Information will be gathered through conversations with families at intakes, Home Visits, Parent/Teacher Conferences, and other times of contact. Teachers will use developmental screenings, ongoing assessment, transition tools, mental health, health, and 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 Lesson Plan, Individual Child Planning form, and in case management. Teachers 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 and case management. 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.

Diapering and Toilet Training

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

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 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 and follow through with routines and set limits. 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). Threaten, scold or humiliate a child;

- We do not expel children under any circumstance (Head Start/EHS/ECEAP).
- We offer class support (modification/class support) to all students.
- We collaborate with parent(s)/guardian(s) and program specialists, and with parent/guardian permission, engage with community providers that can serve as supports for students/families.
- We utilize the temporary suspension process as a last resort for serious safety threats that cannot be reduced or eliminated with reasonable modifications.
- If determined by the program that a limited suspension is necessary, a modified schedule will be provided (length of time/location of service).
- We review the policy with parents/guardians that describes our guidance practices and communicate steps that will be taken to support challenging behaviors.
- We provide communication and program support, strategies, and safety plans. Parties included in communication plans include children/families exhibiting challenging behaviors and children/families impacted by challenging behavior (MSYS 2e2).

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 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).

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 support in the classroom using visuals and 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.

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 four children present in the classroom.

Program	Staff to Child Required Ratios	Group Size <i>(also depends on the square footage of the classroom)</i>
EHS Center-Based	2:8 (required to always have 2 teachers even if the number of children falls below 8) 3:9	No more than 8 or 9 children enrolled in any class.

Holidays, Celebrations and 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.

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 good relationships with adults and children.
2. Children will increase their critical and analytical thinking.
3. Children will increase their knowledge of numbers and operations and will demonstrate pre-math skills.
4. Children will increase their use of receptive and expressive vocabulary.
5. Children will demonstrate increased knowledge of Health Knowledge and Practice.
6. Children will demonstrate an interest in varied topics and activities, a desire to learn, and independence in learning.

Longview Early Head Start Partnership 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 the classroom!!

Family Engagement

Changes of Information

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

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

Information Required for Child's Record (file)

- Current Address and Telephone Number
- Emergency Contacts
- Child's Birth Date
- Child's Immunization Record
- Child's most current Well Child Exam and Dental Exam
- 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.

Health, Safety, and Nutrition

Child Abuse Prevention

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

Emergency Procedures and Disaster Preparedness

In case of an emergency, crisis, or disaster, a staff member will notify and seek assistance from you, 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. 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

Feeding Practices

Parents can review monthly menus posted in the classroom.

Mealtimes with Infants

- Formula and bottles will be provided and infants will always be held when drinking from a bottle. Bottles will never be propped, nor may children walk around with them.
- Breastfeeding is supported. LEHSP staff will provide you with a comfortable place to sit and feed your baby or to pump if needed.

Mealtimes with Toddlers

- If your child needs a special diet for medical or other reasons, we will provide alternative food. *(For our program to provide a food substitution, Health Care Provider documentation is required.)*
- Your toddler 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 the preparation, setting, serving, and cleaning up of the meals including both table and floor as well as being encouraged to push in their chairs under the table.
- Due to the 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 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 background.
- Your toddler 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. Matter of fact, we will encourage your child to help clean up the spill!

Food Allergies and Your Child's Nutrition

When children begin 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.

Health and Nutrition

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

- Up-to-Date Immunization Information
- Well Child Physical Exams
- 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 and dental exams are completed by community providers. Parents then schedule needed follow-ups with their Primary Health Care Provider and dentist, or as needed, work with staff to make the needed appointments.

Health habits are a big part of Longview Early Head Start Partnership. Children and adults wash their hands upon arrival at the center, before eating, after diaper changing, after toileting, etc. Healthy meals are served, gums cleaned and teeth brushed when children are in care and during PACT-Time. Food substitutions will be provided to children with special needs (documentation to include health care provider documented food allergies and/or religious preferences) in class or PACT-Time. Children and parents are provided education about the importance of healthy diets through parent meetings, program activities, and participation on the Nutrition Committee.

Health Policies

Please keep your child home from school if:

- **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 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 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.

Medications at School

LEHSP Medication Policy is not to administer medication to a child whenever possible. However, if necessary, medication will be administered to a child when the child's physician/licensed health care provider and you have authorized the Early Head Start staff to give medication to your child. An LEHSP staff member is the only individual who can access medication authorized and stored at the center. If your child must have medication administered at LEHSP, contact an LEHSP staff member who will follow our medication process and review it with the parent.

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.

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 product, 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.

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

Safe Environment

Lower Columbia College Head Start/EHS/ECEAP staff members, program parents/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!**

Smoke-Free Environment Policy

Lower Columbia College Head Start/EHS/ECEAP along with the Longview Public School District recognizes the adverse effects of tobacco, vaping, and cannabis smoke on the health children and adults. The program further recognizes tobacco, vaping, and cannabis use as a safety and environmental hazard. Due to our program’s concern for the health and safety of our students, parents, volunteers, consultants, and staff members, any use of tobacco products by staff, students, visitors, and community members shall be **prohibited on school district property**. Possession or distribution of tobacco products by minors is prohibited and illegal. This shall include all district buildings, grounds, and district-owned vehicles. Staff, parents, and volunteers shall refrain from smoking and vaping when involved in the following off-site program activities: field trips, neighborhood walks, home visits, and other outdoor group activities.

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 360-425-6064, **Poison Control Center** at 1-800-222-1222.
- The Lead Teacher will remain with the child before and during transporting the child to the hospital emergency department, bringing the child’s Family Information Form with them. The remaining EHS staff members are responsible for:
 - Taking charge of the remaining children in class.
 - Call 360-442-2800 or appoint another adult to contact the staff person in the main Head Start office of the emergency. (At any time, request a second staff member to come to the classroom if needed.)
 - Office staff will:
 - Notify the responsible parent/guardian of the emergency and plan of action.
 - Ensure the hospital emergency department has the Family Information Form.
 - If an emergency at LCC East or West centers, office staff members will also call Campus Services at extension 2911.
 - Assist, as needed, with placing a second staff member in the classroom.

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.
 - Contact 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.
 - Contact 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.
 - Contact 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.
 - Contact 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.
- Staff will complete a police report.
- If another vehicle is involved, staff will 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, staff will 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.

Other Important Policies and Procedures

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 during PACT-Time or in class must remain confidential. Parents cannot share information learned about other children or families in the group or class. Keeping our discussions confidential will create an atmosphere of safety, trust and openness.

Facts About Volunteering

Parent participation is required to keep our funding to provide Early Head Start. 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.

Inclement Weather Policy

In case of inclement weather (ice, snow, flooding, etc.) LEHSP staff will inform you of any changes to schedules. LEHSP follows the same schedule as the Longview School District but may in some instances choose to close regardless of the decision of the District. If School Districts are starting two hours late, so will LEHSP. You may also sign up for a **flash alert** on your cell phone. Go to www.flashalert.net to sign up and choose the Longview School District. A notice will also be on our Facebook page at facebook.com/LCC-Head-Start.

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, 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.

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 address 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 (FS/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 of 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>

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, 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.

Transitioning Out of Longview Early Head Start

We plan for children and families to have a smooth transition into Head Start/ECEAP or an alternate placement from LEHSP. When your child turns 2½ (30 months), your child's teacher 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.

Parent Agreement Contract

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

I understand that Early Head Start program staff will:

1. **Respect**
 - Treat my family with kindness and dignity.
2. **Confidentiality**
 - Keep confidential all information I disclose (verbally and in writing). Consent to share information with other agencies, can be given by me in writing.
3. **Support**
 - Support and encourage my family in reaching our individual goals.
 - Assist me in accessing resources in the community.
4. **Home Visits**
 - Call me if they are going to be late or needs to reschedule.
 - Ask for my observations and ideas in order to plan activities for Home Visits.
 - Work as a team to support my family which may include a support staff scheduled to join a home visit.
5. **Play and Learn Groups (PAL/PACT)**
 - Ask for my suggestions for activities and foods to be served during Play and Learn Groups/Parent Child Time Together.
6. **Mandated Reporter**
 - Report any suspected incidents of child neglect or abuse as required by Washington State law.
7. **Observation Based Assessment/Early Achievers**
 - Participate in Early Achievers and use observation based assessment to assess children's growth and development.
8. **Mental Health**
 - Consult with the program Mental Health Team related to program children and families for social/emotional development.

I understand as an enrolled parent in the program I am expected to:

1. **Respect**
 - Treat program staff, other parents and children in the program with kindness and dignity.
 - Not use or be under the influence of illegal drugs, cannabis, alcohol or tobacco during my scheduled home visit, parent/teacher conferences, during pick-up and drop-off of my child(ren), and all program activities including socializations (PAL/PACT).
2. **Confidentiality**
 - Keep discussions confidential to create an atmosphere of safety, trust and openness, including those at socializations.
 - Refrain from posting pictures of Head Start/Early Head Start/ECEAP children, other than my own, on social media.
3. **Participation**
 - Establish a regular Home Visit schedule with my home visitor and attend the required number of home visits per year to remain in the program.
 - Call EHS staff to cancel and schedule a make-up Home Visit if I or my child/ren is ill or there is an emergency
 - Make every effort to attend socializations unless I or my child/ren is ill.

- Share my observations of my child/ren and ideas for activities during Home Visits and socializations.
- Work with EHS staff to create goals for my child and family.
- I 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.

4. **Healthy Child**

- Keep my child’s immunizations current as mandated by Washington State requirements.
- Have my child stay on a schedule of well child care exams (WCE) as recommended by the state of Washington and to complete any needed medical follow up.
- Have my child, if over the age of one, complete a dental exam within 90 days of entering the program and complete any needed dental follow-up.

I give my permission for the following:

	<i>(initial)</i>	<u>Yes</u>	<u>No</u>
1. Staff to perform the following screenings: Hearing, Visual Acuity, Height/Weight, Dental, Development and Social/Emotional.	___	___	___
2. Photographs or videos may be taken of my child:			
2a. In the classroom to be used in classroom activities.	___	___	___
2b. To be used on social media, in newspapers, television, community bulletin boards, hallways, educational publications, or displays (we will attempt to give prior notification).	___	___	___
3. 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.	___	___	___
4. 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 (not to be released to anyone outside of the program without my prior written permission.	___	___	___
5. If my child becomes injured or ill during an Early Head Start home visit or function, I understand that LCC Head Start/EHS/ECEAP staff will use their best judgement in performing CPR/First Aid and/or seeking emergency medical care.	___	___	___
6. I give permission to receive program correspondence via text and/or email pertaining to my child.	___	___	___



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 360-725-2857

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

CLOTHING, 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](#)

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