

Hello New and Returning Families,

Welcome to the Head Start Program! My name is Katelyn and my daughter is currently enrolled in the Early Head Start Program. She was first in the Home-Based program but has been at the Center Based Program since September 2021.

This program has been invaluable in both me and my daughter's life. The benefits that it has provided span from activities to advance her educationally, to empowering her through balanced nutrition, positive play, and socialization.

The avenues you can be actively involved within the program are immense; from volunteering in your child's classroom or in the center, to being a part of developing program policy. I am a Policy Council member and it has been such a positive experience to take part in reviewing and developing policy and change that benefit both parent, children and the program.

I encourage you to join this community of parents, children and staff that foster education, healthy habits, positive relationships, and an environment of fun play and endless learning.

Sincerely,

Katelyn Morrison

Parent/Policy Council Member

Welcome to The Children's Community Head Start Birth to Five Program, a program of the Community Program Centers of Long Island, Inc. (CPC). CPC was awarded a grant to establish the Head Start program over 35 years ago! Today, we provide services to 283 pregnant women, infants, toddlers, and preschoolers. The B-5 Program has state-of-the-art classrooms in our centers located in Ronkonkoma and Port Jefferson; and runs a home-based program which includes socializations at our Ronkonkoma location.

Our program has collaborations with many local community organizations. The Early Childhood Learning Center in Ronkonkoma enrolls 18 of our preschoolers in an integrated setting, and we collaborate with Port Jefferson School District and Middle Country School District to provide Universal Pre-Kindergarten services.

Please take the time to read through the handbook as it may answer some of the questions parents often have when starting a new program. Also, you will learn more about the work that we do and how you can become involved in your child's school experience.

Once again, we welcome you and your family to The Children's Community Head Start B-5 Program. We look forward to getting to know you and your children!

*Christine M. Beatty*

B-5 Program Director



The Children's Community Head Start Birth to Five  
Mission Statement

The Community Program Centers of Long Island, Inc. (CPC) is a not-for-profit charitable organization whose mission is to help Long Island families care for their young children and elderly parents and to make child care and elder care a natural, trusted, affordable and accessible part of Long Island's community and business life.

The Children's Community Head Start Birth to Five (B-5) is a program of CPC. Head Start is a federally funded program for children from low-income families. Head Start's mission is "to provide a comprehensive learning environment to children respectful of their cultures and to assist families in reaching self-sufficiency through the combined efforts of parents, community and staff." The Head Start programs provides comprehensive child development services in two options, center base and home base, which help enrolled children and their families achieve their full potential through Education, Health, Nutrition, Social and Disabilities Services, and Parent Engagement activities and training.

THE CHILDREN'S COMMUNITY HEAD START BIRTH TO FIVE

A program of THE COMMUNITY PROGRAM CENTERS OF LONG ISLAND PROGRAM  
PHILOSOPHY

**We believe** that play is the work of children, and that through a developmentally appropriate program; children will flourish and continuously meet their highest potential as human beings.

**We believe** that all children benefit from a warm, nurturing environment that identifies and meets each child's individual needs while enhancing their strengths and interests.

**We believe** in focusing on the process rather than the finished product, thus allowing each child to explore, create and develop a good sense of "self".

**We believe** in allowing children to begin making real choices. Making decisions is something they must do for themselves for the rest of their lives. This is the time to begin developing their thinking processes.

**We believe** that through "open ended" experiences we can challenge children in a positive manner, and help them reach the next plateau in their development.

**We believe** in treating children with respect, giving them love and support. Our ultimate goal is to have them develop a positive self-image.

**We believe** that parents are the primary educators of their children. Involving parents in the education of their children strengthens the educational experience for the entire family.

## **IN-KIND? WHAT IS THAT?**

*Also known as non-federal share...it is the donations of time, supplies and services we need to keep our program's federal funding.*

## **WHAT CAN I DO TO HELP?**

*\*\*volunteering your time is the #1 way you can help. All volunteer hours are in-kind (plus it gives you job experience for future employment.)*

## **HOW CAN I VOLUNTEER?**

*Volunteer as a classroom aide, Policy Council Representative, come in and read to your child's class, attend Parent Committee meetings and workshops, do work at home for us, shop for the program, volunteer in the office, be a "handyman" or "handywoman", gardener, computer wiz, or share any other skill that will help our program (sew, crochet, building, repairing, etc.)*

## **DO DONATIONS COUNT?**

*Some donations of classroom supplies, and other items the program can use do count and all are appreciated-*

## **BUT YOUR TIME IS THE BIGGEST HELP!!**

**15 minutes a day can make a big difference!!!**

## WHAT PARENTS SHOULD KNOW

The Children's Community Head Start Birth to Five Program is a full day, full year program and is open year-round and operates 48 out of 52 weeks. The program follows a September 1<sup>st</sup> to August 31<sup>st</sup> schedule of operation. All children enrolled are assigned to a classroom each September 1<sup>st</sup>. Teachers and assistants maintain the same room assignment for the entire year. This ensures that all children, including infants, toddlers and preschoolers are with the same caregivers for the 12-month period, thus building strong child/caregiver relationships and parent/caregiver relationships. Infants and Toddlers will be placed in a mixed age group/Continuity of Care Classroom and be assigned a primary caregiver. Every effort will be made to move the child with the primary caregiver for the first three years.

**Attendance:** In order for your child to have a happy, successful school experience, it is expected that he/she attend the program regularly and arrive on time. Head Start federal regulations require children to maintain an 85% rate of attendance. If your child is absent from school, you must call the center and let us know why your child will not be attending

If your child has two consecutive unexplained absences, your Family Advocate must make direct contact with the child's parent, possibly with a home visit.

**Chronic Absences:** *may have an impact on your child's enrollment in the program.*

**Clothing:** An extra change of clothes is required and should be brought to the class, in a backpack, on the first day of school. The backpack will remain in your child's cubby throughout the year to store the children's coats during the winter. It is the programs policy that children wear only sneakers or shoes to school. Heels, flip flops, and sandals without an ankle strap are not safe for indoor or outdoor play. For children who do not fully use the toilet independently and require diapers the program will provide diapers and wipes for the child during their time at school. Cloth diapers are not permitted. Pull-up are not provided.

**Valuables:** For your child's safety and protection we request that parents refrain from sending children to school wearing jewelry or any object of value. We cannot be responsible for lost, missing or damaged valuables, that includes toys from home.

## HEAD START SERVICE AREAS

Head Start Service Areas include: Education and Early Childhood Development (*which includes children with special needs*), Child Health, Safety and Nutrition; Family Engagement; Mental Health Services and Family and Community Development.

Arrangements are made to ensure that children receive vision, hearing and BMI screenings. In addition to classroom and playground activities, children receive nutritionally balanced meals and snacks. Children with special needs are included in all classrooms and all families receive needed social services. Home visits and advocacy are an integral part of the program. Expansion of services, while maintaining and improving quality, is a primary goal of the Head Start program.

## EDUCATION SERVICES

The Children's Community Head Start B-5 Early Childhood Development (ECD) Service Area provides educational services to the children, parents and staff of the entire agency. The ECD Service Area works closely with other service areas within the program.

The education staff is kept abreast of the latest issues in early childhood education by attending local and national conferences/seminars and training on a regular basis. Our program also works closely with local agencies in maintaining ongoing collaborations in the area of child development and education.

The Children's Community Head Start B-5 follows The Creative Curriculum for Infants, Toddlers/Two's and Preschool in our center based program; and Partners for a Healthy Baby

Curriculum in the Home Based prenatal to 3 program and the Creative Curriculum for Preschool in the Home Based 3-5 year old program.

**The Creative Curriculum for Infants, Toddlers/Two's and Preschool-** At the core of the Creative Curriculum are well-planned learning activities and centers that allow for children's choices, self-directed play, small groups and supportive teaching that prepare children for social and academic excellence. For older children the development of language, mathematical reasoning, and scientific thought is emphasized throughout all the centers. Changes to the learning environment and activities reflect emerging interests and individual goals. For 3- to 5-year-olds enrolled in the home-based program, educational services are integrated using the Creative Curriculum and adapting activities to the home environment.

**Partners for a Healthy Baby** – Partners for a Healthy Baby is used in our home-based prenatal to 3 programs. For our prenatal population, it focuses on pregnancy education and is individualized based on the woman's needs and current situation. For our infants and toddlers, it focuses on the development of language, gross and fine motor development, developing trusting relationships social emotional development, and early problem-solving skills involving the parent as the child's primary teacher in the home. Skills for positive relationships, positive discipline, social academic readiness are modeled by the Home Visitor and followed up by the parents. In addition to the curriculum, children and families in the home-based program will be invited to bi-monthly socialization groups where children and families can interact in a "classroom" setting and parents can learn about their child's development and share stories and experiences with the group. Workshops and support groups are offered to all enrolled pregnant women.

**Parent Engagement in Education** – Our program encourages parents to become involved in their child's education at an early age. In order for children to be ready to succeed in school and life, parents and educators must work together as partners.

The Head Start B-5 program works diligently to encourage parents to participate in their child's education and become a part of the Head Start experience. Some of the services our Head Start parents are encouraged to participate in include:

- **Parent Training/Workshops on child development**
- **Family Events**
- **School Readiness Committee**
- **Classroom Volunteering** (may require COVID vaccination)

### **Home Visits/Conferences**

In our center-based program, Teachers are required to conduct two home visits and two Parent/Teacher conferences each school year. The first home visit is done prior to a child entering the program; the second is between March and the end of the school year. Home visits are valuable in building respectful relationships with parents and in developing a broad understanding of every child in the program. Parent/teacher conferences are held during the month of November/December, and again towards the end of the school year. However, due to the rapid developmental changes at this stage in a child's development, informal Parent/Teacher conferences may happen more often as the child's and the families' needs change.

In the home-based program, we conduct weekly home visits for each child and bi-monthly socialization groups. Home Visits for pregnant women are scheduled on an individual basis.

## HEALTH SERVICES

The goal of the Health Services Area is to encourage the development of positive health behaviors, preventative safety measures, and instill lifelong healthy habits in Head Start children, pregnant mothers, family and staff.

Preventative health and safety is promoted by:

- Providing families with information on all available public and private health coverage opportunities
- Educational programs for children, families and staff which include, but not limited to, hygiene, dental health, nutrition and mental health
- Requiring all children's immunizations to be current as specified by the New York State Health Department.
- Requiring a current medical examination, prior to entrance that includes a minimum of height/weight, lead, hematocrit and/or hemoglobin, blood pressure and any other information the physician feels necessary.
- Requiring a PPD/Mantoux (or risk assessment), at the discretion of the doctor according to the NY State EPSDT schedule
- Requiring the following health screenings within 45 days of enrollment:
  - Sensory: vision/audio logical
  - Behavioral/Developmental
  - BMI (Body Mass Index)
- Requiring a dental exam every 6 months (or more often as is required for moderate or severe tooth decay), beginning at the break of the first tooth, but no later than 12 months of age
- Ensuring a safe, sanitary environment
- Providing daily tooth brushing once daily with a fluoride toothpaste
- Providing nutritious meals following Child & Adult Care Food Program (CACFP) requirements and promoting breast-feeding in a comfortable and friendly environment.
- Encouraging family linkages with community-based health systems through referrals and advocacy to local providers and follow-up to ensure delivery of services
- Terms and Conditions: This document **MUST** be reviewed and signed by every parent at the time of enrollment.
- Ensure that the pregnant population has accessible prenatal care and is going on a regular basis

**Medicals:** Head Start and Early Head Start requires up to date physicals/medicals, as outlined in the NYS Office of Children and Family Services licensing requirements and the Department of Health recommendations for each child that includes all required immunizations and any information regarding special needs in a child care setting. Each physical must follow the Early and Periodic, Screening, Diagnostic and Treatment (EPSDT) schedule for New York State Medicaid.

**Immunization Policy:** In order to protect all of the children who attend our Head Start and Early Head Start program against vaccine-preventable communicable diseases, no child will be admitted into the center base program/socializations or be allowed to continue in the program unless the parent, legal guardian or a person in parental relationship to the child furnishes the program with an up-to- date Certificate of Immunization **prior** to enrollment. In order to be enrolled and continue attending each child **MUST** be immunized according to the New York State Medicaid Early Periodic Screening, Diagnostic, and Treatment (EPSDT) schedule for

immunizations. If a child falls behind (1 month or more) in their immunizations *after* enrollment in the program, the NYS Immunization schedule for children who fall behind will be followed.

### **NUTRITION SERVICES**

- The Nutrition Services Area is a critical part of our program. It ensures good nutrition (two-thirds of a child's daily nutritional needs) by providing a healthy breakfast, lunch and snack to each child enrolled in the full day center-based program.
- The Nutrition Services Area provides an environment that supports and promotes the use of family-style eating. This is important not only for each child's health and well-being, but for their intellectual and social development as well. Meals are served at 2- 2 ½ hour intervals.
- Food allergies/intolerances and restrictions or religious beliefs are respected and addressed. Proper written documentation from physicians and parents/legal guardians must be provided prior to child attending, so that appropriate changes can be made. Parents are provided a monthly menu.
- Good nutrition and the importance of an active lifestyle are further reinforced in the classroom. This is achieved through lesson plans that include: food preparation, tasting and discussion, as well as a variety of physical activities.
- The Nutrition Service Area involves all staff and parents to ensure that nutritional needs for their child and family are being met. This is achieved through Health History Nutrition Assessment review and BMI monitoring by the Registered Dietitian Consultant. Parents are informed and provided nutritional information through trainings, workshops, handouts and information tables. Parents are encouraged to participate in our annual menu review meeting.

### **Food Pantries**

An Emergency Food Pantry has been established at each site to assist our families in crisis. We have limited non-perishable canned and dry goods available from Long Island Cares and other emergency food donations. Please speak to your Center Director, Site Supervisor, Family Advocate, Home Visitor or Health and Nutrition Manager in regard to receiving needed food from the center pantry.

### **Tooth Brushing/Oral Hygiene Program**

Tooth care and oral hygiene are an important part of each child's health. All children with teeth will participate in effective oral health as part of the daily classroom experience. Each child has an individual toothbrush labeled with the child's first and last name.

1. Teaching staff will assure that the toothbrush is rinsed after each use.
2. Teaching staff stores the toothbrushes properly in toothbrush holders with breathable covers to allow air-drying after use.
3. Teaching staff wears vinyl gloves during the tooth brushing process. Children participate in group tooth brushing. Children sit at a table with their toothbrush, paper towel, and a disposable rinsing cup with a pea or rice sized amount of fluoride toothpaste on the inside edge. The children swipe the toothbrush across the inside edge of the cup to pick up the toothpaste. They will brush with staff assisting and/or role modeling to ensure proper technique. Children will spit any excess in their cup, stuff the paper towel on top and they will not rinse to allow the fluoride to stay on their teeth. (The toothpaste is placed on the bottom of



- the cup rather than directly on the toothbrush to prevent contamination of the tube of toothpaste).
4. New toothbrushes are issued to children in September, December, March and June.
  5. Toothbrushes are also replaced after an illness or when the bristles become bent.

### **MENTAL HEALTH SERVICES**

Our objective is to build relationships among children, families, staff, mental health professionals and the larger community in order to enhance awareness and understanding of mental wellness. A Mental Health Consultant is available for staff, children, and families as needed. The Mental Health Consultant can offer referrals for counseling and/or other community resources. Parent workshops, classroom activities and staff training will be offered to promote positive social and emotional growth and address behavioral concerns throughout the year. Family Advocates/Home Visitors also have access to many community resources that will help to support mental wellness.

**Parent Quote:** "My experience in the Head Start program has been one of an outpouring of resources, and support and development for my child and myself. Not only does the program promote positive self-development but it makes building relationships between family and school easier." **S. Jones**

### **SPECIAL NEEDS SERVICES**

The Children's Community Head Start B-5 program values the individual needs of all children and families. The goal of the Special Needs Service Area is to establish a variety of integrated educational opportunities for children with special needs. We want to ensure that children with special needs receive a complete range of child development services designed to meet their needs. Our classrooms are inclusive of children that are diagnosed with special needs, when appropriate. This type of environment teaches children to be more accepting of human differences, more aware of the needs of others, and more responsive and helpful to each other. We offer families of children in need of evaluations resource information and support throughout the evaluation process. Children in need of special services may be provided with speech/language therapy, physical therapy, occupational therapy, or Special Education Itinerant services on site or within the home. Children in need of services may also be provided with a special education program for part of the day, while attending Head Start the other part of the day, when appropriate.

We work together with outside agencies to provide each special needs child with an Individualized Education Plan (IEP) or Individual Family Services Plan (IFSP) to meet their needs. Children participate in developmentally appropriate activities designed to meet the goals consistent with their IEP or IFSP. The progress of each child is monitored on a continuous basis. Families are given support and resource information on an ongoing basis. We invite you to join us in our efforts to continue to provide positive experiences for all children, including children with special needs.

### **Nap Policy**

The CCHS B-5 Program is required by the Office of Children and Family Services (OCFS) our licensing agency, to notify parents at the time of enrollment regarding Nap Policies for children in the program. Parents will be asked to have input as to their child's sleeping needs, and to sign off on the Nap Agreement for their child.

## **Infant/Toddler Plan**

All infants and toddlers will be provided an opportunity to rest in a quiet and calm environment. Cots, cribs, and crib sheets will be provided by the EHS program, and will be cleaned and disinfected in a manner that prevents spread of communicable disease.

## **Preschool Plan**

All children will be provided an opportunity to rest in a quiet and calm environment. The rest time routine will be consistent from day to day to ensure that children feel secure and can relax. Cots will be provided by the program and will be cleaned and disinfected in a manner that prevents spread of communicable disease. Parents are responsible to provide and sanitize bedding on a weekly basis for their child.

## **TRANSPORTATION**

The Children's Community Head Start /Early Head Start does not provide transportation to/from the regular school day. If you are having transportation issues you must speak to your family advocate, together you can problem solve.

## **FAMILY/COMMUNITY DEVELOPMENT SERVICES**

Our goal is to foster self-sufficiency and independence in Head Start families. We support families in their efforts to become more aware of their individual strengths, identify their needs and become more self-sufficient. We partner with families to establish goals and work together with the community as advocates in achieving these goals.

The Children's Community Head Start B-5 Program offers a wide array of information and training to families in the areas of child development, mental wellness, literacy, life skills, nutrition, health and other topics parents have requested. Community resource information is available to families.

**Parent Quote:** *"Words cannot express the appreciation I feel for my son and granddaughters first experience with the Early Head Start Program. From assistance with enrollment and resources to a nurturing small class size, the transition has been more than a family could ask for. The friendly staff and supportive teaching staff has made this such a positive first experience as an introduction to a school setting. I couldn't be more pleased with Early Head Start in Port Jefferson." - The Scheriff Family*

## **FAMILY ENGAGEMENT**

We believe that parents and family is a child's first and best teacher. Being involved in your child's education will benefit your child, your family and the Head Start program. There are many ways to be involved in your child's school and in your child's Head Start experience:

- Visit the classroom - we have an open-door policy! Your visit will show your child that school is important and that you are interested in all of the activities.
- Volunteer to help out in the classroom - the children and teachers greatly appreciate it, and you will find that it is fun and educational at the same time. This activity may lead to a paid position on staff and the experience looks great on your job resume! COVID -19 vaccination may be required for classroom volunteers.
- Attend parent workshops, meetings and information tables - you will become more aware of the parenting skills you already possess, learn new skills and gather some new ideas. Many topics are covered with valuable information on health, safety, discipline, stress, special needs, literacy and more.

- Attend Parent Committee meetings - be a part of planning experiences for both the children and the families.
- Nominate yourself to the Policy Council - be involved on the decision-making level concerning all aspects of your child's education and program policy.
- Share all of your ideas with staff - your thoughts, ideas and suggestions are important to us.
- Participate in "At Home Activities" that your child's teacher/home visitor has selected for you - similar to homework, these activities are individualized and designed for you and your child to interact while learning and bonding at home
- Join our Ready Rosie Parent Curriculum - In addition, you can receive weekly Ready Rosie videos to watch with your child via text message or email at home. These short videos have follow-up activities to do at home with your child
- Stay in touch - with your child's teacher and your Family Advocate throughout the school year. If you ever have any questions, suggestions, and/or comments, please call us.

Ronkonkoma - (631) 585-2020

Port Jefferson - (631) 476-9698

Early Childhood Learning Center - (580-4001)

### **PARENT COMMITTEE**

All parents who have children currently enrolled in the program are members of the Parent Committee. The parent committee carries out the following minimum responsibilities

- Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families;
- Have a process for communication with the Policy Council; and
- Within the guidelines established by the governing body and the Policy Council participate in the recruitment and screening of Early Head Start and Head Start employees.

Parent Committees help provide every parent of an enrolled child with the opportunity to assist in the development of activities that address their interests and needs and that support the education and healthy development of their children.

**Parent Quote:** *"The Head Start Experience has been one of the best things to happen in our lives. I know when I drop my son off, he is safe & cared for. I know that I am part of a community that has my best interest at heart."* -Kerry Walsh

### **POLICY COUNCIL**

**Policy Council:** A formal structure of shared program governance that provides parents and other community representatives with the authority and opportunity to participate in the decision making process. The Policy Council works with key management staff and the CPC Board of Directors on program design and implementation. The council is a group of elected parents and community members who meet monthly to discuss the overall operations of the Head Start program. Members vote on policies and procedures and can assist the program staff in the day-to-day activities at the centers. Policy Council empowers parents, community representatives and friends of the Head Start family to be involved at the policy making level.

Policy Council members discuss the Head Start/Early Head Start Program from many points of view:

- Help to identify the need in the community for the Head Start Program
- Help to determine center location
- Help to develop plans to utilize community resources

- Help to establish criteria for selection of children, for enrollment in the Head Start Programs
- Ensure that standards for acquiring space, equipment, and supplies are met
- Help to determine Head Start personnel policies, including hiring and termination criteria, career development plans, and all grievance procedures
- Help to prepare the request for funds from the U.S. Department of Health and Human Services
- Evaluation of the program through a self-assessment process
- Policy Council reaches out to the community for donations of food, goods, or services

### **Policy Council Elections:**

The Policy Council Executive Committee must be established as early in the program year as possible. Nominations for Policy Council membership are made in September-October each year. Parents vote for Policy Council members.

### **Program Governance Training:**

All newly elected officers and Policy Council Representatives will receive monthly training, in order to obtain the skills necessary to fulfill the responsibilities of their new role.

## **POLICY COUNCIL EXECUTIVE COMMITTEE RESPONSIBILITIES**

The Children's Community Birth to Five Policy Council Executive Committee consists of the officers listed below. Each position plays an important role in the effectiveness of the Council.

### **CHAIRPERSON:**

- Assist in the preparation of the meeting agenda
- Keeps the meeting moving on task and in an orderly fashion
- Assures the members have a clear understanding of every aspect of the meeting
- Allows full discussion so members are clear about the issues
- Insures both sides of an issue are voiced equally and respectfully
- Serves as a moderator and only vote when there is a tie
- Works closely with the Head Start Director as necessary

### **VICE-CHAIRPERSON:**

- In the absence of the Chairperson lead Policy Council meeting
- Assist the chairperson in preparation of meeting agenda
- Participates in subcommittees amongst the governing bodies

### **SECRETARY - when available a secretary will be elected:**

- Assist in the presenting program documents to the Policy Council
- Assist the Chair and Vice Chair in all duties.
- Preside over the meeting in the absence of the Chair and Vice Chair

All Policy Council members must maintain a professional demeanor and adhere to the grantee agency's Code of Conduct. All Policy Council Executive Committee Members must keep abreast of Head Start policies, procedures and requirements.

**Parent Quote:** "As a parent and foster parent I have had a lot of experiences with many private and public preschoolers. I have not encountered an approach to education like here at The Children's Community. They are not just educating the child but the parent, too. They are not just feeding the child but teaching the

parents how and what to feed a child. They are truly positively impacting lives, starting with our children and striving to make us better parents.”- N. Cruz - Makinen

## **POLICIES AND PROCEDURES**

### **Head Start Eligibility/Screening & Selection**

The Family Services staff will meet with families to complete the enrollment packet. Applicants will be asked to supply appropriate income documentation or documentation of categorically eligible status to assess eligibility. Children from families with the highest need are selected for the program through our child selection process. A Child Selection Committee consisting of the Family Development Manager, Home Based Manager, Family Advocates, Home Visitors and Parent(s) conduct a confidential selection of enrollment applications using the point system on the Selection Criteria Form within the enrollment packet.

At least 10% of total number of enrollment is made available for children with disabilities.

Head Start does not charge any fees for participation in the program.

### **Confidentiality**

All child enrollment information and family services information will be stored in locked file cabinets in the family services office. Information will be shared with staff on a “need to know” basis and released to other agencies only with written consent from the parent/guardian or in the case of suspected child abuse and/or neglect.

### **Behavior Management**

**The CCHS B-5 Program provides all staff with a behavior management plan that outlines the following:**

- A child may only be disciplined by the director, group teacher, assistant teacher, provider, substitute and or assistant.
- The program must apply all rules consistently and appropriately to the ages of the children and their developmental level and abilities.
- Any discipline used will relate to the child’s actions and be handled appropriately without prolonged delay.
- A child may be separated briefly from group, but only long enough to gain self-control and must be in full view of, supervised and supported by proper staff listed above.
- Corporal punishment is prohibited.
- No child can be isolated in a room, closet, hallway, darkened area, play area of any other area where the child cannot be seen or directly supervised.
- Methods of interaction that punish, demean or humiliate the child are strictly prohibited.
- Any abuse or maltreatment of a child, either as an incident of discipline or otherwise, is absolutely prohibited. Any program must not tolerate or in any manner condone an act of abuse or neglect of a child by an employee, volunteer, or any person under the programs control.
- Physical restraint is prohibited.

It is our philosophy that children learn best by redirection and by offering other choices until the child has an opportunity to express their feelings and has time to gain control.

### Maintaining A Safe Learning Environment

The Children's Community Head Start B - 5 Program follows policies and procedures that have been developed to ensure the safety of all children and staff. In the event that a child's behavior becomes a danger to him / her-self, other children, and/or staff, the following steps will be taken based on the needs of the child:

- Case conference with pertinent staff to discuss behavior issues and develop a follow-up plan.
- Contact with the child's parent to discuss behavior issues and participate in the development of the follow-up plan
- Referral to the Mental Health Consultant
- Possible referral for evaluations through the school district
- Purchase of adaptive equipment, when applicable
- Possible shortened classroom hours for the child

*\*\* For a complete copy of the Maintaining a Safe Learning Environment Policies and Procedures, please see the Education Manager or the B-5 Program Director.*

### Child Abuse & Neglect

The Children's Community Head Start B - 5 is mandated under Social Service Law, Article 6, Title 6, and Section 413 to report to the New York State Child Abuse Hotline any "situations of children who appear to need protection because of suspected abuse or maltreatment." This law is for the protection of children.

### Short Term Exclusion And Admittance Policy

A child will be temporarily excluded from participating in the program with a short-term injury or an acute or short-term illness. A note from a physician is required upon the return of the child if the illness/injury posed a risk to the health or safety of the child or anyone in contact with the child. Any child admitted to the hospital will also be required to present a note from their physician, clearing them to return to school. A child will not be excluded from participating in the program if reasonable modifications can be made to accommodate them, such as staying inside during gross motor play or providing needed medication during program hours. In the Home-Based program, if anyone in the home presents signs of contagious illness the home visit must be cancelled.

Discretion is used in dealing with health issues. Confidentiality, respect, and consideration for the child must be of utmost concern. Follow-up with the parent and Health Care Provider is essential to ensure proper diagnosis and treatment. Parents are requested to inform the program of any health or safety needs of the child, such as food allergies or needed medications during program hours. A physician's note and/or specific forms are mandatory so that appropriate staff is notified and accommodations are provided to meet such needs.

### **GUIDELINES FOR PROGRAM EXCLUSION FOR HEALTH REASONS**

1. Signs of possible illness including unusual sleepiness, irritability, persistent crying, difficulty breathing, and/or inability to function in program activities.
2. An axillary fever of 100°F or greater for all children. The child must stay home for at least **24 hours after the temperature is normal without medication**, and for Home Based, visits must be cancelled.
3. Persistent, frequent cough that interferes with the child's activities. Head or chest congestion, constant runny nose- symptom free for 24 hours.

4. Diarrhea or watery stools - symptom free for 24 hours.
5. Vomiting - watch for dehydration - symptom free for 24 hours.
6. Rashes - must be diagnosed and confirmed as non-contagious.
7. Chicken Pox - child can return to school/resume visits when all sores are dried and have crusted over.
8. Strep Throat/Scarlet Fever - child can return to school/resume visits after 24 hours of antibiotic treatment.
9. Impetigo - child can return to school/resume visits after 24 hours of antibiotic treatment (oral/ointment).
10. Lice - child can return to school/resume visits when all nits (eggs) are removed.
11. Scabies- may return to school/resume visits when treatment is completed.
12. Conjunctivitis (pink eye) - irritated, tearing eyes, swollen lids; yellow discharge that makes eyes sticky and crusty. Consult with your doctor. Child can return to school/resume visits after 24 hours of medical treatment (eye drops/antibiotic).
13. Ringworm - can return to school/resume visits 24 hours after treatment has been initiated.
14. Pertussis (whooping cough) - may return to school/resume visits after 5 days of treatment with an appropriate antibiotic and the child is well enough to participate in program activities.
15. Mouth Sores associated with an inability to control his/her saliva or a greater need of care from staff.
16. Failure to comply with New York State Immunization laws will keep your child from attending school or group socializations. Please contact the center if you have any problems complying with these laws.
17. COVID-19 requires a 5-day exclusion for a confirmed case of COVID-19, or if you are not up to date with vaccines/boosters and have had a direct contact with someone diagnosed with COVID-19. Any child who is showing COVID-like symptoms will be assessed and may be sent home; and may return upon receipt of a negative COVID test, or a note that they were assessed by the doctor and they are cleared to return. Children must be fever free for 24 hours without medication and/or have received all COVID test results, before they can return to the center or resume visits.

**CPC reserves the right to request that the parent provide a doctor's note at any time a child is diagnosed and is being treated for an injury or contagious illness, in order to return to school. ALL CHILDREN ADMITTED TO THE HOSPITAL, ARE REQUIRED TO PROVIDE A CLEARANCE NOTE FROM THE PHYSICIAN.**

*We all need to do our part in promoting a healthy environment in school and at home.*

#### **HEALTH CARE PLAN and ALLERGY AND ANAPHYLAXIS POLICY**

The Health Care Plan for our center is stored in the Center Director's office in each building. Parents will be sent a digital copy annually, and when changes are made. A parent may request a printed copy at any time. The program's allergy and anaphylaxis policy will be reviewed annually, and parents will be notified of the policy at admission and annually after that.

#### **CHILDREN WITH CHRONIC HEALTH NEEDS**

Center based children with chronic health needs may require an individual health care plan. This needs to be completed with the parent/guardian, their health care provider or physician orders, and B-5 staff. Chronic health needs include, but are not limited to asthma, eczema, allergies, IEP's/IFSP's, mental health services, febrile seizures, etc. The individual health care plan will be renewed annually. Any child attending our center-based program with allergies, will also need OCFS - 6029 Allergy and Anaphylaxis Plan to be completed by their health care provider, the

parent/guardian, and B-5 staff. This is also renewed annually. A health and allergy list are discretely posted in every classroom, to assure all staff are aware of health and allergy concerns.

### MEDICATION POLICY

Medication (including prescription and over-the-counter) will be given during program hours ONLY if a schedule cannot be worked out, whereby the medication can be given at home. A "Written Medication Consent Form" must be completed in its entirety and signed by the children's HealthCare Provider and Parent/legal Guardian. Forms must be received before medication can be dropped off or dispensed to the child. The medication must be in the original labeled prescription bottle/box. **NO MEDICATION MAY BE BROUGHT TO THE CLASSROOM OR LEFT IN THE CHILD'S BACK PACK.** Medication and required consent forms must be brought to the front office and approved by MAT certified staff prior to the parent leaving. These forms must be renewed every 6 months. Medication is renewed based on its expiration date. Any child with an expired medication consent form or an expired medication will not be able to attend the center-based program.

### FOOD POLICY

High incidence of overweight/obesity, food allergies and type 2 diabetes among our young children and their families is of great concern. In order to ensure that each child is provided safe and nutritious food, the Head Start program has a "Food Policy" revised and approved by the Policy Council.

Because of the above concerns, ***no food items brought in from outside will be permitted in the program on any occasion.*** This also includes such items as balloons, goodie bags (containing small toys and/or food items) and party accessories such as plates, cups and napkins. ***If items are brought in, parents will be reminded of the policy and will be asked to take items home.***

The following are a few ideas that will promote and encourage **NON- FOOD** alternatives when celebrating special occasions, such as birthdays:

- Special birthday crown made in the classroom for the child
- Special job for the day (chosen by the child)
- A signing of a Happy Birthday book made by the class for child to take home
- Parent brings in and reads a special book to the class at a time discussed with the teacher
- Parent brings a simple craft and assist in the classroom during the process of making it - with prior discussion with the teacher.
- Parent brings a special music CD to play, sing and dance to
- Parent brings a white t-shirt for class to decorate

### BREASTFEEDING POLICY

The B-5 program recognizes that breastfeeding is the ideal method of feeding and nurturing infants, providing many health benefits to both infant and mother. We encourage and support mothers who choose to breast feed. Our Health team provides information that includes, but is not limited to information about breastfeeding, community resources and contact information about support groups, WIC breastfeeding coordinators, and lactation consultants. Staff is trained on the practices that support breastfeeding, including but not limited to: the benefits of breast milk, preparation, feeding and storage of human milk. Staff is trained to recognize and respond to infant's hunger and fullness cues.



**Center Based Families:** An infant feeding plan is developed with each family upon enrollment. The plan is updated as the child moves through the stages of development. Breastfed babies do not receive food/drink other than their mother's breast milk unless indicated in the feeding plan.

We promote a philosophy that advocates breastfeeding, and staff encourage mothers to visit and breastfeed during the day. Mothers are provided with a comfortable, private area to breastfeed. Mothers are also welcome to breastfeed in their child's classroom. If mother is not able to come to the center, refrigerators are available to safely store breast milk. Breast milk is labeled with the infant's first and last name and the date it was expressed. Mothers are encouraged to provide a small back up supply of breast milk in case the infant needs to eat more often or the pickup time is delayed.

**Home based families:** Home visitors provide information to the family on the benefits of breastfeeding and discuss feeding plans prior to delivery. The Home Visitor continues to support the family after delivery by providing information and resources to assist in a positive breastfeeding experience. Our RN attempts to conduct a postpartum visit within 15 days of delivery. During this visit, lactation information and consultation is provided.

**Staff:** Breastfeeding employees are provided flexible breaks to accommodate breastfeeding or milk expressed as per NYS Department of Labor Laws.

## **EMERGENCY PREPAREDNESS**

### **EMERGENCY & DISASTER PLAN**

As a program, we place the highest priority on the safety and well being of children and families enrolled in our centers. The Children's Community Head Start B - 5 and The Community Program Centers of Long Island, Inc. has an Emergency and Disaster Plan in place that outlines the steps we will take in a disaster or emergency. Such events might be due to extreme weather conditions or natural disasters or a sudden hostile situation or environment. Although the likelihood of any such need is remote, we recognize that it is nevertheless prudent to have a plan to protect the children in our care, as well as their teachers and caregivers.

The plan outlines many areas and situations; definition of an emergency or disaster, initiation of the plan, evacuation sites, and procedures, staff's role and training, "shelter in place" procedures, communication with families, hostile intruder procedures, safety and security kits and their use, emergency agency phone numbers, safety check lists, and American Red Cross information. Parents will be notified in a timely fashion, should the center be experiencing any of the above situations. The program has two evacuation sites as listed below in the event of an emergency whereby the building is not safe to house the children:

#### **RONKONKOMA CENTER RELOCATION**

##### **SITE #1:**

**InGenious Targeting Laboratory, Inc.  
2200 Smithtown Ave  
Ronkonkoma, NY 11779  
(631) 468-8530**

#### **RONKONKOMA CENTER RELOCATION**

##### **SITE #2:**

**Allegiance Trucks  
2222 Smithtown Ave.  
Ronkonkoma, NY 11779  
(631) 981-1960**

**PORT JEFFERSON CENTER RELOCATION**

**#1:**

**Greek Orthodox Church of the Assumption  
430 Sheep Pasture Road  
Port Jefferson, NY 11777  
(631) 473-0894**

**PORT JEFFERSON CENTER RELOCATION**

**#2:**

**BASF Corporation  
361 Sheep Pasture Road  
East Setauket, NY 11733  
(631) 380-2671**

The CCHS B-5 Program will conduct specific emergency drills twice a year. They are the Shelter in Place and the Hostile Intruder drills. Parents will receive notice beforehand as to when these drills will be conducted. Monthly Fire Drills are conducted as per our licensing requirements. The Community Program Centers of Long Island Emergency and Disaster Plan in its entirety is posted in each classroom, please see your program Director for a copy.

**EMERGENCY CONTACT**

It is very important that the program be able to contact you and/or a person that you designate and authorize to pick up your child. Please be sure that the program has current phone numbers and contact information. If these numbers change, it is the parent/guardian's responsibility to notify the Center.

**WEATHER RELATED EMERGENCY CLOSING**

In keeping with CPC's mission to provide safe and reliable childcare, Head Start and eldercare services for working families, CPC makes every attempt to remain open in case of inclement weather. The B-5 Director will review weather reports, consult with local transportation and road authorities, consult with the Center Directors, and review town and county government announcements prior to making a decision whether to open or to close a CPC center. The B-5 Director and the CEO will make the final decision regarding the closing of a Center or a delayed opening of a Center.

When a decision is made to not open or to delay opening, a message will be posted on the Center's answering machine. A text message will also be sent via "School Message". If predictions indicate that the weather is going to become more dangerous, CPC may decide to close early. The management/staff of CPC will contact families and request that child be picked up as soon as possible. It is very important for families to opt in to the texting system, so you can be made aware of anything happening at the center.

It is the families' responsibility to ensure that CPC has current emergency and daytime contact numbers.

**AUTHORIZATION FOR IN CENTER VISITS AND PICK -UP**

It is the policy of The Community Program Centers of LI (CPC) to operate a safe and secure facility for all children. Therefore, when a child is enrolled in the program, the parent/guardian completing the enrollment must indicate in writing the specific names of persons 18 yrs and older who are authorized to pick up a child or visit a child at the center. Children will only be released to the adults listed as authorized escorts according to the emergency information ("Blue") card and Authorization to Release form. Only those persons designated in writing as being able to pick up a child will be allowed into the building to visit during the center's hours of operation. The only exception to this policy will be court ordered visitation specifying that the person(s) listed in the court order may visit a child, during hours of operation.

In the event of an emergency- a one-time request for a pick up by a person who is NOT on their Release Authorization form will be allowed. Parents MUST call their Family Advocate to provide the

name and address of the authorized individual via email, fax or text. The individual must present photo ID and have a proper car seat to transport the child. Upon return to the center, the parent must add the person to the Release Authorization form.

### **LATE PICK UP**

It is very important that your child be picked up from school at the assigned dismissal time. Your child may become stressed with worry when you do not arrive as expected. If you have an emergency situation, which causes you to be late, you must call the center to advise us. Attempts will be made to call you and/or your emergency contacts you have provided to have someone pick up your child. At the time your child is picked up, a **Late Pick-up Report** will be completed by staff. This report is signed by the person picking up your child and notes the time the child was picked up. You will be given a copy of the **Late Pick-up Policy**. Continued lateness may result in a parent meeting and the suggestion that a different program option would be more suitable to your needs.

### **PARENT REIMBURSEMENT POLICY**

In accordance with the Head Start Performance Standards and the CPC Board of Directors strong commitment to parent involvement, a policy and procedure has been developed to assist parents with the costs of attending Policy Council meetings, Parent Committee Meetings, workshops and center activities.

The program provides free on site care to enrolled families for meetings and center activities and requests for travel expense reimbursement to attend Policy Council meetings will be honored on a "first come, first served" basis, to the extent allowed by budget restrictions.

For a complete copy of the Parent Reimbursement Policy and procedure please see your family advocate, or the Program Director.

### **PARENT CONCERNS**

We encourage parents to speak with their family advocates, child's teacher or site supervisor, when they have concerns related to the center or classroom. In the event you are not satisfied with how your concerns are being addressed, there are procedures in place to assist you. They are written to ensure that parent and community concerns are addressed in an appropriate and timely fashion. The process of those procedures is intended to support active listening, communication and the resolution of those concerns.

**Grievance Procedure for Head Start Parents** Should a grievance arise involving a parent and the Head Start Program this is the procedure used. The first step would be to contact the program Director and let her know there is an issue.

**Internal Dispute Resolution** Should an issue of disagreement between the Policy Council and CPC's Board of Directors arise, they would refer to this procedure for an amicable resolution.

**Grievance Procedure for Community Individuals/Organizations** This procedure is used should a grievance arise concerning a community stakeholder, a group of concerned citizens, or any other member of the corporate or private sector concerning The Children's Community Head Start or CPC Centers involving the physical site or a staff member(s).

*A copy of the entire procedure document is available to you from the Program Director.*

The following Community Resources are being provided to you. If you would like additional assistance in accessing these resources, please speak with your Family Advocate or Home Visitor.

## **PUBLIC LIBRARIES**

### **COMSEWOGUE PUBLIC LIBRARY**

170 Terryville Road  
Port Jefferson Station, NY 11776  
631-928-1212

### **SACHEM PUBLIC LIBRARY**

150 Holbrook Road  
Holbrook, NY 11741  
631-588-5024

### **CONNETQUOT PUBLIC LIBRARY**

760 Ocean Avenue  
Bohemia, NY 11716  
631-567-5079

### **SAYVILLE PUBLIC LIBRARY**

11 Collins Avenue  
Sayville, NY 11782  
631-589-4440

### **LONGWOOD PUBLIC LIBRARY**

1241 Middle Country Rd  
Middle Island, NY 11953  
631-924-6400

### **SHOREHAM-WADING RIVER PUBLIC LIBRARY**

250 New York 25A  
Shoreham, NY 11786  
631-929-4488

### **MIDDLE COUNTRY PUBLIC LIBRARY**

101 Eastwood Boulevard  
Centereach, NY 11720  
631-585-9393

### **PORT JEFFERSON PUBLIC LIBRARY**

100 Thompson St  
Port Jefferson, NY 11777  
631-473-0022

## **SUFFOLK COUNTY DEPARTMENT OF SOCIAL SERVICES RESOURCES**

DSS Commissioner's Response Unit (631) 854-9935 /9936      Housing Services - 631-854-9100  
<https://www.suffolkcountyny.gov/Departments/Social-Services>

For information, eligibility and applications for all available benefits  
<https://www.mybenefits.ny.gov/mybenefits/begin>

**Emergency Services (After 4:30 PM & Weekends, Holidays): (631) 854-9100**

**Energy Assistance** <https://otda.ny.gov/programs/heap/contacts/default.asp?county=Suffolk#result>

HEAP - Home Energy Assistance Program - 631-853-8825

Coram 631 - 854 - 2300

Riverhead 631 - 852 - 3500

**Medicaid** - 631 - 853 - 8408

**Medicaid Transportation** 1(844) 678 - 1103

**Child Support Enforcement/Paternity Establishment**

<https://www.suffolkcountyny.gov/Departments/Social-Services/Child-Support-Enforcement-Bureau>

**Information On Child Day Care Regulations**

NYS Office of Children and Family Services (OCFS)

Office of Children and Family Services

Perry Duryea State Office Building

250 Veteran's Memorial Hwy Suite 2A-20

Hauppauge, NY 11788

<https://ocfs.ny.gov>

Child Care Complaint Line

(800) 732-5207

**Information about Adverse Childhood Experiences and overcoming trauma:**

<https://ocfs.ny.gov/programs/cwcs/aces.php>

**Children Services:** <https://www.suffolkcountyny.gov/Departments/social-services/family-and-children-services>

**\*Early Childhood Direction Center ECDC** information and assistance related to programs and services for children, under age 5, who have special needs or whom you suspect may have a delay in their development. <https://nyconnects.ny.gov/services/early-childhood-direction-center-ecdc-2213> Phone: (516) 413-8229

**\*Child Care Council of Suffolk County** <http://www.childcaresuffolk.org/> Phone: 631-462-0303

**\*DSS Child Care Assistance** <https://www.suffolkcountyny.gov/Departments/Social-Services/FAQs/Child-Care-Services-FAQs>  
Phone: 631 - 854 - 3349

**Preventive Services**

(631) 854-9359

**Early Intervention**

631-853-3130

**Administrative Children & Family Services**

<https://ocfs.ny.gov/main/>

**La Leche League USA:**

<https://llusa.org/>

South East Suffolk- Holtsville, NY 00544, USA

Leader Contact Information

Kimberly: (516) 635-4692, poppiti@gmail.com

Nancy: (631) 466-4773

**WIC OFFICES (including Breastfeeding information):** <https://www.suffolkcountyny.gov/departments/health-services/patient-care/WIC-program>

Sun River Brentwood Family Health Center: 631-853 - 3440 /853 - 3423

Sun River Elsie Owens Health Center 631-854 - 2238 /854 - 2237

Sun River Riverhead Health Center 631-852 - 1811 / 852 - 3589

Sun River Patchogue Health Center 631-854 - 1219 / 854 - 1216

**Information about CACFP and Healthy Eating:** <https://www.health.ny.gov/prevention/nutrition/resources/parentres.htm>

**Information from CDC (including health, development, and more. Sorted by age, to include pregnancy, infants and toddlers, children, and teens):** <https://www.cdc.gov/parents/index.html>

**Family Service League** <https://www.fsl-li.org> 631 - 427 - 3700

**Stony Brook Family Medicine** <https://www.stonybrookmedicine.edu>

By phone during and after office hours:

East Setauket (631) 444-5858

Patchogue (631) 638-1750

**Health Centers:**

Elsie Owens N. Brookhaven County Health Center...631-320-2220

Sun River Health Patchogue ...631 - 866 - 2030

Ronkonkoma Family Health Center - Lake Ronkonkoma Community Health Center ... 631 - 615 - 1510

Sun River Health Riverhead ... 631 - 574 - 2580

So. Brookhaven Health Center 631 - 854 - 1222

Marilyn Shellburger South Brookhaven, Shirley: medical: 631 - 490 - 3040; behavioral: 631 - 490 - 3044

to find specific services near you: 844 - 400 - 1975

**Resources regarding Anaphylaxis:** <https://www.cdc.gov/vaccines/covid-19/downloads/recognizing-responding-to-anaphylaxis-508.pdf> <https://www.health.ny.gov/diseases/conditions/anaphylaxis/>

**Allergy & Asthma Network** - <https://allergyasthmanetwork.org/> - Provides advocacy, education, and resources.

**AllergyHome** - <https://www.allergyhome.org/resources/families-without-food-allergies/> Provides training, checklists, fact sheets, and other resources to create an inclusive school community in supporting allergy management.

**Asthma and Allergy Foundation of America (AAFA)** - <https://www.aafa.org/asthma-allergy-education-programs/> Provides programs, resources, newsletters, ECP, IHP, 504 information and includes CDC validated education for caregivers and healthcare providers.

**Food Allergy Research and Education (FARE)** <https://www.foodallergy.org/> Living with Food Allergies Back to School Headquarters website provides essential resources for parents as their children prepare to return to school.

**Court Help:** <https://www.nycourts.gov/courthelp/>

**Suffolk County Courthouses:**

**Family Court**

Central Islip & Riverhead  
631 - 740 - 3800

**Surrogate's Court, Riverhead**

631-852 - 1745

**Domestic Abuse Hotlines & websites:**

Brighter Tomorrow's - ..... (631) 395-1800 <https://brightertomorrowssinc.org/>

Victim's Information Bureau VIBS .....631-360-3606 <https://vibesli.org/>

SC Coalition Against Domestic Violence ..... 800 - 799 - SAFE (7233) <http://www.sccadv.org>

**Crisis/Addiction Hotlines & websites**

Response of Suffolk.....631-751-7500 <https://www.responsecrisiscenter.org/>

DASH and Mobile Crisis Unit ..... 631 - 952 - 3333

Trauma & Suicide ..... 1 - 888 - 375 - 2228

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