



The Children's Community  
Head Start Birth to Five

2025-2026

# Parent Handbook



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# Welcome to The Children's Community B-5 Program

Dear Parents,

My name is Candace Marmorato. My child, Colton, has been a part of the Head Start Program since September 2024. As we begin another exciting school year- our final one- I wanted to share how grateful we are to be a part of such an amazing program.

The Head Start Program has had a tremendous impact on my child's growth. From developmental milestones to educational, emotional, and social advancement, the support and dedication of the staff have made a lasting difference. Month after month, we continue to see incredible progress, and it's all thanks to this wonderful team.

Head Start also offers many opportunities for parents and caregivers to get involved. As Chairperson of the Policy Council, I've had the honor of leading efforts that directly shape our program's direction. It's been an incredibly fulfilling experience to collaborate with other parents, staff, and community members to ensure our children's needs are met and their voices are heard.

Getting involved in the program not only strengthens the bond with your child, but it also helps you feel connected to the community. Whether it's through the Policy Council, classroom volunteering, or helping out at the center, your time and efforts can make a big difference- for your child, for other children currently enrolled, and for those who will follow in the future.

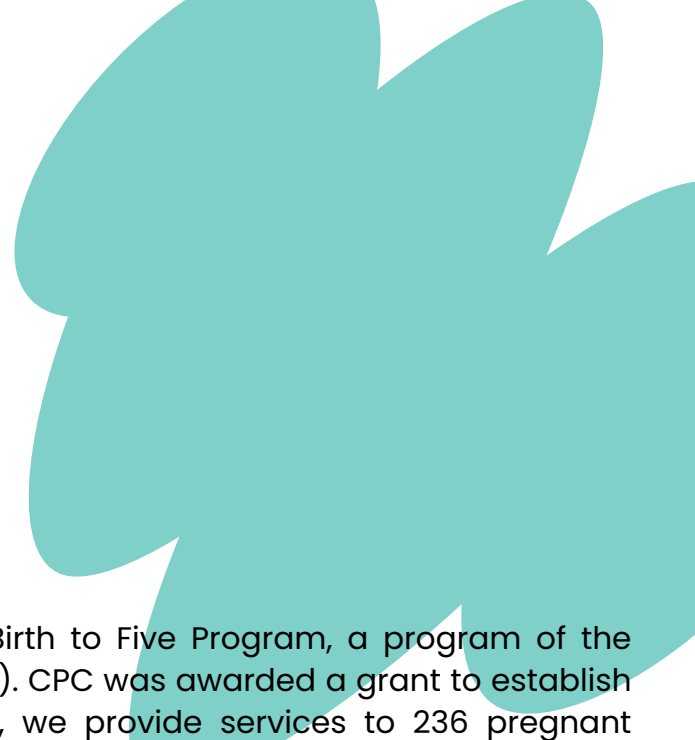
With appreciation,

A handwritten signature in black ink that reads "Candace Marmorato".

*Candace Marmorato*

Candace Marmorato  
Chairperson, Policy Council

# ***A Letter from the Director***



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 236 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 centers have a 4 STAR rating from Quality Stars NY.

Our program has collaborations with many local community organizations. These organizations work together to ensure our families, and their children are aware of the support that is available to them in the community, and within our programs.

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.

This year we are celebrating birthdays. Head Start has been a vital program to children in the United States for 60 years! Additionally, CPC has been serving our community for 45 years! We are so proud of our longevity and look forward to welcoming new families to The Children's Community Head Start B-5 Program.

Christine M. Beatty  
B-5 Program Director

# Mission and Educational Philosophy



## Our Mission:

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.

## Our 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.

# Information about INKIND

## 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 YOU 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 YOU 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!!!



***I like this program because of the care, affection, and responsibility it shows towards my daughter. I value the school's principles such as education, teaching self-help skills, and the healthy environment. All of this provides my daughter with the opportunity to absorb knowledge that will contribute to her future. - Diene O.***

# What Parents Should Know:

The Children's Community Head Start Birth to Five Program is a full day, full year program that 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 positive 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 does not arrive to school as expected, Family Advocates are **required** to make direct contact with the child's parent to ensure their safety, and determine the reason for the absence. If there have been 3 consecutive unexplained absences, Family Services may be required to make a home visit. Please maintain communication regarding all absences. If your child is going to be late due to a medical appointment, family emergency, or an unforeseen circumstance you must call the center before 10:00am to let us know so staffing patterns can be appropriately arranged. If you DO NOT call the center and arrive after 10:00am your child may not be permitted to attend for the day.

**Chronic Absences:** Chronic absenteeism will require the development of an Attendance Improvement plan and may have an impact on your child's enrollment in the program. By establishing strong expectations of attendance, you will be helping your child learn and progress in development and education.

**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 program's 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.

**Potty training:** 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-ups 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. This includes toys from home.

**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.

**Emergency Contacts/Contact Information Forms:** It is very important that the program be able to contact you and/or a person that you designate as an alternate emergency contact. Please be sure that the program has current emergency contact information on file including name, address, phone number and relationship to the child. If these numbers change, it is the parent/guardian's responsibility to notify the Center. If you want your emergency contacts to be able to pick up your child in an emergency, that must be indicated when providing the information.

**Authorization for In Center Visits and Authorization to Release:** The Community Program Centers of LI (CPC) operates a safe and secure facility for all children. Therefore, when a child is enrolled in the program, the parent/guardian completing the enrollment must provide the specific names of persons, 18 yrs and older, who are authorized to pick up a child or visit a child at the center. Parents less than 18 yrs are authorized to pick up their own child. Children will only be released to the adults listed as authorized persons according to the information they provided. Only those persons designated 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 is 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 pickup by a person who is NOT included on the Emergency Contact/Contact Information Form, will be allowed. Parents MUST call their Family Advocate and provide the name and address of the authorized individual, in writing via email, fax or text. The individual must present a photo ID that matches the information given by the parent and have a proper car seat to transport the child. Upon return to the center, the parent must add the person to the list of individuals authorized to pick up.

**Weather Related Emergency Closing:** In keeping with CPC's mission to provide safe and reliable early childhood 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 CEO, and review town and county government announcements prior to making a decision whether to open or close a CPC center. The B-5 Director and the CEO will make the final decision regarding the closing 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 and will be displayed on **News12 Online School Closing list**. 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 children 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.





***“Amazing program with amazing staff! My daughter has learned so much so fast! Thank you Early Head Start!– Jessica D.”***

**Family Code of Conduct:** Our program expects families to behave in a respectful manner at all times. It is our goal that children are provided an experience that is free from discrimination and harassment. Employees sign a Code of Conduct that prevents such discrimination. Families are also expected to refrain from the use of disparaging remarks, physical harassment, and discrimination based on an individual’s race, religion, color, creed, ancestry, gender, pregnancy, socioeconomic status, sexual orientation, citizenship status, marital/familial status, national origin, age, disability, or any other classification protected by federal, state, and local laws and ordinances.

**General Building Safety:** Our centers are closed to the public. We ask that when you are entering or exiting the building, please DO NOT hold the door for anyone attempting to enter. This may seem rude, but it is vital that only the staff control who is allowed access to the building. Additionally, if you are entering or exiting the playground areas, you MUST make sure that the gates are fully closed. This is essential for maintaining a safe environment and preventing children from accessing unsafe areas, such as the front of the buildings and parking lots.

## Head Start Service Areas

The Head Start program includes various service areas that encompass the WHOLE child and family. The B-5 program uses a coordinated approach so that the management team works together to provide high quality services. These services are delivered in either a Home Based or Center Based model. Our program is inclusive of all children, including children with suspected or diagnosed special needs and children who are dual language learners.



**Education Services**



**Health and  
Oral Health Services**



**Child Nutrition  
Services**



**Mental Health  
Services**



**Family Engagement**



**Family & Community  
Development**



# 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.

## Our Curricula

The Children's Community Head Start B-5 follows the Frog Street Curriculum for Infants, Toddlers and Preschool children enrolled 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.



**Frog Street for Infants, Toddlers and Preschool:** Children are joyful creatures. The Frog Street Curriculum is designed to tap into a child's nature and create joyful experiences from the first moments of the day until it is time to say goodbye. The curriculum is filled with songs, hands-on materials and activities, chants, games, and other activities designed to stimulate a child's imagination, helping make each day a wonderful one!

The curriculum's goal is to ignite the minds of young children by fostering their academic, social, and emotional growth through purposeful lessons and materials that intentionally produce positive outcomes. We understand that as children grow, their needs change. Therefore, our early childhood education curriculum offers developmental learning continuums that allow children to build on previously mastered skills to more readily achieve new skills in a seamless and continuous way. It addresses the cognitive, language, literacy, physical, and social-emotional developmental domains of each child. Conscious Discipline®, a comprehensive classroom management program and a social-emotional curriculum based on current brain research, child development information, and developmentally appropriate practices, is imbedded into the curriculum to provide strategies for social-emotional support and development. In addition, the curriculum helps prepare children for kindergarten and beyond with STEAM (Science, Technology, Engineering, Art, and Math) content and resources.



**I have children in both Home Base & Center Base (programs). Both programs have benefited my family. My children have learned so much. My husband & myself enjoy the socials & interacting with the other families. – Jennele B.**

**Creative Curriculum For Preschool:** 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. At the core of the Creative Curriculum are well-planned learning activities that allow for children's choices, self-directed play, small groups and supportive teaching that prepare children for social and academic excellence. Children will be exposed to centers in the socialization classroom which allows children to make choices and interact with the environment and their peers, based on their individual interests



**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

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Our program encourages parents to become involved in their child's education at an early age. For children to be ready to succeed in school and life, parents and educators must work together as partners. Opportunities for engagement are included in both the Home Based and Center Based programs.

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

- **Parent Training/ Workshops**
- **Family Events**
- **Classroom Volunteering**
- **Parent Teacher Conferences (required)**
- **Home Visits (required)**



# Home Visits/Parent 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 the home-based program must be conducted with the enrolled child's primary caregiver. Home visits for pregnant women are scheduled on an individual basis.

## Health Services

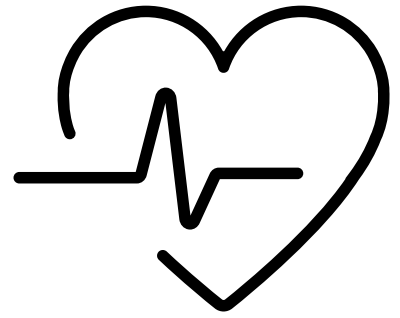
The goal of the Health Services Area is to encourage the development of positive health behaviors, preventative safety measures, and instill lifelong healthy habits in Head Start children, pregnant mothers, family and staff.

Preventative health and safety is promoted by:

- Providing families with information on all available public and private health coverage opportunities, as needed.
- 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 Department of Health.
- 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/audiological ,
  - 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 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 recommended schedule 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.



# Immunizations

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. To be enrolled and continue attending each child MUST be immunized according to the Advisory Committee on Immunization Practices (ACIP) standard schedule, as provided by the New York State Department of Health. If a child is determined to be behind in their immunizations, the parent must provide an ACIP approved catch-up schedule. To maintain enrollment, a child must maintain all appointments in the approved catch-up schedule. Any child who misses a scheduled appointment may not be able to attend until they are brought up to date as per their approved catch-up schedule. All other children must stay up to date on their immunizations.

# Health and Mental Health Services Advisory Committee

The program maintains an ongoing Health and Mental Health Services Advisory Committee (HMHSAC) to implement and revise policies and procedures regarding the Health, Oral Health and Mental Health service areas. The committee includes members that are representative of local, health related community organizations. The program engages with the committee to troubleshoot programmatic issues in the area of health, mental health, and oral health. If you would like to be a member of the HMHSAC, please speak to a health team member.

# Oral Health

Tooth care and oral hygiene are an important part of each child's overall health. Parents are required to provide proof that their child is up to date on their Oral Healthcare. For children over 12 months, this includes an exam from a dentist or mid level oral health professional. Any follow-up care must be submitted to the health office. Dental forms can be obtained by a health team member, or your Family Advocate. All children with teeth will participate in oral healthcare as part of the daily classroom experience. Children will brush with fluoride toothpaste, as appropriate, at least once per day to supplement the family's oral health routine in the home. Any child under the age of two will be required to have their doctor or dentist complete a Fluoride Consent Form as per the Office of Children and Family Services licensing regulations.

The program will:

- Ensure that each child has an individual toothbrush labeled with the child's first and last name for classroom use.
- Provide the staff with vinyl gloves to wear during the tooth brushing preparation process, as needed to avoid contamination with germs.
- Train staff to assist children in group tooth brushing.



## Group Tooth Brushing Procedure:

- 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 bottom or the inside edge of the cup. The toothpaste is placed on the inside edge of the cup rather than directly on the toothbrush to prevent contamination of the tube of toothpaste.
- 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 inside edge of the cup rather than directly on the toothbrush to prevent contamination of the tube of toothpaste).
- Children under 2 yrs require permission from a health or oral health provider to brush with toothpaste with fluoride. If permission is not granted, children under 2 yrs will brush with toothpaste without fluoride.
- New toothbrushes are issued to children in September, December, March and June, or after illness or signs of wear and tear are present (bent bristles).

## **Nutrition Services**

- Nutrition Services are a critical part of our program. It ensures good nutrition by providing two-thirds of a child's daily nutritional needs. Enrolled children receive a healthy breakfast, lunch and snack daily, following guidelines from the Child and Adult Food Care program (CACFP). Parents are provided with a monthly menu.
- The program provides an environment that supports and promotes Family Style meals. 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.
- 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.
- 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 children attending, so that appropriate changes can be made.
- The program conducts a Nutrition Assessment upon enrollment and BMI monitoring by the Registered Dietitian Consultant, to ensure children are growing in a healthy manner. Parents are informed and provided nutritional information through training, workshops, handouts and information tables. Parents are encouraged to participate in our annual menu review meeting to have input in creating the 4-week menu cycles.
- The Registered Dietician is available for staff, children, and families as needed. The Registered Dietician can offer referrals or nutrition counseling, as appropriate.



## 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.



## 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, a licensed Social Worker, is available for staff, children, and families as needed. The 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. For children that need additional support in the classroom, parents will provide consent for the consultant to push into the classroom to work with individual children's social emotional development.

## Family Engagement

We believe that parents and primary caregivers are a child's first and most important 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 the activities.
- Volunteer to help 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 vaccination is no longer required.
- 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. Learn more about the program and the Policy Council, and to help the program ensure the needs of the children and families are met.

- Nominate yourself to the Policy Council. Be involved at the decision-making level concerning all aspects of your child's education, budgeting and program policy.
- Share all 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. Like homework, these activities are individualized and designed for you and your child to interact while learning and bonding at home. The often mirror skills that are being taught in the classroom.
- Participate in the strength-based parent curriculum: "Your Journey Together". This curriculum is designed to promote the social and emotional health and resilience of children and their families.
- 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**

## 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.

## Policy Council

Policy Council is a formal structure of shared program governance that provides parents and 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. In the absence of a meeting, important program data will be distributed electronically for review. Policy Council empowers parents and 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 and Early 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, Office of Head Start
- 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 Training:** All newly elected officers and Policy Council members will receive training, in order to obtain the skills necessary to fulfill the responsibilities of their new role. This include mandatory Eligibility Training and Fiscal Training.

**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 elect the Policy Council members. Upon the first meeting of the council, members may nominate themselves for the Executive Committee. Current members will vote in the Executive Committee.

**Policy Council Executive Committee Responsibilities:** 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. 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
- Ensures 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

# Family and 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. A key part of the goal setting process is the participation in the Scaled Family Assessment. Each family will discuss their strengths and areas for improvement with their Family Advocate to determine areas where a goal may be appropriate. Your Family Advocate can provide resource information to assist the family in making progress and achieving their 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.

## Services for Children with Special Needs



The Children's Community Head Start B-5 program values the individual needs of all children and families. The goal of the program 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 education 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 more significant 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.



***Absolutely amazing program! They addressed all my concerns, helped me when I need it, and cared for my child like he was their own.- Makenzie S.***

# ***Policies and Procedures***

## ***Head Start Eligibility / Selection Policy***

The Family Services staff will meet with families to gather necessary information for enrollment. 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 known as the Selection Criteria within the electronic enrollment application. At least 10% of our total enrollment is made available for children with disabilities. Head Start does not charge any fees for participation in the program.

Families who are not initially selected are placed on a waitlist, and may be offered enrollment in other program options or locations.

## ***Confidentiality and Data Management Policy***

All child enrollment information and family services information is stored in the secure Child Plus.net database. 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.

## ***Child Abuse and Neglect Policy***

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. All employees are mandated reporters and do not require supervisory permission to report suspected child abuse to the hotline. All calls to CPS will be kept confidential.

## ***Late Pick Up Policy***

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 Cell Phone Policy***

The use of cell phones in the building is prohibited. Cell phone use interferes with effective communication between parents, children and program staff. Additionally, cell phone use leads to distractions which can create an unsafe situation for your child in the hallway and parking lot. Please adhere to the No Cell Phone signs posted throughout the building.

### ***Parent Reimbursement Policy***

In accordance with the Head Start Performance Standards and the CPC Board of Director's 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; and in some cases, to and from required medical and dental appointments.

The program allows for requests for travel expense reimbursement to attend Policy Council meetings. Requests 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.

### ***Classroom Television and Video Policy***

Television and video use is never permitted for children less than two years of age; however under the following guidelines it may be appropriate for occasional use for children ages 2-5 years.

- Television / Video usage will not exceed 30 minutes per week
- Television / Video usage will not occur during mealtimes and nap times
- Television / Video usage must be reflected on the lesson plan and only used to support active, hands-on learning, and foster interactions and engagement with peers or the environment
- Content must be high-quality educational or movement based programming
- Content must be commercial free
- Content must be age appropriate and reflect the language and cultures of the enrolled children
- The use of passive television / videos is not permitted

### ***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, the New York State Department of Health Immunization Requirements for Daycares, Preschool, and K-12 Schools will be followed. No child will be admitted into the center-based 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. To be enrolled, vaccines must be received according to the Advisory Committee on Immunization Practices (ACIP) standard schedule as provided by the New York State Department of Health.

If a child is "In Process" and is on an ACIP approved catch-up schedule; the schedule must adhere to the minimum interval between doses of the vaccine. This must be documented by a physician stating that they are following a catch-up schedule, when the child is eligible for the next dose, and an appointment card indicating the date child is scheduled for the vaccine. Once the "In Process" documentation has been received, the child will be permitted to attend. If the child does not receive the required doses according to the minimum intervals specified in the ACIP approved catch-up schedule, they are no longer considered "In Process" and will not be permitted to attend school, until the vaccination has been received.

### ***Health Care Plan and Allergy and Anaphylaxis Policy***

As per Office of Children and Family Services (OCFS) regulations, the program follows a health care plan, which is available upon request. The Health Care Plan for our center is stored in the Center Director's office in each building. 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. All children with documented allergies must have an Individual Health Care Plan and Allergy and Anaphylaxis Plan signed by their physician, which includes steps to take in the event the child is exposed to an allergen. This may include maintaining medication on site for the child. The program now stocks epinephrine auto-injectors for emergency use for staff, families, and children in the event someone with undiagnosed allergies has an anaphylactic reaction, as approved in the agency Health Care Plan.

### ***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 Health Care Provider and Parent/legal Guardian. All medical forms and medication must be approved prior to the child's return. 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 backpack. 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 may not be able to attend the center-based program. Please be aware that our centers are for well children. Any child that has been administered medication in the morning before arrival may not be permitted to stay, depending on symptoms and/or medication administered, and the child's individual health care plan.

### ***Children with Chronic Health Conditions Procedure***

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 an 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 discreetly posted in every classroom, to ensure all staff are aware of any allergies and chronic health conditions.

### ***Food Policy***

High incidence of overweight/obesity, food allergies and type 2 diabetes among our young children and their families is of great concern. 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.

**Food Policy cont.**

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. This includes holidays such as Halloween and Valentines Day.

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 the birthday child to take home
- Parent brings in and reads a special book to the class at a time discussed with the teacher
- The parent brings a simple craft and assists in the classroom during the process of making it – with prior discussion with the teacher.
- Parents bring a special music CD to play, sing and dance to
- Parent brings a white T-shirt for class to decorate

Additionally, please use caution when walking throughout the building with open food. We ask that children are not permitted to walk with open food in the hallway to ensure that food with allergens is not left behind for others to obtain and possibly cause them harm.

**Breastfeeding Policy and Procedures**

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 are trained in the practices that support breastfeeding, including but not limited to the benefits of breast milk, preparation, feeding and storage of human milk. Staff are trained to recognize and respond to infant's hunger and fullness cues.

*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.

*Center Based Families:* Both the Ronkonkoma and Port Jefferson centers are designated as a Breast Feeding-Friendly Child Care Center, by the NYS Dept of Health Child and Adult Food Care Program. 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.

### **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 that is treated for an injury at the hospital or is admitted for medical treatment will also be required to present a note from the hospital or 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. Any forms or documentation for accommodation must be assessed and put in place prior to the child returning.

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, or after a prolonged absence, in order to return to school. **ALL CHILDREN ADMITTED TO THE HOSPITAL ARE REQUIRED TO PROVIDE A CLEARANCE NOTE FROM THE PHYSICIAN.**

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

- Signs of possible illness including unusual sleepiness, irritability, persistent crying, difficulty breathing, and/or inability to function in program activities.
- 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.
- Persistent, frequent cough that interferes with the child's activities. Head or chest congestion, constant runny nose- symptom free for 24 hours.
- Diarrhea or watery stools - symptom free for 24 hours.
- Vomiting - watch for dehydration - symptom free for 24 hours.
- Rashes - must be diagnosed and confirmed as non-contagious.
- Chicken Pox - child can return to school/resume visits when all sores are dried and have crusted over.
- Strep Throat/Scarlet Fever - child can return to school/resume visits after 24 hours of antibiotic treatment.
- Impetigo - child can return to school/resume visits after 24 hours of antibiotic treatment (oral/ointment).
- Lice - child can return to school/resume visits when all nits (eggs) are removed.
- Scabies- may return to school/resume visits when treatment is completed.
- 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).
- Ringworm - can return to school/resume visits 24 hours after treatment has been initiated.
- 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.
- Mouth Sores associated with an inability to control his/her saliva or a greater need of care from staff.



- 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.
- Respiratory Illnesses such as influenza, RSV, and Covid 19- children must remain home while experiencing respiratory virus symptoms such as fever, chills, fatigue, cough, runny nose and headache. Children can return to school when, for at least 24 hours, both of the following are true: Symptoms are getting better overall, AND they are fever free for at least 24 hours without medication.

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



### Emergency and Disaster Plan and Procedures

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, emergency response procedures, communication with families, lock out and lock down procedures, safety and security kits and their use, emergency agency phone numbers, safety check lists, and American Red Cross information.

### EMERGENCY RESPONSE

Community Program Centers of Long Island, Inc. (6/2/25)

Shelter in Place	Hold in Place	Evacuate	Lockout	Lockdown
<p>Use to shelter children/elders/staff and visitors inside the building for a weather hazard, environmental hazard, locked evacuation route</p> <ul style="list-style-type: none"> <li>Listen for instructions/information</li> <li>Children/elders/staff/visitors will be instructed to come indoors</li> <li>Shelter in classroom unless informed to move to a previously identified safe space</li> <li>Staff will take attendance/ name to face in the classroom/ program areas, and again upon arriving at the safe area</li> <li>If a child is missing, notify a Mgr. immediately</li> <li>All doors, windows, and shades are closed, if instructed</li> <li>Move away from windows, if warranted</li> <li>Listen for updates</li> </ul>	<p>Hold in place is used to limit movement of children/elders/staff and visitors while dealing with short term emergencies such as flight/distance or Medical Emergency</p> <ul style="list-style-type: none"> <li>Staff will notify the Center Director (or person in charge) of disturbance or medical emergency</li> <li>Center Director (or person in charge) will notify all staff to "HOLD IN PLACE" and the location of the emergency</li> <li>In the event the Center Director or person in charge cannot be reached immediately, the person who sees the disturbance or medical emergency, will call the "HOLD IN PLACE"</li> <li>All Managers will report to the Hold in Place location</li> <li>One Manager will instruct Children/Eldest/Staff in hallways return to classroom/program area or otherwise directed to holding location. Take attendance at holding location</li> <li>Children/Eldest outside may remain outside and do not reenter the building, as appropriate</li> <li>Administer First Aid as needed</li> <li>Assign someone to call 911 as needed</li> <li>Listen for updates</li> </ul>	<p>Used to evacuate children/elders/staff and visitors from the building. Fire Drill, Gas leak, Bomb threat etc.</p> <ul style="list-style-type: none"> <li>Listen for Fire Drill or evacuation instructions</li> <li>Lead children/elders to the meeting area</li> <li>Take attendance/report to supervisor</li> <li>Provide care for children/elders based on the weather conditions, length of evacuation</li> <li>If evacuating to offsite evacuation site, take attendance again</li> <li>Listen for updates, return to center if instructed</li> </ul>	<p>A lockout is used to secure the building and grounds when there is a threat outside the building, within the community. Local bank robbery, suspicious person outside the building. All staff are to notify Mgr. of any suspicious person/events</p> <ul style="list-style-type: none"> <li>Listen for instructions for "LOCK OUT"</li> <li>Assign someone to direct children/elders</li> <li>Children/Eldest outside will return the classroom/program area, or other area determined to be safe</li> <li>Ensure all exterior, building doors are locked</li> <li>Assign staff member to call 911, if needed</li> <li>Clear all hallways, restrooms, or other areas that cannot be secured</li> <li>Close all doors, windows, and shades</li> <li>Control all movement, but continue regular programming</li> <li>No one may be admitted or released from the center</li> <li>Listen for updates</li> <li>Return to normal operations when "ALL CLEAR" is given</li> </ul>	<p>A lockdown is used to secure the buildings and grounds during incidents that pose an immediate threat of violence, in or around the building. Local authorities can also direct a lockdown. Active Shooter, Imminent danger.</p> <ul style="list-style-type: none"> <li>Anyone who encounters an imminent danger will order and announce "Lockdown"</li> <li>If safe, gather the children/elders/staff from hallways and allow them into your classroom/program area</li> <li>Lock your door, bar inside if necessary</li> <li>Move students to a safe area in the classroom out of sight of the door</li> <li>Keep everyone quiet, silence cell phones, tablets, etc.</li> <li>Do not communicate through the door or answer the room phone system</li> <li>Do not respond the PA/phone system or fire alarm</li> <li>Stay hidden until physically released by law enforcement personnel</li> </ul>

Please refer to the CPC Emergency and Disaster Plan for full details

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:

Site #1

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

Site #2  
TBD

#### Port Jefferson Center:

Site #1

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

Site #2

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

## ***Naptime 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 during the initial home visit. Please be aware that we are required to offer a period of rest for children that are attending our full day program, however if children do not fall asleep, they will be provided with a quiet activity.

### ***Infant/Toddler Plan:***

All infants and toddlers will be provided with 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 the spread of communicable disease.

### ***Preschool Plan:***

All children will be provided with 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 the spread of communicable disease. Parents are responsible for providing and sanitizing bedding on a weekly basis, or after illness, for their child.

## ***Behavior Management Policy***

The CCHS B-5 Program provides all staff with a behavior management policy 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 a group, but only long enough to gain self-control and must be in full view of, supervised and supported by proper staff listed above.
- Seclusion from the group, without maintaining support from the staff is considered as "Time Out" and is prohibited. This includes not allowing the child to rejoin the group/activity after they have regained composure.
- Corporal punishment is prohibited.
- No child can be isolated in a room, closet, hallway, darkened area, play area or 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, whether 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. For safety reasons, teachers may need to physically redirect a child whose behavior is a danger to himself or others.
- 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 Policy***

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 while avoiding the need for suspension or expulsion from the program. 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 will be held 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.

## ***Policy Regarding Parent Concerns***

It is our goal to avoid or quickly resolve any 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.



***Head Start has been a true blessing for our family. The growth I've seen in my child—socially, emotionally, and academically—has been incredible. The teachers are so nurturing and genuinely care about each child's success. It's given us peace of mind knowing our little one is in such a supportive and loving environment.- Christine B.***

# Community Resources

The Children's Community Head Start B-5 Program is committed to connecting families to local community resources in all service areas. If you need any resource information, please ask for referrals. Once you utilize the community agency, please come back and let us know about your experience so that we can continue to share those organizations that have provided the most positive experience for families. Additionally, if you have had a positive experience in another outside agency, let us know so that we can add them to our list. Additionally the program can provide a list of medical and dental providers upon request.

## **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 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

Visit your local library to maintain access to books and other children's events and activities.

## **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)  
Child Care Complaint Line  
Office of Children and Family Services (800) 732-5207  
Perry Duryea State Office Building  
250 Veteran's Memorial Hwy Suite 2A-20  
Hauppauge, NY 11788  
<https://ocfs.ny.gov>

### **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 Early Intervention Administrative Children & Family Services**

(631) 854-9359 631-853-3130 <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](mailto: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>

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

Family Service League at Middle Country Library (631) 585-9393

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

By phone during and after office hours:

East Setauket (631) 444-4630

Patchogue (631) 638-1750

Lake Grove (631) 444-5858

**Stony Brook University Pediatric Dental Care Center:** (631) 632-8989

**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 Community Health Center: medical: (631) 490 – 3040;

behavioral: (631) 490 – 3044 to find specific services near you: 1(844) 400 – 1975

**Resources regarding Anaphylaxis:** [https://www.cdc.gov/vaccines/covid-](https://www.cdc.gov/vaccines/covid-19/downloads/recognizing-responding-to-anaphylaxis-508.pdf)

[19/downloads/recognizing-responding-to-anaphylaxis-508.pdf](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.

- Allergy Home – <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.aaafa.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	Surrogate’s Court, Riverhead
Central Islip & Riverhead	(631) 852 – 1745
(631) 740 – 3800	

**Domestic Abuse Hotlines & websites:**

Brighter Tomorrow’s – .....(631) 395-1800 <https://brightertomorrowstinc.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

For any additional resources please see your Family Advocate.



*Thank you for helping me learn more about  
community services.-Sandy M.*

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# The Children's Community B-5 Program

A program of the  
Community Program  
Centers of L.I., Inc.

