



Parent Handbook 2024/2025



**EDUCATING CHILDREN.
RAISING FAMILIES.**

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#wearechildinc

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VISION STATEMENT

To create a community where all children regardless of income have an equal opportunity to become independent and self-sufficient adults.

MISSION STATEMENT

Providing high quality education and comprehensive support services for children and their families while promoting personal and social responsibility in the communities we serve.

HEAD START CORE VALUES

- Establish a **supportive learning environment** for children, parents, and staff in which the process of enhancing awareness, refining skills, and increasing understanding are valued and promoted.
- Recognize that the members of the Head Start community – children, families, and staff – have roots in **many cultures**. Head Start families and staff, working together as a team, can effectively promote respectful, sensitive, and proactive approaches to diversity.
- Understand that the **empowerment of families** occurs when program governance is a responsibility shared by families, governing bodies, and staff and when the ideas and opinions of families are heard and respected.
- Embrace a **comprehensive vision** of health for children, families, and staff, a vision that ensures that basic health needs are met; encourages practices that prevent future illnesses and injuries; and promotes positive, culturally relevant health behaviors that enhance life-long well-being.
- Respect the importance of all aspects of an **individual's development**, including social, emotional, cognitive, and physical growth.
- Build a community in which each child and adult is **treated as an individual**, while at the same time a sense of belonging to the group is reinforced.
- Foster a relationship with the **larger community** so that families and staff are respected and served by a network of community agencies that work in partnership with one another.
- Develop a **Continuum of care**, education, and services that allows stable, uninterrupted support to families and children during and after their Head start experience.

As Executive Director I will continue to put children and families first by considering innovative ideas and encouraging professional development to ensure Child Inc's continuous improvement to high quality Programing. Together we will change our community by....



Educating Children.

Raising Families.

Mr. Mariano Herrera, D.B.A.
CFO & Acting Executive Director
Child Inc Head Start

CHILD INC FIVE YEAR GOALS AND OBJECTIVES (2024-2025 YEAR THREE)

Mission-Centered Programs/Services

GOAL 1: Establish an agency-wide positive climate that respects individual strengths, promotes growth and learning, and provides equitable resources to achieve program goals.

GOAL 2: Be a dynamic learning organization that makes meaning by using and sharing program data to empower all staff, families, and children to jointly reach their highest potential.

Effective Workforce & Leadership

GOAL 3: Be a high quality and administratively efficient organization that nurtures a supportive culture of purpose and advancement for all staff, children, and families.

Community Engagement

GOAL 4: Develop a family and staff partnership education and training system for parents that ensures their successful connection to peers, community and next level schools.

Stewardship Of Assets

GOAL 5: Improve utilization for technology for children, families, and staff in alignment with innovative green practices.

GOAL 6: Effectively and efficiently utilize all physical assets to support our mission.

GOAL 7: Increase the availability of operating funds for the agency through additional funding resources, fundraising activities/events, and hire a development coordinator.

PROGRAM OPTIONS AND SERVICE DELIVERY MODELS

Head Start Center Based Services

Child Inc offers center-based services to Head Start age children in two different service models. Children who turn three and/or four years old by September 1st of the current year will be served in Child Inc licensed Child Development Centers and in collaborative classrooms housed within three school districts in Travis County including Austin ISD, Del Valle ISD and Manor Early Learning Center. All children will receive early childhood education, mental wellness, health, nutrition, disabilities services and parent engagement opportunities. Children will be screened for developmental concerns and assessed with a research-based tool three times per school year. The Head Start Center Based Program follows local school district calendars.

Early Head Start Home Base Services

Child Inc offers home-based services to Early Head Start age children (0-3 years old). Services provided in this model include weekly home visits and socializations that occur twice a month. Home visits and socializations focus on the development of the child and family and include early childhood education, mental wellness, health, nutrition, disabilities services and parent engagement opportunities. Children will be screened for developmental concerns and assessed with a research-based instrument three times per school year. The Early Head Start Home Based Program is a year-round program.

Early Head Start Center Based Services

Child Inc offers center-based services to Early Head Start age children (0-3 years old). Services to children in the center-based model will receive services including early childhood education, mental wellness, health, nutrition, disabilities services, and parent engagement opportunities. Children will be screened for developmental concerns and assessed with a research-based tool three times per school year. The Early Head Start Center Based Program is a year-round program offering services 46 weeks out of the year.

Early Head Start Childcare Partnership Program

Child Inc was awarded funds for the purpose of expanding its Early Head Start center-based services. An additional 56 infants and toddlers receive services through Early Head Start Head Start center-based classrooms at Child Inc centers as well as childcare classrooms at Del Valle ISD and Mainspring Schools.

2024-2025 CENTER LOCATIONS

Child Inc Head Start

American Youth Works HEAD START Arianna Brown, Center Manager
1901 E. Ben White, Austin, TX 78741 7:30am-3:30pm (512)768-5393
Fax: (512)692-0763

Brodie HEAD START Ada Lewis, Center Manager
8105 Brodie Lane, Austin, TX 78745 7:30am-3:30pm (512) 768-5400
Fax: (512)292-7235

Cedar Bend HEAD START Nora Zambrano, Center Manager
1808 Cedar Bend Dr, Austin, TX 78758 7:30am-3:30pm (512) 768-5398
Fax: (512)276-2982

Dawson HEAD START Nikki Simms, Center Manager
3001 South 1st St., Port #5, Austin, TX 78704 7:30am-3:30pm (512) 414-2070 x 21526
Fax: (512) 326-1813

Del Valle HEAD START Scott Willie, Center Manager
5301 Ross Road, Bldg. 7, Del Valle, TX 78617 7:30am-3:30pm (512) 386-3727
Fax: 512-386-3729

Dove Springs HEAD START Ramona Blanchard, Center Manager
5106 Village Square Dr., Bldg. E., Austin, TX 78744. 7:30am-3:30pm (512) 768-5395
Fax: (512) 707-2151

Forbes HEAD START Kay Fowler, Center Manager
2217 Forbes Drive, Austin, TX 78754 7:30am-3:30pm (512) 973-8070
Fax: (512) 973-8585

Fountain Plaza HEAD START Stephanie Gathright, Center Manager
825 E. 53½ St., Austin, TX 78751 7:30am-3:30pm (512) 451-0621
Fax: (512) 302-3278

Ortega EARLY HEAD START
1135 Garland Bldg. B, Austin, TX 78721 7:30am-3:30pm (512) 928-8070
Fax: (512) 926-4922

Overton Early HEAD START
7201 Colony Loop Drive, Austin, Texas 78724..... 7:30am-3:30pm..... (737) 707-3181

St. James Episcopal Austin HEAD START
1941 Webberville Rd, Austin, TX 78721 7:30am-3:30pm..... (512) 926-7066
Fax: (512) 467-4390

Partnership Sites

Barrington Elementary/Austin ISD
400 Cooper Dr., Austin, TX 78753 7:30am-3:30pm (512) 414-2008
Fax: (512) 414-4610

Cook Elementary/Austin ISD
1511 Cripple Creek Dr., Austin, TX 78758..... 7:30am-3:30pm..... (512) 414-2510

Galindo/Austin ISD
3800 S. 2nd St., Austin, TX 78704..... 7:30am-3:30pm (512) 414-1756
Fax: (512) 414-0448

Graham/Austin ISD
11211 Tom Adams Drive, Austin, TX 78753..... 7:30am-3:30pm (512) 414-2395
Fax: (512) 835-4562

Hart/Austin ISD
8301 Furness Dr., Austin, TX 78753 7:30am-3:30pm (512) 841-2100
Fax: (512) 841-2190

Harris/Austin ISD

1711 Wheless Ln, Austin, TX 78723 7:30am-3:30pm(512) 414-2085
Fax: (512) 929-4640

Oak Springs/Austin ISD

3601 Webberville Rd., Austin, TX 78702 7:30am-3:30pm(512) 414-4413
Fax: (512) 414-3005

Palm/Austin ISD

7601 Dixie Dr, Austin, TX 78744..... 7:15am-3:15pm(512) 414-2545
Fax: (512) 280-2769

Uphaus/ Austin ISD

5200 Freidrich Ln, Austin, TX 78744..... 7:30am-3:30pm(512) 414-5520
Fax: (512) 414-5521

Walnut Creek/ Austin ISD

401 W Braker Ln, Austin, TX 78753 7:30am-3:30pm(512) 414-5520
Fax: (512) 837-6789

Blake Manor/ Manor ISD

18010 Blake Manor Rd, Manor, TX 78653..... 7:00am-3:00pm(512) 278-4200
Fax: (512) 278-4017

Decker / Manor ISD

8500 Decker Ln, Austin, TX 78724..... 7:00am-3:00pm(512) 278-4150
Fax: (512) 278-4017

Oak Meadows / Manor ISD

5600 Decker Ln, Austin, TX 78724..... 7:00am-3:00pm(512) 278-4175
Fax: (512) 278-4017

Mainspring Schools

1100 W. Live Oak St. Austin, TX 78704.....7:30am-5:30pm..... (512) 442-2301

Fax: (512) 912-1731

Recognizing letters, understanding that print carries meaning, and developing a love for books and storytelling are essential components of early literacy.



ARRIVAL, TENURE AND DEPARTURE

- a. Hours of Operation: Centers are open from 7:30 am to 3:30 pm Monday through Friday. Arrival times are 7:30–8:00 am and departure time is 3:30 pm. Head Start centers operate August to May; Early Head Start centers operate year-round from 7:30 am to 3:30 pm.
- b. Student Arrival: All students must arrive at school prior to the scheduled instruction time for your center or school campus. Parents must sign in their child on the designated Sign-In

Sheet located in the child's classroom by writing the drop-off time and providing a signature in the designated space. Parents/guardians of Early Head Start students must also fill out the Infant Toddler Daily Report and plan to complete a diaper change with the classroom teacher. If your child will be arriving late to school, you must contact the school directly to notify the Center Manager or Family Advocate. During arrival time, please inform your child's teacher of any illness, injury or other information she/he may need to know about your child to meet her/him needs. Students attending Head Start programs on school district campuses may be received by school district staff before the Head Start program day begins and should adhere to the school campus drop-off procedures. Breakfast is served at every school before the instructional day begins. Students are encouraged to participate in breakfast meal services each day.

- c. Student Tardiness: If you will be late dropping off or picking up your child, it is important that you contact the campus directly to inform the office. It is essential that all students benefit from the full day of Early Head Start and Head Start services by arriving on time and that each child is picked up on time at the end of the school day. Excessive tardiness in arrival or departure may result in your child's dismissal from the Early Head Start/Head Start program. Parents arriving after 9:00 am must sign in on the late-arrival sign-in sheet and will be reminded about the importance of arriving to school on time. After the second tardy occurrence, parents will be issued an Attendance Alert. Additional tardy occurrences will involve parent conferences to address the issue of tardiness and the possibility of being placed on an Attendance Improvement Plan to identify strategies to overcome challenges to tardiness.
- d. Early Departure: Students are expected to participate in the entire instructional day. Students should be picked up early only in case of emergency or illness. Parents must sign their child out in the front office and be prepared to explain the reason for the early dismissal.
- e. Student Departure and Release of Students: All students must be picked up by the designated dismissal time for their center. Students on school district campuses may remain in the care of school district staff after the Head Start program ends if participating in a campus afterschool program. NOTE: The school staff reserves the right not to release an Early Head Start/Head Start student to any unauthorized persons.
- f. Daily Sign-in and out: To ensure the safety and well-being of the child, each child must be brought (into their assigned classroom) and signed in each morning by the parent or anyone over 18 years of age. At departure, the parent must sign the child out from the child's assigned classroom. Parents of infants and toddlers will be provided with a Tadpole electronic activity report, daily at time of departure. These reports are generated through the *Tadpoles* app or received by email. The report will contain nap time info, menu of the day, amount of food consumed, details about diapering or toilet training, daily activities, and the

child's general disposition for the day. Information about the *Tadpoles* app and how to sign up for the app can be provided by your Center Manager.

- g. Daily Health Check: Upon arrival at the center each day, parents must remain with the child until a staff member receives the child and completes a "Health Check" and documenting any signs of injury or illness. Early Head Start parents must remain until a diaper change is complete in the AM and PM.
- h. Safety: Parents are encouraged to bring siblings or young children into the center; while dropping off or picking up the Head Start child so children are not left alone in the vehicle. Parents/drivers could be cited by local law enforcement officials for possible child neglect/endangerment, if and when a child is left in an unattended vehicle. In Texas, childcare personnel are required to report any violations of child abuse and neglect. Vehicles (parent's vehicles as well as buses) do not idle in the program's parking areas.
- i. Verification for pick-up of Children: Children will be released to a parent, or a person designated by the parent. **Under no circumstances are children released to anyone who is not listed on file with the Child Inc center.** Staff must verify the identification of all people authorized to pick up the child. Any person picking up a child in an impaired condition (ill or under the influence of drugs or alcohol) will be encouraged to allow us to find alternative transportation.
- j. Child Custody Issues: It is the intent to meet the needs of the children, especially when the parents may be experiencing difficult situations such as divorce, separation, or remarriage. Sharing information about such situations may be helpful to the center staff and will remain confidential. The center cannot legally restrict the non-custodial parent from visiting the child, reviewing the child's records, or picking up the child, unless the center has been furnished with legally filed, executed and current documents. Copies of all court documents must be submitted to the center in case of conflicts, the proper authorities will be contacted.
- k. Attendance: To ensure children receive the full benefits of program participation, children should arrive on time and attend regularly. The program day begins at 7:30 AM; children should be ready to begin the program no later than 8:00 AM. Irregular attendance may jeopardize the child's continued participation in the program.
- l. Absence: It is the parent's responsibility to contact the center each day your child is absent. In the event a parent does not contact the center, the Family Advocate and/or Center Manager will call the parent to inquire about the child's absence. Appropriate documentation of student absences should be given to the assigned Family Advocate prior to the student being absent (if planned) or immediately upon your child's return to school. If the absence is unplanned, you must contact the center/school within one hour of the start of the school day. If we do not hear from you, your assigned Family Advocate will attempt to contact you to find out if all is okay and the reason for your child's absence. The following absences are considered Excused Absences: Student illness verified by a doctor's excuse, illness or death

in the family, mandated court appearance, Children Protective Services appointment(s), parent hospitalization, religious observations and/or healthcare appointments. The well-being of all our Early Head Start/Head Start students and families is of the utmost importance. Accordingly, students who are absent for 3 consecutive days, with no contact from the parent, will receive a home visit from the Family Advocate (FA). Students who are absent for 5 consecutive days, with no contact from the parent, will be withdrawn from the Early Head Start/Head Start program. Chronic absenteeism, tardiness, and early departures of a student for unjustified reasons may result in withdrawal from the program. If your child attends a Head Start program located on a school district campus, additional attendance policies may apply.

m. Exclusions: In consideration of the safety and well-being of your child, in addition to all the students and staff at your school, there are certain circumstances which may result in your child being temporarily excluded from participation in the program. These circumstances include:

- a. The onset of illness during the Early Head Start/Head Start School Day which requires further medical attention; or
- b. Contagious conditions, or
- c. Oral Temperatures of 100 degrees or higher.

If your child has a contagious condition, please inform the Center Manager or Family Advocate immediately so that other parents can be made aware of symptoms to look for in their own children. Full confidentiality will be maintained, and your child's name will not be revealed to other parents.

Students who are absent from school due to a contagious illness will not be readmitted without a signed statement from a physician indicating that the student is no longer contagious. The Center Manager may require a note from a physician if there is a concern regarding a child's health condition.

- n. Late Pickup Policy: It is the parent's responsibility to pick up children by 3:30 PM for both Early Head Start and Head Start. If staff have been unable to contact parent or emergency contacts, a determination will be made to contact Child Protective Services.
- o. Closing Due to Severe Weather Conditions: In the event of severe weather conditions, Child Inc will close centers or delay opening based on the decision of the Local School District (ISD). Please check your local TV station for closure announcements.
- p. Other Emergencies: Other situations may result in Child Inc centers being closed such as electrical power failure, lack of water, lack of heat or air conditioning, hazardous road conditions or other situations that may endanger the safety or health of children and

employees. As these conditions occur, Child Inc will notify parents/guardians by phone so arrangements can be made to pick up the child.

- q. Clothing: Our curriculum includes center time and floor activities so we strongly recommend that the children be dressed in comfortable play clothes that they can manage. A part of each day is spent outdoors so children should wear closed-toed shoes and clothing appropriate for the weather. When it is age appropriate, the child should be able to toilet with minimal staff assistance. We request that each child have an extra change of clothes labeled with his/her name in case of toileting accidents or other situations where clothing needs to be changed. Masks are optional for all children based on parent(s) decision. If your child is sent to school with a mask, it will be removed under the following circumstances: eating, sleeping, outdoor play, medication administration.
- r. Personal Belongings from Home: To prevent any hurt feelings and lost belongings, it is recommended that children not bring toys, jewelry, money, or other valuables from home.
- s. Safe Sleep Practices: Infants will be placed on their backs to sleep in a crib. All cribs will be outfitted with a firm, tight-fitting mattress in a crib that meets current safety standards. There will be no pillows, quilts, bumpers, comforters, sheepskins, stuffed toys, or other fluffy products in the crib. Infants will not be swaddled during napping time. Two children are never permitted to share a crib at the same time. When infants arrive in the morning and they are asleep, they will be woken up, and a daily health check will be conducted. Exceptions can be made if physician documentation is obtained.
- t. Diapering and Toileting: Children are introduced to toileting as it is developmentally appropriate in a safe, sanitary, and respectful manner with diapers and/or pull-ups provided to all enrolled children, at no cost to the parents. We will work with the parent and the child during the transition.
- u. Birthday or Holiday Celebrations: We will make accommodations for children, when religious or cultural beliefs and practices limit a child from participating in birthday or holiday celebrations. Parents should advise the Center Manager if a child's participation in activities should be restricted. Please remember parents are not permitted to bring outside food into the centers for any occasion, however, families and/or staff have the opportunity to plan one monthly special occasion and one monthly birthday celebration. Contact your Center Manager for details.
- v. End of year Activities: Child Inc adheres to developmentally appropriate practices for preschool children; therefore, we do not conduct graduation ceremonies at our centers. However, parents and staff can plan a celebration for the end of the school year. All children receive certificates of program participation at the end-of-year events.
- w. Field Trips: Child Inc allows children to participate in field trips at no cost to the family. We require a signed permission slip in order for the child to participate in the field trip. To

maintain child/staff ratios and Texas Licensing requirements, we do not allow non-enrolled children to participate in field trips. Parents will receive information about the field trip to include when and where the children will be going, and when children are expected to return to the center. This notice will be posted for at least 48 hours prior to the trip, in a prominent place where parents and others can review. The notice will remain posted until all the children have returned to the center. Parents who wish to volunteer as chaperons on the field trip must have completed a criminal background check through the agency's Human Resources office.

- x. Animals at the Center: Prior approval must be obtained before animals (dogs, cats, ferrets and other animals) are brought to the center. This does not apply for guinea pigs, hamsters, mice and small rodents. The following conditions are required before approval is granted:
 - A. Parents of the classroom have been notified in writing as to when the animal is or will be present.
 - B. Documentation is completed at the center verifying that any dogs, cats, ferrets and other animals are present in the classroom or at the center.
 - C. The parent is required to provide a statement of health condition for the animal, from a local veterinarian.

- y. Water Activities: Developmentally appropriate water activities are provided to children (sprinklers, water tables, etc.) Swimming pools are not used at the centers. Appropriate child/staff ratio will be maintained during water activities. Children will not use wading/splashing pools away from the center. Sprinklers may be used by children but will be kept away from hard and/or slippery surfaces.

- z. Breastfeeding: At the time of enrollment, parents are informed that they have the right to breastfeed their enrolled child or provide breast milk for their child while in care. Arrangements will be made to provide a calm/quiet place for the mother to sit and breastfeed her enrolled child with an adult-size chair, necessary fluids, and nutritious snacks.

- aa. Emergency Preparedness: An emergency preparedness plan is posted and available at each center. Staff are trained on the plan and conduct regularly scheduled evacuation drills to the pre-determined safe area for each facility as indicated on the plan. Parents will be informed of the procedures, and upon request, staff will provide the emergency preparedness plan to parents for review.

- bb. Non-enrolled Children: Texas Department of Protective and Regulatory Services could site Child Inc for having non-enrolled children in the center. Except for:
 - a. Emergencies.
 - b. Extremely short periods when a parent accompanied by a non-enrolled child is dropping off/picking up an enrolled child.

- c. Babysitting after normal operating hours.

MEAL SERVICE/NUTRITION

Meals served must meet Child and Adult Care Food Program (CACFP) requirements and must be prepared in kitchens that meet federal, state, and local food safety/sanitation laws, and be purchased from licensed vendors. Children receive breakfast, lunch and snacks daily and each meal must meet the requirements of the CACFP and the Required Daily Allowance prescribed by Head Start. Menus for the week are posted at each site and are available to parents upon request.

Family Style Meals



Meals are an important time for children to learn social, physical, and developmental skills. Family style meal service is a pleasant setting that fosters a child's social development. In family style meal service, children and teachers enjoy a meal or snack together. Children serve themselves or with assistance if necessary. They learn to make healthy food choices, try new foods and form healthy habits at an early age. Parents are invited to participate with their children in a meal to learn about family style meal service.

Outside Food Policy

To ensure that children receive safe, nutritious food and to comply with sanitation and other regulatory standards, ***no outside food and drinks are allowed in the centers at any time.*** Some children in our centers have allergies and/or intolerance to a variety of foods and some children have weakened immune systems. These children could suffer severe symptoms or illness if they ingest the wrong food or food ingredient.

Food Allergies If a child has a food allergy or sensitivity, a *Request for Special Diet Accommodation* form will be given to the parent for the medical provider to complete. Specific allergies and sensitivities as well as appropriate substitutions need to be listed on the form by the doctor. A delay in the starting date will occur since proper training of staff and cooks must be done before the child starts attending the center. Child Inc makes accommodation for all children needing special care. It is also important to Child Inc that all information be kept confidential regarding a child. At the parents' request, additional information can be provided regarding special feeding needs.



ORAL HEALTH PROMOTION AND TOOTHBRUSHING ACTIVITIES

Child Inc. promotes effective oral health hygiene by ensuring all enrolled children, with teeth, are assisted in the brushing of teeth with fluoride toothpaste, once daily, for a minimum of two minutes. Children without teeth will have their gums gently wiped down after each feeding to ensure proper oral hygiene. Child Inc. employees and support staff with model proper toothbrushing techniques in a supportive and safe environment. Opportunities for children and families to learn about proper oral health will be incorporated into daily lesson plans and parent meetings with the assistance of community health partners. If available, Texas DSHS Smiles in

Schools dental program will provide cost-free dental evaluations performed by board-certified dentists and dental hygienists. Classroom toothbrushing and participation in Smiles in Schools dental program will require parent permission.

CHILD HEALTH AND WELLBEING

To ensure the health and wellbeing of all enrolled children and Child Inc. staff, Head Start Performance Standards, Texas Minimum Standards for Child-Care Centers, and Texas Department of State Health Services requirements are closely followed.

Illness and Exclusion

Depending on the illness or injury, most children experiencing a mild illness or injury may safely participate in the program. However, children experiencing the following symptoms will not be allowed to enter Child Inc.'s care:

1. The illness or injury prevents the child from participating comfortably in child-care center activities including outdoor play;
2. The illness or injury results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
3. The child has one of the following (unless a medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities):
 - ✓ An oral temperature above 100 degrees, ear temperature above 100 degrees, armpit temperature above 100 degrees, or forehead temperature about 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
 - ✓ Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill;
4. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

While in Child Inc.'s care, children who experience symptoms that require exclusion from care must be immediately pick-up by an authorized adult. If the child is experiencing life threatening symptoms from an illness or injury, 9-1-1 will be notified. Child Inc. staff will immediately notify the child's parent/guardian if their child is experiencing symptoms that require exclusion or needs immediate medical attention. An Incident Report will be completed and require the parent's signature within 48 hours.

An ill child may return to care if the following criteria is met (excludes COVID-19):

1. The child is free of symptoms of illness for 24 hours without the use of medication; or
2. The child has a health care professional's document stating the child no longer has an excludable disease or condition.

Communicable Disease

Child Inc. will notify all families of children who have been in contact with an enrolled child, staff member, or visitor who has been diagnosed with a communicable disease as defined by the Texas Department of State Health Services (DSHS). If a disease is considered a Texas DSHS Notifiable Condition, the Center Manager will notify local, regional, and/or state health authorities, depending on the diseases' classification. No personal identifying information will be shared with Child Inc. staff, families, visitors, or health authorities.

When a communicable disease has been identified in a Child Inc. center or classroom, a notification will be placed on the door of the center and/or classroom for parents to observe. Child Inc. Health Services will provide a notification letter through email to all affected families and provide educational materials about communicable diseases. Parents will be requested to monitor their children for signs and symptoms of the communicable disease. Please inform your child's Family Advocate and Center Manager (if applicable) immediately if your child has been diagnosed with a communicable disease.

For an enrolled child, staff member, or visitor to return to Child Inc. after a communicable disease diagnosis, they must present a health care professional's document stating they no longer have an excludable disease and be symptom free for 24 hours without the use of medication.

COVID-19 Mitigation

The Administration for Children and Families (ACF) published its Final Rule requiring all Head Start Programs to create and implement a COVID-19 mitigation policy to prevent and control the spread of COVID-19. The ACF's Final Rule also removed the universal masking requirement for all individuals, 2 years and older, within a Head Start Program. Based on this Final Rule, Child Inc. has created an Evidence-based COVID-19 Mitigation Policy with the guidance of the National Office of Head Start (OHS), Austin Public Health (APH), the Center for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), Child Inc. Health Services Advisory Committee (HSAC), and state and local government officials.

Child Inc. will begin implementing the following changes, stated in the Evidence-based COVID-19 Mitigation Policy, that may impact your child and your family:

1. Masks are not required in any Child Inc. centers and administrative offices for children, staff, and visitors.

2. Daily temperature readings of children, staff, and visitors will no longer occur in all Child Inc. centers and administrative offices unless illness is suspected.
3. The COVID-19 vaccine will no longer be required for Child Inc. staff and volunteers.
4. All children who test positive for COVID-19 will be required to remain home a full 10 days starting on the first day of a positive COVID-19 test.

Although, we do not anticipate COVID-19 Community Levels to reach HIGH in Travis County, the following precautions and control strategies will return to all Child Inc. centers and administrative offices:

1. Masking for all individuals 2 years and older.
2. Daily temperature readings at entry for all Child Inc. children, staff, and visitors.
3. Visitors to Child Inc. centers will be restricted to parents/guardians and individuals providing required services.
4. Agency gatherings (10+ people) will be kept to a minimum or hosted outside.

Medication Administration and Management

Child Inc. encourages all daily medication to be administered outside of program hours. With proper medical authorization, Child Inc. will accommodate children who require medication administration during program hours (excludes Home Base program and ISD campuses). Each child who requires medication must have documentation from an authorized medical provider with the following information:

1. Child's name and date of birth
2. Doctor's name and phone number
3. Name of medication
4. Medical reason for medication
5. When to give the medication
6. Dosage of medication
7. Duration of medication orders
8. Possible side effects/reactions
9. Storage (room temperature, refrigerated, etc.)

Before medication is administered during program hours, a medication meeting must occur with the child's parent, teacher, center manager, and Health Services Manager. During this medication meeting, the child's medication will be discussed, all parent authorization paperwork will be

signed, and medication duties will be assigned. All medication must be given to Child Inc. in its original packaging with the child's name and all attached paperwork and instructions. Medication will only be administered to the authorized medical professional's instructions or medication's labeled instructions. All Child Inc. staff receive yearly training in the administration and storing of medication which includes proper handwashing procedures.

All medication will be stored at its required temperature and out of reach of all children. If the medication is considered lifesaving (e.g., Epi-pen), the medication will always be transported with the child. Medication will never be stored with food. Child Inc. staff is required to document all doses of medication administered on the child's Medication Administration Log. The child's full name, name of medication, date and time administered, dosage, and administering employee's name will be documented on the Medication Administration Log. The child's medication will only be administered to the child it is intended for. The parent will be immediately notified if "as needed" medication is administered during program hours or if the child experiences adverse reactions to the medication. Child Inc. staff will not administer expired medication; in advance, the child's Family Advocate will inform the parent about expiration dates and low quantities.

When a child permanently leaves the program's care, the medication is expired, or the medication is no longer needed, the medication will be returned to the parent. After one month of repeated attempts to return the medication to the parent, the medication will be disposed of by Child Inc.'s Health Services. Child Inc. will retain all medication administration records for at least three months after the child leaves the program's care.

Topical Ointment Administration

Topical ointments are non-prescription creams and liquids that are applied to skin. Examples of topical ointments are diaper cream, sunscreen, and insect repellent. Child Inc. requires the parent's written permission before administering topical ointments. The parent must provide the topical ointment in its original packaging and instructions. The topical ointment will be labeled with the child's first and last name and will only be applied to the manufacturer's instructions. All topical ointments will be stored to the manufacturer's specifications and will only be applied to the child it is intended for. Child Inc. staff will not administer expired medication; in advance, the child's Family Advocate will inform the parent about expiration dates and low quantities.

When a child permanently leaves the program's care, the topical ointment is expired, or the topical ointment is no longer needed, the topical ointment will be returned to the parent. After one month of repeated attempts to return the topical ointment to the parent, the topical ointment will be disposed of by Child Inc.'s Health Services.

Injuries, Medical Emergencies, and Incident Reporting

All Child Inc. staff are required to maintain pediatric first aid and Cardiopulmonary Resuscitation (CPR) training certification. All Child Inc. classrooms are required to maintain a First Aid Kit that must be taken with the class when exiting the building. When a child experiences an injury, first

aid will be quickly administered. Child Inc. staff will administer first aid to hygienic standards (e.g., handwashing procedures, proper glove use, and handling biohazards).

In the event of a life-threatening illness, injury, or incident, 9-1-1 will be immediately notified. If the child requires CPR or the use of an Automated External Defibrillator (AED), a trained Child Inc. staff member will perform rescue duties until emergency medical assistance arrives. If the child's parent is unable to accompany the child to the hospital, a Child Inc. staff member will accompany the child.

Child Inc. staff is required to document all child illnesses, injuries, and incidents during program hours. The child's parent will be immediately notified of an illness, injury, or incident (child placed at risk) and will be required to sign an Incident Report documenting the situation. This Incident Report must be signed within 48 hours of the illness, injury, or incident. Child Inc. Education Managers and Health Services Manager monitor all completed Incident Reports.

In addition to contacting the child's parent of an illness, injury, or incident, Child-Care Licensing will be contacted for required reporting. Child-Care Licensing requires a parent signature on all Incident Reports. Child-Care Licensing will be contacted for the following reasons:

1. An injury to a child in care that required medical treatment by a health-care professional or hospitalization;
2. An illness that required the hospitalization of a child in care;
3. An incident where a child in care had an emergency anaphylaxis reaction that required administration of an unassigned epinephrine auto-injector;
4. An incident of a child in care or employee contracting a communicable disease deemed notifiable by the Texas Department of State Health Services, as specified in 25 TAC Chapter 97, Subchapter A (relating to Control of Communicable Diseases); and
5. Any other non-routine situation that placed, or may have placed, a child at risk for injury or harm, such as forgetting a child in a center vehicle or not preventing a child from wandering away from the child-care center unsupervised.



REQUIRED HEALTH DETERMINATIONS AND DOCUMENTS

Immunization Records

Per Minimum Standards for Child Care Centers, all admitted and enrolled children must meet and continue to meet applicable immunization requirements specified by the Texas Department of State Health Services (DSHS) This requirement applies to all children in care from birth through 14 years of age. Child Inc., per Minimum Standards for Child Care Centers, must maintain current

immunization records for each child in your care, including any official immunization exemptions or exceptions.

All immunizations required for the child's age must be completed by the date of admission, unless:

1. The child is exempt or excepted from an immunization, and the official exemption or exception issued by Texas DSHS is verified by the date of admission; or
2. The child is homeless or a child in foster care and is provisionally admitted for up to 30 days if evidence of immunization is not available.

Per Head Start Performance Standard 1302.42, the child's Family Advocate will assist parents with planning to bring the child up to date as quickly as possible, assist in the obtaining of immunization records from the child's physicians, or, if necessary, directly facilitate provision of health services to bring the child up to date with parent consent. The parent will be requested to complete a Consent to Release Records form to provide authorization for program staff to access medical records.

Office of Head Start 30 Day Health Requirements

Per Head Start Performance Standard 1302.42, within the first 30 calendar days after the child first attends the program, the child's Family Advocate/Home Visitor must consult with the parent determine whether the child has an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record (not emergency or urgent care) and health insurance coverage. If the child does not have a source of ongoing care and health insurance coverage, the child's Family Advocate/Home Visitor must assist the family in accessing a source of care and health insurance that will meet these criteria, as quickly as possible. The parent will be requested to complete a Consent to Release Records form to provide authorization for program staff to access medical records.

Office of Head Start 45 Day Health Requirements

Per Head Start Performance Standard 1302.42, within the first 45 calendar days after the child first attends the program, each child must receive a hearing and vision screening by Child Inc. Health Services staff or partners if the child does not have an age-appropriate screening on file. Consent from the child's parent(s) must be obtained before hearing and vision screenings occur. The parent will be requested to complete a Consent to Release Records form to provide authorization for program staff to access medical records.

Office of Head Start 90 Day Health Requirements

Per Head Start Performance Standard 1302.42, within the first 90 calendar days after the child first attends the program, the child's Family Advocate/Home Visitor must obtain from the child's parent the most recent well-child visit (physical exam) and dental exam as prescribed by the Texas DSHS Health Steps Medical Checkup Periodicity Schedule for Infants, Children, and Adolescents.

The child's Family Advocate/Home Visitor will assist the parent in ensuring the child stays current with all Texas DSHS Health Steps required periodic medical and dental checkups. Per Head Start Performance Standards, all required periodic medical and dental checkup documents must be uploaded to the child's file (ChildPlus).

The child's Family Advocate/Home Visitor will assist parents with making arrangements to bring the child up to date as quickly as possible, assist in the obtaining of physical and dental records from the child's physicians, or, if necessary, directly facilitate provision of health services to bring the child up to date with parent consent. The parent will be requested to complete a Consent to Release Records form to provide authorization for program staff to access medical records.

Health Services Advisory Committee

Child Inc. Head Start program is required to establish and maintain a Health Services Advisory Committee (HSAC) to support children's healthy development. The Child Inc HSAC is an advisory group composed of local health providers and community members who represent local social services agencies. Child Inc. HSAC assists in creating Health Services policies and procedures and improving Health services for our children and families. The Health Advisory Committee holds meetings twice a year, in December and May. Child Inc parents are encouraged to serve on the HSAC. Please inform your child's Family Advocate/Home Visitor if you're interested in joining Child Inc.'s HSAC committee.

Pest Management Plan

As part of our commitment to provide your child with a safe, pest-free learning environment, Child Inc may periodically apply pesticides to help manage insects, weeds, or pathogens. Pesticide applications are part of our Integrated Pest Management (IPM) Program, which relies largely on non-chemical forms of pest control. Pesticide applications on Child Inc property are made only by trained and licensed technicians. Notice of planned treatments will be posted at least 48 hours prior to the planned treatment. Should you have any questions about Child Inc's Pest Management Program or need further details of pesticide applications, you may contact your Center Manager or Facilities Manager at 512-451-7361.

Safety

To ensure the safety of our children, families, and staff automatic locking devices are utilized during business hours.



Safety First, Always and Everywhere

MENTAL HEALTH SERVICES

Child Inc has a mental health services team which includes licensed and bilingual mental health professionals, as well as community partners who provide mental health consultation. Early childhood mental health consultation is an intervention that teams a mental health professional with classroom teachers and home visitors to improve the social, emotional, and behavioral health of children in the Early Head Start and Head Start program. The mental health consultant meets with early childhood staff and families to explore strategies to help children develop social

and emotional skills. As a parent/guardian in the program you can access the support of a mental health consultant by requesting a referral from your teacher, Center Manager, Home Visitor or Family Advocate.

DISABILITY SERVICES

Child Inc is committed to serving children who have special health or diagnosed developmental needs. The agency will provide accommodation, modifications, and necessary equipment to ensure every child's full participation in all classroom activities. In addition, all children are screened in the first 45 days of the program with the Ages and Stages Questionnaire (ASQ) to determine any possible delays in communication, physical ability, social skills, and problem-solving skills. The Disabilities staff is experienced in special education and therapeutic services for early childhood and will review all ASQs showing a possible delay in any of the areas. If the need for further evaluation is determined staff will work with parent(s) to determine the best plan of action. Evaluations are performed by the local school district, early childhood intervention agency or a medical doctor. Our staff will provide guidance and support for your family through the entire referral process and any selected intervention. If you feel your child may have a developmental delay, request a referral from your Teacher, Center Manager, Home Visitor or Family Advocate.

EARLY CHILDHOOD EDUCATION

Education in Head Start is about preparing each child to be successful in their school experience. We provide children with a learning environment that promotes school readiness by individualizing classroom instruction. To ensure each child's physical, social, intellectual, and emotional growth, children are nurtured according to their strengths and needs. The curriculum for all children is aligned with the Head Start Early Learning Outcomes Framework and all Texas state educational guidelines.

The curriculum focuses on five essential domains:

1. language and literacy,
2. cognition and general knowledge,
3. approaches to learning,
4. physical well-being and motor development, and
5. social and emotional development.

We encourage parental input into the children's daily learning experiences. Parents often hear of the importance of play in



preschool, but sometimes that is hard for them to understand when all they see is their child playing with dolls and blocks. Play is the foundation for all learning for young children and giving them an opportunity to explore with basic toys can provide them with a variety of valuable learning opportunities. Play is how children begin to understand and process their world. It unlocks their creativity and imagination, and develops reading, thinking, and problem-solving skills as well as further develops motor skills. It provides the base foundation for learning.

Child Inc serves children with disabilities, special health care needs and children who are at high risk for developmental delay. The program ensures children with special needs receive individualized instruction, appropriate modifications or accommodations, and necessary equipment and materials so they fully participate in all program activities.

School Readiness Goals:

Head Start Regulation 45CFR Chapter XIII Part 1307 requires all agencies to establish school readiness goals, defined as “the expectations of child status and progress across domains of language and literacy, development, cognition and general knowledge, approaches to learning, physical health and well-being and motor development, and social and emotional development that will improve readiness for kindergarten goals.”

In 2015, Administration for Children and Families provided a newly revised Head Start Early Learning Outcomes Framework, ages birth to five. It is designed to represent the continuum of learning for infants, toddlers and preschool aged children. The Early Learning Outcomes Framework outlines and describes skills, behaviors and concepts programs must foster in all children, including dual language learners (DLLS) and children with disabilities.

The purpose of assessing children’s growth and development is to help children and families prepare for a successful entry into kindergarten. Children’s growth and development is assessed by the child’s teacher three times a year: in the fall, winter, and spring. The teaching staff utilize two assessment instruments: Teaching Strategies Gold (TSG) and CLI ENGAGE. Teachers and assistant teachers are trained on both assessment systems as part of the annual August in-service program and throughout the year on specified professional development days. The data collected through the use of these assessments help teachers individualize instruction in the classroom, which in turn, accelerates the growth and development of all children. A child’s assessment information is provided to parents on an ongoing basis during home visits and parent conferences.

Curriculum:

Child Inc Head Start center-based and home-based teachers utilize researched-based curriculum, Creative Curriculum for 3- and 4-year-old children. Early Head Start center-based and home-based teachers use Creative Curriculum for Infants and Toddlers and Twos and Parents As Teachers.

HOME-BASED PROGRAM

The home-based program is designed to deliver comprehensive Early Head Start services to children and parents and/or guardians, for whom a center-based program is not feasible. We provide opportunities for parents to participate in socializations that occur twice a month. Home Visitors involve parents directly in the full development of their children to help strengthen parent capacity for facilitating the overall development of the children, and to teach parents to be their child's first teacher.

ELIGIBILITY, SELECTION, ENROLLMENT

Eligibility

Child Inc Travis County Early/Head Start Program criteria for eligibility:

- **Age:** The EHS Program children must fall between the ages of zero to 36 months. Pregnant mothers as well as pregnant teens are also eligible for the EHS Program. The Head Start Program children must fall between three to five years and must be three years old by September 1 of the funded year to be eligible for services.
- **Income:** Eligibility is based on a family's income from the previous calendar year of the previous twelve months. Families must provide proper documentation to be considered in the application process. These documents include the child's official Birth Certificate, income verification dating back to the previous calendar year; tax returns, check stubs, or W-2's. Child Inc will also accept letters of employment from your current or previous employer and other documents showing proof of income.
- **Categorically:** Categorically eligible children are in foster care and/or families qualifying under the McKinney-Vento Act. The parent must provide proper documentation showing proof of services received.
- **Residency:** EHS/HS eligible children must be a resident of Travis County.
- **Disabilities:** At least 10% of EHS/HS eligible children must be children with disabilities.

Selection

Child Inc, Travis County Early Head Start/Head Start Program staff will select the neediest children for the appropriate program model without regard for race, gender, disability, or creed in accordance with Head Start regulations and the Head Start Act. Children are selected for the program based on the number of points given to the family based on the criteria above, all requested documents submitted, and the application information. Once the classrooms have reached capacity, children will be placed on the waiting list. When there is an opening, children are selected according to the number of points awarded and not the length of time on the wait list.

Enrollment

Once a child has been selected for the program, the child's parents/guardians are notified and an appointment to complete enrollment paperwork is scheduled, and paperwork is completed with the family during this appointment. Enrollment paperwork must be completed prior to the child entering the program.



PARENT, FAMILY & COMMUNITY ENGAGEMENT SERVICES

Family and Community Partnerships

In Head Start programs, parents, families, and community come together to co-create respectful, goal-oriented relationships. Head Start partners with families to support positive ongoing learning and development of parents and children alike. We will work with you to identify your goals and develop a Family Partnership Agreement to support you in reaching them by using your own strengths and community resources. By achieving family goals, you will reinforce the gains made by your child at Head Start and work towards establishing your own personal self-sufficiency. Head Start staff is available to help you with information and resources to assist you with getting needed support.

Teachers and family advocates will check in with you frequently by phone, at the center, and during home visits to discuss goal progress throughout the year. Whenever possible, Head Start would also like to include the non-custodial parents by providing information and ideas how the non-custodial parent can support the child's progress towards meeting his/her educational goals.

Parent, Family, & Community Engagement Framework

Parents have the greatest impact on their child's education and development. Therefore, parents are asked to take an active part in Head Start. The Head Start Parent, Family, & Community Engagement Framework focuses on helping families in the following seven areas: 1) Family well-being; 2) Parent-child relationships; 3) Families as lifelong educators; 4) Families as learners; 5) Family engagement in transitions; 6) Family connection to peers and community; 7) Families as advocates and leaders.

Parent Engagement

Family members are important contributors to the school readiness of children. Head Start and Child Inc consistently engage parents as advocates, lifelong educators, and first teachers of their children.

Parent engagement activities in the child's classroom may involve a parent working one-on-one with their child to support their positive development. Examples of such activities include observation in the classroom, eating breakfast, lunch, or snack, or providing specific resource support for their individual child.

Parent Involvement

Parents will have opportunities for parent involvement with the Head Start Policy Council, parent meetings, education and support groups, field trips, home visits, parent-teacher conferences, and celebrations.

Open Door Policy

Child Inc maintains an open-door policy that enables parents to visit with their child/children at any time during our hours of operation. Parents can access the center at any time to observe their child in the classroom, have breakfast or lunch with their child, and/or attend a center event.

Parent/Teacher Conferences and Home Visits:

Center staff will keep families up to date on their children's progress and interests during informal conversations at drop-off and pick-up times. The classroom staff will schedule and hold three Parent and Teacher Conferences and two Home Visits to share information, concerns and to review the child's development. During the Home Visit and Parent Conference, the information provided to the parent will include screening and assessment results.

Parent Meetings:

Center parent meetings are held once a month at each center. The agenda includes topics of interest to the parents and regulated Head Start parent training requirements. All parents are encouraged to attend.

THE DAD SHOW

The Dad Show is a broadcasting show created as a Child Inc. community engagement project that started over 20 years ago. We take on any subject affecting fathers, strengthening families, positive youth development, healthy marriages, child support, and faith-based initiatives. Watch episodes at: <https://www.youtube.com/@thedadshow-atx>



VOLUNTEERS

Parents and family members are welcome and encouraged to volunteer in our program. We use volunteers to assist in the centers, for special activities, or assistance in the central office. If you are interested in volunteering, please speak to center staff who will direct you to the Child Inc Family Advocate/Volunteer Supervisor for completion of a background check prior to volunteering. Training and orientation will be provided.

PROGRAM GOVERNANCE

Parents are involved in program and policy-making decisions at Child Inc Parents help determine how the Head Start Program operates by serving in a variety of ways including:

- Parental Committees
- The Parent Policy Council
- Decision-making Committees
- The Board of Directors

The role of the Parent Policy Council is defined by the Head Start Program Performance Standards and includes shared governance responsibility with Child Inc's Board of Directors regarding decisions about program goals and plans, annual budget, and personnel functions.

Through the Policy Council and Governing Board, Parents and Community Representatives participate in the shared decision-making process for Child Inc. Head Start. The Policy Council is made up of at least 51% Head Start parents as well as community representatives. The Governing Board (Board of Directors) is composed of members from the community and officers from Policy Council.

PREVENTIVE GUIDANCE AND DISCIPLINE POLICY

Preventive and discipline practices are used as learning opportunities to guide children's appropriate behavior development. Distinct attention should be paid to the developmental appropriateness of both behavioral expectations and consequences for challenging behavior. Expulsions from the program are prohibited and suspensions are severely limited.

Child Inc Policy follows guidelines from the Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L. Discipline and Guidance.

Discipline must be:

- 1) Individualized and consistent for each child:
- 2) Appropriate to the child's level of understanding; and

3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver must develop positive relationships and utilize preventive, proactive and responsive practices that encourage self-esteem, self-control and self-direction including the following:

- 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
- 2) Reminding a child of behavior expectations daily by using clear, positive statements and creating consistent classroom routines, transitions, rules, and directions. Pictures of expected behaviors should be posted and used as reference as often as possible in the classrooms.
- 3) Redirecting behavior using positive statements
- 4) A child whose behavior endangers others will be briefly supervised away from other children. An adult will help the child move away from the group situation and process the problem. An adult will remain close to any child who is not in control emotionally and needs private time to regain composure.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Talking negatively about the child in the child's presence.
- (2) Humiliating, shaming, ridiculing, rejecting, name calling, making threats, or frightening a child, ostracism, withholding affection or yelling at a child, including using harsh tone or sarcasm.
- (3) Subjecting a child to harsh, abusive or profane language.
- (4) Placing a child in a locked or dark room, bathroom or closet with the door closed.
- (5) Corporal punishment or threatening a child in any way (hitting, spanking, paddling, slapping, jerking, squeezing, kicking, pinching, excessive tickling, and pulling of arms, hair or ears).
- (6) Punishment associated with food, naps or toileting.
- (7) Pinching, shaking, rough handling (shoving, pulling, pushing, grasping of any body parts); physically forcing a child to perform an action (such as eating or cleaning up), or biting a child.
- (8) Hitting a child with a hand or instrument.
- (9) Putting anything in a child's mouth or making such threats.
- (10) Requiring a child to remain silent or inactive for inappropriate periods of time for the child's age.

Early identification of children who need additional help developing social emotional and behavior management skills is essential. Child Inc utilizes a team approach to intervention and behavior management. Teachers will work closely with families to assist the child with developing strong social emotional skills. For children requiring additional strategies and supports staff will complete a Referral for Support Services in partnership with the parent or guardian identifying the area of concern.

GRIEVANCE POLICY AND PROCEDURE

Policy:

To ensure that Child Inc. parents of the Early Head Start and Head Start program, as well as community members may voice their concerns and receive resolutions, the following procedures have been established.

Procedure:

1. When a parent or community member has a concern regarding *Child Inc. Head Start/Early Head Start **site or center***, the parent or community member will be directed to the Center Manager or person in charge.
2. If the Center Manager or person in charge cannot resolve the issue, the parent or community member will be directed to the appropriate supervisor or Head Start Director.
3. If the center or site supervisor cannot resolve the issue, then the parent or community member will be directed to the Head Start Director then to the Executive Director for the agency.
4. At the administrative office if the Executive Director cannot resolve the issue, then the parent or community member will be directed to Policy Council Chairperson. If the Policy Council cannot resolve the issue, then Policy Council Chair will take it to Board of Directors.
5. When a parent or community member has a concern regarding *Child Inc. Head Start/Early Head Start **program*** that cannot be resolved at the agency administrative level, the parent or community member will be directed to Child Inc. Head Start Director.
6. If the Executive Director cannot resolve the issue, then the parent or community member will be directed to Child Inc. Policy Council/Board of Directors.
7. All issues that require Policy Council approval will be discussed at the Policy Council meeting and submitted to the Board of Directors for review.
8. The Policy Council will receive training on the chain of command and the procedures for resolving concerns from parents and community members. Policy Council representatives will present the information to parents at their monthly parent committee meeting.
9. Child Inc. Human Resources Department will give guidance to Center Managers, to ensure all federal and state contact addresses are posted for discrimination complaints.

10. Child Inc. parents and community partners will also have an opportunity to address concerns, during the agency annual program self-assessment process.

11. Child Inc. Self-Assessment report will be shared with the parents and community partners.

Bright Futures Start Here



CHILD INC HEAD START - ADMINISTRATIVE OFFICE

818 East 53rd St. Austin, TX 78751 | (512) 451-7361 | www.childinc.org | @childinctraviscounty



Management Team

Acting Executive Director
Executive Assistant to ED
Interim Head Start Director
Assistant to the Head Start Director
Fiscal Manager
Human Resources & Program Design Director
Professional Development Manager
Information & Technology Director
Quality Assurance Director
Child Inc Office Receptionist
Fatherhood Engagement Manager

Mr. Mariano Herrera, D.B.A.
Olivia Hailson
Beverly Davis, MSW
Petrice Davis
Olga Korepova
Weldon Beard
Robin Dotson
Kevin Lemieux, MSCIS, PMP
Debora Jones
Annie Meza
Dr. Ricky Georgetown

Program Operations Division

EHS Home Base Supervisor/Mentor Coach
HS Education Manager
Classroom Quality/Mentor Coach Coordinator
Dual Language/Child Development Operations Coordinator
Mentor Coach
Mentor Coach
Partnership Mentor Coach
Mentor Coach
Disabilities/Mental Health Manager
Health Services Manager
Nutrition Manager
Parent Family Community Engagement Manager/ERSEA

Zahydee Hernandez
Esther David
Sonya Johnson, M.Ed.
Belen Hernandez
LaQuisha Parker
Josephine Bradley
Chandria Mitchell
Adella Arias
Adriana Vasquez, MA
Regina Chapa
Jessica Hollins
Sonia Jones, M.Ed.

SPECIAL NOTICES

No Fee Policy:

Head Start families are not required to purchase any supplies or items for the program. If you are asked to purchase any items, please contact your Family Advocate to report the situation.

Fundraising activities for individual centers are prohibited.

Americans with Disabilities Act (ADA) and Section 504 Notice

Child Inc as a sub-recipient of the City of Austin is committed to compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended.

Reasonable modifications and equal access to communications will be provided upon request.

Please call Child Inc at 512-451-7361 or Relay Texas at 1-800-735-2989 (TDD) for assistance.

The City of Austin does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs and activities. David Ondich has been designated as the City's Section 504/ADA Coordinator. His office is located at 206 East 9th Street, 14th floor. If you have any questions or complaints regarding your Section 504/ADA rights, please call the Section 504/ADA Coordinator at 512-974-3256 (voice) or 512-974-2445 (TTY). This publication is available in alternative formats. Please call Child Inc at 512-451-7361 (voice) or Relay Texas at 1-800-735-2989 (TDD) for assistance.

Drug-Free Workplace

Under the Federal Drug-Free Workplace Act, all Child Inc. properties are declared to be drug-free workplace. It is prohibited to distribute, dispense, possess, or use controlled substances in the workplace.

Gang-Free Zone

Per Texas Child Care Licensing regulations, parents must be notified that under the Texas Penal Code, any area within 1000 feet of a child-care center is considered a gang-free zone.

No Smoking Policy

As per program instruction #ACYF-PI-HS-95-04, "Establishing a Smoke-Free Environment in Head Start Programs", all Head Start grantees and delegate agencies are required to create smoke-free environments and to eliminate exposure to tobacco smoke by children, staff, and parents in the Head Start program. Because of the acknowledged hazards both to adult non-smokers and especially to young children arising from exposure to environmental tobacco smoke, it shall be the policy of Child Inc to provide a smoke-free environment for children, staff and parents. This policy covers the smoking of any tobacco product (including electronic cigarettes), and applies to both employee and non-employee participants of Child Inc.

Minimum Standards/Child Abuse Reporting

A copy of the latest version of Minimum Standard for Child Care Centers will be available to the parents in the center office. Parents are encouraged to review the center's most recent licensing inspection report posted in the office area. Also prominently posted will be the phone number for the local licensing office (512-834-3426), FPS Child Abuse Hotline (1-800-252-5400), and FPS website (www.dfps.state.tx.us/child_care). All staff receive training in reporting abuse and neglect as required by the Texas Department of Family and Protective Services.

CACFP Notification

Child Inc participates in the Child and Adult Care Food program funded by U.S. Dept. of Agriculture Food and Nutrition Services administered in Texas-by-Texas Department of Agriculture. Child Inc is funded to serve children and families October through September.

CACFP Non-Discrimination Policy Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

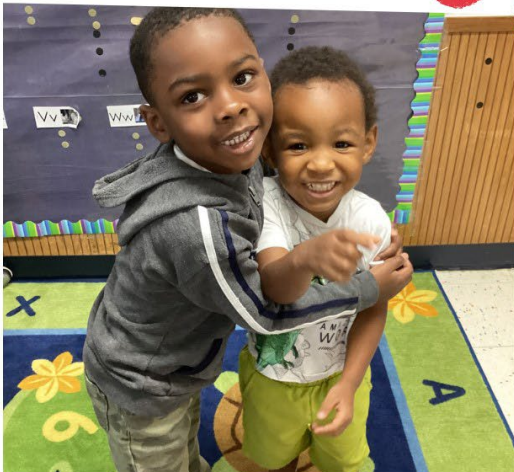
STANDARDS OF CONDUCT

All parents, staff, consultants, and volunteers are expected to follow the program's standard of conduct. Adults must role model these standards of conduct by ensuring respect for the unique identity of each child and the family and that it is maintained to the full extent. In addition, all adults must:

- Follow program confidentiality policies concerning information about children, families, and other staff members

- Ensure no child is left alone or unsupervised while under their care.
- Use positive methods of child guidance and avoid corporal punishment, emotional or physical abuse, humiliation, use of food as reward or punishment, and deny basic needs

Head Start Sparks Curiosity Through Hands-On Learning



CALENDAR

Child Inc Head Start/Early Head Start/EHS-CCP 2024-2025 School Calendar

Hours of Operation 7:30 AM to 3:30 PM

EHS/EHS-CCP: 1,590 hours/ 212 Days

HS: 1,335 hours/ 178 Days

(August 13- May 29) HS

(August 13 – July 18) EHS

Summary of Calendar:

CALENDAR LEGEND

Start/End
Early Release
Student/Staff Holiday
EHS Breaks
Professional Learning
Conference Days

Important Dates:

2024

July 4	Student/Staff Holiday
July 15-19	HS Teachers Return/Prof. Learning
July 19	Early Release EHS - Noon
July 22-26	EHS Break
Jul 29- Aug 2	Professional Learning
Aug 5-12	Classroom set up/Parent Orientation/HV
Aug 13	First Day- HS/EHS
Sept 2	Child Inc Student/Staff Holiday
Sept 20	Early Release - Noon/ Professional Learning Day
Oct 3	Full Day- BOY
Oct 4	Conferences/Student Holiday
Oct 4	Child Inc Professional Learning/ Student Holiday
Nov 22	Early Rel - Noon/ Professional Learning
Nov 25-29	Child Inc Fall Break
Dec 20	Student/Staff Holiday
Dec 20	Child Inc Early Release- Noon
Dec 23-31	Child Inc Winter Break Begins
Dec 23-31	Student/Staff Holiday

2025

Jan 1-3	Child Inc Student/Staff Holiday
Jan 6	Child Inc Professional Learning/ Student Holiday
Jan 7	Students Return
Jan 20	Child Inc Student Staff Holiday
Feb 7	Early Rel- Noon/ Professional Learning
Feb 17	Full Day- Conferences MOY
Feb 17	Student Holiday
Mar 14	Early Rel- Noon/ Professional Learning
Mar 17-21	Spring Break Student/Staff Holiday
Apr 18	Student/Staff Holiday
Apr 21	Professional Learning/ Student Holiday
May 12	Full Day- Conferences EOY
May 12	Student Holiday
May 26	Child Inc Student/Staff Holiday
May 29	Head Start Early Release - Noon/ Last day for Head Start
May 30-June 2	Head Start Classroom Breakdown
June 18 th	Early Rel - Noon/ Professional Learning Day
June 19	Child Inc Student/ Staff Holiday
July 4	Child Inc Student/Staff Holiday
July 18	Early Rel- Noon/ Professional Learning EHS
July 21-25	EHS Break
July 25 th	HS Staff Off

July 2024					Class Rm Days
M	T	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			
August					
M	T	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	4 / 4
19	20	21	22	23	9 / 9
26	27	28	29	30	14 / 14
September					
M	T	W	Th	F	
2	3	4	5	6	18 / 18
9	10	11	12	13	23 / 23
16	17	18	19	20	28 / 28
23	24	25	26	27	33 / 33
30					34 / 34
October					
M	T	W	T	F	
	1	2	3	4	36 / 36
7	8	9	10	11	41 / 41
14	15	16	17	18	46 / 46
22	22	23	24	25	51 / 51
28	29	30	31		55 / 55
November					
M	T	W	T	F	
				1	56 / 56
4	5	6	7	8	61 / 61
11	12	13	14	15	66 / 66
18	19	20	21	22	71 / 71
25	26	27	28	29	
December					
M	T	W	Th	F	
2	3	4	5	6	76 / 76
9	10	11	12	13	81 / 81
16	17	18	19	20	86 / 86
23	24	25	26	27	
30	31				
January - 2025					
M	T	W	Th	F	
6	7	8	9	10	90 / 90
13	14	15	16	17	95 / 95
20	21	22	23	24	99 / 99
27	28	29	30	31	104 / 104

February					
M	T	W	T	F	
3	4	5	6	7	109 / 109
10	11	12	13	14	114 / 114
17	18	19	20	21	118 / 118
24	25	26	27	28	123 / 123
March					
M	T	W	Th	F	
3	4	5	6	7	128 / 128
10	11	12	13	14	
17	18	19	20	21	133 / 133
24	25	26	27	28	138 / 138
31					139 / 139
April					
M	T	W	Th	F	
	1	2	3	4	143 / 143
7	8	9	10	11	148 / 148
14	15	16	17	18	152 / 152
21	22	23	24	25	156 / 156
28	29	30			159 / 159
May					
M	T	W	T	F	
			1	2	161 / 161
5	6	7	8	9	166 / 166
12	13	14	15	16	170 / 170
19	20	21	22	23	175 / 175
26	27	28	29	30	178 / 179
June					
M	T	W	T	F	
2	3	4	5	6	184
9	10	11	12	13	189
16	17	18	19	20	193
23	24	25	26	27	198
30					199
July					
M	T	W	Th	F	
	1	2	3	4	202
7	8	9	10	11	208
14	15	16	17	18	212
21	22	23	24	25	
28	29	30	31		

NOTE: Calendar subject to change

- Should center be closed due to an emergency or inclement weather, or any other condition that may affect the safety of our children and staff, an official notice will be posted at each center along with notification to local television and radio stations (when warranted)
- Make up days will be at the discretion of the Executive Director, Board of Directors, Policy Council with input by the Head Start/Early Head Start Director.
- Independent School Districts will follow the school calendar in terms of holidays, professional learning and early release days.

2024-2025 CHILD INC PARENT HANDBOOK

RECEIPT FOR CENTER & HOME-BASED PARENT HANDBOOK

I, _____, acknowledge receiving a 2024-2025 Child Inc Head Start Center & Home-based Parent Handbook. The handbook contains information concerning Policies and Procedures of our program designed to inform me about daily operations, policies and procedures pertaining to the center-based classrooms, and my responsibilities as a Head Start parent. I must follow the guidelines outlined in the Child Inc Parent Handbook.

_____	_____
Child's Name	DOB
_____	_____
Parent Signature	Date

A copy of this signed form will be kept in the child's file.

Acknowledgement of Receipt

My signature below indicates that I have read and received a copy Child Inc's **2024-2025 *Grievance Policy & Procedure.***

I understand that if I have questions or concerns at any time about any of the content, I can contact Beverly Davis, Interim Head Start Director for clarification at 512-451-7361.

Child's Name _____

Print Name _____

Signature _____

Date _____

Receipt of Acknowledgement for

Pedestrian Safety Education for 2024-2025 School Year

Child Inc./Travis Head Start program must ensure Pedestrian Safety Education to all enrolled children and their parents within the first 30 days of the program year (45 CFR 1303.74(a)(b)).

I _____ have received Pedestrian Safety Education for the 2023-2024 school year. The following information was provided:

1303.74 (a)

(1) emphasizes the importance of escorting their children to the vehicle stop and the importance of reinforcing the training provided to children regarding vehicle safety; and

(2) compliments the training provided to their children so that safety practices can be reinforced both in Head Start and at home by the parent.

Topics provided on the following:

- Safe riding practices
- Safety procedures for boarding and leaving the vehicle
- Safety procedures in crossing the street to and from the vehicle at stops
- Recognition of the danger zones around the vehicle
- Emergency evacuation procedures, including participating in an emergency evacuation drill conducted on the vehicle the child will be riding.

1303.74 (b)

(b) A program that provides transportation services must ensure at least two bus evacuation drills in addition to the one required under paragraph (a)

Signature: _____

Child's Name: _____

Center/School: _____

Date: _____