



PARENT HANDBOOK

2025 - 2026



Educating Children. Raising Families.
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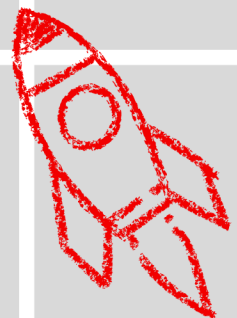


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VISION STATEMENT

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

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

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.

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.



WELCOME PARENTS AND FAMILY MEMBERS!

I would like to take the opportunity to welcome your child and family to Child Inc. We are pleased you have chosen Child Inc's Head Start and Early Head Start to provide your child/ren's early care and educational needs. We look forward to collaborating with you to ensure your child's developmental success. We take pride in our early learning services and strive to provide a warm, supportive, and nurturing environment that continues the compassionate tradition of supporting your family while providing your child with the school readiness skills necessary to succeed in kindergarten.

Together, we can do this! Another important goal we have this year is to improve attendance. We know that excellent attendance is one of the best predictors of later school and life success. Bringing your child/ren to Child Inc on time every day will help us achieve our goals.

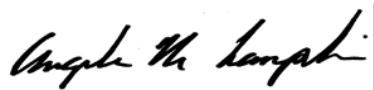
Child Inc provides a variety of services to support and engage families. We encourage you to get involved in our peer support groups, the Parent Committee, Policy Council, and to attend the variety of events provided to support you in being the best parent you can be. We are also hoping you begin using Ready Rosie. Ready Rosie provides age-appropriate educational experiences for you to do at home with your child that supports your child's developmental progress and journey toward kindergarten preparedness. Additionally, by completing these activities, the time you spend working with your child can be counted toward an in-kind contribution to Child Inc.

If you have any questions or concerns, we encourage you to call the center/site and speak to your child's teacher. If you cannot reach your child's teacher, you can contact your assigned Family Advocate or the Center Director.

I look forward to working with all of you. On behalf of all the staff at Child Inc, I want to welcome you again and thank you for being a part of our Child Inc community.

I hope your child and your family have a wonderful school year!

Sincerely



Executive Director,
Child Inc Head Start



HEAD START SCHOOL READINESS GOALS

The Head Start Approach to School Readiness means that children are ready for school, families are ready to support their children's learning, and schools are ready for children. Learn more about the approach:

- Physical, cognitive, social, and emotional development are all essential ingredients of school readiness.
- Head Start programs view school readiness as children possessing the skills, behavior, and knowledge necessary for success in school and for later learning.
- Programs must establish school readiness goals that are appropriate for the ages and development of enrolled children according to the following [Early Learning Outcomes \(ELOF\) Framework](#) domains:
 - Approaches to Learning
 - Social and Emotional Development
 - Language and Literacy
 - Cognition
 - Perceptual, Motor, and Physical Development
- Implementing and measuring progress toward school readiness goals helps programs individualize for each child and ensure that children know and can do what is needed to be ready for kindergarten.
- Head Start programs are required to consult with parents in establishing school readiness goals and to respect parents as their children's primary nurturers, teachers, and advocates, as described in the [Parent, Family, and Community Engagement \(PFCE\) Framework](#).
- As children transition to kindergarten, Head Start programs and schools should work together to promote school readiness and engage families.



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, Manor and Pflugerville ISD. 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 six weeks to 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 year-round, center-based Early Head Start services for children from 6 weeks to age 3, operating 46 weeks each year. Through this comprehensive program, children receive high-quality early education, support for mental wellness, health and nutrition services, and individualized developmental and disabilities support. Families are actively engaged through meaningful parent partnership opportunities. Each child is screened for developmental concerns and assessed three times per year using a research-based tool to ensure ongoing growth and support.

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 infant and toddlers receive services through center-based Early Head Start at Child Inc centers as well as childcare classrooms at Overton/Austin ISD, Del Valle ISD and Mainspring Schools.



STANDALONE CENTER LOCATIONS

Early Head Start Classrooms Operate Year Round

OPERATIONAL HOURS: 7:30AM TO 3:30PM

CENTER HOURS: 7:30AM TO 3:00PM



Center	Address	Phone	Center Manager
American Youth Works	1901 E. Ben White, Austin, TX 78741	(512) 744-1919	Arianna Brown
Brodie	8105 Brodie Lane, Austin, TX 78745	(512) 768-5400	Stephanie Gathright
Cedar Bend	1808 Cedar Bend Dr, Austin, TX 78758	(512) 768-5398	LaToya Walker
Dawson Childcare Partnership	3001 South 1 st St., Portable #5, Austin, TX 78704	(512) 414-2070 x 21526	Shelby Ford
Forbes	2217 Forbes Dr, Austin, TX 78754	(512) 768-5397	Kay Fowler
Fountain Plaza	825 E. 53½ St., Austin, TX 78751	(512) 451-0621	Denita Haynes
Ortega	1135 Garland Bldg. B, Austin, TX 78721	(737) 707-3194	Arnetris Barnes
Overton Austin ISD Childcare Partnership	7201 Colony Loop Dr, Austin, TX 78724	(737) 707-3187	Michelle D'Cruz
St. James Episcopal Childcare Partnership	1941 Webberville Rd, Austin, TX 78721	(512) 768-5401	Gwendolyn Chance
Mainspring Schools Childcare Partnership	1100 W. Live oak St. Austin, TX 78704	(512) 442-2301	Brenden Wells



SCHOOL DISTRICT PARTNERSHIP HOURS/LOCATIONS

- Austin ISD: 7:30AM to 3:00PM
- Del Valle ISD: 7:30AM to 3:00PM
- Manor ISD: 7:30AM to 3:00PM
- Pflugerville ISD: 7:20AM to 2:00PM

PARTNERSHIP SITE	ADDRESS	ZIP	PHONE
Blake Manor Partnership- Manor ISD	18010 Blake Manor Rd	78653	512-278-4200
Cook Partnership-AISD	1511 Cripple Creek Drive	78758	512-414-2510
Decker Elementray Partnership-Manor ISD	8500 Decker Ln.	78724	512-278-4150
Del Valle Partnership-Del Valle ISD	5301 Ross Road #G	78617	512-386-3729
Del Valle South Partnership- Del Valle ISD	4215 Smith School Road	78744	512-386-3875
Del Valle North Partnership- Del Valle ISD	13901 FM 969	78724	512-386-3675
Galindo Partnership-AISD	3800 2 nd Street	78704	512-414-1756
Graham Partnership-AISD	11211 Tom Adams Drive	78753	512-414-2395
Harris Partnership-AISD	1711 Wheless Lane	78723	512-414-2085
Hart Partnership-AISD	8301 Furness Street	78753	512-841-2190
Mainsprings Partnership	1100 W. Live Oak Street	78704	512-442-2301
Northwest Elementary Partnership - Pflugerville ISD	14014 Thermal Dr.	78660	512-594-4400
Oak Meadows-Manor ISD	5600 Decker Ln	78724	512-278-4150
Ortega-AISD	1135 Garland Avenue	78721	512-414-3135
Palm Partnership-AISD	7601 Dixie Drive	78744	512-414-2545
Pecan Springs-AISD	300 Rogge Lane	78723	512-414-4029
Pflugerville Elementary Partnership - Pflugerville ISD	701 Immanuel Road	78660	512-594-3800
Uphaus Partnership-AISD	5200 Freidrich Lane	78744	512 414-5520
Walnut Creek Partnership- AISD	401 W. Braker Lane	78753	512-414-6420
Windermere Elementary Partnership - Pflugerville ISD	429 Grand Ave. Pkwy	78660	512-594-4800

ARRIVAL, TENURE AND DEPARTURE

- a. Hours of Operation: Centers are open Monday through Friday from 7:30 a.m. to 3:30 p.m. Operational hours are 7:30 a.m. to 3:30 p.m., while classroom (center) hours for children are 7:30 a.m. to 3:00 p.m., with final pick-up by 3:00 p.m. Arrival is between 7:30 and 8:00 a.m. Head Start centers operate August through May, while Early Head Start centers operate year-round. Early Head Start operates year-round while our Head Start classrooms following the ISD school calendar of August through May.
- b. Student Arrival: For the safety of all children, proper supervision during drop-off and pick-up is essential. Children must remain with an adult at all times and be closely monitored in the parking lot, walkways, and school corridors. Families should ensure that students arrive before instruction begins. At Child Inc directly operated sites, drop-off is between 7:30 a.m. and 8:00 a.m. Children arriving after 8:00 a.m. will be marked tardy. Parents/guardians must sign their child in using the designated Sign-In Sheet located in the classroom, recording the time and providing a signature in the appropriate space.

Families with children enrolled in ISD partnership classrooms must follow the arrival and departure procedures specific to their assigned elementary school.

For Early Head Start classrooms, parents/guardians are also required to complete the Infant Toddler Daily Report and participate in a diaper change with the classroom teacher during drop-off.

- c. 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. As a reminder, proper nutrition supports your developing brain. Research tells us when a child is hungry, it is difficult to concentrate and to focus on learning
- d. Student Tardiness: If you are 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. Students should only be picked up early in case of an emergency or illness. 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. Absences and tardiness impacts children's opportunity to learn and master developmental skills that prepare them for kindergarten.

- e. 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. Students should only be picked up early in case of an emergency or illness. Early dismissals cause missed opportunities for learning and mastery of skills.
- f. 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 they participate 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 person(s). Only those authorized to pick up a child must be on the pick-up list and have a picture ID for verification purposes.
- g. 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, the 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.
- h. 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.
- i. Safety/Car Seats: Parents are strongly encouraged to bring all siblings or young children into the center during drop-off and pick-up to ensure no child is left unattended in a vehicle. Leaving a child alone in a vehicle is considered a serious safety risk and may result in a citation for child neglect or endangerment by local law enforcement. In accordance with Texas law, Child Inc staff are mandated reporters and are required to report any suspected cases of child abuse or neglect, including children left in unattended vehicles.

Additionally, children must always be transported in proper child safety seats that meet Texas state requirements for age, weight, and height. Ensuring that each child is correctly secured in an appropriate car seat is essential for their safety during transportation.

Please note that vehicles—including parent vehicles and buses—are not allowed to idle in the program's parking areas.

- j. 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.
- k. 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.
- l. Attendance: To ensure children receive the full benefits of program participation, children should arrive on time and attend regularly. The program day begins at 7:30AM; children should be ready to begin the program no later than 8:00AM. Irregular attendance may jeopardize the child's continued participation in the program. Consistent attendance is essential for healthy child development, as it builds the routines, relationships, and learning experiences young children need to thrive socially, emotionally, and academically.
- m. 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.

- n. 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:

- The onset of illness during the Early Head Start/Head Start School Day which requires further medical attention; or
- Contagious conditions, or
- 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.

Contagious infections are illnesses that can easily spread from person to person. These infections are caused by microorganisms such as bacteria, viruses, or fungi. Understanding how contagious infections spread can help prevent their transmission and limit their impact on public health. Contagious infections can be transmitted through various routes, including through the air, direct contact with an infected person or their bodily fluids, and contaminated surfaces or objects. The most common route of transmission is through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can then be inhaled by others nearby, leading to infection. Some common examples of contagious infections include the flu, common cold, strep throat, and COVID-19. These infections can spread rapidly within communities, especially in crowded places and close-contact settings such as schools, workplaces, and public transportation.

Use these resources to learn about common diseases, such as the flu, colds, and COVID-19. Discover [infection control](#) strategies that can prevent the spread of disease in early childhood

settings. Also learn about what to do if a child in your program is sick. Read more about Infection Control, Diseases, Physical Health.

For more Information: <https://headstart.gov/physical-health/article/infectious-diseases#>.

- o. Late Pickup Policy: It is the parent's responsibility to pick up children by 3:00PM 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.
- p. 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.
- q. 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.
- r. 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 and closed heel with a secure strap on back of heel. Tennis shoes are preferred. 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.
- s. 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.
- t. 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.

u. 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 parents and children during the transition.

According to Head Start Program Performance Standards:

1302.47(b)(6)(i) Appropriate toileting, hand washing, and diapering procedures are followed; 1302.47(b)(6)(iii) Exposure to blood and body fluids is handled consistent with standards of the Occupational Safety Health Administration.

Child Inc. will implement diapering/toileting procedures in a manner that is safe, secure, and respectful of the child, and that enables the child to learn self-help skills. Bathrooms will be kept sanitized and visibly clean throughout the day, and accommodation will be made for each child's individual toileting and hand washing needs.

TOILETING PROCEDURES:

- Bathrooms/toilets for use by the children will be within or immediately adjacent to the classroom whenever possible.
- Staff are required to check for and change wet or soiled training pants when a child wakes up from a nap.
- All bathrooms will have a sink with running warm water. Water heaters/pipes will be regulated to ensure that water temperature does not exceed licensing regulations.
- Bathroom fixtures and accessories, including toilets, sinks, mirrors, soap & paper dispensers, will be child-sized and appropriate to the age and height of children whenever possible.
- All surfaces in bathroom will be cleaned and sanitized daily by janitorial services.
- Bathrooms will be supplied with paper towels, toilet tissue, and liquid soap within reach of the children.
- Toilets will be adapted for independent use by children. A non-slippery plastic stool to step up to the toilet and/or sink, and a toilet seat adapter may be used.
- Potty chairs will not be used unless a child's condition is such that other adaptations will not safely accommodate the child.
- Teachers must have a system in place for knowing when children go and return from the bathroom.
- Children who require assistance will be accompanied to the toilet by a staff member.
- Staff will monitor toileting areas to ensure that proper hand washing, and safety is maintained.
- If a child has an accident and visible body fluids are present, staff must wear disposable gloves and wash hands after assisting the child with cleaning themselves and sanitizing toilet, sink, floor, etc. soiled with body fluids.

- v. 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.
- w. 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.
- x. 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.
- y. 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:
- Parents of the classroom have been notified in writing as to when the animal is or will be present.
 - Documentation is completed at the center verifying that any dogs, cats, ferrets and other animals are present in the classroom or at the center.
 - The parent is required to provide a statement of health condition for the animal, from a local veterinarian.
- z. 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.
- aa. 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.

- bb. 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.
- cc. Non-enrolled Children:** Texas Department of Protective and Regulatory Services could site Child Inc for having non-enrolled children in the center. Except for:
- Emergencies.
 - Extremely short periods when a parent accompanied by a non-enrolled child is dropping off/picking up an enrolled child.
 - Babysitting after normal operating hours.
- dd. Tobacco Free Environment:** Child Inc Head Start of Travis County recognizes its responsibility to promote the health, welfare and safety of students, staff and others on Head Start property and at agency sponsored activities. Considering scientific evidence that tobacco use is hazardous to health, it is the intent of Child Inc Head Start of Travis County to establish a tobacco-free environment, and to engage in coordinated tobacco prevention activities.

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.*** Child Inc facilities are nut-free, nut butter- free, and pork free. 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 will 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):

- The child is free of symptoms of illness for 24 hours without the use of medication; or
- 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.

Child Inc follows strict hygiene protocols to ensure a healthy environment for children and staff. Toys and learning materials are cleaned and sanitized daily, and more frequently when soiled. Children and staff wash their hands regularly throughout the day, including before meals, after outdoor play, and after using the restroom, following CDC-recommended handwashing procedures to reduce the spread of illness and maintain a safe learning environment.

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:

- Child's name and date of birth
- Doctor's name and phone number
- Name of medication
- Medical reason for medication
- When to give the medication
- Dosage of medication
- Duration of medication orders
- Possible side effects/reactions
- 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).

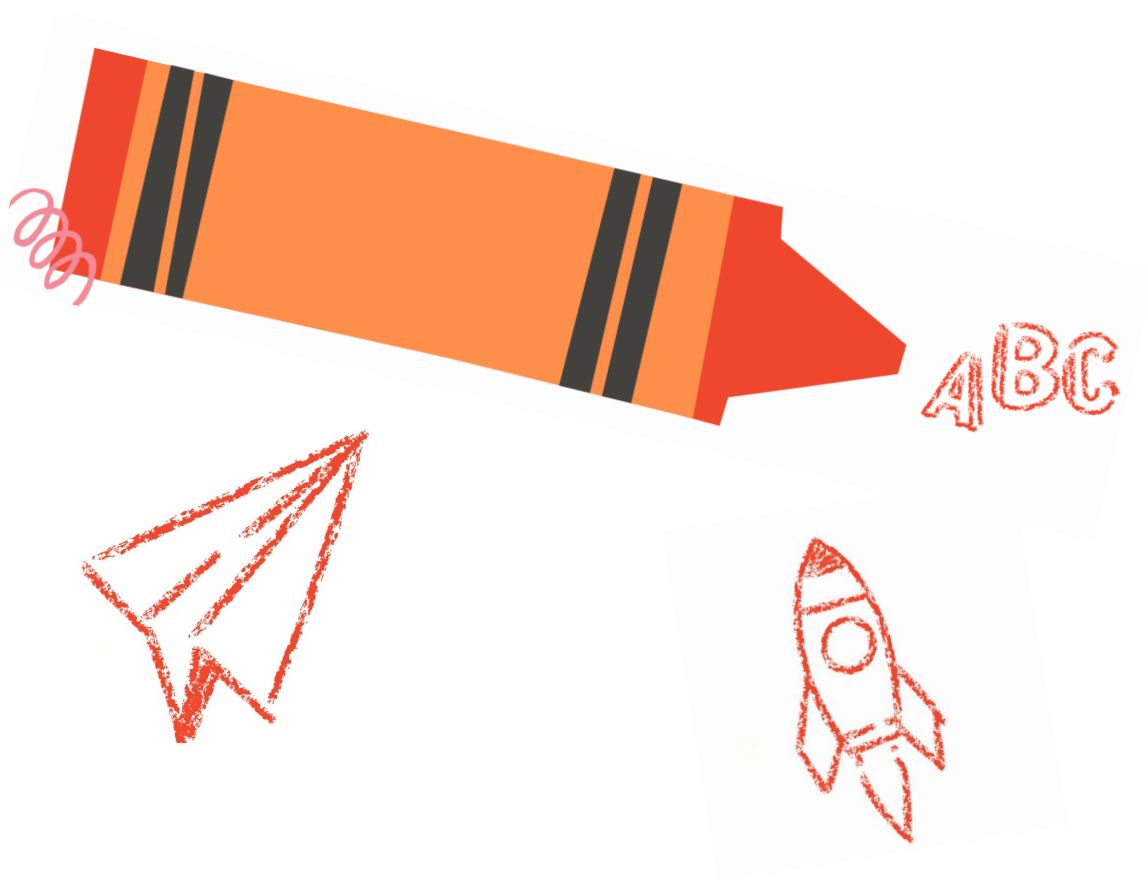
In the event of a life-threatening illness, injury, or incident, 9-1-1 will be immediately notified. If the child requires CPR or the use of an Automated External Defibrillator (AED), a trained Child Inc. staff member will perform rescue duties until emergency medical assistance arrives. If the child's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

- An injury to a child in care that required medical treatment by a health-care professional or hospitalization;
- An illness that required the hospitalization of a child in care;
- An incident where a child in care had an emergency anaphylaxis reaction that required administration of an unassigned epinephrine auto-injector;
- 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
- 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 and Mental Wellness Advisory Committee

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

The Office of Pesticide Programs (OPP) of the United States Environmental Protection Agency (EPA) developed a PowerPoint presentation on Integrated Pest Control Management (IPM). Integrated Pest Control Management is a process that is safer for the environment, eliminates dependence on pesticides, and reduces health risks for children in childcare and school settings. Health managers, directors, and teaching staff may use excerpts of this presentation on IPM in Head Start and other childcare environments to prevent pesticide illnesses in children. **Read More:** Pest Control, Cleaning,

Sanitizing, and Disinfecting, Safety Practices. [headstart.gov/safety-practices/article/dos-donts-pest-control](https://www.headstart.gov/safety-practices/article/dos-donts-pest-control).

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.

MENTAL HEALTH and WELLNESS 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.

The Mental Health and Wellness team also supports the program's use of the Pyramid Model Framework; this is a framework that uses evidence-based practices to promote social and emotional development in children. The Pyramid Model is used in early childhood settings by educators, families, and others to help children develop positive skills and prevent challenging behaviors. The model is based on a graduated approach with three tiers of interventions: universal practices for all children, targeted instruction for children who are at risk of social-emotional delays, and individualized behavior support for children with significant social skill deficits or persistent challenging behavior. All Head Start families are invited to actively participate in their child's social and emotional development through classroom engagement with their child's teachers.

DISABILITY SERVICES

Child Inc is committed to serving children who have special health or are diagnosed with 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 are 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:

- Language and literacy,
- Cognition and general knowledge,
- Approaches to learning,
- Physical well-being and motor development, and
- 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 requires all programs to establish school readiness goals that support children's progress across key developmental domains, including language and literacy, cognition, approaches to learning, physical well-being, and social-emotional development. These goals align with the Texas Early Learning Standards and the Head Start Early Learning Outcomes Framework: Ages Birth to Five, which guides learning expectations for all children, including dual language learners and children with disabilities.

To support school readiness, Child Inc teachers assess each child's development three times per year—fall, winter, and spring—using *Teaching Strategies GOLD* and *CLI Engage*. Assessment data is used to individualize instruction and track growth, with regular updates shared with families during home visits and conferences.

Learn more about the Head Start Early Learning Outcomes Framework here:

<https://eclkc.ohs.acf.hhs.gov/school-readiness/article/head-start-early-learning-outcomes-framework>

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.

Fatherhood Involvement

We recognize the important and unique role fathers and father figures play in a child's growth and development. That's why we provide targeted opportunities specifically designed to support and engage dads. These father-focused initiatives include events, workshops, and volunteer opportunities that encourage active participation in their child's education and development, while also building community among male caregivers.

We offer father engagement activities that focus on three key areas: connection, wellness, and education. Dads are invited to attend group learning events such as 24/7 Dads, parenting workshops, and volunteer projects that encourage hands-on involvement and bonding with their children. These events are designed to create positive, lasting memories while reinforcing the importance of a father's presence in the classroom and at home.

We also support fathers through health and wellness initiatives. From mental health and stress-reduction resources to physical health screenings and nutrition workshops, we aim to ensure that dads feel supported in caring for their own well-being. We know that a healthy parent is better equipped to support their child.

Additionally, we offer educational opportunities tailored to the needs and interests of fathers, including sessions on child development, co-parenting, job readiness, and continuing education. Through partnerships with local organizations, we connect fathers with GED, ESL, and workforce training programs, which help them reach their personal and professional goals while staying engaged in their child's learning journey.

We strive to create a welcoming environment where fathers feel valued, supported, and empowered to take an active role in their child's early learning and overall success.

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.

Ready Rosie

ReadyRosie is a research-based family engagement and early learning resource that empowers parents and caregivers to support their child's development through simple, everyday activities. Delivered via text or email, ReadyRosie sends short, engaging videos that model learning experiences families can replicate at home using items they already have—such as a cereal box, measuring cup, or walk through the neighborhood. These videos are available in both English and Spanish and are designed for families with children from birth through third grade.

The strength of ReadyRosie lies in its ability to connect learning at home with learning in the classroom. By focusing on everyday moments—like cooking, shopping, or bedtime—families become active partners

in their child's education without needing special materials or training. The platform covers key areas of early childhood development, including language and literacy, early math, social-emotional learning, and executive functioning.

Families are encouraged to log their participation in ReadyRosie activities, which also count as in-kind contributions—an essential component of maintaining federal funding for Head Start programs. Every time a parent or caregiver uses ReadyRosie to support learning at home, they're not only helping their child grow—they're also supporting the entire program.

By offering families ReadyRosie, Child Inc reinforces the idea that parents are a child's first and most important teacher. This tool empowers families to turn ordinary routines into meaningful learning opportunities, strengthening school readiness and deepening the parent-child bond in the process.

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.

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.

In Kind Contributions

As a federally funded Head Start and Early Head Start provider, Child Inc is required to generate a portion of its program budget through *in-kind* contributions. Specifically, we must raise at least 20% of our total operating budget from non-federal sources in the form of donated goods, services, or volunteer

time. This match is not just a funding requirement—it's a reflection of community investment and family involvement, both of which are at the heart of our program's success.

In-kind contributions come in many forms. Parents and caregivers can log hours spent volunteering in the classroom, participating in parent meetings or trainings, or completing educational activities at home with their child—such as those provided through ReadyRosie. Community members, partners, and local organizations also contribute through donations of materials, professional services, and event support. Every contribution, no matter how small, brings us closer to meeting our in-kind goal and helps ensure we can continue providing high-quality services to the children and families we serve.

This shared responsibility model not only strengthens our financial sustainability but also builds deeper connections between families, staff, and the wider community. When parents and volunteers give their time and talents, they're investing in our children's future and helping create an environment where learning, growth, and support thrive. We encourage all families to actively participate and track their in-kind contributions, knowing that their involvement plays a vital role in making Child Inc's mission possible.

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. Together, the Policy Council and Board help guide important decisions about program goals and plans, personnel matters, and the annual operating budget. This shared decision-making process ensures that families have a strong voice in shaping the services and direction of Child Inc's Head Start and Early Head Start programs.

Parents are elected to serve on the Policy Council by their peers during Parent Committee meetings held at each center. Each classroom or center elects representatives to ensure all families have an opportunity to be heard. Serving on the Policy Council offers parents a valuable leadership opportunity where they can gain experience in advocacy, policy, budgeting, and organizational governance. It also provides insight into how the program operates and gives parents a direct role in ensuring services meet the needs of their children and community.

In addition to participating in Policy Council, parents are encouraged to attend Parent Committee meetings at their child's center. These meetings are a chance for families to share ideas, plan events,

discuss center updates, and build stronger relationships with staff and other families. Active participation in these groups not only helps strengthen our program—it also empowers parents to take an active role in their child’s education and development.

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:

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

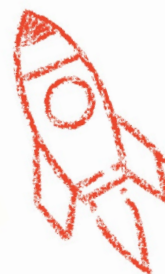
- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
- Reminding a child of behavior expectations daily by using clear, positive statements and creating consistent classroom routines, transitions, rules, and directions. Pictures of expected behaviors should be posted and used as reference as often as possible in the classrooms.
- Redirecting behavior using positive statements
- 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:

- Talking negatively about the child in the child’s presence.
- 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.
- Subjecting a child to harsh, abusive or profane language.
- Placing a child in a locked or dark room, bathroom or closet with the door closed.

- 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).
- Punishment associated with food, naps or toileting.
- 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.
- Hitting a child with a hand or instrument.
- Putting anything in a child's mouth or making such threats.
- 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.



MANDATED REPORTING REQUIREMENTS

All Child Inc staff is to follow child abuse reporting requirements as set by the Texas Family Code, Section 261.101.

Texas law requires that any person suspecting that a child has been abused or neglected must immediately make a report. If there is an emergency, call 911 and then call the DFPS Texas Abuse Hotline at 1-800-252-5400.

Professionals must make a report no later than the 48th hour after first suspecting a child has been abused or neglected or is a victim of an offense under Section 21.11, Penal Code. A professional may not delegate to or rely on another person to make the report (Texas Family Code, Section 261.101). Professionals are not required to follow up on their oral reports with a written report as they were in the past. Professionals include teachers, nurses, doctors, day-care employees, and others who are either licensed by the state or work in a facility licensed or operated by the state and who have direct contact with children in the course of their job (Texas Family Code, Section 261.101).

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.



CHILD INC HEAD START - ADMINISTRATIVE OFFICE

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



MANAGEMENT TEAM

Executive Director

Angela Lampkin, M.Ed.

Head Start Director

Beverly Davis, MSW

PROGRAM OPERATIONS DIVISION

EHS Home Base Supervisor/Mentor Coach

Zahydee Hernandez

Education Manager

Esther David, M.Ed.

Classroom Quality/Mentor Coach Coordinator

Sonya Johnson, M.Ed.

Dual Language/Child Development Operations Coordinator

Belen Hernandez

Mentor Coach

LaQuisha Parker

Mentor Coach

Josephine Bradley

Partnership Mentor Coach

Chandria Mitchell

Mentor Coach

Adella Arias

Disabilities/Mental Health Manager

Adriana Vasquez, MA

Health Services Manager

Allison Nimchan

Nutrition Manager

Jessica Hollins

Parent Family Community Engagement Manager/ERSEA

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 USDA policy, the USDA and its programs prohibit discrimination based on race, color, national origin, sex, age, disability, or prior civil rights activity. Program information may be available in languages other than English, and accommodations such as Braille or ASL are available upon request.

To file a discrimination complaint, complete the USDA Program Discrimination Complaint Form (AD-3027) at www.ascr.usda.gov/complaint_filing_cust.html, or request a copy by calling (866) 632-9992. Submit the form by:

Mail: USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave. SW, Washington, D.C. 20250-9410

Fax: (202) 690-7442

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.

ADDENDUM – OUTDOOR ACTIVITIES

POLICY: In center-based settings, the program must promote each child's physical development by providing sufficient time, outdoor space, equipment, materials and adult guidance for active play and movement that support the development of gross motor skills. The daily schedule will include outdoor play.

1. In the first 10 minutes of an outdoor experience, teachers will provide children with 10 minutes of teacher-directed play activities.
2. All outdoor experiences should support the child's development. Indoor educational activities can be carried out outdoors, i.e. books, musical instruments, and art projects. Outdoor experiences can support the child's social-emotional development through play with others and perceptual, motor, and physical skills with the use of trikes, balls, parachute games etc. Outdoor experiences are an extension of the classroom and teaching staff will plan to interact with children while they are outside.
3. Along with the permanent structures on the playground, there will be an assortment of developmentally appropriate equipment i.e. trikes, balls, hula hoops, and easel.
4. Teachers will take a fanny pack with first aid supplies to the playground during outdoor play.
5. Each day the teacher will assist children in returning the materials to the appropriate storage area.
6. Some classroom experiences can be provided in outdoor environments with proper preparations and materials- examples: easel painting, music experiences, snack time, story time, water play, etc.
7. For Head Start children ages three to five, the following items are recommended for use on the playground: jump ropes, balls, tossing games, shovels, buckets, pails, parachute, wood-working tools, etc. All materials will be developmentally appropriate for infants, toddlers and preschoolers.
8. Each day, before the children are taken outside the teacher will check the playground to ensure that it is safe for the children to use. Weather conditions should also be checked to determine if children can safely go outdoors for scheduled activities.

CHECKING TEMPERATURES AND WEATHER CONDITIONS

1. A color-coded outdoor play temperature chart will be posted near the outdoor exit or at single classroom sites within the classroom. This chart provides temperature ranges using green for go, yellow for caution and red, for unsafe or different temperature ranges and factors.
2. The teacher will use local weather stations and/ or on-site thermometers along with posted outdoor play temperature chart to determine if conditions are safe for outdoor play.

3. The teacher will use this information and INDIVIDUAL HEALTH PLANS to determine if the temperature permits outside play and the length of outdoor activities.

NOAA's National Weather Service

Heat Index

Temperature (°F)

Relative Humidity (%)	Temperature (°F)															
	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

Caution

Extreme Caution

Danger

Extreme Danger

CALENDAR

Child Inc Head Start/Early Head Start/EHS-CCP 2025-2026 School Calendar

Hours of Operation 7:30 AM to 3:00PM

EHS/EHS-CCP: 1,551 hours/ 210 Days

HS: 1,302 hours/ 176 Days

Summary of Calendar:

CALENDAR LEGEND

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

2025

July 4	Student/Staff Holiday
July 14-18	HS Teachers Return/Prof. Learning
July 18	Early Release EHS - Noon
July 21-25	EHS Break
Jul 28- Aug 1	Professional Learning
Aug 4-11	Classroom set up/Parent Orientation/HV
Aug 12	First Day- HS/EHS
Sept 1	Child Inc Student/Staff Holiday
Sept 19	Early Release - Noon/ Professional Learning Day
Oct 13	Child Inc Student Staff Holiday
Oct 20	Full Day- BOY Conferences/Student Holiday
Oct 21	Child Inc Professional Learning/ Student Holiday
Nov 21	Early Rel - Noon/ Professional Learning
Nov 24-28	Child Inc Fall Break
Dec 19	Student/Staff Holiday
Dec 22-31	Child Inc Early Release- Noon
2026	Child Inc Winter Break Begins Student/Staff Holiday
Jan 1-2	Child Inc Student/Staff Holiday
Jan 5	Child Inc Professional Learning/ Student Holiday
Jan 6	Students Return
Jan 19	Child Inc Student Staff Holiday
Feb 16	Child Inc Student/Staff Holiday
Feb 17	Full Day- Conferences MOY
Feb 27	Student Holiday
Mar 13	Early Rel-Noon/ Professional Learning
Mar 16-20	Early Rel-Noon/ Professional Learning
April 3	Spring Break Student/Staff Holiday
April 6	Student/Staff Holiday
May 11	Professional Learning/ Student Holiday
May 25	Full Day- Conferences EOY
May 28	Student Holiday
May 29-June 1	Child Inc Student/Staff Holiday
June 18 th	Head Start Early Release - Noon/ Last day for Head Start
June 19	Head Start Classroom Breakdown
July 3	Early Rel - Noon/ Professional Learning Day
July 17	Child Inc Student/ Staff Holiday
July 20-24	Child Inc Student/Staff Holiday
July 24 th	Early Rel- Noon/ Professional Learning EHS
	EHS Break
	HS Staff Off

July 2025					Class Rm Days
M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		
August					
M	T	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	4 / 4
18	19	20	21	22	9 / 9
25	26	27	28	29	14 / 14
September					
M	T	W	Th	F	
1	2	3	4	5	18 / 18
8	9	10	11	12	23 / 23
15	16	17	18	19	28 / 28
22	23	24	25	26	33 / 33
29	30				35 / 35
October					
M	T	W	T	F	
		1	2	3	38 / 38
6	7	8	9	10	42 / 42
13	14	15	16	17	46 / 46
20	21	22	23	24	50 / 50
27	28	29	30	31	55 / 55
November					
M	T	W	T	F	
3	4	5	6	7	60 / 60
10	11	12	13	14	65 / 65
17	18	19	20	21	70 / 70
24	25	26	27	28	
December					
M	T	W	T	F	
1	2	3	4	5	75 / 75
8	9	10	11	12	80 / 80
15	16	17	18	19	85 / 85
22	23	24	25	26	
29	30	31			
January - 2026					
M	T	W	Th	F	
			1	2	
5	6	7	8	9	89 / 89
12	13	14	15	16	94 / 94
19	20	21	22	23	98 / 98
27	28	29	30	31	103 / 103

February					
M	T	W	T	F	
2	3	4	5	6	108 / 108
9	10	11	12	13	113 / 113
16	17	18	19	20	116 / 116
23	24	25	26	27	121 / 121
March					
M	T	W	Th	F	
2	3	4	5	6	126 / 126
9	10	11	12	13	131 / 131
16	17	18	19	20	
23	24	25	26	27	136 / 136
30	31				138 / 138
April					
M	T	W	Th	F	
		1	2	3	140 / 140
6	7	8	9	10	144 / 144
13	14	15	16	17	149 / 149
20	21	22	23	24	154 / 154
27	28	29	30		158 / 158

May					
M	T	W	T	F	
				1	159 / 159
4	5	6	7	8	164 / 164
11	12	13	14	15	168 / 168
18	19	20	21	22	173 / 173
25	26	27	28	29	176 / 177
June					
M	T	W	T	F	
1	2	3	4	5	182
8	9	10	11	12	187
15	16	17	18	19	191
22	23	24	25	26	196
29	30				198
July					
M	T	W	Th	F	
		1	2	3	200
6	7	8	9	10	205
13	14	15	16	17	210
20	21	22	23	24	
27	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.

RECEIPT OF CENTER & HOME-BASED PARENT HANDBOOK

I, _____, acknowledge receiving a 2025-2026 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 **2025-2026 *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, Head Start Director for clarification at 512-451-7361.

Child's Name

Print Name

Signature

Date

RECEIPT OF ACKNOWLEDGEMENT FOR PEDESTRIAN SAFETY EDUCATION FOR 2025-2026 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 2025-2026 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:

RECEIPT OF ACCEPTABLE PARENT BEHAVIOR POLICY FOR 2025-2026 SCHOOL YEAR

ACCEPTABLE PARENT BEHAVIOR POLICY

Child Inc is committed to providing its students with the very best school readiness experience possible and to ensuring the safety and the overall well-being of all parents, children, staff, and volunteers. To achieve this goal, the support of parents and a strong and positive relationship with Child Inc is imperative. Therefore, all parents are expected to conduct themselves in a responsible manner consistent with the values of integrity, open communication and mutual respect. Parents should always model positive and responsible behavior and communicate in an ethical manner. In doing so, they not only show their children how to appropriately express and address issues and concerns, but they ensure that there is no disruption to the school readiness process.

The Acceptable Parent Behavior Policy is designed to inform parents of behavioral expectations when visiting Head Start Centers and partner locations and/or when interacting with Child Inc personnel. The policy provides a description of a broad range of behavior considered to be detrimental to effective school/home relationships and/or which serve disrupt the educational process and are therefore inappropriate.

The behaviors listed are not all-inclusive. The parent/guardian(s) who display inappropriate behavior which disrupts the educational process will compel administrative action, which may lead to being asked to leave Child Inc premises and in some cases, may be prohibited from access to the center locations.

When and Where These Expectations Apply

The policies and procedures concerning parental conduct apply to actions of parents on Child Inc property and any other place where a Child Inc sponsored, or Child Inc related event takes place, e.g. field trips, parent meetings, programs, partner locations, etc.

The policies and procedures concerning parental conduct apply to actions of parents on Child Inc property and any other place where a Child Inc sponsored, or Child Inc related event takes place, e.g., field trips, parent meetings, programs, partner locations, etc.

When enforcing policy, The Child Inc personnel shall adhere to the following general guidelines:

1. Enforcement shall be administered when necessary to protect students, employees or property, and to maintain essential order and discipline.
2. Parents/guardians and students shall be treated fairly and equitably. Enforcement shall be based on a careful assessment of the circumstances of each case. The specifics referred to in this Parent Behavior Policy are representative of, but not limited to, conduct expectations for parents:

- Recognize that the school readiness of each child is the joint responsibility of the parent, staff and Child Inc community
- Demonstrate that both parents and Head Start work cooperatively in the best interest of the child
- Treat members of the staff, management, volunteers, collaboration partners and others related to service delivery for Head Start in a professional and respectful manner
- Exhibit a good example for students in their conduct, language and behavior while at centers or at Child Inc/school sponsored activities
- Refrain from negative gossip or unsubstantiated criticism that disparages the reputation of Child Inc and/or its employees, including on Facebook, twitter and other social media sites
- Refrain from using social media to fuel discontent or criticism of individual Child Inc employees, other parents, students, or programs or services
- Seek to clarify a child's version, or your engagement of events with Child Inc's view to avoid misunderstanding and to bring about a successful resolution to any dispute
- Contact Child Inc Admin directly when you have a question or need clarification of a program matter rather than depending upon the interpretation of parents or other non-official Child Inc sources
- Ensure that children attend school regularly and arrive to and are picked up on time - May not threaten or approach any staff member in an abusive or intimidating manner
- Refuse to comply with any reasonable request from a Child Inc employee in the performance of his/her duties

Anyone not respecting the above guidelines may be asked to leave Child Inc premises and, in some cases, may be prohibited from access to our facilities.

Signature:

Date:

Child's Name:

Center/School: