



MOORE COMMUNITY HOUSE

Early Head Start Program

Parent Handbook

2017-2018



**Moore Community House, Inc
Early Head Start Program
684 Walker Street
Biloxi, MS 39530**

Executive Director:
Carol Burnet

****Program Director:**
Mary Harrington mharrington@moorecommunityhouse.org

Nichols Site - 228-436-0633 (345 Nichols Drive)

Family Health Services Coordinator:
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Health Records Specialist:
Alisha Shelby ashelby@moorecommunityhouse.org

Center Manager:
Sharon Hinton shinton@moorecommunityhouse.org

Education / Disabilities Coordinator:
Margaret Crawford 228-217-2964** mcrawford@morecommunityhouse.org

**ALL CORRESPONDENCE (INCL. AFTERSCHOOL PAYMENTS ETC.) ARE HANDLED
ONLY AT THAT SPECIFIC CHILDS CENTER.**

Davis Site - 228-436-0881 (406 Davis Street)

Family Health Services Coordinator:
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Center Manager:
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(** Oversees Both Sites)

Parent Poem:

From God with Love
~Author Unknown~

Children are a blessing sent from God above
For us to care and nurture and most of all to love.
God calls us to be parents and gives us all the tools
And when we feel like giving up, our strength He will renew.
Children are a gift from God that He so freely lends
To make it through the childhood years, on Him we must depend.
He must have a presence; you see it must take three
The parents, child and Christ at the center to be a family.
From childhood days to a child full grown
Their joys and hurts are a parent's own.
Times of joy and laughter and those times of tears
The times spent raising a child are surely the best of years.
There comes that time in life when a child will leave the nest
We must send them off with love and a prayer and leave to God the rest.
We've have shared the Word of God, we've taught them right from wrong
Now it's time to let them go and let them write their song.
The faith instilled, the examples lived, and the lessons taught
All gifts that we've given our child, which will never be forgotten.
There are many paths a child can take, right or wrong will remain unknown
But rest assured that in the end, they all lead back to home.

When you enroll your child in the Early Head Start Program at Moore Community House, we consider the parent our partner in providing quality care for their child's growth and development.

- The Staff at Moore Community House EHS
"Moore Community is an equal opportunity provider."

Mission Statement

Moore Community House, Inc. is an agency of Christian social concern committed to the development of its neighborhood. It operates on the belief that a neighborhood organized around its own interest can do much to enhance the personal dignity of the individual and restore the democratic principle of self-determination. Its program is planned to provide for: the physical, intellectual, social and spiritual development of the community; involvement in neighborhood problems/needs/issues; involvement in problems/needs/issues that will provide opportunities for growth and development of all persons.

Vision

- Working for justice and elimination of oppression and discrimination.
- Developing, implementing and administering program models which empower persons in need to meet those needs individually and collectively.

Currently, MCH offers the Early Head Start Program, a comprehensive child development and family service program which includes services to pregnant women and child care for children ages 8 weeks to 3 years. Our program serves residents of Biloxi, Mississippi, focusing on our immediate neighborhood, which is our primary service area. We regularly assess the value of our programs in relation to the needs in our community.

In order to promote better understanding, we will briefly state our goals upon which we base our teaching methods and attitudes.

1. To provide a quality Early Head Start program for ages 8 weeks to 3 years; to enable them to reach their highest potential physically, emotionally, spiritually, mentally and socially; to be a resource for their empowerment.
2. To provide support and advocacy for children and their families.
3. To promote an open, positive, supportive teaching style utilizing as many forums and media for learning as possible. Our goals are to build self confidence and self esteem in the children; to promote understanding and respect for the various cultures and ethnic heritages represented in our program; to develop each child to his/her potential.

WELCOME

Welcome to the Moore Community House Early Head Start (EHS). Your child's entrance to the program is an important event to all of us.

Moore Community House, Inc. is a United Methodist community center committed to the development of our neighborhood.

Our goals include:

- Working for justice and elimination of oppression and discrimination.
- Developing, implementing and administering program models which empower persons in need to meet those needs individually and collectively.

Currently, MCH offers the Early Head Start Program, a comprehensive child development and family service program which includes services to pregnant women and child care for children ages 8 weeks to 3 years. Our program serves residents of Harrison County, focusing on our immediate neighborhood, which is our primary service area. We regularly assess the value of our programs in relation to the needs in our community.

In order to promote better understanding, we will briefly state our goals upon which we base our teaching methods and attitudes.

4. To provide a quality Early Head Start program for ages 8 weeks to 3 years; to enable them to reach their highest potential physically, emotionally, spiritually, mentally and socially; to be a resource for their empowerment.
5. To provide support and advocacy for children and their families.
6. To promote an open, positive, supportive teaching style utilizing as many forums and media for learning as possible. Our goals are to build self confidence and self esteem in the children; to promote understanding and respect for the various cultures and ethnic heritages represented in our program; to develop each child to his/her potential.

PHILOSOPHY OF CARE

Moore Community House Early Head Start is a comprehensive child development program for low income families with infants and toddlers and pregnant women. EHS promotes healthy prenatal outcomes for pregnant women, enhances the development of very young children, and promotes healthy family functioning.

The EHS program is based on a foundation of nine principles:

1. **High Quality**: The EHS program will develop policies that are considered “best practices” by the fields of child development, family development, and community building.
2. **Prevention and Promotion**: The proactive promotion of healthy child development and family functioning begins before conception, and continues prenatally, upon birth, and throughout the early years.
3. **Positive Relationships and Continuity**: These relationships include the child, family, and staff, and recognize the parent-child bond as the child’s most significant relationship.
4. **Parent Involvement**: EHS supports the highest level of parent involvement and partnership. EHS recognizes both mother and father as the child's primary nurturer and advocates. Parents are encouraged to be active participants in policy and decision making roles.
5. **Inclusion**: Children with disabilities are welcome to the program. The individual needs of each child will be evaluated and responded to in a way that builds upon individual strengths.
6. **Culture**: The home culture and language of each family will be supported as an important aspect of early identity formation.
7. **Comprehensiveness, Flexibility, and Responsiveness**: Services are grounded in the belief that all families can identify their own needs, strengths, set their own goals, and are capable of growth.
8. **Transitions**: EHS will facilitate a smooth transition from EHS to Head Start, or other high quality programs and support services.
9. **Collaboration**: EHS will collaborate with local community agencies and service providers to maximize the resources available to families with young children.

PROGRAM MANAGEMENT POLICIES AND PROCEDURES

PARENT INVOLVEMENT

Early Head Start believes that parents are the primary educators of their children. EHS want parents to know what’s expected in the EHS program. Below is a list of activities that you will be called on to participate in so that your child and family receive quality comprehension services.

Screening for developmental, sensory, and behavioral concerns

EHS will request your participation and cooperation in the completion of a series of health and behavioral screening. The schedule of screening and evaluations will alert staff and the parents of any early intervention needs the child might have, and allow us to make the appropriate referrals. It will also allow us to plan and individualize for each child’s needs. Developmental Screening are conducted within 45 days upon entry at 2 month, 4 month, 6 month, 9 month, 12 month, 15 month, 18 month, 24 month, and 36 month. Early Head Start uses Ages and Stages for developmental and behavioral concerns.

Parents should note: any required screenings that are not completed within designated timeframe, will forfeit child’s slot (unless extenuating circumstances can be justified by physician).

Well-baby check or EPSDT (Early Periodic Screening and Diagnostic Treatment)

Each time your child is due for an immunization, the attending physician will also complete a health exam for your child. This exam will yield important information about any health need and/or assure the parent of the child’s healthy development. EHS will use information from these exams to enhance the care of your child while at our center and to follow-up on any needed referrals.

It is required by Head Start Performance Standards that each child complete the EPSDT in 45 days of entering Early Head Start. Children that are returning to the program will continue to follow the Mississippi Department of Health EPSDT and Head Start Performance Standard. You can pick up a Baby Well Check Form from your EHS Health Coordinator, Family Service Coordinator, Education Coordinators or Center Manager. These requirements are as follows:

	Hemoglobin	Lead	Health History	Dental	Vision	Nutrition History	Hearing
1 Month	N/A	N/A	Required	N/A	Required	Required	Required
2 Months	N/A	N/A	Required	N/A	Required	Required	Required
4 Months	N/A	N/A	Required	N/A	Required	Required	Required
6 Months	N/A	N/A	Required	N/A	Required	Required	Required
9 Months	Required	Required	Required	N/A	Required	Required	Required
12 Months	Required	Required	Required	Required	Required	Required	Required
18 Months		Required	Required	N/A	Required	Required	Required
2 Years		Required	Required	Required	Required	Required	Required
3 Years		Required	Required	Required	Required	Required	Required

Parent-Teacher Conferences (Twice a year)

Your child's teacher will contact you at least twice during the year to discuss your child's progress and development. In addition, teacher/parent conferences can be arranged at the request of either the parent or the teacher at any time during the year. This is a way for you to obtain information about your child, raise concerns you may have regarding your child's care and share information with your child's teacher about your child's needs and development. You will be notified of the dates and times of the scheduled conferences. These will be scheduled at a time that is convenient for both the teacher and the parent.

Home Visits by the Teacher/Family Service Coordinator (Twice a Year)

Your child's teacher will set up appointments at least twice during the year for home visits. During these home visits, the teacher will discuss with you your child's progress and any other concerns you or the teacher wish to discuss. EHS uses Creative Curriculum to measure your child's educational progress. Home visits are mandatory and will be scheduled at the convenience of the teacher and the parent.

Your child's Family Service Coordinator provides continuity of care by initiating face to face visits, parent conferences and/or home visits twice a year or as needed. During visits, the Coordinator will discuss family concerns, needs, or goals. The Coordinator will work with the family to address their concerns, needs or assist with goals.

Parent Committee Meetings (Once a Month)

Parents are expected to complete a MINIMUM of TEN (10) parent meetings each program year.

The parent committee is made up of all of the parents enrolled in the Early Head Start Program. Currently, the committee meets monthly, but meeting schedules are set by committee members. Through these meetings, you can be involved in the operation of the EHS programs. The role of the parent committee includes: advising staff in developing and implementing local program policies and activities, participating in the recruitment and screening of Early Head Start employees, planning informal and formal activities for parents and staff, and selecting a minimum of four (4) parent members to represent the Committee on the Policy Council. It is important that you attend parent meetings so that you are kept informed of your child's experience at Moore Community House. In this way, we can be partners with you in providing quality care for your child.

Policy Council Meetings

The Early Head Start Policy Council is made up of parents and committee representatives. This group meets on a monthly basis for about 1.5 hours to approve or disapprove EHS policies and procedures and employees hired to EHS.

The policy council is a link between the Parent Committee and Moore Community House's governing board. The council ensures that EHS parents understand their rights, responsibilities, and opportunities within the EHS program. The Council also plans, coordinates, and organizes program activities for parents, recruits volunteer services from

parents, community residents, and organizations, and establishes and maintains procedures for working with Moore Community House to resolve community complaints about the program. Policy council members serve for one year and can be re-elected for up to three terms.

Parents are encouraged to find community leaders to serve as Policy Council Community Representative for Moore Community House Early Head Start Program. Parents must bring the resume of the Community Representative they would like to appoint or nominate to the Parent Meeting. The Parents will review the resume of each candidate and nominate and vote on the candidate they feel will best represent the community and EHS.

Volunteer Your Time

Parents are expected to complete a MINIMUM of TEN (10) volunteer hours each month.

These volunteer hours can be time in the classroom, assisting on field trips, planning special events throughout the year, such as our holiday program, Week of the Young Child Celebration, Mardi Gras, fundraisers and other activities. Serving on the Parent Committee and the Policy Council are ways you can volunteer your time. Head Start requires that each funded program accumulate several volunteer hours to assist with funding of the program.

Family Support Program

MCH Early Head Start Program offers a Family Support Program which includes family counseling and case management, and coordination of health services. The EHS approach to working with families is one of respect and acknowledgement of family strengths. All families need support. Our goal is to help prevent crisis by meeting needs early. We do this by asking you to meet with the Family Service Coordinator to complete an Individualized Family Partnership Agreement to identify family strengths and needs. The Family Service Coordinator will be in touch with you to explain more about the Individualized Family Partnership Agreement. We look forward to working with you.

Referrals and Community Resources

The Family Service Coordinator has a listing of other agencies and community resources which may be useful to you. Each family will be given a resource manual at orientation.

Grievance Procedures

The EHS Program will work hard to provide quality care and services to you and your children. However, if you have a complaint about the care your child is receiving, or a complaint about services or the way you have been treated by any staff member at Moore

Community House, we ask that you take the following steps to resolve the problem so that management first has an opportunity to address and resolve the problem.

1. Please speak directly to the person with whom you have the complaint. If the problem is not resolved to your satisfaction, or you do not feel comfortable approaching this person, please speak to their immediate supervisor.
2. If you have spoken to the immediate supervisor and the problem has not been resolved to your satisfaction, please speak to your center's Family Service Coordinator.
3. If you have spoken to your respective center's Family Service Coordinator and the problem has not been resolved to your satisfaction, please speak to the Early Head Start Director, Mary Harrington.
4. If you have spoken to the Early Head Start Director and the problem has not been resolved to your satisfaction, please speak to the Executive Director, Carol Burnett.
5. If you have spoken to the Executive Director and the problem has not been resolved to your satisfaction, please take your complaint to a parent representative on the Policy Council, who will bring the complaint to the seven member Policy Council, for resolution within the boundaries of licensing and program guidelines.
6. Final determinations are made by the Governing Board.

Agency Surveillance System

Surveillance viewing is available for parents during normal operating hours while accompanied by a member of management. In the event of a pending investigation, no footage will be made available until after investigation has been concluded.

Visitors to the Center:

Visitors entering the center will be asked for identification and must sign in/out in the Visitor's Log at the desk. Also, the visitor must wear a Visitor tag / smock. Visitors must govern themselves in a professional manner and follow the policy and procedure of MCH-EHS. ALL INFORMATION CONCERNING A CHILD IS CONFIDENTIAL.

REQUIREMENTS FOR MOORE COMMUNITY HOUSE EARLY HEAD START

Parents are required to provide the following documentation:

1. Application for enrollment to be completed when you enroll your child or place your child on the waiting list for the EHS program.
2. Copy of Medicaid Card, CHIP insurance card, or private insurance card.
3. Copies of Social Security Cards of all children eligible for the program.
4. Copy of child's immunization records (121 Form from the Health Department).
5. Copy of TANF papers, if applicable.
6. Copy of a one (1) year worth of recent pay stub, W-2, or income tax return.
7. If in school, a copy of the current enrollment schedule or letter from school.
8. Proof or verification of child age (birth certificate, hospital certificate, Baptismal Certificate (sealed)).
9. Emergency treatment release and information concerning any allergies or pertinent health problems of the child.
10. Change of address, telephone numbers and responsible people are needed at all times. (Parents will only be allowed to change information three (3) times a year.
11. If applying as an expectant family, a proof of pregnancy and WIC information is also required.

Renewal of Applications for Child Care Licensure and the Early Head Start Program

Moore Community House renews its Child Care Licensure each year. This requires that parents update annually.

The Early Head Start's Program year begins September 1 of each year. In August of each year, EHS parents will be asked to update and complete new enrollment applications for children in the Early Head Start Program.

We request your cooperation in meeting the requirements of our program for renewal of applications.

CENTER GUIDELINES AND PROGRAM RULES FOR PARENTS AT MCH EHS CENTER

WAIT LIST

Moore Community House Early Head Start Program maintains a wait list of children whose parents would like to enroll them in the EHS program. Applications are given a numerical value (score) based upon pre-determined eligibility criteria, including child's age, family income, parents' status as employed or enrolled in an education/vocational program. The family's score determines their position on the wait list. The list is reprioritized as new applications are submitted. As space become available in each classroom, children are enrolled. Wait list parents will receive notice of their child's application status. Wait list parents are encouraged to contact our office with questions about the wait list and their position on it.

ORIENTATION AND FIRST DAY

We encourage you and your child to visit your child's classroom prior to arrival for the first full day of child care. The Education Manager and the Family Service Coordinator/Manager will provide all families with an orientation to the center. They will give a tour of the facility, introduce you to the staff, give you an overview of our program, and introduce you and your child to his/her classroom. During this time, teachers will schedule a screening appointment. We are required to conduct two Developmental Screenings for your child or children. The screenings require parent participation. Parents are required to attend orientation before their child can attend EHS.

Early Head Start Classroom General Daily Schedule

Parents, be sure to check the classroom lesson plan to review the planned activities each day. Teachers develop lesson plans weekly based on the individual needs of children in their classroom.

Breakfast is served at 8:00 A.M. (If your child arrives after the designated time, he/she will be offered a light snack). *Remember, these snacks are not substitutes for a meal. Hungry children learn less and have more discipline problems. To assist you child in having a happy, satisfying day, make sure he/she arrives on time for meals or is feed before arriving at the center.*

Outdoor activities are scheduled daily for a minimum of thirty minutes for children under one year of age, weather permitting. Outdoor activities are scheduled daily for a minimum of one hour for children over the age of one. The children will have a morning outside time and an afternoon outside time, weather permitting. *Children and adults stay healthier when exposed to fresh air daily. Contrary to popular myths, a person cannot 'catch a cold' from going outside in the cold weather.* Our teachers believe that any activity conducted indoors can be easily transferred to the outdoor classroom.

Learning activities start at 8:30 A.M. Children must be in the classroom by 8:15 A.M. or he/she will not be allowed to attend the center for that day unless the child/parent has a medical excuse signed by a healthcare provider.

Lunch is served between 11:00 and 11:30 A.M. Snack is served at 2:00 P.M.

NOTE: Parents arriving at the beginning of snack time are encouraged to allow their child the opportunity to complete their snack. It is not our policy to send the snack home with a child.

Infants are fed on demand.

Moore Community House Early Head Start Center Hours

Early Head Start Center opens at 7:30 A.M. and closes at 3:30 P.M. SHARP!

ARRIVAL AND DEPARTURE PROCEDURES

Signing in and out:

All children must be signed in before entering his/her classroom and signed out before leaving the building. **Children will only be allowed to leave the center with people who are on his/her sign out authorization list, NO EXCEPTIONS.** If you need assistance, please ask any of the Moore Community House EHS staff. Please have valid governments issued ID such as a Mississippi Driver's License or state issued ID available when picking up children as we require proper identification from anyone picking up children.

Parking for drop off and pick up times:

You may use the parking located in front of the building. No one is allowed to park along Nichols Street, Roy Street and Auguste Street. The side street parking lot is reserved for Hope VI resident(s) and employee(s) only. If you have any questions please see the Center Manager, Education Coordinator or the Family Service Coordinator.

Parents or authorized representatives bringing children to and from school should refrain from loud music, using cell phones and smoking on the premises of the centers.

Before leaving your vehicle:

- 1. Turn off your engine.**
- 2. Remove the key.**
- 3. Do not leave other children in the car while picking children up from the center.**

4. Make sure your children are secured in a child safety seat when driving to the center and before leaving the center. Keeping yourself and children buckled in an automobile will help ensure their safety and yours.

**** All Families and visitors will be asked to return to their vehicle to ensure these policies are observed.**

Bringing Your Child to His/Her Room

Children brought to the center by private transportation will be escorted inside to the classroom teacher by the parent or an adult. Holding the child's hand is a good policy to observe. No children should be left alone in any car while bringing other children into the center.

Saying “goodbye” to a child is difficult for all parents. Understandably, you might prefer to sneak out during a moment when your child is playing, but we recommend NOT doing so. Not saying “goodbye” seems like abandonment to the child. Say “goodbye”. Also, we have found that a lingering “goodbye” can be distressing to the children. It is fine for you to stay and help your child get settled in or give teachers information, etc, but when you do say “goodbye”, be ready to leave.

There are several forms that are required for parents to complete before a child can be accepted into the classroom. Each child must have the following form completed before entering the room: Health Checklist and What I Do Today. If you do not bring your child or children to school please provide this information to the person who is dropping your child off at school. It is very important that this information be on record. This information is to assist us in providing quality child care for you and your child.

Late pickup Drop off procedure:

Parents are expected to have children signed out of the center by closing at 3:30 pm each day. **DROP OFF: If a parent is going to be late arriving to school they must call by 7:45 AM- you will still receive a tardy.** This will help teachers and other staffs provide a nutritious breakfast for your child. If a parent is late twice picking up their child or children, the parent will receive a verbal warning. If a parent is late three (3) times picking up their child or children, the parent will receive a written warning and be required to complete a parent conference. If a parent is late a fourth (4th) time picking up their child or children, the child will be suspended for two (2) days. If a parent is late a fifth (5th) time picking their child or children, they will be terminated and placed on the waiting list. **THERE ARE ONLY 5 TARDIES PER PROGRAM TERM!!**

PICK UP: If a parent is going to be late arriving to school, they are to call by 2:30PM – You will receive a LATE FEE. If a child is left at the center after closing and

the Moore Community House EHS staff is unable to reach a parent or responsible person for 30 minutes, the Department of Human Services (DHS) and/or the Biloxi Police Department may be contacted

>>> NO CALL ...NO ADMITTANCE! <<<

** Families will still receive a tardy even if school is notified prior to drop off/pick up.
**Parents are expected to make necessary allowances for punctuality if families have children at both centers – families will be subject a tardy from each center [which counts toward total allowable 5 for the program term] if applicable. Centers will not be able to “call the tardy in” to the 2nd center.

****PARENTS WILL BE HELD ACCOUNTIBLE FOR MAKING THEIR GUESTS AWARE OF THE TARDY/ATTENDANCE POLICY AND MAKING ANY NECESSARY ARRANGEMENTS TO ENSURE NO FURTHER TARDIES ARE ASSESSED.**

DISCIPLINE

Knowing what behavior is appropriate or acceptable in a situation is an important skill. Children develop this understanding when consistent limits and realistic expectations of their behavior are clearly and positively defined. Understanding and following simple rule can help children develop self-control. Children feel more secure when they know what is expected of them, and when adult expectations realistically take into account each child’s development and needs.

Moore Community House Early Head Start teaching staff will encourage children to resolve conflict and/or use redirection as a method of encouraging positive behavior and opposed to immediate termination of the activity. Children will be redirected to another activity if he/she is unable to participate successfully in any activity. Teachers will not use time out or any other method of exclusion in order to discipline children. Teachers/caregivers will use calm controlled voices and actions when speaking with the children. All children will be treated fairly and with equal attention. Parents will be consulted when children do not respond positively to guidance and direction after multiple situations.

We do not permit any staff member to use corporal punishment (i.e., hitting, slapping, shaking, jerking, shoving) or verbal abuse at Moore Community House. These are not consistent with positive child development and are prohibited by Mississippi State Child Care Licensing Regulations. **In hand with this policy, no parent or guardian is permitted to corporally punish or verbally abuse any child while on the Moore Community House campus or at a Moore Community House function.** Staff will be responsible to monitor for compliance. Infractions will be documented and turned into the Family Services Coordinator with a copy to the Education Coordinator and EHS Director.

Repeated violations (more than one) or severe violation will result in exclusion from involvement activities

Biting: Biting is a behavior that is of special concern to parents and staff. Children bite for many reasons. Mostly it is attributed to a developmental stage and teething. It is not an uncommon occurrence for children to bite or be bitten between the ages of one to two years old. Biting will be noted on an Incident Report to both parents maintaining confidentiality. Medical treatment and emotional support will be given to the child that is bitten. If the child continues to bite, a parent/teacher conference will be held that may include the Family Services Coordinator and/or Director to determine appropriate responses and intervention techniques.

Suspected Child Abuse:

MCH staff has a legal obligation to report any suspected case of child abuse or neglect. In the event that child abuse and/or neglect is suspected, Moore Community House EHS will contact 1-800-Child Abuse Hotline and to allow an investigation conducted by them. Moore Community House EHS will not conduct the investigation. Parents are reminded that if a child has an accident at home or away from the center, it should be brought to staff attention upon arrival at the center.

FIELD TRIPS

Field trips can be anything from nature walks to a trip to the bakery or a farm. They are educational and fun for the children. Often, the field trips are planned to coincide with the subject theme for a particular teaching unit. For example, a unit on food and nutrition might include a trip to the Farmer's Market. Each group, with the exceptions of infants, will go on a field trip. All teachers in a classroom will accompany the children on field trips and any parents who can help with field trips are encouraged to volunteer.

TRANSPORTATION POLICY AND PROCEDURES

Moore Community House Early Head Start does not provide transportation to and from the center. Staff is not permitted to transport children in their personal vehicles. In the event of a medical emergency, staff will contact 911 and utilize ambulatory services.

EMERGENCY PROCEDURES

A registration record containing emergency information is completed upon admittance of children. A telephone number must be provided to facilitate timely notification in the event of an emergency. If problems arise with contact resources, the Family Services Coordinator will be consulted. **It is mandatory that parents report any changes and current contact numbers in case of an emergency.**

In the event of a true medical emergency, an ambulance will be called and your child will be transported to the nearest medical facility. A release form is located on your child's application packet. Please read carefully.

Incidents that are not of an emergency will be documented on an Incident Report form. The parent may be notified about the incident by phone. At the end of the day, staff will notify the parent of the incident and ask the parent to sign the Incident Report. Phone contact information and results will be documented on the form. The parent will receive a copy of the Incident Report.

MEALS

Children are served two meals and a snack each day: breakfast, lunch, and afternoon snack. Menus are posted every month in each classroom, listing meals to be served that week. Menus must meet the Mississippi Department of Education Child Care Food Program and the United States Department of Agriculture guidelines. All Early Head Start children meals are free.

Staff and Volunteers are provided meals. For planning purposes, the names for lunch must be turned into the teacher by 8:30 each morning. Parent Volunteers must eat in the classroom with their children and they are not to bring other food into the classroom.

Parents are not allowed to bring any food into the center unless it is breast milk. **If a child requires food for a special diet, a written statement from the physician is required, and the center will provide the child with that food. (Head Start Performance Standard 1304)**

In the operation of the Child Care Food Program, no child will be discriminated against because of race, color, national origin, sex, age, or handicap. If you believe you have been discriminated against in Moore Community House's operation of the Child Care Food Program, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

BIRTHDAYS

No outside foods are allowed in the centers. All foods will be purchased and prepared by the Moore Community House. The Nutrition staff will celebrate birthdays once a month with cake or cupcakes made and provided by Moore Community House. Parents are welcome to bring birthday bags or goods bags (no candy) on their child's birthday.

HEALTH AND SAFETY

Your child's health and safety are matters of major importance to all of us. Upon enrollment, it is necessary to sign several forms including an emergency treatment release, and information concerning any allergies or pertinent health problems your child may have. A health check will be given every morning before you sign your child in at the center. Your child's teacher will check for fever, bruises, runny noses and cuts. A record of the health check is recorded daily.

IMMUNIZATIONS

Your child's immunizations must be kept up to date. The schedule for receiving these immunizations is as follows:

	DPT	POLIO	MMR	HIB
Age of Child	2 months	2 months		2 months
	4 months	4 months		4 months
Booster	6 months	6 months		6 months
	12 months		12 months	12 months
	4-6 years	4-6 years	4-6 years	

We recommend that when your child has an immunization, he or she should stay home for a day. Over the 24 hour period following an immunization, children may run a fever or be sore and uncomfortable.

Exclusion from care because of illness: MCH staff understands the importance of maintaining a facility that is as healthy as possible for your child. It is equally important for parents to help in achieving this goal. **Children, who are ill, should not come to the center.** It is the parents' responsibility to determine if their child is ill before bringing him/her to the center. Upon arrival in the center, your child's teacher/caregiver will give your child a health check upon entering the center and the results will be documented.

ALL CHILDREN WILL REQUIRE CLEARANCE FROM A PHYSICIAN BEFORE RETURNING TO SCHOOL

IF IT IS DISCOVERED THAT A CHILD HAS INTENTIONALLY BEEN SENT TO SCHOOL WITHOUT PROPER NOTIFICATION OF ILLNESS AND/OR CLEARANCE HAS NOT BEEN GIVEN BY DOCTOR, FAMILY WILL BE CONTACTED IMMEDIATELY AND CHILD WILL BE SENT HOME UNTIL CLEARED BY CHILD'S PHYSICIAN.

Your child must stay home if he/she has: (including, but not limited to)

1. A fever
2. A heavy cold or cough or yellow/green mucus
3. Any unidentified rash
4. Infected sores or eyes (pink eye symptoms)
5. Diarrhea diseases
6. Ringworm or impetigo
7. Lice
8. Pinworms
9. Chicken pox, measles, mumps, meningitis
10. Influenza, RSV

11. Hand, foot and mouth disease

Additionally, each staff member is trained and familiar with the children and will recognize changes in behaviors and attitudes. **If any of these symptoms begin to develop while at the center, or in case of illness or injury after a child has arrived at the center, the parent or other adult on the emergency list will be notified and the child must be picked up within thirty minutes.** Parents will receive an Illness Notification with further information about your being able to return to school. The Physician must 'sign off' on the form and indicate that h/she has reviewed the concerns coming from MCH. If your child receives any medication for any of the contagious illnesses, there must be medical documentation to indicate the child has been on this medication for 48 hours before he/she will be allowed to return to school. In the event of an emergency, staff will call 911 for immediate assistance.

The Director/Interim Director may request a 'physician's clearance' for diseases listed and not listed after details of the disease have been communicated to the Director. **It is the discretion of the Director/Interim Director to send a child home whose health is questionable. It is also the discretion of the Director/Interim Director to ask for a 'physician's clearance' before the child can return to care.**

Medicine: No over the counter medications will be given to your child while at the center. The only medications that we are permitted to administer are those that which have been prescribed by a doctor. The prescription label must be on the container showing that it was prescribed for that child, dosage and date. *Information provided by the pharmacy which describes what the medicine is for and potential reactions to the medication must be provided to the staff.* Out of date medications will not be dispensed to any child. You will be required to sign a medication log in order for medications to be dispensed in the center. Each time your child is given a new prescription by a doctor, a parent request for administering medication form must also be filled out. If the medication log is not completely filled out or the parent request form is not done, the medication will not be given to your child. Parents will receive a medication acknowledge form. On this form parents will be informed of any side effects and the time the medication was administered and by whom. A parent/legal guardian can give prescription or non-prescription medication to their child at the center.

NOTE: Even if MCH is not dispensing medication and your child has been prescribed medication to treat an illness, we must know. As a courtesy, please provide the 'Patient Information' listing the side effects. The reason is simple. For example, if your child is taking an antibiotic and one of the most common side effects is to have very loose stools. MCH may interpret this as diarrhea and send your child home. By communicating with MCH this special change for 7-10 days (etc.) will allow us to better serve you and your family.

Parents are welcome to administer medication *outside of classroom* to their child in the event it has been determined agency is unable to do so, but will still be required to follow agency regulations. Additionally, parents will be required to remain at center for 15 minutes "each time" to ensure there is no reaction by child.

Sun Safety / Insect Repellant:

Moore Community House provides sunscreen [only] to children in the event they will be going into direct sunlight for an extended amount of time [i.e. playground or walk]. No [other] over the counter medications will be given to your child while at the center. The only medications that we are permitted to administer are those that which have been prescribed by a doctor.

Allergies: If your child is allergic to milk or any other kind of food, we must have a statement from a doctor. Otherwise, all food and milk will be offered to your child according to a nutrition guideline of the Child Care Food Program.

We cannot accommodate any preferences regarding your child's allergies without a physician verification.

Smoking, Tobacco Products, and Prohibited Substances and Firearms:

The use of tobacco products in any form, alcohol, and illegal drugs, are prohibited within the physical confines of the child care center and on all outdoor playground areas. If smoking or use of tobacco is permitted outside the physical confines of the child care center, it shall be limited to designated areas where children, in the course of normal daily activities, may not observe staff or volunteers smoking or using tobacco products. **NO** firearms or other dangerous weapons will be permitted in the Moore Community House EHS center under any circumstances.

Personal Conduct:

There must be an understanding that inappropriate behavior to staff or anyone on MCH property will not be tolerated at any time, by its participants, family or guests. No disruptive behavior (yelling, threatening another person, inciting a riot, profanity or ANY inappropriate behavior around children, etc.) is permitted during phone conversations, in person, in the classrooms, in the building, or on property; this includes in appropriate and blatant disrespect of staff. Use of abuse/profane/obscene language is not allowed. No alcoholic beverages, other drugs, firearms or weapons are permitted on Center property. No one is to be under the influence of alcohol or other drugs while on the Center property. Staff will be responsible to monitor for compliance. Infractions will be documented and turned into the Family Services Coordinator with a copy to the Education Coordinator and EHS Director. Repeated violations (more than one) or severe violation will result in exclusion from involvement activities or no longer being permitted in building or on property.

****PARENTS WILL BE HELD ACCOUNTIBLE FOR THEIR GUESTS ACTIONS/VIOLATIONS!**

Dress Code:

In an effort to continue serving your children in the most pleasant atmosphere as possible, MCH Early Head Start has implemented standards for all adults

accompanying children into the center. Adults should not come dressed in pajamas or clothing that is too revealing. MCH staff reserves the right to deny acceptance of your child if the adult comes into the facility inappropriately dressed; this may cause your child to miss planned daily classroom activities until the dress standard is properly addressed.

Confidentiality:

Parents are asked to conduct themselves with an attitude of cooperation and respect for others in order to facilitate harmonious relations in all aspects of the program. They will avoid making irresponsible statements, repeating confidential information, and stirring up feelings which are antagonistic to good group relations. The Program Confidentiality Policy is observed by all staff and parents as a matter of policy.

Social Media Usage:

Moore Community House Early Head Start (MCH EHS) shares teaching, learning and promotional materials, as well as, provides and shares important information to its participants and community partners. Additionally, MCH EHS will sometimes publish such items in both print and digital environments such as MCH EHS official websites, or other agency approved social media outlets.

- Media (photo/video/audio recording) in which [you or] your child appears
 - Written materials made by your child
- Neither, Parents, staff and anyone else whether visiting or otherwise are permitted to operate any personal device for the purpose of photos, recordings, etc. without the written consent of **both parent AND Agency in classroom, at / during Agency events or activities.** In the event permission is given by both, only the child of the specific parent may be visible; no other children in the vicinity may be viewed as identifiable in any manner.
- Moore Community House EHS has a formal grievance process that all participants must follow (see pg. 10). There must be an understanding that inappropriate behavior to staff or anyone on MCH property will not be tolerated at any time, by its participants, family or guests. This includes inappropriate “venting” or bashing of agency on ANY SOCIAL MEDIA SITES. In SHORT: If at any time the school is made aware that a parent participant (or their guest) has violated this policy [**posting anything anywhere that might reflect negatively on the Agency**] this will be terms for an immediate family/parent conference to discuss the issue and relationship. This is a form of breach of confidentiality and will not be tolerated. Parents should refer back to their handbook’s “Personal Conduct” as they are always responsible for **ALL** of their guest actions.

- MCH EHS has no control over materials taken from MCH Websites and uses beyond having been posted on the official websites or pages.

- MCH EHS will not be held liable for any materials unknowingly taken from an official MCH EHS website and misrepresented elsewhere, this includes parents/participants who copy and repost materials obtained from an MCH EHS website.

Parents should always note that ANY and EVERYTHING posted by themselves or others on the internet is essentially there forever and may be reproduced by anyone at any time.

Drills: Fire drills are held monthly with a posted evacuation plan. Tornado drills are also practiced with a posted evacuation plan.

Incident Weather: If the Biloxi School District is closed due to bad weather, then Moore Community House will be closed also. If for some reason we cannot reopen when the schools do, we will have WLOX-TV television station announce it. In addition, we will send a text through the text system that has been established for our families. You can also reach the Early Head Start Administration: the Family Health Service Manager- Lywanda White 228-297-5074 for further information.

Emergency Procedures: In case of a sudden tornado or extremely bad weather, children will remain in the classroom and teachers will follow appropriate emergency procedures provided by Moore Community House. In the case of an intruder, the school will be locked down. In the event of a fire, children will be removed from the facility. If relocation is necessary, parents will be contacted, and children will be relocated to 684 Walker Street, Biloxi, MS. Our secondary location is less than ½ mile from Moore Community House: Nichols School, 406 Davis Street; Davis School, 345 Nichols so we will walk if weather permits. We have strollers and transport cribs. In the event the school is evacuated (EMERGENCY TRANSPORTATION POLICY needed to insert Health Department Rules for Chemical Emergency Evacuation)

CLOTHING

Dress: Parents are asked to dress their children for fun. We ask that you not dress them in their “best” clothes. Occasionally, children may spill paint, tomato sauce, or other art materials or food on their clothes. Staff tries to help children stay clean by using washable art materials and putting bibs and aprons on the children. Please observe casual dress requirements that are socially/culturally appropriate. Shoes and shirt are required for safety.

We ask parents to send **at least** two extra sets of clothes (shirt, pants, underwear and socks) for your child (ren). An extra pair of shoes is also helpful. Each child’s clothes will be stored in individual Ziploc bags. Accidents requiring a change of clothes can

happen to children of any age. Please provide us with clothes that fit your children. If your child has an accident requiring a change of clothes, please send a replacement set the following day. If you fail to do so, we will send a reminder for two days. If you fail to bring them by the third day, we will refer you to the Family Service Coordinator.

Dress your child appropriately for play and for the weather. We ask that you not dress them in jumpsuits. Dress them in clothes that they are able to take on or off themselves. Children play outside every day, weather permitting, and they will get dirty at times.

Properly fitting shoes are to be worn at all times while at the center. Shoes such as flip flops, shower clogs, slippers, open toe sandals, etc. are not permitted. For safety reasons, tennis shoes, sandals with strap, etc., are recommended.

Please be sure that **all** clothes (especially coats, hats, mittens, sweaters, etc.) are clearly marked with the child's name. If you cannot mark the clothes, we will assist you.

Toilet Learning: When your child begins potty training, **at least** four pairs of training pants will be needed daily. MCH EHS staff recommends the use of training pants instead of 'pull up' type of disposable underwear because their absorbency makes it difficult for children to distinguish being wet and having to urinate. This usually results in the toilet learning process taking a longer period of time. Having a few 'accidents' usually 'clue in' the children to urinate and prevent wetting themselves.

Potty training will be based on the individual needs of each child. Every child is different, when the parent or his/her teacher sees that your child is ready to begin potty training, parents will be required to have a conference with the teacher regarding the progress of the potty training of their child and watch a ten minute video training on potty training. Parents will also receive other literature on potty training. If you are trying to potty train at home, please inform teachers of this. Keep in mind that potty training your child must be a cooperative effort between the parents and teachers.

Other items: Please do not allow your child to bring toys, money, candy, gum, or small objects from home. Your child is allowed to bring a "Nite Nite Lovey" for nap time only. MCH provides sheets and blankets for nap time. If your child has a special blanket to sleep with, the child may bring it to the center as long as it is not a 'bed-sized' blanket. All blankets and 'loveys' must stay in the child's cubby until naptime. Please label your child's belongings.

MCH is not responsible for lost, stolen or damaged items.

INFANTS

To ensure a sanitary environment for the infants the following procedures must be followed. Older children are not permitted in the infant classrooms. If a sibling of an infant is enrolled in another age group at EHS, parents are encouraged to 'pick-up' the infant first and 'drop off' the infant last so that the

older child will not have to wait outside of the infant classroom for the parent. All adults must wear 'bootie' shoe coverings before entering the infant room.

If the child uses a pacifier, they will be provided by the Early Head Start program. Pacifiers will not be attached to the child's clothing.

EHS will provide the type of formula your baby uses. Moore Community House EHS does not use infant feeders and we ask parents not to either. *We will feed your children infant cereal with a spoon.* After consulting with the Health Department, we are convinced that using an infant feeder is not good for the child.

PARENTS ARE ENCOURAGED AND EXPECTED TO CLOSELY PARTNER WITH THEIR CHILD'S TEACHER TO ENSURE CONSISTENCY IN HIS/HER DEVELOPMENT. *It is important to foster healthy development habits with our children and families. To do this, it is both encouraged and expected that parents follow through with various learning tools [from school] in the home. This reduces any confusion for baby and increases positive behavior sooner. For example, When teachers advise families that their child is no longer on a pacifier, bottle, sippy cup etc., it is important that the parent also reasonably begin a "consistent" weaning process at home so that that child would come to learn other ways to soothe [themselves] as they are now becoming big boys and girls.*

We will not put a bottle in the bed with an infant. This is a Health Department Regulation. *Holding the baby during feeding is a special bonding time between the infant and parent/caregiver. We encourage you to hold your baby to feed him/her at home. The infancy stage is very short period in life for the child and even shorter for the parent.*

After 12 months, we will not use a bottle for your child at all at Moore Community House. *Before your child transitions into the one-year old class we will assist you in transitioning your child away from drinking milk from a bottle towards using a cup.*

At 9-10 months, we will assist you to begin the *gradual transition of your child from commercially prepared infant food to feeding your child soft table food. We encourage you to do the same at home. All milk and foods are provided by the center. We do not accept food or milk from any parent.*

Moore Community House Supports Nursing mothers and all are welcome any time. *MCH has a secluded place for you to use. Please inform our child's caregiver as to when you will be arriving to nurse your baby.*

ABSENCES

MOORE COMMUNITY HOUSE EHS IS AN ALL DAY MONDAY THROUGH FRIDAY PROGRAM!!

In order for a child to benefit most from our Early Head Start Program, and to have every opportunity we extend for positive, healthy development, it is important that he/she be present and participates every day. **MCH is responsible for monitoring patterns of / or excessive absences. If a child is absent for one day, we will contact the parents to enquire the reason for the absence. It is your responsibility to understand and agree to the policy on tardy and attendance while your child participates in the MCH EHS program. You are responsible for contacting the agency whenever your child will be out of school. By agreeing to the policy, you understand that MCH reserves the right to contact you if your child is not present at school. In addition, you understand that MCH will follow the attendance policy and procedure in the event you are unable to be contacted.**

When children are absent due to illness for three or more days, the parent is required to bring a doctor's excuse when the child returns to Moore Community House EHS. The Family Service Coordinator will meet with the parent to discuss whether the child is well enough to return to school in the event of extended illness or hospitalization.

In circumstances where chronic absenteeism persists and it does not seem feasible to include the child in either the same or a different program option, the child's slot must be considered an enrollment vacancy and child may be placed back on waitlist.

TERMINATION

Moore Community House will discuss any problems related to a child's ability to participate in our Early Head Start Program with the parents. We will make every effort to work with the child and parents to make the child's experience at Moore Community House EHS a happy and successful one. In those instances when problems arise and cannot be overcome, it may be necessary to create a plan of action.

If a child has been absent for 10 consecutive days without a reason, and we are unable to contact the parent regarding the child's absences, the child will be removed from the EHS program and replaced with another child on the waiting list. The absent child will then be placed on the waiting list.

EXTENDED-CARE

MCH-EHS will be offering extended-care services to participating families. After-care hours will extend from 3:30 p.m. to 5:30 p.m. MCH tardy policy applies to extended care. If a parent is late picking their child up from extended care services a **LATE FEE** will be rendered. After-care hours will be extended to **ONLY** those who pay for services the Monday by 12:00 Noon services are rendered.

HOLIDAY AND STAFF DEVELOPMENT DAYS CENTER IS CLOSED

Labor Day	September 4, 2017
Home Visits #1	October 9-10, 2017
Thanksgiving Holiday	November 23-24, 2017
Parent Conference #1	December 4-8, 2017
Christmas Holiday	December 25, - Jan 1, 2018 CLOSED
School Resumes	January 2, 2018
Martin Luther King's Birthday	January 15, 2018
Mardi Gras	February 12-13, 2018
Home Visits #2	April 2-3, 2018
Memorial Day	May 28, 2018
Fourth of July	July 4, 2018 (MCH CLOSED)
Teacher Conference	July 23-27, 2018 (MCH CLOSED)
Parent Conference #2	July 30-August 3, 2018
Closing Ceremony	TBA

MCH Holidays may not reflect the same dates as public school. All MCH children are expected to attend school regardless of public school holiday closings.

**Some dates are subject to change

INSURANCE

Moore Community House Early Head Start Program is insured through the General Board of Global Ministries of the United Methodist Church for liability insurance. We also have a small accident policy for staff and students in our program. All of our vehicles are covered by insurance and all drivers of our vehicles have obtained the necessary licenses to operate the vehicles.

CHILD CARE REGULATIONS SUMMARY FOR PARENTS

Mississippi State Department of Health

CHILD CARE REGULATIONS SUMMARY FOR PARENTS

Dear Parents:

The Regulations *Governing Licensure of Child Care Facilities* requires that child care providers supply you with a summary of the Child Care Regulations that govern the licensure of child care facilities. You will find that information below.

The Child Care Regulations are the rules and regulations that each child care facility in Mississippi must follow in order to maintain their Child Care License. You, as a parent, are entitled access to these regulations. Among the subjects covered in the Child Care Regulations are:

Licensing Requirements	Buildings and Ground	Children with Special Needs
Right of Entry and Violations	Health, Hygiene and Safety	Night Care
Facility Policies and Procedures	Nutrition and Meals	School Age Care
Personnel Requirements	Discipline and Guidance	Summer Day Camp & School Age Programs
Records	Transportation	Hourly Child Care
Reports	Diapering and Toileting	Hearings, Emergency Suspensions
Staff Requirements	Rest Periods	Legal Action and Penalties
Program of Activities	Feeding of Infants & Toddlers	Release of Information
Equipment, Toys, and Materials	Swimming & Water activities	

APPENDICES

- | | |
|---|---|
| Appendix A- Child Abuse and Neglect Reporting Statues | Appendix B- Reportable Diseases |
| Appendix C- Nutritional Standards | Appendix D- Playground Safety Standards |
| Appendix E- Dishwashing Procedure | Appendix F- Handwashing Procedure |
| Appendix G- Diaper Changing Procedure | Appendix H- Cleaning & Disinfection Procedure |
| Appendix I- Communicable Disease/Conditions and Return of Child Care Guidelines | |

A full copy of the Child Care Regulations should be located in the Director’s office of your child care facility. It should be available for your examination upon request. You may also access the Regulations at www.msdh.state.ms.us (go to websites by Program, then Child Care Licensure). You may direct your questions to your local licensing official _____ at _____ or you may contact the Child Care Licensure office in Jackson at 601-576-7613.

Should you have a complaint concerning your child care facility, contact the licensing official listed above or call the Child Care Licensure Office, toll free, at 1-866-489-8734.

Brian W. Amy, MD, MHA, MPH, State Health Officer
570 East Woodrow Wilson · P.O. Box 1700 · Jackson, MS 39215-1700
1800-489-7670 · Fax 601-576-7931 · www.msdh.state.ms.us

Equal Opportunity in Employment/Services

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Signature Page

I have received a copy of the Moore Community House Early Head Start /Parent Handbook. I am aware of the guidelines and agree to follow the policies.

Initial _____

- **Parents should note: any required screenings that are not completed within designated timeframe.**

Initial _____

- **I understand and agree to the policy on tardy and attendance while my child participates in the MCH EHS program**

Initial _____

- **I understand that inappropriate behavior to staff or anyone on MCH EHS property will not be tolerated at any time, by its participants or their family guests. Including inappropriate “venting” or bashing of agency on ANY SOCIAL MEDIA SITES.**

_____ (Parent/Legal Guardian)
(Please Print)

_____ (Parent/Legal Guardian)
(Signature)

_____ Date

Name of Child (ren):

