

# Guam Head Start Program



## Families in Motion Guidebook

School Year 2017-2018

This guidebook belongs to the \_\_\_\_\_ Family

My Head Start Center is: \_\_\_\_\_

Head Start Teacher: \_\_\_\_\_ Email Address: \_\_\_\_\_

Head Start Teacher's Assistant: \_\_\_\_\_ Email Address: \_\_\_\_\_

Classroom Phone Number: \_\_\_\_\_

Family Service Worker: \_\_\_\_\_ Email Address: \_\_\_\_\_

Office Phone Number (Direct Line): \_\_\_\_\_

### **My Monthly Parents in Action Center Level Parent Group (CLPG) Meeting is on:**

---

Chairperson: \_\_\_\_\_ Vice-Chairperson: \_\_\_\_\_

Secretary: \_\_\_\_\_ Treasurer: \_\_\_\_\_

GHSPC Representative: \_\_\_\_\_ GHSPC Alternate: \_\_\_\_\_

<b>Guam Head Start Policy Council Meetings are the 3<sup>rd</sup> Wednesday of each month</b>		
August 16, 2017	December 20, 2017	April 18, 2018
September 20, 2017	January 17, 2018	May 16, 2018
October 18, 2017	February 21, 2018	June 20, 2018
November 15, 2017	March 21, 2018	July 18, 2018

**My center has \$15 per child to use for an approved Parent Child Activity**

<b>Date of Parent-Child Activity</b>	<b>Details (location, cost, transportation, etc.)</b>

#### **Notice of Special Accommodations:**

If special accommodations, auxiliary aids or services are required to participate in the Guam Head Start Program, please contact the Head Start Central Office to submit a request for reasonable accommodations.

#### **Notice of Non-Discrimination:**

The Guam Head Start Program does not discriminate on the basis of race, color, national origin, sex, disability, or age. If an employee, parent/guardian or student believes that he or she has been discriminated against, please contact Margaret Cruz, Title IX Coordinator.

Tel: 671-300-1612 • email: [mecruz@gdoe.net](mailto:mecruz@gdoe.net) • website: [www.gdoe.net](http://www.gdoe.net)

## **Table of Contents**

<b>About Head Start</b> What is Head Start? / How is Head Start Funded? Location of Head Start Centers / Contact Information for Guam Head Start Central Office	2
<b>How do I qualify for Head Start?</b> Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA)	3
<b>Health Program Services</b> Immunization and Health Requirements / Emergency and Health Information Nutritious Meals / Daily Health and Hygiene Practices Absences Due to Illness / Policy on Communicable Diseases / Policy on Medications Child Mental Health and Social and Emotional Well-Being / Positive Solutions for Families Health Services Advisory Committee (HSAC)	4 - 7
<b>Other Important Policies</b> Absent or Tardy Signing In and Out at School's Main Office Withdrawals / Transfers Guardians Safety is Our Priority / Bus Transportation Notice of Parent Rights under FERPA / Access to Child Files by Custodial and Noncustodial Parents	8 - 10
<b>Education and Child Development Program Services</b> Age-Appropriate Learning Environments / Teaching Staff and CLASS Curriculum / Curriculum Support / Lesson Planning / Developmental Screening Positive Classroom Discipline Home Visits / Parent-Teacher Conferences Parent-Child Activity Funds / Fun Day / Certificate Day	11 - 13
<b>Family and Community Engagement Program Services</b> Family Services Staff / Family Partnership Process	14
<b>Additional Services for Children with Disabilities</b>	15
<b>Program Governance and Shared Decision-Making</b> Center Level Parent Group (CLPG) Guam Head Start Policy Council (GHSPC) Guam Education Board (GEB)	16
<b>Getting Involved in Head Start</b> Families in Motion Activities / Parent Involvement Volunteers / Volunteer Clearances	17 - 19
<b>Head Start and School Readiness</b> Head Start Early Learning Outcomes Framework (ELOF) Guam Head Start's School Readiness Goals	20 - 23
<b>Additional Information</b> The Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children Parent, Family, Community Engagement (PFCE) Framework Eight Practical Tips for Parents of Young Children with Challenging Behavior Children Learn What They Live / Just Playing	24 - 28



## ***About Head Start***

### **DEPARTMENT OF EDUCATION VISION STATEMENT**

Every Student: Responsible, Respectful and Ready for Life

### **VISION OF THE GUAM HEAD START PROGRAM**

All children and families will receive services respectful of their differences, which allow them to reach and go beyond their life goals and become stronger voices for their families, their children, and themselves.

#### **What is Head Start?**

Head Start promotes school readiness through comprehensive services to enrolled children and families in the areas of education, health, and family engagement. Children's development is enhanced in center-based setting. Head Start is not your typical program and is the leader in many early childhood initiatives and evidence-based practices.

The Program also strives to actively engage parents in their children's learning and to help them in making progress toward their family goals. Parents are encouraged to participate in all areas. This emphasis on family engagement makes Head Start unique to other preschool programs.

#### **How is Head Start funded?**

Head Start is administered on Guam by the Department of Education which provides local funding to the Program. The Guam Head Start Program is also federally funded by the Office of Head Start (OHS) – Region IX of the Administration for Children and Families (ACF) of the United States Department of Health and Human Services (HHS).

### **HEAD START CENTERS**

The Guam Head Start Centers are located in most of the Department of Education's Elementary Schools

Adacao.....	300-6500	Machananao.....	635-4381
Astumbo.....	635-4363	Marcial Sablan.....	565-2238
C.L. Taitano.....	477-4778	Maria Ulloa.....	632-5176
Carbullido.....	734-4341	Merizo.....	828-8525
Chief Brodie.....	647-4536	M.U. Lujan.....	789-1535
Daniel L. Perez.....	653-0404	P.C. Lujan.....	734-3971
Finegayan.....	635-0687	Price.....	734-2159
H.S. Truman.....	565-5195	Talofofo.....	789-1171
Inarajan.....	828-8641	Upi.....	633-1382
J.M. Guerrero.....	632-1540	Wettengel.....	632-7770

### **GUAM HEAD START CENTRAL OFFICE**

Address: 500 Mariner Avenue, Barrigada, GU 96913-1608

Office Hours: 8:00 a.m. - 5:00 p.m., Monday –Friday except weekends and Government Holidays

Phone Number: (671) 475-0484

Fax Number: (671) 477-1535

Website: [www.guamheadstart.org](http://www.guamheadstart.org)

## ***How Do I Qualify for Head Start?***

**Eligibility** – Parents/Guardians provide documents to show their child’s age, family income and other information to determine eligibility for the program. After a child is deemed eligible, Program Staff complete the application process. Registered children are then placed on a list for Selection.

**Recruitment** – Head Start begins recruiting children for the upcoming school year in March/April by conducting outreach at the Public Health Centers and other sites. Flyers are distributed through the public elementary schools and community partners; posted in public areas such as stores and clinics; and mailed to age-eligible children who had a sibling previously enrolled in Head Start.

**Selection** – Head Start can currently serve five hundred (534) children island-wide. Therefore, not every eligible child will be selected and enrolled in the program. Selection of children is made using criteria determined by the Guam Head Start Policy Council and Guam Education Board to include age, income, children’s disabilities, and family needs. Those eligible children who are not selected for a class list are placed on a waiting list for the center in their district.

**Enrollment** – After selection is made, parents are notified of their child’s status by mail and through phone call to begin the enrollment process. A family service worker will contact families to ensure that all health requirements are completed for the child to begin class. The assigned family service worker will also schedule a home visit to conduct a family assessment, identify supports, and initiate partnerships for families to reach their goals.

**Attendance** – Regular attendance is important. A positive attitude of regular “school” attendance will be instilled in your child during the school year. You and your child will gain more from Head Start if you participate on a regular basis.

- If a child has multiple unexplained absences (such as two consecutive unexplained absences), Teaching Staff will conduct a home visit or make other direct contact with parents to find out why your child has been absent.
- If your child’s attendance is poor, Family Services Staff will also contact you to discuss ways to promote your child’s regular attendance.
- If we are unable to contact you and do not hear from you, your child may be transferred to the waiting list. **Head Start reserves the right to transfer children to the waiting list due to excessive and/or prolonged absence(s).** Remember, other children are waiting to attend Head Start and space is limited.
- **IF YOUR ADDRESS OR TELEPHONE NUMBER CHANGES, it is important that you INFORM YOUR CHILD’S TEACHER and the HEAD START CENTRAL OFFICE.**

## Health Program Services

*"You can't educate a child who isn't healthy and you can't keep a child healthy who isn't educated."*

A healthy child is ready to learn. Head Start emphasizes the importance of prevention and early identification of health problems. Head Start children go through additional developmental screening in the areas of hearing, vision, as well as height and weight. If treatment is necessary to correct health problems, help is available through the child's family medical resources, community health agencies, and/or Head Start.

**Immunization and Health Requirements** – All children are required to meet minimum health requirements BEFORE entering Head Start. Department of Education Board Policy 337, as it pertains to the Guam Head Start Program, requires that parents/guardians present valid documentation of the following as a condition of their child's enrollment in the public schools of Guam:

- 1) Receipt of one dose (**minimum**) of the following immunizations:
  - a) Diphtheria, Pertussis, Tetanus (DPT) vaccine
  - b) Trivalent Oral Polio Vaccine (TOPV) or Inactivated Polio Vaccine (IPV)
  - c) Measles, Mumps, Rubella (MMR) given after the child's 1<sup>st</sup> birthday
  - d) Hemophilus Influenza Type B (Hib) – 3 doses or at least one dose after the age of 15 months
  - e) Hepatitis B series

**\*Students are also required to present valid documentation of receiving required follow-up immunizations after initial enrollment as a condition of continued enrollment. Exemptions may be given for religious and medical contraindication reasons. Refer to Board Policy 337.**

- 2) The results of a Tuberculosis (TB) Skin Test done within one (1) year prior to registration for students entering from the United States or its territories or within six (6) months for students entering from non-U.S. areas.

**\*If the results are positive or questionable, the parent/guardian must obtain and provide the school with a TB Evaluation Clearance from the Department of Public Health and Social Services before child is admitted to school.**

- 3) The results of a physical examination completed within one (1) year of entry into any school system. For Head Start enrollees, a hemoglobin and/or hematocrit blood test and lead test are a required part of the physical examination process. Assistance in obtaining appointments/services may also be available through the Head Start staff. Contact the Health Services Manager for more information.
- 4) Completed physical examination forms and/or health documents must be returned to the Head Start Central Office for appropriate clearance. **School officials/staff, teachers, or other individuals outside of the Head Start Central Office are NOT authorized to accept any physical examination forms or health documents on behalf of Head Start.**

**Emergency and Health Information** – Department of Education Board Policy requires that each Head Start child have an "Emergency/Health Information" card on file in the classroom upon admission to school and throughout the program year. Parents/guardians are asked to provide complete and accurate health information on these cards. They should also be updated as necessary. Any significant changes in a child's health status should be

called to the attention of the Health Services Manager and Teaching Staff.

Parents are also requested to provide contact numbers and alternate people to contact on their child's emergency card which should be updated as needed.

**Nutritious Meals** – Do not send money for breakfast and lunch with your child. Food is provided by the Department of Education Food Services Division at no cost to families. Children are served a nutritionally balanced breakfast and lunch at the center each day (afternoon sessions are served lunch and a mid-afternoon snack). Children eat family-style. Menus are posted in the classroom.

It is the parent's responsibility to inform the teacher if a child has any allergies to food or has a special diet. **A doctor's certification is required in order for specific adjustments to be made in meals served.**

Nutrition education and/or counseling is offered to children and parents in cooperation with the Department of Public Health and Social Services, the University of Guam, and other community resources/agencies.

**Daily Health and Hygiene Practices** – Hand washing and tooth brushing are an important part of the daily Head Start curriculum. Children are taught to wash their hands before and after meals. Each child is also provided with their own toothbrush and toothpaste. Lessons include proper ways to maintain healthy minds and bodies. Dental hygiene is fostered through in-class tooth brushing, ongoing dental education, and fluoride varnish application. Parents/guardians are encouraged to reinforce good dental hygiene at home.

**Head Start children must have a dental exam through the Department of Public Health and Social Services or private dentists. Please notify the Head Start office if a dental appointment cannot be made.**

**Absences Due to Illness** – Notify your child's teacher if your child is ill. Please report how your child is doing and when you think he/she will be returning to the classroom.

**ABSENCES OF THREE (3) OR MORE CONSECUTIVE DAYS REQUIRE A DOCTOR'S EXCUSE.**

**FREQUENT ABSENCES DUE TO ILLNESS WILL BE REFERRED TO THE HEALTH SERVICES MANAGER.**

**Policy on Communicable Diseases**

- 1) **Varicella or "Chicken Pox"** – Most children will be affected by Varicella or "Chicken Pox" at some point in their lives. If any child in the Head Start center is discovered to have "chicken pox," that child will be immediately isolated and parents/guardians will be contacted to pick up the child. The child will NOT be allowed back in school unless/until skin is dry and free of lesions/scabs (about 10-14 days after eruption of last crop of vesicles). The Head Start Health Services staff will do follow-up on any cases as necessary and the on-site School Health Counselor may be called on to clear a child for his/her return to school.
- 2) **Acute Conjunctivitis or "Pink Eye"** –Suspected conjunctivitis will be handled in the following manner:
  - a) Parent/guardian will be contacted to pick up the child.
  - b) Parent/guardian will be advised to take child to a private doctor for treatment if symptoms persist or worsen. Doctor's statement should be obtained verifying that child was seen and/or treatment given.

c) Child will be readmitted to school when symptoms (pink eyes) have cleared.

**3) Impetigo or “Guam Sores”** – Children found/suspected to have Impetigo will be handled in the following manner:

- a) Parent/guardian will be contacted to pick up the child. Child will be referred to a doctor for evaluation and treatment.
- b) Parents must ensure that child takes any/all medication as prescribed.
- c) Child will be readmitted to school only after sores/lesions are completely gone/healed OR upon presentation of a doctor’s certificate which states that the child’s condition was not contagious or is no longer contagious.

**4) Lice/Nits (Pediculosis)** – As per DOE SOP# 1200-015, head lice checks will be performed as needed for individual students. All students infested with live lice will be sent home at the end of the day and may return once appropriate treatment has been initiated, and or at the discretion of the School Health Counselor. The student shall not return to school until live lice are no longer present. For more information, please refer to SOP#1200-015. Please call Head Start Health Services Staff if the problem continues despite treatment.

**5) Other Potentially Communicable Diseases** – If your child has a fever, bad cough, cold, flu symptoms, vomiting and/or diarrhea, it is requested that you keep him/her at home until he/she is well again. This is for the protection of your child, to avoid aggravating his/her illness, as well as the protection of the rest of the children in your child’s class, to avoid needless spread of illness/disease to others.

THE COOPERATION OF PARENTS/GUARDIANS IS REQUESTED TO ENSURE, AS MUCH AS POSSIBLE, A HEALTHY AND DISEASE-FREE HEAD START EXPERIENCE FOR ALL CHILDREN. BY TAKING PROMPT ACTION TO RESOLVE PROBLEMS THAT OCCUR, WE WILL BE ABLE TO ACHIEVE THIS!

**Policy on Medications** – Possession, use, and/or administration of medicine (prescription or otherwise) is subject to Head Start rules and regulations, Department of Education Board Policy, and the Drug-Free Workplace Program. Specific details may be obtained from the Head Start Central Office. **Contact the Health Services Staff if your child will need to take medication during school hours.**

**Child Mental Health and Social and Emotional Well-Being** – Head Start recognizes the importance of providing mental health services to children to encourage their social and emotional development. Good mental health allows children to think clearly, develop socially and learn new skills. You know your child best. This is why it is important that parents carefully observe their children and talk with Head Start staff about their concerns.

To help identify social-emotional concerns, the program routinely conducts assessments on children in the area of child development and mental wellness. This may include screening tools, classroom observations and if necessary, referrals for further evaluation. Workshops and information on mental wellness as well as referrals for counseling are also available to parents and staff.

**Positive Solutions for Families** – This curriculum offers parents the opportunity to practice parenting skills to promote children’s learning and development. The goal of this *evidenced-based, parent training* is to promote positive and effective parenting behaviors which will in turn promote children’s social and emotional development and address the challenging behavior and mental health needs of children in Head Start.

There are six sessions in this interactive parenting series which provides families with information on how to promote children's social and emotional skills. Parents will develop skills to help them understand their child's behavior and fill their tool box with a range of positive approaches to helping their child develop social and emotional skills that support friendship and learning. These sessions give parents general information on key strategies that may be used with all children. However, sessions are not designed to offer parents specific advice for their child's individual issues.

**Health Services Advisory Committee (HSAC)** – This advisory group brings together staff, parents, and local health care providers to discuss health services in Head Start. Parents are encouraged to join HSAC which will allow your voice to be heard on the issues that are important to you in the areas of physical health, nutrition, mental health, as well as medical and dental care.

**IF YOU HAVE ANY QUESTIONS REGARDING YOUR CHILD'S HEALTH,  
PLEASE CONTACT THE HEALTH SERVICES MANAGER AT THE HEAD START CENTRAL OFFICE.**

## ***Other Important Policies***

**Absent or Tardy** – When your child cannot be at the center for the day, please call his/her teacher and explain the absence(s) as soon as possible. **The teaching staff needs to know WITHIN ONE (1) HOUR OF THE START OF CLASS if your child is going to be absent or tardy.**

Head Start needs to ensure children are safe when they do not arrive at school. If a child is UNEXPECTEDLY absent and a parent has NOT contacted Teaching Staff WITHIN ONE (1) HOUR OF THE START OF CLASS, Head Start will attempt to contact the parent to ensure the child's well-being.

**Signing In and Out at School's Main Office** – Head Start staff, parents, friends, and/or visitors are required to sign in and out at the school's main office BEFORE visiting a Head Start classroom and must abide by the school's regulations. **Smoking and consumption of liquor and/or drugs is NOT allowed in the classroom, on school grounds, or during school functions.**

**Withdrawals** – A parent/guardian planning to withdraw their child from the Head Start Program **MUST** sign a withdrawal form at the Head Start Central Office and should inform the teacher of the withdrawal.

**Transfers** – A parent/guardian wanting to transfer their child to another center must sign a transfer form at the Head Start Central Office before the child may be admitted into another center or placed on the waiting list in another area. Admission to another center is dependent on whether there is a vacancy in that area. The parent should also inform the teacher of the transfer.

**Guardians** – Head Start follows the Department of Education's Policy on Guardianship, which defines a guardian as "any adult other than a parent who has a court order authorizing the adult to care for the child" (SPAM, December 1996). When an adult has guardianship over a child, the guardian is recognized as having all rights of a natural parent. In Head Start, this means that the guardian will be responsible for making decisions related to the child's participation in all Head Start functions such as the signing of official documents, participating as a voting member of the Center Level Parent Group and/or Guam Head Start Policy Council, etc.

If the guardian would like to authorize the natural parent(s) or any other adult to act on his/her behalf, the guardian may submit a notarized Medical Treatment and Educational Consent Form. This document must be submitted to the Head Start Central Office along with a copy of the court order which granted guardianship. It enables the natural parent(s) to consent to the provision of medical care to the child as well as to make all decisions regarding the child's educational needs, including voting in the Center Level Parent Group and/or Guam Head Start Policy Council.

Guardians who ONLY want to transfer voting rights may instead submit a notarized Authorization for Transfer of Voting Rights Form to the Head Start Central Office. Both authorizations, the Medical Treatment and Educational Consent Form as well as the Transfer of Voting Rights, may be revoked by the guardian *at any time* by providing a *written notarized statement* to the Head Start Central Office.

### **Safety is our Number One Priority!**

At Head Start, we care about the safety the safety of our children and families. Here are some ways to remain safe while traveling:

- **Children need to always be properly secured in an age appropriate car seat or booster.**

**Guam Law requires that**

- Children under four (4) years of age must be secured during transit in a child passenger restraint system which meets federal motor vehicle safety standards and is used in accordance with the manufacturer's operating instructions.
- Children less than four feet nine inches (4'9") tall and between four (4) and eleven (11) years of age must be secured during transit in a booster seat or appropriately fitting child restraint system that meets federal motor vehicle safety standards and is used in accordance with the manufacturer's operating instructions.
- Always hold hands with your child while in the parking lot at all times. Children depend on adults to keep them safe.
- Always bring all children inside the school with you. Never leave a child in a car unattended even for a minute during drop off or pick up.

**Bus Transportation** – Bussing services are provided to Head Start children attending school within their district areas. Children will be picked up and dropped off at designated bus stops only. It is the parent's responsibility to have their children at the bus stop on time.

Head Start will issue bus tags for children and parent/guardian to be used during drop off and pick up at the designated bus stations. The bus tags include the Head Start Logo, Child's Name, Bus Station, Center Name, Names of the Teacher/Teacher Aide, Center Contact Information and Parents/Guardians Names. **THESE BUS TAGS MUST BE WORN BY THE CHILD AND THE PARENT/GUARDIAN AT THE BUS STOP DURING PICK-UP AND DROP OFF AT THE BUS STATION.** This requirement is being implemented for the safety of all Head Start children who ride the bus and must be followed.

Parents or other authorized adults must be at the bus stop to supervise their children until they are picked up. In addition, parents must be at the bus stop after school to meet their child when the bus arrives. If no authorized adult is present to meet the child, the bus driver will bring the child back to the school and the parent will be called to pick up the child. Teachers, Teacher Assistants and other Program Staff are not allowed to transport the children in their personal vehicles.

**\*If parents fail to meet this requirement, the following consequences will apply:**

- 1) 1<sup>st</sup> offense: Teaching Staff will speak with parents/guardians, remind them of the policy, and encourage parents/guardians to be mindful of and abide by this policy.
- 2) 2<sup>nd</sup> offense: Teaching Staff will make a referral to the appropriate Family Services Staff. Family Services Staff will then make contact with parents/guardians, discuss this concern, and determine if there are any family needs which may be the cause or may be contributing to this issue. If so, appropriate support services will be extended.
- 3) Subsequent offenses: Program Staff will determine if the parent/guardian's reason for failure to receive their child at the bus stations is legitimate, and therefore, excusable. If so, Program Staff shall remind parents/guardians of the policy and support services will be offered and implemented, as needed. If reasons are not legitimate, the child will be denied the **privilege** of bus transportation for the remainder of the school year.

***Riding on the school bus is a privilege, not a right. For the safety of all individuals riding the bus, the following regulations are enforced:***

- \* Children are under the direct authority and responsibility of the bus driver while inside the bus. Once

children leave the bus and enter a school campus, the principal is in charge.

- \* The bus driver is authorized to assign seats to passengers. Children must always remain seated when the bus is in motion.
- \* Always be courteous to the bus driver, other passengers, and passers-by. Shouting and horse-playing in the bus is strictly prohibited.
- \* Never extend hands and arms outside bus windows.
- \* Please do not leave your litter inside the bus and never throw anything out of the windows.
- \* Damaging the bus in any way is prohibited. If individuals are responsible or are involved with damages, they will have to pay for repairs and will lose the privilege to ride the bus.
- \* No one is allowed to sit on the engine cover.
- \* Eating and drinking is not allowed inside the bus.
- \* Smoking, consumption of liquor, and use of drugs are not allowed inside the bus.

#### **Notice of Parent Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Head Start receives a request for access.

Parents who wish to inspect their child's or their education records should submit to the Head Start Program Director a written request that identifies the records they wish to inspect. The Head Start Program Director will make arrangements for access and notify the parent of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents who wish to ask Head Start to amend their child's education record should write the Head Start Program Director, clearly identify the part of the record they want changed, and specify why it should be changed. If Head Start decides not to amend the record as requested by the parent, Head Start will notify the parent of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before Head Start discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would

otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request of the school, Head Start discloses education records to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Head Start to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202

**Access to Child Files by Custodial and Noncustodial Parents** — FERPA is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules.

FERPA gives custodial and noncustodial parents alike certain rights with respect to their children's education records, unless a school is provided with evidence that there is a court order or State law that specifically provides to the contrary. Otherwise, both custodial and noncustodial parents have the right to access their children's education records, the right to seek to have the records amended, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

**IF YOU HAVE ANY QUESTIONS REGARDING ANY OF HEAD START'S POLICIES AND PROCEDURES,  
PLEASE CALL OUR CENTRAL OFFICE AT 475-0484**

## ***Education and Child Development Program Services***

The Head Start education program is designed to meet the needs of each child. Learning experiences encourage physical, social, emotional, and intellectual development. The program respects the ethnic and cultural backgrounds of each child and family.

**Age-Appropriate Learning Environments** – Teaching Staff provide a framework for supporting child development by using developmentally appropriate schedules, lesson plans, and indoor and outdoor learning experiences that include teacher-directed and child-initiated activities, active and quiet learning activities, and opportunities for individual, small group, and large group learning activities. They provide children with opportunities to enrich and extend their developmental skills through choice, play, exploration, and experimentation among a variety of learning, sensory, and motor experiences. Each classroom is organized by interest centers such as dramatic play, blocks, library, computer, arts and crafts and manipulative play.

Each classroom has a teacher, teacher assistant, and a varying number of volunteers. Staff and parents act as role models in the classroom.

**Teaching Staff and CLASS** – Teachers are highly trained in working with young children, encouraging all areas of development and in working with families to ensure the developmental success of each child. **ALL HEAD START TEACHERS ARE CERTIFIED IN EARLY CHILDHOOD EDUCATION.**

Head Start uses the Classroom Assessment Scoring System (CLASS) as an observation tool that focuses on the effectiveness of classroom interactions among teachers and children because it is these daily interactions that promote children's social and cognitive development. Children thrive when teachers create nurturing, well-managed settings and provide frequent and engaging opportunities to learn. CLASS focuses on the interaction of Teaching Staff and children in the domains of Emotional Support, Classroom Organization and Instructional Support. Based on CLASS observations, Teaching Staff work to strengthen their skills in areas such as intentional teaching, effective interactions, and quality implementation of activities.

**Curriculum** – Head Start uses the *Creative Curriculum* which is rich in language development and focuses on child outcomes. The curriculum is designed with the belief that children learn through play and socialization. Because a child's self-esteem is so critical to the learning process, activities which promote a positive "I am special" concept are integrated into daily lessons.

**Curriculum Support** – To further support the social and emotional development of children, Head Start also uses the *Second Step Early Learning Program*. The goal of this program is to help preschool children to harness their energy and potential by teaching them to listen, pay attention, control their behavior, and get along with others. The concepts are presented in age-appropriate puppet scripts, and the songs are easy to memorize. When students enter kindergarten with the self-regulation and social-emotional skills taught in the research-based *Second Step* program, they're set up for success.

**Lesson Planning** - Parents participate in the process of creating and approving lesson plans. At a Center Level Parent Group meeting, the teacher will discuss the upcoming lessons and seeks suggestions from parents. Parents must approve the lessons. Field trips are allowed and guest speakers are encouraged to present to the children and parents. Certain activities require the approval of the Head Start Central Office. These include field trip sites, fun day activities, fundraising, and other parent-child activities. Use of the designated Parent

Activity Funds also requires the approval of the Guam Head Start Policy Council.

**Developmental Screening** - Each child is administered a developmental screening to determine the child's present level of performance in the areas of fine and gross motor skills, speech and language, concepts, behavior, and self-help skills. The results of these screening are used to identify goals and objectives for each child. This information allows the staff to work with the family to develop an individual learning plan and to modify lessons, experiences and activities to assist the child in learning and improving his/her skills.

Developmental screening tests used in Head Start include the Ages and Stages Questionnaire (ASQ-3), the Ages and Stages Questionnaire: Social-Emotional (ASQ:SE-2), as well as the DIAL-4 (Developmental Indicators for the Assessment of Learning).

**Positive Classroom Discipline** – Head Start uses *The Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children* to help Teaching Staff build skills to support nurturing and responsive caregiving, create learning environments, provide targeted social-emotional skills, and support children with challenging behavior.

- Corporal punishment is strictly prohibited.
- Inappropriate behavior is redirected towards appropriate behavior. (Children are allowed to choose from appropriate activities.)
- Guidance is provided for children by parents and staff in a gentle, but firm, tone of voice.
- Parents/Guardians are contacted by teaching staff depending on the severity and/or frequency of the inappropriate behavior.

**Home Visits** – The Head Start Performance Standards require that the Teaching Staff conduct a minimum of two (2) home visits per child each year. Parents are notified before each visit. Additional home visits may be completed at the request of the parent or teacher due to child/family needs or issues such as extended or excessive absences and classroom concerns.

- 1) **First Visit** – completed within 45 calendar days of a child's first day of school
  - a) To acquaint the child with Teaching Staff
  - b) To help parents feel comfortable with Teaching Staff
  - c) To share ideas for classroom and parent activities.
  - d) To discuss the results of the child's developmental screenings.
  - e) To identify goals and objectives for each child.
- 2) **Final Home Visit** – completed by May
  - a) To discuss child's progress.
  - b) To present activities to be done at home to extend classroom activities.
  - c) To present developmental activities to support the child during summer.
  - d) To assist children and families with making a smooth transition to kindergarten.

**Parent-Teacher Conferences** – These conferences are scheduled at least twice a year following the schedule for conferences in the elementary school. It is a time in which parents/guardians and teachers discuss their child's progress and develop additional goals for parent child activities in the areas of concern.

**Parent Activity Funds** – The program has set aside money for each center to support activities involving the parent and child. The purpose of the funds is to provide additional experiences to expand family interests and

the lesson (examples: through fieldtrips, projects, special activities etc.) All activities and use of funds must be approved by the Head Start Central Office as well as the Guam Head Start Policy Council.

**Fun Day** – This event is held in each center. Parents/Guardians and siblings of the Head Start child are invited to participate in various activities to celebrate the end of the school year. As in most center level events, parents/guardians and Teaching Staff make recommendations about what they would like to do, keeping in mind that the intent is to have family fun without creating a financial burden on the family. All Head Start children must be included regardless of their family's ability to pay for any related costs. Parent Activity Funds may be used for this activity. Final plans must be approved by the majority of the parents/guardians in the center and cleared by the Central Office. Usage of Parent Activity Funds must also be approved by the Guam Head Start Policy Council.

**Certificate Day** – This event is scheduled on the last day of class. Not all children in the classroom will be entering kindergarten because of their age – this is why it is called Certificate Day. This day is planned by parents/guardians and Teaching Staff and thus, can be as simple or as elaborate as they want it to be. Again, plans must take into consideration any expenses involved, be approved by the majority of the parents/guardians, and be cleared by the Head Start Central Office.

**Should you need or want further information or help in any area throughout the year,  
please speak to your Teaching Staff or contact your Family Service Worker.**

## ***Family and Community Engagement Program Services***

The Guam Head Start Program recognizes that parent and family engagement is important at every level for children's school readiness and success. Parent and family engagement is way of involving families in decisions about themselves, their children, services, and their communities.

**Family Services Staff** – These are the people who helped process your child's application, who you saw at outreaches with Public Health and other community partners, and who you will become very familiar with throughout the year. They contacted you soon after Selection to ensure all health requirements were completed for your child to enter the classroom. They substitute in the classroom when Teaching Staff are ill and they provide support to all the areas of the program.

**Throughout the year, Family Services Staff may also contact you to discuss attendance issues or other concerns. Please keep your contact information updated on your child's Emergency Card.**

**Family Partnership Process** – Your family's assigned Family Service Worker will work with you in a family partnership process that begins as early in the program year as possible and continues for as long as the family participates in Head Start, based on parent interest and need.

- **Family Assessment** – Family Services Staff work with parents/guardians to identify family strengths and needs related to the family engagement outcomes as described in the Head Start Parent Family and Community Engagement Framework, including family well-being, parent-child relationships, families as lifelong educators, families as learners, family engagement in transitions, family connections to peers and the local community, and families as advocates and leaders.
- **Family Partnership Agreement** – When your family's needs are determined, Family Services Staff will work with you to create a Family Partnership Agreement that will define your family's goals related to those needs and the steps needed to help you and your family reach your goals. Referrals can be made on your behalf to agencies and programs in the community that can provide the services and resources you need.
- **Updates** – Family Services Staff will contact you during the year to review individual progress, revise goals, evaluate and track whether identified needs and goals are met, and adjust strategies on an ongoing basis, as necessary. This Family Assessment will also be updated later in the year.

**IF YOU NEED ASSISTANCE OR IF YOU ARE EXPERIENCING AN EMERGENCY OR CRISIS,  
PLEASE CONTACT YOUR FAMILY SERVICE WORKER.**

## ***Additional Services for Children with Disabilities***

The Head Start Program enrolls children with disabilities. Our goal is to serve a minimum of ten percent (10%) of the total enrollment. All children learn from their classmates through play, social interaction activities, imitation, teaching, etc. Children with disabilities need to be with their peers to also experience and have opportunities to learn.

### **EARLY INTERVENTION AND THERAPY HAVE BEEN PROVEN TO BENEFIT CHILDREN**

Program Staff work closely to meet the individual needs of the family and child and coordinate services for children with special needs and their families. Services include, but are not limited to:

1. Identification of children who may have a disability.
2. Helping the children and families find the needed services.
3. Advocating for the child/family and supporting the family in advocating for themselves.
4. Working with the family and school to develop an Individualized Educational Plan (IEP) which identifies the services the child may need to progress.
5. Working with the teaching staff to modify the curriculum to meet the needs of the child in the classroom.
6. Parent training, support and education.

**IF YOU HAVE ANY CONCERNS ABOUT YOUR CHILD'S DEVELOPMENT,  
PLEASE TALK TO YOUR CHILD'S TEACHER OR CALL THE ASSISTANT PROGRAM DIRECTOR AT CENTRAL OFFICE.**

## **Program Governance and Shared-Decision Making**

Parents and families play an essential role in making decisions about the Program's direction each year. Many serve as members of the Center Level Parent Groups (CLPG) or the Guam Head Start Policy Council (GHSPC) and have a voice in program planning, operating activities, as well as administrative managerial decisions. The Head Start Act and the Performance Standards provide a listing of specific responsibilities of the Policy Council, the Guam Education Policy Board, the Program Director and Agency Director (Superintendent). Parents are an important aspect of the shared decision-making process in every Head Start Program.

- 1. CENTER LEVEL PARENT GROUP (CLPG)** – Parents' participation is very important in a child's Head Start experience. For this experience to be meaningful and lasting, parents must participate in the daily program and at parent group (center) meetings. These monthly meetings provide an opportunity to share experiences with other parents in planning your child's learning activities. Center meetings also allow parents to give their input in the planning of educational curriculum, staff and parent training, as well as the development of health and social services.

Each CLPG will elect officers (Chairperson, Vice-Chairperson, Secretary, and Treasurer) as well as a Policy Council Parent Representative and Alternate Representative. **No individual should hold more than one of these positions at any time.** Further information can be found in the Center Level Officer's Handbook (available at the Head Start Central Office).

- 2. GUAM HEAD START POLICY COUNCIL (GHSPC)** – The Guam Head Start Policy Council consists of elected Parent Representatives from each CLPG and representatives from the community. The GHSPC has the responsibility of approving or disapproving many decisions of the Guam Head Start Program. They participate in the annual self-assessment as well as the development of the program's grant application and proposed budget.

Head Start must ensure that members of the Policy Council do NOT have a conflict of interest pursuant to sections 642(c)(2)(C) and 642(c)(3)(B) of the Act. Thus, **employees of Head Start or the Department of Education and members of their immediate family may NOT serve on the Policy Council.**

Regular GHSPC meetings offer an opportunity in which to express issues and/or concerns from parents and/or the community about Head Start. Thus, it is very important that Parent Representatives receive input from all parents regarding their issues and/or concerns during their CLPG meeting and then present them at GHSPC meetings. The Policy Council will then work with Program Staff to address and resolve such issues.

- 3. GUAM EDUCATION POLICY BOARD (GEB)** - The Guam Education Board of the Department of Education has legal and fiscal responsibility of the Guam Head Start Program. The GEB works with the Policy Council with shared decision making in areas of the program's budget and grant.

## Getting Involved in Head Start

**“Families In Motion”** – This is the theme that applies to the program’s parent and family activities throughout the year. Parents and Families are the heart of Head Start, so we need you to make things happen in the Head Start Program. “Families in Motion” activities include:

- ★ **Parent-Child Day**, which occurs before the first day of Head Start classes. This day is an orientation where parent(s)/guardian(s) and their child go to their assigned classrooms to get acquainted with the teacher and teacher assistant, meet other parents and children, arrange bus transportation, and complete necessary forms. Children go home with parents after these activities.
- ★ **“Parents in Action”** where parents get together by center to learn more about the Head Start Program and experience the uniqueness of Head Start by engaging in a family literacy activity, engaging with past Head Start Parent Volunteers who share their experiences and sharing what they hope to get out of Head Start.
- ★ **Parent Trainings** at the Center Level or other venue that cover topics such as nutrition, health, safety, effective discipline, budgeting, stress management, child development, and parenting skills. These workshops will be announced once they have been scheduled. Notices will be posted in the classroom and sent home with your child. Please let your teacher know of your interests so trainings can be coordinated to meet parents’ needs.
- ★ **Head Start Parent Conference** that happens in October. At this conference, the program works with community partners to provide information, training and activities for parents on a variety of subjects to include parenting, health, child abuse and neglect, services related to job placement and adult education.
- ★ **The Head Start Children’s Fitness Fair** scheduled in March is sponsored by The Guam Head Start Policy Council is a community outreach event where Head Start parents as well as community partners provide services, information and fitness activities to encourage children and families to get healthy! This is also the event where Registration Information for the upcoming school year is released to include, dates, times and places that registration outreaches will occur.
- ★ **Parent and Child activities** in the classroom and outside the classroom that are planned by parents and facilitated by the teaching staff.
- ★ **Community Events and Outreaches** that Head Start is a part of. We welcome parents to participate with staff in these events because parents are our greatest asset in advertising for our program.
- ★ **Annual Grant Application and Budget Review and Approval** also need parent participation. Members of the Guam Head Start Policy Council (GHSPC) and all parents play a major role in writing and approving the goals written in the Guam Head Start Grant, planning spending through the review and approval of the grant budget and in outlining the needs of Head Start families as well as the community as a whole written in the grant each year.

**WITHOUT THE SUPPORT OF OUR PARENTS AND FAMILIES,  
THESE ACTIVITIES WILL NOT BE A SUCCESS.**



**Parent Involvement:** Parents can actively be involved in the Guam Head Start Program in many ways.

- \* Encouraging and Supporting your child's learning by:
  - ✓ Working in your own home with your child
  - ✓ Participating in home visits and parent teacher conferences
  - ✓ Planning, developing and attending parent activities
- \* In the governance of the Head Start classroom and program by:
  - ✓ Attending and supporting the monthly Center Level Parent Group (CLPG) meetings
  - ✓ Serving as officers of the CLPG
  - ✓ Serving as elected members of the Guam Head Start Policy Council (GHSPC)
  - ✓ Electing parents to represent them at CLPG or GHSPC meetings
- \* Volunteering with the Head Start Program:

In the Office

- Assist with copying
- Assist with answering the phone
- Assist with filing
- Use computer for assigned tasks
- Assist with other duties as available

In the Community

- Help recruit children for the Guam Head Start Program by telling other parents of preschool children about Head Start
- Assist staff in posting flyers in the community about the program and activities
- Representing Head Start in other agency/program outreaches and events

In the Classroom

- Help teachers with children in the classroom during group time, center time, playground time, mealtime, etc. to carry out daily activities
- Serve as an additional adult supervising children on field trips
- Present cultural activities to children
- Assist teachers with parent bulletin board
- Assist teachers in the preparation of classroom materials. (i.e. clean toys, label items, organize classroom materials, prepare classroom displays)
- Read stories to the children

**Volunteers** – The Head Start Program provides a variety of volunteer opportunities for parents, individuals from programs such as JOBS, FSS, AHRD, and student interns from the University of Guam and the Guam Community College. A “volunteer” is an unpaid person who is trained to assist in implementing ongoing program activities under the supervision of a staff person in areas such as health, education, transportation, nutrition, and management.

- 1) **Classroom Volunteers** – A classroom volunteer is an individual who spends time in the classroom assisting the teacher/teacher assistant with the daily operations of the center. These individuals gain work experience which can be used toward a position as a Head Start Aide. The minimum requirement for a Head Start Aide is one (1) year of work experience or **640 classroom volunteer hours (does NOT include special projects)**.

Volunteer training is provided for those individuals who are going to be in the classroom. Your role as a classroom volunteer will be reviewed during the training. You will also learn the daily operations of the

center as well as how to work with the children in the classroom. The hours you spend in training will be added to your total volunteer hours.

- 2) **Field Trip Volunteers** – A parent is allowed to assist in two (2) field trips without obtaining a volunteer clearance. However if you plan to assist in more than two field trips, you must at least meet the requirements for clearance as an Occasional Volunteer. **Remember that when you are assisting on the field trip, the Head Start staff needs your help.** Therefore, you must be cleared to interact with the children. Only Head Start children and cleared volunteers who are assisting on the field trip are permitted to ride on the bus.
- 3) **Special Project Volunteers** – These are individuals who assist Head Start teaching and/or Central Office staff in a variety of tasks such as special events, advisory boards, clerical work, special committees, etc. You may also assist with center level activities that do not require working directly with children such as preparing materials for lessons, center meetings, cleaning classrooms, fund-raising, etc.

**Volunteer Clearance** – In order to ensure the health and safety of children, staff, and other volunteers, individuals who would like to participate in the Head Start Program as a volunteer must obtain a clearance from the Head Start Central Office. Please call the program at 475-0484 to find out how the program can help you meet the volunteer requirements.

The requirements for volunteer clearance also apply to all parents and/or guardians who are employees of the Government of Guam and may be participating through the “Governor’s Parental Involvement Initiative.” The lead on-site Head Start staff may sign any administrative leave forms required for the individual to participate in his/her child’s school activities.

- 1) **Regular Volunteer Clearance** – If you would like to volunteer on a regular basis (at least once a week), you will need the following:
  - PPD (TB) clearance obtained within the past 12 months (must be renewed annually)
  - Police clearance obtained within the past 6 months
  - Court clearance
  - Drug screening clearance from DOE via the Department of Education’s Drug-Free Workplace Program
  - Complete volunteer forms at Head Start Central Office to include an Oath of Confidentiality, the DOE Volunteer Form as well as Confidential Health and Emergency Contact Information
  - Obtain final volunteer clearance from Head Start Central Office
- 2) **Occasional Volunteer Clearance** – Volunteers who assist in the Head Start Program from time to time must comply with all of the requirements for Regular Volunteer Clearance. However, they do NOT have to obtain a drug testing clearance. If you would like to volunteer once in a while (no more than twice a month), you will need the following:
  - PPD (TB) clearance obtained within the past 12 months (must be renewed annually)
  - Police clearance obtained within the past 6 months
  - Court Clearance
  - Complete volunteer forms at Head Start Central Office to include an Oath of Confidentiality, the DOE Volunteer Form as well as Confidential Health and Emergency Contact Information
  - Obtain final volunteer clearance from Head Start Central Office

## Head Start and School Readiness

Head Start engages in many activities throughout the year to help get all Head Start children and families ready for kindergarten. The school-home connection is very important for children to succeed in school. Simple things you do at home can help your child learn more about the world around them. Explore the outdoors, teach your child a new word each day, let your child draw shapes and write letters on the sand or dirt with a stick, read books before bedtime, but most of all show a love for learning to your child.

The HEAD START EARLY LEARNING OUTCOMES FRAMEWORK (HSELOF) is the foundation Head Start uses to get children developmentally ready for kindergarten. Parents and family members can use the HSELOF to:

- Increase their understanding of developmentally appropriate expectations for young children, including the importance of reciprocal interactions and conversations starting in infancy.
- Guide focused communication and discussion with teachers about early learning and development and expected outcomes for children.
- Work together with program staff to promote their child's development and learning through positive interactions and effective learning experiences.

CENTRAL DOMAINS					
	APPROACHES TO LEARNING	SOCIAL AND EMOTIONAL DEVELOPMENT	LANGUAGE AND LITERACY	COGNITION	PERCEPTUAL, MOTOR, AND PHYSICAL DEVELOPMENT
▲ INFANT/TODDLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Cognition	Perceptual, Motor, and Physical Development
● PRESCHOOLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Mathematics Development	Perceptual, Motor, and Physical Development
			Literacy	Scientific Reasoning	

Approaches to Learning	Approaches to learning focuses on how children learn. It refers to the skills and behaviors that children use to engage in learning.
Social and Emotional Development	Positive social and emotional development in the early years provides a critical foundation for lifelong development and learning.
Language and Literacy	Communication is fundamental to the human experience, and language and literacy are essential to children's learning.
Cognition	Cognitive development includes reasoning, memory, problem-solving, and thinking skills that help young children understand and organize their world. For preschoolers, this evolves into complex mathematical thinking and scientific reasoning.
Perceptual, Motor, and Physical Development	Perceptual, motor, and physical development is foundational to children's learning in all areas because it permits children to fully explore and function in their environment.

Think of some School Readiness Goals you would like to work on with your child during this school year and what you can do at home to help your child reach these goals. Share your goal with your teacher and family service worker so that they can support you in helping your child reach those goals and be ready for school!!

Head Start's School Readiness Goals Some things my child will learn	How do I know my child is ready for kindergarten? Examples of what I'll see my child do at home
<b>APPROACHES TO LEARNING</b>	
Children will express themselves creatively through various modes of learning.	Your child will tell you what he/she wants to do, explain how he/she is feeling and why, will use imagination during playtime like pretend cooking with toys, and will model activities that you do such as setting the table and washing dishes.
Children will demonstrate initiative, curiosity, persistence, attentiveness and cooperation through play.	Your child will show a willingness to help out at home; ask you Who, What, Why and How questions; and show an eagerness to learn new things - especially when he/she does not understand something.
Children will understand and develop an awareness of their environment and the people around them.	Your child will take responsibility of cleaning up his/her toys and do simple chores at home like taking out the trash or fixing the bed. Your child will be aware of environmental signs near and around the home and will be able to tell you when they are going home or to the mall while riding in the car.
<b>SOCIAL EMOTIONAL DEVELOPMENT</b>	
Children will develop independence in a range of activities, routines, and tasks.	Your child will take care of needs like feeding, using the bathroom and will separate from you easily at parties or in the community.
<b>LANGUAGE AND LITERACY</b>	
Children will express their wants and needs.	Your child will tell you how they are feeling or what they want using longer sentences, bigger words and new vocabulary.
Children will express their wants and needs.	Your child will name the different letters in their name, write their name and point out letters that they know on cereal boxes, in books, in the newspaper and while riding in the car looking outside the window as you drive.
<b>COGNITION</b>	
<u>Mathematics Knowledge and Skills:</u> Children will demonstrate skills related to problem solving using numbers, patterns, and use prediction sequence to compare and relate.	Your child while helping you cook will use measuring cups and spoons, make patterns with food items (for example using cereal like "Froot Loops" to make patterns of colors like red-green-orange-red-green-orange), and sort canned goods by type or size when helping put groceries away.
<u>Science:</u> Children will explore their environment through observations, manipulation, asking questions, making predictions, and developing comprehension skills.	Your child while watching or helping you cook will tell you if things are liquid vs. solid or water based vs. oil based. Your child will also tell you what the weather is like and tell you if things are living or non-living and plants or animals. Your child will also tell you different ways to reduce waste and reuse or recycle things.
<u>Logic and Reasoning:</u> Children will recall prior knowledge to solve a problem.	Your child will follow safety rules of the home and other places that he/she often goes to that will prevent accidents like walking not running and not jumping on the bed. Your child will also get along well with siblings and friends by sharing and expressing their feelings to help solve problems.

Head Start's School Readiness Goals Some things my child will learn	How do I know my child is ready for kindergarten? Examples of what I'll see my child do at home
<b>PERCEPTUAL, MOTOR, AND PHYSICAL DEVELOPMENT</b>	
<p>Children will recognize and apply basic safety practices in the area of personal hygiene and recognize health and safety rules and routines by:</p> <ul style="list-style-type: none"> <li>• Demonstrating healthy practices during hand washing, tooth brushing and use of the toilet independently</li> </ul>	<p>Your child will be able to take a bath or shower on his/her own, cover coughs or sneezes and take care of minor scratches and bruises.</p>
<ul style="list-style-type: none"> <li>• Developing health awareness and skills</li> </ul>	<p>Your child will wash hands before and after eating; brush teeth when they wake up, after eating and before going to bed; and tell you when they need to use the bathroom.</p>
<ul style="list-style-type: none"> <li>• Developing awareness that their bodies need rest and exercise.</li> </ul>	<p>Your child will get ready for bed, tell you about healthy eating, and try new fruits and vegetables.</p>
<ul style="list-style-type: none"> <li>• Recognizing the five basic food groups that help their bodies to grow and be healthy</li> </ul>	<p>Your child will talk to you about the food groups (dairy, protein, fruits/vegetables, grains) while shopping for groceries, eating meals and reading books about food.</p>

## The Pyramid Model: Promoting Social and Emotional Competence and Addressing Challenging Behavior



LEVEL	COMPONENT	PRACTICES
<b>UNIVERSAL</b>	<b>Nurturing and Responsive Relationships</b>	Supporting children's play; Responding to child conversations; Support communication of children with special needs; Specific praise and encouragement of appropriate behavior; Build relationships with children; Responsive relationships with families
	<b>High Quality Supportive Classroom Environments</b>	Adequate materials; Defined play centers; Balanced schedule (large & small group); Structured transitions; Individualized instructions for children who need support; Teach and promote small number of rules; Design activities that are engaging to children; Provide clear directions
<b>SECONDARY</b>	<b>Targeted Social Emotional Supports</b>	Teach children to identify and express emotions; Teach and support self-regulation; Teach and support strategies for handling anger and disappointment; Teach and support social problem solving; Teach and support cooperative responding; Teach and support friendship skills; Teach and support collaboration with peers; Partner with families in teaching social emotional skills
<b>TERTIARY</b>	<b>Intensive Individualized Interventions</b>	Convene a team; Collect data to determine nature of problem behavior; Develop individualized behavior support strategies; Implement behavior support plan with consistency; Conduct ongoing monitoring of child progress; Revise plan when needed; Partner with families and other colleagues in plan implementation

**Office of Head Start**  
**Parent, Family and Community Engagement (PFCE) Framework**

The Office of Head Start (OHS) Parent, Family, and Community Engagement (PFCE) Framework is a road map for progress. It is a research-based approach to program change designed to help Head Start programs achieve outcomes that lead to positive and enduring change for children and families.

The PFCE framework shows Head Start Families and Staff the positive relationship between the Program and Families that is needed to get our children ready for school. It emphasizes the need for Parent and Family focused techniques in every area of the program to produce the Child Outcomes that Parents and the Program want to see for all children. Parent and family engagement outcomes are grounded in positive, ongoing, and goal-oriented relationships with families.





## **Eight Practical Tips for Parents of Young Children with Challenging Behavior**



### **Tip #1: Keep Your Expectations Realistic**

It is important for you to know and understand your child's abilities and limitations. When you expect too much or too little from your child it can lead to problems and frustrations for you both.

- You are in a restaurant with a group of friends. The waiter took your order over 30 minutes ago and your food still hasn't arrived. 2 ½ year-old Simone is getting impatient—she is throwing her crayons and saying that she wants down. Instead of getting angry and frustrated with her for acting up, try taking her for a short walk to give her and others a needed break.

### **Tip #2: Plan Ahead**

Try to anticipate what your child may do or need in various situations. Make sure that you plan ahead to set your child up for a successful experience. Hope for the best, but plan for the worst. Always have a back-up plan!

- Your family is in the car headed to your mother's house for dinner. It is usually a short drive, Are prepared for your child's response

### **Tip #3: Clearly State Your Expectations in Advance**

Some undesirable behavior occurs because your child can't act differently, other times it occurs because your child simply doesn't want to act differently. Either way it helps for you to remember that your child cannot read your mind. Be sure to give your child one clear instruction so that he knows what it is that you want him to do.

- You are visiting at your sister's house and your daughter has been playing with her favorite cousin. Over the course of the afternoon, toys have been tossed aside and scattered throughout the room. When you say, "Come on Alicia, it's time to get ready to go!" she ignores you completely and continues to play. A better approach might be to say, "All right, time to get going. Alicia, let's start by putting the blocks in their box. I see it over there in the corner!"



### **Tip #4: Offer Limited, Reasonable Choices**

Most children are not born with the built-in ability to make decisions and then accept the consequences. In order for your child to learn to take personal responsibility they will need plenty of support and practice.

- You have just picked up your son at childcare and he doesn't want to get into his car seat. You sense a battle of the wills coming on. One way to avoid a struggle might be to say, "Zachary, the car won't start until you get buckled in your seat. Do you want to climb up in there yourself, or do you want Daddy to put you in?"

## **Tip #5: Use “When...Then” Statements**

A “when...then” statement is a simple instruction that tells your child what he or she must do in order to earn a desired consequence (what he/she wants to do). This is also known as a contingency statement. -it may be “NO”

- It’s a sunny day and your barefoot child has decided she would like to go out in the backyard and play. She starts outside and you stop her and say, “No...put on your shoes.” She starts to throw a tantrum. Here’s an alternative approach you might want to use next time. “When you put on your shoes, then you may go outside”. You are not just saying “No”. You are letting her know what needs to happen in order for her to reach her desired destination.



## **Tip #6: Catch Your Child Being Good**

Did you ever stop to think about how much time you spend telling your child what he should not do? Instead, try giving specific, positive attention to the behavior that you want to see. This will teach your child what you want him to do and increase the likelihood that this behavior will occur again and again.

- You are enjoying a remarkably calm family meal. Instead of waiting for your 4 year-old to begin fidgeting, trying to leave, or stuff green beans down his shirt, you look at him and exclaim, “Manuel, it makes Daddy so happy to see you eating your dinner like a big boy!”

## **Tip #7: Stay Calm**

When your child’s behavior is unacceptable, you can choose to either respond to it or ignore it. If you decide that a reaction is required, remember that the least response necessary is usually best. Acting calm with a minimum of attention will reduce the risk of strengthening the very behavior you wish to discourage. When you remain calm, it also gives you time to think about how you want to respond. Remember, you are modeling desired behavior for your child the more out-of-control your child becomes, the more self-control you need to show. When you remain calm your child learns appropriate ways to respond to difficult situations.

- You are cleaning your house in preparation for your in-laws’ annual visit. You go in the kitchen for just a moment and return to your family room to find that your 2-year-old son has colored on a white wall with red and blue crayons. Your immediate reaction is to scream in horror. However, you think twice, take a deep breath and say, “Christopher, paper is for coloring, Mommy’s walls are not,” and buckle him in his high chair where he can continue to create his art on paper.

## **Tip #8: Use Neutral Time**

Neutral time cannot be found in the middle of a difficult situation filled with strong feelings. Instead, neutral time is when everyone is calm enough to think and talk and listen. It’s important to remember that neutral time can occur either before or after a child’s unacceptable behavior occurs. You can talk about what happened earlier and talk about positive ways to handle problems in the future. The challenge is to identify neutral time and make use of these opportunities.

- You are sitting on the sofa reading books with your daughter when you look up at the clock and realize it is 7:30—bedtime is approaching fast. Getting Emma to brush her teeth each night has become more and more of a struggle. As you hold her on your lap you say, “Almost bedtime kiddo. Hey, tonight Mommy is going to brush her teeth at the same time you do—it’ll be fun for us to do it together!”



# Just Playing

By Anita Wadley



When I'm building in the block room, please don't say I'm "just playing."  
For, you see, I'm learning as I play, about balance and shapes.

When I'm getting all dressed up, setting the table, caring for the babies,  
Don't get the idea I'm "just playing." For, you see, I'm learning as I play.  
I may be a mother or a father someday.

When you see me up to my elbows in paint, or standing at an easel, or molding and shaping clay,  
Please don't let me hear you say, "He's just playing." For, you see, I'm learning as I play.  
I'm expressing myself and being creative. I may be an artist or an inventor someday.

When you see me sitting in a chair, "reading" to an imaginary audience,  
Please don't laugh and think I'm "just playing. For, you see, I'm learning as I play.  
I may be a teacher someday.



When you see me combing the bushes for bugs, or packing my pockets with choice things I find,  
Don't pass it off as "just playing." For, you see, I'm learning as I play.  
I may be a scientist someday.



When you see me engrossed in a puzzle, or some "plaything" at my school,  
Please don't feel the time is wasted in "play." For, you see, I'm learning as I play.  
I'm learning to solve problems and concentrate. I may be in business someday.

When you see me cooking or tasting foods,  
Please don't think that because I enjoy it, it is just "play." For, you see, I'm learning as I play.  
I'm learning to follow directions and see differences. I may be a chef someday.



When you see me learning to skip, hop, run and move my body,  
Please don't say I'm "just playing." For, you see, I'm learning as I play.  
I'm learning how my body works. I may be a doctor, nurse or athlete someday.



When you ask me what I've done at school today, And I say, "I played."  
Please don't misunderstand me. For, you see, I'm learning as I play.  
I'm learning to enjoy and be successful in work. I'm preparing for tomorrow.

Today, I'm a child and my work is play.



# 2017

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
Su	Mo	Tu	We	Th	Fr	Sa
		1				