

Parent Handbook 2023-2024

Step Inc. EHS/HS Program Vision Statement

To provide exceptional services to young children and their families,
empowering them to take control of their lives and reach their potential



Every Piece Matters at EHS/HS



Agency Mission

Our mission: STEP, and our partners, facilitate solutions that
empower people to overcome their barriers to economic,
educational, and developmental success with the communities we
serve.

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Welcome Parents and Families!

Welcome to STEP, Inc. Head Start & Early Head Start birth to age 5 child development program. We believe our program will offer your child a quality, comprehensive, pregnancy, infant, toddler, and preschool experience in a loving, caring, safe environment.

WE BELIEVE THAT PARENTS ARE THEIR CHILD'S MOST IMPORTANT TEACHER

This handbook is designed to begin your partnership with Head Start/Early Head Start by providing information that will allow you and your child to have a positive experience with us. If we can do anything to make your child or family's year in our program a better experience, please let us know.

We are committed to providing quality comprehensive services for the child and his/her family. Our activities are geared toward nurturing the growth and development of the children enrolled, engaging parents in the program and providing them with opportunities to enhance their understanding and knowledge.

AGAIN, WELCOME!

The STEP, Inc. Head Start & Early Head Start Staff

OUR PHILOSOPHY:

We believe if we invest now as a team, we all benefit later. Research has proven that many factors affect a **child's readiness for school**: academic readiness, social and emotional development, and strong family and community engagement. Our program is designed to address all these areas.

Our goal is to offer a comprehensive developmental program that meets the needs of your child. You, the parent or guardian, as the primary influence in your child's life, are a very special and important part of our program. Therefore, we need to work together with you and with others in our community to make this an excellent early childhood education experience for your child.

OUR VISION:

To provide exceptional services to young children and their families, empowering them to take control of their lives and reach their potential.

Serving both Franklin and Patrick County

Location & Contact Information	
Franklin County	Patrick County
200 Dent Street	4559 Wayside Road
Rocky Mount, VA 24151	Stuart, VA 24171
PHONE: 540-483-5142	PHONE: 276-694-2239
FAX: 540-483-0640	FAX: 276-694-6954

Program Management Staff:			
HS-EHS Program Director	<i>Shirley Wells</i>	Franklin & Patrick	540-352-3123
HS/EHS Education	<i>Vacant</i>	Franklin	540-352-3081
HS/EHS Assistant Manager	<i>Elisabet Minter</i>	Franklin	540-483-5142 Ext: 3010
Health-Safety-Nutrition-Disabilities - Mental Services Manager	<i>Tanya Huff</i>	Franklin & Patrick	540-352-3120
HS/EHS Administrative Assistant	<i>Raven Brown</i>	Franklin & Patrick	540-488-7030
HS/EHS Education	<i>Kathleen Kilgore</i>	Patrick	276-692-2782
Family-Community-ERSEA-Transportation Manager	<i>Vacant</i>	Franklin & Patrick	Vacant
HS/EHS Assistant Manager	<i>Mary Quesenberry</i>	Patrick	276-694-2239 x 4202

Important Timeline

The completion of the required screenings and documentation is based on your child's first day of enrollment according to the chart below.

Documentation Needed	Completed By	Prior to Enrollment	Within 20 working days after enrollment date	Within 30 calendar days after enrollment date	Within 30 working days after enrollment date	Within 45 calendar days after enrollment date	Within 60 calendar days after enrollment date	Within 90 calendar days after enrollment date
Enrollment Paperwork	Parent	✓						
Up-to-date Immunizations	Parent	✓						
Parent Training Survey	Parent & FAs or FEs		✓					
Children's Physicals	Parent			✓				
Family Partnership Plan	Parent & FAs or FEs					✓		
HFA Home visit	Parent & FAs or FEs						✓	
Completion of Health Screenings *	Health Manager or HAs					✓		
Developmental Screenings **	Teacher or Caregiver					✓		
Dental Exam	Parent or Health Manager/ HAs							✓
* Health Screenings required: height, weight, vision, hearing, and nutrition ** Developmental Screenings required: speech, Brigrance assessment, and social-emotional checklist								

Now that your child is enrolled:

- ✓ Please give any medical history on your child for us to safely serve your child.
- ✓ If you decline the required screenings, you are responsible for the screenings within 45 days of enrollment.
- ✓ **At least two (2) responsible people** to contact in emergency situations are required at all

times.

- ✓ Please submit the names of persons who can and cannot pick up your child or receive your child from the bus. Legal custody documentation must be provided, if applicable.
- ✓ Any additional persons or changes need to be in writing. A driver's license or other positive identification will be required for persons unknown to the center staff.

HEALTH REQUIREMENTS:



- ✓ Up-to-date immunizations are needed before enrollment. EX: DTP, Polio, and Hepatitis B, MMR, and HIB vaccine.
- ✓ Physical for HS is within 30 days of enrollment. Well-baby checks for EHS before enrollment.
- ✓ Physical exams and Well baby checks must be on a VA state physical exam form. * **See chart below**

Well Baby Checks due:	Birth / 2mo. / 4mo. / 6mo. / 9mo. / 12mo. / 15mo / 18mo.
Physicals due:	2 yr. / 3 yr. / 4 yr. / 5 yr. / As needed
Lead screening	12 and 24 months or 36 months
Hemoglobin/Hematocrit	12 months

Training Days

Training is essential to maintaining excellent quality staff. We provide regular training opportunities for staff. Parents please expect some closings due to staff training and planning days.

Off to a Successful School Year!

- Please report any change of address or phone number to the Head Start/Early Head Start staff immediately.
- Plan to work with the staff and other parents in a cooperative way.
- Offer constructive criticism of the program by participating in parent surveys and our program self-assessment process.

Parents are encouraged to participate in the following committees:

Menu Review Committee	Health and Disabilities Services Advisory
By-laws Committee	Annual Self-Assessment Team
Screening Applications	Policy Council
Parent Committee	Interview Team

Please Keep In Touch

Because you are such an important part of your child's education, it is important that we keep an open line of communication with you about how your child is progressing and what we are doing at HS/EHS.

We will keep in touch with you through:

- Notes, Daily or Weekly Classroom Report,
- Telephone calls, texts, emails, virtual messaging, as needed.
- Remind APP (Franklin only) and Honeywell (Patrick only) messaging. & Class Dojo.

Code of Conduct for Parents

- Make every effort to bring children to the center on time, no later than 8:30am unless prior communication. For our PSprings site, please have your child there by 8:10am.
- Please pick your child up from the center at the designated time.
- Sign in and out daily if your child is a car rider.
- Please treat all children, other parents, and staff with respect at all times.
- **Please refrain from using inappropriate language, violating health or safety issues, as well as endangering yourself, others, or any property.**

Depending on severity, failure to adhere to the policies will result in the following:

- Meeting with a program Manager or Director.
- Discussion of other options

No Cell Phone Zone



Cell phones are prohibited in the presence of the children in the classroom, and especially at drop off and pick up times. This is a crucial time for parents to engage with the teacher and exchange vital information concerning the child.

DUAL LANGUAGE LEARNERS

STEP, Inc. HS/EHS acknowledges the unique needs of our Dual Language Learners and their families and we've adopted strategies to meet your individual needs. Families are asked to participate in a "home language" survey to help staff assist parents better in their home language. Interpretive services will be provided as needed.

STEP, Inc. HS / EHS reconoce las necesidades únicas de nuestros Estudiantes de Lenguaje Dual y sus familias y hemos adoptado estrategias para satisfacer sus necesidades individuales. Se pide a las familias que participen en una encuesta de "idioma del hogar" para ayudar al personal a ayudar a los padres a mejorar su idioma del hogar. Se brindarán servicios de interpretación según sea necesario.

Parents Have A Right!

You have a right:

- to take part in major policy decisions affecting the planning and the operation of this program.
- to choose whether or not you participate without fear of endangering your child's right to be in the program.
- to always be treated and treat others with respect and dignity.
- to be welcomed, informed regularly, and expect guidance from your child's teacher which will help his/her total individual development.
- to be informed about all community resources concerned with health, education, and the improvement of family life.

Rights of the Custodial Parent



Code of Virginia 63.2-1813. Visitation by parents or guardians in child day programs: A **custodial parent** or **guardian** shall be admitted to any child day program. Such right of admission shall apply only while the child is in the child day program.

Parent, Family, and Community Engagement

Parent and family engagement are essential to quality early child care and education. Evidence demonstrates that when the parent-staff partnership is strong, children form better relationships, feel good about themselves, and do better in school.

There are **key elements** within our program that we hope to build relationships, and engage with our families:

CLASSROOM OR HOME BASE	FAMILY ADVOCATE SERVICES	PROGRAM MANAGEMENT
Attend and help on field trips	Parent Meeting/Events	Serve on Policy Council
Father/Male Activities	Attend community workshops	Serve on STEP Board
Set goals for child, self, and family	Recruit new families	Serve on interview panel
Submit requested documentation	Make positive life changes	Screen child applications

Share progress and give feedback on trainings and meetings	Attend or recommend Parenting Classes	Participate in the annual Self-Assessment
Help meet in-kind goals	Work closely with staff during your home visits	Seek employment if qualified
Share your ideas and talents		
Attend monthly socializations in HB		
Serve as a volunteer in the classroom		

Classroom Home Visits & Parent/Teacher Conferences



- Head Start and Early Head Start Teachers are required to complete at least **2 scheduled home visits** and **2 parent/teacher conferences** during the school year.
- Arrangements for such visits will respect your wishes and convenience.
- The home visits should occur in the home and may be coordinated with other service area staff whenever possible.
- Teaching staff will devote time to discuss your areas of mutual interest and concerns in order to identify home activities and ways to expand the experience for you and your child.
- Parent/Teacher conferences should occur at the site, taking into consideration parent's needs. The objective of parent conferences:
 - Planning ways parents and staff can work together
 - Sharing information about your child's development
 - Sharing activities that parents can do with their child at home to help support what he or she is learning at school
 - Working together to help ensure that your child has experiences at home and at school that make him or her feel successful

EHS Home-Base Option Only:

Home Visits



- **INFANT or TODDLER:** The Family Educator will provide **one home visit per week** that lasts at least an **hour and a half** and provide a minimum of **46 visits per year**.
- The schedules for visits are established by both parents/guardians of the child and the Family Educator and are only conducted with the parent or guardian of your child.
- **PREGNANT MOMS:** The Family Educator will provide **one home visit per week**; the length of time varies.
- For the safety of staff and work hours, home visits cannot be scheduled later than 4:30 pm.
- The schedules for visits are established by both the mom and dad when possible.
- Within two weeks after your new infant's birth, the Family Educator, along with the Health Manager must schedule the newborn visit.
- The benefits of home visits work best for the child, the family and staff when the same time, and day of the week can consistently take place.
- It is expected that you notify the Family Educator **in advance** if you are unable to participate in a visit or keep the scheduled visit.
- **MISSED/CANCELLED VISITS:** All miss or cancelled visits should be rescheduled that same week when possible.
- When possible, changes can be made to your weekly home visit schedule.
- Home Visit Attendance is required and counted in the same manner as classroom attendance.



Conferences:

- 2 Parent-Teacher Conferences.

Socializations:



- The Family Educator, along with parents and pregnant moms will plan and offer a minimum of 22 group socialization activities over the course of the school year, at least two per month.

- Socialization experiences can offer additional opportunities to work on the goals you established during the home visits with the Family Educator.

Parent Committee



The parent committee is made up of HS/EHS parents or legal guardians. Relatives or community representatives also may attend parent meetings. Only parents or legal guardians can vote or hold office. All parents are invited and encouraged to attend HS/EHS parent meetings. Details of each office and its responsibilities will be given during the first parent committee meeting. This is a wonderful opportunity to volunteer.

Parent Committee officers needed:

1. The Chairperson and Alternate
2. The Vice-Chairperson and Alternate
3. The Secretary and Alternate
4. The Treasurer and Alternate

The Policy Council



The STEP, Inc. EHS/HS Policy Council works along with the Board of Directors and Head Start Director to make decisions for the program. Each center base and home-base elects one representative from Parent Committee officers to serve on the Policy Council. The Policy Council has monthly meetings. This council elects its own officers, and sends representatives to local, state, regional, and national meetings. The Policy Council is made up of no less than 51% parents.

Non-Federal Share (In-Kind) Donations



It is a federal requirement for each Head Start program to obtain 20 % of its operational budget from local, non-federal sources. One of the most effective ways we achieve this goal is through ***in-kind donations***. In-kind donations are goods or acts of volunteering that parents, and members of our community donate to our program. Our "greatest resource" of volunteering is our **PARENTS**. You can contribute to our in-kind goals by:

- **Volunteering at the center, classroom and program level.**
- **Participating on any committee, parent meetings, Policy Council, Board, and Parenting classes.**
- **Donating various items that the classroom or program may need, if affordable.**

Education & Early Childhood Development



Our goal is to create a developmentally appropriate, nurturing environment in which children from all cultures and abilities can learn and grow ***socially, emotionally, physically, and cognitively***.

Individual needs of the children are discussed with the parents during daily contact, in-school conferences and home visits, and plans are made to ensure that each child is given an opportunity to have successful experiences every day. **Classroom Ratio:**

Early Head Start - 2 Infant/Toddler Teachers to 8 students.

Head Start - 1 Teacher, 1 Teacher Assistant and up to 20 preschoolers.

Hours of Operation



Each center/classroom is required to meet for at least seven hours per day Monday through Friday. Please see the chart below with your assigned center for hours of operation.

FRANKLIN COUNTY			PATRICK COUNTY		
Office Hours: 8:00 – 4:30 pm M-F			Office Hours: 8:00 – 4:30 pm M-F		
Name	Location	Hrs. of Operation	Name	Location	Hrs. of Operation
Early Head Start Classrooms					
STEP 1 -Infants	STEP Building	8:00-3:00 pm	EHS 1 Infants	EHS Building	8:00-3:00pm
STEP 2 -Toddlers	STEP Building	8:00-3:00 pm	EHS 2 Toddlers	EHS Building	8:00-3:00pm
STEP 3 -Toddlers	STEP Building	8:00-3:00 pm	Home Base	Patrick	visits scheduled no later than 4:30pm
STEP 4 -Toddlers	STEP Building	8:00-3:00 pm			
STEP 5 -Toddlers	STEP Building	8:00-3:00 pm			
Home Base	Franklin	visits scheduled no later than 4:30pm			
Head Start Classrooms					
STEP 6 -Preschool	STEP Building	8:00-3:00 pm	Patrick Springs	Elementary School	7:45-2:45 pm
STEP 7 -Preschool	STEP Building	8:00-3:00 pm	Stuart	STEP Building	8:00-3:00 pm
STEP 8 -Preschool	STEP Building	8:00-3:00 pm	Collab- Stuart Elementary	Stuart Elementary School	8:15 – 3:15 pm

Attendance Policy

- Regular attendance is important!
- HS/EHS is required by the federal guidelines to maintain 85% attendance each month in each **classroom and home base**.
- Teaching your child to attend school on a regular basis at an early age is an important lesson that needs to be learned for success in elementary school and later in life.
- Good attendance plays a huge part in school readiness.
- If your child is sick, please notify your child's teacher immediately, and keep the teacher informed of your child's ongoing condition.
- Any day your child is absent, and the teacher has not been informed in advance, you will receive a phone call.
- Any child absent for three consecutive days or if they display irregular attendance, you will be contacted by their Family Advocate.
- Failure to adhere to the attendance policy will result in an **attendance action plan**.

SCHOOL READINESS GOES WITH ATTENDANCE!

Too many absences can cause children to start school behind their peers. Students can fall behind if they miss just a day or two days every few weeks. Absences & tardiness affect the whole classroom.

SUGGESTIONS TO HELP BE ON TIME & PRESENT:

- Set a regular bed and morning routine.
- Lay out clothes and pack a backpack the night before.
- Make sure you know the school calendar.
- Ensure your child has the required health documents before school starts.
- Don't let your child stay home unless he/she is truly sick.
- Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- If your child seems anxious about going to school, talk to your teacher or Advocate for advice on how to make him/her feel more comfortable.
- Develop back-up plans to get to school if something comes up. Call on a family member, a neighbor, or another parent.
- Ask program staff for suggestions to help with tardiness.

Car Rider Policy & Procedures

Arrival Policy

- Arrival time begins at 8 am daily. The cutoff for arrival is 8:30 am. For our PSprings site, arrival time is 7:45 am and cut off is 8:15 am.
- **Students who arrive after 8:30 AM (8:15 AM @ PS) will not be admitted without parent notifying staff in advance.**
- For children who do not arrive by 8:30 AM, (8:15 @ PS) a classroom staff member will attempt to contact the parent/guardian to ensure the child's well-being. It is important that you call the center by the time your child is expected to arrive.
- Parents are expected to bring their child into the classroom and sign him/her in for the day.
- **A child should NEVER be left unattended in vehicles while parents are dropping off or picking up a child in our program.**
- If a young child is left unattended in a vehicle in our parking lot, a staff member (mandated reporter) will speak to you; if left unattended again, a call to the local DSS will take place.
- **Departure Policy**
- Please pick up your child no later than 3:00 pm on regular days and 12:00 noon on early dismissal days. (PS car riders will start dismissing at 2:50 pm and end at 3 pm.)
- If you must pick up your child early, when possible, please plan to arrive after 2:30 to ensure they get the full day experience.
- Any person who picks up your child must be at least 18 years of age.
- Parents or guardians are required to list any names of all persons who are permitted to pick up their child on the Emergency Information.
- A photo ID may be required for a child to be released to parents, guardians or designated persons.
- No one else can pick up your child from school without your written permission.
- We understand that at times emergencies occur and parents cannot make it to the center on time to pick up their child, but if the **parent has to be contacted for late pick up more than three times**, a conference will be scheduled
- **WE WILL NOT TAKE VERBAL PERMISSION TO RELEASE YOUR CHILD TO SOMEONE THAT'S NOT ON THE AUTHORIZED PICK UP LIST.**

Bus Transportation Procedures



EHS/HS offers transportation to children as early as age 24 months. (The age is subject to change based on the number of seats available on the bus in both counties). Please contact your Head Start office for more information. Any 4-year-old child enrolled in the PSprings Head Start site are transported by the Public-School System if eligible.

- Please be ready to receive your child in the afternoon.
- No one else can receive the child off the bus without your written permission.
- **WE WILL NOT TAKE VERBAL PERMISSION TO RELEASE YOUR CHILD TO SOMEONE THAT'S NOT ON THE AUTHORIZED PICK UP LIST.**
- Please **DO NOT SMOKE or VAPE** at the Bus Stop **in sight of the children.**
- If you or an authorized person does not meet the afternoon bus to receive your child, he/she will be returned to the center and it will be your responsibility to pick up your child. (PS students will be returned to the school.) If efforts to reach you are unsuccessful, as a last resort, DSS will be notified.
- If you pick up your child during bus loading times, you must return to the classroom to sign the child out for the day.
- Please notify the bus driver on any particular day, in advance, if your child will not use bus services.
- Any questions or concerns about transportation should be addressed with your Family Advocate.

Each child transported in a school bus will receive instruction in:

- Safe riding practices.
- Safety procedures for boarding and leaving the bus.
- Safety procedures in crossing the street to and from the bus at bus stops.
- Recognizing the danger zones around the bus.
- Emergency evacuation procedures including an emergency evacuation drill conducted on the bus. This will be done three times a year.
- **The following are guidelines that will make this service run smoothly:**
- You or an authorized adult should be at the bus stop 10 minutes early
- Your child will be placed in an assigned seat to help with identity and tracking.
- You or an adult guardian must walk your child to the door of the bus each day.

Field Trips



- A part of your child's educational experience at HS/EHS will include participation in field trips away from the center at least once a month. These trips will be designed to complement our curriculum and developmentally appropriate.
- **PARENT PERMISSION FORMS** are sent home before each trip and **must be signed and returned** before your child can participate in a field trip.
- **If the permission form is not returned, your child must be picked up from the center the day of the field trip.**
- Siblings are not allowed to go on field trips.
- **Emergency Procedures on Field Trips** In the unlikely event of an emergency on a field trip that requires medical attention, your child will be transported to the nearest Emergency Room. The parent and/or emergency contact will be notified immediately.

Supervision of Children

It is the responsibility of the HS/EHS program to provide Active supervision as a part of quality care. Therefore, we adopt, as policy, the mandates set forth in the licensing statutes that govern STEP, Inc. HS/EHS will provide annual training for staff and volunteers on the Supervision of Children and will provide a tip sheet to refer to throughout the year.

NOTE: Children enrolled in STEP, Inc. HS/EHS are our greatest asset. Our priority is that children are protected and not harmed in any way. STEP Inc. Head Start employees who compromise the safety of our children by leaving a child unattended will be subject to automatic termination.

Below is an example of what a typical day may look like for HS and EHS:

A Sample Daily Schedule			
Head Start Classroom		Early Head Start Classroom	
8:00 - 8:30	Children's arrival/free play	8:00 - 8:30	Children's arrival/Choice play
8:30 - 9:00	Breakfast	8:30 - 9:00	Breakfast
9:00 - 9:30	Clean up	9:00 - 9:30	Clean up/Diapering
9:30 - 9:45	Circle Time	9:45 -10:00	Free play
9:45 -10:45	Center Time	10:00 -10:30	Choice Play
10:45 -11:00	Clean up Center Time	10:30 -11:30	Outside Time
11:00 -11:30	Outside Time	11:30 -12:00	Lunch
11:30 -12:00	Prepare for Lunch	12:00-12:15	Diapering/Toileting
12:00 -12:30	Lunch	12:15-2:00	Nap/Quiet time
12:30-1:00	Small Group/Outside Time	2:00 - 3:00	Diapering/Snack/Goodbyes
1:00-2:00	Nap/Quiet time		<i>Infant schedules may vary due to feeding and napping on demand.</i>
2:00 - 3:00	Wake up/Snack/Goodbyes		



Outdoor Play Safety

“ABSOLUTELY NO FLIP FLOPS, CROCS or HOODIES WITH STRINGS”

- Outdoor activities must be provided at least 60 minutes every day for the children in all classrooms. This is necessary for children’s health and large motor development.
- Weather permitting, the children will go outside every day.
- Emergency/First Aid kits will be accessible at all times.
- To ensure your child’s safety and ability to participate in all activities, your child should wear shoes that securely fasten to their feet, such as tennis shoes or other shoes with a **closed toe and closed heel**.
- Also, please no hoodie with strings.
- Children will be taught outdoor play safety rules.

Air/Wind Quality Index

Classroom staff use the air quality index reading on a daily basis to check if the air quality is safe enough for the children to engage in outdoor play activities. Indoor large motor activities will be planned in lieu of outdoor activities under the following conditions:

- Icy or rainy weather
- Extreme cold or extreme heat warnings issued by the National Weather Service.
- Other dangerous conditions on the playground, as determined by the Teacher.

Please note: During cold weather, your child may participate in outdoor play, so please provide him/her with a sweater or coat, hat, gloves, and boots during cold weather, as appropriate.

STEP Head Start/Early Head Start Cold Weather Outdoor Policy states that all classes go outside every day unless the temperature drops under 33 degrees, including the wind chill.

Child Guidance and Discipline

Extreme Behavior & Handling Procedure:



Behavioral guidance shall be constructive in nature, age and stage appropriate, and shall be intended to redirect children to appropriate behavior and resolve conflicts. Any behavior or action by a student that has been determined to be excessive, that endangers/threatens the child, others, or property would follow these steps; only **after the teacher has implemented at least 3 strategies** to help the student subdue the behavior:

1. **First Incident:** A note will be sent home to the parent/guardian making them aware of the incident.
2. **Second Incident:** There will be a required conference with the parent/guardian and staff.
3. **Third Incident:** The parent/guardian will be required to pick up the child immediately and he/she will be excluded from the program until provision of reasonable modifications are made. Parent conference is required for a child to return to the classroom after the exclusion **Attendance Policy still applies.**
4. **Any Further Incidents:** The child may be excluded and referred, with the parent’s permission, for evaluation by an appropriate professional. The child may return to the classroom upon successful plan in place. A temporary exclusion will be used **only as a last resort** in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.
5. **Examples of these behaviors could include, but not limited to:**
 - Excessive hitting, kicking, pushing, pinching, scratching, spitting, or biting
 - Abusive or inappropriate language
 - Health/safety issues

We Are Mandated Reporters! - Reporting Responsibilities



All staff are required, by the **Code of Virginia, Chapter 12.1, Child Abuse and Neglect Law**, to report any and all suspected cases of Child Abuse and/or Neglect.

Accident and School Insurance/Injury Procedure



For your child's safety, STEP, Inc. provides student accident insurance coverage for the children enrolled in HS/EHS whenever they are participating in HS/EHS activities. If your child is injured at the center or at a socialization, the teaching staff will follow the Emergency Injury and Illness Procedures, as posted in each classroom. Any child injury requires the parent/guardian to be notified. An accident report will be completed, requiring a parent signature.

Emergency Procedures



Children whose centers are within or on public school property will abide by the instructions of their respective schools. **Each classroom or center will maintain a copy of their schools' Emergency Preparedness Plan.** Children who attend the STEP Rocky Mount or Patrick Head Start Center will abide by the STEP, Inc. agency plan. A parent may receive a copy of the Emergency Preparedness Plan upon request.

Emergency Communication to Families:

For the delivery of emergency information, we will rely on your contact information provided. Modes of delivery will be by phone call, texts, and/or Class Dojo or Honeywell for PSprings.

Weather-Related Closings



- In the event that schools are closed due to inclement weather, announcements will be made on Class Dojo about when HS/EHS will also be closed for children (This will include any delayed openings or early dismissals).
- If your child's center has to close due to other emergencies (flooding, no heat, no air, fire, etc.) parents will be notified as soon as possible and are expected to respond.
- Parents must make arrangements to pick up their child from the center or bus stop earlier than usual.
- An example: if your child's class begins at 8:00 AM, then if school is two hours late, it would be 10:00 AM when you bring or send your child, respectively. **(NO breakfast is served on two-hour delays.)**
- Please, do not bring your child to school before that time, as staff may not be there to care for your child.

EDUCATION

Our Curriculum:

Head Start: *"The Creative Curriculum for Preschool"*, a research-based curriculum where children are immersed in learning through purposeful play-based experiences on topics they're familiar with from their everyday lives.

Early Head Start: *"The Creative Curriculum for Infants, Toddlers and Twos"* a research-based curriculum that provides a comprehensive, yet easy to use framework for planning and implementing developmentally appropriate practice.

Early Head Start Home-Base: *"Partners for a Healthy Baby"* addresses the multifaceted needs of expectant and parenting families, also a "two generational" curriculum that addresses the needs of both the parents and the child. This curriculum is supplemented *with the Creative Curriculum Learning Games* to provide at home parent/child activities.

When you visit your child's center, you will see activities that help children develop social, language, literacy, physical, math, science, and intellectual skills.

Developmental Screening of all Children



- Within 45 days of your child's enrollment in HS/EHS, he or she will be assessed with the Brigance Early Childhood Development Screening Tool which includes both developmental screening and social emotional screening.
- The results of these screenings will allow us to plan for your child's individual needs.

VLP – Virginia Literacy Partnership (only 4 YEAR OLDS)



Our program uses the Virginia Literacy Partnership assessments is a scientifically based phonological awareness and literacy screening that measures preschoolers' developing knowledge of important literacy fundamentals and offers guidance to teachers for tailoring instruction to children's specific needs.

VKRP – Virginia Kindergarten Readiness Program (only 4 YEAR OLDS)



Our program also participates in the Virginia Kindergarten Readiness Program. VKRP assessment is an initiative focused on building a more comprehensive understanding of students' skills. It adds measures of mathematics, self-regulation, and social skills to complement Virginia's statewide assessment.

Child Development Assessment and Outcomes

Throughout the school year, your child's teacher will routinely observe and assess your child using The **Teaching Strategies Gold Assessment Tool**. This will allow the teachers to track your child's individual growth and development in these developmental areas: Language & Literacy, Mathematics, Science, Creative Arts, Social and Emotional Development, Approaches to Learning, and Physical Health and Development. The assessment outcomes are analyzed quarterly for program planning and professional development. In turn, this will improve your child's educational experience.

School Readiness Goals

Our program's School Readiness Goals are annually updated and *aligned with the Head Start Child Development and Early Learning Outcomes Framework, State early learning guidelines, our curriculum and the requirements and expectations of the public schools*. These goals are based on the outcomes of the child development assessments. Our SRG are inclusive for our Dual Language Learners.



Language & Literacy

Our mission is to build read-aloud routines in your home as well as school, thereby fostering early brain development, parent-child bonding, and early literacy skills. We encourage all parents, including those who use English as a second language, to participate in daily literacy activities by sending suggested activities home. You are encouraged to read a book to your child and do activities together that are related to a book or the theme of the week. The classroom teacher gives information throughout the school year, so all are informed of the class's activities.

Confidentiality

TOP SECRET

All records and conversations are confidential. Records are stored in a locked file or area inaccessible to anyone other than the appropriate staff HS/EHS family.



Fee Policy

There are **no fees** or charges for your child to be enrolled in the HS/EHS program but there are certain income and age criteria that must be met.

Transition



A smooth transition is important to ensure each child continues to receive enriching early child development services and each family continues to receive the support services necessary to promote healthy family development. Our transition process begins with Newborn to EHS Home-base or Classroom, Infant to Toddler classrooms, Toddler to HS, HS to public school systems, or any other high-quality program and support service.

Health, Safety, Nutrition & Family

HS/EHS recognizes the importance of good health, nutrition, and a safe environment to the overall development of the child.

As a result, STEP, Inc. enforces a:

WEAPON-FREE,

DRUG-FREE,

ALCOHOL-FREE,

SMOKE-FREE, and VAPE-FREE Policy: Smoking is not allowed in any HS/EHS center or on the premises of STEP, Inc.

This includes all of our sites, field trips, bus stops, and any event which STEP, Inc. sponsors.

Morning Health Inspection

Your child will receive a daily, visual health assessment upon arrival. This helps ensure that symptoms of infectious disease are caught early, thus limiting exposure to other children in the classroom.

Sick Child

- Parents are asked not to bring their child to the center when their symptoms are contagious.
- Children who arrive sick or later develop symptoms of illness **will not be allowed to remain at the center.**
- The parent or guardian will be called to pick up their sick child.

Exclusion Policy & Symptoms

These are important symptoms to look for in your child. If your child is exhibiting any of the **first ten** symptoms, they will be separated from the other children and placed under observation and a parent or guardian will be called for pick-up. If any of the remaining systems are observed with a fever thermometer reading of 100 degrees (or more) under the arm or using touch-free thermometer, the parent will be contacted to pick-up the child. If a fever is absent with symptoms **eleven through sixteen**, the child will be monitored. Parents or guardians will be called if those symptoms worsen or their child develops a fever.

1. **FEVER:** Temperature greater than 99 degrees under the arm. A child may not return to school until they are fever free without medications for 24 hours.
2. **DIARRHEA:** This means more than two abnormally loose stools. Therefore, observe the child after the first abnormal stool for additional loose stools or other symptoms.
3. **VOMITING:** Combined with elevation of temperature may be indicative of either viral or bacterial illness.
4. **SEVERE COUGHING:** If the child gets red or blue in the face and makes high pitch croupy or whoopee sound when they cough.
5. **DIFFICULT OR RAPID BREATHING:** This is especially important in an infant under six months of age.
6. **YELLOWISH SKIN OR EYES:** This could be indicative of a more serious illness such as hepatitis.
7. **PINK EYE:** Tears, redness of eyelid lining, irritation followed by swelling and discharge of pus (drainage).
8. **UNUSUAL SPOTS OR REDNESS:** Observe as to appearance, location and type of rash with or without drainage.
9. **SORE THROAT OR DIFFICULTY SWALLOWING:** Combined with a temperature may indicate a strep infection.
10. **INFECTED SKIN PATCHES:** Crusty, bright yellow, dry or gummy areas of skin.
11. **UNUSUALLY DARK OR TEA COLORED URINE:** This could be indicative of a more serious illness such as hepatitis.
12. **GRAY OR WHITE STOOL:** This could be indicative of a more serious illness such as hepatitis.
13. **HEADACHE AND STIFF NECK:** Combined with an elevation of temperature may be indicative of early signs of meningitis.
14. **UNUSUAL BEHAVIOR:** Child is cranky or less active than usual, cries more than usual, feels general discomfort, or just seems unwell.
15. **LOSS OF APPETITE:** Not to be confused with likes and dislikes of food selection.
16. **SEVERE ITCHING OF BODY OR SCALP OR SCRATCHING OF SCALP:** These may be signs of lice or scabies.

- Parents or guardians should be alert to the above signs and symptoms and aware they are not to bring the child to the Head Start center until free from the symptoms and/or cleared by the family physician.
- If we suspect that a child has an illness which might be contagious or that needs treatment by a doctor, we will request that the parent take their child to the doctor and bring back a note from the doctor stating that the illness is not contagious to others.
- Children with a diagnosis from the doctor must present a note stating the illness and the return date.

Clothing Policy



- Please make sure your child has a complete change of clothing, appropriate for the season, labeled with the child's name to be kept at the center at all times in case of accidents or other times when they may be needed.
- To ensure your child's safety and ability to participate in all activities your child should wear shoes that securely fasten to their feet, such as tennis shoes or other shoes with a closed toe and fastened heel.
- If your child does not have on appropriate shoes for safety, he/she will not be allowed to participate in large motor activities.
- To ensure your child's safety on the playground, no HOODIES with strings.

Soiled Clothes

1. Teachers will place child's soiled clothes in a sealed plastic gallon size bag and stored in a container until the end of the day. The bag of soiled clothes will then be placed in their bookbag to go home when child is picked up or put on the bus.
2. Teaching staff will contact you through ClassDojo to notify you that your child had an accident. You will need to send a new set of clothes the following day.

Diaper Choice/Changing



- STEP EHS will provide diapers for all Infants and Toddlers enrolled during classroom hours.
- The brand of choice is "LUVS".
- In HS, if diapers/pull-ups are needed, **parents are required** to provide the diapers needed.

Infant Formula Choice

In EHS, we provide a Similac Advance formula for our infants. If your child needs a different formula, this will require your child's doctor to complete a Special Diet form.

- **Parents are asked to bring two clean bottles in daily.**
- **All bottles of formula should be labeled.**

Pacifier

- Parents are asked to provide at least two pacifiers labeled with child's name using a waterproof/non-toxic marker.
- Pacifiers will not be allowed to have an attachment/string in the classroom.
- Pacifiers will not be allowed to be clipped, pinned, or tied to an infant's clothing/body parts (neck, wrist, food etc.)

Breastfeeding

- Breastfeeding mothers are provided a private area to feed their infants at the center or during socializations if and when requests are made.
- Parents may provide breast milk that has been refrigerated or frozen immediately after collection, in labeled, unbreakable bottles for use at the center or during socialization.
- Labels must include the infant's name, the date, and time the breast milk was collected.
- **Unlabeled bottles are never accepted from a parent/guardian.**

Shoe-Free Environment for Infant Classrooms

- With infants commonly on the floor, we provide a clean, safe, and healthy environment in the classroom.
- We practice a "shoe-free" policy in the infant room.
- We ask adults who enter the infant room past the sign-in area, to please slip a pair of shoe covers over your shoes.
- Siblings or other children accompanying parents will not be allowed to go past the designated sign-in area.

Potty Training



- The decision of when to assist parents in potty-training is a personal one and should be made based on your child's signs of emotional and physical readiness.
- Once the child is ready and parents agree to begin potty-training, you will be asked to complete a contract, which will hopefully create a strong support system for your child to successfully become potty-trained.
- **PARENTS CAN SEND 'PULL-UPS', BUT CLOTH UNDERWEAR IS HIGHLY ENCOURAGED.**
- Students in HS that need to be potty trained, parents will need to provide what's needed.

Infectious Disease Control/Sanitation/Hygiene

The HS/EHS Program attempts to minimize the spread of infectious diseases using the following methods:

- Use of Universal Precautions (gloves, etc.) by staff and volunteers when body fluids exist
- Routine cleaning and sanitizing of the center materials, classrooms and bathrooms
- Disease prevention education for parents, staff, and children
- In the best interest of all children within the program, there may be an occasion when an entire classroom may shut down in order to be sanitized to control the spread of any germs connected to any infectious disease.

Hand Washing Procedure



- We use effective hand washing methods.
- We teach and model preventative hygiene practices.
- Children, staff, and volunteers wash their hands with liquid soap and running water.
- Younger toddlers and infants have their hands washed by staff using liquid soap and water.
- Upon entering the classroom, a child's hands are washed each day.

Head Lice Control



Because of the close contact between young children, head lice can spread rapidly from one child to another. The following are the procedures followed by our program to help limit the transmission of head lice.

- Children are checked weekly by the classroom staff for evidence of head lice.
- Children with evidence of head lice are excluded from the center activities until they are treated and free of lice and nits (lice eggs).
- Your child will be re-examined by the teacher before returning, with the completion of verification form.
- When one or more cases are discovered in the classroom, all parents are notified and advised to check their child's scalp regularly.
- Children's personal articles are stored in separate cubbies.
- Staff are available to assist parents if needed.

Medication Policy



- Medication (such as asthma medication) forms for long term use must be signed by parent and physician in order for the medications to be administered in our classrooms. Child will not be able to attend until all correct paper work is completely fill out, signed and medication is on site.

- All medication must be kept in the original prescription bottle and stored in a locked cabinet or in a locked box in the refrigerator away from the reach of children.
- When having a prescription filled, ask the pharmacist to give you a small extra labeled bottle to bring to the HS/EHS center.
- Over-the-counter medicine will not be given to a child unless prescribed in writing by a doctor and packaged in the original container.
- All medications that are not picked up by the parent within 14 days after authorization expires will be disposed of.
- Over-the-counter sunscreen, diaper ointment or cream, and insect repellent may be administered in accordance with manufacturer's recommendations. If the following requirements are met:
 - Written parent authorization noting any known adverse reactions.
 - Be in the original container and labeled with the child's name.
 - Sunscreen shall be hypo-allergenic and have a minimum SPF of 15.
 - Not kept or used beyond the expiration date of the product.
 - The over-the-counter permission form will be valid for six months.

Activities Limitation Policy



- When specific limitations are placed on a child's activities by a physician, our HS/EHS Program requires written documentation from a physician outlining the limitations before the child can participate in the program.
- In some cases, due to the limited number of staff members; a parent may be asked to assist classroom staff if their child is limited to inside play only. All classrooms are required to go outside daily, unless weather does not permit.



Nutrition and Meal Services

- Breakfast, lunch, and afternoon snacks are served in all full-day classes.
- All meals are planned using USDA Guidelines for Child and Adult Care Programs.
- Menus are planned so they are nutritious and reflect cultural and ethnic preferences and diversity. Special diets are provided upon the advice of a physician.
- Due to USDA guidelines, only foods that have been prepared in an approved, inspected kitchen may be served to children during HS/EHS hours.
- If you wish to bring a special snack for children, it must be purchased from a store or restaurant and in its original container. Please, check with your child's teacher for approval.
- Snacks and foods for celebrations should be nutritious and low in fat, salt, sugar, artificial colorings, and preservatives. Teachers can provide you with a list of healthy snack foods.
- Meals and snacks are served family style in a relaxed atmosphere promoting self-help skills. Mealtimes are used as educational opportunities to promote exploration and healthy food choices. Parents who volunteer at the center are welcome to share a meal with the children. If you would like to have lunch with your child, please, ask the teacher.
- Nutrition education is provided to children and families as an ongoing part of the program. Nutrition activities are offered monthly in classrooms to foster an understanding of the importance of good nutrition to overall health.
- All meals served to children under the Child and Adult Care Food Program are served free regardless of race, color, sex, national origin, age, and disability. There is no discrimination in admissions policy, meal service, or the use of facilities. Any complaints of discrimination should be submitted to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SE, Washington, D.C. 20250-9410 or call (202)720-5964 (voice or TDD)



Serving Children with Disabilities

- STEP, Inc. HS/EHS serves children with the guidance of different laws and regulations related to the Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act of 2004 (IDEA) Part B and Part C, and Section 504 of the Rehabilitation Act.
- Our program must reserve 10% of the participants in the program for children with disabilities. Disabilities may range from mild speech or hearing deficits to physical disabilities.
- Including children with disabilities in the classroom provides children and families an opportunity to learn from each other, create social competency, and develop a respect for diversity.
- Modifications to the environment or to the staffing of the program will be made whenever possible on an individual basis to facilitate inclusion of children with disabilities in classrooms.

Mental Health



- Head Start and Early Head Start provides services to help promote the mental health of each child and family.
- Both HS and EHS implement research-based practice and strategies from the Center on the Social and Emotional Foundations for Early Learning (CSEFEL). Its focus is on promoting the social emotional development and school readiness of young children birth to age 5.
- We also use a prevention program known as Al's Pals. Al's Pals is a school-based prevention program that seeks to develop social-emotional skills such as self-control, problem-solving, and healthy decision making in children ages 3-5 in preschool.

Parent Curriculum: S.T.E.P.



- Our curriculum of choice is S.T.E.P. (Systematic Training for Effective Parenting). S.T.E.P. parenting curriculum is an effective seven session planned training curriculum that focuses on topics important to parents today. This curriculum provides valuable tools which improve communication among parents and their children. The lessons are easy to understand and apply and can be used immediately.

Animal Safety



- No animal will be allowed on the premises without the prior permission from our HS/EHS Health Services Manager.

Missing Child

- When the responsible staff discovers a child missing, they will immediately notify all other staff.
- The responsible staff person will immediately initiate a coordinated "preliminary search" of the entire facility. The entire interior and exterior of the building and grounds will be searched.
- If the child is located and is deemed to be safe and unharmed, the responsible staff person will notify all involved staff that the child has been found and the Child Supervision Incident Report Form will be completed and will be placed in the child's folder. Staff will contact parents and notify them of the incident.
- The responsible staff will notify their supervisor and the Head Start Director. If the child was left unattended, the Head Start Director or Education Manager will contact CPS and the Licensing Specialist.
- If the child is not found, the responsible Teacher or other staff will immediately call Emergency 911 for assistance. The responsible staff will also immediately notify the parent(s) of the situation. The responsible staff will cooperate fully with the Police department furnishing all information concerning the child and parents/guardians and will continue to be available to the parents or police investigators. The Education Manager or Head Start Director will be responsible for contacting CPS and the Licensing Specialist.

Event of the Death of a Child

- In the extremely unlikely event of the death of a child, having notified appropriate emergency services, the Executive Director or designee would immediately contact the child's parent or legal guardian.
- A report of the death will be sent to the Virginia Department of Social Services.

Monitored for Compliance

- STEP, Inc. HS/EHS Program activities and requirements are monitored regularly and frequently to ensure compliance and beyond with Federal and State regulations.
- We also have a systematic and structured approach to determine whether our program performance follows Head Start Performance standards, VA License Standards, and the USDA Food Program regulations.
- Annually we assess our program with staff, parents, and community partners to ensure compliance and quality services.

Complaints from Parents

1. If you have a complaint, discuss it with the staff member involved.
2. If not resolved at Step 1, take the issue to the staff member's supervisor.
3. If not resolved at Step 2, the complaint must be presented, in writing, to the Head Start Director who will hold at least one meeting and make a recommendation to the parties involved.
4. If not resolved at Step 3, the complaint will be presented, in writing, to the Policy Council with a copy to the Executive Director of the Agency. The Policy Council will have ten working days to schedule at least one meeting and make a recommendation.

Family Support Staff	
Family Advocate Staff	EHS Family Educator Staff
Franklin County Office-540-483-5142	
Cindy Hostutler - 540-488-7028	Vacant
Lori Pruitt - 540-352-3200	
Patrick County Office-276-694-2239	
Kimberly Stegall - 276-692-2765	Vacant

WIC

At-A-Glance

WIC gives access to healthy food, nutrition education and breastfeeding support. If you're pregnant, a caregiver, or a mom with a child under 5, you can get the right personalized support for you and your family.



Nutrition Education

Shopping guidance
Prenatal nutrition tips
Kid-friendly recipes
Personalized nutrition counseling

Breastfeeding Support



Support and education
Peer counseling
Lactation support
Classes and information

Fresh fruits & vegetables
Milk, cheese & more
Cereal & other grains
Peanut butter, beans &
More

Social services
Substance abuse
Health screenings
Immunization services



Healthy Food Options

Referrals & Resources



This institution is an equal opportunity provider.



WIC_{At-A-Glance}

WIC clinics statewide are now issuing eWIC cards to WIC families. WIC participants use their eWIC card like a debit card to purchase WIC approved foods at authorized WIC grocery stores.

Is Virginia WIC For Me?

Must Be:

- A Virginia resident
- A pregnant woman, breastfeeding woman, or the parent of a child aged birth to five years old
- Household income eligible (*Ex. family of four can earn \$45,510 or less yearly or \$3,793 or less monthly*)
- Assessed as having a nutritional risk

EBT Benefits:

- Electronic payment system
- Each WIC family gets one eWIC card
- Family's food benefits are added together
- Food benefits are kept in a special family account

Next Steps

Contact Virginia WIC @
1-877-TELL-WIC (835-5942)
to connect to a local clinic, check eligibility,
and set up an appointment



2023 Recommended Immunizations for Children from Birth Through 6 Years Old

VACCINE	Birth	1 MONTH	2 MONTHS	4 MONTHS	6 MONTHS	12 MONTHS	15 MONTHS	18 MONTHS	19-23 MONTHS	2-3 YEARS	4-6 YEARS
HepB Hepatitis B	HepB	HepB			HepB						
RV* Rotavirus			RV	RV	RV*						
DTaP Diphtheria, Pertussis, & Tetanus			DTaP	DTaP	DTaP		DTaP				DTaP
Hib* Haemophilus influenzae type b			Hib	Hib	Hib*		Hib				
PCV13, PCV15 Pneumococcal disease			PCV	PCV	PCV		PCV				
IPV Polio			IPV	IPV		IPV					IPV
COVID-19** Coronavirus disease 2019						COVID-19**					
Flu* Influenza						Flu (One or Two Doses Yearly)*					
MMR Measles, Mumps, & Rubella						MMR					MMR
Varicella Chickenpox						Varicella					Varicella
HepA* Hepatitis A						HepA*		HepA*			

FOOTNOTES

RV* Administering a third dose at age 6 months depends on the brand of Hib or rotavirus vaccine used for previous dose.

COVID-19** Number of doses recommended depends on your child's age and type of COVID-19 vaccine used.

Flu* Two doses given at least 4 weeks apart are recommended for children age 6 months through 8 years of age who are getting an influenza (Flu) vaccine for the first time and for some other children in this age group.

HepA* Two doses of Hep A vaccine are needed for lasting protection. The 2 doses should be given between age 12 and 23 months. Both doses should be separated by at least 6 months. Children 2 years and older who have not received 2 doses of Hep A should complete the series.

ADDITIONAL INFORMATION

1. If your child misses a shot recommended for their age, talk to your child's doctor as soon as possible to see when the missed shot can be given.

2. If your child has any medical conditions that put them at risk for infection (e.g., sickle cell, HIV infection, cochlear implants) or is traveling outside the United States, talk to your child's doctor about additional vaccines that they may need.

Talk with your child's doctor if you have questions about any shot recommended for your child.



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

FOR MORE INFORMATION
Call toll-free: 1-800-CDC-INFO (1-800-232-4636)
Or visit: [cdc.gov/vaccines/parents](https://www.cdc.gov/vaccines/parents)



American Academy of Pediatrics
DEDICATED TO THE HEALTH OF ALL CHILDREN™

Diseases and the Vaccines that Prevent Them

BIRTH-6 YEARS OLD

DISEASE	VACCINE	DISEASE SPREAD BY	DISEASE SYMPTOMS	DISEASE COMPLICATIONS
Hepatitis B	HepB vaccine protects against hepatitis B.	Contact with blood or body fluids	May be no symptoms, fever, headache, weakness, vomiting, jaundice (yellowing of skin and eyes), joint pain	Chronic liver infection, liver failure, liver cancer, death
Rotavirus	RV vaccine protects against rotavirus.	Through the mouth	Diarrhea, fever, vomiting	Severe diarrhea, dehydration, death
Diphtheria	DTaP* vaccine protects against diphtheria.	Air, direct contact	Sore throat, mild fever, weakness, swollen glands in neck	Swelling of the heart muscle, heart failure, coma, paralysis, death
Pertussis (whooping cough)	DTaP* vaccine protects against pertussis (whooping cough).	Air, direct contact	Severe cough, runny nose, apnea (a pause in breathing in infants)	Pneumonia (infection in the lungs), death
Tetanus	DTaP* vaccine protects against tetanus.	Exposure through cuts in skin	Stiffness in neck and abdominal muscles, difficulty swallowing, muscle spasms, fever	Broken bones, breathing difficulty, death
Haemophilus influenzae type b (Hib)	Hib vaccine protects against Haemophilus influenzae type b.	Air, direct contact	May be no symptoms unless bacteria enter the blood	Meningitis (infection of the covering around the brain and spinal cord), intellectual disability, epiglottitis (life-threatening infection that can block the windpipe and lead to serious breathing problems), pneumonia (infection in the lungs), death
Pneumococcal disease (PCV13, PCV15)	PCV vaccine protects against pneumococcal disease.	Air, direct contact	May be no symptoms, pneumonia (infection in the lungs)	Bacteremia (blood infection), meningitis (infection of the covering around the brain and spinal cord), death
Polio	IPV vaccine protects against polio.	Air, direct contact, through the mouth	May be no symptoms, sore throat, fever, nausea, headache	Paralysis, death
Coronavirus disease 2019 (COVID-19)	COVID-19 vaccine protects against severe complications from coronavirus disease 2019.	Air, direct contact	May be no symptoms, fever, muscle aches, sore throat, cough, runny nose, diarrhea, vomiting, new loss of taste or smell	Pneumonia (infection in the lungs), respiratory failure, blood clots, bleeding disorder, injury to liver, heart or kidney, multi-system inflammatory syndrome, post-COVID syndrome, death
Influenza (Flu)	Flu vaccine protects against influenza.	Air, direct contact	Fever, muscle pain, sore throat, cough, extreme fatigue	Pneumonia (infection in the lungs), bronchitis, sinus infections, ear infections, death
Measles	MMR** vaccine protects against measles.	Air, direct contact	Rash, fever, cough, runny nose, pink eye	Encephalitis (brain swelling), pneumonia (infection in the lungs), death
Mumps	MMR** vaccine protects against mumps.	Air, direct contact	Swollen salivary glands (under the jaw), fever, headache, tiredness, muscle pain	Meningitis (infection of the covering around the brain and spinal cord), encephalitis (brain swelling), inflammation of testicles or ovaries, deafness, death
Rubella	MMR** vaccine protects against rubella.	Air, direct contact	Sometimes rash, fever, swollen lymph nodes	Very serious in pregnant women—can lead to miscarriage, stillbirth, premature delivery, birth defects
Chickenpox	Varicella vaccine protects against chickenpox.	Air, direct contact	Rash, tiredness, headache, fever	Infected blisters, bleeding disorders, encephalitis (brain swelling), pneumonia (infection in the lungs), death
Hepatitis A	HepA vaccine protects against hepatitis A.	Direct contact, contaminated food or water	May be no symptoms, fever, stomach pain, loss of appetite, fatigue, vomiting, jaundice (yellowing of skin and eyes), dark urine	Liver failure, arthralgia (joint pain), kidney, pancreatic and blood disorders, death

DTaP* DTaP combines protection against diphtheria, tetanus, and pertussis.

MMR** MMR combines protection against measles, mumps, and rubella.

Last updated December 2022 • CS322257-A

Good nutrition today means a stronger tomorrow!

Building for the Future with CACFP

This day care
receives support
from the Child and
Adult Care Food
Program to serve
healthy meals to your children.



**Meals served here must meet USDA's
nutrition standards.**

Questions? Concerns?

STEP, Inc. 540-483-5142

Learn more about CACFP at USDA's website:

<https://www.fns.usda.gov/>

USDA is an equal opportunity provider, employer and lender.

United States Department of Agriculture

Food and Nutrition Service FNS-317

November 2019

¡Buena nutrición hoy significa un mañana más saludable!

Construyendo para el Futuro

con CACFP

Esta guardería infantil
recibe ayuda del
Child and Adult Care
Food Program para
servir comidas
nutritivas a sus niños.



**Comidas servidas aquí deben de seguir los
requisitos nutricionales establecidos por USDA.**

¿Preguntas? ¿Inquietudes?

STEP, Inc. 540-483-5142

Aprenda más información sobre CACFP en el sitio web del
USDA: <https://www.fns.usda.gov/>

USDA es un proveedor, empleador y prestamista que ofrece igualdad de oportunidades.

United States Department of Agriculture
Food and Nutrition Service FNS-317
Noviembre 2019

Meals:

CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the four groups)
Milk Fruit or Vegetable Grains or Bread	Milk Meat or meat alternate Grains or bread Two different servings of fruits or vegetables	Milk Meat or meat alternate Grains or bread Fruit or vegetable

Participating Facilities:

Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Day Care Homes:** Licensed or approved private homes.
- **After School Care Programs:** Centers in low-income areas provide free snacks to school-age children and youth.
- **Homeless Shelters:** Emergency shelters provide food services to homeless children.

Eligibility:

State agencies reimburse facilities that offer non-residential day care to the following children:

- Children age 12 and under,
- Migrant children age 15 and younger, and
- Youths through age 18 in after school care programs in needy areas.

Contact Information:

If you have question about the CACFP, please contact your

<i>Center/Sponsoring Organization</i> or	<i>State Administering Agency</i>
STEP, Inc.	Special Nutrition Programs: CACFP
Head Start/Early Head Start	Virginia Department of Health
200 Dent St. Rocky Mount, VA 24151	Division of Community Nutrition 109 Governor Street 9 th Floor Richmond, VA 23219
540-483-5142	1-877-618-7282



Early Head Start-Head Start

Before & After School Care

Franklin & Stuart Site

Before & After Hours of Operation



Monday- Friday

7:00 am – 8:00 am

3:00 pm – 5:30 pm

"snow days & half-days are considered as they occur"

STEP Inc, EHS-HS will provide:	To qualify for this service:
<ul style="list-style-type: none">• Qualified Caregivers	<ul style="list-style-type: none">• Infant/Toddler or Head Start Student
<ul style="list-style-type: none">• PM Snack	<ul style="list-style-type: none">• You must apply for DSS subsidy
<ul style="list-style-type: none">• Group Activities	<ul style="list-style-type: none">• Pick STEP as your subsidy provider
<ul style="list-style-type: none">• Outdoor Play	
<ul style="list-style-type: none">• Indoor Play	
<ul style="list-style-type: none">• Literacy Activities	

For more information contact your

Family Advocate



**Head Start &
Early Head Start**

BEFORE & AFTER CHILDCARE APPLICATION PROCESS

Two ways to apply for the Child Care Subsidy Program

- [Apply online](#), or [screen for eligibility](#) through CommonHelp, a self-service portal available 24 hours a day, 7 days a week. A [video](#) or [Quick Guide](#) for the application portal is also available.
- Submit a *Child Care Service Application and Redetermination Form* to your local department of social services. You may also pick up an [application](#) ([Spanish version](#)) at the [local department of social services](#), or request that one be mailed to you.

Your application will be reviewed within 30 days. During that time, you may be required to participate in an interview and provide documentation of basic eligibility requirements.

If you are eligible, and approved for services, your local department will authorize child care with a participating child care provider of your choice, and a portion of your child care costs will be paid directly to your provider.

Additional information may be found on
<https://www.doe.virginia.gov/cc/index.html>



Co-Parenting
is vital to
maintaining a
healthy relationship
with your child.



Child Support
reduces the child poverty
rate and improves the
child's overall
well-being.

Child Support in Virginia

In the last fiscal year, the DCSE managed more than 310,000 cases and collected more than \$659 million on behalf of Virginia's children. Child support helps provide funds for food, shelter, education, clothing, and other costs involved in raising and nurturing children. Meeting the needs of these families requires the dedication of child support professionals across the Commonwealth.

How YOU can better support Virginia's children



APPLY FOR CHILD SUPPORT
To establish or inquire about child support, visit www.dss.virginia.gov/family/dcse/ or call (800) 468-8894.



MAKE A CHILD SUPPORT PAYMENT

- **MyChildSupport**
mychildsupport.dss.virginia.gov
- **TouchPay**
Kiosks are located in DCSE district offices
- **Mail**
P.O. Box 570, Richmond, VA 23218-0570
- **MoneyGram**
Located in most CVS and Walmart stores



CHILD SUPPORT SERVICES
Visit dss.virginia.gov and click Child Support for details about how DCSE can assist you.



DCSE DISTRICT OFFICES
Visit www.dss.virginia.gov/family/dcseoffices.cgi for a complete listing of our offices.



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES
DIVISION OF CHILD
SUPPORT ENFORCEMENT
8032-01-0977-00-eng (06/17)



every child needs support


DIVISION OF CHILD SUPPORT ENFORCEMENT

EVERY CHILD NEEDS SUPPORT

Virginia's children need both financial and family support to grow and thrive. Children with actively involved parents perform better in school, have higher self-confidence, and generally achieve greater success in life.

The Division of Child Support Enforcement (DCSE) is committed to helping parents support their children by focusing on more than just money. DCSE offers free family engagement services focusing on access and visitation, responsible parenting, employment assistance, and prisoner reentry.







DCSE Helps Parents Support Their Children




Parents

DCSE staff is available to guide each parent through the child support process, ensuring fair and consistent obligations based on individual circumstances and needs.

DCSE services include:








-  Locating absent parents
-  Helping establish paternity
-  Enforcing support orders
-  Upon request, reviewing and modifying support orders as family circumstances change over time
-  Supporting co-parenting through programs that focus on access, visitation, and responsible parenting
-  Referring parents to mediation or agency partners for help in resolving disputes and improving communication



Family Engagement


Family engagement services help families to be successful by strengthening bonds between parents and children. Our top priority is promoting the well-being of children.

Working with our community partners, we help parents overcome barriers such as:

-  Lack of job skills
-  Unemployment
-  Previous incarceration
-  Substance misuse
-  Mental health
-  Housing instability
-  Custody and visitation disputes


MyChildSupport
mychildsupport.dss.virginia.gov

Sign in or register to MyChildSupport to pay online for free using your checking or savings account.



You can do the following online with MyChildSupport:

- Make/schedule payments (parents, employers, third parties)
- View payment history
- Generate income verification report
- Check arrears balance



One in five children in Virginia is involved in a child support case.

Parent In-Kind Flyer

Early Head Start & Head Start Parents You can help the program by giving a little of your time! Thank you in Advance!

STEP Inc. EHS-HS is required to gather 20% of its budget from other sources besides the federal government. This is called our non-federal share or “in-king” match. By volunteering a little of your time to help the program and by completing the form on a regular basis, you will help us meet this requirement.

Here are some suggestions of things you can do:

- Help out in the classroom
- Help prepare for meal time
- Attend Parent Meetings/Events
- Help prepare materials for the classroom
- Help us in our recruitment efforts
- Help on our interview team when hiring
- Complete provided activities sent home
- Help perform some duties around the center
- Be a part of our annual self-assessment team
- Volunteer as a parent volunteer bus monitor

There are many opportunities, just let us know what interests you!

**Talk to your child’s Teacher or your Family-Health Advocate and join us in
this very important part of maintaining our program!**

Sincerely,

HS-EHS Program Staff



STEP, Inc.

Head Start/Early Head Start

2023-2024

Receipt of Parent Handbook

I, _____, have received copies of:

<input type="checkbox"/>	STEP Head Start/EHS Parent and Staff Handbook
<input type="checkbox"/>	STEP Head Start/EHS Parent Packet

I understand that I am responsible for reading and understanding the guidelines as outlined within the Parent Handbook. I also realize that I may address any questions or concerns with my child's Teacher, my Family Advocate, my Family Educator, or Management it involves.

My preferred method of receiving the Parent Handbook:

- ☐ **Electronic Version**
- ☐ **Paper Copy**

Parent Signature

Date

Parent Signature

Date

Staff Signature

Date

**** This page should be signed and returned to your Family Service Specialist, Family Educator, or Program Manager. ****