

# Central City Economic Opportunity Corporation

## Carolyn Green Ford Early Learning Center



504-524-3484

[http://cceocno.org/our-  
programs/head-start/](http://cceocno.org/our-programs/head-start/)



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# WELCOME

Dear Head Start Parents:

Welcome to the Carolyn Green Ford/Priscilla Edwards Head Start Programs at CCEOC. Central City Economic Opportunity Corporation (CCEOC) is a non-profit human services agency which serves thousands of New Orleans residents each year through a multitude of resources and services. Programs and services include early childhood, youth and family supports, aging and special needs, within a community and economic development lens.

Carolyn Green Ford/Priscilla Edwards Head Start Programs are federally funded child development programs for children ages 3 to 5 which provide comprehensive services to promote academic, social/emotional and physical development, along with providing social, health and nutrition services for income-eligible families. Carolyn Green Ford/Priscilla Edwards Head Start Programs operate in conjunction with Total Community Action (TCA), New Orleans' local action agency, to serve 1500 children and their families.

Carolyn Green Ford/Priscilla Edwards Head Start Program staff, Board of Directors, and Policy Council appreciate this opportunity to offer quality, comprehensive services to you and your children. We look forward to meeting the growing needs of our Head Start children and families for the continuous advancement of our community.

Sincerely,



Lisa Mazique  
Executive Director



## **Our Mission**

Carolyn Green Ford/Priscilla Edwards  
Head Start will enhance the social and educational competence of children 3 to 5-year-old children by:

- providing a supportive, engaging and exciting learning Environment through culturally representative and quality, comprehensive services.
- Involving families and neighbors in advocacy that advances the cause of family and neighborhood stability.

## **Program Philosophy**

**Invest Now, Benefit Later --** The Head Start program is based on the conviction that high-quality early, education and family services pay off in a myriad of benefits to children, their families and society as a whole.

### **Comprehensive Programs --**

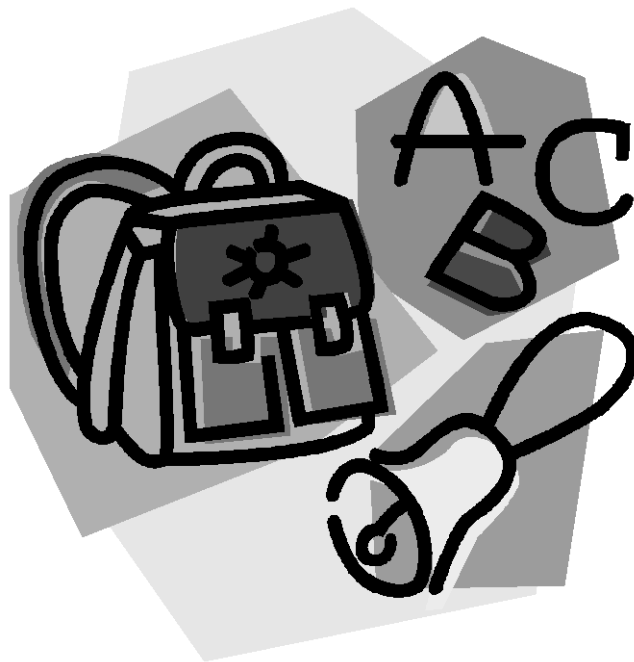
Research demonstrates many factors affect a child's readiness for school: academic readiness, social and emotional development, physical well-being and parental involvement. Head Start's services are designed to Address all of these areas.

## **Head Start Goals**

- To enhance children's physical, social, emotional and cognitive development.
- To enable parents to be better caregivers and teachers to their children.
- To partner with parents as they meet their own goals, including economic independence.



# **HEAD START PROGRAM & OPERATIONS**



## **Head Start Program**

There is no cost to attend Head Start. The Carolyn Green Ford/Priscilla Edwards Head Start Program Centers are licensed by the Louisiana Department of Education. Center licenses are posted at the site, along with the contact information for the licensing representative. Parents may contact their child's teacher or Center Manager to view a copy of the licensing regulation booklet.

Carolyn Green Ford / Priscilla Edwards Programs implement Head Start goals and philosophies, through its many services to children and families, for the purpose of achieving expected Child Outcomes.

- Academic Services
- Health
- Mental Health
- Disabilities Services
- Nutrition
- Parent and Family Involvement
- Family Services

## **Program Options**

Carolyn Green Ford/ Priscilla Edwards offer a ten-hour Head Start program for eligible children from 3 to 5 years of age. The Head Start program operates from Monday through Friday. Children will receive breakfast, lunch and snacks.

## **Teaching Staff**

Carolyn Green Ford/Priscilla Edwards Head Start teaching staff consists of highly qualified, degreed teachers to work with you and your child. A minimum of one supervising teacher and one teacher assistant are assigned to each classroom.

## Attendance

Carolyn Green Ford/Priscilla Edwards Head Start encourages perfect attendance. Daily attendance is essential for success in your child's pre-school and later educational years. All children enrolled are expected to arrive by 8:30 am and join their class for a nutritious breakfast. Upon arrival, parents must bring the child into the classroom and sign their child in, indicating the actual time of arrival. Parents are encouraged to help their child develop habits of good punctuality which will aid him/her in their later school or work life. Parents are expected to call the teaching staff or Family Advocate when a child will be late

### Absences

When it is absolutely necessary for your child to be absent, we request that a parent or legal guardian call the child's classroom teacher or the Family Service Manager before 8:30 am, regarding the child's absence.

PLEASE FURNISH THE FOLLOWING INFORMATION WHEN CALLING:

- Child's name
- Reason for absence
- Anticipated number of days the child will be absent
- Teacher's name

After three consecutive absences; if no contact has been established with the family; or the absences continue to be unexcused, a phone call from the Family Advocate is required to determine the reason for the absences and to help the family plan a course of action to correct the situation.

A family staffing (possibly virtual) will be scheduled when any of the following occurs: three consecutive unexcused absences; five unexcused absences within a 30-day period; or three failed attempts by the Family Service Manager to contact the family regarding absences. If no resolution is reached as a result of the staffing, or attendance issues continue to be chronic, the child may be removed from active enrollment and returned to the waiting list.

### Early Pick-Up

Early pick-ups are sometimes necessary for doctor visits and other similar needs. Please advise us when it is necessary for your child to be released from class early. A phone call and a note will allow the teacher to prepare the child for the change in daily routine. The parent or guardian will report to the staff, and show picture I.D. (if needed).

### Dismissal

All children must be picked up from the classroom and signed out by a parent or other authorized individual. Children enrolled in the Head Start program should be picked up by 3:00pm. Program is open to 3pm



### **What to Wear**

Children are expected to dress in comfortable clothing, which are easily removable for children to use the restroom with limited assistance. In order for children to get meaningful gross motor experiences, **children must wear closed in shoes (front and back) at all times.**

Children are encouraged to participate in activities that involve paint, sand, water and outdoor activities. Please do not send your child to school in any expensive articles of clothing.

*Please mark all personal items with your child's name.*



### **Transition Items**

At this time, due to COVID-19, children are not allowed to bring transitional items to school.

### **Lost and Found**

Occasionally, children lose or misplace important items such as coats, jackets and blankets. Items found at the centers are placed in one a central place that serves as your center's lost and found.



## **Transferring a Child**

Parents requesting a transfer to another Head Start site must meet with the Family Advocate as soon as possible. Prior to the transfer, all current information must be updated and verified. Family Advocate will handle all transfers directly. Parents and staff will meet to plan transition activities so the child and parents will have a smooth adjustment.



## **Photo Release**

Head Start memories are everlasting. We will capture them in photos annually and throughout various activities at your child's center. These photos will be taken individually and in groups and will be displayed throughout the center. Parents are reminded to complete release forms at the time of enrollment. When the media is requesting pictures, parents will receive prior notification for approval of the use of any pictures showing their children.

## **Child Custody**

In order to adhere to the State of Louisiana regulations, we ask that our families limit the involvement of the center staff in domestic issues. Staff is only allowed to release children to the authorized person(s) listed on the form signed by the custodial parent or legal guardian. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring that order to your Family Advocate or your Center Manager, so that a copy can be placed in your file.

## Emergency Procedures

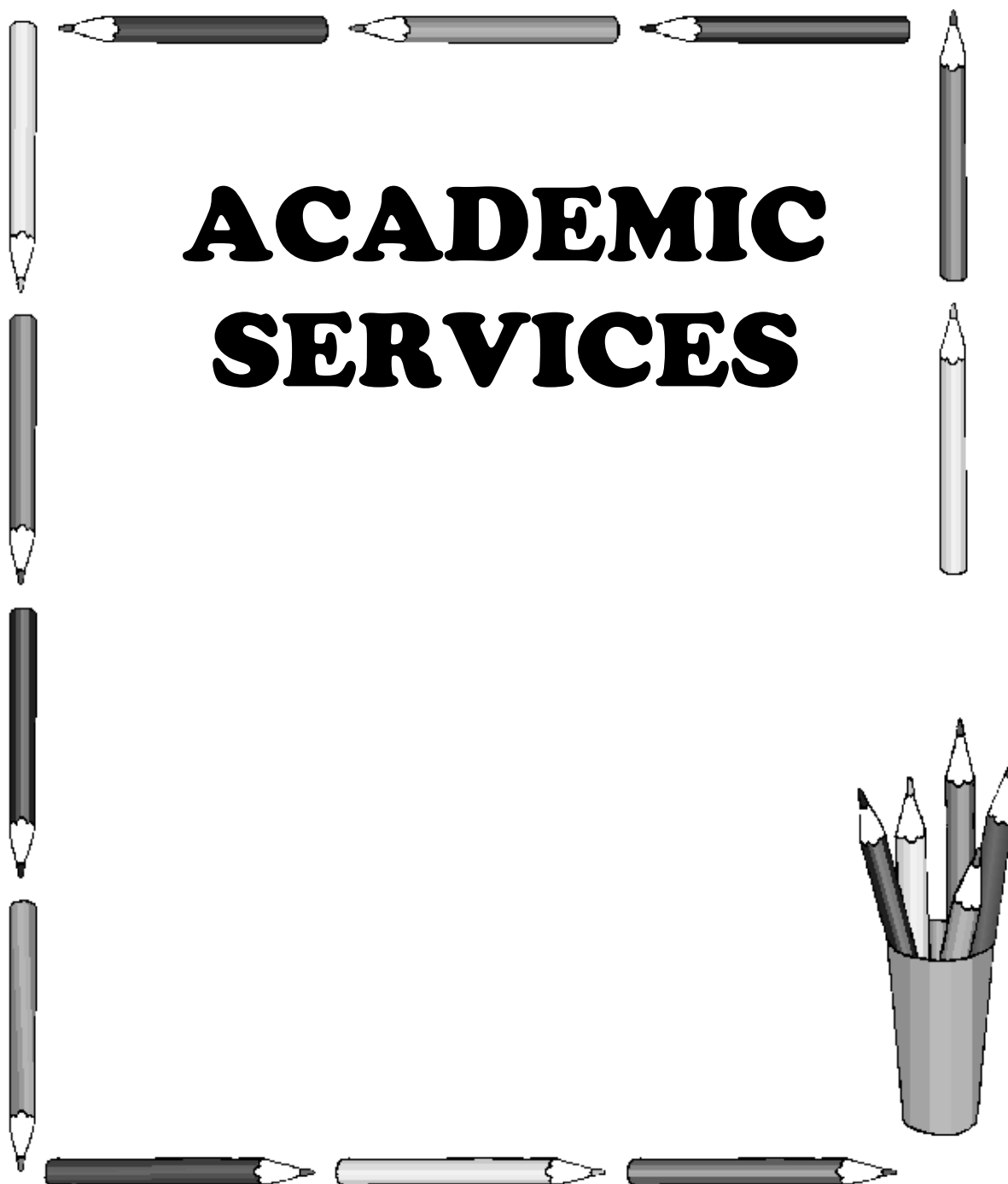
Carolyn Green Ford/Priscilla Edwards Head Start has developed emergency procedures for FIRE, TORNADO, EARTHQUAKE and UNFORESEEN EMERGENCIES. Drills are conducted throughout the year and all children learn and practice the appropriate procedures for each type of emergency. With appropriate preparation and training, children will learn to react in a well-organized and safe manner to any situation that may arise.



## Inclement Weather

When snow and extreme temperatures are forecasted, we recommend that you listen to Clear Channel (FM 98), WWL (Channel 4), or WDSU (Channel 6); beginning at 5:30 am to determine if school will be in session. If weather conditions become dangerous after the center has opened, staff will contact parents concerning early dismissal.

**Please be sure that staff has a current phone number on file at all times.**



Carolyn Green Ford/Priscilla Edwards Head Start respects and supports the belief that children learn best by using a variety of teaching practices. Child initiated learning and direct teaching as well as working with large and small groups of children are implemented in the daily classroom routine.

## **Curriculum**

Carolyn Green Ford/Priscilla Edwards Head Start uses the Creative Curriculum as a creative base curriculum for all program options. The Creative Curriculum is a comprehensive, child development based curriculum that shows teachers how to create an effective learning environment for preschool children. It is a high quality, comprehensive curriculum which combines research with desired results, helping teachers make the connection between curriculum and assessment.

The objectives of the curriculum are to:

- Provide children with a learning environment and the varied experiences that help them develop intellectually, socially, physically and emotionally.
- Integrate the educational aspects of all Head Start components in the daily schedule of activities.
- Involve parents in educational activities of the program to enhance their role as their child's first and most influential teacher.
- Assist parents in increasing their knowledge, skills, and understanding of child growth and development.
- Identify and reinforce experiences that occur in the home that parents can utilize as educational activities for their children.
- Provide services that are culturally responsive and meet the special needs of all children.

Staff uses a variety of ways to document each child's individual growth, development, and goals. Portfolios are developed for each child that contains anecdotal observations, work samplings, pictures, utilizing the Teaching Strategies Gold Child Assessment Portfolio.

## **Choosy and Organ Wise**

Healthy habits are encouraged by implementing the I Am Moving I Am Learning approach. Moderate to vigorous physical and structured activities are included throughout the day along with healthy food choices.

## Daily Routine

To build effective learning environments, all classrooms must provide structure for each day. When routine is planned in an orderly and consistent fashion, children tend to feel safe, secure, and develop increasing independence. All daily schedules are posted in each classroom and are reviewed with the children daily.

### Quiet Time/Nap Time

Our full day required by LDOE requires children to have at least 1 1/2 hrs. of quiet time to settle down at their own pace and all quiet times are supervised by at least one adult. Children who do not fall asleep shall rest on cots. Quiet activities are also planned for children who wake up early and for children who do not sleep.



### Take Home Activities

Parent involvement is one of the largest indicators for a child's success in school. Each week families will be given an activity to complete with their child at home. These activities are based upon the classroom curriculum goals and objectives. Families are asked to complete the activity with their child and return the signed form to the teachers each week.



## Field Trips

Field trips enhance classroom curriculum and provide opportunities for parents to spend time with their child. CC and PE Head Start will be educational experiences. Our children will Audubon Insectarium, the Children exciting places. Regardless of the guardian for each child must complete the child attending the field trip. Although we the opportunity to take advantage of New Orleans fantastic resources, we will honor parents' and guardians' rights to decide if their child can or cannot participate on any field trip. Please be advised that all of our classroom teaching staff participate in field trips. We enthusiastically invite all parents to attend field trips.



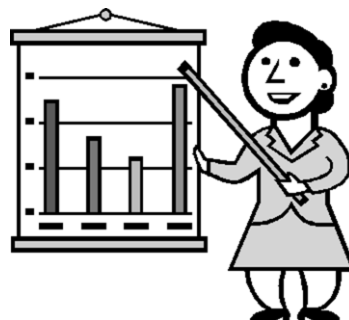
## Celebrations of Holidays

Instead of celebrating individual holidays, Carolyn Green Ford/Priscilla Edwards Head Start developmentally appropriate celebrations and diversity that includes all children and families. Themes that are more seasonally based are encouraged, eliminating the possibility that a child or family will inadvertently be excluded. If you have a particular question with regard to this policy, please see your Center Manager or classroom teaching team

### Child Outcomes

Head Start Child Outcomes pinpoints developmental goals for each child and track the progress of each classroom, each center, and the overall program. The Teaching Strategies Gold Child Assessment System documents each child's growth in the following domains of the Head Start Child Development and Early Learning Framework.

- Physical Development & Health
- Social & Emotional Development
- Approaches to Learning
- Logic & Reasoning
- Language Development
  - English Language Development
- Literacy Knowledge & Skills
- Mathematics Knowledge & Skills
- Science Knowledge & Skills
- Creative Arts Expression
- Social Studies Knowledge & Skills



The Teaching Strategies Gold Child Assessment System has now been aligned with the Louisiana Early Learning Standards. Teaching Strategies is in the process of aligning the standards and information will be collected on the following areas:

- Literacy Standards
- Math Standards Physical Development, Health and Safety Standards
- Science Standard
- Social and Emotional Standards

## Guidance and Discipline

Carolyn Green Ford/Priscilla Edwards Head Start believes the goal of discipline is to prepare children for a lifetime of success. Our focus on developing resiliency by strengthening Initiative, Self-Control, and Attachment helps children learn to control their own behaviors. Discipline and guidance are based on an understanding of the developmental level of the children and their individual needs.

Children deserve to be in an environment that is supportive, nurturing, and safe.

- Corporal punishment, including but not limited to spanking, shaking, or physical force is prohibited.
- No discipline that is humiliating, threatening, or frightening to children will be used.
- No child will be denied food as a form of punishment.

Supportive behavior interventions may include:

- Modification of the child's classroom, schedule, use of materials
- Breaking a challenge into small pieces
- Use of praise
- Positive redirection
- Referral to outside agency, if appropriate

## Parent-Teacher Conferences

Parent-Teacher Conferences are conducted twice per school year. Due to Covid-19, Parent-Teacher Conferences may be Virtual. Parent-Teacher Conferences are designed to inform parents of their children's developmental progress, to offer parents strategies/techniques to help build developmental skills, and to work with parents to develop goals for their children. Parent-Teacher Conferences are usually scheduled in November and April, but may be scheduled at different times depending on the needs of the family.

## Home Visits

Home Visits are conducted twice a year and are a time to share information on the child's progress and to provide strategies and activities that parents can use at home to build development skills in their child. The first home visit is usually conducted between August and January and the second is scheduled in May. This schedule is flexible, based upon the needs of the family. \*Please note, Home Visits may be virtual due to Covid-19.

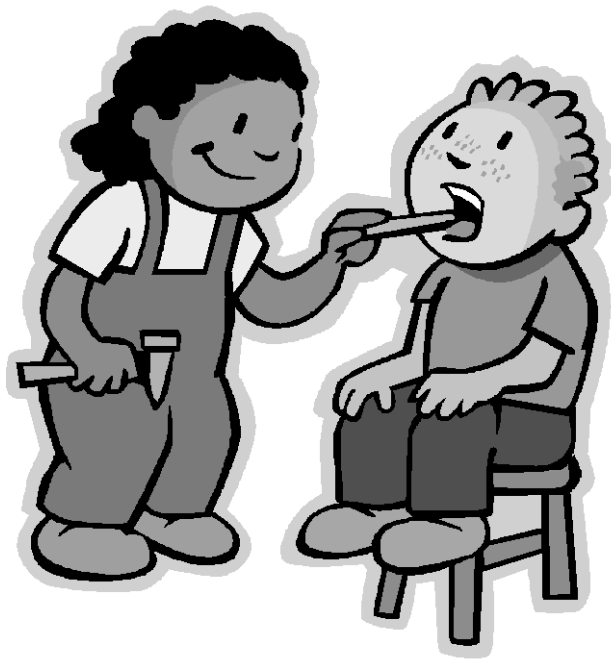
## **Kindergarten Transitions**

Carolyn Green Ford/Priscilla Edwards Head Start is committed to promoting school readiness. Our goal is to transfer children from our educational program to the public schools or other educational institutions. Activities are organized throughout the school year which will assist the children and their families in making a smooth and positive transition. Staff will serve as a liaison between our families and the local school districts, private and public, and other community agencies to ensure the necessary information is provided for our children with every opportunity for Kindergarten Success. Each family is given a Kindergarten Transition packet to help in this process.





# **HEALTH, MENTAL HEALTH & DISABILITIES**



## Health Requirements

We all know that children learn best when they are healthy. To assure that your child is successful in Head Start, the staff will assist in any way possible to help parents obtain the health information needed by Head Start.

Carolyn Green Ford/Priscilla Edwards Head Start Family Advocate educates children, families, and staff on health issues such as personal and dental hygiene, daily nutrition, and general good health practices. We promote and encourage families to connect with medical and dental organizations to ensure adequate health and nutrition for children. Screenings such as height, weight, hearing, and vision are done annually to detect and address potential issues. Speech screening, tuberculosis testing, and lead poisoning testing may also be provided. The Family Advocate also collaborates with families to ensure that children's follow-up care by medical and dental professionals is performed.

Head Start requires that all children have a physical exam before enrollment or within 30 days after enrollment, which must be updated annually. Physical exams should also include lead testing results, and hemoglobin or hematocrit testing. Physicians should perform hearing and vision testing as well as height and weight screenings during the physical exam – children are entitled to the full Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) screenings each year. Physical and dental exams and any blood work results will expire one year from the date of the exam. New information must be provided once the exam expires.

## When your child is ill.....

Although we expect your child to attend classes regularly, there are reasons to keep a child home from school:

- ✓ Temperature-fever over 100° within the last 24 hour
- ✓ Gastro-intestinal- Nausea, vomiting, diarrhea, abdominal pain within the last 24 hours.
- ✓ Throat and neck – redness, spots, sore throat, infected tonsils, swollen glands.
- ✓ Eyes – Discharge and/or redness
- ✓ Nose and ears – discharge with symptoms such as fever, coughing or other symptoms
- ✓ Skin – rashes, spots, eruptions, etc.
- ✓ Lice or nits
- ✓ Any infectious disease diagnosed by your family physician such as ring worm, pink eye, strep throat, and Covid-19 etc. (Dr.'s note is required to return to school).

If your child will be absent from school, please call the center. If your child has any ongoing health concerns, please advise Head Start staff of the health issue.



## **Dental Exams and Treatment**

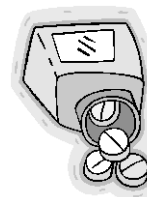
Head Start requires that all children have a dental exam within 90 days of enrollment, which must be updated annually. Children who have healthy teeth and gums will have a better experience in Head Start and throughout their school years. Daily tooth brushing in the classroom helps children learn the importance of dental care. Annual dental exams are required to be sure that dental needs are identified. When dental treatment is needed, Head Start will assist parents in obtaining the follow up whenever necessary. Dental treatment is also required if a need is identified



## **Medical & Dental Emergencies**

In case of injury or illness during the school day, the classroom staff, the Family Advocate, or an authorized member of the staff will care for your child temporarily. Every effort will be made to reach you or your emergency contact(s). It is very important to keep doctors' names and your contact phone numbers as well as emergency contact numbers up to date in the classroom and with the Family Advocate. If the child's needs are too severe, the child will be taken to the nearest emergency room by ambulance, and you will be contacted.

## Medication Procedures



If your child requires medication, it is best if he/she can receive it before leaving home. However, designated Head Start staff can administer medications in the classrooms when it is necessary. Parents/guardians will need to be sure the physician completes the forms necessary for medication administration. Forms can be received from the classroom teacher. It is necessary that the medication container is marked with:

- (a) the child's name,
- (b) the dosage and time of administration, and
- (c) the doctor's name and telephone number.

Medication will be kept in a locked secure container and refrigerated when required. For the safety of all Carolyn Green Ford/Priscilla Edwards Head Start children, no child will be allowed to have medication of any kind in his/her possession for self-administration. Also, for the safety of your child, if the doctor has prescribed "rescue medications" such as inhalers, epi-pens or seizure medications bring those medications to the classroom with the necessary forms – this will assure that your child is in a safe environment.

## Mental Health Services

Children grow and develop rapidly during the preschool years. Head Start is concerned with the total development of each child. Young children learn about feelings and emotions, make friends, trust adults, and to do some things for themselves. The Mental Health portion of the program focuses on the promotion of positive self-worth, respect for individual differences, and the ability to develop appropriate social skills. Accomplishments in these areas will have a positive impact on the children's ability to become independent, resourceful problem solvers who are able to forge ahead despite disappointment, misfortune, or tragedy, to achieve greater academic success, and to have healthy and rewarding relationships and successful careers.

Mental Health has three major goals:

1. To work with parents and staff when there are concerns about a child's social/emotional development and/or behavior, and
2. To insure that Head Start Children are strong in Initiative, Attachment, and Self Control, through daily activities and experiences throughout the program year.
3. To offer education and supportive services through Head Start or community resources to assist adults and children in achieving or enhancing resiliency.

Annually, a Resource Directory is distributed to families and staff. The directory lists various Community resources and their contact information.



## **Social/Emotional Development**

Carolyn Green Ford/Priscilla Edwards Head Start focuses on building resiliency in children by focusing on their social/emotional development which strengthens protective factors. Resiliency is the ability to bounce back and move forward after misfortune, tragedy, and change. Research has identified three characteristics that have proven to contribute to the development of resiliency. Those three factors, also referred to as “protective factors,” are:

1. Initiative – the ability to use independent thought and action to meet his/her needs
2. Self-Control - the ability to experience a range of feelings and express them using actions and words that society considers appropriate,
3. Attachment – the mutual, strong, and long lasting relationship between a child, and significant adults such as parents, teachers, and family members.

Head Start works to strengthen these “protective factors” by providing supportive classroom environments, including classroom activities and experiences that strengthen social and emotional development, and partnering with parents to help plan ways to interact with their children, that will assist in strengthening the identified “protective factors.” In addition, Grace Hill Head Start has partnerships and collaborations with community agencies and organizations that can provide families with additional services and resources.



## **Disabilities Services**

Children with disabilities are welcomed in the program and at least 10% of the program’s enrollment is available to children with diagnosed disabilities.

Head Start maintains a nation-wide policy of open enrollment for all eligible children by encouraging “the inclusion of children with special needs in an integrated setting”.

Quality services for young children with special needs must include several components such as:

- A program design which addresses the unique learning style of a young child
- A strong commitment to family involvement
- Interagency coordination and cooperation
- On-going staff development and program evaluation

From identification to transition, we believe that effective intervention occurs only if a team approach is used. The Disability Specialist assists parents with identifying and securing special support services for their children. Parents are provided with information and skills to become the best advocates for their children.

## Screening and Assessments

- We all know that children change and grow rapidly during the pre-school years. To assess those changes children will be screened throughout the school year. These screenings will include **height, weight, hearing, and vision**. Outside services may provide for dental exams and lead poisoning testing.
- Children's development will be screened using the Social Emotional Ages and Stages. The screening covers motor development, concepts (what the child knows) and communication, including speech and language development. Through these screenings and classroom observations, children may be identified as needing extra support in an area of development. Parents will be contacted and a planning meeting will be held to discuss and agree on what the next plan should include. Sometimes services will be provided at the Head Start center, and sometimes the New Orleans Public Schools and Renew Schools will become involved in providing those services. Early intervention and some treatment can assist children in having greater success in their ongoing school years.
- Head Start requires that all children receive an assessment of their social emotional development and a screening for behavioral concerns. Within (45) forty-five days of enrollment, each child receives a Childhood Assessment which measures your child's protective factors. Your child is observed by the teacher for 20 days before the assessment is completed. Parents will also complete a DECA on their child. Results are shared with you by letter and during your parent conferences and home visits. You can contact the teacher to set up a meeting to discuss the results in more detail. These results will guide the teacher in developing lesson plans for the classroom and for individual children that will support and strengthen Initiative, Self- Control, and Attachment.



Presentations explaining the assessment process are made at the beginning of the program year at parent meetings. The way that parents can support social emotional development and how they can strengthen “protective factors” at home are presented at parent meetings (which may be virtual).



We believe that children need healthy, nutritious food for optimum growth and development. Our program exposes the children to a variety of foods and strives to serve the ethnic foods of all children in the program.

## **Meal Service**

Carolyn Green Ford/Priscilla Edwards Head Start provides nutritious meals for children. The meals offered are nutritious foods that are moderate in sugar and fat as recommended by Dietary Guidelines of USDA.

Parents are encouraged to give feedback and ideas for the menus of Head Start so that a diverse variety of foods are offered to the children in a nutritious manner.

## **Outside Food**

**Please** do not send snacks or other foods to the center. Carolyn Green Ford/Priscilla Edwards Head Start does not support the use of outside foods. If you are interested in helping plan a celebration, please refer to the suggestions provided on the Guidelines for Healthy Celebrations. You may also want to ask your child's teacher for other, non-food ideas if you wish to donate to the classroom.

## **Family Style Dining**

Due to the possible risks of Covid-19, Parents are unable to join their children during breakfast or lunch time. Family Style Dining presents opportunities for learning, socialization, skill development, and self-esteem building. Family style meals at Carolyn Green Ford/Priscilla Edwards Head Start encourage your child to:

- Develop healthy eating habits by discovering new foods, enjoying new foods and familiar foods, eating because of hunger and stopping because of fullness.
- Serve food themselves while working on mastery of motor skills such as pouring milk from a pitcher and serving meats & breads with tongs and fruits, vegetables, and other dishes with a serving spoon or ladle.
- Learn personal hygiene, set up and cleanup of meals and other skills such as concepts and conversations at the table that can easily be taken into the home.



Carolyn Green Ford/Priscilla Edwards Head Start practices Family Style Dining in conjunction with our participation in the Child and Adult Care Food Program (CACFP). CACFP is a federal program funded by the USDA and enacted at the state level which provides funding for healthy meals and snacks to children.





## Guidelines for Healthy Celebrations

Please help us encourage lifelong healthy habits in our children.

We encourage parents to join us for their child's birthday or other special occasion.

Our facility celebrates without the use of food. If you feel that you want to provide "treats" for a special celebration, here is a list of nonfood suggestions:

### Educational:

Stickers  
Certificates  
Decorative Pencils  
Decorative Pens  
Crayons  
Markers  
Erasers  
Colored Paper  
Note Pads  
Rulers  
Bookmarks  
Rubber Stamps  
Books  
Puzzles

### General:

Mini Frisbees  
Jump Ropes  
Buckets or shovels  
Yo-Yos  
Key chains  
Magnets  
Rubber bouncy balls  
Large plastic rings  
Spin tops

### General (cont.):

Balloon racers  
Bubbles  
Fake tattoos  
Finger/hand puppets  
Glow-in-the-dark items  
Holiday-themed items  
Party favors  
Party hats

### "Girls":

Bracelets  
Hair bows  
Barrettes

### "Boys":

Matchbox cars  
Plane gliders

The ideas listed on this page have been suggested for use at Carolyn Green Ford/Priscilla Edwards Head Start. Before bringing **any** item(s) to the facility, make sure the item(s) you wish to bring are approved by the Center Manager as age-appropriate for 3-5 year-olds to prevent a choking hazard. Depending on the number of children in your child's class, providing treats or gifts to all the children could become costly. Here are a couple of low-cost, easy ideas that will give your child a memorable experience on their special day:

- Decorate the Head Start center or provide decorations for your child's classroom.  
Example: Create a banner with the child's name and "Happy Birthday". This will make your child feel special during the celebration/special occasion without adding unneeded calories to the diet.
- Supply a special book to be read during the day. Make it even more special by coming to your child's class to read the story.
- Donate a puzzle, book, "dress up" clothes, or another educational item to your child's classroom.
- Plan and provide a special craft project for your child's class.
- Work with your child's teacher to plan special games or activities

**\*\*Note - Due to Covid-19, no outside items will be allowed at this time\*\***



# Transportation



Carolyn Green Ford/Priscilla Edwards Head Start does not provide transportation to and from the center. Transportation services are provided for field trips and must adhere to the Transportation Performance Standards. Transportation services are contracted. All drivers and monitors are trained and certified in the safe transporting of children. Monitors are present on all bus rides to assist the driver, engage in educational activities, monitor, and interact with the children while the bus is in route. They are also responsible for loading and unloading the children on and off the bus to ensure the overall safety of the children.

Head Start makes every effort to extend the learning environment into every aspect of your child's lives. Since this is the first bus riding experience for most of our students, parents are encouraged to teach their children about pedestrian safety and bus safety while boarding and riding the bus. Please explain the basic rules (e.g. remaining seated at all times, no eating on the bus, following instructions given by the bus staff, respecting other classmates, etc.) to your children.

**We want to ensure your child's riding experience is safe and exciting.** To ensure an efficient, effective, and secure transportation system, we ask that you please read and adhere to the following:

1. Parents are welcome to accompany children on field trips. We ask that you contact the center at least one week prior to the field trip to ensure space is available to accommodate parents, staff, and children. Please arrive on time. The bus will depart as scheduled. Siblings or other non-Head Start children are not allowed on the bus at any time.
2. NO Smoking, Eating, or Drinking is permitted on the bus. Please do not send toys with children on the bus. All passengers must be seated and wearing seat belts/restraints while on the bus. Children must exercise classroom procedures while on the bus.
3. Breakdowns/Incidents - Bus drivers are thoroughly trained in defensive driving techniques and buses are carefully maintained. Yet given the thousands of miles traveled annually, breakdowns or incidents can happen. In the rare event of an incident, communication is key. All Center staff also have a cell phone in case of an emergency.
4. If a parent/guardian has any concerns, problems, or comments regarding transportation, he/she is welcomed and encouraged to contact the Manager or Family Advocate at the center their child attends.
5. We encourage parents to rotate and give other parents opportunity to attend Field trips.

**\*\*Due to Covid-19, Field Trips will not be permitted \*\***

**School Bus  
Safety**  
**Children should be taught  
to:**

- ★ Stand at least 10 feet or 5 giant steps away from the road while waiting for the bus.
- ★ Never run, push, or shove near the bus stop.
- ★ Get on the bus only when it is completely stopped.
- ★ Always hold the handrail getting on and off the bus.
- ★ Get on and off the bus without pushing.
- ★ Stay out of the "Danger Zone": 10 feet in front of the bus.
- ★ Cross the street 10 feet in front of the bus, keeping eye contact with the driver.
- ★ Stop at the edge of the bus and look left, right, and then left again for passing cars.
- ★ Tell the bus driver if something drops near the bus; never bend down near or under the bus.



**Pedestrian  
Safety**  
**Children should be taught  
to:**

- ★ Learn and obey traffic signals and signs.
- ★ Cross the street at corners using traffic signals and crosswalks.
- ★ Never run out between parked cars or in the middle of the block.
- ★ Always look LEFT, RIGHT, and then LEFT again before crossing the street.
- ★ Walk on the sidewalk when possible.
- ★ Walk facing traffic.
- ★ Always watch for cars.
- ★ Hold hands with an adult while on parking lots.
- ★ Never run out into the street for any reason.
- ★ Play in safe places away from the street.
- ★ Never play in the driveway.

# **FAMILY SERVICES & PARENT INVOLVEMENT**



The Head Start program serves as a link between families and the community. Every family enrolled in Carolyn Green Ford/Priscilla Edwards Head Start is assigned a Family Advocate whose role is to support families in their growth and development. Family Advocate will:

- Assist your family in obtaining health requirements for Head Start attendance.
- Support your family in setting and reaching goals and overcoming challenges identified in the Family Partnership Agreement.
- Inform you of community resources and how to access them.
- Help in crisis or emergency situations.
- Help you obtain special Head Start services, such as helping families learn about nutrition, good health, appropriate childhood development and more.
- Keep you informed of parent involvement, volunteer, and employment opportunities at Head Start.
- Work with you on your child's absenteeism and develop a plan to ensure good attendance.



### **Family Partnership Agreement**

Carolyn Green Ford/Priscilla Edwards Head Start is a strengths-based, family focused program that serves the entire family. By working in a collaborative partnership that is driven by parents' identification of their family's strengths and needs, parents and their Family Advocate determine how the Head Start program can support families in achieving their goals.

Parents are encouraged to become involved in all aspects of the program, Please contact your Family Advocate for more information on training opportunities.





## Community Resource Guide

- Head Start staff will distribute a Community Resource Guide to all enrolled families.
- The guide is a comprehensive listing of community resources, agencies, programs and services available to individuals, families and children within the city of New Orleans.
- Your Family Advocate will help you locate resources and provide confidential referrals to agencies providing services such as food stamps, clothing, employment assistance, housing, mental health, domestic violence, substance abuse, counseling, etc.

## Referrals

Referrals requesting services for children and their families may come from Head Start staff to other community agencies. Head Start must receive a Release of Information authorization from parents/guardians before sharing any information with any outside community agency. All information is considered confidential. Family Advocate will follow up with families about their satisfaction with referrals.





## Records

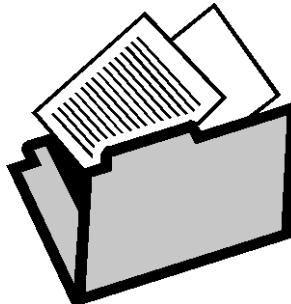
Carolyn Green Ford/Priscilla Edwards Head Start Policy regarding official child records is as follows:

### **Review and/or Copy of Records**

- Parents and legal guardians who wish to review or obtain copies of their child's file should contact the Family Advocate, who will then arrange a time to review the file with the parent/guardian within 24 hours of the request.
- Upon the parent's or guardian's request, Head Start will provide the parent or guardian with a photocopy of any documentation that was originally provided to the program by the parent or guardian (i.e., physical exam, immunization record, etc.).

### **Transfer of Records to Public/Private/Parochial Schools and other agencies**

- School districts, health providers, and social services agencies may have access to portions of the file upon Head Start receiving written permission from the parent or guardian. Information shared will be limited to that which is granted by the parent in writing.
- No records will be released to any outside agency without the expressed written consent of a child's parent and/or guardian.



## **Involving Parents in Head Start**

Parents are the most important influence in a child's development. As a parent/guardian, you can assist Carolyn Green Ford/Priscilla Edwards Head Start Program with achieving our overall objective of effectively preparing children for kindergarten through your involvement. The Head Start program works with the family as a whole and provides opportunities for parents to learn and grow.

### **What Can You Expect as a Head Start Parent?**

- To be welcomed in the center or classroom during program hours
- To choose whether to take part in the Head Start Program activities
- To be informed regularly about the child's progress
- To always be treated with respect and dignity
- Guidance to help children achieve full potential
- To be informed of community resources, agency activities, and program planning
- To participate as a member of the Parent Committee meetings
- To be informed about operation of program through Policy Council representative and communication



### **Parent-Teacher Conferences and Home Visits**

Two parent-teacher conferences and two home visits are held each year. Your child's teacher will meet with you to share information and plan their work for your child and your family (this includes meeting virtually).



1. Your child's developmental progress is reviewed and an individualized plan is developed to help build developmental skills.
2. Your family goals may be reviewed and any follow-up or referrals are planned.
3. Staff will follow program policies and procedures to ensure any personal information is kept confidential.

## Volunteer and Intern Services



AS A PARENT, GRANDPARENT, OR CARING ADULT, the Central City E.O.C./ Priscilla R. Edwards Head Start program is seeking your volunteer or intern service time, talents and professional experiences. The Carolyn Green Ford/Priscilla Edwards Head Start program strives to build collaborative relationships between families, teachers/staff, neighbors, and community resources to enhance the children's academics, cognitive, social, emotional and physical development.

- Family support in the classrooms creates a sense of community, belonging, and responsibility within the Head Start program.
- Parent volunteers provide a nurturing, supportive environment that encourages personal growth.

We invite you to become a volunteer-intern and support your child(ren) on a consistent basis through your service in the classroom and helping in the center with other activities. Through volunteering once or more each week, you will:

- Increase your understanding of the teacher's position.
- Gain awareness that families are welcomed and valued in Head Start.
- Receive support from the staff and other parents.
- Build self-confidence in the ability to work in a school setting and with a small group of children.
- Become inspired to take steps for your own education or work advancement.
- Gain specific skills in the volunteer role.

**Whatever amount of time you give, the benefits are much greater!**

### **Ways to Be Involved**

In the Classroom:

- Read to children
- Help with arts and crafts
- Playground support
- Assist on field trips
- Help with lunch
- Be a door monitor/friendly greeter
- Attend Parent Committee Meetings
- Become a member of the Policy Council
- Participate on committees

At Home:

- Preparing activities for the teacher
- Working with your child to complete individualized home activities you have planned with the teacher
- Read to your child

## Male Involvement



Head Start encourages participation by the males involved in the lives of Carolyn Green Ford/Priscilla Edwards Head Start children. Children guided by responsible male care giving have the opportunity to experience the unique male perspective. Throughout the year, there are numerous opportunities for men to volunteer or intern in the program and provide input on designing special initiatives to improve the interaction of men with children. Men are encouraged to participate on the Male/Father Involvement Committee.

Carolyn Green Ford/Priscilla Edwards Head Start celebrates and enhances the male parenting role by:

- Encouraging responsible fathering/male role modeling.
- Helping children and men relate and connect.
- Educating men about parenting.
- Creating opportunities for individual and group male involvement and leadership.

## In-Kind Contributions

The Head Start program is required annually to generate 20% of its funding from non-federal in-kind contributions. In-Kind is an allowable donation of materials, space, cash, services and/or volunteer-intern time that a Head Start program needs in order to deliver the full range of Head Start services. The time or donations that you contribute are converted into in-kind dollars which helps us reach the required 20 percent match of the federal grant dollars. We rely on parents to help us meet this federal grant requirement. Parents are highly encouraged to volunteer or intern through their school any time the center is open.

Parents are asked to document all of their services and contributions to the program on Volunteer-Intern In-Kind Forms located in each classroom. In order for the donation to be converted to in-kind, it must be used directly for the Head Start program.

### Donations

Some examples of items you can donate are:

- Educational materials (i.e., books, paper, crayon, pencils, markers, glue sticks, games, toys, computer games, puzzles, glue sticks, paint, paint brushes, etc.)
- Cultural items for culture enrichment activities
- Dramatic play clothing and props (i.e., professional make believe clothing, kitchen sets, construction sets, food sets, art material)
- Storage totes in which to organize and place items
- Toddler fitted crib sheets, pillows and blankets for cots
- Prizes and awards
- Flowers, plants, seeds, soil and gardening tools
- Reading incentives
- Arts and crafts items
- Hygiene and sanitary items (i.e., hand sanitizer, Lysol wipes, laundry detergent, soap, toddler tooth brushes, toothpaste, dish liquid, disinfectants, facial tissue, cotton swabs, etc.)
- Gift cards/gift certificates
- Cleaning supplies (i.e. brooms, dustpans, etc.
- Hats, gloves and scarves
- Playground items (i.e. balls, bikes, etc.
- Cash to purchase needed items

**Parents...**

**Your Time and Contributions Are Valuable**

**Volunteer Time**

1 hour per day

**Minimum In-Kind Value**

\$14.00

\*Due to Covid-19, In-Person Volunteers will not be required at this time





## Head Start Shared Governance

Through the Parent Committee, Policy Council, and Central City Board of Directors (governing body), parents are empowered to actively participate in the shared governance process through which they can participate in policy making or in other decisions about the Head Start program.

### Parent Committees

All parents who have children enrolled in Head Start are members of the Head Start Parent Committee. A parent is defined as a Head Start child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree. Parent Committees meet once a month from September through May. A Parent Committee is established at each Head Start Center.

The three main functions of the Parent Committee are:

1. Participate in the shared governance and decision making process by:
  - a. Attending and supporting the Parent Committee meetings (possibly virtual)
  - b. Serving as officers of the Parent Committee
  - c. Serving as elected members of the Policy Council
  - d. Electing representative(s) and alternate representative(s) to the Policy Council

At the September parent meeting, parents will nominate officers and representatives to the Policy Council. Parents will elect officers and their Policy Council representative(s) at the October meeting.

2. Advise staff in developing and implementing local program policies, activities, and services.
3. Plan, conduct, and participate in informal as well as formal programs and activities for parents and staff.

### Head Start Policy Council

The Carolyn Green Ford/Priscilla Edwards Head Start Policy Council is made up of parents and representatives from the community. Representatives from Parent Committees are selected to serve as members of the Policy Council. The responsibilities of the Policy Council include:

- Serve as a link to the Parent Committees, grantee governing board, public and private organizations and the community they serve.
- Review and approve policies and decisions about the Head Start Program.

Policy Council representatives serve a one-year term, from October to September, and no member may serve more than three terms.

### Central City Board of Directors (governing body)

Two Policy Council parents are selected to attend the City Board of Directors' meetings. These parents serve as liaison between Central City and the Policy Council.



## Confidentiality

Prior to and as a precondition for volunteer-interning, parents and community volunteers-interns must agree in writing to follow the agency's confidentiality policy, which states that individuals will not reveal, divulge, or publicize any matters dealing with Carolyn Green Ford/Priscilla Edwards Head Start. Individuals will not disseminate any oral or written information or remove any documents from Carolyn Green Ford/Priscilla Edwards Head Start premises without permission from the President/Chief Executive Officer or his/her designee.

Additionally, individuals will respect and safeguard the confidentiality of the people we serve, our staff, and other volunteers. Any action resulting from a breach of confidentiality may be subject to disciplinary action up to and including termination of services.

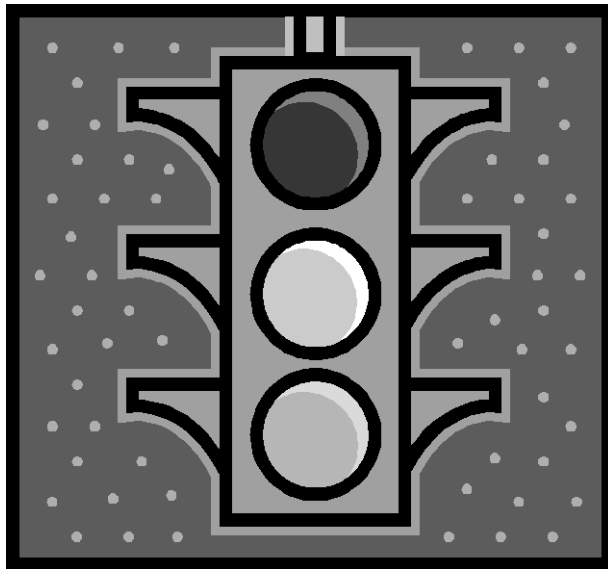


## Childcare Services and Transportation

Head Start can't provide childcare services and transportation to Head Start parents attending authorized and appropriate meetings, i.e., Parent Committee meetings, Policy Council meetings, and other Head Start related functions, with the exception of overnight conferences.



# HEAD START POLICIES



### **Daily Sign In & Out**

It is a Head Start and Licensing requirement that parents must sign their child in and out every day. When another person is picking up a child, the person's full name **MUST** appear on the emergency card. The individual assigned to pick up a child must provide valid picture identification. If the person is not on the emergency card or is unable to provide identification, the child will not be released until the parent comes to pick up the child. **\*\*Due to Covid-19, a phone call will suffice\*\***

In addition, Head Start has established a safeguard to the children enrolled in the program. If anyone who comes to pick up a child seems to be under the influence of drugs or alcohol, the child will not be released to that individual/parent. Head Start will contact law enforcement.

### **No Siblings Allowed in the Classroom**

Head Start licensing restricts the number of individuals in the center. All children in the centers must be enrolled in the program. Children through five years of age and not enrolled in the program are not permitted to visit in the classrooms.

### **Stepping Up Recognition**

We share the parent's pride to see the educational growth their children have made with the learning experiences they have had in the program. To celebrate the end of the school year, the teacher along with parents will organize a special year end event where all children will be recognized.

### **Child Abuse/Neglect**

Carolyn Green Ford/Priscilla Edwards Head Start staff are responsible for the care and safety of the children in the program. The laws of the State of Missouri require that staff report to the Division of Family Services any reasonable suspicion of child abuse or neglect. It is the goal of Head Start to prevent child abuse and neglect by providing comprehensive child and family services, including education, health, and social services. Resources are available to all families.



### **Safe, Drug-Free Head Start Centers**

The Carolyn Green Ford/Priscilla Edwards Head Start Program is a comprehensive and preventive program involving the home, the school, and the community. Carolyn Green Ford/Priscilla Edwards Head Start works hard to integrate a variety of programs and activities to teach drug and alcohol prevention. Smoking is not permitted at Carolyn Green Ford/Priscilla Edwards Head Start Centers.

### **Weapons**

Carolyn Green Ford/Priscilla Edwards Head Start Centers have a **ZERO TOLERANCE POLICY ON WEAPONS**. Any person in possession of a weapon (guns, knives, etc.) will be removed from the center with an automatic recommendation for **Dismissal**.

### **Vandalism**

The destruction or defacing of any of the property of Carolyn Green Ford/Priscilla Edwards Head Start is considered vandalism. It disturbs the learning environment of the children and destroys the appearance of the site.

This behavior will not be tolerated.

### **Statement of Assurance**

The Head Start Program does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in admission or access to treatment or employment in its programs and activities. Inquiries regarding compliance with Title VI, Title IX, age, Section 504, or Americans with Disabilities Act (ADA) should be directed to Human Resources

## **Confidentiality**

Carolyn Green Ford/Priscilla Edwards Head Start protects each parent's/legal guardian's fundamental right to privacy and confidentiality. All children/family records are secured in a locked file cabinet. Only authorized staff are permitted to access these files. When necessary, child and family information will be shared with outside agencies/authorities with the written consent of the parent or legal guardian of the child (except in cases of child abuse).

Prior to and as a precondition for volunteering, parents and community volunteers must agree in writing to follow the agency's confidentiality policy, which states that individuals will not reveal, divulge or publicize any matters dealing with Carolyn Green Ford/Priscilla Edwards Head Start. Individuals will not disseminate any oral or written information or remove any documents from Carolyn Green Ford/Priscilla Edwards Head Start premises without permission from the President/Chief Executive Officer or his/her designee. Additionally, individuals will respect and safeguard the confidentiality of the people we serve, our staff, and other volunteers. Any action resulting from a breach of confidentiality may be subject to disciplinary action up to and including termination of volunteer services.



*Central City E.O.C*  
&  
*Priscilla Edwards*

*Head Start Parent  
Handbook Receipt  
Form*

1304.52(k)(1)

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**Center's Name**

**PLEASE INITIAL EACH SECTION**

**\_\_\_\_\_ I have received a copy of the Parent Handbook.**

**\_\_\_\_\_ I have received a copy of and agree to abide by the policies of the following:**

**\_\_\_\_\_ Parent Code of Conduct**

**\_\_\_\_\_ Grievance Policy**

**\_\_\_\_\_ Child Release Policy**

---

**Parent/Guardian S i g n a t u r e**

**Date**

---

**Staff Signature**

**Date**

**Parents, please keep for your records.**



## **Central City E.O.C. Head Start Parent/Guardian Code of Conduct**

In order to maintain a stable, consistent, respectful environment that is conducive to learning, Head Start Parents are expected to abide by the following guidelines:

1. When providing behavioral guidance to children at a Head Start function or in a Head Start facility, parents will utilize positive methods. The use of corporal punishment (i.e., physically striking a child or inflicting physical punishment) or verbal humiliation is prohibited.
2. Parents will treat Head Start staff and other Head Start parents and volunteers with courtesy and respect. Verbal or physical threats toward staff and/or other parents are unacceptable. Cursing or swearing is not allowed at any time.
3. Disputes that arise between adults will be discussed in a calm manner and in a location away from children.
4. Parents, staff, and volunteers will smoke only in designated areas and out of the view of children.
5. Complaints that are not able to be resolved with the assistance of center staff will be addressed in accordance with the Grievance Policy outlined in the Parent Handbook.

### **Grievance Policy**

The following procedures will govern the hearing and the resolving of parent and community complaints:

1. Complaints are submitted in writing to the Head Start Director or President/CEO. The complaining party will receive a response within seven (7) working days or sooner for Head Start. If the complaint is not resolved to the satisfaction of the person or entity complaining, the person or entity proceeds with step 2.
2. The complaining party will submit the written complaint and the Head Start Director's response to the center's Policy Council Representative for consideration and resolution. The complaining party shall be notified and given sufficient opportunity to be present. If the complaint is not resolved to the complaining party's satisfaction, then the complaining party proceeds with step 3.
3. The complaining party shall submit the written complaint and the Head Start Director's and the Policy Council's responses to the Central City Board of Directors who shall consider the same pursuant to their procedures.

\_\_\_\_\_ Please initial

## **Release of Child**

### **1304.22(a)(1)**

For the safety of all children, an authorized individual must accompany a child to and from school each day. Parents/guardians will be required to provide names of individuals who are authorized to pick up their child from the center. Individuals authorized to pick up children must be at least 16 years of age and have a photo I. D. These procedures will be followed in each classroom.

1. Parents/guardians are expected to drop off and pick up their child at the designated time.
2. In the event of an emergency that will cause parents/guardians to be delayed, they are to contact the center staff immediately. Contact information is included in the handbook.
3. If the dismissal time passes with no contact from parents/ guardians, staff will follow these procedures:
  - Efforts will be made to contact parents/guardians.
  - If unsuccessful, individuals listed on the emergency card will be contacted.
  - If unsuccessful, Head Start staff will contact local authorities.
4. If a staff member determines that the adult picking up the child is unable to safely provide care for the child, the procedure is as follows:
  - The staff member calmly approaches the individual and asks to speak with them privately.
  - The staff member states their concern for the safety of the child.
  - The staff member offers to contact another person to pick up the child.
  - The staff member will notify local authorities if unable to contact an authorized individual.
5. Staff member will notify Manager if these instances occur.
6. Child custody issues will be handled according to the regulations set forward by the State of Louisiana. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring that order to your Family Advocate or your Center Manager, so that a copy can be placed in your file.

\_\_\_\_\_ Please initial



**NOTES:**

**NOTES:**

# CENTRAL CITY HEAD START CENTER

**Head Start Directory**  
 2020 Jackson Avenue  
 New Orleans, Louisiana 70113  
 504-524-3484

## Administration

Receptionist	100
Lisa Mazique	101
HR/Leticia Wells	102

## Accounting

Carmen Arellano	103
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## Central City Head Start

Center Manager	105
Kitchen	108
Family Advocate	106

## Classroom

#2	109
#3	110
#4	111
#5	112

## Priscilla Edwards Head Start

Center Manager	118
Kitchen	120
Family Advocate	119

#1	121
#2	122
#3	123
#4	124

Lisa Mazique~ Executive Director  
 Leticia Wells ~ Human Resource  
 Katrina Thomas~Carolyn Green Ford, Center Manager  
 Katrina Thomas~ Priscilla Edwards, Center Manager  
 Carmen Arellano~ Comptroller  
 Family Advocate ~ Bria Simms~Carolyn Green Ford  
 Family Advocate ~Kelli Laye~Priscilla Edwards

# My Child's Head Start Program Information:

Center:	Carolyn Green Ford Head Start
Address:	2020 Jackson Ave.
Telephone:	504- 524-3484

## Center Staff

Family Advocate: Bria Simms Carolyn Green Ford Head Start (504) 524-3484 Ex. 127

## My Child's Information

Classroom:
Teachers:

**Central City E.O.C. Head Start  
Administration Office  
2020 Jackson  
New Orleans,  
Louisiana 70113  
(504)524-3484**

# My Child's Head Start Program Information:

Center: Priscilla Edwards Head Start
Address: 1962 Jackson Ave.
Telephone: 504- 210-1143

Center Staff Family Advocate: Kelli Laye Priscilla Edwards Head Start (504) 210-1143 Ex. 119

## My Child's Information

Classroom:
Teachers:

**Priscilla Edwards Head Start  
Administration Office  
1962 Jackson  
New Orleans,  
Louisiana 70113  
(504)210-1143**