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Welcome! This Parent Handbook was prepared to help you understand the program and the ways we can work together to better serve you and your child's needs, as well as other children, families, and the community.

NAME OF PROGRAM

SHARE Head Start "A Program of Sunbelt Human Advancement Resources, Inc."

MISSION STATEMENT
SHARE helps people and communities exit poverty and achieve economic stability..

ADDRESS
254 South Pleasantburg Drive, Greenville, South Carolina 29607
(864) 233-4128

2021 Shirlane Drive, Anderson, South Carolina 29621
(864) 226-0367

HEAD START DIRECTOR
Shannon Vaughn

CENTER OPERATING SCHEDULE
Attendance for Children
Monday through Friday - 7:30 a.m. - 2:30 p.m.

EDUCATION CLASSROOM STAFF
Head Start - 1 Teacher and 1 Teacher Assistant
Early Head Start - 2 Teachers

PURPOSE, GOALS AND PHILOSOPHY OF HEAD START

What is Head Start?

Head Start is a School Readiness program for children birth to five whose families meet the socioeconomic guidelines of Head Start. The overall purpose is to provide a program that will give the children and their families a variety of experiences which will broaden their horizons and improve their understanding of the world in which they live, expand their thinking, improve their health, build self-confidence and self concepts that will better assist them in living with themselves and others. Head Start is a federally funded program. It is funded though the Department of Health and Human Services.

A Family Centered Program

Parents are encouraged to involve themselves in the center's work so that they might identify their children's needs and their own and find ways to satisfy these needs and to improve their lives in the community.

My responsibilities as a Head Start Parent

- To learn as much as possible about the program and to take part in major policy decisions.
- To accept Head Start as an opportunity through which I can improve my life and my children's lives.
- To take part in the classroom as an observer, a volunteer worker or a paid employee and to contribute my services in whatever way I can toward enrichment of the total program.
- To provide parent leadership by taking part in elections, to explain the program to other parents and encourage their full participation.
- To welcome teachers and staff into my home to discuss ways in which parents can help their children's development at home in relation to school experience.
- To work with the teachers, staff and other parents in a cooperative way.
- To guide my children with firmness which is both loving and protective.
- To offer constructive criticism of the program, to defend it against unfair criticism and to share in evaluating it.
- To take advantage of programs designed to increase my knowledge about child development and my skills in areas of possible employment.
- To become involved in community programs which help to improve health education and recreation for all.
- To communicate often and effectively about my child's change in health status or a medication change to his/her teachers, center manager, or program nurse.

My Rights as a Head Start Parent

- To take part in major policy decisions affecting the planning of the program.
- To help develop adult programs which will improve daily living for me and my family.
- To be welcomed in the classroom.
- To choose whether or not I participate without fear or endangering my child's right to be in the program.

ALL SHARE HEAD START CENTERS ARE
SMOKE FREE FACILITIES
Thanks in advance for not smoking or vaping while on our premises

Information at a Glance

Enrollment/ Re-Enrollment

Each child enrolled in the Head Start program will be allowed to remain in Head Start until he/she becomes age eligible for kindergarten (K-5). Each child enrolled into the Early Head Start program will remain eligible until they are age eligible to transition into the Head Start program.

When a child begins the transition process from Early Head Start into Head Start a new application must be completed and the family's income must be verified.

If a child is terminated during the current school year and the family wishes to re-enroll the child in the Head Start/Early Head Start program, the child may be re-enrolled after application and income are updated, if a vacancy exists. Registration documents will need to be updated. If the calendar year has changed a new application, income documents and a registration packet must be submitted again.

Attendance

There is a direct correlation of attendance to school readiness and student success. We strongly encourage regular attendance which is monitored for each participant.

Regular full-day classes are Monday through Friday, 7:30 a.m. until 2:30 p.m. All children are expected to attend class on a regular basis. If you know that your child is going to arrive after 8:30 a.m. because of a doctor's appointment, etc., please notify your child's Center Manager and/or Family Advocate. All children are expected to attend class on a regular basis and are required to remain in class until 2:30 p.m. Repeated late arrivals will be documented and may initiate additional family support interventions.

Early dismissals are allowed for doctor's/dentist's appointments and family emergencies only. Permanent and/or Long-Term Early Dismissals will not be allowed. When a child is unable to attend, the parent/guardian must inform center staff of the reason for the child's absence.

Dress Code for Children

SHARE Head Start takes the responsibility of children's safety very seriously. Appropriate dress for all children attending the program is important. We have given careful consideration to certain items/clothing that could cause potential safety hazards. Please review the following list of items that are inappropriate for children participating in our active curriculum.



CHILDREN'S JEWELRY, HAIR ACCESSORIES & FOOTWEAR

To ensure the safety of all children, participants in SHARE Early Head Start and Head Start program may not wear any form of hair beads, small barrettes and hair clips, bobby pins, ponytail holders with balls (and similar items), jewelry (including earrings that lack a securely-locked back, bracelets, necklaces, and rings). Flip-flops, open-toed sandals cannot be worn in the center. Shoes such as "crocs" cannot be worn by children, especially Early Head Start children if the heel strap cannot remain in place throughout the day. Parents will be asked to refrain from dressing their children in this particular style of shoe if this clothing item becomes a safety concern. Small objects can pose a choking hazard, which may result in serious injury or even death. Uncovered shoes and sandals can pose a serious injury, which may result in fractures, lacerations, or bitten by bugs or unseen critters on the playground. Parents will be asked to remove any unsafe items promptly.

We understand that no parent would wish to be responsible for a child wearing something that could potentially cause harm or injury, nor would they want it for their own child. We appreciate your understanding.

Health

All children are required to remain up-to-date on immunizations, physical exams and dental exams. An up-to-date "South Carolina Certificate of Immunization" must be submitted on or before the first day of enrollment. As additional shots are required, parents must send an updated copy of the record to our program. Please remember to ask doctor for a copy of your child's immunization certificate after any vaccines given, as well as submit a copy of certificate to your center to update child's immunization status. When children are exposed to, or develop contagious disease, parents must notify staff within 24 hours.

Sick Exclusion and Infection Control

Parents must notify SHARE staff within 24 hours after a child has developed or been exposed to a contagious disease per DHEC South Carolina School Sick Exclusion List. When a child becomes sick at Head Start or is suspected to have a contagious disease and/or fever, he/she will be isolated in a designated area. Parents will be called to pick up their child to seek medical treatment. A medical note from the child's healthcare provider may be required by SHARE Registered Nurse or Health Specialist discretion stating when your child is able to return to Head Start/Early Head Start. A parental note may be required by SHARE Registered Nurse or Health Specialist discretion stating your child has received treatment or is no longer having any symptoms that requires exclusion from Head Start/Early Head Start. Universal infection control procedures are followed by all staff and volunteers to prevent the spread of infection and disease.

Administration of Medicine

SHARE Head Start/Early Head Start staff will administer medication only when absolutely necessary. Medicine should be given at home if possible. If it is necessary for children to receive medicine, parents must bring a completed physician's authorization and a parental consent form to the center every year or every medication that has been added or changed. **Staff cannot accept medication or documents at separate times of the year or that does not meet the medication administration requirements. Before any medication is administered to a child, parents must bring in all required documents, medication, and additional equipment if ordered by their primary healthcare provider. A meeting with teachers, parent, center manager and nurse may be requested for further insight of health condition or information.** Parents must bring medication to the center with a child protective cap, in the original container/box with a label stating the child's full name, and physician's order describing how to administer medication, name of medicine, frequency of administration and side effects symptoms to look for. Parents will need to bring any medical equipment such as an inhaler spacer or nebulizer if prescribed for use.

Medication will not be administered and cannot be left in the center's possession unless those requirements are met. If the medication is received in pill or liquid form, medication must be counted by two people: child's teacher, center manager, and/or program nurse receiving the medication as well as sign and date Medication Administration Log Sheet from both parties. In the event a child has a medical emergency but do not have documentation and medication in the center, staff must activate the emergency system by calling 911 immediately to receive prompt care and relief.

Medicine will be kept locked in the center and out of children's reach. Agency personnel usually will not administer the first dose of medication to a child unless otherwise directed and confirmed with the Registered Nurse. Please report all changes, reactions and side effects of the medication to our staff. Medication will not be transported daily on the bus unless approved by SHARE Registered Nurse. Licensed health professionals will determine the need and arrange transportation of medication if children have severe health conditions. All parents must sign and date the Medication Release to Parent document at the end of a program term. We cannot store any medication during the summer break. Medication left in the center at the end of a program term will be discarded if it has not been picked up by parent or legal guardian.

The SC Scholarship Program

This system allows children enrolled in the Head Start Program to participate in extended cay care from 2:30 p.m. until 5:30 p.m.s For more information, please call 233-4128.

Nutrition Meal Service Due to C

Breakfast.....8:00 to 9:00 am
Lunch.....11:30 am to 12:00 pm
Morning snack (Early Head Start only) .....10:00 am
Lunch.....11:30 am to 12:00 pm
Afternoon snack..... 2:00 pm to 2:15 pm

Program for Expectant Parents

Our program assist expectant women in accessing comprehensive prenatal a Program for Expectant Parents

Our program assists expectant mothers in accessing comprehensive prenatal and postpartum care, mental health intervention and follow-up, early and continuous risk assessments, dental and medical examinations which supports women having a healthy pregnancy and ultimately a healthy baby. All participants must submit a copy of up-to-date dental exam and a copy of physical/ OB exams after each visit during their enrollment and participation. This may require submitting additional scheduled exam results. After the birth of your baby, a post-delivery home visit by the nurse is required with-in the first two-weeks of being discharged from the hospital or birthing facility to your home.

Prenatal Education Classes and Attendance Expectant Mothers must attend the following classes to maintain enrollment in the program.

1. Benefits of Breastfeeding, Nutritional Balance and Physical Activity
2. Fetal Growth and Development
3. Labor and Delivery and Postpartum Care
4. Newborn and Infant Care
5. Importance of Oral and Physical Health
6. Postpartum Depression and Mental Health and Wellness
7. Effects and Dangers of Alcohol and Substance Abuse: During and After Pregnancy
8. Safe Sleep Practices and Abusive Head Trauma Prevention

Additional topics can also be presented based on needs or current experiences that have been expressed by the participants. Participants will receive class schedules and further information during orientation meeting.

Parent/Staff Consultation and Conference

Parents are given the opportunity to meet with teachers and other appropriate staff on a scheduled and as-needed basis. At least two home visits and two parent/teacher conferences will be scheduled with each parent. At these meetings, parents and teachers will discuss the child's physical, social, emotional and intellectual development. Head Start staff will contact parents to set up appointments for scheduled home visits and/ or conferences. Parents can also schedule conferences with the teacher if they have concerns they wish to share or discuss.

SHARE Head Start Policy and Procedure on Discipline of Children

It is important that you, the parents, understand our policy concerning disciplinary practices. A copy of this policy must be given to you at the time of enrollment. We are required to have you sign a statement verifying that a copy of our disciplinary policy and procedures has been given to you. Webster's Dictionary defines discipline as "training that develops self-control, character…" This approach to discipline and discipline techniques are in line with the philosophy of the Head Start Program, i.e., building self-worth, increasing social competence, and enhancing the dignity of the child. Adults are to work with the children to develop consistent, clear rules that are understandable by the children in an effort to encourage productive group living. Adults working with the children in the Head Start centers will:

- Use positive techniques of guidance such as redirection, anticipation of and elimination of potential problems, and encouragement of appropriate behavior.
- Use positive methods of child guidance and will not engage in corporal punishment.
- Use positive methods of child guidance and will not engage in emotional or physical abuse, or humiliation.
- If the teacher feels the need to separate a child from the group, the amount of separation time will be appropriate to the age of the child and individual circumstances.

Pedestrian Safety Rules

Your child's safety is one of our major concerns. Here are some ways you can help keep our Head Start children safe. When you are dropping off or picking up your child, please follow these rules:

- Children must be secured in a car seat entering and before leaving the Head Start Center. If a car seat is needed, please contact your center's family advocate.
- Hold your child's hand when walking in or out of the Head Start Centers.
- Do not allow your child to run once outside of the Head Start Center.
- Park in or at designated locations when dropping off or picking up your child at the Head Start Center.
- Adults (over the age of 18) must sign children in and out of the Head Start Center each day.
- No children (siblings) should be left in the car by themselves. If you have a baby or younger children in the car, notify the center manager for assistance with getting your child in and out of the center.
- Children must be secured in a car seat entering and before leaving the Head Start Center.
- Children at anytime must not be left in the vehicle unattended.
- The use of smoking, profanity and loud music is prohibited on Head Start premises.

SHARE's Program Goals (2024-2029)

Goal 1:
All families will have access to multiple outlets for increasing participation in parent focused activities and educational/employment opportunities. (PFCE)
Goal 2:
All environments will be safe and healthy so that no hurt, harm or danger comes to any child or staff.
Goal 3:
Using developmentally appropriate technology creatively to enhance children's learning in indoors and outdoors environments.

04-CH-011012 SHARE Head Start
Birth to Five
School Readiness Goals
2026 – 2027

Framework Learning Domain	**School Readiness Goal**	**PFCE Goals**
All Learning Domains	Children will develop comprehensive knowledge supported by the 5 principal domains: Approaches Toward Learning, Social and Emotional Development, Language and Literacy, Cognition, Perceptual, Motor and Physical Development	**Families as Advocates and Leaders**
Approaches Toward Learning	Children will develop skills and knowledge through their curiosity, persistence, and active exploration supported by adult facilitation and the curriculum framework.	**Families as Learners** **Families as Lifelong Educators** Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child's health, development, and learning.
Framework Learning Domain	**School Readiness Goal**	**PFCE Goals**

Social and Emotional Development	Children will engage and demonstrate SEL in the following ways: • Conscious Discipline strategies • Nurturing environments • Children will have the ability to regulate emotions and behaviors through positive relationships with the collaboration of supportive adults. •	**Families as Lifelong Educators** **Positive Parent-Child Relationships** **Family Well-being** Parents and families observe, guide, promote, and participate in the everyday learning of their children at home, school, and in their communities.
Framework Learning Domain	**School Readiness Goal**	**PFCE Goals**
Language and Literacy **Language and Communication for Infants, Toddlers, and Preschoolers** **Literacy for Preschoolers**	Children will engage in social interactions that support their language development through verbal and non-verbal communication. Children will engage in developmentally appropriate use of technology. Children will engage in experiences that enhance their expressive and receptive language skills by improving phonological awareness, writing, and vocabulary.	**Positive Parent-Child Relationships** **Family Well-being** **Families as Lifelong Educators** Parents will gain confidence and competence in voicing, acting on, and achieving lifelong learning goals for their children.
Framework Learning Domain	**School Readiness Goal**	**PFCE Goals**

<u>Cognition</u> **Cognition for Infants and Toddlers** **Mathematics Development and Scientific Reasoning for Preschoolers**	I/T: Children will develop a positive sense of self while engaging in active exploration. Preschool: (STEAM) Children will develop math, technology, engineering, science, art, and problem-solving concepts that support positive outcomes throughout their daily experiences.	**Families as Lifelong Educators** **Families as Learners** Parents will gain confidence and competence in voicing, acting on, and achieving lifelong learning goals for their children.
Framework Learning Domain	**School Readiness Goal**	**PFCE Goals**
<u>Perceptual, Motor, and Physical Development</u>	Children will engage in safe and healthy experiences that improve their fine and gross motor skills to enhance their perceptional and physical development.	**Family Well-being** **Positive Parent-Child Relationships** Parents will share their knowledge of their children with the program and teaching staff to inform teaching and learning.

- All children who are capable of walking while holding a parent's hand should not be carried by a parent or guardian while entering or exiting the center. This is a safety concern that could possibly lead to trips, falls, and injuries of parents and children.

EDUCATION

Head Start's educational program is designed to support children's readiness for school. It also strives to meet the needs of the population served by its ethnic and cultural characteristics.

Every child is provided a variety of learning experiences that meet their individual needs and intellectual, physical, social, and emotional growth. As children participate in indoor and outdoor activities, they are introduced to the word and number concepts. They are encouraged to express their feelings, develop self-confidence and develop skills to get along with others.

High Scope, a researched and evidence-based curriculum will support school readiness for children from birth to five. It provides a program of developmentally appropriate activities that foster intellectual, physical, emotional, and social development and are suitable to the needs of Head Start/ Early Head Start children.

CURRICULUM MODEL

Our program has a School Readiness Plan that includes our goals for the program and goals for children birth to five and their families. We support this plan by implementing the High Scope Curriculum for all the children we serve. High Scope uses Key Developmental Indicators (KDI's) to guide learning for children at each developmental level. Our classrooms meet the needs of our children by implementing a daily routine outlined by High Scope. The components of this routine include: Active learning, adult-child interactions, schedules and routines, physical environment/ room arrangement and child observation/assessment.

ASSESSMENTS

Developmental Screenings and On-going Assessments

SHARE Head Start screens each child using a developmental screening within the first 45 days of enrollment. The initial screening for our infants and toddlers is the ASQ 3 and DIAL-4 for preschoolers. Both of these screenings give teachers a baseline for each child's developmental level. The teachers use this information to assist with educational goals for each child.

Teachers begin assessing children's strengths and needs through observation and collection of portfolio data. The information is used for ongoing assessments which monitor children's progress in these learning domains [approaches to learning, social and emotional development, language and literacy, cognition, perceptual, motor, and physical development]. We currently use the Child Observation Record [COR Advantage] birth through 5. The tool works in conjunction with the High Scope curriculum, Key Developmental Indicators [KDI], Head Start Early Learning Outcomes Framework [HSLOF], and South Carolina Early Learning Standards.

Staff will partner with parents to ensure that the strategies that are discussed can also be used at home. Staff will also request parent's assistance when needed during the time the child is in attendance.

Provide screening for developmental and behavioral concerns within 45 calendar days of the child's entry into the program using linguistically and age-appropriate screening measures. To utilize this information along with input from family members and other staff who are familiar with the child for planning individualized programs for the child.

Provide an ongoing assessment for all Head Start / Early Head Start children for the purpose of planning developmentally appropriate activities for program year 2026-27, and to support each child's individualized learning.

HOME VISITS AND CONFERENCES

Parents are given the opportunity to meet with teachers and other appropriate staff on a scheduled and as needed basis. Teachers will contact parents to set up at least two home visits and two parent/teacher conferences to discuss the child's physical, social/emotional and intellectual development. Parents can also schedule conferences with the teacher if they have concerns they wish to share or discuss.

DISABILITY & MENTAL HEALTH SERVICES

SHARE Head Start recognizes the importance of school readiness for all children. A child with special needs can increase his or her learning and social abilities more readily in a group with typical children. At the beginning of each program year, all children birth to five receives the following screenings: speech/language, developmental, sensory and behavioral screenings to address each child's individual strengths and needs. The teaching team will provide necessary strategies to children suspected of having developmental or behavioral concerns. The teaching team will also discuss concerns with the child's parent(s) and inform them of the steps that can be taken to assist the child before a referral is made to

the Disability Specialist for further assistance.
SHARE Head Start also recognizes the importance of providing quality mental health services to children and their families to promote social and emotional development. Mental Health professionals are available throughout the program year to assist classroom staff and families in working with children with challenging behaviors. Our mental Health professionals provide families with resources, scheduled classroom observations for each classroom, consultations and training to staff and parents to make them aware of the need for early attention to the special concerns of children and their families. Our program collaborates with the local school districts, BabyNet, DDSN: Department of Disabilities and Special Needs, A Child's Haven and other community agencies to provide special education services and early intervention services to children birth to five, and their families. SHARE Head Start engages parents in decision making which allows parents to take a more active role in their child's school readiness success.

Disabilities & Mental Health

- Head Start recognizes the importance of providing positive guidance to children and their families.
- We support children's individual, social and emotional needs through classroom observations, strategies, resources, and professional consultation.
- Head Start is federally mandated to provide services to not less than 10% of children with disabilities.
- SHARE Head Start provides an inclusive environment for all children, including children with special needs.
- If your child has an (IFSP) Individualized Family Service Plan or an (IEP) Individualized Education Program, he/she may receive intervention services at their designated center and or part-day special education services with the local school district.
- Your child's special education records will be sent to the next placement or Kindergarten if he/she continues to qualify for special services under (IDEA) Individuals with Disabilities Education Act after exiting the program or transitioning between programs.

HEALTH

Head Start emphasizes the importance of prevention and early identification of health problems. Head Start provides every child with a comprehensive health services including medical, dental, sensory and developmental care including needed follow-up and treatment. Daily health checks are conducted each morning and staff assists parents in maintaining a medical and dental home for routine preventive and follow-up care.

HEALTH POLICIES AND PROCEDURES

Immunizations, Medical and Dental Care

According to state and federal law/mandates, in order to attend Head Start/EHS, all children must remain up-to-date on immunizations, well child checks, physical exams, dental exams and needed treatment. All children must have Well Child Checks/physical examinations at birth, 1, 3, 6, 9, 12, 15, 18 and 24 months, and at 3, 4 and 5 years of age. All physical examinations must be documented within the first 90 days of enrollment and annually thereafter beginning at one year of age. Physical examinations for all children 18 months and older must include vision, hearing, lead level (if not previously recorded), hemoglobin/hematocrit and blood pressure. All dental examinations must be documented within the first 90 days of enrollment and annually thereafter beginning at one year of age. If your child does not have a doctor and/or dentist, please notify staff for assistance. An Individualized Health Plan will be implemented for children with chronic health conditions.

Emergency Care, Accidents and Incidents

Parents will give authorization for emergency medical treatment by signing an emergency card giving Head Start staff permission to take their child to the hospital or doctor in case of accidents and/or emergencies. If parents or caregivers cannot be located, staff will follow the emergency procedures outlined in the Emergency Preparedness Plan and health policies and procedures. Priorities during an emergency are as follows: 1) Call ambulance if needed, 2) administer first aide as required, 3) Call and report to parent/guardian or designated person, 4) Notify physician or health care provider as required, 5) Take child to the emergency room for treatment if needed.

Child accident and/or incidents will be documented and reported as required. This documentation may include a picture of the child and the injury site and will become part of the child's health file. If your child requires immediate medical or dental attention after an accident or incident, our agency must document details of that care. Parents must carry a copy of the "Child Accident/Incident Report" to the health care provider and have him/her complete the form, documenting details of the care and return it to the center/site manager within 24 hours of the accident. Parents must also complete and sign the accident insurance claim form provided by your child's center/site manager. The health care provider will bill your Medicaid or private insurance first. Our agency's accident insurance should pay the balance but will not be billed directly due to privacy laws. Please request an itemized bill from the health care provider and bring it to your child's center/site manager immediately after you receive it.

Health and Early Childhood Development (ECD) Services Advisory Committee

We encourage parents to serve on the Health Services and ECD Advisory Committee. Health, oral health, nutrition, education, disability/special

needs, and other professionals and parents from a wide section of the community advise in planning, operation and evaluation of Health, Education, Nutrition and Disability/Special Needs Services. Meetings are held at least twice during the program year. Please notify your center/site manager if you would like to serve on this committee.

EXPECTANT PARENTS PROGRAM

Our program assist expectant women in accessing comprehensive prenatal and postpartum care, mental health intervention and follow-up, early and continuous risk assessments, dental and medical examinations which supports women having a healthy pregnancy and ultimately a healthy baby.

Prenatal Education Classes and Attendance

Expectant Mothers must attend the following classes to maintain enrollment in the program. Participants will receive class schedules during our orientation meeting.

1 Breastfeeding
2 Fetal Growth and Development
3 Labor and Delivery
4 Postpartum Depression
5 Nutrition and Substance Abuse

Curriculum

Partners for a Healthy Baby is the curriculum used with the expectant parents. The goals of the curriculum help families deal with physical/emotional changes that occur during pregnancy, foster bonds between both parents and their unborn baby, identify at risk mothers, and prepare the parents for parent-hood.

SOCIAL SERVICES (ERSEA)

The Head Start Social Services area is designed to implement the agency's plans and policies regarding ERSEA which is a Head Start acronym that stands for **Eligibility, Recruitment, Selection, Enrollment, and Attendance.** These processes help ensure that children and families who need services most can access and benefit from the program. ERSEA helps Head Start identify eligible families, recruit and select children for services, complete enrollment, and support regular attendance so every child has the best opportunity to learn and grow

E – Eligibility: Determines whether a child and family meet the requirements for participation in the program, based on factors such as age, income, homelessness, foster care status, or other qualifying criteria, as well as those receiving public assistance (SSI/TANF/SNAP) and those with disabilities.

R – Recruitment: Ongoing efforts to inform families and the community

about available Head Start services and encourage eligible families to apply through the usage of our Community Needs Assessment.
S – Selection: In accordance with the Head Start Performance Standards, our agency has a formal process for considering interested applicants. Each applicant is assessed points on the 5 Selection Criteria of income, age, disability, parental status, and other factors.
E – Enrollment: The process of officially registering a child in the program and completing all required paperwork and documentation. Each child in the Head Start program will be allowed to remain in Head Start until each is age eligible for Kindergarten (K-5). Each child enrolled into the Early Head Start program will remain eligible until they are age eligible to transition into the Head Start program, of which that process includes completion of a new application and verification of income.
A – Attendance: Promotes regular participation to support children's learning, development, and success. Programs work with families to address barriers that may affect attendance.

If a child is terminated during the current school year and the family wishes to re-enroll the child in the Head Start/Early Head Start program, the child may be re-enrolled after application and income are updated, if a vacancy exists. Registration documents will need to be updated. If the calendar year has changed a new application, income documents and a registration packet must be submitted again.

Transfers

Parents must put their transfer request in writing, citing address/phone changes and the name of the new center, if known. Transfers are granted to currently enrolled participants when vacancies are available. Otherwise the child will go on the Waitlist for the requested center until a vacancy becomes available. Requests made after the end of the program term will not be granted during the months that Head Start is not in session. These requests will be processed at the beginning of the new program term if a vacancy exists.

Attendance

Regular full-day class hours are Monday through Friday, 7:30 a.m. until 2:30 p.m. All children are expected to attend class on a regular basis and are required to remain in class until 2:30 p.m. If you know that your child is going to arrive after 8:30 a.m. because of a doctor's appointment, etc., please notify your child's Center Manager and/or Family Advocate. Early dismissals are allowed for doctor's/dentist's appointments and family emergencies only. Permanent and/or Long-Term Early Dismissals will not be allowed. When a child is unable to attend the parent/guardian must inform center staff of the reason for their child's absence. Children's

attendance is documented on a daily basis. Parents with repeated late arrivals and/or pickups must participate in additional family support interventions.

If parents do not make contact with staff, family support procedures will be initiated for all children with three or more consecutive unexcused absences. Including the following:

Attendance Policy:

A. When a child is unexpectedly absent and the parent has not contacted the program within one hour of program start time, center staff will attempt to contact the parent/guardian to ensure the child's well-being.
B. When a child has two consecutive unexplained absences with no contact from parent/guardian, center staff will follow up with a phone call to the parent/guardian on or before the second day. Upon child's return Absentee Documentation Form must be signed by parent/guardian.
C. If there is a third consecutive day of absenteeism with no contact from parent/guardian, center staff will initiate a home visit on or before the third day. If contacted during Home Visit, Parent/Guardian is required to sign the Absentee Documentation Form.
D. If there is a fifth consecutive day of absenteeism with no contact from parent/guardian, an Attendance Letter will be mailed on or before the fifth day. Upon child's return the Absentee Documentation Form must be signed by parent/guardian.
E. If the agency has not made contact with the family five days after the Poor Attendance Letter was mailed, the center manager/site manager will request termination of the child from the program.
F. Families that need extended vacation time (over one week) to travel outside of country must submit a written request which indicates dates child will not be in attendance. Extended vacation dates must be 28 days or less. If the family needs more time the child will be terminated from the program and placed on the wait list. The family may re-enroll during the same school year if there is a vacancy.
G. When absences are due to a documented medical condition, the program will continue to provide family support and interim home visiting until the child is able to return to the program or as appropriate.
H. Permanent and/or Long-Term Early Dismissals are not allowed. Early dismissals are only allowed for doctors/dentist's appointments and family emergencies.
I. Chronic absenteeism is defined as unexplained excessive absences for an individual child. In cases where chronic absenteeism persists without documentation, the child's slot must be considered an enrollment vacancy.

PARENT AND FAMILY TRANSPORTATION

Regular class hours are Monday through Friday, 7:30 a.m. until 2:30 p.m.

Children may not arrive before 7:30 a.m. and must be picked up at 2:30 p.m. Parents must contact the Center/Site Manager before 2:30 p.m. or as soon as possible if they encounter a problem picking up their child at 2:30 p.m. SHARE Head Start/Early Head Start will enact the following procedures when the parent or family member providing transportation has not picked up their child at 2:30 p.m.:

1. If staff has not been contacted by the parent, attempts will be made to contact the parents by phone. All phone numbers must be kept current.
2. If the Center Manager/Site Manager or designee is unable to contact the parent, Emergency Card contacts will be called requesting them to pick-up the child. The persons the parent has authorized to pick-up the child must be at least 18 years old and must show picture identification. <u>All Emergency Card contact numbers must be kept current.</u>
3. We cannot dismiss a child to any adult who is not listed on the Emergency Card. See Unauthorized Emergency Pick-up.
4. If at 3:30 p.m. attempts to contact the parents are not successful and Emergency Card contacts are not available to pick-up the child, after notifying the Head Start Director or designee, the Center Manager/Site Manager may be instructed to call the Youth Services Division of the Sheriff's Department for assistance.
5. Repeated acts of not picking up the child at 2:30 p.m. will be documented. This may be cause for termination from the program.

UNAUTHORIZED EMERGENCY PICK-UP

In case of a family emergency, a child will not be released from the authority of a Head Start staff to another unidentified person until proper identification is presented.

1. Children will not be released into the care of anyone other than the persons listed on the emergency card, unless notified by the parent/guardian and legal identification for the emergency pick up person must be provided to the staff before the child may be released. Written permission from the parent is requested.
2. In case of a family emergency where the parent/guardian is incapacitated (unable to make the call), a family member or emergency contact person must contact the center/site manager/designee prior to give permission to release the child to a person whose name is not listed on the emergency card. Legal identification for the emergency pick up person must be provided to the staff before the child may be released.
3. The parent/guardian must inform the emergency pick up person to carry the proper verification identification for safety and legal purposes.
4. Staff will copy legal identification and document date and time child was picked up and put in child's center file.

5. Emergency pick up person will have to record their name, address and phone number on sign out form before child is released into his/her care.
6. The parent/guardian must follow up by adding the unauthorized emergency person to an Emergency Card which must be returned the next day the child is in attendance.

Intoxicated/Impaired Child Pick-Up

To ensure that no child is allowed to leave the care of the center in the custody of a person who is in a physical condition which may prevent them from assuring the child's welfare the following procedures will be implemented:

1. Any parent or person authorized to pick up a child enrolled in the SHARE Head Start/Early Head Start program that comes to the center or bus intoxicated or in an impaired physical condition which may prevent them from assuring the child's welfare will not be allowed to pick-up the child.
2. In the event that a parent or other authorized person arrives at the center or bus seemingly intoxicated or in an impaired condition (i.e. smell of alcohol, slurred words, staggering walk, etc.), staff will use their best judgement in determining if the person is in a condition which may prevent them from assuring the child's welfare.
3. Should it be determined that the person is in a condition that impairs his/her judgment or prevents them from assuring the child's welfare, staff will:
4. Attempt to contact another person on the Emergency Contact form. If no one from list is available, the Sheriff's Department may be contacted.
5. A written warning will be given to the parent indicating this violation of policy.
6. After the 2nd occurrence the person will be removed as an authorized person on the Emergency Contact form.

Reporting Child Abuse and Neglect

South Carolina state laws and the Office of Head Start mandates Head Start staff to report any suspected acts of child abuse/neglect. Local Departments of Social Service in South Carolina are the agencies with legal responsibilities for the protection of children. All situations of children in need of protection will be reported to the local Department of Social Services or the Sheriff's Department.

"Child Abuse" is defined as the infliction of physical injury by other than accidental means which creates a substantial risk of death, disfigurement of prolonged impairment of physical/emotional health or harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare, regarding children under age 18. Committing

or allowing a committed sex offense against a child is also considered to be child abuse. As well as maltreatment by inadequately supplying a child with adequate food, clothing, medical care, shelter or education, or unreasonably inflicting harm to the child including excessive corporal punishment.

If we suspect that neglect and/or abuse is occurring with your child, we may speak with you regarding this matter before calling in a report. We do not make these reports to punish a family; but to foster a helpful rather than punitive attitude towards suspected abusive/neglectful parents and caregivers. We make reports in hopes of helping families to recognize and overcome problems that they may be having.

All Head Start staff are mandated reporters of suspected child abuse/neglect.

NUTRITION

SHARE Head Start believes that a good nutrition program will help children develop good eating habits that will positively impact their total development. Information about the families' eating habits, cultural food preferences is obtained at the beginning of the child's enrollment. Special dietary menus are developed for children who have food allergies or special dietary needs. Infants are fed based on their own individual schedule and formula is provided. Breast feeding is encouraged and a private area is provided. Children with special dietary needs such as food allergies, sensitivities, or intolerances must submit a Special Dietary Needs Request form before child's enrollment date or as soon as possible upon learning of a dietary restriction.

CACFP Program

SHARE sponsors the CACFP at all centers and meets all nutrition guidelines and requirements of the United States Department of Agriculture (USDA). Our program serves free meals regardless of color, disability, gender, national origin, race, religion, or genetic information.
Persons with disabilities who require alternative means of communication such as Braille, large print, and audio tape should contact USDA's TARGET Center at: (202) 720-2600 (voice and TDD). The SHARE Head Start Program does not discriminate any person in admissions policy, meal services, or the use of facilities. To file a complaint of discrimination, write to the USDA Civil Right Director at: Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY).

SHARE Head Start Program provides children with a healthy diet that includes nutritious foods from all food groups. Food is prepared and served with a variety of contrast colors, textures, shapes, and temperatures to

increase children's appetite. Meals are served family style and breakfasts, lunches, and snacks are provided each day. Due to federal guidelines, all foods will be provided by SHARE Head Start. Food prepared outside of the agency will not be served. Registered Dieticians (RDs) evaluate enrolled children's nutritional needs and plan age appropriate menus. Menus for children with food allergies or other dietary needs are developed. Infants are fed on their individual schedule and are provided formula to meet their individual needs. Children are introduced to table food according to CACFP age appropriate meal patterns. We encourage mothers to breast feed and provide a quiet private area to do so.

Nutritional Needs

To ensure SHARE Head Start is meeting the nutritional needs for every child, it important that your Center/Site manager is notified promptly in order to ensure our program is capable of meeting every nutritional need. We must have proper documentation from child's primary doctor or registered dietician as well as time to order and prepare to begin serving and providing alternative foods or supplements. Additional meetings with parent and staff may be required.

Children's weights and heights are measured twice a year to assess their health risks for underweight, overweight, and obesity. Our RDs develops educational plans for parents of children with weight and health risks such as low hemoglobin. Parents receive age-appropriate nutrition educational and meet with our RD to discuss their child's individual nutritional needs. Our program invites parents to become a part of our Menu Planning Committee to provide advice on menu planning. If you are interested in the menu planning committee, please notify your Center/Site manager. Parents may also provide suggestions for menu planning by filling out Menu Suggestion Forms and submitting the forms to centers. If you have questions, please contact the SHARE Head Start Nutrition Specialist at (864) 233-4128.

FAMILY & COMMUNITY ENGAGEMENT

Parents are the most important influence in a child's development. An essential part of every Head Start Program is the involvement of parents in parenting education, planning programs and operating activities. Our Family Services staff supports parents as they identify and meet their own goals and nurture the development of their children. Families are referred to needed community services. There are many ways parents and families can be engaged in their child's preschool experience at home and in the community as well.

Male Involvement/Father Engagement

Our birth to five Male and Father Involvement Initiative encourages fathers and male figures to be actively involved in the lives of Head Start children. It is a proven fact that children are more successful when this occurs. We also value the ideas that:

- All fathers can be contributors to the wellbeing of their children.
- Parents are partners in raising their children, even when they don't live in the same household. SHARE Head Start will ensure activities for Male/Father Involvement each year.
- Fathers and male figures will be encouraged to attend and participate in all event activities interacting with children. This interaction will allow both males and children to benefit from the experience

Parent Committee Meetings

Every Head Start Center must have an active Parent Committee. The Parent Committee is one of the formal structures by which parents can participate in policy making and operation of the Head Start Program. The Parent Committee meetings are held at least once each month. Program events are planned by the parents and staff in the program. They are both educational and fun. Parent Committees may be formed to work on special projects. Notices of the meetings are sent to each parent. Transportation is provided if needed. The first Parent Committee meeting is an orientation and an organizational meeting where Parent Committee officers are elected by the parents of currently enrolled Head Start children.

Parent Curriculum: Parents have an opportunity to participate in an evidence- based parenting curriculum. This curriculum supports Family Well-Being, Parents as Advocates and Positive Parent/Child Relationships.

Policy Council.

The Policy Council is the other structure by which parents can participate in policy making and operation of the Head Start Program. This Council must be set up at the Grantee level. It is composed of at least 51% parents of Head Start children presently enrolled in the program, plus representatives from the community. All parents serving on Policy Council must be elected by parents of Head Start children currently enrolled in the program. Parent representatives are elected to serve on the Policy Council. The Policy Council By-Laws state that all centers shall be represented by at least one parent representative. Centers that include Early Head Start sites will have two representatives.

Family Events and Parent Trainings

Head Start parents and staff plan family events during the program year. These are opportunities for the whole family to have fun together and meet other families. Information and activities are offered to promote your child's learning. You will receive information about all the program events, trainings and community events from your center through flyers, posters, newsletters, emails or phone calls. Family Engagement is critical to your child's success in the Head Start program. We need parents working with teachers and children in the classrooms and engaged in program activities.

Family Services

Helping families to help themselves is the ultimate goal of family services in our program. We strive to build relationships with our families and support them in achieving their goals. Our goal is to become a familiar face and build a trusting relationship with our families through frequent interactions. Empowering families so that they can make appropriate decisions is another goal of the family partnership process. The focus of this process is placed on four areas: goal-setting, accessing families' strengths, providing resources, and follow-up. The Family Advocates will work with our families to identify and access services and resources that are responsive to each of the family's goals and interests.

Community Partnerships

In order to improve the delivery of community services to children and families SHARE Head Start takes an active role in community planning. The program partners with more than 70 agencies and businesses in Greenville, Anderson, Pickens and Oconee Counties. Our partners provide a wide array of services to Head Start including the donations of space, educational materials, and medical and dental screenings and examinations. Community partners also serve on Head Start Advisory Committees, Menu Planning Committee and volunteer in various areas of the SHARE Head Start program.

Parent and Family Code of Conduct

Courteous and respectful behavior between and among all program participants is essential for SHARE Head Start/Early Head Start to achieve the program's mission and to provide a safe and positive environment for the children, families and staff. Employees, parents/guardians, volunteers, participants, and anyone else involved with the program are expected to follow the Code of Conduct outlined below.

Standards of Conduct: All staff, volunteers, and participants involved with the program will:

A) Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.

B) Follow program confidentiality policies concerning information about children, families, and other staff members.

C) Leave no child alone or unsupervised while under their care.

D) Use positive methods of child guidance and not engage in corporal punishment, emotional or physical abuse, humiliation; not employ methods of discipline that involve isolation, the use of food as punishment or reward, to the denial of basic needs.

E) Conducts themselves personally and professionally in a manner that reflects positively upon the program's reputation and upon the children and families the program serves.

F) Not solicit or accept personal gratuities, favors, or anything of monetary value from contractors or potential contractors if they are involved in the award and administration of contracts or other financial awards.

SHARE Head Start/Early Head Start will not tolerate behavior by employees, parents, volunteers, other participants or anyone else involved with the program that violates the Code of Conduct. Examples of violations include but are not limited to the following:

- Threats to children, parents, or staff.
- Physical or verbal punishment of a child.
- Swearing or cursing.
- Smoking/Vaping
- Quarrelling, verbal fighting, loud shouting, and displays of anger.
- Bringing drugs, alcohol or weapons to program centers or events.
- Physical violence.
- Inappropriate or excessive displays of physical affection between adults.
- Inappropriate dress, including, for example, a low-cut top, pajamas or pajama bottoms, bare midriff or clothes with words or pictures inappropriate for young children.
- Failure to park in designated parking spaces.

Dress Code

Please dress for the educational setting. The personal appearance of participants and their parents should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of SHARE to the community.

All parents are expected to dress in an appropriate manner. Please do not wear anything that is revealing or inappropriate in the presence of young children. Attire should be clean, non-sheer with appropriate body coverage. All parents are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school.

Clothing and/or accessories that advertise drugs, alcohol, weapons, anything suggestively profane, obscene, racial, and illegal or gang/neighborhood related --may not be worn or brought to school. Items that violate the dress code policy may be reported to the appropriate authorities. Further guidelines consistent with this policy may be created.

Repeated violations of the Dress Code will be treated as disruptive behavior and in violation of our Policies and Procedures. Defiance or refusal to change clothing and repeated offenses may result in a disruption of services.

- No Weapons on Premises
- No Smoking, No Vaping
- No extreme short skirts or shorts

If a parent violates the Code of Conduct, SHARE Head Start/Early Head Start reserves the right to:

- Restrict access to program children, classrooms and activities.
- Terminate the childs enrollment.
- Remove the childs name from the Waiting List.
- Contact the Division of Family Services.
- Contact the police.

- Take civil or criminal action.

Crimes on School Property

If there is reason to believe that a crime has been committed on school property or at a school sponsored function, law enforcement officials will be notified immediately.

PROCEDURE FOR HEARING AND RESOLVING PARENT AND COMMUNITY COMPLAINTS ABOUT THE HEAD START PROGRAM

Parent Complaints

It is the parent's responsibility to notify the appropriate agency personnel of his/her complaint either orally or in writing. It is the agency's personnel responsibility to obtain facts, consider the matter and attempt to resolve the complaint as quickly as possible.

Parent Complaint Procedure

Parents are encouraged to discuss their complaints with the child's teacher. If the complaint is not resolved by the teacher, the parent may contact the Center Manager. If the complaint is not resolved by the Center Manager, the parent may contact the Early Childhood Services Facilitator. If the complaint is not resolved by the Early Childhood Services Facilitator (or appropriate Specialist), the parent may contact the Head Start Director. If the complaint is not resolved by the Head Start Director, the parent may contact the President/CEO. The President/CEO will make the final decision to resolve the complaint.

Community Complaints

It is the community residents' responsibility to notify the appropriate agency personnel of their complaint either orally or in writing. It is the agency's personnel responsibility to obtain the facts, consider the matter and attempt to resolve the complaint as quickly as possible.

Community Complaint Procedure

Community residents should contact the Head Start Director of their complaints. If the complaint is not resolved by the Head Start Director, the community residents may contact the President/CEO who will make the final decision to resolve the complaint.

SHARE Head Start parents and volunteers must agree to follow the agency's confidentiality policy, which states that individuals will not reveal, divulge, or publicize any matters dealing with SHARE Head Start. This includes the discussion and posting of pictures of children and families on social media networks. Individuals will not disseminate any oral or written information or remove any documents from SHARE 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.

Volunteer Opportunities

Head Start parents are given the opportunity and encouraged to participate in the classroom and other program activities as volunteers or observers. Please contact your child's teacher or center manager and tell them you are interested in the volunteer program. Prior to volunteering in the center, parents and community volunteers are invited to participate in a volunteer orientation. Volunteers are asked to sign a verification of orientation form and complete a volunteer application. A volunteer log must be signed by the volunteer each time he/she comes to the center to volunteer.

Loitering is not permitted at any time in our Head Start centers and/or premises. Loitering includes inactivity, unauthorized meetings, blocking access and/or hindering movement. Those loitering will be requested to leave the premises.

Policy: SHARE Head Start will maintain health and information records on all parent and community volunteers.

Regular Parent Volunteers (volunteer in the center 3 or more days a week)

- a copy of Volunteer Application
- TB test results
- DSS form 2901 (Medical Statement
- Verification of Volunteer Orientation form
- Signed Confidentiality Statement
- Signed Code of Conduct Statement

Regular Community Volunteers (volunteer in the center 3 or more days a week)

- Copy of volunteer application, copy of degrees and diplomas
- TB test results
- DSS form 2926 (Health Assessment, DSS form 2901 (Medical Statement)
- DSS forms 2924 (Permission for Central Registry Check)
- DSS form 2925 (Evidence of Non-Conviction)
- Signed Discipline Policy Statement
- Verification of Volunteer Orientation form
- Signed Confidentiality Statement, Signed Code of Conduct Statement

TRANSPORTATION

The goal of Head Start Transportation is to give Head Start children a safe and happy bus ride to and from their Head Start center. Busing is a privilege for children and parents. We are able to provide limited transportation services to Head Start centers within route areas.

Head Start Bus Transportation

MORNING PICK-UP PROCEDURE

1. The school bus will leave the Head Start centers at 7:45 a.m. for the morning bus route.
2. Parents are encouraged to have their children ready at the designated pick-up times and locations.

3. If a child misses the bus in the morning, it will be the responsibility of the parent to see that their child gets to school.
4. Buses will remain in front of a child's home a maximum of three minutes, In Bad Weather Only, and two and one half minutes in clear weather.
5. Buses will not stop in route when a child has missed the bus.
6. The bus will make only 2 stops in one block when picking up children attending Head Start Centers.

AFTERNOON DROP-OFF PROCEDURE

1. The school bus will leave the centers at 2:30 p.m. for the afternoon bus route. Parents should be at the designated drop-off location for drop-off at 2:45 p.m.
2. Parents must contact the Center/Site Manager before 2:30 p.m. or as soon as possible if they encounter a problem meeting the bus at the drop-off location.
3. At the beginning of each program year, parents will be required to provide identification on the afternoon bus route when receiving their children.
4.. If the parent or assigned emergency person is not at the designated drop-off location your child will be retuned to the Head Start center. It will be the responsibility of the parent to pick up their children at the Head Start Center.
5. If staff has not been contacted by the parent, attempts will be made to contact the parents by phone. All phone numbers must be kept current.
6. The Center/Site Manager should notify Social Services of the situation. If the Social Services is not available the Head Start Director should be notified.
7. If the Center/Site Manger or designee is unable to contact parent, Emergency Card contacts will be called requesting them to pick up the child. The persons the parent has authorized to pick up the child must be at least 18 years old and must show picture identification. All Emergency Card contact numbers must be kept current.
8. We cannot dismiss a child to any adult who is not listed on the Emergency Card without written permission from the parent.
9. If at 3:30 p.m. attempts to contact the parents are not successful and Emergency Card contacts are not available to pick up the child, after notifying the Head Start Director or designee, the Youth Services Division of the Sheriff's Department will be called for assistance.
10. Repeated acts of not being at the drop-off location will be documented. This may be cause for termination from the program.

PARENT AND FAMILY TRANSPORTATION

Regular class hours are Monday through Friday, 7:30 a.m. until 2:30 p.m. Children may not arrive before 7:30 a.m. and must be picked up at 2:30 p.m. Parents must contact the Center/Site Manager before 2:30 p.m. or as soon as possible if they encounter a problem picking up their child at 2:30 p.m. SHARE Head Start/Early Head Start will enact the following procedures when the parent or family member providing transportation has not picked up their child at 2:30 p.m.:

1 If staff has not been contacted by the parent, attempts will be made to contact the parents by phone. All phone numbers must be kept current.
2 If the Center Manager/Site Manager or designee is unable to contact the parent, Emergency Card contacts will be called requesting them to pick-up the child. The persons the parent has authorized to pick-up the child must be at least 18 years old and must show picture identification. All Emergency Card contact numbers must be kept current.
3 We cannot dismiss a child to any adult who is not listed on the Emergency Card. See Unauthorized Emergency Pick-up.
4 If at 3:30 p.m. attempts to contact the parents are not successful and Emergency Card contacts are not available to pick-up the child, after notifying the Head Start Director or designee, the Center Manager/Site Manager will be instructed to call the Youth Services Division of the Sheriff's Department for assistance.
5 Repeated acts of not picking up the child at 2:30 p.m. will be documented. This may be cause for termination from the program.

PARENTAL RIGHTS

(a) Inspect record.

(1) A parent has the right to inspect child records.

(2) If the parent requests to inspect child records, SHARE Head Start program must make the child records available within a reasonable time, but no more than 45 days after receipt of request.

(3) If SHARE Head Start program maintains child records that contain information on more than one child, the program must ensure the parent only inspects information that pertains to the parent's child.

(4) SHARE Head Start program shall not destroy a child record with an outstanding request to inspect and review the record under this section.

(b) Amend record.

(1) A parent has the right to ask SHARE Head Start to amend information in the child record that the parent believes is inaccurate, misleading, or violates the child's privacy.

(2) SHARE Head Start program must consider the parent's request and, if the request is denied, render a written decision to the parent within a reasonable time that informs the parent of the right to a hearing.

(c) Hearing.

(1) If the parent requests a hearing to challenge information in the child record, SHARE Head Start program must schedule a hearing within a reasonable time, notify the parent, in advance, about the hearing, and ensure the person who conducts the hearing does not have a direct interest in its outcome.

(2) SHARE Head Start must ensure the hearing affords the parent a full and fair opportunity to present evidence relevant to the issues.

(3) If the program determines from evidence presented at the hearing that the information in the child records is inaccurate, misleading, or

violates the child's privacy, the program must either amend or remove the information and notify the parent in writing.

(4) If the program determines from evidence presented at the hearing that information in the child records is accurate, does not mislead, or otherwise does not violate the child's privacy, the program must inform the parent of the right to place a statement in the child records that either comments on the contested information or that states why the parent disagrees with the program's decision, or both.

(d) Right to copy of record.

SHARE Head Start must provide a parent, free of charge, an initial copy of child records disclosed to third parties with parental consent and, upon parent request, an initial copy of child records disclosed to third parties [without consent], unless the disclosure was for a court that ordered neither the subpoena, its contents, nor the information furnished in response be disclosed.

(e) Right to inspect written agreements.

A parent has the right to review any written agreements with third parties.

SHARE Head Start must maintain, with the child records, for as long as the records are maintained, information on all individuals, agencies, or organizations to whom a disclosure of PII from the child records was made (except for program officials and parents) and why the disclosure was made. If a program uses a web-based data system to maintain child records, the program must ensure such child records are adequately protected and maintained according to current industry security standards.

If a parent places a statement in the child record, the program must maintain the statement with the contested part of the child record for as long as the program maintains the record and, disclose the statement whenever it discloses the portion of the child record to which the statement relates.

CIVIL RIGHTS NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. This institution is an equal opportunity provider.

NOTES:

Center Name_____

Center Address_____

_____

_____

Center Phone Number_____

_____

Center Manager Name _____

_____

My Child's Teacher _____

My Child's Family Advocate is _____

ALL SHARE HEAD START CENTERS ARE SMOKE FREE FACILITIES
Thanks in advance for not smoking while on our premises