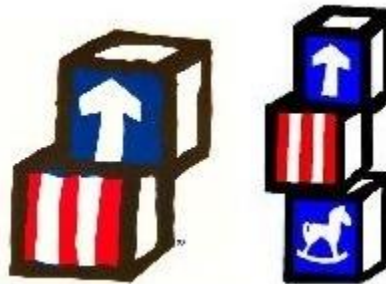




**Early Head Start
Home Based 0-3
Parent Handbook**



NEK-CAP, Inc. receives its EARLY HEAD START funding from:

*US Department of Health and Human Services Office of Human Development Services Administration for
Children,
Youth and Families Office of Head Start, Kansas Department for Children and Families*

INTRODUCTION TO THIS HANDBOOK

The purpose of this handbook is to share with families' information about the services of NEK-CAP, Inc. Early Head Start program.

After reading this information, if you have any questions please ask your Child and Family Advocate (CFA). The information in this handbook may sometimes change due to changes in federal, state, or local regulations.

Welcome to NEK-CAP, Inc. Early Head Start

Your family is about to start a wonderful experience. The early years of a child's life is a crucial time in development. You are your child's first and most important teacher. NEK-CAP, Inc. Early Head Start wants to support you in playing an active role in your child's education. We want your child to be ready for school, as much as you want that for your child!!! We are excited to work with you and your family this year!!

NEK-CAP, INC. MISSION STATEMENT

We provide comprehensive education and social services to low-income community members through collaborative partnerships focused on promoting family development, empowerment, and economic security.

NEK-CAP, INC. VISION

One by one all families and communities become self-reliant.

COMMUNITY ACTION PROMISE

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

**NEK-CAP, Inc. EARLY HEAD START
Home Based 0-3
Four Kinds of Parent Involvement**

There are at least four major kinds of parent participation in local Early Head Start Programs:

- 1. Involvement in Decision-Making. (Policy Council &/or Parent Committee)**
- 2. Involvement in Home Visits and Socializations.**
- 3. Involvement in Parent-Oriented Activities.**
- 4. Involvement in Home Base Activities with their children.**



Involvement in Home Based Option with their children:

Parents take an active part in home visits and offer ideas for weekly activities.

Parent will observe and gain a better understanding of their child's development.

Participant involvement helps to strengthen the total Early Head Start experience.

Parents will go to socializations two times a month. This is a chance for parents and children to join other families in fun and learning.

Parents can share ideas with the Child and Family Advocate for activities for home visits and socializations.

CONFIDENTIALITY STATEMENT

ALL information regarding families and children IS kept **CONFIDENTIAL or otherwise required by state or federal law. Your child’s complete file is kept at the Early Head Start office where he/she is enrolled. These files are kept in a locked file cabinet and/or our computer data software.** NEK-CAP, Inc. takes our obligation to protect the privacy of your child’s personally identifiable information very seriously. Please take time to review **NEK-CAP, Inc. Annual Notice Regarding PII and Parental Rights.**

Only with parent’s signed consent will any information be shared with any other agency.

Those persons who have access to Early Head Start files are:

- ☞ The Kansas Department of Health and Environment
- ☞ Kansas Department for Children and Families
- ☞ Any official representative U.S. Department of Health and Human Services or U.S Department of Agriculture (USDA)
- ☞ NEK-CAP, Inc. Auditors
- ☞ NEK-CAP, Inc. Administrative Staff
- ☞ Your local NEK-CAP, Inc. Staff
- ☞ If subpoenaed, a court of law

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NO VOLUNTEER WORKER WILL HAVE ACCESS TO YOUR FAMILIES’ FILE!

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CHILD ABUSE POLICY

The Kansas Child Protection Act requires that suspected child abuse and/or neglect must be reported by health and school professionals. The report is made to Kansas Department for Children and Families (DCF) or other law enforcement. NEK-CAP, Inc. staff are mandated to report any suspected child abuse or neglect.

1-800-CHILDREN Helpline is an information and referral line for people who are concerned about the healthy development of children and the prevention of child abuse and neglect. Callers can talk to a trained individual who cares and wants to help.

NEK-CAP, Inc. HEAD START ADMISSIONS POLICY

Early Head Start and Head Start are federally funded home visiting and preschool programs for income eligible families. Applications are taken on prospective Early Head Start and Head Start children. Each applicant is assigned points based on criteria categories established by the Head Start Policy Council. Criteria categories are:

- ♥ parental status
- ♥ disabilities
- ♥ income
- ♥ other social service needs
- ♥ age

As home-based caseloads and classroom capacities are met, children will be admitted based on established criteria and shall be non-discriminatory in regard to race, color, religion, national origin, ancestry, physical handicap, or sex in accordance with K.S.A. 44-1009

NEK-CAP, Inc. EARLY HEAD START HOME BASED ATTENDANCE POLICIES

As a participant in our Early Head Start Home Based program, it is important for families to keep scheduled visits and attend socializations. Visits will be 1 ½ hours weekly. Your Child and Family Advocate will work with you in setting up times for home visits, it is important to notify if you are unable to keep a scheduled home visit or attend the socialization. Socializations are scheduled 2 times each month and last 1 ½ hours. We encourage your help and support in scheduling these events, in hopes you will be able to attend.

Child and Family Advocates will schedule weekly home visits (46 per year) and two Socialization activities each month.

Parents need to contact their Child and Family Advocate when a child or a family member is sick on the day of the scheduled home visit. Your Child and Family Advocate will provide you a business card with his or her contact information. Our goal is to make communication easy.

PARTICIPATION POLICY FOR THE HOME BASED PROGRAM

Families keep weekly home visits and families attend socializations. In the event of inconsistent home visits (missing visits), the following procedures will be implemented:

1. If a family misses two home visits in a row the Child and Family Advocate will contact the ERSEA/Information Data Manager, EHS Education Manager and EHS Home Visitation Coordinator and an attendance letter will be sent.
2. The family's situation will be considered. The family can be given time to make up visits. If the family does not have a home visit within 10 days of the letter being sent, he or she will be placed on the pending/waiting list.

INCLEMENT WEATHER POLICY

In the event of bad weather, your Child and Family Advocate will contact you and decide if the home visit will need to be rescheduled.

TEXT CASTER

Sign up for **NEK-CAP ALERTS** and get important information about NEK-CAP sent as an email or text messages directly to your cell phone – sign up using this link –

<http://my.textcaster.com/asa/Default.aspx?ID=f4bec92c-aeed-4bae-b626-3d01bc4f1b9b>

TRANSPORTATION POLICY

NEK-CAP, Inc. Child and Family Advocate may transport the parent(s)/guardian(s) and your child **only** if all of the following apply to your situation:

- ☞ A NEK-CAP, Inc. vehicle is available with proper child restraint system
- ☞ If the errand is associated with the **requirements** (health assessment, dental exam, etc.) of the program
- ☞ If you have exhausted all other options - your Child and Family Advocate will make the decision based on resources in your community.
- ☞ Parent, guardian, or a family member must accompany the child.

SOCIAL EMOTIONAL/BEHAVIOR POLICY

Social-emotional development for young children means different things, including listening, sharing and cooperating with an adult or playmate(s). It is a parent(s)/guardian(s) job, to make his or her child feel safe, when children feel safe they are less likely to act out or misbehave.

Staff will interact with you and your child during home visits and socializations. The Child and Family Advocate (CFA) will model positive behaviors and support you, the parent, in teaching your child social skills which will help them in life and school readiness. Our program begins this process with the ASQ-SE (Ages and Stages Questionnaire/Social Emotional). This should be completed by you and your Child and Family Advocate.

DISABILITIES

NEK-CAP, Inc., Head Start serves at least 10% of children with special needs. We:

- ☞ Help families connect with special education services;
- ☞ Will work together with parents and programs;
- ☞ Include children with special needs in all Head Start activities;
- ☞ Plan for transitions to children's next educational setting;
- ☞ Exchange knowledge and expertise with families regarding children with special needs.

CULTURAL DIVERSITY

Each child and family enrolled in Early Head Start is special in their own way. All cultures have knowledge, rules, values, advice, and beliefs for rearing children. Culture is a part of children's learning styles, values, and self-concepts. We welcome you to share traditions with your Child and Family Advocate and together we can add an activity or ideas to the lesson plan and socializations.

FAMILY DEVELOPMENT CASE MANAGEMENT

NEK-CAP, Inc. Child and Family Advocates (CFA) work with you and give support to grow as a family. CFAs assist families in looking at their present situation and their needs in different areas. CFAs coordinate direct services or referral(s) based upon the families' needs of housing, food and clothing.

NUTRITION

Picture your child eating a meal or snack with you at a group socialization activity. What is he or she experiencing? For one thing, your child is getting the kinds of foods he or she needs to be healthy and strong, but there is so much more. Mealtime is a chance for children to begin practicing good nutrition and healthy habits. Children's experiences and the attitudes they form today will help shape their eating habits in the future. By modeling healthy practices and making eating a pleasurable and social time.

How We Can Work Together

- ☺ *Your participation in group socialization and nutrition experiences during home visits.* Your child will enjoy trying new foods during nutrition experiences, so will you: In addition, you'll have a chance to see how we do things so you can ask questions and make suggestions. We practice family meal style service.
- ☺ *Give us any information we need to keep your child healthy and safe.* Let us know, for example whether your child has any allergies or perhaps a tendency to choke. This is important in our Home Base program because we do serve food at group socializations and we have nutrition experiences on home visits. Keep us informed of any changes. A meal substitution form may be needed. Necessary adaptations will be made for any children with special needs.
- ☺ *Head Start provides the food for your child when attending group socialization.* Please do not bring any food or treats from home. Only food that has been prepared under the supervision of the Head Start staff or Food Service personnel will be served to Head Start children.
- ☺ *NEK-CAP Head Start follows the "division of responsibility in feeding" concept that Ellyn Satter outlines in her books Child of Mine and How to Get your Kid to Eat...But Not Too Much.* Parents and Caregivers are responsible for what is presented to eat and the manner in which it is presented. Children are responsible for how much and even whether they eat. **Head Start does not use food as a reward or punishment.** The children are encouraged to taste all foods, but they are never forced to eat anything they do not want.

CONTAGIOUS DISEASES AND THE HOME BASED PROGRAM

If any of your family members have a contagious disease, please let your CFA know so that they can make arrangements for your scheduled home visit. If your CFA comes to your home they can also come down with the illness and may give it to others that they come into contact with, including other participants in the program. Contact your CFA before your home visit if someone in your home has been diagnosed with; Active/ Untreated Tuberculosis, Impetigo, Streptococcal Pharyngitis (strep throat or other streptococcal infection), Chickenpox (varicella), Rubella, Pertussis, Mumps, Measles, Hepatitis A virus.

NEK-CAP, Inc. EARLY HEAD START – HOME BASED ILLNESS POLICY

In order to protect your family and others from undue health risks, Early Head Start asks that if you show any of the following symptoms please stay home from socializations. Also, use this as a guideline for your home visit attendance – if you are showing any of the symptoms (see next page) contact your CFA before your scheduled home visit. Staff must use their judgment of the situations, along with the signs and symptoms, to determine if they would like to come to the home.

Reasons to cancel the Early Head Start Home Visit

1. Temperature of 100° F or higher.
2. Temperature over 100° F axillary (armpit) or higher plus one of the following: Severe cold with yellow-green nasal discharge, Cough, Sore throat, Sneezing, Swollen glands, Skin rash other than mild diaper rash.
3. Cough, severe, where child gets red or blue in the face or makes high-pitched, “croupy” or “whooping” sounds after coughing.
4. Uncontrolled diarrhea, that is, increased number of stools.
7. Vomiting more than two times in the previous twenty-four hours.
8. Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness.
10. Rash with fever or behavior change.
11. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge).
14. Severe itching of the body or the scalp and/or constantly scratching the head Scabies, Head Lice, or other infestation.

Participant/Community Member Complaint Procedure This policy is for all NEK-CAP, Inc. Services

In order to provide an opportunity for the expression of legitimate concerns of participants or community members with respect to the application of any NEK-CAP, Inc. rules or regulations (including the rules and regulations of funding sources), NEK-CAP, Inc. will consider complaints and grievances through the procedures established in the Multi-County Board of Director’s and Policy Council’s rules and regulations implementing this policy.

Step One:

Program applicants, participants and community members shall make a written complaint (Complaint Notice and Resolution form) to the staff at their local NEK-CAP, Inc. center/office. Head Start – Center Manager; Early Head Start – Child and Family Advocate; Housing Choice Voucher and Tenant Based Rental Assistance – Housing Manager; Supportive Housing Program and Emergency Solutions Grant – Housing Continuum of Care Coordinator and Family and Community Resources – Family Development Advocate. If not associated with any program, the complaint will go to the Executive Director. Responsible staff has three days to come to a resolution and notify the complainant in writing using the Complaint Notice and Resolution document.

Step Two:

If the complainant does not receive resolution in step one, they should complete another Complaint Notice and Resolution form and send their Head Start and Early Head Start and Community Service Block Grant related complaints to the Associate Director-Program Operation; HCV, TBRA, SHP and ESG to the Executive Director. Responsible staff have five working days to resolve the problem with a written notification being given to the complainant using the Complaint Notice and Resolution document.

Community Member

The complainant would complete another Complaint Notice and Resolution form and the Executive Director would present it to the Multi-County Board of Directors for discussion and final resolution using the Complaint Notice and Resolution form.

Step Three:

For Early Head Start and Head Start Related Concerns

If the participant does not receive resolution in step two, they should then send another Complaint Notice and Resolution to the Executive Director. Responsible staff has five working days to resolve the problem with written notification being given to the complainant using the Complaint Notice and Resolution form.

All other concerns

If the complaint cannot be resolved by the Executive Director in step two - the complaint shall go to the Multi-County Board of Directors for discussion and final resolution. The complainant shall receive a written notification of the resolution using the Complaint Notice and Resolution form.

Step Four:

For Early Head Start and Head Start Related Concerns

If the complaint cannot be resolved by the Executive Director in step three, the Associate Director-Program Operations will bring the complaint before the Policy Council grievance committee, which consists of the Chairman, Vice-Chairman, Secretary, and Vice Secretary of the Policy Council. The grievance committee will meet and come to a resolution to the problem and notify complainant in writing using the Complaint Notice and Resolution document.

Step Five:

For Early Head Start and Head Start Related Concerns

The grievance committee may bring the problem before the Policy Council. If the Policy Council cannot come to a resolution, the grievance shall go to the Multi-County Board of Directors for discussion and final resolution. The complainant shall receive a written notification of the resolution using the Complaint Notice and Resolution form.




POLICY COUNCIL

Early Head Start asks parents to serve as volunteers. Early Head Start also asks parents to be decision-makers in the Early Head Start program. One-way is through participation in Policy Council.

Parents taking part in Policy Council help in making policy decisions related to the Early Head Start program.

Policy Council membership must have at least 51% parents of the children enrolled in the program. Community members may be the remaining 49% membership. The NEK-CAP, Inc. governing body, Policy Council and staff are partners in a well-run Early Head Start program.

WHAT POLICY COUNCILS DO	POLICY COUNCILS INTERACT WITH....
<ul style="list-style-type: none"> ☞ Make decisions about the design and operation of NEK-CAP Inc. Early Head Start and Head Start Program ☞ Get involved in planning and developing program goals and helping to make personnel and budget decisions ☞ Develop subcommittees for ongoing and/or temporary activities ☞ Plan with staff and participate in conducting a program self-assessment and report the results ☞ Serve as a link to the general community and plan with governing body for input and feedback ☞ Play a role in hiring staff ☞ Attend meetings ☞ Report to the Parent Committee and/or Policy Committee 	<ul style="list-style-type: none"> ☞ Governing bodies of the grantee agency ☞ Subcommittees ☞ Staff ☞ Policy Committees ☞ Parent Committees ☞ Community Agencies ☞ Business Community ☞ Larger Early Head Start and Head Start Community

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USDA Nondiscrimination 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, audiotope, 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.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

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