



Prenatal 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 prenatal time and early years are crucial to the development of your child. You are your child's first and most important teacher!! As a pregnant mother, it is important to go to the doctor for regular prenatal visits, eat healthy and prepare for the birth of your child. NEK-CAP, Inc. Early Head Start wants to help you be the best teacher, and it starts now. Welcome to NEK-CAP, Inc. Early Head Start!

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.

As a parent, how can I be involved in Early Head Start?

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.**

VOLUNTEERING – PARENT INVOLVEMENT

Families get to help their CFA in planning for the next home visit.

It is important that parents help in planning weekly home visits so that you can learn about how your baby is developing and what best practice is for a healthy pregnancy. You can also help your CFA in planning socializations. This is a fun time to get together with other families. Your time is important, so you will be asked to sign an In-kind form to show the types of things that you have done to help Early Head Start. Your time is important to NEK-CAP, Inc. Early Head Start!



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 in our computer software.**

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!

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 CFA 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. Parents need to contact their CFA when a child or the family is sick on the day of the scheduled home visit. 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. **CFAs will schedule weekly home visits (46 per year) and two Socialization activities each month.**

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, she will be placed on the pending/waiting list.

INCLEMENT WEATHER POLICY

In the event of bad weather, your CFA 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. CFA 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 CFA will make the decision based on resources in your community.
- ☞ Parent, guardian, or a family member must accompany the child.

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 CFA and together we can add an activity or ideas to the lesson plan and socializations.

FAMILY DEVELOPMENT CASE MANAGEMENT

NEK-CAP, Inc. CFAs work with you and give support to grow as a person. 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

NEK-CAP, Inc. Early Head Start believes in the importance of nutrition for the prenatal mother. One of the most important things women can do for their babies is eating healthy foods during pregnancy. Early Head Start assists prenatal mothers enrolled in Early Head Start with this by:

- ☞ Educating prenatal mothers on healthy food choices and foods and drinks to avoid and limit.
- ☞ Referring prenatal mothers to nutrition assistance programs including the Special Supplement Nutrition Program for Women, Infants and Children (WIC), Supplemental Nutrition Assistance Program (SNAP) and food banks and pantries.
- ☞ Encouraging prenatal mothers to talk with their prenatal care health professionals about taking prenatal vitamin and mineral supplements.
- ☞ Providing information on the benefits of breast feeding.

HEALTH

It is important for your baby's development that certain practices are followed to ensure both yours and your baby's health and well-being. We care about the families we serve by helping them understand the importance of healthy habits and helping practice this routine. NEK-CAP Early Head Start 0-3 does this by:

- ☞ Helping families apply for KanCare or Medicaid programs.
- ☞ Educating mothers on the importance of healthy and regular prenatal care.
- ☞ Giving prenatal mothers information on health issues, specifically geared towards the changes that happen during pregnancy.
- ☞ Keeping a safe environment in the community locations where socializations are held.
- ☞ Helping families use positive mental health attitudes as an important part of their own and their developing baby's health.
- ☞ Support post-partum recovery and changes that take place following the birth of the baby

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 staff and others from undue health risks, Early Head Start asks that if you show any of the following symptoms or has been diagnosed with a contagious disease please stay home from socializations. Also, use this as a guideline for your home visit attendance – if you are showing any of the symptoms below 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.

Early Head Start Illness Policy

1. Axillary (armpit) 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.
5. Toxin-producing E. coli or Shigella
7. Vomiting more than two times in the previous twenty-four hours.
10. Rash with fever or behavior change.
11. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge).
13. Red watery or draining eye(s).
14. Severe itching of the body or the scalp and/or constantly scratching the head Scabies, Head Lice, or other infestation.



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. Early Head Start staff is 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.

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, 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.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (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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