**PARENT POLICIES**



Creating a program environment which promotes the social,   
emotional, physical, and intellectual development of each child.

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## Drug and Alcohol Policy

In order to assure parents and care givers that their children’s health and safety are the primary concern of the agency and its staff, a policy addressing alcohol and drug use is necessary. Parent and care givers will be advised of this policy at the time of their enrollment home visit and at program orientation.

**POLICY:**

1. Use of alcohol or illegal drugs is prohibited on any Kidco Head Start premises or at official Kidco Head Start functions taking place away from the actual premises.
2. Persons who appear to be under the influence of alcohol or drugs will not be allowed to remain on Kidco Head Start premises.
3. In the event that any person appears to be under the influence of alcohol or drugs when arriving to transport a child, measures will be taken by Kidco Head Start staff to prevent that person from driving him/herself or take the child.

In the event that any of the above incidents happen, the least invasive measures possible will be used by staff to assure the safety of everyone on the premises at the time. These may include, but not be limited to, such actions as calling family or friend for support and/or transportation, calling a taxi, seeking respite child care, and/or requesting police or emergency medical intervention. If at any time a person who is thought to be under the influence of drugs or alcohol drives a child from the school premises or a Kidco Head Start function the police will be call and all available information will be reported.

## Child Abuse and Neglect Policy

Head Start/Early Head Start works with families to prevent child abuse and neglect and to provide support and act as an advocate for families needing assistance.

**DEFINITION:**

1. Any physical injury to a child which has been caused by other than accidental means, including any injury which appears to be at variance with the explanation given of the injury - ORS 418.750
2. Neglect that could cause actual harm or substantial risk of harm to child's health, welfare or safety.
3. Mental injury (also known as emotional abuse), which is harm to a child's ability to think, reason, or have feelings and has a harmful effect on a child, which can be observed.
4. Sexual molestation.
5. Threat of harm, which includes all activities, conditions and persons which places the child at substantial risk of physical or sexual abuse, neglect, or mental injury. This includes exposure to domestic violence.

**REFERRAL AND REPORTING PROCEDURES:**

* Head Start/Early Head Start employees are required by law to immediately report any suspected cases of abuse or neglect to DHS (Department of Human Services) Child Welfare and/or the local law enforcement agency (LEA).
* The employee suspecting such abuse or neglect will first make a report to the Family Advocate (FA)/Child and Family Development Supervisor (CFDS) at his/her center and then call DHS Child Welfare and/or LEA.
* If the FA/CFDS is not available, the Family Services Coordinator, Family Services Supervisor or the Director should be contacted.
* It is advised that the call be made in the presence of the FA/CFDS, the Family Services Coordinator or the Director.
* The employee reporting the suspected abuse or neglect will fill out appropriate program forms. A copy of the report form will be forwarded to the Family Services Coordinator.
* Head Start staff is not allowed by law to contact the child’s family regarding this report. After the investigation is completed, staff may discuss the report with the family if it is best practice to do so. This should be done only with the knowledge of the Family Advocate or Site Supervisor.

**STAFF TRAINING:**

The Head Start/Early Head Start Program will provide training for all staff on the identification and reporting of suspected child abuse and neglect each program year. The Family Services Coordinator will provide this training for new staff at an orientation within 30 days of their hire date. The appropriate FA/CFDS will orient any new staff hired during the school year and will document such orientation in the employee's file.

**PARENT EDUCATION:**

The Child Abuse and Neglect Policy will be given to all parents at Parent Orientation. The policy will be discussed with parents at the time they receive it. Head Start/Early Head Start parents will be offered training on the prevention of abuse and neglect and will be informed of available community resources.

**AGENCY INVOLVEMENT:**

The Head Start/Early Head Start program will work to establish and maintain cooperative relationships with the agencies providing child protective services to the community.

**CONFIDENTIALITY**:

* All contacts with the family and the agency receiving the report will be documented and placed in a separate file. At the end of the DHS Child Welfare investigation, the information may be transferred to the family file. Confidentiality of all records will be maintained.
* The Child Abuse and Neglect Policy will be reviewed annually by the Health and Social Services Advisory Committee, updated as necessary, and presented for approval by the Policy Council.

## Children After School Hours Policy

Parents/Caregivers are expected to be present when the bus arrives to drop their child off after school. Parent/Caregivers who come to school to pick their child up are expected to arrive on time. In cases of emergency only, parents/caregivers must call the center and let them know why they are running late and make arrangements for their child to be picked up. If no on calls or appears at the school or the bus stop:

1. Someone at the center (Site Supervisor, Family Advocate or Lead Teacher) will make an attempt to get in touch with the people on the kid list authorized to pick up the child.
2. If no one can be reached and no authorized person has been heard from 30 minutes prior to the last staff person’s regular end time for the day (Site Supervisor, Family Advocate or Lead Teacher), steps will be taken to get in touch with the Department of Human Service, Child Welfare and/or law enforcement.
3. It will be reported that the child has been endangered by the parent/caregiver (left in a situation where there is no one to take care of the child) and a request will be made that they pick the child up.
4. The staff member will ensure that the “Removal of Child from Head Start Site Custody Statement” is completed (form is page 6 of Child Abuse Policy).
5. The staff member will leave a note on the door or a message on the answering machine at the child’s home to let the family know whom they may contact regarding the where abouts of their child.

Parents and caregivers will be made aware of this policy at Parent Orientation. A copy of this policy and procedure will be included in Parent Orientation Folders. Parents will be advised of the time of the last staff person’s end time may vary depending on center and attendance of staff.

## Civil Rights Complaint Procedure for Participants and Applicants

Insert Policy

## Code of Conduct

This Code of Conduct is part of Kidco Head Start policies and procedures that must be followed by all staff, consultants and parent or community volunteers as indicated by Head Start Program Performance Standard 1304.52 (i) (1) (i, ii, iii, iv).

* Respect and promote the unique identity of each child and family.
* Refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
* Abide by program confidentiality policies concerning information about children, families and fellow staff members.
* Leave no child alone or unsupervised while under your care.
* Use positive methods of child guidance. Forbidden activities include corporal punishment, emotional or physical abuse, and/or humiliation of any child.
* Do not employ methods of discipline that involve isolation, the use of food as punishment or reward, or denial of basic needs.
* Do not accept gifts or gratuities, favors or anything of monetary value for personal use or enrichment from contractors/ vendors or potential contractors/vendors, or persons receiving benefits or services under the Head Start program.

Every staff person, consultant and community volunteer will be familiarized with the above policy during initial orientation. Program parents, guardians or representatives of a Head Start child who volunteer in the program will receive this information during initial parent orientation or upon their first visit to the center.

Violation of any of these elements by staff or consultants will result in disciplinary action as outlined in the personnel policies, up to and including termination. Violation of any of these elements by volunteers will result in corrective action and could include exclusion from program activities and premises.

## Confidential File Policy

Insert Policy

## First Aid

* Staff persons are trained in first aid and they will administer any necessary first aid and clean any injuries involving blood. Protocols are in place and parents are always notified if their child required any first aid.
* Parent volunteers must not involve themselves in any duties that require touching any body fluids (I.e., cleaning up vomit, changing a child’s soiled pants).
* Parent volunteers should immediately call a staff person in the event that any injury occurs. The volunteer must not try to administer first aid or touch any bodily fluids.

## 6 Reasons Not to Send Your Child to School

1. Rash – A rash may be the first sign of one of the childhood’s many illnesses, such as chicken pox. A rash or “spots” may cover the entire body or may appear in only one area. Do not send a child with a rash to school until your doctor has said that it is safe to do so. Please send a not from the doctor indicating he/she does not feel the child is contagious.
2. Fever
3. Pain
4. Cold, Cough, or Sore Throat
5. Stomachache, Vomiting or Diarrhea
6. Head Lice

Please call the Center if your child is going to be absent. Attendance is recorded daily and staff is required to report the reason for an absence.

## Rules for Riding the Bus

**FOR PARENTS/GUARDIANS:**

* Have children ready 5 minutes ahead of scheduled pick-up time.
* Children and adults should be at the bus stop before the bus arrives. Buses cannot wait.
* DO NOT approach the bus until it has stopped and the door is open.
* Help us keep your child(ren) safe by holding your child’s hand to and from the bus and walking your child in front of the bus when required to cross the street.
* Children are released only to an authorized person at designated stops. Drivers will ask for picture identification and signature.
* If no authorized person is waiting at the drop off bus stop, the child is returned to school. Parents may pick up their child there.
* Parents need to notify school in writing of any changes. Please allow one week to adjust bus routes.
* Please call school in the morning if your child will not be coming to school that day.
* Only siblings and adults LIVING with the child may ride the bus. Younger siblings may attend school and ride the bus with their parent volunteers. Siblings under 18 years of age, must be accompanied by their parent if riding on the bus. Please make arrangements to ride the bus ahead of time, space is limited.
* No smoking near the buses.
* Be sure to get all notes from your child when he/she gets home.
* Sign and return all field trip permission notes.
* Please do not let your child bring food, gum, toys or pets on the bus.
* Please plan to be home at the time your child’s class is over. Afternoon times may vary greatly due to absences.

**FOR CHILDREN:**

* Hands free and hold the handrail.
* Get on quickly and find a seat.
* Keep hands to yourself.
* Talk to people sitting next to you.
* Use your soft voice.
* NO TALKING at railroad crossings, use your hand signals
* When getting off the bus, WAIT for the driver to tell you it is your turn.
* REMEMBER, no toys or food on the bus
* BE A SAFE BUS RIDER!

## Social Services

Services to families are an important part of Kidco Head Start. The Family Advocate in your child’s center will be available to assist with family concerns, work and community needs such as:

* Transportation
* Clothing
* Behavior Specialist availability
* Referrals for housing
* Referrals for counseling

## Health Services

Kidco Head Start ensures that all children are:

* Connected with a medical home and are up to date on preventative care (paid for by Oregon Health Plan, family insurance or Kidco Head Start).
* Connected to a dental home and are current with dental care (paid for by Oregon Health Plan, family insurance or Kidco Head Start).
* Immunization referrals
* Hearing, vision and speech screenings (speech and language therapist available).
* Nutrition screening. Follow-up with Registered Dietician when needed.
* Referral, diagnosis and services for children with disabilities