

# PARENT HANDBOOK 2025-2026

## Vision Statement

Through staff development, parental involvement, dedication and collaboration with other agencies, the Community Improvement Council, Inc. – Head Start will leave no income eligible child/family or child with a disability not served in our community.



**COMMUNITY  
IMPROVEMENT  
COUNCIL, INC.**

**HEAD START**

## Agency Mission

The Community Improvement Council, Inc. – Head Start (CIC, Inc. – Head Start) is to provide a flexible comprehensive quality service to income eligible children and children with disabilities in their early stages of development, and also their families, through training and education programs which will enhance their fullest potential for reaching future goals.

Updated and Approved by Policy Council- June 18, 2025

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## Welcome Parents and Families!

Thank you for choosing the Community Improvement Council, Inc. (CIC, Inc.) Head Start Program to provide quality early childhood services to you and your family.

You have entrusted your most prized possession, your child/children to our care, and we are therefore, totally committed to you and your family as they begin down the road to educational excellence. This is the start of your child's educational career, PRESCHOOL IS REAL SCHOOL! We recognize that you are your child's first teacher and with your help, we are committed to ensuring that your child learns and is prepared for the next phase in his/her educational journey.

The CIC, Inc. Head Start Program is parent driven, so we strongly encourage you to volunteer and become active at all levels of the program. Throughout the year, we will be offering a variety of programs in which we encourage you to take full advantage of.

Our doors are always open to you and your family. We welcome your comments, suggestions, and feedback. My staff and I look forward to working with your whole family. Again, thank you for enrolling your child in the CIC, Inc. Head Start Program and welcome to our SCHOOL FAMILY!

The CIC, Inc. Head Start Staff

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### OUR PHILOSOPHY:

"Who we are and what we stand for."

We are FAMILY.

Focused on our goal and driven to do the right thing.

Always committed to the purpose and mission of Head Start.

Making our families and communities stronger and producing meaningful results.

Inspired to provide quality services at all times.

Loyal, people driven, and always respectful to others.

Yes, we embrace the unique contributions of all cultures and diversities.

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### Location & Contact Information

*Serving the City of Danville*

540 Holbrook Street

Danville, VA 24541

Phone: 434-793-5710

Fax: 434-793-5716

## Program Management Staff

Executive/Head Start Director	<i>Jion Word</i>	434-793-5710 ext. 303
Finance/HR Manager	<i>India Robertson</i>	434-793-5710 ext. 302
Office Manager/Program Monitor	<i>Theresea Cobbs</i>	434-793-5710 ext. 300
Education Manager	<i>Dorita Terry</i>	434-793-5710 ext. 310
Assistant Education Manager/Coach	<i>LaShenna Neville</i>	434-793-5710 ext. 312
Health & Safety Manager	<i>Rona Parker-Davis</i>	434-793-5710 ext. 309
Family Service Manager	<i>Delia Perry</i>	434-793-5710 ext. 304
Mental Health & Disability Manager	<i>Nathaniel Reynolds</i>	434-793-5710 ext. 311
Mental Health Support	<i>Ebony Hairston</i>	434-793-5710 ext. 317
Nutrition Manager	<i>Sherri Greene</i>	434-793-5710 ext. 316
Data & Compliance Manager	<i>Hailey Rowland</i>	434-793-5710 ext. 308

## IMPORTANT TIMELINE

*The completion of the required screenings and documentation is based on your child's first day of enrollment according to the chart below.*

Documentation Needed	Completed By:	Prior to Enrollment	Within 20 working days after enrollment date	Within 30 calendar days after enrollment date	Within 45 calendar days after enrollment date	Within 60 calendar days after enrollment date	Within 90 calendar days after enrollment date
Enrollment Paperwork	Parent	X					
Up-to-date Immunizations	Parent	X					
Parent Training Survey	Parent & FSA		X				
Child's Physical	Parent			X			
Family Partnership Plan	Parent & FSA				X		
Completion of Health Screenings *	Health Mngr. or 3 <sup>rd</sup> Party				X		
Developmental Screenings **	Teacher or MH/D Manager				X		
Dental Exam	Parent or CIC provided 3 <sup>rd</sup> party						X
* Health Screenings required: height, weight, vision, hearing, and nutrition ** Developmental Screenings required: speech, Brigance Assessment, and social-emotional checklist							

## Health Requirements



- ✓ Up-to-date immunizations are needed before enrollment. (DTP, Polio, Hepatitis B, MMR, and HIB vaccines)
- ✓ Physical for Head Start are due within 30 days of enrollment.
- ✓ Physical exams must be on a VA state physical exam form. ***\*See chart below***

Immunizations due:	Before enrollment
Lead Screenings	12 and 24 months or 36 months
Hemoglobin/Hematocrit	12 months

## What is Head Start?

The Head Start preschool project began in 1965 as a direct outgrowth of the U.S. government's war on poverty. It started with the assumption that 3- and 4-year-old children from low income families could be more prepared to deal with their total environment if they had participated in a comprehensive early childhood experience which considered every aspect of their developmental needs. Head Start focuses not only on intellectual needs but on disabilities, health, mental health, nutritional and perhaps most important, on social needs.

In the first experience away from home, the child will develop competence. He or she will learn to get along with different people, learn to share, take turns, express him/herself verbally and take care of many of his/her physical needs. Parents play a big part in the success of their child at Head Start. Parents do this by learning, doing, and by visiting the classroom when possible and becoming involved in all the parent activities.

## Now That Your Child is Enrolled...

- ✓ Please give any medical history on your child for us to safely serve your child.
- ✓ If you decline the required screenings, you are responsible for the screenings within 45 days of enrollment.
- ✓ **At least two (2) responsible people** to contact in emergency situations are always required.
- ✓ Please submit the names of persons who can pick up your child or receive your child from the bus. Legal custody documentation must be provided, if applicable.

## ID Verification

When filling out the Enrollment Application, parent/guardian is required to show a picture ID. A copy of ID will be filed with application. A persons authorized by the parent to be an emergency contact to pick up a Head Start child must show a picture ID to the Head Start staff before receiving the child.

## Admission Statement

The CIC, Inc. – HS uses the center-based option program. There is no fee for Head Start services. The program is offered to 3- and 4-year-olds families who fall within the Head Start income guidelines. 10% of the enrollment must be children with disabilities.

Head Start introduces a variety of educational materials. In addition, Education, Health and Nutrition are also of great importance in the operation of the program. Each school day, the children receive a nutritional breakfast, lunch and snack.

## Staff Training Days

Training is essential to maintaining excellent quality staff. We provide regular training opportunities for staff. Parents, please expect some closings due to professional development and planning days.

## Off to a Successful School Year!

- Please report any change of address or phone number to your Family Service Advocate immediately.
- Plan to work with the staff and other parents in a cooperative way.
- Offer constructive criticism of the program by participating in parent surveys and our program self-assessment process.

*Parents are encouraged to participate in the following committees:*

Policy Council	Annual Self-Assessment Team	Parent Committee
Health Advisory Committee	Selection Committee	Special Events Committee

## Please Keep in Touch

Because you are such an important part of your child's education, it is important that we keep an open line of communication with you about how your child is progressing and what we are doing at Head Start. We will keep in touch with you through:

Phone calls, texts, emails, virtual messaging, as needed.

Class Dojo and Teaching Strategies APP for parents.

Notes sent home with weekly homework packets.

Follow us on social media (Facebook, Twitter, & Instagram) to see what we're up to!

## Code of Conduct for Parents

- Make every effort to bring children to the center on time, no later than 9:00 AM, unless a doctor's note is provided.
- Please pick your child up from the center no later than 2:00 PM.
- Sign in and out daily if your child is a car rider.
- Please treat all children, other parents, and staff with respect always.
- Please refrain from using inappropriate language, violating health or safety issues, as well as endangering yourself, others, or any property. ***Depending on severity, failure to adhere to the policies will result in the following:***
  - Meeting with the Executive/Head Start Director
  - Discussion of other options

## No Cell Phone Zone



Cell phones are prohibited in the presence of the children in the classroom, and especially at drop off and pick up times. This is a crucial time for parents to engage with the teacher and exchange vital information concerning the child.

## Dual Language Learnings

CIC, Inc. acknowledges the unique needs of our Dual Language Learners and their families, and we've adopted strategies to meet your individual needs. Families are asked to identify their primary language spoken at home to help staff assist parents better in their home language. Interpretive services will be provided as needed.

CIC, Inc. reconoce las necesidades únicas de nuestros estudiantes de dos idiomas y sus familias, y hemos adoptado estrategias para satisfacer sus necesidades individuales. Se les pide a las familias que identifiquen el idioma principal que se habla en el hogar para ayudar al personal a asistir a los padres en su idioma del hogar. Se proporcionarán servicios de interpretación según sea necesario.

## Affiliation Statement

CIC, Inc. prohibits the discrimination of any enrolled child or family regardless of religion, race, color, sex, disability, or national origin. There is no discrimination in the admission policy, meal service, or the use of facilities.

## Parents Have a Right!

You have a right:

- To take part in major policy decisions affecting the planning and operation of this program.
- To choose whether or not you participate without fear of endangering your child's right to be in the program.
- To always be treated and treat others with respect and dignity.
- To be welcomed, informed regularly, and expect guidance from your child's teacher, which will help his/her total individual development.
- To be informed about all community resources concerned with health, education, and the improvement of family life.

## Rights of Custodial Parent



**Code of Virginia 63.2-1813.** Visitation by parents or guardians in child day programs: A custodial parent or guardian shall be admitted to any child day program. Such right of admission shall apply only while the child is in the child day program.

### Court Orders and Custody

If, for some reason, a parent is not allowed to pick up a child, there must be custody paperwork on file here at Head Start. If the custody order is temporary, you must give the program a current updated order. Otherwise, the custody order will no longer be valid when the time expires. Head Start cannot deny a mother or father access to the child if there is no custody order on file.

## Parent, Family, and Community Engagement



Parent and family engagement are essential to quality early child care and education. Evidence demonstrates that when the parent-staff partnership is strong, children form better relationships, feel good about themselves, and do better in school.

There are key elements within our program that we hope to build relationships, and engage with our families:

CLASSROOM	FAMILY ENGAGEMENT	PROGRAM MANAGEMENT
Attend and chaperone on field trips	Family Events/Parent Workshops	Serve on Policy Council
Fatherhood Committee/Activities	Attend Community Workshops	Serve on Selection Committee
Set goals for child, self, & family	Recruit new families	Participate in Self-Assessment
Submit requested documentation	Participate in Home Visits	Seek employment if qualified
Help meet in-kind goals by serving as a volunteer in the classroom.	Share progress and give feedback on trainings and meetings	Serve on Special Events Committee
		Serve on Health Advisory Committee and School Readiness Committee

## Home Visits and Parent/Teacher Conferences



- Head Start Teachers are required to complete at least **2 scheduled home visits** and **2 parent/teacher conferences** during the school year.
  - Arrangements for such visits will respect your wishes and convenience.
  - The home visits should occur in the home and may be coordinated with other service area staff whenever possible.
  - Teaching staff will devote time to discuss your areas of mutual interest and concerns in order to identify home activities and ways to expand the experience for you and your child.
  - Parent/Teacher conferences should occur at the site, taking into consideration parent's needs.
- The objective of parent conferences:
- Planning ways parents and staff can work together.
  - Sharing information about your child's development.
  - Sharing activities that parents can do with their child at home to help support what he or she is learning at school.
  - Working together to help ensure that your child has experiences at home and at school that make him or her feel successful.

## Get Involved!

### Parent Committee

The parent committee is made up of Head Start parents or legal guardians. Relatives or community representatives may also attend parent meetings. Only parents or legal guardians can vote or hold office. All parents are invited and encouraged to attend parent meetings. Details of each office and its responsibilities will be given during the first parent committee meeting. This is a wonderful opportunity to volunteer.

#### **Parent Committee Officers Needed:**

1. The Chairperson and Alternate
2. The Vice-Chairperson and Alternate
3. The Secretary and Alternate
4. The Treasurer and Alternate

## Policy Council



The CIC, Inc. Head Start Policy Council works alongside the Board of Directors and Executive/Head Start Director to make decisions for the program. Each classroom elects one representative to serve on the Policy Council. The Policy Council has monthly meetings. This council elects its own officers, and sends representatives to local, state, regional, and national meetings when funds allow. The Policy Council is made up of no less than 51% parents.

## Non-Federal Share (In-Kind) Donations

It is a federal requirement for each Head Start program to obtain 20% of its operational budget from local, non-federal sources. One of the most effective ways we achieve this goal is through ***in-kind donations***. In-Kind donations are goods or acts of volunteering that parents and members of our community donate to our program. Our “greatest resource” of volunteering is our **PARENTS**. You can contribute to our in-kind goals by:

- Volunteering at the center, in the classroom, and at the program level.
- Participating on any committee, parent meetings, Policy Council, Board, and Parenting classes.
- Donating various items that the classroom or program may need, if affordable.

## Hours of Operation



Each classroom is required to meet for at least six hours per day Monday through Thursday OR Monday through Friday depending on the classroom number. Please see the chart below with your assigned classroom for hours of operation. You will receive a calendar that tells you all the days that school will be closed. Please make sure that you look at it so that you can plan accordingly.

<b>OFFICE HOURS: 7:30-4:30 M-F</b>
Classes 1-9: 7:30 AM – 3:30 PM M-F

## Education & Early Childhood Development



The program has its emphasis on the total development of the child. The curriculum integrates all areas of development to create an appropriate, nurturing environment in which children from all cultures and abilities can learn and grow ***socially, emotionally, physically, and cognitively***.

Specific needs of each child form the basis for educational planning. Parents and staff work together from observing to interacting with children. Individual needs of the children are discussed with the parents during daily contact, in-school conferences and home visits, and plans are made to ensure that each child is given an opportunity to have successful experiences every day. Children with disabilities receive additional supportive services.

The Creative Curriculum is used and is based on children development theory that is appropriate for preschool children. Conscious Discipline is used for social/emotional development. The children are also given the Brigance Preschool screening and PALS (Phonological Awareness Literacy Screening).

**Classroom Ratio:** 1 Teacher and 1 Assistant Teacher per 17 children.

## Attendance Policy

*Regular attendance is important! Preschool is real school!*

- Head Start is Required by federal guidelines to maintain 85% attendance each month.
- Teaching your child to attend school on a regular basis at an early age is an important lesson that needs to be learned for success in elementary school and later in life.
- Good attendance plays a huge part in school readiness.
- If your child is sick, please notify your Family Service Advocate and Teacher immediately and keep them informed on your child's ongoing condition.
- Any day your child is absent, and the teacher has not been informed in advance, you will receive a phone call or text message.
- Any child absent for three consecutive days, or if they display irregular attendance, you will be contacted by your Family Service Advocate.
- Failure to adhere to the attendance policy will result in an **attendance plan**.

### **SCHOOL READINESS GOES WITH ATTENDANCE!**

Too many absences can cause children to start school behind their peers. Students can fall behind if they miss just a day or two days every few weeks. Absences and tardiness affect the whole classroom.

Children **MUST** be at school by 9:00 AM Daily. If your child comes after 9:00 AM, a doctor's note must be provided upon arrival and given to Office Manager in the main office. Please speak with your Family Service Advocate if you are having trouble getting your child to school on time.

Parents, please make sure that:

1. Your child is at school every day so that he or she does not miss the learning experience.
2. Your child gets to school by 9:00 AM every day.
3. Your child is picked up by 2:00 PM every day.

### **SUGGESTIONS TO HELP BE ON TIME AND PRESENT:**

- Set a regular bed and morning routine.
- Lay out clothes and any returned homework/paperwork the night before.
- Make sure you know the school calendar.
- Ensure your child has the required health documents before school starts.
- Don't let your child stay home unless he/she is truly sick.
- Keep in mind complaints of a stomachache or headache can be a sign of anxiety and not a reason to stay home.
- If your child seems anxious about going to school, talk to your teacher or Family Service Advocate for advice on how to make him/her feel more comfortable.
- Develop back-up plans to get to school if something comes up. Call on a family member, a neighbor, or another parent.
- Ask program staff for suggestions to help with attendance.

## Car Rider Policy & Procedure



*You must tell your Family Service Advocate if you want to make changes to the authorization to pick up.*

### Arrival Policy

- Arrival time begins at 7:30 AM daily. The cut off for arrival is 9:00 AM.
- **Students who arrive after 9:00 AM will not be admitted without a doctor's note.**
- For children who do not arrive by 9:00 AM, the assigned Family Service Advocate will attempt to contact the parent/guardian to ensure the child's well-being. It is important that you call the center by 9:00 AM to notify us of an absence.
- Parents are expected to bring their child to the classroom and sign him/her in for the day.
- **A child should NEVER be left unattended in vehicles while parents are dropping off or picking up a child in our program.**

### Departure Policy

- Please pick up your child no later than 2:00 PM. If you must pick up your child early, when possible, please plan to arrive no earlier than 12:00 PM to ensure they get the full day experience. Please make every effort to be on time. If your child is not picked up by 2:00 pm and CIC is unable to locate you or other persons on your pick-up list by 5:00 pm, then CIC will call DSS.
- Any person who picks up your child must be at least 16 years of age.
- Parents or guardians are required to list any names of all persons who are permitted to pick up their child on the Emergency Contact Information Sheet.
- A photo ID will be required from a person the first time they pick up a child. A child will not be released to anyone not on the list unless the parent gives explicit written permission.
- We understand that at times emergencies occur and parents cannot make it to the center on time to pick up their child, but **if the parent is contacted for late pick up more than three times, a conference will be scheduled.**
- **WE WILL NOT TAKE VERBAL PERMISSION TO RELEASE YOUR CHILD TO SOMEONE THAT'S NOT ON THE AUTHORIZED PICK-UP LIST.**

## Bus Transportation Procedure



CIC offers transportation to children on a first come first serve basis. Please contact the Health/Safety Manager for information on if there is an available seat on your child's potential bus. Please contact your Family Service Advocate to sign your child up for bus services. CIC will resume responsibility of all enrolled children from the time the child boards the agency's buses until returned to the parents or authorized person.

- Please be ready at the bus stop both morning and afternoon.
- No one else can receive the child off the bus without your written permission.
- **WE WILL NOT TAKE VERBAL PERMISSION TO RELEASE YOUR CHILD TO SOMEONE THAT IS NOT ON THE AUTHORIZED PICK-UP LIST.**
- All authorized persons must be 16 years or older to get your child off the bus. (Special circumstances will be authorized as needed).
- A picture ID must be present, or the driver will not let the child off the bus.
- Please **DO NOT SMOKE OR VAPE** at the Bus Stop **in sight of the children.**
- If anyone on the transportation list uses profanity (bad/cuss words) or threatens the bus driver or bus monitor, your child **WILL NOT** be able to ride the bus.

- If you or an authorized person does not meet the afternoon bus to receive your child, he/she will be returned to the center, and it will be your responsibility to pick up your child. If efforts to reach you are unsuccessful, as a last resort, **police will be notified**.
- If no one is home to get your child off the bus and the child has to come back to the center, after the third (3<sup>rd</sup>) time, you will have a meeting with CIC's Child Advocacy Team.
- If you pick up your child during bus loading times, you must return to the classroom to sign the child out for the day.
- Please notify the bus driver on any particular day, in advance, if your child will not use bus services.
- Any questions or concerns about transportation should be addressed with your Family Service Advocate or the Health/Safety Manager.

Each child transported in a school bus will receive instruction in:

- Safe riding practices.
- Safety procedures for boarding and leaving the bus.
- Recognizing the danger zones around the bus.
- Emergency evacuation procedures including an emergency evacuation drill conducted on the bus. This will be done three times a year.
- The following are guidelines that will make this service run smoothly:
  - You or an authorized adult should be at the bus stop 15 minutes early.
  - Your child will be placed in an assigned seat to help with identity and tracking.
  - You or an adult guardian must walk your child to the door of the bus each day.

All agency buses transporting children shall meet the following requirements:

- The buses shall be manufactured for the purpose of transporting people sitting in an enclosed area.
- The bus seats shall be attached to the floor and secured.
- The buses shall meet the safety standards set by the Department of Motor Vehicles and shall be kept in satisfactory condition to ensure the safety of the children.
- If personal vehicles are used, the agency is responsible for ensuring that the requirements of this subsection are met.
- The "Child Passenger Checklist" will be used daily.

The agency shall ensure that during transportation of children:

- Virginia state statutes about safety belts and child restraints are followed and maximum number of passengers shall not be exceeded.
- The children remain seated, and each child's arms, legs, and head remain inside the vehicle.
- Doors are closed properly.
- At least one staff member or the driver remains in the vehicle when children are present.

The following information can be found in each transportation vehicle:

- Emergency number – 911.
- Emergency Preparedness Plan.
- Center's name, address, and telephone number.
- List of children's names being transported.

All children will enter and exit the vehicle from the curb side of the vehicle or in a protected parking area. **Staff/Child Ratio:** for children from three years to the age of eligibility to attend public school, five years by September 30<sup>th</sup>: one staff member for every 10 children effective since June 1, 2006. There will be two staff members on the vehicle at all times when Head Start students are being transported.

## Field Trips



*Parents, you are always invited to come on field trips! All scheduled field trips will be noted on the monthly calendar that is sent home at the beginning of every month. Volunteering on field trips is beneficial for both the program and your child and we strongly encourage your participation!*

- A part of your child's educational experience at Head Start will include participation in field trips away from the center throughout the year. These trips will be designed to complement our curriculum and are developmentally appropriate.
- **PARENT PERMISSION** is obtained during the enrollment process. If at any time you wish to change your permission, please contact your Family Service Advocate.
- **Emergency Preparedness Procedures on Field Trips:** In the unlikely event of an emergency on a field trip that requires medical attention, your child will be transported to the nearest Emergency Room. The parent and/or emergency contact will be notified immediately.

### Field Trip Safety

- The buddy system is used, and the roll is taken.
- Children will wear name tags with center and telephone number.
- Immediately call the police – 911 and center if child is missing.
- We **do not** leave the area or other children unattended.
- The bus monitor and/or the bus driver will be responsible for checking the bus after each run.

There will be adequate food and water provided to each Head Start child attending each field trip, if needed. If perishable food is taken on the field trip, the food will be stored in an insulated container with ice/ice packs to keep food cold. Before leaving on a field trip, the teaching staff will post on the classroom door as to where the class has gone.

## Supervision of Children

It is the responsibility of the CIC Head Start program to provide Active Supervision as a part of quality care. Therefore, we adopt, as a policy, the mandates set forth in the licensing statutes that govern CIC and will provide annual training for staff and volunteers on the supervision of children.

*NOTE: Children enrolled in CIC Head Start are our greatest asset. Our priority is that children are protected and not harmed in any way. CIC Head Start employees who compromise the safety of our children by leaving a child unattended will be subject to automatic termination.*

### Classroom Safety

Children will remain in actual sight, sound, and supervision of staff at all times.

## Outdoor and Playground Safety



- Outdoor activities must be provided for at least 60 minutes every day for the children in all classrooms. This is necessary for children's health and large motor development.
- Weather permitting, the children will go outside every day.
- Emergency/First Aid kits will always be accessible and will be taken whenever leaving the classroom for quick availability in case of an accident.
- To ensure your child's safety and ability to participate in all activities, your child should wear shoes that securely fasten to their feet, such as tennis shoes or other shoes with **closed toe and fastened heel**.
- To maintain a safe playground environment, CIC purchases equipment that is safe and durable for preschool children. Surfacing under playground equipment will meet state licensing.
- To provide adequate playground supervision, the education staff will discuss safety rules with children daily. Supervision will be provided by 2 or more adults. Active involvement will be demonstrated by the adults. Staff will be positioned in assigned playground areas to ensure the safety of all children.
- The playground will receive maintenance as needed. Maintenance of grounds will be provided: removal of unwanted debris, toxic plants, etc. The grass will be cut as needed. There will be a daily playground check by the custodian to check for hazardous parts and deterioration of equipment. The playground safety checklist will also be used. Repairs to equipment will be done as needed.

## Air/Wind Quality Index



Classroom staff use the air quality index reading on a daily basis to check if the air quality is safe enough for the children to engage in outdoor play activities. Indoor large motor activities will be planned in lieu of outdoor activities under the following conditions:

- Icy or rainy weather
- Extreme cold or extreme heat warnings issued by the National Weather Service.
- Other dangerous conditions on the playground, as determined by Education Staff.

Please note: During cold weather, your child may participate in outdoor play, so please provide him/her with a sweater or coat, hat, gloves, and boots during cold weather, as appropriate.

CIC Head Start Cold Weather Outdoor Policy states that all classes go outside every day unless the temperature drops under 33 degrees Fahrenheit, including the wind chill.

## School Safety



Unfortunately, in today's world schools are not free from violence. School administration must take measures to ensure the ones entrusted in our care are protected. In an effort to protect children, staff and visitors, CIC administrators have no choice but to assume all threats are serious and legitimate. Anyone making any threats to cause harm to children, staff or visitors will be banned from the property and the authorities will be called.

## Pedestrian Safety



- Teach children at an early age to look LEFT, RIGHT, AND LEFT AGAIN before crossing the street. Then remind them to continue looking until safely across.
- Teach children to put phones, headphones, and devices down when crossing the street. It is particularly important to reinforce this message with teenagers.
- It is always best to walk on sidewalks, walk facing traffic as far to the left as possible.
- Children under the age of 10 need to cross the street with an adult. Every child is different, but developmentally, most kids are unable to judge the speed and distance of oncoming cars until age 10.
- Be a good role model. Set a good example by putting your phone, headphones, and devices down when walking around cars.

## Sample Daily Schedule

7:30 – 8:20	Self-Directed Learning Centers/Teacher-Directed Small Group
8:20 – 8:30	Clean-up/ Bathroom time/ Read Aloud
8:30 – 8:50	Breakfast
8:50 – 9:05	Large Group/ Read Aloud
9:05 – 10:10	Self-Directed Learning Centers/Teacher-Directed Small Group
10:10 – 10:20	Clean-up
10:20 – 11:20	Outdoor Time
11:20 – 11:30	Travel to classroom and prepare for lunch
11:30 – 12:00	Lunch
12:00 – 12:15	Bathroom/ Prepare for nap/ Read Aloud
12:15 – 1:20	Rest time (Children who are not sleeping may participate in quiet activities)
1:20 – 1:35	Rise and Shine/ Bathroom/ Snack
1:35 – 1:40	Prepare for dismissal
1:40	Travel to bus
1:45	Bus Departure

\*brush teeth at least once per day, sensory table available for 1 hour each day, follow proper hand-washing procedures.

## Child Guidance and Discipline

### Behavior Management:



Our classroom environments, schedules and activities are designed to capture the interest and stimulate the enthusiasm of the children. Our teachers instruct the children on how to use materials, classroom equipment and what rules need to be followed when they interact with them. They also teach social skills that will help the children have successful interactions with all adults and children.

Occasionally, the children forget the rules and test limits; this is developmentally appropriate. The strategies we use to help the children learn to respect limits include:

- Clear expectations
- Consistent schedules, rules and routines
- Positive reinforcement
- Problem solving with other children and adults.
- Giving choices within limits
- Teaching positive social skills
- Redirecting them to appropriate activities
- Removal from the activity/area
- Developing behavior plans

Our staff will maintain communication with parents about behavior plans for their children, if needed.

State Licensing and the Department of Health & Human Services (HHS), Performance Standards prohibits the use of corporal punishment, total or extended isolation as a child management tool. The withholding of food, basic needs or participation in special events, name calling, ridicule or any form of demeaning, hard or frightening treatment is strictly forbidden.

#### Extreme Behavior and Handling Procedure:

Behavioral guidance shall be constructive in nature, age and stage appropriate, and shall be intended to redirect children to appropriate behavior and resolve conflict. Any behavior or action by a student that has been determined to be excessive, that endangers/threatens the child, others, or property would follow these steps; only **after the teacher has implemented at least three strategies** to help the student subdue the behavior:

1. **First incident:** A note will be sent home to the parent/guardian making them aware of the incident.
2. **Second incident:** There will be a required conference with the parent/guardian and staff.
3. **Third incident:** The parent/guardian will be required to pick up the child immediately and he/she will be excluded from the program until provision of reasonable modifications are made. Parent conference is required for a child to return to the classroom after the exclusion. **Attendance Policy still applies.**
4. Any further incidents: The child may be excluded and referred, with the parent's permission, for evaluation by an appropriate professional. The child may return to the classroom once a successful plan is made to accommodate the child. A temporary exclusion will be used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modification.
5. **Examples of these behaviors could include, but are not limited to:**
  - a. Excessive hitting, kicking, pushing, pinching, scratching, spitting, or biting.
  - b. Abusive or inappropriate language.
  - c. Health/Safety Issues.

#### Termination Policy

Students may be terminated:

1. Frequent truancy (absenteeism)
2. When a student's behavior is deemed unsafe for himself/herself or to others. Head Start, in conjunction with the family, will seek alternate placement/enrollment.

## Discipline Plan

Discipline is helping the child learn to control his/her own behavior so that he/she wants to do what is right not because he/she is afraid of being punished. Effective discipline is teaching and learning. Discipline needs to be in keeping with the child's age and ability. Children misbehave when they don't feel well; they lack knowledge and experience; they feel rejected; they are upset; when they are discouraged; lack of confidence and when they feel unloved. There shall be **NO** physical punishment or disciplinary actions administered to the body.

## **We are Mandated Reporters! – Reporting Responsibilities**



All staff are required, by the **Code of Virginia, Chapter 12.1, Child Abuse and Neglect Law**, to report any and all suspected cases of Child Abuse and/or Neglect. Suspected child abuse and neglect are properly documented and reported to the Health/Safety Manager or the Executive Director. The Danville Social Services Bureau will be contacted.

## **Accident and School Insurance/Injury Procedure**



For your child's safety, CIC provides student accident insurance coverage for the children enrolled in the Head Start program whenever they are participating in Head Start activities. If your child is injured at the center, the teaching staff will follow the Emergency Injury and Illness Procedures, as posted in each classroom. Any child injury requires the parent/guardian to be notified. An accident report will be completed, requiring a parent signature.

CIC, Inc. uses Nationwide Student Accident Insurance.

## **Weather-Related Closings**



- In the event that schools are affected due to inclement weather, announcements will be made via Class Dojo, Facebook, by text message, email, as well as a phone call about any changes in daily schedule (delayed openings, early dismissals, closures).
- If the center has to close due to other emergencies (flooding, no heat, no air, fire, etc.), parents will be notified as soon as possible and are expected to respond.
- Parents must make arrangements to pick up their child from the center or bus stop earlier than usual.
- For example: if school begins at 7:30 AM and there is a two-hour delay, then 9:30 AM is the new start time to the day. No children will be received early on delayed opening days. Please do not bring your child to school before that time, as staff may not be there to care for your child.

## **Dress & Valuables**



The children are going to be very active here at school. The teachers have a lot of activities planned for the children. We will be going outside, sitting on the floor, painting, and learning through play, which means YES, play dough and glue. Please make sure your child's clothes and shoes are comfortable and safe. Please do not send your child to school in clothes or shoes that cost a lot of money because it may get dirty or damaged. Children cannot bring any money, food, jewelry or any other toys to school. Your child should have a change of clothes at school in case he/she has an accident. Each child will have their own cubby labeled with their name on it.

## Storing Personal Belongings of Children

All children are provided with an individual storage space (cubby) to keep personal belongings. Each cubby is labeled with the child's name.

## Parties and Birthday Celebrations



We know that the children's birthdays are special, but we cannot have Birthday Parties here at school. My teacher will make sure that the child feels special on his/her big day. The child may get to be the helper for the day or the line leader. The teacher may even let the child wear a birthday hat or pin. Because of allergies, any cakes, cupcakes, candies served to Head Start children must be purchased by the school. (remove)

# EDUCATION

## Our Curriculum

CIC Head Start uses *"The Creative Curriculum for Preschool"*, a research-based curriculum where children are immersed in learning through purposeful play-based experiences on topics they're familiar with from their everyday lives.

## Developmental Screenings of All Children



- Within 45 days of your child's enrollment in Head Start, he or she will be assessed with the Brigance Early Childhood Development Screening Tool, which includes both developmental screening and social-emotional screening.
- The results of these screenings will allow us to plan for your child's individual needs.

## VKRP: Virginia Kindergarten Readiness Program

The Virginia Kindergarten Readiness Program (VKRP) gives schools, teachers and families a complete picture of school readiness in 4 key areas: Literacy, Mathematics, Self-Regulation, and Social Skills.

## Child Development Assessment and Outcomes

Throughout the school year, your child's teacher will routinely observe and assess your child using **The Teaching Strategies Gold Assessment Tool**. This will allow the teachers to track your child's individual growth and development in these developmental areas: Language & Literacy, Mathematics, Science, Creative Arts, Social and Emotional Development, Approaches to Learning, and Physical Health and Development. The assessment outcomes are analyzed quarterly for program planning and professional development. In turn, this will improve your child's educational experience.

## School Readiness Goals

Our program's School Readiness Goals are annually updated and aligned with the Head Start Child Development and Early Learning Outcomes Framework, State early learning guidelines, our curriculum and the requirements and expectations of the public schools. These goals are based on the outcomes of the child development assessments. Our SRG are inclusive for our Dual Language Learners.

## Language & Literacy



Our mission is to build read-aloud routines in your home as well as school, thereby fostering early brain development, parent-child bonding, and early literacy skills. We encourage all parents, including those who use English as a second language, to participate in daily literacy activities by sending suggested activities home. You are encouraged to read a book to your child and do activities together that are related to a book or the theme of the week. The classroom teacher gives information throughout the school year, so all are informed of the class's activities.

## Confidentiality

All records and conversations are confidential. Records are stored in a locked file or area inaccessible to anyone other than the appropriate staff and Head Start family.

We do not share any personal identifiable information with outside sources without the parent's consent except when legally obligated.

I understand that my child is under video monitoring in all HS facilities (i.e., buildings, buses, etc.) For privacy purposes, transportation and facility videos may only be viewed by appropriate persons such as staff, law enforcement, officers of the court and Danville Social Services.

I also understand that for privacy purposes, I am NOT allowed to photograph or video any Head Start child other than my own and may NOT post any photos or videos of any child other than my own, to social media such as Facebook, Twitter, YouTube, etc.

## Fee Policy



There are **no fees** or charges for your child to be enrolled in the Head Start program but there are certain income and age criteria that must be met.

## Transition

A smooth transition is important to ensure each child continues to receive enriching early child development services and each family continues to receive the support services necessary to promote healthy family development. Our transition process begins with newly enrolled children and continues until your child leaves Head Start to enter the public school system or any other high quality program and support service.

## Nap Time



After a busy morning and good lunch, the children will need some time to rest. The teachers will make sure the room is calm and will play some quiet music. If the child does not want to sleep, the teachers will give him/her a quiet activity to do.

## **HEALTH, SAFETY, NUTRITION, & FAMILY**

*CIC Head Start recognizes the importance of good health, nutrition, and a safe environment to the overall development of the child.*

**As a result, CIC, Inc. enforces a:**

**WEAPON-FREE,**

**DRUG FREE,**

**ALCOHOL FREE,**

**SMOKE-FREE,**

**AND VAPE FREE POLICY.**

Smoking is not allowed in the center or on the premises of CIC. This includes field trips, bus stops, and at any event which CIC sponsors.

### **Morning Health Inspection**



Your child will receive a daily visual health assessment upon arrival. This helps ensure that symptoms of infectious disease are caught early, thus limiting exposure to other children in the classroom.

#### Sick Child

All parents are asked to notify the Head Start Center within 24 hours if their child/children or any other household members develop a communicable disease.

When your child is sick, please keep him/her at home. If your child has a contagious illness, he/she cannot return to school without a note from the doctor. Posters and flyers are in each classroom on first aid, hand washing, dental care, signs & symptoms of communicable diseases. Children with short-term contagious or communicable diseases must have a required doctor's note before they are allowed to return to school. If your child is at home with a communicable illness other than a common cold, please inform the school so that the parents of other children can be alerted to watch for symptoms. If the teacher believes a child is ill, he/she will contact the parent(s) or legal guardian(s) to pick up the child. The child must be picked up within one (1) hour of being notified.

- Parents are asked not to bring their child to school when their symptoms are contagious.
- Children who arrive sick or later develop symptoms of illness **will not be allowed to remain in their classroom.**
- The parent or guardian will be called to pick up their sick child.

### **Exclusion Policy & Symptoms**

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms should be excluded from the school setting until:

- A physician has certified the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children at school, or
- The symptoms have subsided for 24 hours, or the treatment has started using the following guidelines.

1. **FEVER** – A temperature of 100.4 Fahrenheit auxiliary or higher. Keep the child at home until fever is normal for 24 hours without giving fever reducing medication.
2. **RESPIRATORY SYMPTOMS** – Difficult of rapid breathing or severe coughing that is constant and prevents the child from participating in activities. Keep child at home until coughing, breathing difficulty and other symptoms no longer affect participating in activities.
3. **DIARRHEA** – An increased number of abnormally loose stools, observe the child for other symptoms. Keep the child at home, until bowel movement is normal.
4. **GENERAL LETHARGY** – When a child can participate in activities with reasonable comfort and require more care than the program staff can provide without compromising the health and safety of other children. Keep the child at home until the condition improves.
5. **CHICKEN POX** – Medical doctor excuse not required. Remain home until all sores are scabbed over (usually 6-8 days from last crop of pox).
6. **CONJUNCTIVITIS (Pink Eye)** – Medical doctor excuse required. Remain home at least 24 hours from beginning of treatment.
7. **GERMAN MEASLES (Rubella)** – Medical doctor excuse not required. Remain home at least 5 days from beginning of rash.
8. **HEPATITIS A & B** – Medical doctor excuse required. Return after on medication for 48 hours.
9. **LICE** – Remain home until first treatment of medicated shampoo given and nits removed. Must be checked by teacher before going to classroom. Proof of treatment (label or box top) must be brought on the day the child returns to school. No nit policy. Note from home after second treatment given.
10. **MEASLES** – Medical doctor excuse not required. Remain home 4-6 days from beginning of rash.
11. **MUMPS** – Medical doctor excuse not required. Remain home 9 days after onset or until swelling subsides.
12. **PERTUSSIS (Whooping Cough)** – Medical doctor excuse required.
13. **PINWORM** – Medical doctor excuse required.
14. **RINGWORM** – Medical doctor excuse required.
15. **SCABIES** – Medical doctor excuse required. Remain home until the first treatment of medication is given. Proof of treatment must be brought on the day the child returns to school.
16. **SCARLET FEVER** – Medical doctor excuse not required. Return after on medication for 48 hours and temperature is normal for 24 hours.
17. **STREP THROAT** – Medical doctor excuse not required. Return after on medication for 48 hours and temperature is normal for 24 hours.

### Ill/Injured Child – Medical Emergency

1. Administer immediate first aid.
2. Contact parent.
3. If illness requires emergency attention, call 911.

### Injury Prevention Plan

All staff members will be trained in injury prevention. Our goal is to maintain a physical environment which is conducive to learning and is consistent with promoting health, safety and development of the children:

1. Children shall be within actual sight, sound and supervision of staff at all times.
2. Materials and supplies will be stored in a safe and orderly fashion. Only materials that are safe and durable will be purchased for the children. Materials will be kept in good condition; materials and supplies will be discarded if they cannot be repaired or are unsafe for the children.

3. Hazardous substances such as cleaning materials and insecticides shall be kept away from the children. The hazardous substances will be stored in a locked place using safe locking methods that prevent access by the children. If a key is used, the key shall not be accessible to the children.
4. Hazardous substances shall be stored in the original container unless the container is of such a large size that its use would be impractical, if hazardous substances are not kept in the original containers, the substitute container shall be clearly marked with their contents and shall not resemble food or beverage.
5. Cosmetics, medications or other harmful agents of staff members shall not be stored in areas, purses or pockets that are accessible to the children.
6. All electrical outlets shall have protective caps or other equivalent, approved, protective devices and be of a size that cannot be swallowed by the children.
7. All first aid kits will be stored so that it is not available to the children but easily available to the staff.
8. The classroom shall maintain an injury report form of children's injuries in which entries are made the day of the occurrence. The report shall include the following:
  - a. Date & time of injury
  - b. Name of the injured child
  - c. Type of injury
  - d. Circumstance of the injury
  - e. Name of staff present during the injury.
  - f. Treatment given.
  - g. Method of notifying parent
  - h. Signature of person filing report and date.
  - i. Health Manager's signature and date
  - j. Action plan to prevent injury.

## Injury Documentation

1. Document all injuries on the appropriate Injury Report Form
2. Report major injuries to the Health Manager immediately
3. Provide medical attention according to the nature of the injury.
4. Notify parents of all injuries and medical services provided monthly.
5. Tally all programmatic injuries and medical services provided monthly.
6. Notify immediately, the Licensing Specialist in care of fatal injury –  
*Ms. Rebecca Forestier, Licensing Specialist (540) 309-2835 or Rebecca.Forestier@dss.virginia.gov*

## Medication Policy



While school personnel are not required to administer medicines, there are occasions when children do need to take medicine at school. In cases where parents wish the student to take prescribed medicine at school, the following procedures must be followed:

1. A signed authorization by the prescribing physician with specified directions AND written permission slip from the parent/guardian must accompany the medicine to the center.
2. The medicine to be taken must be in the original container with the pharmacist's label designating the student's name, instructions, name of drug, date of prescription and the name of the physician. The medicine must be brought and picked up at the classroom. All medication will be locked in designated area.
3. When a doctor has prescribed the medicine and parental permission has been obtained, school personnel with PMAT and/or MAT training can administer the medicine. When medicine is

administered, it must be done in the presence of another adult and a record made of the administration. Children with allergies must have a doctor's note on file of said allergies. **Please see your Family Service Advocate to file the proper paperwork for medicines and allergies.**

4. **SUNSCREEN, DIAPER OINTMENT/CREAM & INSECT REPELLENT** – The Head Start personnel with PMAT or MAT training will apply sunscreen, diaper ointment/cream and/or insect repellent to children only if there is a note from the parent accompanying the sunscreen, diaper ointment/cream and/or insect repellent. The directions on the container/tube will be followed. **Please see your Family Service Advocate to file the proper paperwork for medicines and allergies.**

## Emergency Preparedness



The CIC, Inc. – HS staff have an Emergency Preparedness Plan that addresses shelter-in-place, natural disasters, chemical spills, intruders and/or terrorists. The Emergency Preparedness Plan addresses staff responsibility and facility readiness with respect to emergency evacuation and/or shelter-in-place. CIC, Inc. – HS will use the fire drill evacuation procedure (posted in all classrooms and in the hallways) indicating assembly points, head counts, primary and secondary exits.

### Fire Drill Procedure & Evacuation Routes

Fire Drill Procedure & Evacuation Routes are posted in each classroom, the hallways and the kitchen. Fire drills are performed monthly. There is also an emergency preparedness plan in place.

### Communicating with Families in an Emergency

**Each classroom or center will maintain a copy of their schools' Emergency Preparedness Plan.** For the delivery of emergency information, we will rely on your contact information provided. Modes of delivery will be by phone call, texts, and/or Class Dojo.

1. For the delivery of emergency information, we will rely on your contact information provided. Modes of delivery will be by phone call, texts, and/or Class Dojo.
2. Provide medical attention according to the nature of the injury.
3. Notify parents immediately.
4. If further medical care is needed, 911 will be contacted if the Head Start staff has prior permission to seek medical care for the child.
5. The Injury Report Form will be completed.

### Child Pick Up During Emergency

The agency's policy is for the arrival/departure of the children and procedures for persons authorized by the parent to pick up their child during an emergency, inclement weather and natural disaster, every effort will be made to contact the parent and/or emergency contact persons. After checking all possibilities, the Danville Social Services Bureau will be notified.

### Procedure for Natural Disaster – Fire

1. Sound fire alarm and notify local authority – 911.
2. Exit building to designated area (staff administer a complete center check)
3. Take head count.
4. Emergency evacuation plan posted in each center, on each floor, in a prime location for staff and children to see.

## Procedure for Natural Disaster – Flood/Other Severe Weather

1. Battery operated radios and flashlights are available.
2. Listen to the radio for information concerning floods and other severe weather. The Emergency Radio System is located at the Administrative Office in the Finance Department. In the event of a flood, hurricane or tornado, this system will alert the office immediately and all staff and offices will be alerted with an action plan to be taken.
3. See Emergency Preparedness Plan and/or Shelter-In-Place Plan in each classroom.

## Clothing Policy



- Please make sure your child has a complete change of clothing, appropriate for the season, labeled with the child's name to be kept at the center at all times in case of accidents or other times when they may be needed.
- To ensure your child's safety and ability to participate in all activities your child should wear shoes that securely fasten to their feet, such as tennis shoes or other shoes with a closed toe and fastened heel.

## Soiled Clothes

1. Teachers will place child's soiled clothes in a sealed plastic gallon size bag and place a sticker on it stating, "OOPs Accidents Happen".
2. Teaching staff will contact you notifying that your child had an accident. You will need to send a new set of clothes the following day.

## Potty Training



- The decision of when to assist parents in potty-training is a personal one and should be made based on your child's signs of emotional and physical readiness.
- Once the child is ready and parents agree to begin potty-training, you will be asked to complete a contract, which will hopefully create a strong support system for your child to successfully become potty-trained.
- **UNDERWEAR IS HIGHLY ENCOURAGED.**
- Head Start will assist parents in potty training, but it is not the responsibility of the teachers or the agency.

## Infectious Disease Control/Sanitation/Hygiene

The Head Start Program attempts to minimize the spread of infectious diseases using the following methods:

- Use of Universal Precautions (gloves, etc.) by staff and volunteers when body fluids exist.
- Routine cleaning and sanitizing of the center materials, classrooms and bathrooms.
- Disease prevention education for parents, staff, and children.
- In the best interest of all children within the program, there may be an occasion when an entire classroom may shut down to be sanitized to control the spread of any germs connected to any infectious disease.

**NOTE: Subject to change due to COVID 19**

## Hand Washing Procedure



- We use effective hand washing methods.
- We teach and model preventative hygiene practices.
- Children, staff, and volunteers wash their hands with liquid soap and running water.
- Younger toddlers and infants have their hands washed by staff using liquid soap and water.
- Upon entering the classroom, a child's hands are washed each day.

## Head Lice Control



Because of the close contact between young children, head lice can spread rapidly from one child to another. The following are the procedures followed by our program to help limit the transmission of head lice.

- Children are regularly checked by the classroom staff for evidence of head lice.
- Children with evidence of head lice are excluded from the center activities until they are treated and free of lice and nits (lice eggs).
- Your child will be re-examined by the teacher before returning, with the completion of verification form.
- When one or more cases are discovered in the classroom, all parents are notified and advised to check their child's scalp regularly.
- Children's personal articles are stored in separate cubbies.
- Staff are available to assist parents if needed.

## Activities Limitation Policy

- When specific limitations are placed on a child's activities by a physician, our HS/EHS Program requires written documentation from a physician outlining the limitations before the child can participate in the program.
- In some cases, due to the limited number of staff members, a parent may be asked to assist classroom staff if their child is limited to inside play only. All classrooms are required to go outside daily unless weather does not permit.

## Nutrition and Meal Services



According to CACFP (Child and Adult Care Food Program) through the Commonwealth of Virginia Department of Health, all Head Start children are categorically "free" and all meals served to the Head Start Children are free of charge. Breakfast, lunch and snacks are provided with a variety of nutritious foods for your child to enjoy. Because mealtime contributes to your child's social and emotional development, parent volunteers are welcomed and encouraged to eat with their children when volunteering in the classroom. Child-sized portions are served to everyone. Because of CACFP requirements for food, we must ask all parents to let your teacher know in advance as to when you will be coming to the center. CACFP does not pay for meals served to adults.

Menus will be sent home and posted. Mealtime promotes the physical, social and emotional development of children. This will take place in a quiet, well-lit and relaxed atmosphere. The children learn to clean up their places after the meal is over. Parents must provide medical documentation of the child(rens) special diet for health reasons. Many children have various food allergies that can be life threatening, therefore, no outside food or snacks are allowed (i.e. candy, chewing gum, sodas, etc.).

Food is never used as a punishment or reward. Children are encouraged but never forced to eat. If a child refuses food, it is offered again at some future time. Forcing children to eat may create problem eaters and unpleasant associations with food.

- Breakfast, lunch, and afternoon snacks are served in all full-day classes.
- All meals are planned using USDA Guidelines for Child and Adult Care Programs.
- Menus are planned so they are nutritious and reflect cultural and ethnic preferences and diversity. Special diets are provided upon the advice of a physician.
- Due to USDA guidelines, only foods that have been prepared in an approved, inspected kitchen may be served to children during Head Start operating hours.
- Meals and snacks are served family style in a relaxed atmosphere promoting self-help skills. Mealtimes are used as educational opportunities to promote exploration and healthy food choices. Parents who volunteer at the center are welcome to share a meal with the children.
- Nutrition education is provided to children and families as an ongoing part of the program. Nutrition activities are offered monthly in classrooms to foster an understanding of the importance of good nutrition to overall health.
- All meals served to children under the Child and Adult Care Food Program are served free regardless of race, color, sex, national origin, age, and disability. There is no discrimination in admissions policy, meal service, or the use of facilities. Any complaints of discrimination should be submitted to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SE, Washington, D.C. 20250-9410 or call (202)720-5964 (voice or TDD)

## USDA Meals/USDA Eligibility Information

CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch	Snack (2 of the 4 groups)
Milk Fruit or Vegetable Grains or Bread	Milk Meat or Meat Alternative Grains or Bread Two Different Servings Of Fruits Or Vegetables	Milk Meat or Meat Alternative Grains or Bread Fruit or Vegetable

### **Participating Facilities:**

Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- Child Care Centers: Licensed or approved public or private nonprofit childcare centers, Head Start programs, and some for-profit centers.
- Family Day Care Homes: Licensed or approved private homes.
- After School Care Programs: Centers in low-income areas provide free snacks to school-age children and youth.
- Homeless Shelters: Emergency shelters provide food services to homeless children.

### **Eligibility:**

State agencies reimburse facilities that offer non-residential day care to the following children:

- Children age 12 and under,
- Migrant children age 15 and younger, and
- Youths through age 18 in after school care programs in needy areas.

**Contact Information:**

If you have question about the CACFP, please contact your:

<b><i>Center/Sponsoring Organization</i></b>	<b><i>State Administering Agency</i></b>
Community Improvement Council, Inc.	Special Nutrition Programs: CACFP
Head Start	Virginia Department of Health
540 Holbrook Street, Danville, VA 24540	Division of Community Nutrition 109 Governor Street 9 <sup>th</sup> Floor, Richmond, VA 23219
434-792-5710	877-618-7282

**Health Services**

The Health Services Area includes a broad range of medical and dental education for the preschool child and family. Good health and safety practices, early diagnosis and treatment will be encouraged. Physical, dental exam and proper immunizations are required for the admittance and continuation in the program. You will be assisted in referrals for medical or dental follow-ups. The Health/Safety Manager will be available to discuss any questions or problems you may have.

Each child is screened for speech, language, hearing, dental, mental health, vision, and growth assessments with parental consent in the fall. You will be notified with all screening results, and you will be assisted in obtaining follow up care, if needed. Height and weight screenings are done in the fall and spring. Finger prick for anemia (hemoglobin) should be done with the physical or at WIC and results given to the Family Service Advocate or Health/Safety Manager. TB Risk Assessment is done with the physical.

The healthiest child is likely to have days when he/she is too sick to be in school. Parents are responsible for keeping your child at home if you notice any of the following symptoms or conditions: Fever (100.4 and over), Vomiting, Diarrhea, Coughing/Cold Symptoms (more than mild), Headache, Rash, Sneezing/Colds, Pains and Aches (doesn't feel well), Pus Drainage, Head Lice, Body Lice, etc.

If your child has a toothache, please keep the child home and make arrangements for care with your family dentist. It is not fair to your sick child being in school coming in contact with other children and staff. Your consideration and cooperation will be highly appreciated.

**Serving Children with Disabilities**

Head Start has been a pioneer in including children with disabilities – reaching and serving children with disabilities before any federal education mandates existed.

- CIC serves children with the guidance of different laws and regulations related to the Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act of 2004 (IDEA) Part B and Part C, and Section 504 of the Rehabilitation Act.
- Our program must reserve 10% of the participants in the program for children with disabilities. Disabilities may range from mild speech or hearing deficits to physical disabilities.
- Including children with disabilities in the classroom provides children and families an opportunity to learn from each other, create social competency, and develop a respect for diversity.
- Modifications to the environment or to the staffing of the program will be made whenever possible on an individual basis to facilitate inclusion of children with disabilities in classrooms.

## Mental Health

Our Mental Health Services Area builds collaborative relationships among the children, families, staff and mental health professionals to enhance awareness and understanding of mental health wellness to improve the child's development in school and at home.



- Head Start and Early Head Start provides services to help promote the mental health of each child and family.
- Both HS and EHS implement research-based practice and strategies from the Center on the Social and Emotional Foundations for Early Learning (CSEFEL). Its focus is on promoting the social emotional development and school readiness of young children birth to age 5.
- We also use a prevention program known as AI's Pals. AI's Pals is a school-based prevention program that seeks to develop social-emotional skills such as self-control, problem-solving, and healthy decision making in children ages 3-5 in preschool.

## Parent Curriculum

**Conscious Discipline** is a social-emotional learning program. Designed by Dr. Becky Bailey, the program supports first teaching ourselves about self-control and self-regulation, and then teaching children. By teaching ourselves, staff, and parents how to be conscious as adults of what we are saying to children, and what behaviors we are modeling, we can more appropriately respond to children's behaviors.



## Animal Safety

No animal will be allowed on the premises without the prior permission from our Health/Safety Manager and Executive/Head Start Director.

## Missing Child

- When the responsible staff discovers a child missing, they will immediately notify all other staff.
- The responsible staff person will immediately initiate a coordinated "preliminary search" of the entire facility. The entire interior and exterior of the building and grounds will be searched.
- If the child is located and is deemed to be safe and unharmed, the responsible staff person will notify all involved staff that the child has been found and the Child Supervision Incident Report Form will be completed and will be placed in the child's folder. Staff will contact parents and notify them of the incident.
- The responsible staff will notify their supervisor and the Executive Director. If the child was left unattended, the Executive Director or Education Manager will contact Child Protective Services and the State Licensing Specialist.
- If the child is not found, the responsible Teacher or other staff will immediately call Emergency 911 for assistance. The responsible staff will also immediately notify the parent(s) of the situation. The responsible staff will cooperate fully with the Police department furnishing all information concerning the child and parents/guardians and will continue to be available to the parents or police investigators. The Education Manager or Executive Director will be responsible for contacting Child Protective Services and the State Licensing Specialist.

## Event of the Death of a Child

- In the extremely unlikely event of the death of a child, having notified appropriate emergency services, the Executive Director or designee would immediately contact the child's parent or legal guardian.
- A report of the death will be sent to the Virginia Department of Social Services.

## Monitored for Compliance

- CIC activities and requirements are monitored regularly and frequently to ensure compliance and beyond with Federal and State regulations.
- We also have a systematic and structured approach to determine whether our program performance follows Head Start Performance standards, VA License Standards, and the USDA Food Program regulations.
- Annually we assess our program with staff, parents, and community partners to ensure compliance and quality services.

## Complaints from Parents

1. If you have a complaint, discuss it with the staff member involved.
2. If not resolved at Step 1, take the issue to the staff member's supervisor.
3. If not resolved at Step 2, the complaint must be presented, in writing, to the Head Start Director who will hold at least one meeting and make a recommendation to the parties involved.
4. If not resolved at Step 3, the complaint will be presented, in writing, to the Policy Council with a copy to the Executive Director of the Agency. The Policy Council will have ten working days to schedule at least one meeting and make a recommendation.

## Family Support Staff

Family Service Manager, Delia Perry – 434-793-5710 ext. 304

Family Service Advocate, Sherri Freeman Classes- 1-3 – 434-793-5710 ext. 305

Family Service Advocate, Maranda Cox- Classes 4-6 – 434-793-5710 ext. 307

Family Service Advocate, April Cuthbertson- Classes 7-9 – 434-793-5710 ext. 306



## Non-Federal Share/In-Kind

Parents, Guardians, and Family Members,

You can help the program by giving a little of your time! Thank you in advance!

CIC Head Start is required to gather 20% of its budget from other sources besides the federal government. This is called our non-federal share or "in-kind" match. By volunteering a little of your time to help the program and by completing the form on a regular basis, you will help us meet this requirement.



Here are some suggestions on things you can do:

- Help out in the classroom.
- Help prepare for meal time.
- Attend Parent Meetings/Events.
- Help prepare materials for the classroom.
- Help us in our recruitment efforts.
- Help on our Selection Committee when selecting new children.
- Help perform some duties around the center.

- Be a part of our annual self-assessment team.
- Be a part of our Policy Council.
- Attend your child's classroom field trips.

There are so many opportunities, just let us know what interests you! Talk to your child's teacher or your Family Service Advocate and join us in this very important part of maintaining our program!

## WIC At a Glance



**WIC Defined:** WIC is the more commonly known term for The Special Supplemental Nutrition Program for Women, Infants, and Children. WIC is a federally funded initiative, the goal of which is to protect the health of low-income pre and postpartum women and young children by providing healthy food, nutrition education, and referrals to other health and social services.

**A WIC in Time:** The very first WIC clinic opened its doors in 1974 in Pineville, Kentucky. With humble beginnings, WIC served 88,000 people in its first year at a total cost of 10.4 million dollars. Today, WIC serves over 9 million people with total program costs reaching over 6 billion dollars. WIC operates through 90 state agencies including all 50 states, 34 Indian tribal organizations, 5 U.S. territories (Northern Mariana, American Samoa, Guam, Puerto Rico, and the Virgin Islands), and The District of Columbia. It also provides healthy foods to 45% of infants, 37% of pregnant women, and 25% of children up to the age of 5 in the United States.



**WIC, At Your Service:** The WIC program offers a variety of services. First and foremost, WIC provides access to nutritious food and formula by supplying participants with paper food instruments detailing WIC Food Packages, or more recently, the EBT cards. Participants use these to secure allowable food items from locally approved grocery stores. All allowable foods provided meet strict USDA guidelines to ensure that they are healthy, balanced, and provide nutrition that would otherwise be missing from a participant's diet. Along with nutritious food, WIC provides access to educational materials that cover a myriad of topics, ranging from the importance of breastfeeding, to parenting tips and techniques. Lastly, WIC provides screenings to evaluate nutritional needs, as well as referrals to other health and social services that may aid the participant.

**Is Virginia WIC For Me?** To participate in the WIC program, you must meet the following requirements:

**Food and Nutrition Service**  
 U.S. DEPARTMENT OF AGRICULTURE

### PROPOSED UPDATES TO THE WIC FOOD PACKAGES

**OVERVIEW**  
 WIC is a powerful public health program, proven to help moms, babies, and young children thrive. USDA's Food and Nutrition Service is recommending science-based updates to the food provided to WIC participants to best meet their nutritional needs and foster healthy growth and development. Some of the proposed changes are highlighted below.

<b>BREASTFEEDING SUPPORT</b> Increase support for mothers who mostly, but not exclusively, breastfeed to support individual breastfeeding goals	<b>SEAFOOD</b> Improve access to canned fish to reflect the latest dietary guidance
<b>FRUITS AND VEGETABLES</b> Increase fruit and vegetable benefit by 3-4X, focus on whole fruit, and increase variety of fruits, veggies, and legumes offered	<b>DAIRY AND EGGS</b> Provide more options, such as different sizes of yogurt containers or substituting soy yogurt for milk or tofu for eggs
<b>GRAINS</b> Expand whole grain options to include things like quinoa, blue cornmeal, and whole wheat bagels	

USDA is an equal opportunity provider, employer, and lender. November 2022



- A participant must be pre or postpartum female, infant (under the age of 1), or a child (age 5 or under)
- A participant must live in the state of Virginia.
- A participant's gross income must be at or below 185% of the U.S. Poverty Income Guidelines. The participant automatically qualifies on an income level if they are receiving SNAP benefits, Medicaid, or TANF. The state may also determine eligibility if the participant has qualified for certain other State programs.
- The participant must be assessed as a nutritional risk, the guidelines of which shall be determined on a per state basis.

**WIC Moving Forward:** Currently the state of Virginia's WIC program is working to convert its payment system from paper food instruments (similar to a check) to an EBT card. This project will greatly assist in making the WIC payment system easier and less cumbersome for the participant. The EBT card will offer more discretion at the time WIC purchases are made, as well as eliminate the need to keep track of several months' worth of food instruments.

For more information contact the Virginia WIC Program at 109 Governor St., 9th Floor, and Richmond, VA 23219 or at 804-835-5942. Information on the Virginia WIC Program is available on the internet at <http://www.vahealth.org/wic/index.htm>. Information on all FNS programs is available at <http://www.fns.usda.gov/wic/>.

## Building for the Future with CACFP

*Good nutrition today means a stronger tomorrow!*

This program receives support from the Child and Adult care Food Program to serve healthy means to your children. Meals served here must meet USDA's nutrition standards.

Questions? Concerns?

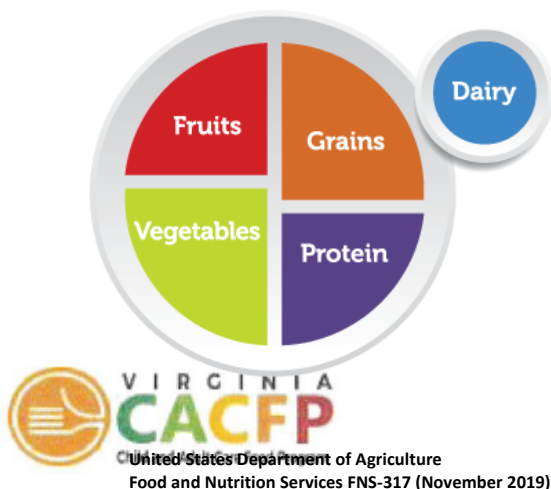
CIC, Inc. Head Start 434-793-5710

Learn more about CACFP at USDA's website:

<https://www.fns.usda.gov/>.

USDA is an equal opportunity provider, employer, and lender.





¡Una buena nutrición hoy significa un mañana más fuerte!

Este programa recibe el apoyo del Programa de Alimentos para el Cuidado de Niños y Adultos para servir alimentos saludables a sus hijos. Las comidas que se sirven aquí deben cumplir con los estándares de nutrición del USDA.

¿Preguntas? ¿Preocupaciones?

CIC, Inc. Head Start 434-793-5710

Obtenga más información sobre CACFP en el sitio web del USDA:

<https://www.fns.usda.gov/>.

USDA es un proveedor, empleador y prestamista que ofrece igualdad de oportunidades.

## CIC, INC. – HEAD START 540 HOLBROOK STREET DANVILLE, VA 24541

Dear Parent or Guardian:

This center/home participates in the United States Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP) and received Federal funds to provide healthy meals and snacks to enrolled children. The amount of reimbursement the center received is based on the information provided on the attached CACFP Meal Benefit Income Eligibility Form (IEF). Part of the USDA requirement is to complete the IEF. If household income is equal to or less than the income listed in the chart below for household size, the center will receive a higher level of reimbursement. Please return the completed IEF back to the center as soon as possible.

If a member of the family (child or adult) receives Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) benefits or cares for a foster child(ren) that is the legal responsibility of the Virginia Department of Social Services or the court, children are categorically eligible for meal benefits regardless of household income.

If the household income is over the income guidelines listed below, the family is not required to complete this application. Instead, please write the child's name on the IEF and return it to the center. Please notify the center staff if someone in the household becomes unemployed and the loss of income causes the household income to be within the income eligibility standards.

The information provided on the IEF will be used to determine the child's eligibility for meal benefits. The information will be kept confidential and only available to staff directly with administering the CACFP.

### **Family Access to Medical Insurance Security Plan (FAMIS)**

**FAMIS** is Virginia's health insurance program for children. It provides access to quality health services for children who do not have health insurance. **FAMIS Plus** is Virginia's name for children's Medicaid. **FAMIS Plus** also provides great benefits and covers children in families with low or no income, even if the children are covered by health insurance.

By signing the section on the application for **FAMIS** or **FAMIS Plus**, the family is stating they do not want information shared with the local Department of Social Services. If IEF information is disclosed, it may be used to identify the child(ren) for the health insurance program. More information on **FAMIS** is available at 1-866-873-2647 – Interpreters are available. Log onto [www.famis.org](http://www.famis.org) to apply online.

A household with income less than or equal to the income chart for reduced-priced meals below is eligible for free or reduced-price meals:

Household Size	Yearly
1	\$23,606
2	\$31,894
3	\$40,182
4	\$48,470
5	\$56,758
6	\$65,046

7	\$73,334
8	\$81,622
Each additional person:	\$8,288

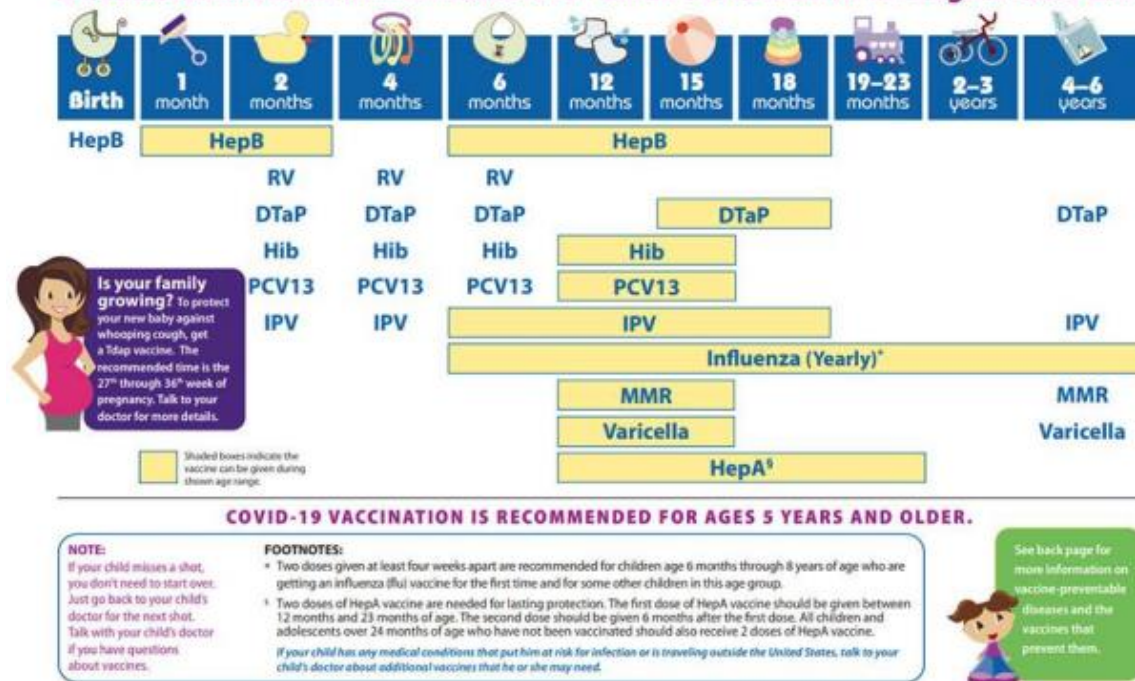
**Please feel free to contact the center at **(434) 793-5710** with questions or concerns.**

In accordance with Federal civil rights laws 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 communications 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 Services 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](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.D. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

*CACFP-042 CHILD Letter to Household (Parents/Guardians)  
Revised 9/2020; Previous version obsolete*

## Immunization Schedule/Vaccine Information

### 2022 Recommended Immunizations for Children from Birth Through 6 Years Old



### Vaccine-Preventable Diseases and the Vaccines that Prevent Them

Disease	Vaccine	Disease spread by	Disease symptoms	Disease complications
Chickenpox	Varicella vaccine protects against chickenpox.	Air, direct contact	Rash, tiredness, headache, fever	Infected blisters, bleeding disorders, encephalitis (brain swelling), pneumonia (infection in the lungs)
Diphtheria	DTaP** vaccine protects against diphtheria.	Air, direct contact	Sore throat, mild fever, weakness, swollen glands in neck	Swelling of the heart muscle, heart failure, coma, paralysis, death
Hib	Hib vaccine protects against <i>Haemophilus influenzae</i> type b.	Air, direct contact	May be no symptoms unless bacteria enter the blood	Meningitis (infection of the covering around the brain and spinal cord), intellectual disability, epiglottitis (life-threatening infection that can block the windpipe and lead to serious breathing problems), pneumonia (infection in the lungs), death
Hepatitis A	HepA vaccine protects against hepatitis A.	Direct contact, contaminated food or water	May be no symptoms, fever, stomach pain, loss of appetite, fatigue, vomiting, jaundice (yellowing of skin and eyes), dark urine	Liver failure, arthralgia (joint pain), kidney, pancreatic and blood disorders
Hepatitis B	HepB vaccine protects against hepatitis B.	Contact with blood or body fluids	May be no symptoms, fever, headache, weakness, vomiting, jaundice (yellowing of skin and eyes), joint pain	Chronic liver infection, liver failure, liver cancer
Influenza (Flu)	Flu vaccine protects against influenza.	Air, direct contact	Fever, muscle pain, sore throat, cough, extreme fatigue	Pneumonia (infection in the lungs)
Measles	MMR** vaccine protects against measles.	Air, direct contact	Rash, fever, cough, runny nose, pink eye	Encephalitis (brain swelling), pneumonia (infection in the lungs), death
Mumps	MMR** vaccine protects against mumps.	Air, direct contact	Swollen salivary glands (under the jaw), fever, headache, tiredness, muscle pain	Meningitis (infection of the covering around the brain and spinal cord), encephalitis (brain swelling), inflammation of testicles or ovaries, deafness
Pertussis	DTaP** vaccine protects against pertussis (whooping cough).	Air, direct contact	Severe cough, runny nose, apnea (a pause in breathing in infants)	Pneumonia (infection in the lungs), death
Polio	IPV vaccine protects against polio.	Air, direct contact, through the mouth	May be no symptoms, sore throat, fever, nausea, headache	Paralysis, death
Pneumococcal	PCV13 vaccine protects against pneumococcus.	Air, direct contact	May be no symptoms, pneumonia (infection in the lungs)	Bacteremia (blood infection), meningitis (infection of the covering around the brain and spinal cord), death
Rotavirus	RV vaccine protects against rotavirus.	Through the mouth	Diarrhea, fever, vomiting	Severe diarrhea, dehydration
Rubella	MMR** vaccine protects against rubella.	Air, direct contact	Sometimes rash, fever, swollen lymph nodes	Very serious in pregnant women—can lead to miscarriage, stillbirth, premature delivery, birth defects
Tetanus	DTaP** vaccine protects against tetanus.	Exposure through cuts in skin	Stiffness in neck and abdominal muscles, difficulty swallowing, muscle spasms, fever	Broken bones, breathing difficulty, death

\* DTaP combines protection against diphtheria, tetanus, and pertussis.

\*\* MMR combines protection against measles, mumps, and rubella.

Last updated February 2021 • C32222P-A

## Every Child Needs Support

# EVERY CHILD NEEDS SUPPORT

Virginia's children need both financial and family support to grow and thrive. Children with actively involved parents perform better in school, have higher self-confidence, and generally achieve greater success in life.

The Division of Child Support Enforcement (DCSE) is committed to helping parents support their children by focusing on more than just money. DCSE offers free family engagement services focusing on access and visitation, responsible parenting, employment assistance, and prisoner reentry.

## DCSE Helps Parents Support Their Children

### Parents

DCSE staff is available to guide each parent through the child support process, ensuring fair and consistent obligations based on individual circumstances and needs.

DCSE services include:

- Locating absent parents
- Helping establish paternity
- Enforcing support orders
- Upon request, reviewing and modifying support orders as family circumstances change over time
- Supporting co-parenting through programs that focus on access, visitation, and responsible parenting
- Referring parents to mediation or agency partners for help in resolving disputes and improving communication

### Family Engagement

Family engagement services help families to be successful by strengthening bonds between parents and children. Our top priority is promoting the well-being of children.

Working with our community partners, we help parents overcome barriers such as:

- Lack of job skills
- Unemployment
- Previous incarceration
- Substance misuse
- Mental health
- Housing instability
- Custody and visitation disputes

### MyChildSupport

[mychildsupport.dss.virginia.gov](http://mychildsupport.dss.virginia.gov)

Sign in or register to MyChildSupport to pay online for free using your checking or savings account.

You can do the following online with MyChildSupport:

- Make/schedule payments (parents, employers, third parties)
- View payment history
- Generate income verification report
- Check arrears balance

One in five children in Virginia is involved in a child support case.

### Co-Parenting

is vital to maintaining a healthy relationship with your child.

### Child Support

reduces the child poverty rate and improves the child's overall well-being.

## Child Support in Virginia

In the last fiscal year, the DCSE managed more than 110,000 cases and collected more than \$658 million on behalf of Virginia's children. Child support helps provide funds for food, shelter, education, clothing, and other costs involved in raising and nurturing children. Meeting the needs of these families requires the dedication of child support professionals across the Commonwealth.

## How YOU can better support Virginia's children

### APPLY FOR CHILD SUPPORT

To establish or inquire about child support, visit [www.dss.virginia.gov/family/dcse/](http://www.dss.virginia.gov/family/dcse/) or call (800) 468-8894.

### MAKE A CHILD SUPPORT PAYMENT

- MyChildSupport**  
[mychildsupport.dss.virginia.gov](http://mychildsupport.dss.virginia.gov)
- TouchPay**  
Kiosks are located in DCSE district offices
- Mail**  
P.O. Box 570, Richmond, VA 23218-0570
- MoneyGram**  
Located in most CVS and Walmart stores

### CHILD SUPPORT SERVICES

Visit [dss.virginia.gov](http://dss.virginia.gov) and click Child Support for details about how DCSE can assist you.

### DCSE DISTRICT OFFICES

Visit [www.dss.virginia.gov/family/dcseoffices.cgi](http://www.dss.virginia.gov/family/dcseoffices.cgi) for a complete listing of our offices.

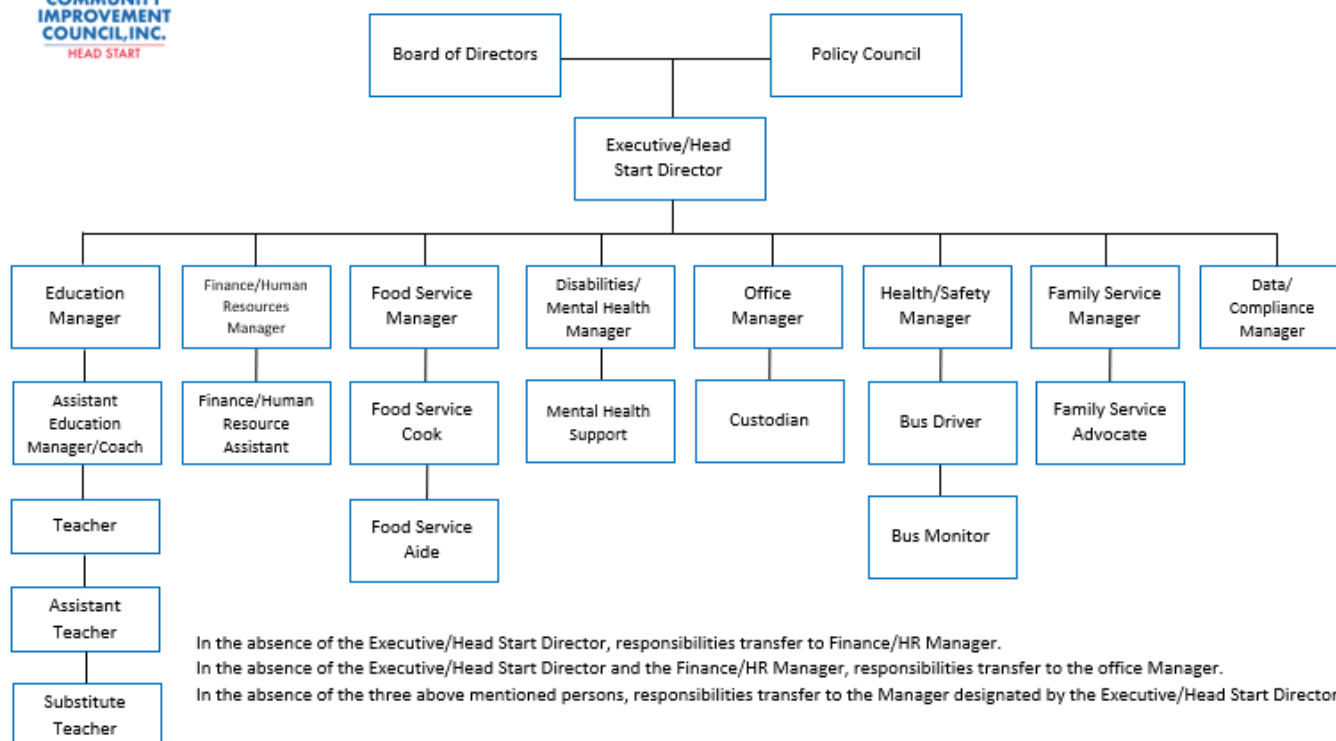
VIRGINIA DEPARTMENT OF SOCIAL SERVICES  
DIVISION OF CHILD SUPPORT ENFORCEMENT  
(800) 468-8897 (toll-free) (800) 468-8894

every child needs support  
DIVISION OF CHILD SUPPORT ENFORCEMENT

## CIC Head Start Organizational Chart

COMMUNITY IMPROVEMENT COUNCIL, INC. – HEAD START

### ORGANIZATIONAL CHART



## CIC Head Start Scheduled Holidays, Field Trips, & Family Events

*All dates, **especially field trips and events**, are subject to change. All parents will be notified of changes should they occur.*

<b>July 30-31, 2025</b> – Open House	<b>January 1-5, 2026</b> – Winter Break, Closed for All
<b>August 11-15, 2025</b> – All About Me Week	<b>January 6, 2026</b> – Professional Development Workday for Staff, Closed for Students
<b>August 15, 2025</b> – Family Event 12-1 PM (What is Head Start & Volunteering)	<b>January 19, 2026</b> – Dr. MLK Jr. Day, Closed for All
<b>September 1, 2025</b> – Labor Day, Closed for All	<b>January 20, 2026</b> – 100 <sup>th</sup> Day of School
<b>September 5, 2025</b> – Grandparents Day	<b>January 30, 2026</b> – Family Event 12-1 PM (What's in Your Wallet?)
<b>September 26, 2025</b> – Family Event 5-7 PM(Literacy Night)	<b>February 5-6, 2026</b> – Picture Day
<b>October 6-8, 2025</b> – Pink Out Week & Bowling	<b>February 10, 2026</b> – Health & Mental Health Advisory Committee Meeting 12 PM
<b>October 9-10, 2025</b> – PD Workdays, Closed for Students	<b>February 11-12, 2026</b> – Lunch-N-Love
<b>October 13, 2025</b> – Columbus Day, Closed for All	<b>February 13, 2026</b> – Valentine's Car Exchange
<b>October 21, 2025</b> – Fatherhood Committee 11 AM	<b>February 16, 2026</b> – Presidents Day, Closed for All
<b>October 24, 2025</b> – Family Event 5-7 PM (Trunk or Treat & Monster Mash)	<b>February 17, 2026</b> – PD Workday, Closed for Students
<b>October 27-31, 2025</b> – Head Start Awareness Week	<b>February 27, 2026</b> – Family Event 12-1 PM (Love Rituals & Disengaging Stress)
<b>November 4, 2025</b> – Election Day, Closed for Students, PD Workday for Staff	<b>March 2-6, 2026</b> – Dr. Suess/Read Across America Week
<b>November 11, 2025</b> – Veterans Day, Closed for All	<b>March 12-13, 2026</b> - PD Workdays, Closed for Students
<b>November 18, 2025</b> – Health & Mental Health Advisory Committee Meeting 12 PM	<b>March 20, 2026</b> – Family Event 5-7 PM (Health Fair & Fashion Show)
<b>November 25, 2025</b> – Family Event 10:30-11:30 AM (Choices & Composure), Thanksgiving Lunch @ 11:30 AM, & Thanksgiving Box Giveaway @ 12 PM	<b>March 27, 2026</b> – Greensboro Science Center
<b>November 26-28, 2025</b> – Thanksgiving, Closed for All	<b>March 30-April 6, 2026</b> – Spring Break, Closed for All
<b>December 17, 2025</b> – Fatherhood Committee 11 AM	<b>April 6-10, 2026</b> – Week of the Young Child
<b>December 19, 2025</b> – Family Event 10 AM (Winter Celebration & Family Engagement)	<b>April 7-9, 2026</b> – Owens Farm
<b>December 22-31, 2025</b> – Winter Break, Closed for All	<b>April 10, 2026</b> – Sneaker Ball 5-7 PM
	<b>April 17, 2026</b> – Family Event 12-1 PM (Smoke Session)
	<b>May 4-8, 2026</b> – Teacher Appreciation Week
	<b>May 7-8, 2026</b> – Muffins with Mom
	<b>May 20, 2026</b> – Last Day of School
	<b>May 21, 2026</b> - Graduation

# COMMUNITY IMPROVEMENT COUNCIL, INC. HEAD START

## RECEIPT OF PARENT HANDBOOK

I \_\_\_\_\_, have received digital copies of:

- ☐ CIC Head Start Parent Handbook
- ☐ CIC Head Start Parent Packet-I understand that I am responsible for reading and understanding the guidelines as outlined within the Parent Handbook. I also realize that I may address any questions or concerns with my child's Teacher, my Family Service Advocate, Education Director, Executive Director, or Management it involves.

I understand that I can access the 2025-2026 Parent Handbook on CIC'S Website:

- ☐ cicheadstart.org

_____ Parent Signature	_____ Date
_____ Parent Signature	_____ Date
_____ Staff signature	_____ Date

*\*\*This page should be signed and returned to your Family Service Advocate.*