MISSOURI OZARKS COMMUNITY ACTION, INC.
HEAD START

CENTER INFORMATION

Missouri Ozarks Community Action, Inc (MOCA) Head Start serves more than 543 children and families in Laclede, Camden, Maries, Phelps, Pulaski, Gasconade, Crawford and Miller Counties of Missouri. Head Start is a federal program that is partially funded for child and family development. Each year, MOCA Head Start enrolls over 600 children within its centers throughout the 8 counties.

This handbook has been designed to provide you with general information about our program. If you have any questions, please feel free to contact your local center.

We welcome you to our family and hope that you will become a part of our long tradition.

Office Number ___________________________________
Fax Number ___________________________________
Director ______________________________________
Family Advocate _________________________________
Teachers ________________________________________
Cook(s) ________________________________________
Bus Driver/Aide _________________________________
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<tr>
<th>Date Range</th>
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<tr>
<td>August 17 – 21</td>
<td>Staff Training (closed)</td>
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<td>August 24 – 28</td>
<td>Orientation/Home Visits/Assessments</td>
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<td>August 31</td>
<td>First Day of class!</td>
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<td>August 20</td>
<td>Policy Council Joint meeting w/Board</td>
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<td>September 7</td>
<td>Holiday – Labor Day – centers closed</td>
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<td>September 15</td>
<td>Policy Council meeting</td>
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<tr>
<td>October 1-31</td>
<td>Head Start Awareness Month</td>
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<td>October 30</td>
<td>Professional Development – centers closed</td>
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<td>October TBA</td>
<td>Policy Council meeting</td>
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<td>November 11</td>
<td>Holiday – Veterans Day – centers closed</td>
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<td>Holiday – Thanksgiving – centers closed</td>
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<td>November 27</td>
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<td>December 11</td>
<td>MOCA All Agency Meeting – centers closed</td>
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<td>December 18</td>
<td>Last Day before Winter Break</td>
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<td>January 1</td>
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<td>January 1 – 8</td>
<td>Winter Break – centers closed</td>
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<td>January 4 – 8</td>
<td>Professional Development</td>
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<td>Classes resume</td>
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<td>January 18</td>
<td>Holiday – Martin Luther King Jr. Day – centers closed</td>
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<td>Holiday – Presidents’ Day – centers closed</td>
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<tr>
<td>April TBA</td>
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<td>May 7</td>
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<td>May 19</td>
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<td>Last Day for staff</td>
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*This calendar is subject to change; staff will communicate updates.
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HISTORY

Head Start is a program of the United States Department of Health and Human Services that provides comprehensive education, health, nutrition, and parent involvement services to low-income children and their families. Head Start was started as part of President Lyndon Johnson’s War on Poverty. The Office of Economic Opportunity’s Community Action Program launched Project Head Start as an eight-week summer program in 1965. The project was designed to help end poverty by providing preschool children from low-income families with a program that would meet emotional, social, health, nutritional, and psychological needs. The following year it was authorized by Congress as a fully-funded year-round program.

Philosophy and Mission

The MOCA Head Start program has a long tradition of delivering comprehensive and high quality services designed to foster healthy development in low-income children. Head Start provides a range of individualized services in the areas of education and early childhood development, medical, dental, and mental health, nutrition, and parent involvement. In addition, the entire range of Head Start services is responsive and appropriate to each child and family’s developmental, ethnic, cultural, and linguistic heritage and experience.

MOCA Head Start strives for excellence in program management that supports the provision of quality services for children and families. A strong focus on staff training and development helps to ensure that children and families are served by individuals with the knowledge, skills, and experience necessary to provide high quality, comprehensive services.

The mission of MOCA Head Start is to prepare children and develop partnerships with families and communities to enhance the quality of life.

Goals and Objectives

Head Start is a comprehensive child development programs which serve children ages 3 to age 5 years and their families. It is a child-focused program having the overall goal of increasing the social competence of young children from low-income families. Social competence is meant by the child’s everyday effectiveness in dealing with either his or her present environment and later responsibilities in school and life. Social competence takes into account the interrelatedness of social, emotional, cognitive, and physical development.

To support the overall goal of improving social competence, Head Start embraces a core set of values, including commitments to:

- Establish a supportive learning environment for children, parents, and staff, in which the processes of enhancing awareness, refining skills, and increasing understanding are valued and promoted;
- Recognize that the members of the Head Start community — children, families, and staff — have roots in many cultures. Head Start families and staff, working together as a team, can effectively promote respectful, sensitive, and proactive approaches to diversity issues;
Understand that the empowerment of families occurs when program governance is a responsibility shared by families, governing bodies, and staff, and when the ideas and opinions of families are heard and respected;

Respect the importance of fathers in children’s lives and welcome male involvement into our program as a contribution of an irreplaceable aspect in the fullness of children’s lives.

Embrace a comprehensive vision of health for children, families, and staff, which assures that basic health needs are met, encourages practices that prevent future illnesses and injuries, and promotes positive, culturally relevant health behaviors that enhance life-long well-being;

Respect the importance of all aspects of an individual’s development, including social, emotional, cognitive, and physical growth;

Build a community in which each child and adult is treated as an individual while, at the same time, a sense of belonging to the group is reinforced;

Foster relationships with the larger community, so that families and staff are respected and served by a network of community agencies in partnership with one another and;

Develop a continuum of care, education, and services that allow stable, uninterrupted support to families and children during and after their Head Start experience.

Performance Standards
Head Start follows mandatory regulations set forth by the federal government called Performance Standards. These standards define the objectives and features of a quality Head Start program, articulate a vision of service delivery to young children and families, and provide a regulatory structure for the monitoring and enforcement of quality standards.

The Head Start Program Performance Standards are designed to ensure that the Head Start goals and objectives are implemented successfully, that the Head Start philosophy continues to thrive, and that we maintain the highest possible quality in the provision of Head Start services. MOCA Head Start Policies and Procedures have been developed to ensure the appropriate implementation of Head Start Performance Standards.

Licensing Regulations
Each MOCA Head Start center is licensed by the State of Missouri Department of Health & Senior Services Section for Child Care Regulation. This means we follow precise guidelines and regulations and are inspected a minimum of 5 times per year in areas that include sanitation, fire, and licensing. These inspections insure the cleanliness and safety of the facility, as well as the training and qualifications of the staff and well being of the children. A copy of the State Licensing rule book is on site at each facility and available for you to look through by simply asking a staff member.
EDUCATION PROGRAM

Curriculum
Head Start classrooms are designed to meet the needs of all children, including those who may have developmental challenges. Every child is offered a variety of learning experiences to help them grow and develop socially, physically, emotionally, and intellectually; this is done by using Creative Curriculum to plan lessons and activities that are appropriate to the individual child’s age and developmental abilities. Studies have shown that children learn best through play; classroom activities are designed to encourage problem solving, inquiry, exploration, and experimentation. Children are also encouraged to verbalize their feelings and socialize in different types of settings. Head Start works closely with the entire family to reinforce and support the culture and teachings of the families it serves.

Behavior Management
Only constructive methods of discipline shall be used to promote a child’s self-discipline and appropriate behavior. Positive Behavior Support is used to redirect children to appropriate and safe behaviors. Staff uses words and language that focus on the child’s behavior and the not the person. No physical punishment will occur and food, rest, or isolation will not be used to punish or threaten to punish children’s misbehavior.

Teacher Home Visits & Parent/Teacher Conferences
Staff will schedule at least two home visits and two conferences with each child’s parent or guardian during the program year. Visits will be at times that are mutually convenient for families and staff. Developmental gains and any other information pertinent to each child will be shared. Families have an opportunity to provide suggestions into lesson plans for the classroom.

Transition
Transition services are offered as a child enters and exits the program and with the transition into kindergarten. Children also have many opportunities to learn transition skills, both in and out of the classroom. Often times, families experience a transition through life, such as divorce, death in the family, moving, separation, domestic violence, etc. When this occurs, Head Start provides the necessary resources and assistance to local counseling agencies.
HEALTH

Head Start provides a comprehensive health program to promote preventative health services and early prevention. Every child enrolled in the program will see a doctor and dentist at least once with follow-up visits as needed. Head Start also helps to establish medical and dental homes for all the families.

Healthy Child Partnership

Parents and MOCA Head Start staff will work together to protect the health of your child. If you do not have a regular doctor and/or dentist, our staff will assist in finding a licensed health care and dental provider (or medical home and dental home) to act as your child’s regular doctor and dentist. Taking your child to the same doctor and dentist for regular check-ups will...

• help the doctor (or dentist) get to know you and your child so that the doctor is better able to treat your child when he/she is ill
• help you and your child to get to know the doctor/doctor’s office staff so that your child will not be afraid to visit the doctor when he/she is ill

Families are then encouraged to work as partners with their doctor and dentist to ensure the best quality of care for their child.

Preventive health and early detection is promoted at Head Start. All children are required to have an annual physical exam, dental exam and remain current on immunizations. Oral health is equally important. Children will learn to properly care for their teeth and protect their happy smiles by brushing on a daily basis while enrolled in Head Start.

Immunizations

Missouri law requires that all children enrolled in a licensed child care facility must have current immunizations against vaccine preventable diseases. If there is a medical reason for a child not to be immunized, a medical exemption card signed by a physician will need to be submitted. The following immunizations are needed:

4 DTP (Diphtheria/Tetanus/Pertussis),
3 OPV (Oral Polio Vaccine),
1 MMR (Measles, Mumps, Rubella),
1 or more Hib (Haemophilus),
3 HBV (Hepatitis B Vaccine),
1 Varicella
**Screenings**
The following screenings are mandatory for each child in order to detect any abnormalities or delays: vision, anemia (iron levels), dental, lead, speech, blood pressure, height and weight assessment, audiometric/hearing, and child development. These are screenings, not tests or exams. Child development screenings will occur within 45 days from the child’s date of entry. Families will be notified of all screening results and any needed follow-up.

**Illnesses**
For the protection of your child and their schoolmates, please keep your child at home if one or more of the following symptoms are present:

- temperature of 100.1 degrees or higher when taken by mouth; 99.1 when taken under the arm. Children must be free from elevated temperature for 24 hours before returning to class.
- vomiting or sore throat
- diarrhea, gray or white colored stools
- headache or stiff neck
- unusual spots or rashes, yellowish or infected skin
- discharge from the eye(s)
- severe coughing or difficulty breathing
- dark urine
- head lice, nits, or scabies.

If a child exhibits any of these conditions while at Head Start, they will to be isolated from the other children immediately, and supervised. A parent or emergency contact will be contacted to pick up the child. The parent will be encouraged to take the child to their physician to ensure the child is not contagious. Please keep the child home the following day if symptoms still exist.

**Medication Administration**
Families are encouraged to give all medication to their child at home when possible. We do however understand that sometimes children need to receive medication while in our care. Staff must be informed if children are taking any medications while enrolled in Head Start.

Medications given at the center (including over-the-counter) must have a doctor’s prescription. Parents must complete the “Permission to Administer Medication” form before staff can give medication.

All medication must be in the original container and labeled with:

- the child’s name
- name of medication
- dosage, route, and times to be administered
- the prescribing physician’s name
- expiration date (of applicable).

All medications are stored in a locked cabinet, or box, out of the reach of children.
Accidents and Injuries
Parents/guardians will be informed of accidents or injuries that occur during program hours and will receive a copy of the accident report and, in certain cases, a telephone call depending on the severity of the incident. Parents will be asked to sign the incident report and a copy will be kept in the child’s file. All accidents and injuries will be reported to the Area Supervisor, Director of Health Services, and the Head Start Director.

For serious accidents or injuries that require professional attention, we will contact the paramedics or ambulance and the parent/guardian. If a parent/guardian cannot be reached at the given number, a message will be left, if possible, and the teacher will monitor the child until the arrival of the parent or the paramedics and/or ambulance.

It is to your child’s benefit that you keep us informed about any changes in phone numbers, emergency numbers and other parent/guardian contact information. A signed consent form and emergency contact form must be on file.

Disabilities
Head Start staff plays an important role in helping to find children who may be in need of special services. At a minimum, ten percent of its enrollment must be for children with disabilities. If a concern is detected from assessments, families will be consulted to have the local public school district conduct further evaluations. MOCA Head Start services for children with disabilities are fully integrated into all areas of program services. We are committed to providing the full range of services to all children in our care. Head Start's philosophy of inclusion supports the rights of all children to be active participants in natural settings within their communities.

Mental Health
We consider mental health to be a foundation for the Head Start program. Mental health is about our social and emotional well being. Mental health affects the relationship between children and parents and our relationship with everyone around us.

A mental health professional is available to observe children twice each year to determine if their mental health needs are being met. Referrals for special services or further evaluation can be made with the involvement of family and staff. Self-esteem is the cornerstone for good mental health. How we feel about ourselves is one of the most important factors in dealing with daily living and the stress its produces. Head Start plans specific activities for families and children to promote good mental health practices.
Health Advisory Committee

MOCA Head Start has established and maintains a Health Advisory Committee (HAC) which includes Head Start parents, professionals, and other volunteers from the community. The HAC assists in providing the necessary health services and education to children and their families. Each Head Start program draws on the HAC in program planning, operation and evaluation. The Health advisory Committee:

- provides input into Health program planning for staff, children and families;
- assists in solving Health program problems;
- evaluates the Health, Mental Health and Nutrition programs;
- provides new ideas for services and education;
- advises on Health Emergency Procedures;
- advises on Dental Resources and Procedures;
- approves Policies and Procedures;
- facilitates provision of health services and education

NUTRITION

CACFP Program

Head Start participates in the CACFP program which establishes our meal patterns, servings, and regulations. CACFP is administered federally by the Department of Agriculture and locally by the Missouri Department of Health. Head Start works to promote and develop a healthy lifestyle through nutrition services. Children receive at least 1/3 of their nutritional daily requirement through Head Start meals and snacks. According to health and sanitation policies, food from home is not permitted during program hours. The menu is posted in the classrooms each week.

Meals

All meals are served family style; children help set tables, serve themselves, and clean up afterwards. Children are encouraged to try new and different foods but are never forced to eat everything on their plate. Adults will eat with children and enjoy the same foods and drink. These times are also used to develop social skills and build a positive self-concept through recognition and serving of various cultural and ethnic foods. Nutrition is discussed in activities throughout the year.
PARENT INVOLVEMENT - You Are Part of the Team!

MOCA Head Start fosters the role of parents as the primary educators and nurturers, of and advocates for, their children. Therefore, MOCA Head Start works in close partnership with parents to assist them in developing and utilizing individual and family strengths in order to successfully meet personal and family objectives. Parents are encouraged to become involved in all aspects of the program, from participation in children’s activities to direct involvement in policy and program decisions.

Head Start services are also family-centered, following the tenets that children develop in the context of their family and culture and that parents are respected as the primary educators and nurturers of their children. Head Start offers family members opportunities and support for growth and change, believing that people can identify their own strengths, needs, and interests and are capable of finding solutions.

Family Partnerships
Partnerships between Head Start and its families are important to the overall success of the program. Each center has a Family Advocate that serves to support families as their child’s first teacher and to support parents as adult learners. They will make visits and contact parents to discuss goals, strengths, and other supports. Family advocates work with community members to locate resources that support family development. Learning opportunities are offered to parents throughout the year based on family interests and performance standards.

Male Involvement
MOCA Head Start believes that men are an important part of children’s lives. We are committed to engaging fathers, grandfathers, and other male figures in meaningful activities that affect their children.

Head Start strives for a holistic approach to parenting and parent involvement. We understand the importance of the involvement of fathers/father figures in the lives of their children. The staff at MOCA Head Start encourage father/father figures to be involved in all aspects of our program, including, the classroom, home visits, parent/teacher conferences, parent meetings, parent committees, and Policy Council.
In-Kind
Head Start needs the support of each child’s parent or guardian and any other family member in order to operate each year. The federal grant only funds 80 percent of Head Start; the additional 20 percent is obtained from families through “In-Kind.” In-Kind is parent participation in the form of donated time, services, or supplies. All In-Kind is recorded and maintained by staff. Centers need to meet their In-Kind goal in order to continue receiving current level of funding.

Families have multiple opportunities to participate and contribute towards centers meeting their In-Kind goal. They can:

- work at home with their child on home activities provided by the center
- help your child transition at drop off and pick up times
- attend parent meetings / serve as an officer
- serve on Policy Council
- serve on the Health Advisory Committee
- help with the program Self Assessment
- serve as a bus aide
- be a field trip chaperone
- answer phones or other office duties
- help with parent information boards
- cook or help in the kitchen
- classroom helper
- other positions needed in the center

Contact staff for additional opportunities available for In-Kind contribution.

Any person who volunteers on a regular basis (one or more times every week), will be required to have a background screening. Any person volunteering to work in the kitchen must have a TB test in addition to the background screening.
PROGRAM GOVERNANCE

Policy groups, representative of Head Start parents and the larger community, and strong governing bodies play a critical role in overseeing the implementation of Head Start legislation, regulations, and policies.

Parent Committee
All parents or guardians who have a child enrolled in Head Start are automatically considered members of their center’s Parent Committee. Parent meetings are held throughout the year and provide a chance for families to work with staff in all areas of the program planning activities for use in the home, classroom, and the community. Attendance of every parent is very important and strongly encouraged. Parents/guardians are elected from this group as officers to organize and lead parent meetings.

Parent Committee Officers

President

Vice-President

Secretary/Treasurer

Policy Council
Policy Council is an elected group of parents and community members who review and approve policies and procedures for our Head Start program. Each center is represented by at least one current Head Start parent/guardian and one community representative. These representatives are elected by the Parent Committee annually and serve for one full year. Policy Council meets once a month with dinner provided and mileage reimbursement. Joint meetings with the MOCA Board occur two times per year.

Policy Council Representatives

Parent Representative(s)

Community Representative
PROGRAM PROCEDURES

Arrival and Pick Up
Children must be escorted with an adult into the center 5 minutes before instruction begins and get picked up no later than 5 minutes at the end of class time for families bringing their children to a center. Please refer to your child’s class schedule for daily start and end times. If a child cannot be picked up on time, the center needs to be notified as soon as possible.

Children riding the bus need to be ready for pick up to ensure timely bus schedules. Authorized persons must be present with the child and must escort them onto the bus. Likewise, at drop off, an authorized person must be present at the drop off locations before we will release children. If no authorized person is present, the child will be taken back to the center and contacts will be made.

When a child is left past the end of class time, or brought back from the bus route, the staff will attempt to contact the parent/guardian or other persons designated on the enrollment form or the MOCA Authorized Persons List. If no one has been located to pick up the child after 30 minutes, staff may contact the police and every attempt will be made to contact the parent to inform them.

Children may only be picked up from the center or off the bus by the parent/guardian or any other adult listed on the child’s enrollment form or the MOCA Authorized Persons List. For the protection of children, persons unfamiliar to the staff will be asked to show a valid picture I.D. before the child is released. In the event that someone attempts to pick up a child who is not on the child’s enrollment form or MOCA Authorized Persons List, parents will be immediately notified and local authorities may be contacted. If someone else will be pickup up your child, make sure that they:

- are listed on the enrollment form or MOCA Authorized Persons List
- have a valid driver’s license or I.D.
- have a car seat
- sign your child out

Attendance
Children benefit greatly when attending Head Start daily. If a child must be absent, the center needs to be contacted as soon as possible; especially if a child will be absent for more than 3 consecutive days. No contact from the family is considered an unexcused absence. When a child is absent, parents must complete and sign an absentee form. Families with attendance difficulties will be contacted by staff to provide support and encourage regular attendance.

In circumstances where chronic absenteeism persists and it does not seem feasible to include the child in either the same or different program option, the child’s slot will be considered an enrollment vacancy. Make-up days will be necessary due to low classroom attendance, bad weather, or extenuating circumstances.
**Child Abuse and Neglect Reporting**
All MOCA Head Start staff is mandated by law to report any incident of suspected child abuse and/or neglect. After a report of suspected abuse, neglect, or exploitation has been made to the Hotline, the information is referred to the appropriate Children’s Division county office. The law requires that a Children’s Division children's service worker initiate an investigation/family assessment within 24 hours of the receipt of the report. We intend to act in the best interest of the child, to be as supportive and non-threatening as possible to the family, and maintain the child in the program.

Parents/guardians who witness inappropriate behavior on the part of the staff or other adults and feel that this behavior should be reported should call the Hotline at 1-800-392-3738.

**Closings/Inclement Weather**
Centers will be closed on certain holidays, staff trainings for professional development, and all-agency meetings. In case of bad weather Head Start will follow local school closings, which are listed on local radio and television stations. Days lost to inclement weather will need to be made-up at a later date.

**Confidentiality**
Any and all information shared with or maintained by Head Start is kept completely confidential. Only with signed consent will any information be shared with other authorized persons. Families need to inform staff of any updates or changes to current information on file. As a parent you have the right to review and request a copy of documents in your child’s file.

**Dressing for School**
Your child should:
* Wear comfortable play clothes that are easy to wash – we do lots of messy projects
* Dress for the weather, including hats, mittens and boots. We go outside daily, weather permitting. If your child is too sick to play outside, then your child is too sick to be at school.
* Bring extra clothes, just in case.
* Wear shoes that are safe for running, jumping, climbing, and playing.

**Emergency Preparedness**
All MOCA Head Start centers have Emergency Preparedness plans. A written plan for evacuating and for responding to a fire, flood, tornado, earthquake, hurricane, blizzard, violence in the community, and power failure saves valuable time in emergency situations. Plans include specifics, such as escape routes, assignments for all staff.
Evacuation plans are posted in all classrooms. Emergency drills are practiced with the children once every month for earthquake, fire, tornado, and bus. These drills are included in weekly lesson plans and are recorded and posted in each center.

**Grievance/Complaint Procedures**

If families find a situation needs attention, please request and complete a parent and community complaint form. Official complaints should be submitted using Parent and Community Complaint (Form MOCA-HS-105). A copy of this form is included at the end of this handbook.

Verbal or written complaints should be submitted first to the local center. The center director is responsible for addressing the complaint with discretionary assistance from his/her staff within 10 days. If resolution is not forthcoming, the complainant may submit the issue, in writing, to the Director of Head Start at the central office. The Director then has 30 days to respond in an appropriate manner.

If the Director is unable to reach a resolution, the written complaint may be brought to the Policy Council by the complainant or an appropriate representative. The Policy Council may have 45 days to respond in writing. If the Policy Council cannot reach a reasonable resolution, the complainant may submit the written complaint to the MOCA Executive Director for review and then to the MOCA Board of Directors.

**Orientation**

Orientation will occur prior to any child being enrolled in our program. During orientation, the Family Advocate will verify that the child has had, or has an appointment for, a physical exam, including an evidence of lead testing; a dental exam, or an appointment, and that the child is current/complete or in the process of becoming current on his/her immunizations. The parent/guardian will complete required state forms for enrollment, in addition to other MOCA Head Start forms. Information on health issues and policies such as transportation will be reviewed with the families. Consent and authorization forms will be reviewed and signed. Families enrolling in the full day program will sign the full day contract and will receive information for the state child care assistance program. The parent handbook will be given to the family and reviewed. The family will be given a tour of the facilities and meet their child’s teachers and other staff.

**Personal Items**

It is suggested, but not required, that each child have at least one complete change of clothes at the center. Children’s clothes, jackets, hats, and backpacks should be labeled with the child’s name. Toys, candy, and money are not permitted in the classroom and will be returned to the parent/guardian or stored out of reach until the end of the day.
**Program Options**

**Part Day**
Services are provided 4 hours a day Monday thru Thursday from September to May at all Head Start locations. Children who attend morning classes eat breakfast and lunch. Afternoon classes serve lunch and snack. There are no fees for children enrolled in part day services.

**Full Day**
In select sites, full day classes are available Monday thru Friday with extended hours to assist families if they work and/or attend school full-time. Families must meet eligibility requirements to qualify for this program option. Full Day extended hour fees are as follows:

1 child = $25.00 per week  
2 children = $35.00 per week  
3 children = $45.00 per week

Payments are to be made on the first day of the week by cash or money order. Payment is due regardless of your child’s attendance. Payment is not required for days that the center is closed due to inclement weather, staff training for professional development, and winter break.

Late fees will incur for children who are not picked up by center closing time. The charge is $1.00 for every 5 minutes. Please refer to the Full Day Program Contract and/or your child’s classroom daily schedule for further details regarding start and end times.

Parents with children enrolled in full day care are encouraged to submit an application for the State Child Care Assistance Program. Until the application has been approved, parents are responsible for payment of the full rate. Talk with your Family Advocate for more information.

**Safety Policies**
To ensure the safety and well-being of children in our program, children will be supervised at all times. We maintain the minimum posted children to adult ratios at all times. MOCA Head Start staff closely watches and interact with children to ensure their safety and educational benefit. Children are counted and recorded at meal times, when going on walks and before and after going from one setting to another.

Staff will be trained in CPR and First-Aid procedures and are required to receive this training at least every two years. First Aid kits are kept on hand in each center and on every bus. Any equipment used will be maintained and kept in a safe location.

Weapons are not allowed at Head Start facilities. “Weapons” shall mean, but is not limited to, the following: firearms of any kind, explosives of any kind, knives, and knuckles. Any person in possession of these or other hazardous items will be required to leave the premises immediately. If a child is found with a weapon, the weapon will be secured by staff and the parent or guardian will be immediately notified to pick up the child. As an additional precaution, toys from home are not permitted at the center.
**Smoking Policy**

All MOCA facilities are smoke-free.

“Smoking” means inhaling, exhaling, burning or carrying any lighted cigarette smoking equipment for tobacco; also to include “smokeless” tobacco.

Smoking is prohibited at all times in space utilized by MOCA Head Start where children are or will be present. This includes classrooms, offices, kitchens, restrooms, and meeting rooms in the Head Start facility, hallways, outdoor play areas and vehicles.

During home visits, smoking by the parents in their own home shall not be prohibited. However, in keeping with the purpose for this policy, staff will take every opportunity to explain the benefits of quitting smoking, of parents’ task as role models, and the effects of environmental tobacco smoke on the rest of the family. Smoking by staff during a home visit is prohibited.

Smoking by volunteers and parents during field trips or outings is prohibited where children are present. At all times, staff and volunteers will adhere to the non-smoking policies of the facilities and areas that they visit on field trips and outings.

For meetings that occur outside of Head Start facilities normally used for children activities (parent meetings, Policy Council, etc) and where children are not present at these meetings, smoking shall not be prohibited unless a consensus of the group decides that smoking is to be prohibited during the course of the meeting. At all times, Head Start activities at such facilities will adhere to the smoking policy of those facilities.

**Transportation**

Head Start provides transportation for as many children possible; however, individual cases may require alternative arrangements. Bus routes are limited by the amount of time a child can be on the bus. Staff may contact families to arrange a meeting place in order to accommodate bus routes. There will be two adults in Head Start vehicles when children are present, a driver and monitor. Both adults are trained in procedures, laws, and maintenance. Emergency drills are practiced with children throughout the year. Staff must be contacted when a child will not ride the bus to ensure a timely schedule.

Foods, drinks, smoking, and toys are not permitted on the bus. All passengers must remain seated and wear seat belts at all times. For children riding the bus daily, the driver will stop and honk and wait for the parent or guardian to escort the child to and from the bus. If there is no response, the driver will continue on the route. If a child misses the bus, it is the responsibility of the parent or guardian to provide transportation. They are picked up and returned to the same place each day (unless the center is notified in advance). Volunteers and their children may ride the bus only when seats are available.

As stated in *Arrival and Pick Up*, a child will only be released to a parent/guardian, or person designated in writing by the parent or guardian on the enrollment form or the MOCA Authorized Persons List.
## COUNTY RESOURCES

### CAMDEN (573)
- Adult Basic Education/GED: 346-4441
- Family Support Division: 346-3363
- Health Department: 346-5479
- Hope House: 365-0099
- Lamb House: 346-2168
- MOCA Comm. Services: 346-4441
- OATS Transportation: (800)269-6287
- Salvation Army: 346-5546
- University Extension: 346-2644
- WIC: 346-7271
- Work Connections: 346-5616

### CRAWFORD (573)
- Family Support Division: 775-2146
- Food Pantry-Cuba: 885-6703
- Food Pantry-Steelville: 775-4227
- Health Department/WIC: 775-2555
- MOCA Comm. Services: 885-2800
- Housing Assistance: 265-4200
- University Extension: 775-2135
- Work Connections/COPIC: 364-7030

### GASCONADE (573)
- Adult Basic Education/GED: 437-4026
- Family Support Division: 437-4188
- Health Dept/WIC-Owens: 437-2579
- Health Dept/WIC-Hermann: 486-3129
- Helping Hands: 437-8880
- MOCA Comm. Services: 437-2002
- OATS Transportation: 437-2054
- Special Services: 437-5800
- Work Connections: 437-5567

### LACLEDE (417)
- Adult Basic Education/GED: 532-5494
- Cope House Hotline: 588-9773
- Cross Lines: 588-3559
- Family Relief Fund: 533-5100
- Family Support Division: 532-3137
- Health Department: 532-2134
- Housing Authority: 532-4912
- Literacy Council: 532-6697
- Ministerial Alliance: 532-4622
- Missouri Career Center: 532-6146
- MOCA Comm. Services: 588-2620
- OATS Transportation: 533-7886
- Red Cross: 533-8121
- University Extension: 532-7126
- WIC: 532-1271

### MARIES (573)
- Adult Basic Education: 859-3326
- COPIC: (877)290-7235
- Family Support Division: 422-3114
- Health Department/WIC: (800)301-4942
- OATS Transportation: (800)269-6287
- MOCA Comm. Services: 859-6190
- Russell House: 364-0579
- Salvation Army: 422-3091

### MILLER (573)
- Adult Basic Education/GED: 392-8060
- Family Support Division: 392-5141
- Food Pantry: 392-8380
- Health Dept/WIC-Eldon: 392-0212
- Health Dept/WIC-Tuscumbia: 369-2359
- Ministerial Alliance-Eldon: 392-3713
- Ministerial Alliance-Iberia: 793-6811
- MOCA Comm. Services: 392-7511
- Work Connections: 392-7854
### COUNTY RESOURCES

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<td>Richland 765-3689</td>
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<td>SMTS (Transportation) 364-7687</td>
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<td>St. Robert 774-5185</td>
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<td>Red Cross (Ft. Wood) 596-0300</td>
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<td>Salvation Army 336-4063</td>
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<td>University Extension 774-6177</td>
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<td>Work Connections 774-4004</td>
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### STATE AND NATIONAL RESOURCES

- Missouri Bureau of Special Health Care Needs 1-573-368-2227
- Missouri Child Abuse and Neglect Hotline 1-800-392-3738
- Missouri Literacy Hotline 1-800-521-7323
- Americans with Disabilities 1-800-949-4232
- Alcohol and Drug Helpline 1-800-821-4357
- Asthma and Allergy Foundation of America 1-800-727-8462
- Attention Deficit Disorder Association 1-800-487-2282
- Autism Society of America 1-800-328-8476
- Cancer Information Hotline 1-800-525-3777
- Children’s Health and Development 1-800-678-5437
- Consumer Produce Safety Hotline 1-800-638-2772
- Depression, Awareness, Recognition, and Treatment 1-800-421-4211
- National Center for Youth w/ Disabilities 1-800-333-6293
- National Foundation for Consumer Credit 1-800-388-2227
- National Health Information Center 1-800-336-4797
- National Hotline for Victims of Domestic Violence 1-800-799-7233
- National Mental Health Association 1-800-969-6642
- ParentLink 1-800-552-8522
- Parental Stress Hotline 1-800-367-2543
- Planned Parenthood Federation of America 1-800-669-0156
- Social Security Administration 1-800-772-1213
## MOCA HEAD START LOCATIONS

<table>
<thead>
<tr>
<th>Head Start</th>
<th>Address</th>
<th>City, State Zip</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Belle Head Start</td>
<td>408 Oak Street</td>
<td>Belle, MO 65013</td>
<td>(573)859-6074</td>
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<tr>
<td>Camdenton Head Start</td>
<td>53 Mulberry Lane</td>
<td>Camdenton, MO 65020</td>
<td>(573)346-4237</td>
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<tr>
<td>Cuba Head Start</td>
<td>605 E. Washington</td>
<td>Cuba, MO 65453</td>
<td>(573)885-2696</td>
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<td>Dixon Head Start</td>
<td>302 N. Lane</td>
<td>Dixon, MO 65459</td>
<td>(573)759-7781</td>
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<tr>
<td>Eldon Head Start</td>
<td>410 Business 54</td>
<td>Eldon, MO 65026</td>
<td>(573)392-4822</td>
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<tr>
<td>Iberia Head Start</td>
<td>101 W. Normal</td>
<td>Iberia, MO 65486</td>
<td>(573)793-6713</td>
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<tr>
<td>Linn Creek Head Start</td>
<td>316 Business Park Road</td>
<td>Linn Creek, MO 65052</td>
<td>(573)346-7730</td>
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<td>Patricia Miller Head Start</td>
<td>145 N. Monroe</td>
<td>Lebanon, MO 65536</td>
<td>(417)532-4989</td>
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<td>306 S. Pine</td>
<td>Richland, MO 65556</td>
<td>(573)765-5592</td>
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<tr>
<td>Rolla Head Start</td>
<td>1811 E. 10th Street</td>
<td>Rolla, MO 65401</td>
<td>(573)364-8252</td>
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<tr>
<td>Rosebud Head Start</td>
<td>308 Red Oak</td>
<td>Rosebud, MO 63091</td>
<td>(573)764-4216</td>
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<tr>
<td>St. James Head Start</td>
<td>1518 Lola Lane Street</td>
<td>St. James, MO 65559</td>
<td>(573)265-3257</td>
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<tr>
<td>Waynesville Head Start</td>
<td>19778 Sackett Lane</td>
<td>Waynesville, MO 65583</td>
<td>(573)774-2460</td>
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