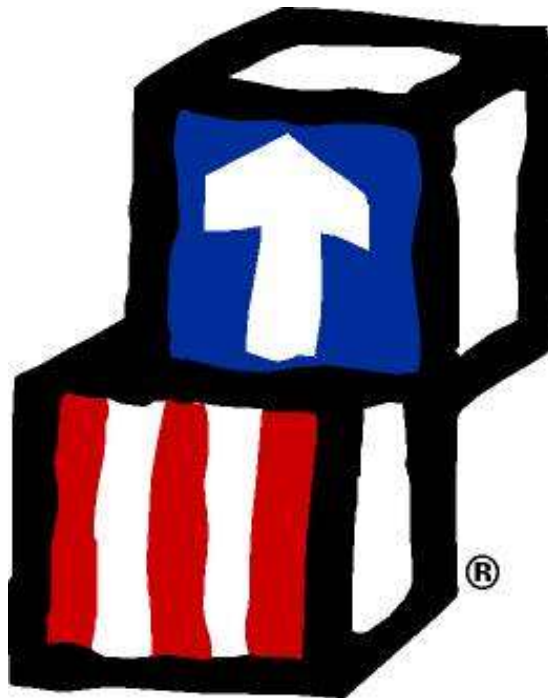




Mission Statement:

“Better preparing young children and their families for life experiences now and in the future.”



2017/2018 FAMILY HANDBOOK

Drake University Head Start
3206 University Ave, Des Moines, IA 50311
(515) 271-1854 Fax (515) 271-2199
www.drakeheadstart.org

Important Information & Phone Numbers



My child attends the _____
Head Start/Early Head Start program.

In case of bad weather, my child's program follows the closures of
_____ School District.

*For more information on closings, please see page 5.

Program Address _____.

Program/Teacher Phone Number _____.

My child's Teacher is _____.

The Teacher Associate is _____.

The days of my child's program are _____
and hours are _____.

The Nurse for this program is _____.
Phone number: _____.

The Coordinator for this program is _____.
Phone and email: _____.

The Family Engagement Specialist is _____.
Phone and email: _____.

Please call teaching staff before 8:00 a.m. every day your child will be late or absent. You can leave a voicemail at your program any time, day or night. If you have any questions at any time, please call the Central Office at 515-271-1854 or 1-800-44-DRAKE, Ext. 1854. The hours at the Central Office are Monday through Friday, 8:00 AM to 4:30 PM.

Welcome to Drake University Head Start!

We are so glad you chose our program. We are very excited to begin this new program year with you and your child.

Your participation in the Head Start program is important to us. **You are your child's most valuable teacher.** We encourage you to be active in the program and you are always welcome to join activities.

This handbook is yours to keep. Please use it all year. You can use it to look up information about any questions you may have. Use it to keep copies of Head Start forms you fill out.

We look forward to a great program year for you and your child.

Sincerely,

Christin Richmond
Policy Council Chairperson



Judy Russell
Head Start Director



Thank you to the Head Start Parents and Policy Council for reviewing and providing feedback to create the Family Handbook!

Signature Page

I have received a Family Handbook and staff are available to review and answer any questions. I have contact numbers for any additional questions.

Thank you for reviewing the Family Handbook.
Please sign 2 copies of this form. You will receive a copy and one copy will go to Head Start acknowledging that you have read the Drake University Head Start Handbook.

Child's Name

Program

Parent/Legal Guardian

Date _____

Parent/Legal Guardian

Date

Staff Signature

Date

Signature Page

I have received a Family Handbook and staff are available to review and answer any questions. I have contact numbers for any additional questions.

Thank you for reviewing the Family Handbook.
Please sign 2 copies of this form. You will receive a copy and one copy will go to Head Start acknowledging that you have read the Drake University Head Start Handbook.

Parent/Legal Guardian

Date

Parent/Legal Guardian

Date

Staff Signature

Date

(Second copy goes in enrollment packet)

TABLE OF CONTENTS

Drake University Family Handbook Terms.....1

What is Head Start?.....2

Program Information.....4-19

- Attendance.....4
- Closing Info.....5
- Curriculum & Assessment.....6-8
- Classroom & Home Visiting Programs.....9-10
- Drop off & Pick-Up.....11
- Clothing Policy & Outdoor Play.....12
- Nutrition.....13
- Additional Information.....15-16
- Open Door/Access Policy.....17-18
- Biting Policy.....19

Head Start Components.....21-26

- Family Engagement.....21
- Become a Parent Leader.....22-23
- In-Kind.....24
- Mandatory Reporting & Communication.....25-26

Health.....28-38

- Health Requirements & Programs.....28-31
- Guide to Childhood Illness.....32-37
- Medication Administration Form.....38

Please see the extra In-Kind calendars in the back of this handbook. These can be used to work on your child's goals throughout the school year.

Thank you for supporting the Head Start program!

Drake University Head Start Handbook Terms

In this handbook, the term “*Head Start*” refers to the following programs:

- Early Head Start Home Visiting Program
- Early Head Start Toddler Program
- Head Start 3-4 Year Old Preschool Program
- Head Start 3-4 Year Old Home Visiting Program

In this handbook, and during participation in the Head Start program, the term “*family*” refers to all of the people that may play a parenting role with HS/EHS staff. This includes fathers, mothers, grandparents, kith and kin caregivers, LGBTQ (lesbian, gay, bi-sexual, transgendered, and questioning) parents, guardians, expectant parents, teen parents, and families with diverse structures that include multiple relationships and significant others.

Notice of Non-Discrimination

The principles of equal access and equal opportunity require that all interactions within the University be free from invidious discrimination. Drake University Head Start therefore prohibits discrimination based upon race, color, national origin, creed, religion, age, disability, sex, gender identity, sexual orientation, or veteran status.



What is Head Start?



The Head Start program is a program of the United States Department of Health and Human Services. It provides comprehensive education, health, nutrition, and parent engagement services for low-income children and their families.

There are Head Start Program Performance Standards that tell us how we provide services for children and families. They are the law that we are required to follow.

Head Start has provided education, health, and social services for nearly 30 million children between the ages of three and five since 1965. It serves over one million children and their families each year in urban and rural areas across the United States.

Program Assessment: The Federal government monitors each Head Start program multiple times over a five-year period. Teams are sent to each program to review and audit the entire program. The teams visit program sites to ensure teachers are providing quality instruction and **safety in the classrooms. They make sure that children's health assessments are up to date and that families are a part of their child's program.**

They review our finances, policies, and procedures to make sure we are doing everything that is required. In addition, the monitoring team interviews a variety of people such as Policy Council members, Teachers/ Specialists, Family Engagement Specialists, Director, and others.

Drake University Head Start had a monitoring visit April, 2014. The Federal team acknowledged the wonderful things we (staff and families) are doing to help children be successful!

Program Information

Attendance Policy

Drake University Head Start Attendance Policy

Every minute of the program is important to your child's learning. Research tells us that children with many absences, even starting in preschool, have lower reading scores and may be held back in later grades. Help your child succeed in school; build the habit of good attendance early.

Absences

- All children are expected to attend the program each day or complete a weekly home visit and to arrive and depart on time. If your child is going to be absent, please contact your program or the Central Office before 8:00 a.m. Head Start can then cancel your **child's lunch**. **The Central Office phone numbers are below.** If your child will be absent for more than two days in a row for reasons other than illness, please talk with staff at your program.
- When a child has more than two unexcused absences in one month, a meeting will be held with the Head Start staff and the family. There are many children waiting for an opening in a Head Start program. Your child may be placed in the applicant pool if regular attendance cannot be maintained.

Please call Teaching staff before 8:00 a.m. every day your child will be late or absent. You can leave a voicemail at your program any time, day or night. Staff will contact you if they have not heard from you in the first hour of class.

You may also call 1-800-44-DRAKE, ext. 1854 or 515-271-1854 between 8:00 a.m. - 4:30 p.m. Monday through Friday.



Cancellations at Head Start & Early Head Start

Weather Closings

- Weather closings are announced on local television and radio stations.
- If your school district closes due to bad weather, Head Start Programs, all Head Start activities, and all home visits in that district are cancelled.
- If your school district closes on a day because of heat and our classroom is air-conditioned, we will still have school.
- Please refer to first page—*Information and Phone Numbers* for the District name.

Television Stations

WOI Channel 5 <http://www.woi-tv.com/>
KCCI Channel 8 <http://www.kcci.com/>
WHO Channel 13 <http://www.whotv.com/>

You may register at the links below to receive weather email alerts:

<http://www.woi-tv.com/weather>
<http://www.kcci.com/weather/closings>
<http://whotv.com/weather/weather-email-alerts/>



Radio Stations

KJY 92.5 FM	West Des Moines, IA	KDLS 105.5 FM	Perry, IA (Spanish)
KIOA 93.3 FM	Des Moines, IA	KDXA 106.3 FM	Ankeny, IA
KGGO 94.9 FM	Des Moines, IA	KRNT 1350 AM	Des Moines, IA
KDRB 100.3 FM	Des Moines, IA	WHO 1040 AM	Des Moines, IA
KLTI 104.1 FM	Ames, IA	KBGG 1700 AM	Des Moines, IA (Spanish)

Program Closings for Reasons Other Than Weather

- If your program closes for reasons other than weather, staff will contact you by phone. Please be sure that Head Start has at least 2 working telephone numbers at all times where you can be reached and messages can be left.
- It is important to have other child care plans in place when this happens.
- If a program closes, a make-up day or home visit may be scheduled at a later date.

School Readiness Goals

Drake University Head Start developed five School Readiness Goals for staff, children, and families in order to align practices and improve outcomes for each child and family.

Our goals state that children at Drake University Head Start will progress in the following domains as documented through observations and assessment:

1. Social-Emotional Development
2. Physical Development and Health
3. Approaches to Learning
4. Language and Literacy
5. Cognition and General Knowledge



Classroom Curriculum

Head Start and Early Head Start classrooms use a research-based curriculum called *Creative Curriculum* that includes large group instruction, small group instruction, centers, and outdoor play. (See Classroom Programs section on pages 9-10 for more information.)

Social-Emotional Curriculum

To help children develop social-emotional skills, Drake University Head Start uses *Second Step* curriculum in Head Start classrooms only. *Second Step* teaches children the skills that help them make friends, manage their feelings and solve problems.

Information about these curriculums can be found in the parent libraries in your center. Teaching staff can also answer any questions.

Child Assessment

Teaching staff and Home Visitors will use the research-based Teaching Strategies **GOLD** to assess your child's learning and development using the following objective areas:

Social-Emotional

- Manages own emotions and behaviors
- Establishes and sustains positive relationships
- Participates cooperatively and constructively in group situations

Physical

- Demonstrates traveling skills
- Demonstrates balancing skills
- Demonstrates gross-motor manipulative skills
- Demonstrates fine-motor strength and coordination



Language

- Listens to and understands increasingly complex language
- Uses language to express thoughts and needs
- Uses appropriate conversational and other communication skills



Cognitive

- Demonstrates positive approaches to learning
- Remembers and connects experiences
- Uses classification skills
- Uses symbols and images to represent something not present

Literacy

- Demonstrates phonological awareness
- Demonstrates knowledge of the alphabet
- Demonstrates knowledge of print and its uses
- Comprehends and responds to books and other texts
- Demonstrates emergent writing skills

Child Assessment (cont.)

Mathematics

- Uses number concepts & operations
- Explores and describes spatial relationships and shapes
- Compares and measures
- Demonstrates knowledge of patterns

For Dual Language Learners:

English Language Acquisition

- Demonstrates progress in listening and understanding English
- Demonstrates progress in speaking English

Ideas to help children reach these goals at home!

- ◆ Read to your child every day. Let your child choose which book to read. Sometimes children like to read the same book over and over.
- ◆ Talk about what you read or what happens during the day. Describe what you are doing when you cook or take a walk together. Give your child time to respond to you. Sometimes it takes 10-30 seconds.
- ◆ Count with your child. Count everyday object such as forks or spoons when your child is setting the table. Describe things using the number of items, “Could you hand me those three spoons, please?”
- ◆ Let your child know the work they do at school is very important. Tell them how important their learning is and how important it is to be on time and in school every day.

Work with the PATH kits sent home by your child’s teacher. PATH stands for “Parents Are Teachers at Home”. Three times per year, you will receive a book with activities to work on at home with your child. Record the time on an in-kind calendar.

- ◆ Enjoy your child. Let your child know that he/she is loved, cherished, and protected. They grow up quickly and will never be this age again!
- ◆ Make sure your child gets exercise and plays outside. Physical activity is necessary for the development and health of your child at all ages. Make outside time a learning time and have fun!

Classroom Programs

A typical schedule in a classroom may include:

- Welcome/Greeting
- Large Group: All the children come together to read a story, discuss plans, or sing songs for a short time.
- Center Time: Children choose the interest area where they want to play and learn.
- Outdoor Time: Teachers plan 20-30 minutes of outdoor learning activities for children that may include running, jumping, and climbing.
- Small Group Time: A few children are grouped together for a short time. They may talk about new ideas and learn new skills.



The classrooms are planned so children learn every minute of the day. Interest areas include:

- * Blocks
- * Art
- * Toys and games
- * Dramatic play
- * Library
- * Music and movement
- * Discovery
- * Computers
- * Cooking
- * Outdoor play (at specified times)

- Children feel more confident when things are their size. The tables, chairs, and cubbies in the room are child size. The pitchers they use to pour milk are also child size.
- It is important for children to learn to be independent. Toys are put on low shelves so children can reach them by themselves. Picture labels help children know where materials belong so they can help clean up after center time.
- The same schedule is followed each day so that children develop a consistent routine so they know what will happen next. This helps children feel comfortable and secure.
- Children benefit from using these ideas at home too.

Home Visiting Programs

Drake University Head Start and Early Head Start offer the following Home Visiting Programs:

- The Early Head Start Home Visiting program serves children ages birth to three years and their families in *Polk County* year round.
- The Head Start Home Visiting program serves children ages three to five years and their families in *Polk County* for 9 months of the year.
- Home Visiting Programs utilize Parents as Teachers (PAT) Curriculum

What does it mean to be in a Home Visiting Program?

- * Home visits occur weekly with a Home Visitor for 1½ hours.
- * **During the visit, staff and families work together on the child's developmental goals and family goals.**
- * Staff and families will work together to identify needs and locate resources available to support them. Parent education information will also be discussed.
- * The Home Visitor will visit each family the same time every week when possible.
- * The last available time for a visit is 4:00 p.m.

How to get the most out of a Home Visit:

- * Be ready to begin when the Home Visitor arrives.
- * Everybody is prepared to participate during the visit.
- * Try to minimize distractions, such as pets and televisions, during a visit so everyone can focus on learning.
- * If a visit needs to be canceled, please notify the Home Visitor as soon as possible. This will help the program better serve other children and families.

Language Interpretation

- * Head Start provides interpreters when needed at no cost to the family during home visits.
- * Head Start and Early Head Start pay for interpretations.
- * If the visit needs to be canceled, please call staff at least 24 hours prior to the visit. If not, Head Start must pay for the interpretation. Canceling early helps Head Start save money!



Drop-Off and Pick-Up

Children must be signed in and out by an adult each day. Persons picking up a child **must** be listed on the *Emergency and Pick Up Permission Form*. Notify staff immediately with any changes in your phone &/or address. They must be over 18 years old and have a photo I.D. **If a location has their own pick-up and drop-off procedures, we will follow those.**

It is important to pick up children on time. If a child is not picked up on time staff will call:

- 1) Parent(s) using the phone numbers on file. Please be sure that Head Start has at least 2 working phone numbers at all times where you can be reached and messages can be left.
- 2) Persons listed on the *Emergency and Pick -Up Permission Form*.

If these are unsuccessful, after 30 minutes staff may call:

- * The Department of Human Services or Local Police

If a child is picked up late, a plan will be developed to prevent it from happening again.

If your child is picked up by a child care program, a *Child Care Addendum* needs to be filled out. This form lists people who have permission to pick up a child.

If a person is NOT allowed to pick up your child:

- A copy of the court order must be on file.
- Head Start will follow that order.

Safety of Children when Dropping Off and Picking Up

Please drive slowly and hold your child's hand while in parking areas. The safety of you and your child is Head Start's priority.

Remember to NEVER leave any child alone in the car. This includes younger or older siblings when dropping off or picking up a child at Head Start.

Clothing Policy & Outdoor Play

It is important for children to be safe and comfortable while at Head Start & Early Head Start.

- Please send your child to Head Start in comfortable shoes, socks, and clothes that can get dirty.
- It is recommended that your child have an extra set of clothing at school daily.
- **For the children's safety, please make sure your child wears sneakers or rubber-sole shoes.** Children wearing flip-flops or croc-like shoes will not be able to play on playground equipment.



COLD WEATHER RECOMMENDATIONS:

Hats & mittens: Mid-October and through the winter

Snow pants and boots: Please bring if there is snow on the ground. If your child does not bring boots, he/she may not be able to play in certain areas.

- All children play outside each day if the weather allows. Fresh air is good for children and helps cut down on illness. Playing outside is a learning opportunity for your child.
- Drake University Head Start does not provide or apply sunscreen to children. Please apply an 8-hour sunscreen to your child before school when necessary starting in mid-April through the summer months. This will last throughout the Head Start day.
- When the temperature or the wind chill is 21 degrees Fahrenheit or below, we will not go outdoors.

**Ask your Family Engagement Specialist if you would like information about clothing resources in your community.*

Nutrition

Meals

Each classroom offers 1 or 2 meals each day depending on the hours.

For example:

- Classroom programs provide breakfast and lunch, lunch and snack, or breakfast, lunch and snack.
- Snacks are provided for families during Early Head Start playtimes and socializations.



The Iowa Child and Adult Care Food Program

The Drake University Head Start Program follows CACFP (Child and Adult Care Food Program) guidelines. Families receive a CACFP flyer called “Building for the Future” with more information.

Menus

Lunch menus are provided to our program from local school districts or child care centers. We work with them to make sure your child is offered a healthy meal, low in fat and sodium. After parents are elected to Policy Council in the fall, breakfast and snack menus will be presented to and reviewed by the parents on the board. We are always interested in parent suggestions to make the meals we offer more appealing and culturally appropriate for children.

Help Head Start Save Money on Uneaten Lunches!

*If your child is absent and you do not call in **before 8:00 a.m.**, a lunch will be ordered for your child. You can help Head Start save money on uneaten lunches by calling in your child's absence. This is money that can be used on other items for children in the classroom.*

*Each ordered lunch costs Head Start about **\$3.00 per child per day.**
The cost of all lunches for one school year for our program =
\$202,767.00!!*

Drake University Head Start Child and Adult Care Food Program (CACFP)

USDA NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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

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

IOWA NOTIFICATION STATEMENT

It is the policy of the Drake University Head Start and the Iowa Department of Education not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX, Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act.

If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515-281-5295; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, telephone number 312/730-1560, fax 312/730-1576, or email: OCR.Chicago@ed.gov

More to Know about Head Start & Early Head Start

Fees and Supplies

Head Start is a program provided to you at no cost. This includes all supplies needed for the program. To understand what you can do to be more involved in your child's program, please see Family Engagement Section.

Holiday and Birthday Information

Head Start welcomes families from all cultures and provides an objective program. This means that Head Start does not celebrate holidays, including birthdays.

Field Trips

Field trips are not part of the Drake University Head Start program. Staff may plan for program enhancement events in the classroom. Staff may also take children for walks during the year.

Positive Behavior Interventions & Supports

All Drake University Head Start staff, volunteers, and visitors use Positive Behavior Interventions & Supports (PBIS).

Some examples include:

- Providing choices & good examples, giving praise and encouragement, and redirecting children
- For more information on PBIS, and tools for families, visit Center for Social Emotional Foundations for Early Learning (www.csefel.vanderbilt.edu)
- Materials with positive solutions for families will be shared.



DUHS program children and staff have the following expectations:

- We are Safe
- We are Healthy
- We are Kind
- We are Responsible

Program Information

EHS & HS Home Visiting Programs

- * EHS is a year-round program serving Polk County only.
- * HS is a 9-month program serving Polk County only.
- * Education Specialists/Home Visitors see the family weekly in the home.
- * Child and parent playtimes or socializations are held twice a month at a central location.



HS & EHS Classrooms

- * EHS and HS Classrooms work with a Family Engagement Specialist throughout the school year.
- * EHS and HS classrooms receive a home visit from the Teaching staff two times per year.
- * **Parents attend two conferences per year with their child's Teacher.**

EHS Toddler Classrooms

- * EHS Toddler Classrooms serve families in Polk County only.
- * EHS Toddler Classrooms are year-round programs.

Drake University Head Start is not responsible for lost or missing items brought into Head Start classrooms, programs, or events.

Open Door / Access Policy

Parents may observe their child in the classroom at any time.

If you would like to talk with Teaching staff, please set a time to meet with them when they are not with children. When classrooms are in session, Teaching staff are busy working with children.

Drake University Head Start follows Iowa Child Care Licensing Standards and uses their Access Policy as a guide. Drake University Head Start is responsible for ensuring the safety of children in center/school-based programs and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the center/school. Parents may observe their child in the classroom at any time unless prohibited by a court order.

1. Any person in the Head Start center who is not a staff member, Substitute, or subcontracted staff shall not have **“unrestricted access”** to any child unless they are the parent, guardian, or custodian of the child. They will not be counted in the staff-to-child ratio.
 - A. **“Unrestricted access” means that a person has contact with a child alone or is directly responsible for that child’s care.**
 - B. It is imperative that Head Start programs not allow people who have not had a record check to assume the care of a child or be alone with children. This directly relates both to child safety and liability to the program.
2. Persons who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any responsibilities related to the care of the child. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher associate when necessary.
 - A. Supervision means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.
 - B. Monitoring means to be in charge of ensuring proper conduct of others.

(continued on next page)

Open Door/Access Policy (continued)

3. Center/school staff will approach anyone who is on the property of the center/school without their knowledge to find out the purpose of their visit. If staff is unsure about the reason, the Program Coordinator or Director will be contacted to approve the person to be on site. If it becomes a **dangerous situation**, staff will follow the Emergency Plan “INTRUDER” procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.
4. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):
 - A) Shall not operate, manage, be employed by, or act as a subcontractor or volunteer at the center/school.
 - B) Shall not be on the property of the center/school without the written permission of the Head Start Director.
 - i. The Head Start Director is not obligated to provide written permission and must consult with their DHS licensing consultant and the contracted location partner.
 - ii. If written permission is granted, it shall include the conditions under which the sex offender may be present, including:
 - 1) The precise location in the center/school where the sex offender may be present.
 - 2) **The reason for the sex offender’s presence at the center/school.**
 - 3) **The duration of the sex offender’s presence.**
 - 4) Description of how the center/school staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 - 5) The written permission shall be signed and dated by the Director and sex offender and kept on file for review by the center licensing consultant.

Drake University Head Start

Biting Policy

Children bite for different reasons. When biting occurs, it can be scary and very frustrating for children, parents, and teachers. The biting policy below is used throughout the Drake University Head Start program. Staff will:

- Respond right away to look at the child's injury.
- Keep the child away from the biter.
- Give first aid to the child (following universal precautions) and comfort the child.
- Use a non-threatening voice and response with the biter. If the biter is acting in a forceful or angry manner, they will be moved away from other children until they calm down. They will be re-directed to other play.
- Staff will review data for patterns of biting or other factors that may lead to biting. This information will be reviewed with the Program Coordinator. Factors found to contribute to the biting will be removed or changed.
- An Incident Report will be filled out for both children and placed in their files. The report will be shared with the parents of the children involved. Confidentiality will be maintained on all reports.
- Staff may seek additional professional assistance with parent's/legal guardian's permission and Program Coordinator approval.

Head Start Components

Family Engagement

Head Start has always encouraged parent involvement in many ways, but now we are taking it a step further. Research shows that strong family engagement makes children more successful in Head Start and in the future. We will partner with families to increase their engagement with **their child, their child's development, and the Head Start program.**

Being engaged means partnering with teachers to teach skills at home. It means having an open mind and trying new ideas. It also means that Drake University Head Start staff and families work together and share ideas to meet goals. This will help your family and child be more prepared for today and in the future.

We will work together to increase family engagement and child success by:

- Developing family and child goals together
& **sharing your child and family's** strengths
- Finding strategies to achieve your goals together
- Celebrating achievements together!
- Discovering new ways for parents to teach their children at home & be involved in the classroom
- Providing volunteer opportunities for parent involvement.



For more information about Head Start and Family Engagement, please visit: <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/family/for-families>

Curriculum:

Drake University Head Start follows a research-based curriculum called *Creative Curriculum*. This is used to guide teachers in setting up learning environments and creating lesson plans to **maximize children's learning.**

Child Assessment:

Drake University Head Start uses the Teaching Strategies GOLD assessment. **This follows children's development** from birth through 3rd grade. It is **used to determine a child's level of progress in school and next steps for learning.**

Guidelines & Expectations

How can Parents be Leaders at Head Start?

- Keep in contact with the Teacher or Specialist working with your child.
- Participate in home visits, playtimes, and socializations.
- Work with Teaching staff, Home Visitors and Family Engagement Specialists to set goals.
- Attend parent-teacher conferences.
- Read to your child every day.
- Get involved with your Parent Committee and/or Policy Council.
- Participate in polls and surveys

Parents and family members are the first, most important, and forever teachers of their children!

What are the guidelines for Head Start parents?

- All adults set good examples in the programs, hallways, Head Start grounds, and at all Head Start-sponsored events.
- All adults model appropriate language and behavior. Adult matters are not discussed when children are present.
- Head Start staff and families share a professional relationship.
- Head Start centers are a **“No Phone Zone”**.
- Cell phones are not used in Head Start classrooms, programs, or events.
- Read and review information in your parent mailboxes. This would include program updates as well as valuable tips and resources.



As a parent, what are my responsibilities at agency events?

- Parents provide transportation to and from events.
- Parents are responsible for the supervision of their children at all times during agency events.
- All families of enrolled children may attend. Some of the events are free for the entire family while others require that you pay for a second adult or other family members.

Note: Due to State of Iowa licensing requirements, no brothers or sisters are allowed in the classrooms while parents are visiting and/or volunteering. Thank you for your cooperation.

Become a PARENT LEADER

SHARE YOUR PARENT VOICE!

Parent Committee – Every parent with a child in Head Start or Early Head Start is a member of the Parent Committee.

Parent Committees provide parent voices to:

- Gather ideas from families to meet their needs through groups, polling and surveys.
- Plan activities for their programs and provide input to program planning.
- Elect parents to Policy Council.

Policy Council

- Works on planning and developing the Head Start program.
- Meets the 2nd Tuesday evening of each month, from 6-8pm.
- Members are elected by each Parent Committee/Program.



Left:: Past Policy Council Chair, Stephanie Peters, shares her positive Head Start experiences with Vice President Joe Biden at Smokey Row in Des Moines. February, 2015

Volunteering = Family Engagement

What is IN-KIND?

We have to raise more than \$2,000,000 of In-Kind contributions every year!

When you volunteer, you help us get closer
to our goal of \$2,000,000!

- *How?*

Every volunteer hour equals \$16.33 for the Head Start and Early Head Start programs.

If you volunteer 3 hours, you earn
 $3 \times \$16.33 = \48.99 for In-Kind.

- *Interested in helping?*

Please talk with Head Start staff to find out how to participate.



Volunteer to help your child learn and help Head Start with *In-Kind*!

By volunteering with the Drake University Head Start program, you learn more about your child's program, help your child learn, and have more time together! Every minute of your time helps our program.

Here are some ways you can help!

- **Volunteer to help in your child's Program**
- **Work on child's goals at home** and report time on calendars all year long!
- **Serve on:**
 - Parent Committees
 - Health Advisory Board
 - ERSEA Committee (Eligibility, Recruitment, Selection, Enrollment and Attendance)
 - Policy Council



Mandatory Reporting

All Head Start staff members are trained Mandatory Reporters. This means they are responsible for reporting suspected child abuse and neglect to the Department of Human Services.

What is suspected child abuse?

Suspected child abuse reports may come from:

- Unexplained bruises, burns, fractures, etc.
- Lack of cleanliness, lack of medical care, or lack of warm clothing for the weather.
- Interest in or knowledge of sexual behavior.
- Abuse or neglect reported by the child.
- Leaving a child alone in a vehicle.
- Any child not in a car seat that meets State of Iowa Law.

Reports are always confidential and made with the child's safety in mind. Anyone may report suspected child abuse by calling the Department of Human Services at 1-800-362-2178.

How can families be sure their child is safe with Head Start staff members?

- Every staff member is screened for a criminal record.
- Staff maintain ratio and supervise children at all times.
- Staff are trained in CPR and First Aid, and every program has a first aid kit.
- Staff complete daily, weekly, and monthly safety checks for their program.

Communication

When families have concerns, they can talk to someone at Head Start.

Concerns about...

My child's application, transfer, community resources, finances, housing, or parenting.

My child's health, such as an illness.

My child's education.

My child's nutrition, such as their diet.

Who to talk to...

⇒ Talk with your Family Engagement Specialist or Home Visitor about these concerns. Family Engagement Specialists help families find resources and information to help with these challenges.

⇒ Talk to the Head Start/Early Head Start **Nurse about concerns with your child's health.**

⇒ Always start with your child's Teacher or Specialist. A scheduled meeting is usually best. Most concerns can be solved in this way.

⇒ If after a meeting you are not satisfied, talk with the Head Start Coordinator for your program. If you still have concerns, talk with the Head Start Director. It is important to follow these steps for resolving any concerns.

⇒ **Talk with your child's Nurse about concerns with your child's nutrition.**

Personal information about children and families is kept confidential. Parents and staff sign confidentiality statements to make sure this happens. Parents are asked to keep information about other children and families private.

Health

Health Requirements for Children

When your child goes to Head Start or Early Head Start, they can come in contact with germs that can cause illness or disease. The best way to protect your child is to make sure they are up to date on their childhood immunizations. The program Nurse will work with you to make sure your child has all of their shots and exams. Drake University Head Start follows Iowa Child Care Licensing Standards. All health requirements must be up to date for each child to attend a classroom program.

	Schedule for Health Exams and Immunizations												
Physical Exams Due	First Week	1 mo.	2 mo.	4 mo.	6 mo.	9 mo.	12 mo.	15 mo.	18 mo.	24 mo	30 mo	3 yr.	4 yr. & 5 yr.
Dental Exams Due							12 mo.			24 mo		3 yr.	4 & 5 yr.
Immunizations Due	Birth		2 mo.	4 mo.	6 mo.		12 mo. &/or 15 or 18 mo.					3 yr.	4 & 5 yr.
Starting at age 6 months and then yearly, you and your child should get a flu shot. Talk with your healthcare provider about getting one!													
All completed Health Care and Dental paper work needed for Head Start is given to the Nurse. Health Care paperwork includes a physical exam and immunization records. Your child may also need additional medical Health Care paperwork to attend school. Your program Nurse or Family Engagement Specialist will let you know what paperwork is needed.													

Physical Exam

Your child needs to be seen by your family doctor and have a physical exam

Dental Exam

Your child needs to have a dental check-up every year starting at age 1.

Tuberculosis

Your child will be screened annually for Tuberculosis. If your child is found to be at high risk, you will be asked to take your child to be seen by a health care provider for further screening and possible testing. It is at the discretion of your child's health care provider to complete a Mantoux test.

Hemoglobin/Hematocrit Test

Your child should have a hemoglobin (blood test) done during their doctor's visit. Low hemoglobin can cause health problems with learning, behavior, and growth.

Lead Test

Lead poisoning can cause life-long health problems with learning, behavior, speech, and hearing. You should have your child tested at ages 1 and 2, and more often for children living in some homes. Your family doctor will do a screening to see if your child should be tested more often.

General Health Information

Medical & Dental

If you do not have a family doctor or dentist, your program Nurse, Home Visitor, or Family Engagement Specialist can help you find one. It is important for your child to have regular medical and dental check-ups. Let us help you find a medical and dental home.

Medicine

All medicines should be given at home. If a medicine needs to be given in the classroom or socialization, the parent/legal guardian will need to:

- 1) **Have a written Doctor's order on a *Medication Administration Form***, signed by the doctor and parent. The *Medication Administration Form* is located in the Family Handbook.
- 2) Bring the medicine in the original bottle with the pharmacy label.
 - * The medicine must be left in the classroom for the days the medicine is to be given.
 - * Ask for one for at home and one for school. The drugstore will put medicines in two containers when parents ask.

Food Allergies

If there is an allergy or intolerance to a specific food, a Doctor must complete a Drake University Head Start form before your child attends Head Start. This is to ensure the offending food is not served to your child.

- * The form is called a *Food Substitution Request Form*.
- * Request this form from staff and return it to the Teacher, Nurse, or staff.
- * Families asking for food substitutions for religious or personal reasons must also complete a *Food Substitution Request Form* before their child attends Head Start.

Injury

If a child is hurt during program activities, an ***Incident Report*** will be given to parents. If there is a head injury:

- * A list of signs and symptoms to watch for will be included with the Incident Report.
- * Head injury symptoms may not show up for several hours.

Family Emergency/ Medical Needs

- * If persons participating in a program activity need emergency medical help, staff will call 911 and parents.
- * Staff are trained in CPR and First Aid and will conduct CPR and First Aid, but are not able to provide transportation for medical care.

Oral Health

Children brush their teeth each day in class and at each playtime/ socialization.

Children age one and over or when their first tooth erupts:

Children brush their teeth with a soft bristled toothbrush and a pea-sized amount of toothpaste. This stays on the teeth to help strengthen them.

- Parents should brush their child's teeth for them until the age of 7 or 8 years. Be a good role model and brush your teeth while your child brushes theirs.

Infants under the age of one:

Staff will teach parents oral care for their infant. This includes gently wiping the infant's gums with a gauze pad or soft cloth.



I-Smile

I-Smile™ uses the idea of a dental home to make sure that Iowa's children have access to treatment and early prevention. For more information on the I-Smile™ Dental Home Initiative, please contact the Iowa Department of Public Health Bureau of Oral Health and Delivery Systems at 1-866-528-4020.



FREE Voluntary Drake University Head Start Health Programs & Sunscreen

Iowa KidSight Program (Photovision)

This is a FREE vision screening for young children to detect eye and vision problems.



The Nurse at your child's program works with trained, local Lions club volunteers to use a special camera to take pictures of your child's eyes to look for problems. You will receive your child's results. If a problem is detected, you will also be given a letter for your child with a list of eye doctors in your area.

Fluoride Varnish Program

This is a FREE program provided at Drake University Head Start. A dental hygienist will visit your child's Head Start classroom and teach your child how to care for his/her teeth. With parent permission, the hygienist will also apply fluoride varnish. If there are any concerns about your child's teeth, you will be notified by Head Start.



Sunscreen!

Children play outside often at Head Start and sunlight could do damage to your child's skin. During the months of May through September Head Start will provide sunscreen for your child to wear while they are at school.



Guide to Childhood Illness

ILLNESS	WHAT YOU SEE	WHAT YOU DO	WHEN MY CHILD CAN RETURN TO HEAD START OR EARLY HEAD START
5th Disease (Erythema Infectiosum)	Fever, headache, and very red cheeks. Lace-like rash on chest, stomach, arms, and legs that lasts 3 days to 3 weeks. You may see the rash off and on.	Talk to your child's doctor and ask about using over-the-counter pain/fever medicine. Give child plenty of fluids. Prevent scratching by trimming fingernails and putting gloves on the child during the night. Pregnant women exposed to this disease should consult with their doctor.	Keep the child home if fever is present. Your child may return when the fever subsides without fever reducing medication and feels well enough for activity. <i>Alert: Women that become infected during pregnancy may also infect their unborn child. Fetal death can occur in a small percentage of cases.</i>
Chicken Pox (Varicella)	Itchy, blistery rash with mild fever. Blisters usually occur in clumps and are more commonly seen on the stomach, chest, and back. After several days, blisters scab over. Some children have only a few blisters, others can have several hundred.	Talk to your child's doctor. Calamine lotion or baking soda in a cool water bath can help to reduce itching. Keep children from scratching by trimming fingernails and putting gloves on the child during the night.	Child should stay home until all the blisters are crusted with no oozing scabs. Usually 6-7 days after start of rash.
Cold Sores & Mouth Sores	Fever, painful, small, fluid-filled, or red blisters on mouth, gums, or lips. The sores are usually reddish or purple and can appear one-at-a-time or in little bunches.	The sores should be kept as dry and covered as possible. Do not allow children to share toys. Talk to your doctor if child cannot control drooling.	If the child is drooling and has sores, child's doctor should be consulted before returning to school. Otherwise, child does not need to miss school.
Ear, Nose and Chest Infection Common Cold Pneumonia RSV (Respiratory Syncytial Virus)	Child may have a cough, runny nose, fever, watery eyes, sore throat, chills, and tiredness associated with the common cold, croup, pneumonia, respiratory syncytial virus (RSV), bronchitis, and ear infections.	Make sure the child gets plenty of rest. Ask child's doctor about using over-the-counter pain or fever medicine. The child and caregiver should wash their hands often. Seek medical treatment immediately if child has the following signs of difficulty breathing: *Blue or gray skin around the nose, mouth, or fingernails. Struggles to breath. *Makes noisy, high-pitched sounds when breathing.	Child with fever or who is lacking energy should stay home. Child without fever for 24 hours without the use of fever-reducing medications may return to school. Any illness, cold, sore throat, cough, and/or drainage must be under moderate control. Child must be able to participate in program activities as determined by the Head Start Nurse.

ILLNESS	WHAT YOU SEE	WHAT YOU DO	WHEN MY CHILD CAN RETURN TO HEAD START OR EARLY HEAD START
Diarrhea	The child's bowel movements are more frequent, loose, and watery than usual. Stomach cramps.	Make sure the child gets plenty of rest and give a diet of clear liquids. Can continue breastfeeding. If symptoms continue, fever occurs, or if blood appears in stool, call your doctor. The child and care givers should wash hands frequently.	Child may return when diarrhea is gone and the child feels better.
Fever	An increase in body temperature above normal. It does not always mean there is an illness. A fever may be present if the child's temperature is 101 degrees measured by the mouth. The most common causes of fever in children are sickness, teething, and recent vaccination. Temperature of: -101° or greater by oral (mouth) or ear -101.8° or greater temporal artery -100° or greater auxiliary (underarm)	Call child's doctor if your child is uncomfortable or has a change in behavior. If a child under 8 weeks of age has an armpit temperature of 100 degrees, call your doctor.	Must be fever free for 24 hours without the use of fever-reducing medication before returning to school. Child must be able to participate in program activities as determined by the Head Start Nurse.
Flu (Influenza)	Fever, chills, sore throat, cough, headache, muscle aches, decreased energy, extreme sleepiness. Some children may develop pneumonia with influenza. Children with influenza may have upset stomach, vomiting, or diarrhea but never without respiratory symptoms.	Talk to your child's doctor. Make sure child gets plenty of rest. Ask doctor about over-the-counter fever/pain relievers and antiviral medicine. All children older than six months are recommended to get an influenza vaccination every year.	Child may return to school when the child feels well, and must be fever free for 24 hours without the use of fever-reducing medication.
Hepatitis A	Stomach pain, sick feeling, fever, and diarrhea. Dark brown urine. Skin and white part of eyes might turn yellow.	Call your child's doctor IMMEDIATELY.	Receive vaccination series. Child may return to school one week after the start of symptoms.

ILLNESS	WHAT YOU SEE	WHAT YOU DO	WHEN MY CHILD CAN RETURN TO HEAD START OR EARLY HEAD START
Impetigo	Skin sore with a yellow, honey colored scab. It may ooze and drain. Most sores are on the face, around the nose and mouth but may be anywhere on body.	Talk to your child's doctor. Your doctor may give you medicine and will tell you how to take care of the sores. The child and care givers should wash hands frequently.	Child may return to school 24 hours after the child started medicine from the doctor, or when the doctor permits return.
Lice (Pediculosis)	Lice (bugs) and eggs (nits) in hair and on the child's head. Mainly found on top of head, behind ears, and back of neck causing head to itch.	Follow the 14-day treatment guidelines. Day 1: Use over-the-counter medicated shampoo and follow the all the directions on the shampoo. Day 2: Comb hair from the scalp to the end of the hair. Do not wash hair today. Day 3-9: wash hair with regular shampoo. Rinse hair. Apply conditioner to make hair slippery. Comb hair the entire length from the scalp to the end of hair. Wipe comb between each stroke with a paper towel to remove any lice or nits. Keep hair wet while combing. Comb hair at least 15 minutes. Rinse hair. Day 10: Use over-the-counter medicated shampoo and follow the all the directions on the shampoo. Day 11: Comb hair from the scalp to the end of the hair. Do not wash hair today. Day 12-14: Wash hair with regular shampoo. Rinse hair. Apply conditioner to make hair slippery. Comb hair the entire length from the scalp to the end of hair. Wipe comb between each stroke with a paper towel to remove any lice or nits. Keep hair wet while combing. Comb hair at least 15 minutes. Rinse hair.	There is no need for child to be sent home from school the day of diagnosis and should be allowed to return after first treatment. Child should start the 14-day treatment if bugs or nits are found in the hair.

ILLNESS	WHAT YOU SEE	WHAT YOU DO	WHEN MY CHILD CAN RETURN TO HEAD START OR EARLY HEAD START
Meningitis (Viral or Bacterial)	Fever, headache, and sore neck are common symptoms in anyone over 2 years. Newborns and small infants may appear over-sleepy or inactive, be irritable, vomit, or feed poorly.	Talk to your child's doctor IMMEDIATELY. Viral meningitis is only spread when someone has contact with an infected person's stool. Bacterial meningitis can be spread through the air. Close contacts may be given medicine to prevent illness.	Children with bacterial meningitis may return to school 24 hours after starting antibiotics. Children with viral meningitis may return when feeling better. Must be fever free for 24 hours.
MRSA (Methicillin Resistant Staph Aureus)	A boil or pimple that can be swollen red and painful and have drainage. Often mistaken for a spider bite.	Talk to your child's doctor. Treat and cover all open wounds. Reinforce hand washing and environmental cleaning.	Child or staff does not need to stay home if wound is covered.
Mumps	Rare in children with 2 doses of measles, mumps, and rubella vaccine. Fever, swollen and sore glands at the jaw. Headache and earache. Sometimes children also have a cough and runny nose.	Talk to your child's doctor and ask about using over-the-counter pain/fever medicine. Give plenty of liquids.	Child may return to school 5 days after start of symptoms or until symptoms are gone. (Whichever is longer.) Must be fever free for 24 hours without the use of fever reducing medication. <i>Alert! If your child has not received a mumps vaccination due to medical, religious, or other reasons, contact your child's physician.</i>
Pink Eye (Purulent Conjunctivitis)	Eyes are red/pink with creamy or yellow discharge and the eyelids may be matted after sleep. Eyelids and around the eyes may be red, swollen, and painful.	Talk to your child's doctor. Child without fever should continue to be watched for other symptoms by parents or child care providers.	Child may return when all symptoms are gone.
Rash Illness	Usually red, splotchy areas on the skin, sometimes with bumps that may or may not be whitish in color. Child may have a fever or behavioral change.	Talk to your child's doctor if child develops a fever and acts differently with the rash.	If child has no fever without the use of fever-reducing medication, or behavioral change with rash, and is easily able to participate, then the child may return to school.

ILLNESS	WHAT YOU SEE	WHAT YOU DO	WHEN MY CHILD CAN RETURN TO HEAD START OR EARLY HEAD START
Scabies	Severe itching that can be worse at night. You may see small red bumps on the skin or burrows between fingers, on wrists or elbows, in armpits, or on waistline.	Talk to your child's doctor.	Child may return to school 24 hours after first treatment.
Strep Throat	Sore throats can have many causes. Strep throat is a severe form of a sore throat. Common symptoms include: sore throat, hard to swallow, fever, enlarged glands, and extreme tiredness.	Talk to your child's doctor. Give all medicine for the entire time directed. Antibiotics are not recommended for treatment without a positive laboratory test.	Child may return to school 24 hours after antibiotics are started AND there is no fever without the use of fever-reducing medication.
Vomiting	Common causes of vomiting are sickness and upset stomach.	Talk to your child's doctor if fever is present. Call doctor immediately if child is unable to keep fluids down for more than 24 hours.	Child may return to school once symptoms are gone.
Whooping Cough (Pertussis)	Persistent, deep-sounding cough. Some children may have a "whoop" sound in cough. Some may vomit or lose their breath during and after coughing.	Talk to your child's doctor. Give all prescribed medicine for the entire time directed. Doctor may prescribe medicine to close contacts to prevent illness.	Child may return to school after 5 days of antibiotics or 21 days of cough if no antibiotics are given.
Cryptosporidiosis	May become ill 2-10 days after infection. Watery frequent diarrhea. Belly pain, headache, vomiting, and fever.	Talk to your child's doctor. May prescribe medication to slow the watery stools. Wash hands often to reduce spread of infection.	Child may return to school if okay with Public Health Department.
Giardia	Mild or severe diarrhea, stomach cramps, bloating, and tiredness.	Talk to your child's doctor. He/she may prescribe antibiotics and medication to slow diarrhea. Wash hands often to reduce spread of infection.	Child may return to school if okay with Public Health Department.
Tuberculosis	Positive skin test needs further follow up with child's doctor. Coughing, weight loss, fever, or night sweats may be seen.	Talk to your child's doctor. Medications will be prescribed and must be taken as prescribed for 6-12 months.	Child may return to school after beginning treatment and when physician allows.

ILLNESS	WHAT YOU WILL SEE	WHAT TO DO	WHEN MY CHILD CAN RETURN TO HEAD START OR EARLY HEAD START
Measles	High fever, cough, runny nose, watery eyes, and a red rash that moves from the face to the rest of body. Small red spots in mouth. May last from 1-2 weeks.	Talk to your child's doctor. Ask doctor about over-the-counter fever/pain relievers. Children with high fevers should be treated by a doctor.	Child may return 5 days after rash appears and must be fever free for 24 hours without the use of fever-reducing medication. <i>Alert! If your child has been exempt from measles immunization for medical, religious, or other reasons, contact your child's doctor.</i>
Hand, Foot, and Mouth Disease	Mild fever, poor appetite, sick feeling, and sore throat. 1-2 days after fever begins, child will have sores in the mouth and a rash with blisters. Rash is usually located on the palms of hands and soles of feet.	Talk to your child's doctor. Ask doctor about over-the-counter fever/pain relievers. Use good hand washing. Contact child's doctor if child is unable to eat or drink.	Child does not need to miss class at Head Start as long as he/she can participate easily, does not have mouth drooling, and is fever-free for 24 hours without using a fever-reducing medication.
Serious illness, injury	Any illness or injury that would keep the child from everyday activity in the classroom.	Talk to your child's doctor.	Doctor's statement and approval of Head Start Nurse. Child must be able to fully participate in Head Start activities.
Ringworm	Ring shaped, scaly spot on skin or head. Cracking and peeling of skin between toes. May leave a lighter spot on skin or a flaky patch of baldness on head. May have a raised donut-shaped appearance.	Talk to your child's doctor. Ringworm is spread by direct skin to skin contact. Cover the area to prevent spread. Do not let your child share personal items (combs, brushes, clothing, towels, bedding). Dry skin thoroughly after washing and wash bathroom surfaces and toys daily.	After the child has started a physician prescribed treatment. Child should NOT go to the gym, swimming pools or play contact sports. Treatment may take at least 4 weeks.
Mononucleosis "Mono"	Fever, sore throat, tiredness, swollen lymph nodes	Contact child's doctor and ask about using fever reducing medication. Child needs plenty of rest and care taker should wash hands frequently. Avoid sharing any objects that may be infected with saliva (toys, cups, etc.)	Child can return to Head Start when he/she has been fever-free for 24 hours without using fever-reducing medication, and when child is able to fully participate in classroom activities.
Hepatitis B	Muscle aches, nausea, vomiting, loss of appetite, tiredness, joint pain, yellowing of skin or whites of eyes, dark urine	Child needs to be seen by a doctor. Receive vaccination series.	Child can return to Head Start classes when the doctor permits.

Drake University Head Start/Early Head Start
3206 University Des Moines, IA 50311
Phone: (515) 271-1854 Fax: (515) 271-2199

Medication Administration Order

Child's Name: _____ Date of Birth: _____ Center: _____

Medication/Dose: _____

Date medication is to start: _____ and complete: _____

Any special instructions for medication: _____

Potential adverse reactions which would need to be reported: _____

Health Care Practitioner Signature: _____

Date: _____ Phone: _____

[Health care practitioner must be one of the following: medical doctor (MD), doctor of osteopathic medicine (DO), physician's assistant (PA), or advanced registered nurse practitioner (ARNP)].

Medication Administration - Parent Authorization

Only those medications that are necessary for a student's medical care will be administered at school. Most medications that are needed even up to three times a day can be given at home and should not be sent to school. Medication that is needed for known emergencies, such as asthma or serious allergic reactions, may be stored at school.

- I request the above student be given this medication while in school according to the prescription or nonprescription instructions. The student has experienced no side effects from the medication. Prescription medication must be in its original prescription bottle including a pharmacy label. Other medication should be in the original container and labeled with the student's name.
- I understand the law provides that there shall be no liability for civil damages as a result of the administration of medication/health care where the person administering the medication/procedure acts as an ordinarily reasonably prudent person would under the same or similar circumstances. I agree to pick up remaining medication or it will be properly destroyed.
- I agree that the Head Start Nurse may contact the prescribing medication provider as needed and that medication information may be shared with school personnel who need to know.
- I understand I must sign a new *Medication Administration Order* form each time a new prescription is brought in.
- I understand the medication must remain in the center for the duration of time the medication is to be given.

Signature of parent/legal guardian

Signature of Witness

Date

Original – Child's File

Copies – Medication Box, Teacher Subfolder, TA Sub folder, Nurse

MY DRAKE UNIVERSITY HEAD START INFORMATION

This section of the Drake University Head Start Handbook may be used for filling the following information:

- * Forms
- * Newsletters
- * Reminders from Staff
- * Meeting/Event Notes
- * Family Partnership Agreements
- * Parent Education Information
- * Other Resources

*Remember to have your
Drake University Head Start Handbook with you
at home visits and meetings.*