



Mission Statement:

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



## 2021/2022 FAMILY HANDBOOK

Drake University Head Start  
3800 Merle Hay Rd. Suite 323, Des Moines, IA 50310  
Tel (515) 271-1854 Fax (515) 635-0716  
[www.drakeheadstart.org](http://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 \_\_\_\_\_.

The Coordinator for this program is \_\_\_\_\_.

Email: \_\_\_\_\_.

Central Office Phone: \_\_\_\_\_.

The Family Engagement Specialist is \_\_\_\_\_.

Phone and email: \_\_\_\_\_.

Please call teaching staff before 8:00 a.m. each 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,

*Beatrice Manns*  
Beatrice (Bebe) Manns  
Policy Council Chairperson



*Lisa Proctor*  
Lisa Proctor  
Head Start Director





## **COVID-19 Information for the 2021-2022 school year. UPDATES for 2021**

Drake University Head Start wants to keep children and staff safe. **We need your help!!!**

Due to COVID-19, there are still many rules we need to follow to have your child safely come to school. We have made more updates as your child returns to school.

1. Drake University Head Start (DUHS) will be following the guidance of the Iowa Department of Human Services (DHS), the Office of Head Start (OHS), Centers for Disease Control and Prevention (CDC) and Drake University (DU) when making decisions for the program.
2. Your child's classroom may be closed more often and for longer periods of time to ensure a safe environment.
3. You must monitor the health of your child and family daily at home.
4. **DO NOT** bring your child to school if he/she or anyone else in your home is sick. If you will not be bringing your child to school, you must call the classroom by 8:00 am.
5. We must have a working phone number for us to be in contact with you at all times.
6. You must be honest with all of the daily questions that you are asked about your child's health when dropping them off at school.
7. **If your child travels out of the country for any amount of time, you must report it to your teacher with detailed information about the trip and the Drake University Environmental Health Safety Director will make the decision when your child can come back to school.**

### **BEFORE YOU LEAVE THE HOUSE:**

- Only one adult may come to the door when dropping off and picking up your child and only the child will be allowed in the classroom.
- No personal items (blankets, stuffed animals) can be brought to school with your child.
- Program staff will assess your child's health before the adult dropping off the child leaves.

### **CHANGES AT SCHOOL:**

- Our staff will be wearing masks or face shields daily.
- Children will be wearing masks daily, except during meals and rest time.
- Drake University Head Start will supply face masks.
- You can send your child with a mask from home. It will be sent home daily and you must wash it daily. DUHS will not wash your masks and will not be responsible for lost masks.

***Teaching Staff will provide you with more information.***



- Your child's classroom will be cleaned daily and more often as needed.
- You will not be able to enter or visit your child in the classroom to limit the chance of exposures.
- All of the meals provided for your child will be served by our staff and will not be served family-style.
- Toothbrushing will not be done in the classroom until DHS or OHS guidance allows.



**Information may change at any time as guidance changes often. When changes are made, we will pass the information along to you.**

If you have questions please contact, Heidi J. Ball, RN, Health & Nutrition Manager, Drake University Head Start 515-271-3771.

# 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.

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**Child's Name**

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**Program**

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**Parent/Legal Guardian**

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**Date**

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**Parent/Legal Guardian**

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**Date**

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**Staff Signature**

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**Date**

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All aspects of this program are subject to change at any time and will follow the guidance of local, state, and federal agencies.

Please see 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.

## COVID-19

Many Drake Head Start policies and practices have had to be modified due to the COVID-19 pandemic. This handbook outlines our policies and expectations during “typical/normal” program operations. Staff will communicate with you about anything that is different due to the pandemic.

### 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, pregnancy, gender identity or expression, sexual orientation, genetic information, veteran status, or any characteristic protected by law in its educational programs and activities, admissions, or employment.



## 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 to 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 almost 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 included in their child's program.**

They review our finances, policies and procedures to ensure 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, the Director and others.

Drake University Head Start had a monitoring visit January, 2021. The federal team acknowledged the wonderful things that are happening to help children and families 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 arrive and depart on time each day or complete a weekly home visit for Home Based programs. 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.
- Because attendance is so important for school success, families will be contacted for the following attendance concerns:
  - \*No call/no show. Every day that your child is absent and you do not call to inform the program, staff will follow-up with a safety phone call.
  - \*More than two consecutive unexcused absences or four consecutive excused absences.
  - \*Increased or chronic at-risk levels of absences are occurring. If your child is chronically absent, staff will work with you to address barriers. If your child is not able to attend on a consistent basis, he or she may lose their spot in the program.
- If your child is absent without notice or communication from you, a return deadline will be set by the program. If your child does not return to school by that date, he/she will be placed in the application pool and will lose their spot in the program.
- Staff will communicate expectations for any virtual services that may be provided (short-term or long-term).

Please call your teacher, specialist, or home visitor before 8:00 a.m. each day your child will be late, absent, or miss a visit. 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 from 8:00a.m. - 4:30p.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 classrooms will be closed and home visits will not occur. Staff will inform families if virtual services will be offered.
- If your school district closes on a day because of heat and our classroom is air-conditioned, we will still have school.

## Television Stations

WOI Channel 5 <http://www.weareiowa.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.weareiowa.com/weather>  
<http://www.kcci.com/weather/closings>  
<http://whotv.com/weather/weather-email-alerts/>



## Radio Stations

KJYJ 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
KGGG 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
KMYR 104.1 FM	Ames, IA	KBGG 1700 AM	Des Moines, IA (Spanish)

## Notification of Closures

- If your program closes due to weather, or for any other reason, you will receive a text and/or e-mail from School Message. Please be sure you have 'opted in' to receive text messages and that Head Start has 2 working phone 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.
- Staff will communicate if services will be offered virtually.
- If a program closes, a make-up day or home visit may be scheduled at a later date.

# School Readiness Goals & Classroom Curriculum

Drake University Head Start's primary goal is to better prepare children for school success upon completing the program. Head Start uses child assessment data to measure progress toward this goal. Children's development is assessed in the following areas:

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. The curriculum outlines skills children need in order to be ready for kindergarten. Teaching staff use the curriculum to plan lessons that will help your child acquire those skills. (See Classroom Programs section on page 9 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 curricula can be found in the parent libraries at your center. Teaching staff can also answer any questions.

# Child Assessment

Teaching Strategies GOLD is a research-based tool our teaching staff and Home Visitors use to assess your child's learning and development using the following objective areas outlined in *Creative Curriculum*. When children meet these learning objectives, they are showing they have the skills they need to succeed in kindergarten.

## Social-Emotional

- Manages feelings and behaviors
- Establishes and sustains positive relationships
- Shares, takes turns, problem solves with others



## Physical

- Crawls, walks, runs, skips
- Jumps, hops (balancing)
- Demonstrates throwing, catching, kicking
- Demonstrates pencil grasping, writing and cutting

## 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 (continued)

## 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

During your child's conferences, teaching staff and home visitors will share reports with you that show your child's progress toward meeting these objectives. Please feel free to ask questions about the objectives.

## *Ideas to help children reach these goals at home!*

- ◆ Read with your child at least fifteen minutes 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 objects, such as forks or spoons, when your child is setting the table. Describe things using the number of items. Ex. "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.
- ◆ Enjoy your child. Let your child know 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!
- ◆ Establish a bedtime routine. Ensuring your child is getting enough sleep helps your child to be best prepared to learn.

# 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
- \* Technology
- \* 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. 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 and 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 will begin at 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 phones, pets, and television, 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 interpreters.
- \* 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, and if DUHS staff call you at anytime to pick your child up.

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.

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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. Our staff is required to call DHS if children are left alone in the car while dropping off and picking up at Head Start.

All Drake University Head Start locations are smoke, fire arm and weapon free. If you or someone in your home needs help to quit smoking call the Iowa Smokefree Air Act Helpline: 1-888-944-2247.



# 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, (including socks and underwear), 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.
- **Neck strings from hoods should be removed from all children's outerwear,** including jackets and sweatshirts. These strings are a strangulation hazard for young children.
- Drawstrings on the waist or bottom of garments should not extend more than 3 inches.

## COLD WEATHER RECOMMENDATIONS:

Hats & mittens: Mid-October and through the winter

Snow pants and boots: Please bring them 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.



## OUTDOOR PLAY

- All children play outside each day if the weather allows. Fresh air is good for children and helps cut down on illness.
- Outdoor play is a required part of the Head Start program.
- **Too much sunlight could damage children's skin no matter their ethnicity.** You will be asked to complete a *Parent/Legal Guardian Permission to Apply Sunscreen to Child* so our staff can apply **Equate Kid's Sunscreen Lotion SPF 50** to your child May through September when he or she will be playing outside.
- You may be asked to apply sunscreen to your child upon arrival at the program.
- When the temperature or the wind chill is 21° F or - 6° C or below, we will not go outdoors.

# Nutrition

## Meals

Each classroom offers 1 to 3 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 also provided for families during Early Head Start playtimes and socializations.
- Remember: NO OUTSIDE FOOD is allowed in classrooms.
- If your child's classroom has a late start, please feed your child breakfast in the home.

## 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 are 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.

\*Ideas for healthy recipes and snacks will be provided to parents also.

### **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 \$3.58 per child, per day.  
The cost of all lunches for one school year for  
our program = \$242,356.00!!***

## **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](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](mailto:program.intake@usda.gov) .

*This institution is an equal opportunity provider.*

### **IOWA NONDISCRIMINATION STATEMENT**

It is the policy of 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, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by Drake University Head Start, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E 14th St, Des Moines, IA 50319-1004; phone number 515-281-4121 or 800-457-4416; website: <https://icrc.iowa.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 Head Start Components Section.

- Diapers, Pull-ups and wipes will be provided for children in the program, but we do not provide cloth diapers or the use of them in our program.

## 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 (PBIS)

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
- Teaching Tucker Turtle as a calm-down technique
- Materials with positive solutions for families will be shared.
- For more information on PBIS, and tools for families, visit Center for Social Emotional Foundations for Early Learning ([csefel.vanderbilt.edu](http://csefel.vanderbilt.edu)).
- 



Rules and guidelines are taught with these expectations in mind:

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

# Program Information

## Early Head Start & Head Start Home Visiting

- \* EHS is a year-round program serving Polk County only.
- \* Home-based HS is a 9-month program serving Polk County only.
- \* Education Specialists/Home Visitors see each family weekly in the home.
- \* Child and parent playtimes or socializations are held twice a month at a centralized location. Staff will communicate if playtimes or socializations are offered virtually.



## EHS & HS 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 Only

- \* 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.

\*All aspects of this program are subject to change at anytime. We follow the guidance of local, state and federal agencies.

# 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.

# Guidance Policy

Family engagement is crucial to children having a positive experience during Drake University Head Start activities.

The Drake University Head Start Guidance Philosophy follows the research-based principles of Positive Behavioral Interventions and Supports (PBIS). Building positive relationships with children and families is the foundation of supporting children's social/emotional development. No physical, verbal, emotional abuse or humiliation will be allowed. Discipline methods that involve corporal punishment including but not limited to spanking, hitting, and hand slapping will not be permitted. Children may not be threatened with abandonment, loss of adult affection or denial of any basic needs like food, rest and physical comfort. Food may not be used as a punishment or a reward.

## Pyramid Model



# Head Start Components

# Family Engagement

Parents are their child's first, most important, and life-long teachers. 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, the development of their child, 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 **and 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 and be involved in their child's program.**
- Providing volunteer opportunities for parent involvement.



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

## Curriculum:

Drake University Head Start follows a research-based curriculum called *Creative Curriculum* in center based programming and *Parents as Teachers* in Home visiting Programs. This is used to guide teachers and home visitors 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.
- Attend monthly PACT time or socializations.
- Read to your child every day.
- Get involved with your Parent Committee and/or Policy Council.
- Participate in polls and surveys.
- Participation in advisory committees, i.e. Health Advisory and ERSEA Committee.
- Inform family and friends how to be a volunteer.

## 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 while children are present.
- Head Start staff and families share a professional relationship.
- Cell phones are NOT used in Head Start classrooms, programs or events.
- Read emails and review information in your parent mailboxes. This would include program updates as well as valuable tips and resources.
- Firearms or any other weapons are not allowed on the premises at any time.
- Head Start is a non-smoking zone. No smoking on the premises at any time.

## 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 entrance fees 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, volunteering, or participating in Head Start activities, (such as PACT time, etc.) 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 2<sup>nd</sup> Tuesday evening of each month from 6-8pm.
- Members are elected by each Parent Committee/ Program.
- Head Start returning parents and alumni are strongly encouraged to run for Policy Council!



# Volunteering = Family Engagement

## What is IN-KIND?

We have to raise over \$2,500,000 of In-Kind contributions every year in order to meet federal guidelines! When you volunteer, you help us get closer to our goal!

### *How?*

Every volunteer hour equals \$17.43 for the Head Start and Early Head Start programs. If you volunteer 3 hours, you earn  $3 \times \$17.43 = \$52.29$  of In-Kind for Head Start!

### *Interested in getting involved?*

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 (Ex. Read a story or eat lunch!)
- **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



## WHAT IS AN IN-KIND CALENDAR?

In-kind calendars track the time you spend working with your child on their educational goals at home and in the community.

These are volunteer hours.

Volunteering in the program, attending school-related events or appointments, serving on committees, and signing-up for volunteer duties are also tracked through sign-in sheets.

## WHY IS THE CALENDAR & VOLUNTEERING IMPORTANT?

Head Start knows you are the most important teacher spending the most time with your child. Your time spent volunteering and teaching through play at home & in the community increases your child's success in school.

You will always play an important role in their learning.

Your child learns more when intentional learning time is added to your daily routines. Head Start can count your volunteer time spent working on education goals from your In-Kind calendars to meet the required match for the program. The required match is 20% of our total funding which adds up to over \$2,500,000. Your volunteer time counts as \$17.43 per hour toward our matching dollars requirement.

## HOW DO I COMPLETE THE CALENDAR?

You may ask staff for a sample calendar if there isn't one posted at your center. Calendars have ideas on the back with school readiness goals and objectives listed. Document time spent daily on goals/objectives and list the number that describes it best. You will receive a variety of ideas to try at home through Teachers, Newsletters, Get Moving Calendars, In-Kind activity suggestions, books at the lending library, websites and more!

**Turn in calendars MONTHLY TO STAFF.**

**Late calendars can be turned in until the  
last day of the school year!**

# 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.

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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, including child and dependent abuse checks and sex offender registry checks.
- 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 of 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.

<b>Schedule for Health Exams and Immunizations</b>													
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 yearly, and more often from birth to age 1.

## 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, 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.
- \* Please keep in mind that restricting what your child can eat at school will greatly limit what they will be served!

### **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, Vision, and Hearing Screenings

Children brush their teeth each day in class and at each playtime/ socialization. \* *Toothbrushing has currently been suspended by OHS.*

## 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

## 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.

teeth while your child brushes theirs.



## 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*

## Hearing Screening

A Head Start Nurse will also test your child's hearing using an Automatic Otoacoustic Emissions system (OAE). With parent permission children ages birth to 3 will have their hearing results reported to Iowa's Early Hearing Intervention and Detection Program in accordance with Iowa Law (Iowa Code section 135.131)



## Vision Screening

A Head Start Nurse will use a special camera (SPOT screener) to take a picture of your child's eyes.

# 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

**ATTENTION:** A primary health care provider note or a negative Covid-19 test may be required to re-admit a child/staff member to school, determine whether the child/staff member is a health risk to others, of if guidance is needed about any special care the child/staff member may require.

ILLNESS	WHAT YOU SEE	WHAT YOU DO	WHEN CAN THE CHILD/ STAFF MEMBER RETURN TO HEAD START
<b>5<sup>th</sup> Disease (Erythema Infectiosum)</b>	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 health care provider 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 health care provider.	Keep the child home if fever is present. Child must be fever free for 24 hours without the use of fever reducing medication and free from fever related symptoms. A health care provider must verify this diagnosis and when the child can return to school.
<b>Chickenpox (Varicella)</b>	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 health care provider about using calamine lotion or baking soda in a cool water bath. This 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 six days after onset of rash and no new lesions have appeared for at least 24 hours). A health care provider must verify this diagnosis.
<b>Shingles (Herpes Zoster)</b>	An infection caused by the re-activation of the varicella-zoster (chickenpox) virus within the body of someone who previously had chickenpox or, less commonly, someone who received the chickenpox vaccine in the past. There may be red bumps and blisters, usually in a narrow area on the side of the body. The rash may be itchy or painful.	Talk to your child's health care provider. Wash hands and keep the rash covered.	Child does not need to be excluded unless the rash cannot be covered or until the blisters are crusted with no oozing scabs. Child must be fever free for 24 hours without the use of fever reducing medications and free from fever related symptoms. A health care provider must verify this diagnosis.
<b>Cold Sores &amp; Mouth Sores</b>	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 dry and covered if possible. Do not allow children to share toys. Do not allow the child to touch the sores. Wash hands often to avoid the spread of sores.	If the child is drooling and has sores, the child's health care provider must be the one to determine if the sores are non-infectious and when the child may return to school.
<b>Croup</b>	Cough is tight, low-pitched, and barky (like a barking seal). Croup is caused by a viral infection of the voice box (larynx). Some children with severe croup get a harsh, tight sound while breathing in. This is called stridor. You child could also have fever, chills, and trouble breathing.	Run a cool mist humidifier next to your child's bed. Monitor your child for troubled breathing. Do not allow anyone to smoke around your child. Do NOT give your child any cough medication.	Croup spreads easily through coughing, sneezing, and respiratory secretions. Children are considered contagious for three days after the illness begins or until the fever is gone. Your child must be fever free for 24 hours without the use of fever reducing medication and free from fever related symptoms. A health care provider must verify this diagnosis and when the child can return to school.

ILLNESS	WHAT YOU SEE	WHAT YOU DO	WHEN MY CHILD CAN RETURN TO HEAD START OR EARLY HEAD START
<b>Ear, Nose and Chest Infection, Common Cold, RSV (Respiratory Syncytial Virus)</b>	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 health care provider 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: <ul style="list-style-type: none"> <li>• Blue or gray skin around the nose, mouth, or fingernails.</li> <li>• Struggles to breath.</li> <li>• Makes noisy, high-pitched sounds when breathing.</li> </ul>	Child who is lacking energy with or without fever should stay home. Child must be fever free for 24 hours without the use of fever reducing medication. Any illness, cold, sore throat, cough, and/or nasal drainage must be under moderate control. Nasal congestion with persistent green/yellow drainage. Child must be able to participate in all program activities as determined by the Head Start Nurse. A health care provider must verify this diagnosis and when the child can return to school.
<b>Diarrhea</b>	Stools that are more frequent or less formed than usual for the child and not associated with changes in diet. Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet-trained children if the diarrhea is causing "accidents". In addition, diapered children with diarrhea should be excluded if the stool frequency exceeds 2 stools above normal for that child during the program day.	Make sure the child gets plenty of rest and give a diet of clear liquids. Breastfeeding can continue. If symptoms continue, fever occurs, or if blood appears in stool, call your child's health care provider. The child and caregivers should wash hands frequently.	The child should be excluded if the stool frequency for the child exceeds 2 stools above normal for the child. Readmission after diarrhea can occur when the diapered child has their stool contained by the diaper and toilet-trained children are not having "accidents" and when stool frequency is no more than 2 stools above normal for that child during the program day. A health care provider must clear the child for readmission for all cases of diarrhea with blood or mucus. The child must be fever free for 24 hours without the use of fever reducing medication and fever related symptoms. A health care provider must clear the child for readmission for cases of diarrhea that meet the criteria listed above.
<b>Fever</b>	An increase in body temperature above normal. It does not always mean there is an illness. Fever can be caused by a viral, bacterial, or parasitic infection, vigorous exercise, a reaction to a medication or vaccine or other noninfectious illness. Child may be flushed, tired, irritable and have decreased energy. Currently and Fever (temperature above 100.4°F [38.0°C] by any method, will not be able to attend school.  *See COVID-19 ILLNESS for additional information	Call child's health care provider if your child is uncomfortable or has a change in behavior. If a child under 4 months of age has an unexplained fever. Infants younger than 2 months of age, with a temperature above 100.4°F (38.0°C) is considered meaningfully elevated and requires the child get medical attention immediately, within an hour if possible. Please call ahead to speak with your medical provider to see if they need to see your child.	Child must be fever free for 24 hours without the use of fever reducing medications before returning to school and free from fever related symptoms. A health care provider may need to verify this diagnosis and when the child can return to school as fever is a symptom of Covid-19. Child must be able to participate fully in program activities as determined by the Head Start nurse.
<b>Flu (Influenza)</b>  *SEE Coronavirus Disease (COVID-19)	Fever, chills, sore throat, cough, headache, muscle aches, 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 health care provider about over-the-counter fever/pain relievers and antiviral medicine. Make sure your child gets plenty of rest. 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 enough to participate fully in classroom activities, and must be fever free for 24 hours without the use of fever reducing medications and from fever related symptoms. A health care provider must verify this diagnosis and when the child can return to school.

ILLNESS	WHAT YOU SEE	WHAT YOU DO	WHEN MY CHILD CAN RETURN TO HEAD START OR EARLY HEAD START
<b>Hepatitis A</b>	Stomach pain, sick feeling, fever, and diarrhea. Skin and white part of eyes might turn yellow.	Call your child's health care provider IMMEDIATELY.	Child may return to school one week after the start of symptoms, or as directed by the child's health care provider or the local health department. Child must be fever free for 24 hours without the use of fever reducing medications and from fever related symptoms. A health care provider must verify this diagnosis and when the child can return to school.
<b>Hepatitis B</b>	A viral infection causing liver inflammation. Stomach pain, sick feeling, fever and diarrhea. Skin and white part of eyes might turn yellow	Call your child's health care provider IMMEDIATELY. Cover all open wounds or sores. Do not share toothbrushes or pacifiers. Use standard precautions with handling blood and bodily fluids. Follow proper cleaning and disinfection procedures.	Children should be excluded from school if they have: *Weeping sores that cannot be covered *A bleeding problem *Biting or scratching behavior that would lead to bleeding. Children may return to school when: *Skin lesions are dry or covered *They are able to participate fully and will not compromise the ability of staff taking care of other children in the class. Child must be fever free for 24 hours without the use of fever reducing medications and from fever related symptoms. A health care provider must verify this diagnosis and when the child can return to school.
<b>Impetigo</b>	Skin sore with a yellow, honey colored scab. It may ooze and drain. Most sores are on the face, around the nose and mouth.	Talk to your child's health care provider. He may give you medicine and will tell you how to take care of the sores. The child and care givers should wash hands frequently.	Lesions/blisters need to be covered if possible and treatment by the child's health care provider must be started before the child returns to school.
<b>Lice (Pediculosis)</b>	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 the head to itch.	Follow the 14-day treatment guidelines. <b>Day 1:</b> Use over the counter medicated shampoo and follow the all the directions on the shampoo. <b>Day 2:</b> Comb hair from the scalp to the end of the hair. Do not wash hair today. <b>Day 3-9:</b> 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. <b>Day 10:</b> Use over the counter medicated shampoo and follow the all the directions on the shampoo. <b>Day 11:</b> Comb hair from the scalp to the end of the hair. Do not wash hair today. <b>Day 12-14:</b> 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. Ask for a copy of a Head Lice handout to help you with directions on what to do. Contact your child's health care provider for more guidance if needed.	There is no need for child to be sent home from school the first day lice are found and should be allowed to return after first treatment. If the child comes to school with many live bugs on them after the family has been notified of an infestation and staff have asked the family to start treatment, the Head Start staff may ask the parent/legal guardian to comb the child's hair out before allowing them to stay in class. If the family is not compliant with this request and the child is unable to attend class without distraction the staff may ask the family to take the child home and return after treatment is started. Drake University Head Start does not have a "no-nit" policy.

ILLNESS	WHAT YOU SEE	WHAT YOU DO	WHEN MY CHILD CAN RETURN TO HEAD START OR EARLY HEAD START
<b>Bedbugs</b>	Small insects that feed on human blood by biting through the skin. They are most active at night. Bites may look like a small rash and are itchy. Bedbugs do not transmit or spread disease.	Fingernails should be kept short to avoid damaging and infecting the skin due to itching. Watch for signs of skin infection and contact your child's health care provider to ask about using a pain reliever or anti-itch cream. .	Children do not need to be excluded from school.  Please keep backpack and extra clothing at home to avoid spreading.
<b>Meningitis (viral or bacterial)</b>	Fever, headache, and sore neck are common symptoms in anyone over 2 years. Newborns and small infants may appear oversleepy or inactive, be irritable, vomit, or feed poorly.	Talk to your child's health care provider IMMEDIATELY. Viral meningitis is only spread when someone has contact with an infected person's stool. Bacterial meningitis can be spread through the air, so people with close contact may be given medicine to prevent illness.	A health care provider must verify this diagnosis and when the child can return to school. The child must be fever free for 24 hours without the use of fever reducing medications. A health care provider must verify this diagnosis and when the child can return to school.
<b>MRSA (Methicillin Resistant Staph Aureus) and MSSA (Methicillin-Sensitive Staphylococcus Aureus)</b>	A boil or pimple that can be swollen, red and painful and may have drainage, often mistaken for a spider bite.	Talk to your child's health care provider. Treat and cover all open wounds. Reinforce good hand washing and environmental cleaning.	Child or staff does not need to stay home if wound is covered and the child is able to participate fully in classroom activities.
<b>Mumps</b>	Rare in children with 2 doses of measles, mumps, and rubella vaccine. Fever, swollen and sore glands at the jaw. Sometimes children also have a cough and runny nose.	Talk to your child's health care provider and ask about using over-the-counter pain/fever medicine. Give plenty of liquids.	Child may return to school 5 days after the start of symptoms or until symptoms are gone, whichever is longer. Child must be fever free for 24 hours without the use of fever reducing medications. A health care provider must verify this diagnosis and when the child can return to school.
<b>Pink Eye (Bacterial Conjunctivitis)</b>	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 health care provider. Child without fever should continue to be watched for other symptoms by parent/legal guardian or childcare providers. The child's health care provider may order antibiotic drops for the child's eyes. Try to keep the child from rubbing their eyes and have them wash their hands often.	The child does not need to be excluded from school unless they are running a fever or the child is unable to participate fully in classroom activities due to the infection. Or unless a health care provider or public health official recommends exclusion. The child must be fever free for 24 hours without the use of fever reducing medication.
<b>Rash Illness</b>	Usually red, splotchy areas on the skin, sometimes with bumps that may or may not be white in color. Child may have a fever or behavioral change.	Talk to your child's health care provider if child develops a fever and acts differently with the rash.	If the wound/rash is not oozing, and the child has no fever or behavioral change with rash, then the child may return to school. The child must be fever free for 24 hours without the use of fever reducing medications.
<b>Ringworm</b>	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 health care provider. 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. Wash and disinfect bathroom surfaces and sanitize toys daily.	Child does not need to miss school if area can be covered. The child does not need to be sent home at suspected diagnosis but must start treatment before returning to school. Treatment may take at least 4 weeks.

ILLNESS	WHAT YOU SEE	WHAT YOU DO	WHEN MY CHILD CAN RETURN TO HEAD START OR EARLY HEAD START
<b>Scabies</b>	An infestation of the skin by small insects called mites. 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 health care provider. Wash all bedding and clothing worn next to the skin during the 3 days before the start of the treatment. (use hot water and hot dry cycle)	The child does not need to be sent home at the suspected diagnosis but must start treatment before returning to school.
<b>Strep Throat</b>	Sore throat can be due to many causes. Strep throat is a severe form of a sore throat. Common symptoms include pain of the throat, hard to swallow, fever, enlarged glands and extreme tiredness.	Talk to your child's health care provider. Give all medicine as directed. Antibiotics are not recommended for treatment without a positive laboratory test.	Child may return to school after 2 doses of antibiotic are given or on antibiotics for 24 hours. The child has been fever free for 24 hours without the use of fever reducing medication. A health care provider must verify this diagnosis.
<b>Vomiting</b>	Common causes of vomiting are sickness and upset stomach.	Talk to your child's health care provider if fever is present and call immediately if child is unable to keep fluids down for more than 24 hours.	Child should not be in school if they have vomited more than two times in the previous 24 hours, unless the vomiting is determined to be caused by a non-infectious condition and the child remains adequately hydrated. A health care provider must verify that the child can return to school if they meet the criteria above.
<b>Whooping Cough (Pertussis)</b>	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 health care provider. Give all prescribed medicine as directed. He may also prescribe medicine to those in close contact to prevent illness.	Child should be excluded pending a medical diagnosis. Child may return to school after 5 days of antibiotics or 21 days of cough if no antibiotics are given. A health care provider must verify this diagnosis and when the child can return to school.
<b>Cryptosporidiosis</b>	Illness may last 1-20 days (average of 10 days). Watery frequent diarrhea. Belly pain, headache, vomiting, and fever.	Talk to your child's health care provider. He may prescribe medication to slow the watery stools. Wash hands often to reduce spread of infection.	Child may return to school if it has been approved by the Public Health Department and if diapered children have their stool contained by their diaper, and toilet-trained children do not have accidents. Once stool frequency is no more than 2 stools above normal during the time the child is in school. Children with Cryptosporidium should not participate in water play activities.
<b>Giardiasis (Giardia intestinalis)</b>	Mild or severe diarrhea, stomach cramps, bloating and tiredness.	Talk to your child's health care provider. He may prescribe antibiotics and medication to slow diarrhea. Wash hands often to reduce spread of infection.	Child may return to school if it has been approved by the Public Health Department and diapered children have their stool contained by their diaper and toilet-trained children do not have accidents. Once stool frequency is no more than 2 stools above normal during the time the child is in school.
<b>Tuberculosis</b>	A disease caused by an infection with the bacteria Mycobacterium tuberculosis that usually involves the lungs but could affect other parts of the body. A positive TB screening and a positive skin test needs further follow up with child's health care provider. Coughing, weight loss, fever or night sweats may be seen. .	Talk to your child's health care provider. Medications will be prescribed and must be taken as prescribed for 6-12 months.	Child may return to school after beginning treatment and when their health care provider and the Public Health Department allows.

ILLNESS	WHAT YOU WILL SEE	WHAT TO DO	WHEN MY CHILD CAN RETURN TO HEAD START OR EARLY HEAD START
<b>Measles</b>	Highly contagious and acute viral disease caused by the measles virus. High fever, cough, runny nose, watery eyes, and a red rash that moves from the face to the rest of body. It may last from 1-2 weeks.	Talk to your child's health care provider and ask about over-the-counter fever/pain relievers. Children with high fevers should be treated by a health care provider.	Child may return 4 days after rash appears and the child must be fever free for 24 hours without the use of fever reducing medications. A health care provider must verify this diagnosis and when the child can return to school.
<b>Hand, Foot, and Mouth Disease (Enterovirus Infections)</b>	A common set of symptoms associated with a viral infection. 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. It spreads through respiratory droplets, contact with respiratory secretions or in the fecal matter of children.	Talk to your child's health care provider and ask about over-the-counter fever/pain relievers. Use good hand washing.	Child does not need to be excluded unless they are unable to control drooling or blisters are oozing and unable to be covered. Child must be fever free for 24 hours without the use of fever reducing medications. A health care provider must verify this diagnosis and when the child can return to school.
<b>Mononucleosis (Mono)</b>	A disease caused by the Epstein-Barr virus. Child may be symptom free or have a fever, sore throat, fatigue, swollen lymph nodes, enlarged liver and spleen.	It is spread by kissing or sharing objects contaminated with saliva. Using good hand washing is important! Always clean and sanitize toys after each use.	Child does not need to be excluded unless they are unable to participate fully in all school activities. Child must be fever free for 24 hours without the use of fever reducing medications. A health care provider must verify this diagnosis and when the child can return to school.
<b>Norovirus</b>	Virus that causes diarrhea and vomiting. Child may have a fever, nausea, muscle aches, headaches and is must be monitored for dehydration.	Talk to your child's health care provider. Monitor for good hand washing. This virus will spread easily!	Readmission after diarrhea can occur when the diapered child has their stool contained by the diaper and toilet-trained children are not having "accidents" and when stool frequency is no more than 2 stools above normal for that child during the program day. A health care provider must clear the child for readmission for all cases of diarrhea with blood or mucus. The child must be fever free for 24 hours without the use of fever reducing medication. Child must be able to participate fully in all school activities. A health care provider must verify this diagnosis and when the child can return to school.
<b>Pneumonia</b>	Inflammation of the lungs most often caused by a viral infection but may be by a bacterial infection. Child may have a cough, fast and difficult breathing, fever, muscle aches, loss of appetite and tiredness.	Contact your child's health care provider. If medications are ordered, take them as prescribed. Teach children to cover their nose and mouth when sneezing or coughing with a tissue or into their elbow. Wash hands often.	The child must be able to participate fully in all school activities. Child must be fever free for 24 hours without the use of fever reducing medications. A health care provider must verify this diagnosis and when the child can return to school.
<b>Shigella</b>	Intestinal infection caused by the Shigella bacteria. Child may have diarrhea, fever, headache, convulsions and abdominal pain.	Contact your child's health care provider. He may prescribe antibiotics. Wash hands often.	Your health care provider must diagnose and clear the child for readmission to the classroom. Children that are diapered and have their stool contained by the diaper and toilet-trained children are not having "accidents" and when stool frequency is no more than 2 stools above normal for that child during the program day. The child must be fever free for 24 hours without the use of fever reducing medication. Child must be able to participate fully in all school activities.

ILLNESS	WHAT YOU WILL SEE	WHAT TO DO	WHEN MY CHILD CAN RETURN TO HEAD START OR EARLY HEAD START
<b>Ear Infection</b>	There are 2 common types of ear infection: otitis media (middle ear infection) and otitis externa (swimmer's ear). Most ear infections of young children occur in the middle ear. Child may have pain inside the ear when moving the earlobe. Child may be fussy, irritable, crying and may have ear drainage. Child may also have a fever.	Talk to your child's health care provider. He may prescribe antibiotics or numbing eardrops for pain. He may also prescribe over-the-counter fever/pain relievers. Use good hand washing.	Child must be able to participate fully in classroom activities. The child must be fever free for 24 hours without the use of fever reducing medications. A health care provider must verify this diagnosis and when the child can return to school.
<b>HIV/AIDS</b>	Human Immunodeficiency Virus (HIV) infection affects the body in a variety of ways. It will progressively destroy the body's immune system, causing a condition called acquired immunodeficiency syndrome (AIDS). Children may have unexplained fevers, failure to grow, enlarged lymph nodes, liver and spleen. They may have frequent infections.	Child must be under the care of a health care provider. Standard precautions should be followed when blood or body fluids are handled.	Child will need to have a Health/Emergency Care Plan. Using the plan the child's health care provider, parents and the Head Start Health & Nutrition Manager will monitor the child's need for exclusion due to their immunocompromised status.
<b>Cough</b>	Response to something that is irritating tissues in the airway anywhere from the nose to the lungs. Child may have a dry or wet cough, runny nose, sore throat or coughing fits.	Contact your child's health care provider if the coughing is interfering with the child breathing and causing them not to participate fully in classroom activities.	A new uncontrolled cough that causes difficulty breathing and the child is unable to participate fully in classroom activities. The child must be fever free for 24 hours without the use of fever reducing medications. (For a child with chronic allergic/asthmatic cough, see if there is a change from their usual cough). A health care provider must verify this diagnosis and when the child can return to school.
<b>Clostridium difficile (C-diff)</b>	Bacteria that causes diarrhea often associated with recent antibiotic use. May cause diarrhea, abdominal pain and a low-grade fever.	Contact your child's health care provider for treatment. Use good hand washing.	Child may return to school when diapered children have their stool contained by their diaper and toilet-trained children do not have accidents. Once stool frequency is no more than 2 stools above normal during the time the child is in school. Child must be fever free for 24 hours without the use of fever reducing medications.
<b>Serious illness, injury</b>	Any illness or injury that would keep the child from everyday activities in the classroom.	Talk to your child's health care provider. Child must be able to fully participate in all Head Start activities.	Health care provider's statement to return to school and approval of Head Start Nurse. Child must be able to participate fully in school. Only some accommodations will be considered to keep classrooms in ratio at all times.
<b>COVID-19 Coronavirus Disease</b>	A serious global outbreak of a respiratory illness caused by a coronavirus. COVID-19 is present in most communities in Iowa. Most people infected with COVID-19 will have only a mild illness. The elderly and those with chronic health conditions remain the most vulnerable to serious illness from COVID-19.	People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear <b>2-14 days after exposure to the virus</b> . People with these symptoms may have COVID-19: <ul style="list-style-type: none"> <li>•Fever or chill</li> <li>•Cough</li> <li>•Shortness of breath or difficulty breathing</li> </ul>	A child/employee may be excluded if experiencing COVID-19 symptoms. Symptoms of COVID-19 are similar in adults and children and can look like symptoms of other common illnesses such as colds, strep throat, or allergies. The most common symptoms of COVID-19 in children are fever and cough, but children may have any of these signs or symptoms of COVID-19: <ul style="list-style-type: none"> <li>• <b>Fever</b> (temperature 100.4 °F or higher) or <b>chills</b></li> <li>• <b>Shortness of breath or difficulty breathing</b></li> </ul>

ILLNESS	WHAT YOU WILL SEE	WHAT TO DO	WHEN MY CHILD CAN RETURN TO HEAD START OR EARLY HEAD START
<b>COVID-19 Corona-virus Disease (continued)</b>		<ul style="list-style-type: none"> <li>•Fatigue</li> <li>•Muscle or body aches</li> <li>•Headache</li> <li>•New loss of taste or smell</li> <li>•Sore throat</li> <li>•Congestion or runny nose</li> <li>•Nausea or vomiting</li> <li>•Diarrhea</li> </ul> <p>This list does not include all possible symptoms.</p>	<ul style="list-style-type: none"> <li>• New uncontrolled <b>cough</b> that causes difficulty breathing and unable to participate fully in class/activities. (for a child with chronic allergic/asthmatic cough, see if there is a change from their usual cough)</li> <li>• <b>Nasal congestion</b> or <b>runny nose</b> with persistent green/yellow drainage and unable to participate fully in class/activities.</li> <li>• <b>Diarrhea</b> if their stool frequency exceeds 2 stools above normal for that child during the program day.</li> <li>• <b>Vomiting</b> if child has vomited more than two times in a 24 hour period.</li> <li>• <b>Nausea/Stomachache</b> and unable to participate fully in class/activities.</li> <li>• <b>Sore throat</b> and unable to participate fully in class/activities.</li> <li>• <b>Tiredness/Fatigue</b> and unable to participate fully in class/activities.</li> <li>• New onset of <b>severe headache</b> without injury or other known cause and unable to participate fully in class/activities.</li> <li>• <b>Muscle/body aches</b> without injury or other known cause and unable to participate fully in class/activities.</li> <li>• <b>Poor appetite</b> and unable to participate fully in class/activities.</li> <li>• New <b>loss of taste or smell.</b></li> </ul> <p><b>Important!: Exclusion from child care ends when the following occur:</b></p> <ul style="list-style-type: none"> <li>• At least 10 days have passed since symptoms first started and 24 hours with no fever and improved symptoms OR 10 days after a positive test and NO symptoms.</li> </ul> <p>For more information go to: <a href="https://www.cdc.gov/coronavirus/2019-ncov/index.html">https://www.cdc.gov/coronavirus/2019-ncov/index.html</a></p> <p>DUHS will provide updated guidance to families as it is received by the Iowa Department of Public Health, the Iowa Department of Human Services, Drake University and the Centers for Disease Control.</p>
<a href="#">Multisystem Inflammatory Syndrome in Children (MIS-C)</a>	<p>A severe inflammatory syndrome with a laboratory-confirmed case of COVID-19 or an epidemiological link to a COVID-19 case. With MIS-C different body parts can become inflamed, including the heart, lungs, kidneys, brain, skin, eyes, or gastrointestinal organs.</p>	<p>Contact your child’s doctor, nurse, or clinic right away if your child is showing symptoms of MIS-C:</p> <ul style="list-style-type: none"> <li>•Fever</li> <li>•Abdominal pain</li> <li>•Vomiting</li> <li>•Diarrhea</li> <li>•Neck pain</li> <li>•Rash</li> <li>•Bloodshot eyes</li> <li>•Feeling extra tired</li> </ul> <p>Be aware that not all children will have all the same symptoms.</p> <p><b>Seek emergency care right away if your child is showing any of these emergency warning signs of MIS-C or other concerning signs:</b></p> <ul style="list-style-type: none"> <li>•Trouble breathing</li> <li>•Pain or pressure in the chest that does not go away</li> <li>•New confusion</li> <li>•Inability to wake or stay awake</li> <li>•Bluish lips or face</li> <li>•Severe abdominal pain</li> </ul>	<p>At this time there is not much guidance regarding MIS-C. DUHS will use the same guidance for exclusion as COVID-19. A child must be excluded if experiencing COVID-19 symptoms (Fever, or Cough, or Shortness of Breath, or any other respiratory symptom)</p> <p><b>Important!: Exclusion from child care ends when the following occur:</b></p> <p>At least 10 days have passed since symptoms first started and 24 hours with no fever and improved symptoms OR 10 days after a positive test and NO symptoms.</p> <p>For more information go to: <a href="https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/children/mis-c.html">https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/children/mis-c.html</a></p> <p>DUHS will provide updated guidance to families as it is received by the Iowa Department of Public Health, the Iowa Department of Human Services, Drake University and the Centers for Disease Control.</p>

Drake University Head Start/Early Head Start  
3800 Merle Hay Rd. Suite 323, Des Moines, IA 50310  
Phone: (515) 271-1854 Fax: (515) 635-0716

### 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)].

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### 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 filing 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.*

# IOWA WIC INCOME ELIGIBILITY GUIDELINES

This table lists the guidelines that are effective for July 1, 2020 through June 30, 2021. Applicants with a gross income less than and including the amounts listed are income eligible for WIC services.

As posted at the website below.

Household Size	Annual Income	Monthly Income	Weekly Income
1	\$23,606	\$1,968	\$454
2	\$31,894	\$2,658	\$614
3	\$40,182	\$3,349	\$773
4	\$48,470	\$4,040	\$933
5	\$56,758	\$4,730	\$1,092
6	\$65,046	\$5,421	\$1,251
7	\$73,334	\$6,112	\$1,411
8	\$81,622	\$6,802	\$1,570
9	\$89,910	\$7,493	\$1,730
10	\$98,198	\$8,184	\$1,889
11	\$106,486	\$8,874	\$2,048
12	\$114,774	\$9,565	\$2,208
13	\$123,062	\$10,256	\$2,367
14	\$131,350	\$10,946	\$2,526
15	\$139,638	\$11,637	\$2,686
16	\$147,926	\$12,328	\$2,845
Each additional family member add:	+ \$8,288	+ \$691	+ \$ 160

<https://idph.iowa.gov/wic/how-to-apply>

To be distributed by Drake University Head Start, starting July 1, 2021.

# SNAP Income Guidelines 2021

## Iowa Supplemental Nutrition Assistance Program (SNAP)

The United States Department of Agriculture's (USDA) Supplemental Nutrition Assistance Program (SNAP), formerly known as the Food Stamp Program, provides food benefits, access to a healthy diet, and education on food preparation and nutrition to low-income households. Recipients spend their benefits (provided on an electronic card that is used like an ATM card) to buy eligible food in authorized retail food stores.

SNAP is the largest program in the domestic hunger safety net. The Food and Nutrition Service (FNS) works with state agencies, nutrition educators, and neighborhood and faith-based organizations to ensure that those eligible for nutrition assistance can make informed decisions about applying for the program and can access benefits. SNAP is the Federal name for the program. State programs may have different names.

For this benefit program, you must be a resident of the state of Iowa. In order to apply you must have an annual household income (before taxes) that is below the following amounts:

### Who Qualifies?

If your household income falls below a certain, range you may be eligible for SNAP assistance. Check the chart below to see if you qualify.

Household Size	Gross Monthly Income
1	\$1,703
2	\$2,300
3	\$2,896
4	\$3,495
5	\$4,092
6	\$4,688
7	\$5,287
8	\$5,884
Each additional member	+ \$599

### How to Apply?

The SNAP Hotline can help you determine whether you qualify for SNAP, and help with your application for SNAP benefits. You can access the hotline by phone at 1-855-944-FOOD (3663) or at [FoodAssistance-Outreach@iowafba.org](mailto:FoodAssistance-Outreach@iowafba.org)