

*McDowell County Schools
Head Start and Early Head Start*

*Parent Handbook
2010-2011*



Helping Hands Shaping Tomorrow

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2010-2011



Head Start Is A Great Place To Be!

Helping Hands Shaping Tomorrow

Notice of Nondiscrimination

McDowell County Head Start/Early Head Start does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

McDowell County Schools' Personnel Director
PO Box 130
Marion, NC 28752
828-652-4535

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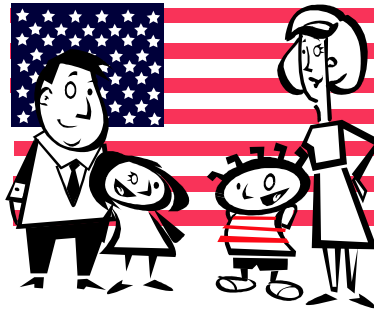
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Welcome to the Head Start Family!



We are happy to have you and your child in the McDowell County Head Start/Early Head Start and Preschool Programs. We hope to make your time with us a very interesting and rewarding experience for you and your family.

In order to serve you and your child's individual needs, we need cooperation between staff and parents.

This handbook has been prepared to help you understand the McDowell County Head Start and Preschool Programs, and the ways you can help us work for the good of the children, families, and the community.

All parents should read this handbook and become familiar with our policies and procedures. Keep this handbook in a safe place so that you can refer back to it as needed!

PHILOSOPHY STATEMENT

- ❖ No two children learn the same way or at the same speed.
- ❖ All children should be encouraged to learn at their own rate.
 - ❖ Children learn best when learning is fun.
 - ❖ Parents are the first and most important teachers.
- ❖ Parents should be involved and a part of the Head Start and Early Head Start learning experience.
- ❖ Parents take pride in their child's accomplishments and encourage them in their challenges.
- ❖ Children can retain more when teachers and parents work as a team to encourage and guide their development.
- ❖ **Today's children are tomorrow's best hope for the future.**



McDowell County Head Start and Preschool Programs

Director: Peggy Freeman
2111 Sugar Hill Road
Marion, NC 28752
(828) 652-3229

PROGRAM OPTIONS

Our Sugar Hill center and Early Head Start center serve children that participate in a variety of program options. Our classrooms are “blended” with a mixture of program options. Below are the definitions of each option. Our classrooms in elementary schools are Head Start Only, 3-5 year olds.

HEAD START/EARLY HEAD START ONLY OR MORE AT FOUR (Four year olds only): This child is in a free slot that runs from 8:30am-2:30pm. These families qualify based on guidelines.

HEAD START/EARLY HEAD START OR MORE AT FOUR WITH WRAP-AROUND: This child is in a free slot from 8:30am-2:30pm. These families qualify based on guidelines, but need extended day (either before or after hours or both).

PAID DAY CARE: This child is in a paying slot. They do not qualify for any of the free programs and are being charged for a full time slot. The rates for the paying program are listed in this handbook in the “Paid Day Care/Wrap Around” section.

GUIDELINES FOR ACCEPTANCE INTO EARLY HEAD START/HEAD START

Acceptance into the Early Head Start/Head Start program is based on income eligibility (set by the Federal Poverty Guidelines), our selection criteria or “points system” and other Federal regulations. This system ensures that children from low-income families or children who are disabled or have special needs and would benefit the most from our services will be selected first. Below are the points given based on our selection criteria:

Early Head Start Recruitment Point System

Income

| | |
|-----------------------|-----|
| Work First | +10 |
| 90-100% below poverty | +10 |
| 80-90% below poverty | +9 |
| 70-80% below poverty | +8 |
| 60-70% below poverty | +7 |
| 50-60% below poverty | +6 |
| 40-50% below poverty | +5 |
| 30-40% below poverty | +4 |
| 20-30% below poverty | +3 |
| 10-20% below poverty | +2 |
| 0-10% below poverty | +1 |
| Above poverty level | +0 |

Head Start Recruitment Points System

Income

*Income points are the same as Early Head Start

Early Head Start

Other factors

| | |
|---|-----|
| Parents working or attending school | +20 |
| Has not had a stable home in the last 12 months | +30 |
| Referral from Other Community Agency | +5 |
| Child is Disabled | +5 |
| Child Abuse/Neglect | +5 |
| Expectant mother enrolling unborn child | +4 |
| Child is less than 12 months old | +3 |
| Social Needs/Problems in the Home: | +3 |
| Alcohol/Drug Abuse | |
| Parent in Prison | |
| Deceased Parent | |
| Spouse Battering | |
| Extreme Family Stress | |
| Language/Cultural barrier | |
| Disabled/Single/Non-parent | +3 |
| Child is adopted | +3 |
| Foster Child / Kinship Care / Non-Parent | +10 |
| Size of Family (Children outnumber parents) | +2 |
| Applicant on waiting list 6 months or longer | +2 |
| Sibling in Head Start/Early Head Start | +3 |
| Applicant is enrolled in Home Base program | +3 |

Head Start

Other factors

| | |
|---|-----|
| Returning child | +20 |
| Applicant was previously enrolled in EHS | +20 |
| Has not had a stable home in the last 12 months | +30 |
| Referral from Other Community Agency | +5 |
| Child is Disabled | +5 |
| Child Abuse/Neglect | +5 |
| Social Needs/Problems in the Home: | +3 |
| Alcohol/Drug Abuse | |
| Parent in Prison | |
| Deceased Parent | |
| Spouse Battering | |
| Extreme Family Stress | |
| Language/Cultural barrier | |
| Disabled/Single/Non-parent | +3 |
| Child is adopted | +3 |
| Foster Child / Kinship Care / Non-Parent | +10 |
| Size of Family (Children outnumber parents) | +2 |
| Applicant on waiting list 6 months or longer | +2 |
| Sibling in Head Start/Early Head Start | +3 |
| Four year old | +3 |

Federal Poverty Guidelines for Early Head Start/Head Start are updated annually and can be accessed at:

<http://eclkc.ohs.acf.hhs.gov/hslc/Program%20Design%20and%20Management/Head%20Start%20Requirements/IM>

PROGRAM POLICIES

ENROLLMENT PROCEDURES

Acceptance into Head Start/Early Head Start is based on the following (more detailed explanation on previous page):

- Income guidelines for current year
- Enrollment Criteria

Early Head Start serves pregnant women and children birth to 3. Head Start serves ages 3 – 5. More at Four serves only four year olds that will be entering Kindergarten the next school year.

Health Requirements for all programs:

- Up to date physical, immunizations, and insurance information

APPLICATION PROCEDURE

Parent must complete an enrollment application with a staff member to be considered for any of the programs listed above.

Documents needed to complete an application:

Birth Certificate

- Income Verification for the past 12 months or previous year (W-2, tax forms, pay stubs)
- Social Security Number for the child

Documents needed upon **acceptance** into the program:

- Up to date physical examination
- Up to date shot record
- Up to date insurance card/information

CHILDREN **MUST** RECEIVE A PHYSICAL AND HAVE UP-TO-DATE IMMUNIZATIONS AND INSURANCE INFORMATION.

Submit any Special Needs documentation if applicable: Children's Developmental Services Agency (CDSA) Reports, Psychological, Individual Education Program (IEP), etc.

IF YOU ARE ELIGIBLE FOR OUR PROGRAM AND YOU ARE NEXT ON OUR WAITING LIST, YOU WILL BE NOTIFIED THAT YOUR CHILD HAS BEEN ACCEPTED WHEN A SLOT BECOMES AVAILABLE. AT THAT TIME THE PARENT WILL COMPLETE FINAL ENROLLMENT PAPERWORK WITH STAFF AND GO THROUGH PARENT ORIENTATION.

PROGRAM INFORMATION

Number of Children Served

Early Head Start

72 Children (40 Early Head Start; 32 Paid Day Care)
12 Home Base

Head Start

156 Center Base
More At Four slots (number varies every year dependant on funding and need)
29 Full Day Care at the Sugar Hill Center

CENTERS

Sugar Hill Center (Head Start Central Office)

2111 Sugar Hill Road
Marion, NC 28752
828-652-3229

Early Head Start Center

207 Stroud St.
Marion, NC 28752
828-652-1319

Old Fort Center

Old Fort Elementary School
301 Mauney Ave.
Old Fort, NC 28762
828-668-0087

Eastfield Center

Eastfield Global Magnet School
711 Yancey St.
Marion, NC 28752
828-652-8220

Nebo Center

Nebo Elementary School
254 Nebo School Rd.
Nebo, NC 28761
828-652-6588

North Cove Center

North Cove Elementary
401 North Cove Road
Marion, NC 28752
(828) 756-7431

DRUG & SMOKE FREE CAMPUS AND GROUNDS
Head Start maintains a drug and smoke free environment.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

PROGRAM POLICIES

PROGRAM GOALS

Head Start and Early Head Start serve expectant mothers and children 0-5 and their families who meet income guidelines. The primary goal of Head Start and Early Head Start is to produce optimal development of children and families so they can live satisfying, productive, and self-sufficient lives. A comprehensive approach addresses education, social, health, nutrition, adult development, transportation, and mental health based on family needs. These include income, disabilities, environmental factors, and other specific needs. Head Start classrooms operate five (5) days a week from 8:30-2:30.

PAID DAY CARE/ BEFORE AND AFTER PROGRAM

Contact: Family Services Coordinator

We offer before and after care for Head Start children at the Sugar Hill center and the Early Head Start center for a fee.

McDowell County Head Start also offers a Paid Day Care Program for parents that do not meet income guidelines for the Head Start program. Fees can either be privately paid or supplemented by Child Care Subsidy through the Department of Social Services. Parents must be working or in school/training and meet State Child Care Subsidy guidelines. Parents must provide transportation.

(Fee amounts are listed in this handbook in “Paid Day Care/Wrap Around” section)

LATE PICK UP POLICY

Parents **must** pick up their children on time each day. If there are **extreme** circumstances (i.e. car wreck, hospitalization) that cause you to be late, you or someone on the child’s pick up list **MUST** call your child’s teacher before time to pick them up. Our “late policy” is as follows and will be strictly enforced:

- 1) Staff will immediately start trying to contact parents if the child is still in the center at pick up time.
- 2) If parents cannot be reached within 15 minutes after scheduled pick up time then all other numbers on the emergency contact sheet will be called.
- 3) If no one can be reached within 30 minutes after scheduled pick up time then the **local law enforcement agency** and **Child Protective Services** will be contacted.

If a parent continuously picks up their child late they will be charged \$5 per every 15 minutes the child is in our care **after** the scheduled pick up time. You will receive one warning, but after that we will charge you!

If a parent continuously drops off their child early they will be charged \$5 per every 15 minutes the child is in our care **before** the scheduled drop off time. You will receive one warning, but after that we will charge you!

CONFIDENTIALITY STATEMENT

All records containing information about children are considered confidential and are seen only by the appropriate Head Start staff. These records are kept in individual folders inside a locked file cabinet. Only authorized personnel shall have access unless you give your permission. Persons reviewing the folder must sign a log attached to the front of the folder.

PROGRAM POLICIES

WEATHER POLICY for HEAD START/EARLY HEAD START CHILDREN

Head Start/Early Head Start operates according to announcements made for McDowell County Schools.

ALL HEAD START CHILDREN WILL ABIDE BY THE ANNOUNCEMENTS MADE FOR MCDOWELL COUNTY SCHOOLS. IF THERE IS A TWO HOUR DELAY, CLASSROOMS WILL OPEN AND BUSES WILL RUN ON A TWO (2) HOUR DELAY

(Example: classrooms normally open at 8:30am for Head Start/Early Head Start, with a two hour delay, classrooms would open at 10:30am). If McDowell County schools are closed, then Head Start/Early Head Start children do not attend.

WEATHER POLICY FOR PAID DAY CARE/WRAP AROUND CHILDREN

OUR CENTERS ARE ALWAYS CLOSED ON THE FIRST DAY OF INCLEMENT WEATHER IF MCDOWELL COUNTY SCHOOLS ARE CLOSED. WE WILL BE OPEN ON THE SECOND DAY IF SCHOOLS ARE CLOSED MORE THAN ONE DAY FOR BAD WEATHER, *WEATHER PERMITTING* (in situations of extreme weather, e.g. ice, or flooding, we may be closed).

If the announcement is: TWO HOUR DELAY OR NO SCHOOL FOR STUDENTS **OPTIONAL** TEACHER WORKDAY
CLASSROOMS WILL BE OPEN AT REGULAR TIMES

If the announcement is: NO SCHOOL FOR STUDENTS AND TEACHERS MCDOWELL COUNTY SCHOOLS ARE CLOSED
CLASSROOMS WILL BE CLOSED

Please listen to 1250 AM WBRM, watch WLOS channel 13, call the McDowell County Schools Weatherline (652-3869), or check with the McDowell County Schools web site (www.mcdowell.k12.nc.us) for the latest school closings and information.

McDowell County Schools "Connect-Ed" phone system will place a call to the home phone number listed for your child. **SO PLEASE MAKE SURE THAT STAFF HAS YOUR CURRENT PHONE NUMBER!**

In the event of an early dismissal, we will notify you. Your child's teacher or a staff member will contact you as soon as possible if conditions are such that we feel there is a need to close. Your help and quick response will enable you and your child, as well as our staff, to get home safely. Again, please make sure that staff has working telephone numbers so that you can be reached.



CLOTHING

Your child needs to feel free to play and work without fear of soiling his/her clothing. Please try to dress your child in something comfortable and easy to care for. Clothing that is easy for the child to get up and down in is also recommended so that your child can work on self help skills.

Dress your child according to the weather. Outdoor activities are planned for each day, even in the winter. All children go outdoors each day (see outside play requirement).

A weather appropriate change of clothing must be provided for each child in case of an accident. Day Care Law states that each child must have a change of clean clothing available. Please replenish clothing as needed.

Please put your child's name in each item of clothing that you put in their cubby.

Outside Play Requirement

Article 7, Chapter 110 of the NC General Statutes requires.

- Each child care center arrange for each child to be outdoors each day.
- Outdoor play is required as part of the daily activities in a child care center. Children that are too ill or cannot go outdoors are not able to participate in the daily activities and should be excluded from care. All children must be able to participate in ALL the daily activities. If a child is not well enough to go outside, the child is not well enough to be at the center.
- All children including infants must be taken outdoors daily.
- If weather is too bad the center must provide vigorous activities for inside.

NAP TIME

Nap time is part of our daily schedule. Each child is provided with a cot to nap on. We ask that you send a small receiving blanket or a beach towel with your child to cover up with at nap time. Their blanket/towel will be sent home on Fridays to be washed and returned on Monday. We ask that you *do not* send pillows or anything else bulky as we have limited space to store these items.

NUTRITION ORIENTATION

(Updated 5/10)



Proper nutrition plays a crucial role in the health and development of children. Nutritious food should be offered throughout the day to ensure children receive nourishment and energy they need to learn, grow and be healthy.

Teachers and/or WIC will/may provide a monthly focused nutrition activity.

All children are provided a nutritious breakfast, lunch and snack. A monthly menu is provided parents for review and posted in the center/classroom.

Homemade prepared food (cupcakes, cakes, cookies, sandwiches, etc.) will not be served in our licensed Child Day Care Facility.

If you wish to bring party refreshments, you may bring the following items prepared/packaged and purchased from a store: cupcakes, cookies, ice cream, vegetables & fruits (no grapes), and 100% juice. Please let the teacher know if there is a time when you may want to provide some of these special foods.

NO CANDY ALLOWED at any time.

A Medical Diet Documentation Form is required to be filled out by your family doctor if there is a food allergy or a diet restriction for your child. The completed form is provided Child Nutrition so that your child's medical diet may be modified.

An Ethnic or Religious diet shall be honored, but we need documentation from the parent in order to change any food from your child's menu.

For children who are enrolled in the paid day care program, if a doctor recommends a special diet for a medical condition, it will be the responsibility of the parent/guardian to contact the director of the McDowell County Schools Child Nutrition program to arrange appropriate substitutions on the school menu. If the Child Nutrition program cannot accommodate the diet, it will be the responsibility of the parent to provide the foods specified by the doctor.

For Infants and Toddlers: If the Parent wants to take their child off of formula before age one (12 months) or change the formula, a Diet Documentation Form must be signed/dated by the child's doctor.

Menu Restrictions (Safety & Non Nutritious Items are restricted). Ensure foods are high in nutrients, and low in fat, sugar & salt.

EHS under 12 months of age: NO corn, citrus fruits, eggs, honey, chocolate, peanut butter.

EHS over 12 months of age: NO honey, peanut butter by spoonful, hotdogs, shellfish.

HS/EHS children: No donuts, pastries, sausage pancakes on a stick, limit syrup and serve fruit topping when pancakes are served, potato chips, hotdogs, corn dogs, fruit mix (because of grapes). NO CANDY at any time.

Avoid foods posing health risks (choking). Children younger than age 5 are vulnerable to choking because they have fewer & smaller molars, weaker chewing ability, and narrower airways than older children.

HEALTH ORIENTATION

Health/Safety; Mental Health; Nutrition; Disabilities

Parents/Guardians of Early Head Start and Head Start Children: (Parents are provided a copy of this agreement)

Early Head Start/Head Start guidelines require that Health Service Managers/Coordinators track health care services of each child. Our program must ensure that any health issues identified through health well checks receive appropriate referral and follow-up and, if needed, an appropriate health care plan is developed with the help of the child's parents, health care provider and teacher. We must have supporting documents in your child's file folder for auditors.

You must help Health Coordinator and/or Family Advocates provide the following supporting documentation to place in your child's file folder throughout the program year:

1. UTD Well Child Check Exam schedule (see table next page)—appropriate for your child's age.
2. UTD Immunization Records. Every time your child receives vaccines, we need a copy.
3. Make sure your child is present for screenings and exams scheduled by our program.
4. Complete developmental & social-emotional screening (Ages & Stages Questionnaires) during initial enrollment interview.
5. *Hearing Screen. If your child fails the screening, medical follow-up is required.
6. *Vision Screen. If your child fails the screening, medical follow-up is required.
7. Dental Exams are required unless parent provides a written denial. Verification of follow-up treatment (cleaning, filling, crowns, sealants, etc.) must be on file by your private Dentist or our Program Dentist.
8. If your child has a Chronic Illness (asthma, diabetes, or other) you and your child's doctor must Complete a Care Plan & Medication Request Form. Care Plan and Medication Requests must Be updated every six months and/or every year your child is enrolled in our program.
9. If your child has a Medical Diet, your doctor must complete a Medical Diet Documentation form.
10. *Blood Lead Screening Results. Conducted at 12 months of age and 24 months of age. If your child's Doctor does not have a screening result on file, the Blood Lead Screening must be completed as soon as possible.
11. *Hemoglobin / Hematocrit (blood count) results must be on file applicable for your child's age.
12. Inform your Family Advocate when your child's health status changes or if your family is going through health issues and concerns.
13. Provide private insurance information and/or Medicaid Insurance Card every month.
14. Emergency telephone numbers must be working numbers at all times.

With your permission, early intervention or special education may be available for your young child who may have or who may be at risk for special needs. Valid diagnosis and/or referral documentation must be received. Contact your Family Advocate or Health Coordinator if you have any concerns.

For the safety of your child we must ensure state requirements are met at all times. See Summary of NC Child Care Law for Child Care Center attached to the Parent Handbook.

I, the parent/guardian of _____ DOB _____, agree and partner with Early Head Start and Head Start staff to provide the documents required during my child's enrollment.

*I understand that most screening results are provided during my child's well child check exam and will ask doctor or provide written authorization for required medical records to be released to EHS/HS.

Parent Signature

Date

Date: _____

Staff Initial: _____

Well Check & Immunization Review

“Attach Well Check & Immunization Records to this sheet.”

Child's Name _____

DOB _____

Current age _____

Date of Enrollment _____

Center/Classroom # _____

Medical Home _____

Children enrolled in Early Head Start/Head Start are required to have the following information during the program year.

| Well Check Schedule (age) | Date Completed | Next Well Check Due Date | Comments |
|---------------------------|----------------|--------------------------|--|
| 2 weeks | | | <input type="checkbox"/> Reminder <input type="checkbox"/> Past Due |
| 1 month | | | <input type="checkbox"/> Bring a copy of completed well check exam. |
| 2 month | | | <input type="checkbox"/> Bring a copy of an appointment card from the doctor. |
| 4 month | | | <input type="checkbox"/> Call REBECCA @ 652-3229. |
| 6 months | | | <input type="checkbox"/> Call KATRINA @ 652-3229 or 652-8220 for Spanish translation. |
| 9 months | | | |
| 12 months | | | |
| 15 months | | | |
| 18 months | | | |
| 2 year | | | |
| 3 year | | | |
| 4 year | | | |
| 5 year | | | |

Scheduled Well Checks are required:

On Schedule for age _____
 Date Due _____
 Out of Compliance _____
 Well Check Needed _____

Growth/Hgb/Hct: _____

Vision: _____

Hearing: _____

Development: _____

BLOOD LEAD: _____ 12 MOS; 24 MOS; _____ 36-72 MOS: _____

By this age...Children must have these shots

| | | | | | | |
|------------------|--------|---------|------------|--------|---------|---------------|
| 3 months | 1 DTaP | 1 Polio | 1 Hib | | 1 Hep B | |
| 5 months | 2 DTaP | 2 Polio | 2 Hib | | 2 Hep B | |
| 7 months | 3 DTaP | 2 Polio | 2-3 Hib | | 2 Hep B | |
| 12-16 months | 3 DTaP | 2 Polio | 3-4 Hib | 1 MMR | 2 Hep B | 1 Varicella + |
| 19 months | 4 DTaP | 3 Polio | 3-4 Hib | 1 MMR | 3 Hep B | |
| 4 years or older | 5 DTaP | 4 Polio | 3-4 Hib ** | 2 MMR* | 3 Hep B | |

*Children must receive their last DTaP and MMR before they start kindergarten and after age 4.

**Children beyond their 5th birthday are not required to receive any Hib vaccine.

+ Vaccination required unless documentation of disease history. Acceptable documentation is letter from the child's parent, legal guardian or physician stating approximate date or age of child's infection.

Note: Prevnar, Pneumococcal and Flu Vaccines are not required or reportable but are recommended by the Advisory Committee on Immunization Practices. Parents should take child's immunization record to each medical visit for review and ensure each date is charted. A record may be obtained at local health department if needed.

Up-to-Date Immunizations are required:

On Schedule for age _____
 Date Due _____
 Out of Compliance _____
 Vaccinations Needed _____

A copy of information checked must be received no later than _____ for child to continue school attendance.

_____ Health Services Coordinator - Call 652-3229 if you have questions.

MEDICATIONS WILL NOT BE ADMINISTERED DURING PROGRAM HOURS UNLESS THE CHILD HAS A CHRONIC HEALTH CONDITION AND A WRITTEN CARE PLAN.

PARENTS ARE WELCOME TO ADMINISTER MEDICATIONS FOR THEIR OWN CHILD DURING PROGRAM HOURS AND RECORD THE DOSAGE ON A MEDICAL LOG PROVIDED IN THE CLASSROOM.

MEDICATION POLICY FOR REASONABLE ACCOMMODATIONS FOR CHILDREN IDENTIFIED WITH SPECIAL NEEDS AND CHILDREN WITH CHRONIC HEALTH CONDITIONS.

McDowell County Schools Head Start and Early Head Start personnel will administer prescription medications **only for children with chronic health conditions (ALLERGIC REACTIONS, SEIZURES,) with a written CARE PLAN in place signed/dated by parent and/or physician.**

Prescription medications will be administered only with physician's written consent.

For prescription medicines, parents will provide Head Start and Early Head Start with:

- Medication in the original, child-resistant container, with instruction for exact dosage, items to be given (including time of last dose) and the duration of administration.
- Container labeled by a Pharmacist with the child's name, the name of the medication and the date the prescription was filled
- The name of the health care provider who wrote the prescription
- The medication's expiration date
- Administration, storage, and disposal instructions

Because administration of medication poses an extra burden for staff, parents should check with the child's physician to see if a dose schedule can be arranged that does not involve the hours the child is in the center. Parents may come to the center to administer the medication to their own child.

Medications will be kept at the temperature recommended for that type of medication, *locked in a sturdy, child resistant container that is inaccessible to children. Medication will not be used beyond the date of expiration on the container.

A medication log will be maintained by staff to record the instructions for giving the medication, parental consent, amount, the time of administration, and the person who administered each dose of medication.

- Parents may give us permission to administer prescribed medication for up to **SIX MONTHS** for chronic medical conditions such as seizures and allergic reactions. (See Asthma/Seizure History Form)
- Parents may give us written authorization for up to **TWELVE MONTHS**, to apply over-the-counter topical non-medical ointments such as teething ointments, diapering creams/lotions, sunscreens and insect repellent. (**Deet repellents should not be applied to children more than once a day. Deet should not be used on babies under two months of age). –NC Department of Health and Human Services 8/29/03*)

***All medications *must* not be accessible to children. No medications in diaper bags, purses, book bags, etc. left in unlocked storage at any time.**

4/24/06: McDowell County Board of Education approved a new policy on Administering Medicines to students. Policy #4229 has been added to the 4200 section of the policy book. <http://www.mcdowell.k12.nc.us/>

Reference: Early Head Start (Ages 0-3) Medication Policy
(Blanket Permission: Over-the-Counter)
9/13/06

In order to be in compliance with North Carolina Child Care Requirements the Blanket Permission to administer topical medications were reviewed and revised today with office staff at Early Head Start.

A parent may give a standing [blanket permission] authorization for up to 12 months to apply the following over-the-counter medications:

| | |
|---------------------------------------|---|
| | Name of authorized items: <i>Parent please insert brand names you plan to use.</i> |
| ___ Diapering Cream/Ointment: | _____ |
| ___ Topical teething ointment or gel: | _____ |
| ___ Sunscreen: | _____ |
| ___ *Insect Repellent: | _____ |

The authorization shall be in writing and shall contain the child’s name; authorized over-the-counter items; *the manner in which the authorized items shall be applied; the date the authorization was signed by the parent/guardian; and, the length of time the authorization is valid.

**See McDowell County Schools Medication Policy for guidelines to apply over-the-counter medications. Policy Section 4200.
www.mcdowell.k12.nc.us/*

**Deet repellents should not be applied to children more than once a day. Deet should not be used on babies under two months of age.
(NC Department of Health and Human Services 8/29/03)*

If questions arise concerning whether the over-the-counter medication provided by the parent should or should not be administered, **that medication shall not be administered** until clear concise instruction is provided.

Following clear procedures established in a policy reassures everyone involved with the program that the child care facility is dedicated to dealing with medication administration safely. All other program forms (Parent Handbook, Application forms, etc.) would be revised to provide clarity.

This documentation is provided parents whose child is enrolled in either Early Head Start or Paid Day Care. We ask parents to review this document, complete the following line items and return completed form to the Center Coordinator or Center Supervisor to place in child’s file folder.

Child’s Name: _____ DOB: _____

Parent/Guardian Signature: _____ Date: _____

Communicable Disease Policy: Excluding Children Due to Illness and Outdoor Play Policy

As a working parent, when your child becomes sick your stress level increases. Not only are you concerned about the welfare of your ill child, you may have concerns about the time you will have to miss from work because we are unable to care for your child when he or she is ill.

Purpose: The purpose of this policy is to ensure the safety and protection of the children we serve.

Why to Exclude Children (When To Keep Your Child At Home):

In general, there are three reasons to exclude sick children:

- The child does not feel well enough to participate comfortably in routine activities.
- The child requires more care than staff are able to provide without compromising the health and safety of the other children.
- The illness is on the list of diagnosed symptoms or conditions for which exclusion is recommended (see below), usually because of the chance of spreading.

Conditions requiring exclusion from the classroom:

The National Centers for Disease Control and Prevention recommends that children with the following conditions or symptoms should be excluded from child care either to reduce the risk of spreading the infection, or to allow children time to recover to the point where you can safely care for them or both:

- **Tuberculosis**, until an appropriate health care provider or health official certifies in writing that the child is in appropriate therapy and can attend care.
- **Impetigo**, until 24 hours after treatment has been initiated.
- **Chickenpox** (Varicella-Zoster), until all sores have dried and crusted (usually six days).
- **Mumps**, until nine days after an onset of parotid gland (near ears) swelling.
- **Hepatitis A** virus, until one week after an onset of illness or jaundice or as directed by the health department.
- **Measles**, until four days after an onset of rash.
- **Rubella**, until six days after an onset of rash.
- **Fever**, when accompanied by behavior changes or other symptoms such as a sore throat, rash, vomiting, diarrhea, earache, etc. Fever means a temperature of 100 degrees Fahrenheit or higher taken under the arm. Any elevated temperature in an infant under age four months should be referred to a physician for evaluation.
- **Diarrhea-frequent**, runny, watery stools. Three or more episodes of diarrhea during the previous 24 hours. Children whose diarrhea is diagnosed to be caused by organisms such as Salmonella, or Shigella will be excluded from the center until they meet requirements set by the Health Department. Children are excluded from the classroom until they have resumed eating and no longer have diarrhea.
- **Blood in the stool** not explained by dietary change, medication, or hard stool.
- **Vomiting** two or more times in a 24-hour period.
- **Body rash** with fever.
- **Sore throat** with fever and swollen glands or mouth sores with drooling.
- **Eye discharge**-thick mucus or pus draining from the eye.
- **Scabies or Head Lice** when apparently not being treated (If being treated, must provide proof of treatment to return to school).
- **Severe coughing** with the child getting red or blue in the face or making a high-pitched whooping sound after coughing.
- **Persistent abdominal pain** (more than two hours) or intermittent pain with other signs and symptoms.
- **Signs of possible severe illness** such as irritability, unusual tiredness, or neediness that compromises ability to care for other children.
- **Uncontrolled coughing or wheezing**, continuous crying, or difficulty breathing.

Conditions That Do Not Require Exclusion:

Not all conditions and illnesses require that a child be excluded from childcare. Unless the child's health care provider, the public health department, or state child care licensing department requires it. We will accept a written note from the child's health provider stating the date the child may attend school.

Child Care Providers (staff working with children) exclusion for illness:

Standard 3.069 presented in *Caring For Our Children (National Health and Safety Performance Standards: Guidelines for Out-Of-Home Child Care Programs)* will be followed.

Steps to a Healthier Program:

There are simple steps we can take before children get sick in order to make it easier on everyone.

- **Handwashing:** *Use soap and warm water washing hands front and back including wrists and cleaning under fingernails for as long as it takes to recite the alphabet (at least 20 seconds).*
All staff, volunteers, and children shall follow the following standards for handwashing:
 1. Upon arrival for the day or when moving from one child care group to another.
 2. Before and after:
 - Eating, handling food, or feeding a child;
 - Giving medication;
 - Playing in water that is used by more than one person.
 - Diapering (*includes infant/toddler and preschool children's hands*).
 3. After:
 - Using the toilet or helping a child use a toilet;
 - Handling bodily fluid (mucus, blood, vomit), from sneezing, wiping and blowing noses, from mouths, or from sores;
 - Handling uncooked food, especially raw meat and poultry, fruits/vegetables and seafood.
 - Handling pets and other animals;
 - Playing in sandboxes;
 - Cleaning or handling garbage.
- **Start the day with a health check** (parents and staff). Perform a brief casual assessment of the child each day. Listen to what the child and parent tell you about how the child is feeling. Is the child hoarse, having trouble breathing, or coughing? Did he/she eat breakfast? Look at child from their level. Look for signs of crankiness, pain, discomfort, or fatigue. Does the child look pale; have a rash, sores, or runny nose or eyes? Feel the child's cheek and neck with the back of your hand for warmth, clamminess, or bumps. Smell for unusual odors in their breath or diaper.
- **Parents must be notified. Teachers must** tell parents when they see signs or symptoms of illness, and promptly let all families know when a diagnosed communicable condition arises.
- **Parents must provide teachers up-to-date information.**
 1. Telephone numbers where you may be reached during the day. Ensure you have minutes reserved on your Tracfones (prepaid cell phones) in the event of your child's emergency.
 2. If you cannot be reached during the day, the name/relationship and telephone number of contact person.
 3. Current residing address. (Physical address *where you live*. Not a PO Box)

If a child exhibits illness at school that requires exclusion from the classroom, and no parent or other individual on the pick-up list can be contacted within a reasonable amount of time, the McDowell County Emergency Medical Services will be called and the child will be transported to the McDowell Hospital at the parent's expense. It is imperative that your child's teacher have several contact phone numbers in case of such an emergency.

Sources:

- *Caring For Our Children National Health and Safety Performance Standards; Guideline for Out-of-Home Child Care Programs 9second edition)*
- *North Carolina Child Care Requirements*
- *National Centers for Disease Control and Prevention*

Outdoor Play & Weather Permitting

The NC Division of Child Development requires that children in licensed child care programs spend time outdoors every day, weather permitting.

“Weather permitting means almost every day, unless there is active precipitation, extremely hot or cold conditions, or public announcements that advise people to remain indoors due to weather conditions such as high levels of pollution, extreme cold or heat that might cause health problems (Notes for Clarification, Environment Rating Scales).

The following standard is recommended:

Caring For Our Children, National Health and Safety Performance Standards; Guidelines for Out-of-Home Child Care Programs (2nd edition) © 2003.

Standard 2.009, “Weather that poses a significant health risk shall include wind chill at or below 15 degrees F and heat index at or above 90 degrees F, as identified by the National Weather Service.”

Children shall play outdoors daily when weather and air quality conditions do not pose a significant health risk. Outdoor play for infants may include riding in a carriage or stroller; however, infants shall be offered opportunities for gross motor play outdoors, as well.

Air quality conditions that pose a significant health risk shall be identified by announcements from local health authorities or through ozone (smog) alerts. Such air quality conditions shall require that children remain indoors where air conditioners ventilate indoor air to outdoors. Children with respiratory health problems such as asthma shall not play outdoors when local health authorities announce that the air quality is approaching unhealthy levels.

Our program policy will use the common sense approach to meet the health and safety of each child when deciding to go outside.

Warm weather:

- Children shall be well-hydrated and shall be encouraged to drink water during the outdoor activity.
- Clothing shall be light-colored, lightweight, and limited to one layer of absorbent material to allow the evaporation of sweat.
- Children shall be protected from the sun by use of shade, sun-protected clothing, and sunscreen with UVB-ray and UVA-ray protection of SPF-15 or higher with permission to administer the sunscreen.

Cold weather:

- Clothing shall be layered and dry. (coats, hats/mittens/gloves).
- Teachers shall check children’s extremities (exposed skin) for maintenance of normal color and warmth at least every 15 minutes when children are outdoors in cold weather.

We are not equipped nor are we staffed to care for children who are unable to play outdoors.

McDowell County Schools: Head Lice Policy. In the event of head lice infestation the following letter may be sent home.

Dear Parent/Guardian of _____: Date: _____

Upon inspecting your child’s head today, it was discovered that he/she has a lice infestation. It is necessary to exclude him/her from school until adequately treated. **Your child may return to school after he/she has been treated and all nits (eggs) have been removed. You must also present to your child’s teacher the *Pediculocide packaging as proof that treatment was rendered. This is a McDowell County School policy.**

Anyone, adult or child, can get head lice. The most common symptom of infestation is intense itching on the back of the head or neck. Head lice cannot survive without a human host, or on family pets.

Head lice are passed from person to person by direct contact or on shared objects, such as hats, combs, towels, barrettes, headphones, etc. Follow the steps below to easily take care of the problem.

- **Check every member of the family.**
Lice are hard to spot, so look for tiny white eggs (nits) on hair shafts near the scalp, especially at the nape of the neck and behind the ears. Head lice are small, wingless, grayish-tan insects. Any family member with lice or nits must be treated.
- **Use an effective head lice treatment (shampoo and/or rinse. See examples below).**
Treatment is available at the drug store or at the McDowell County Health Department for a small fee.
- **Remove all nits (eggs).**
Gently comb the child’s hair with the special nit removal comb. The combs are provided with most lice treatment products. Inspect, comb and remove nits twice a day for a week. Repeat if necessary.
- **Wash clothes, bed linens, and towels.**
Use hot water, then dry on the hot cycle for least 20 minutes. Items such as stuffed animals, headphone, and hats that are not machine washable must be dry-cleaned or stored at room temperature in a tightly sealed plastic bag for at least two weeks.
- **Soak combs, brushes, etc., in hot water.**
The hotter the better, but the temperature should be at least 130°F. Items should soak for at least 10 minutes.
- **Vacuum everywhere.**
To make sure the rest of your home is louse-free, you should vacuum carpets, pillows, mattresses, upholstered furniture, and even the care seats.

**Pediculocide (some trademark shampoos and/or rinse examples are: Nix; Kwell; A-200; Rid; and R & C)*

I have treated my child to the best of my ability following the steps above.

Parent Signature

Date

Staff Signature

Received Date

Parent Orientation/Staff-Parent Agreement of Understanding

Hours of Operation

- The hours of operation are 8:30-2:30 for children enrolled in Head Start.
- For Paid Day Care, Wrap Around, More at Four - the hours will be as agreed upon during enrollment not to exceed 10 hours.
- I have received a copy of the Parent Handbook with a copy of the Summary of North Carolina Day Care Laws. **YES NO**

Health & Safety

- All children are **required prior to enrollment to have current (signed by physician) physicals and shot records**. Parent will need to bring these during application process.
- Over the counter medication may not be given at school; please review the medication policy for children with chronic health conditions.
- A complete change of clothes must be kept at the center at all times.
- Children need to be dressed appropriately for play both indoors and outdoors.
- A small blanket or towel must be brought for rest time and washed each week by the parent.
- **Children will only be released to names listed on the application.**
- **Parents must keep staff informed of changes in address, phone numbers, work location, pick up and drop off locations and new names to be added on application.**
- *Hand written notes may **not** be presented for pick up of child.*
- Children must be picked up by adults and accompanied by an adult in and out of the classroom.
- Adults must sign the child in or out.
- Parents are requested not to allow children to bring book bags, toys, chap stick etc.
- Children may not bring food from home.
- Nutritious meals and (snacks for before and after school children) will be provided by the program.
- Nutritious foods shall be served at class parties. Candy, popcorn, marshmallows, dried fruit, nuts, are not allowed (due to choking hazards)
- If you wish to bring party refreshments you may bring: cupcakes, or cookies, 100% juice, ice cream, vegetable sticks, fresh fruit (no grapes)
- Home cooked foods are not permitted to be served.

Agreement of Understanding:

- I understand that I will be able to set goals for my child with the teacher.
- I understand that my child, with parental permission, may participate in educational field trips.
- I understand that I can go to my child's class anytime I wish; that I am encouraged to volunteer, and will abide by the volunteer policies if I volunteer in the program.
- I understand that I play an active role in my child's education and that my ideas and concerns are welcomed.
- I understand that I have the opportunity to be involved in parent committees and on the policy council.
- The curriculum and assessments have been discussed with me.
- Two annual home visits will be made at my convenience. (Head Start)
- Three assessments and progress reports will be done on my child annually.
- I will contact the program if my child is sick or will be absent.
- Generic brand diapers and wipes are provided for Head Start and Early Head Start children only, at no charge. Parents may provide specific brand of diapers if they so choose.
- I understand that if my child exhibits illness at school that requires exclusion from the classroom, and no parent or other individual on the pick-up list can be contacted within a reasonable amount of time, the McDowell County Emergency Medical Services will be called and my child will be transported to the McDowell Hospital at my expense.

Questions and or Concerns addressed: **YES NO**

(A copy of this is in the child's file)

Permission:

- I give permission for diaper cream, sunscreen, or insect repellent to be applied to my child upon my request only, and will send labeled product to be used; to be applied in accordance with the McDowell County Schools Medication Policy. **Yes No**
- I give permission for my child to have his/her picture published in the local newspaper or if the occasion arises on TV (special events only such as Never Stop Learning segment). **Yes No**
- I give permission for my child to use hand sanitizer or baby wipes to clean his/her hands when outside or on field trips when running water is not available. **Yes No**

****CHILD CUSTODY ISSUES****

It is the program's intent to meet the needs of children when parents may be experiencing difficult situations such as divorce, separation, custody issues, or remarriage. Sharing information about such situations may be helpful to the center staff and will remain strictly confidential.

Our centers follow a policy of “children leave the way that they came”. This means that our staff will err on the side of the parent/guardian that the child lives with. We will only release the child to the non-custodial parent/guardian IF that parent/guardian has legal (signed by a judge) documentation stating that they have the right to pick up the child. The custodial parent/guardian has the exclusive right to tell us who may or may not pick up the child until the non-custodial parent/guardian can produce such legal documentation.

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

WE DO:

- ✓ Praise, reward, and encourage the children
- ✓ Reason with and set limits for the children
- ✓ Model appropriate behavior for the children
- ✓ Modify the classroom environment to attempt to prevent problems before they occur
- ✓ Listen to the children
- ✓ Provide the children with natural and logical consequences of their behaviors
- ✓ Treat the children as people and respect their needs, desires, and feelings
- ✓ Do ignore minor misbehaviors
- ✓ Explain things to children on their level
- ✓ Use short supervised periods of “Time-Out”/”Thinking Time and/or “Redirection” (Timeout/Thinking Time is described on the next page)
- ✓ Stay consistent in our behavior management program

WE DO NOT:

- Spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children
- Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children
- Shame or punish the children when bathroom accidents occur
- Deny food or rest as punishment
- Relate discipline to eating, resting, or sleeping
- Leave the children alone, unattended, or without supervision
- Place the children in locked rooms, closets, or boxes as punishments
- Allow discipline of children by children
- Criticize, make fun of or otherwise belittle children’s parents, families, or ethnic groups

PARENTS, SUBSTITUTES, AND VOLUNTEERS ARE REQUIRED TO ABIDE BY OUR DISCIPLINE POLICY WHILE AT HEAD START & DURING ALL HEAD START FUNCTIONS.

DISCIPLINE POLICY

1. No child should be subjected to any form of corporal punishment by any staff member of Head Start and/or Early Head Start. This includes regular or substitute personnel, volunteers, and any auxiliary personnel, such as cooks, office staff, vehicle drivers, etc.
 - a. No child shall be handled roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
 - b. No child shall ever be placed in a locked room, closet, or box.
 - c. No discipline shall ever be delegated to another child.

2. Discipline shall in no way be related to food, rest, or toileting.
 - a. No food shall be withheld, or given as means of discipline.
 - b. No child shall ever be disciplined for lapses in toilet training.
 - c. No child shall ever be disciplined for not sleeping during rest period.

REDIRECTION:

When behavior problems occur in the classroom we use a method called “Redirection”. This method gives the child a choice and a chance to correct his/her own behavior. This is the method used for children under 3 years of age.

THINKING TIME/TIME-OUT:

“Thinking Time” is the removal of a child (3-5 years of age) for a short period of time (3-5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. During thinking time, the child has a chance to think about the misbehavior, which led to his/her removal from the activity. After a brief interval of no more than 3-5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the activity, the incident is over and the child is treated with the same affection and respect shown to the other children.

*******Note*******

The following page contains the “Extreme Behavior Policy”

EXTREME BEHAVIOR POLICY

McDowell County Head Start together with Policy Council has developed the following policy for children exhibiting extreme behaviors, which causes harm to children and or staff.

The following measures will be taken if a child exhibits behaviors such as hurting himself, staff, or other children. Behaviors include but are not limited to biting, slapping, kicking, pushing, and pulling.

1. First Incident: Parent notified/conference* and plan of action.
2. Second Incident: Parent notified/conference* and the child sent home.
3. Third Incident: Parent notified/conference* and short term exclusion.
4. Fourth Incident: Parent notified/conference* and alternative solution such as shorten length of day, short term exclusion or possible discontinuation of services.

*The following people shall be present in the parent conference:

Parent(s)
Teacher

And one or all of the following:

Education Coordinator
Health Coordinator
Mental Health Coordinator
Family Advocate
or
Director when necessary

Biting Policy for Early Head Start children 0-36 months

Biting is a common behavior problem for older infants and toddlers. However, it can be one of the most difficult behaviors to manage, as there is no clear identifiable cause for the behavior. Young children bite for many reasons:

- (1) they may not yet have the words to express their feelings;
- (2) they often bite as part of exploring;
- (3) they sometimes bite to gain attention; and
- (4) children under two may bite because they are teething.

Often toddlers will bite to relieve tension, and will continue to bite despite adults' best interventions. This can be frustrating to caregivers who, even with proper vigilance and supervision, cannot always assure that one child won't be victimized by another.

It is particularly frustrating for the victim's parents whose natural instinct is to protect their child, to find him/her bitten and bruised by another child, sometimes on a day-to-day basis. Moreover, the parents of the perpetrator often feel guilty and are anxious to find solutions to their child's behavior.

Generally, we do not advocate that children who bite be removed from the childcare program. Toddlers are just beginning to learn limits and self-control.

However, if a child bites three (3) times in one day, he/she will be sent home. We feel we must ask the parents to pick up the child early even though the child may not understand this concept. It is a way of letting the parents of children who have been bitten know that we are aware of the problem.

We reserve the right to decide the consequences on a case-by-case basis, with the understanding that we want to be sensitive to the needs and circumstances of the families involved. Whenever possible, if a biter "targets" another child and seems to single him/her out as the victim, we will try to separate the children in different groups for a short length of time. Due to licensing requirements, ratios must be observed and this action might not always be possible.

Policy on Biting

I have read the Early Head Start policy on biting. I agree to adhere to this policy.

Signature of Parent or Guardian

Date: _____

Safety Procedures

Our number one priority for your child is to keep him/her safe. To ensure that we are prepared for emergencies, McDowell County Head Start and Early Head Start practice the following drills monthly or annually.

- Fire drills (monthly)
- Tornado drills (annually)
- Lock Down (annually)

The following compliance checks are done:

- Playground inspections (daily); full report monthly
- Sanitation inspections by local Health Inspector (annually)
- Fire inspections by local Fire Inspector (annually)
- Child care compliance visits by Child Care Consultant (at least annually)
- Early Childhood Environmental Rating Scales by state consultants (every 3 years)
- Program Federal Review (every 3 years)

No child will be released to a person whose name is not on the list provided by the parent. If someone whose name is on the list comes to pick up a child, and the teacher is not familiar with that person, they will be asked for picture identification. We will put the child's safety ahead of convenience or time.

Curriculum

"Creative Curriculum for Infants and Toddlers"
"Creative Curriculum for Preschoolers"

Active, Individualized, Developmentally Appropriate Learning Care giving and Play as
Curriculum

Our curriculum promotes individualized, appropriate learning that includes:

- An emphasis on learning environments, and child-choice curriculum (not an activity-based, teacher -directed, or diagnostic curriculum)
- An emphasis on natural, authentic experiences and interaction
- An environment rich with written and spoken language experiences
- An emphasis on hands-on, "mind-on", active learning
- A generous allowance for child mobility, messy plays, and challenge
- Extensive use of outdoors
- Use of caring routines as times for play and learning
- Exposure to cultural diversity through materials, interactions and experiences

Summary: North Carolina Child Care Law and Rules

Division of Child Development
North Carolina Department of
Health and Human Services
319 Chapanoke Road
Raleigh, NC 27603
June 2010

The North Carolina Department of Health and Human Services does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

What Is Child Care?

The law defines child care as:

- three or more unrelated children under 13 years of age
- receiving care from a non-relative
- on a regular basis, of at least once a week
- for more than four hours per day but less than 24 hours.

It is only when all of these conditions exist that regulation is required. The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development. The purpose of regulation is to protect the well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110.

The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

Star Rated Licenses

Centers and homes that are meeting the minimum licensing requirements will receive a one star license. Programs that choose to voluntarily meet higher standards can apply for a two through five star licenses. The number of stars a program earns is based upon the education levels their staff meet and the program standards met by the program.

Family Child Care Homes

A family child care home is licensed to care for five or fewer preschool age children, and an additional three school age children. This includes preschoolers living in the home but the provider's own school-age children are not counted (Individuals caring for one or two children are exempt from being licensed.) Licenses are issued to family child care home providers who meet the following requirements:

- Home providers must be 21 years old with at least a high school education or its equivalent, and mentally and emotionally capable of caring for children.
- He or she must undergo a criminal records background check initially, and every three years thereafter.
- All household members over age 15 who are present in family child care homes when children are in care must also undergo a criminal records background check. As of December 2008, criminal records rechecks will be done every three years.
- All family child care home providers must have training in CPR each year and in ITS-SIDS and first aid every three years. They also must complete a minimum number of training hours annually.

All family child care homes must meet basic health and safety standards. Providers must maintain verification of children's immunization and health status. They must provide developmentally appropriate toys and activities, as well as nutritious meals and snacks for the children in care.

Child Care Centers

Licensing as a center is required when six or more children are cared for in a residence or when three or more children are in care in a building other than a residence. Religious-sponsored programs are exempt from some of the regulations described below if they choose not to be licensed. Programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Child care centers may voluntarily meet higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants.

Licensed centers must meet requirements in the following areas.

Staff

The administrator of a child care center must be at least 21, and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must complete a minimum number of training hours annually including ITS-SIDS training for any caregiver that works with infants 12 months of age or younger. All staff must also undergo a criminal records background check. As of December 2008, criminal records rechecks will be done every three years.

Ratios

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. Ratios and group sizes for licensure are shown below and must be posted in each classroom.

| Age | Teacher: Child Ratio | Maximum Group Size |
|--------------|----------------------|--------------------|
| 0-12 months | 1:5 | 10 |
| 12-24 months | 1:6 | 12 |
| 2 years old | 1:10 | 20 |
| 3 years old | 1:15 | 25 |
| 4 years old | 1:20 | 25 |
| School age | 1:25 | 25 |

Small centers in a residence that are licensed for six to twelve children may keep up to three additional school-age children, depending on the ages of the other children in care. When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.

Space and Equipment

To meet licensing requirements, there must be at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate.

Outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

Curriculum

The Division of Child Development does not promote or require any specific curriculum over another. Child care programs choose the type of curriculum appropriate for the ages of the children enrolled. Activity plans must be available to parents and must show a balance of active and quiet activities. Rooms must be arranged to encourage children to explore and use materials on their own.

Health and Safety

Children must be immunized on schedule. Each licensed center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed programs to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) and must have space and time provided for rest.

The following requirements apply to both centers and homes.

Transportation

Child care centers or family child care homes providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children may never be left alone in a vehicle and child-staff ratio must be maintained.

Records

Centers and homes must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. A record of monthly fire drills practiced with safe evacuation of children must also be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care.

Discipline

Each program must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in discipline policy must be shared with parents in writing before going into effect. Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all family child care homes and centers. Religious-sponsored programs which notify the Division of Child Development that corporal punishment is part of their religious training are exempt from that part of the law.

Parental Rights

- Parents have the right to enter a family child care home or center at any time while their child is present.
- Parents have the right to see the license displayed in a prominent place.
- Parents have the right to know how their child will be disciplined.

The law and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Child care resource and referral agencies can provide help in choosing quality care. Check the telephone directory or talk with a child care provider to see if there is a child care resource and referral agency in your community. For more information visit the Resources in Child Care website at: www.ncchildcare.net. For more information on the law and rules, contact the Division of Child Development at 919-662-4499 or 1-800-859-0829, or visit our homepage at: <http://www.ncchildcare.net>.

Reviewing Files

A public file is maintained in the Division's main office in Raleigh for every center or family child care home. These files can be

- viewed during work hours;
- requested via the Division's web site at www.ncchildcare.net; or,
- requested by contacting the Division at 1-800-859-0829.

How to Report a Problem

North Carolina law requires staff from the Division of Child Development to investigate a licensed family child care home or child care center when there has been a complaint. Child care providers who violate the law or rules may be fined up to \$1,000 and may have their licenses suspended or revoked. If you believe that a child care provider fails to meet the requirements described in this pamphlet, or if you have questions, please call the Division of Child Development at 919-662-4499 or 1-800-859-0829.

Child Abuse or Neglect

Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision, or discipline, or when a child is abandoned. North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services. In addition, any person can call the Division of Child Development at 919-662-4499 or 1-800-859-0829 and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith. The operator of the program must notify parents of children currently enrolled in writing of the substantiation of any abuse/neglect complaint or the issuance of any administrative action against the child care facility.

TRANSPORTATION ORIENTATION

TRANSPORTATION

- Have your child ready with designated adult each day when the bus arrives.
- A monitor is on the bus whenever children are riding.
- The monitor or assigned person is to assist children on and off the bus.
- **There will be instances when the bus schedule will be off. Please be patient for at least 30 minutes before you call.**
- Your child will be picked up and returned to the place designated each day. Changes in pick-up and return sites. No food, drinks, toys or backpacks permitted on buses

CHANGES: Parents, please let us know in writing if you have changes in any of the following:

- Address
- telephone number
- place of employment/phone number
- any other concerns

Current information is needed in case of emergencies.

If there is a change in a person picking up or dropping off your child, you will need to come to the Sugar Hill Center to add that person to the list of people that you have given us.

- All buses equipped with seat belts. We follow all State & Federal Laws pertaining to Child Safety Restraint Seats.
- You must call the center before 7:00 am if your child does not ride that day.
- If parent/guardian is not at the afternoon stop, child will be brought back to the Head Start center or classroom. The parent must pick-up the child within a reasonable time. Other actions may be taken if no contact with the family is made.
- Parents will sign a Bus Discipline Policy at Enrollment.
- Sugar Hill Center parking: Parents must park in the upper parking lots, walk their children to their classrooms, and sign them in. Vehicles are not allowed through gate to lower center level.
- **State law prohibits field trips for children under the age of three.**

Bus Safety Rules

- ✓ Children are required to be seated in a child safety restraint.
- ✓ Quiet bus voice
- ✓ Listen to your bus monitor

Bus Discipline Policy

Because of endangering lives of your child and other passengers, bad behavior will not be tolerated.

Please go over these rules with your child.

Discipline steps to be taken are as follows...

- 1) Note sent home to parents/guardians
- 2) Parents requested to meet with Transportation Coordinator, bus driver and/or bus monitor.
- 3) Bus suspension depending on child's behavior.

Parent Signature

Date

Signature Head Start Staff

Date

Form placed in child's file.

PARENT INVOLVEMENT ORIENTATION

Parent Involvement is an integral part of a successful program for you and your child. Parents meet together for monthly meetings, educational programs and special interest parent gatherings. Volunteering at Head Start or Early Head Start provides the opportunity to gain new skills, develop skills you already have and can be used as job experience! ALL parents are encouraged to volunteer in our classrooms!

Head Start is a family oriented program. Our goal is to have every family participate in their child's education through Head Start and Early Head Start programs.

Monthly Parent Meetings:

These meetings are held monthly. Usually we have a guest speaker; for example, Children's Librarian, Child Nutrition specialists, teachers, etc.

Child care is provided and a light meal may be served. All families are invited to have fun and fellowship.

Parent Center Committees:

Parents have a role in the operation of the Head Start program. The Parent Committee is made up of family members. This is a group of parents that represents the center their child attends. The meetings are held bi-weekly or monthly.

During committee meetings parents are encouraged to make their own choices about how to advocate and help the center. Program representatives will attend the meetings to advise parents of child care and Head Start requirements and regulations.

Parents can plan activities, special events, make bulletin boards, advocate in the community, make a news letter, etc.

This is not set in stone; the parents decide what they want to do!

******* Transportation to Monthly Parent Meetings and Parent Center Committees can be provided to those who need the service. *******

Fabulous Father's Club:

Our Fabulous Father's Club exists to involve a male role model in the life of your child.

Whether it's dad, grandpa, brother, uncle or even a special friend, the father/male figure has a great impact on the development and well being of a child.

The children and their dads go on fun and educational fieldtrips, enjoy time together in the classrooms and interact through play and learning!

Volunteering in the Classroom:

Parents are encouraged to volunteer in the classroom when possible; however because of state regulations we do have some guidelines to follow.

- Must be 18 years old or older.
- To volunteer more than one day a week must have current TB test and fill out Emergency Information.
- May not bring siblings or other children.
- Attend volunteer or substitute training and/or review information on volunteer responsibilities.
- May not be left alone with children (other than your own).
- **All volunteers must read and sign the Volunteer handbook.**

PARENT INVOLVEMENT ORIENTATION

PARENT OF THE YEAR

The Parent of the Year is the highest honor Head Start gives to a parent. This parent will represent McDowell County Schools Head Start and Early Head Start at the Annual North Carolina Head Start Conference. A Parent of the Year from each county in North Carolina will attend this special ceremony.

Selection of Parent of the Year will be based on the number of volunteer hours, teacher recommendation, involvement in Head Start activities, and community involvement.

PARENT TRAINING

We provide opportunities for parenting training by our staff as well as outside presenters on topics concerning parents today, such as:

- ✓ what developmentally appropriate practices really are and how you can apply them to enhance the life of your child
- ✓ positive discipline techniques
- ✓ how to deal with sibling rivalry

...and other topics that support our relationship as “partners in parenting”

Topics, dates and times will be provided to all parents.

IN-KIND

The Federal Government requires that 20% of the Early Head Start/Head Start grant be matched with contributions from parents and the community. These are called “IN-KIND” and consist of volunteering, attending Head Start & Early Head Start activities, donating materials, working on your child’s educational goals at home and serving on the Policy Council. You will be asked to fill out “IN-KIND” sheets when you give services or materials to Head Start/Early Head Start.

PARENT INVOLVEMENT ORIENTATION

POLICY COUNCIL

What is it?

Policy Council is the parents' voice in major program decisions, including such things as recruitment and selecting policy, personnel policies, budgets, and funding proposals.

Who is on it?

Each center elects two parents: One as Policy Council Representative and one as Policy Council Alternate. The Early Head Start Program also elects two parents to serve on the Council.

When is it?

The Policy Council meets once a month at a date and time set by the Policy Council. Policy Council members may be asked to serve on the Personnel Committee when needed.

Who can come to the Policy Council Meetings?

Policy Council Meetings are open to anyone who would like to attend. However, only elected Policy Council Members may vote.

What are the responsibilities of a Policy Council Member?

To be informed and keep parents informed about issues facing the Policy Council. To attend meetings regularly and notify staff in advance if you are unable to attend. To advocate for the best interest of all Head Start and Early Head Start families. To attend training and share information with other parents.

What support will be offered?

There will be training for all elected members.

A \$25.00 stipend, per meeting, will be paid to each member attending a Policy Council or Personnel Meeting. This is to help with travel expenses.

Why is it important to attend each month?

A copy of the program budget will be handed out to parents in each monthly Policy Council meeting along with copies of reports from each coordination area. Also, the minutes from each Policy Council meeting will be posted in the Parent Room. Attending the meetings allows parents to be more aware of what is happening in the program.

Child Abuse and Neglect Orientation

As written in the State of North Carolina Juvenile Code Chapter 7B, the term "child abuse and neglect" means a non-accidental injury or pattern of injuries to a child, injury to the mental or emotional condition of the child; negligent treatment, sexual abuse, maltreatment, mistreatment, or exploitation or abandonment of a child under the age of 18. Please refer to the above chapter of the NC Juvenile Code for a more detailed explanation. The NC Juvenile Code can be accessed on the internet at the link listed below.

<http://www.ncga.state.nc.us/gascripts/Statutes/StatutesTOC.pl?Chapter=0007B>

All employees of McDowell County Head Start who know or reasonably suspect child abuse or neglect are **REQUIRED BY LAW** to file a report with the Department of Social Services. Suspecting staff should fill out a "Child Abuse and Neglect Reporting Form" located in the form cabinet at Sugar Hill Center and issue an immediate oral report to our local DSS agency. After the call is made the completed report is turned in to Management Staff and filed. Anyone participating in good faith in the making of a report shall have immunity from any liability, civil or criminal.

Please be advised that McDowell County Head Start **WILL NOT TOLERATE CHILD ABUSE OR NEGLECT!** No child should be subjected to any form of corporal punishment by any staff member of Head Start and/or Early Head Start. This includes regular or substitute personnel, volunteers, and any auxiliary personnel, such as cooks, office staff, vehicle drivers, etc.

A copy of this form is signed and placed in the child's file.

WHAT IS A FAMILY ADVOCATE?

A Family Advocate is a valuable **FRIEND!**

Finds resources to meet needs

Ready to listen

Involved in your family's Head Start experience

Engages your family in goal setting

Nurtures partnerships with families

Discusses and discovers a family's strengths

Each Head Start/Early Head Start family will be assigned a Family Advocate. You will meet with them during enrollment/parent orientation and fill out an intake form that serves as a strengths/needs assessment. After enrollment they will be contacting you to set up a home visit. This gives the Advocate a chance to get to know your family. They will sit down with you and discuss the goal setting process and how it can benefit your family.

It is your choice whether or not to set goals, but each family will be encouraged to work on something that is meaningful to them. This is a unique part of our program and it is very beneficial when utilized. You may see your Family Advocate in the classroom, on the bus, or on field trips with the children. You will also get newsletters, reminders of upcoming events, and do-at-home activities for you and your child from your Advocate.



Get to know them throughout this school year and they can become a valuable FRIEND!

FAMILY SERVICES ORIENTATION

ATTENDANCE POLICY

Children are expected to attend Head Start and Early Head Start **regularly**.

If your child is absent, please inform your child's teacher in advance if possible, stating the reason for absence.

Daily attendance sheets will be turned in to the Family Services Coordinator at the end of the month. When a child has been absent three (3) consecutive days or attendance is irregular, the Head Start staff member will attempt to contact the parents and if necessary will plan for a home visit, unless the staff has been informed by the parents of an excused absence. Information as to the reason for the absence will be documented appropriately. All records, reports, and information regarding the family will be kept in a locked file cabinet/office and shared only with the appropriate staff. Family records will be continually updated.

Documented excused absences means an absence for the following reasons:

- 1) A child is hospitalized (until released from the doctor's care)
- 2) A child is incapable due to a serious illness or injury
- 3) A child contacts a communicable disease
- 4) A child has other health ailments which temporarily prevent attendance, such as asthma
- 5) There is death in the child's family
- 6) Receiving medical treatment or therapy at the time class is convened
- 7) Attendance is affected by temporary family situations (e.g. custody issues, etc.)

OUR PROGRAM REQUIRES AT LEAST 85% ATTENDANCE.

(In a month with 20 possible days to attend the child would need to be there 17 days to have 85% attendance).

WE UNDERSTAND THAT CHILDREN UNDER AGE 5 ARE TYPICALLY ABSENT DUE TO ILLNESS, AND THAT IS ACCEPTABLE. WE GET CONCERNED, HOWEVER, WHEN A CHILD IS CHRONICALLY ABSENT FOR NO GOOD REASON. OUR PROGRAM HELPS PREPARE CHILDREN FOR THEIR ENTRANCE INTO PUBLIC SCHOOLS. GOOD ATTENDANCE IS REQUIRED ONCE CHILDREN ENTER PUBLIC SCHOOLS AND WE HAVE TO REFLECT THAT IN OUR PROGRAM ALSO.

*****If you plan to bring your child late please contact his/her teacher no later than 9:00 a.m. *****

YOUR CHILD MAY BE DROPPED FROM THE PROGRAM AS A RESULT OF THEIR LACK OF ATTENDANCE.

EARLY HEAD START

SERVING PREGNANT WOMEN

OUR MISSION:

To provide education and support to help mothers have healthy babies.

Pregnant women who meet program guidelines will receive:

Weekly home visits from a home visitor who will share information and education about.....

- the value of prenatal care
- childbirth education
- proper nutrition
- breast-feeding

also.....

- smoking cessation
- family planning
- parenting skills
- self-esteem
- continuing education

Home visitors also offer help to overcome barriers to pursue education, job training and self-sufficiency.

For more information call:
Early Head Start Coordinator or Family Services Coordinator
652-1319 or 652-3229

EARLY HEAD START

HOME-BASED PROGRAM

The parent is the child's first and most important teacher.
The home is the family's classroom.

We provide home visits to bring:

- ❑ activities
- ❑ support
- ❑ encouragement
- ❑ information
- ❑ opportunities
- ❑ socialization
- ❑ early assessment & intervention to:

pregnant moms
newborns
mobile infants
toddlers
and family members

We provide these services in the comfort and familiar surroundings of the family's home and neighborhood where the child can begin to know their world.

A Parent Educator/Home Visitor joins with the parents to begin recognizing the family's hopes and dreams for themselves and their children. The Parent Educator visits once a week to provide support for parents with:

- ❑ awareness of child development
- ❑ managing a busy household
- ❑ nutrition and health
- ❑ understanding how children learn
- ❑ connections to resources
- ❑ support with family goals
- ❑ opportunities to attend parenting classes, GED, workshops, and more.

EARLY HEAD START

Infant/Toddler Safe Sleep Policy

Sudden Infant Death Syndrome (SIDS) is the unexpected death of a seemingly healthy baby for whom no cause of death can be determined based on an autopsy, an investigation of the place where the baby died or a review of the baby's clinical history.

Child Care providers can maintain safer sleep environments for babies that help lower the chances of SIDS. N.C. Law requires that childcare providers caring for children 12 months of age or younger implement a safe sleep policy, share this information with parents and participate in training.

In the belief that proactive steps can be taken to lower the risks of SIDS in child care and that parents and childcare providers can work together to keep babies safer while they sleep, this facility will practice the safe steps.

This facility believes all families have a right to safe and healthy child care and we will practice the following safe sleep policy:

Mandatory Safe Sleep Practices

1. All childcare staff working in the infant room or staff who may potentially work in this room will receive training on our Infant Safe Sleep Policy.
2. Infants will always be placed on their backs to sleep, unless there is a signed sleep position medical waiver on file. In that case, a waiver notice will be posted at the infant's crib and the waiver filed in the infant's file.
3. The American Academy of Pediatrics recommends that babies are placed on their back to sleep, but when babies can easily turn over from the back to the stomach, they can be allowed to adopt whatever position they prefer for sleep.
4. We will follow this recommendation by the American Academy of Pediatrics. However, childcare staff can further discuss with parents how to address circumstances when the baby turns onto their stomach or side.
5. Visually checking sleeping infants. Sleeping infants will be checked daily, every 15-20 minutes, by assigned staff. The sleep information will be recorded on a Sleep Chart. The Sleep Chart will be kept on file for one month after the reporting month. We will be especially alert to monitoring a sleeping infant during the first weeks the infant is in child-care. We will check to see if the infant's skin color is normal, watch the rise and fall of the chest to observe breathing and look to see if the infant is sleeping soundly. We will check the infant for signs of overheating including flushed skin color, body temperature by touch and restlessness.
6. Steps will be taken to keep babies from getting too warm or overheating by regulating the room temperature, avoiding excess bedding and not over-dressing or over-wrapping the baby.

Safe Sleep Environment

7. Room Temperature will be kept between 68-75 degree F and a thermometer kept in the infant room.
8. Infants' heads will not be covered with blankets or bedding. Infants' cribs will not be covered with blankets or bedding.
9. No loose bedding, pillows, bumper pads, etc. will be used in cribs. We will tuck any infant blankets in at the foot of the crib and along the sides of mattress.

10. Toys and stuffed animals will be removed from the crib when the infant is sleeping. Pacifiers will be allowed in infant's cribs while they sleep.
11. A safety-approved crib with a firm mattress and tight fitting sheet will be used.
12. Only one infant will be in a crib at a time, unless we are evacuating infants in an emergency.
13. No smoking is permitted in the infant room or on the premises.
14. All parents/guardians of infants cared for in the infant room will receive a written copy of our Infant/Toddler Safe Sleep Policy before enrollment.
15. To promote healthy development, awake infants will be given supervised "tummy time" for exercise and for play.

I, the undersigned parent or guardian of _____ (Child's full name), do hereby state that I have read and received a copy of Early Head Start's Infant/Toddler Safe Sleep Policy and that the facility's coordinator/supervisor (or other designated staff member) has discussed this policy with me.

Date of Enrollment

Signature of Parent or Guardian

Date

Signature of Early Head Start Staff Member

Date

**Sleep Position Medical Waiver
Early Head Start**

Child's Name: _____

Child's Age: _____ Date of Birth: _____

Health Concerns: _____

Parent/Guardian's Name: _____

Address: _____

Telephone: _____

E-Mail Address: _____

I, (Parent/Guardian's name) _____,
Authorize Early Head Start to place my child in an alternate sleep position. My pediatrician has advised me that my child has the following medical condition:

(Please attach note from your physician)

I, (Parent/Guardian's name) _____
Hereby release and hold harmless Early Head Start, its officers, director and employees from any and all liability whatsoever associated with harm to my child due to Sudden Infant Death Syndrome (SIDS). I affirm and acknowledge that I have been provided with information concerning SIDS.

Parent/Guardian Signature

Date

Physician's Signature

Date

Early Head Start Employee Signature

Date

PAID DAY CARE/WRAP-AROUND

CENTERS THAT OFFER PAID DAY CARE

**Sugar Hill Center
(Head Start Central Office)
2111 Sugar Hill Road
Marion, NC 28752
828-652-3229**

Early Head Start Center
207 Stroud St.
Marion, NC 28752
828-652-1319

DRUG & SMOKE FREE CAMPUS AND GROUNDS
Head Start maintains a drug and smoke free environment.



**OUR SUGAR HILL AND EARLY HEAD START CENTERS
OPERATE FROM 6AM UNTIL 6PM
MONDAY – FRIDAY**

***PLEASE NOTE THAT DAY CARE LAW PROHIBITS US FROM CARING
FOR YOUR CHILD MORE THAN 10 HOURS PER DAY***

PAID DAY CARE/WRAP-AROUND



SCHEDULE

Our SUGAR HILL AND EARLY HEAD START centers are open on:

- ✓ Teacher workdays (**Unless** they are scheduled as Head Start training days; refer to calendar of closings)
- ✓ Days that school is dismissed early
- ✓ Open at 6am on snow days when school is on a *delayed schedule* (also see weather policy)

Our centers are closed on:

- ✓ Holidays (Labor Day, Veteran’s Day and Martin Luther King Jr. Day)
- ✓ Days that school is *closed* due to bad weather (also see weather policy)

YEARLY CLOSINGS

There are three weeks during the year that the centers **will be closed down**. These are:

- Spring Break (determined by the school system)
- A week at the 4th of July
- A week at Christmas

Parents will be notified well in advance of any closing.

PAID DAY CARE/WRAP-AROUND



REQUIRED INFORMATION

There are several things that we must have before your child can start in our Paid Day Care or Wrap Around program.

IN EITHER OF THESE PROGRAMS IF YOU HAVE A VOUCHER OR PLAN ON USING A VOUCHER TO PAY FOR OR SUPPLEMENT PAYMENT FOR CARE YOU MUST GIVE THE FAMILY SERVICES COORDINATOR THE VOUCHER BEFORE THE CHILD STARTS OR HAVE THE CHILD CARE SUBSIDY WORKER CONTACT THE CENTER!!!!

Paid Day Care:

- A copy of a current (within the past 12 months) physical/well-check
- A copy of your child's up to date immunization (shot) record
- A copy of your child's Birth Certificate
- A completed Paid Day Care enrollment packet which includes:
 - Child's Day Care Application or Emergency Contact sheet (all line items must be filled out and plenty of phone numbers and names must be listed on the pick up section)
 - Signed Discipline Policy
 - Signed Outside play policy
 - Signed Parental Agreement form
 - Depending on method of payment parent may have signed an enrollment form guaranteeing payment of Day Care bill.

PAID DAY CARE/WRAP-AROUND



ARRIVAL AND DEPARTURE

Children must be accompanied at all times by an adult when brought into the building. Your child may not be dropped off outside the building. The person bringing the child in must come to the classroom and sign them in. When you return to pick them up you must sign them out. Only persons listed on the Day Care Application will be allowed to pick up your child. Anyone picking up a child should be prepared to present their ID when asked.

We also need to know by 9am if your child will be at school or not. If your child is going to be late or absent please call and let their teacher know. We must know so that they can be counted for breakfast and lunch.

ATTENDANCE

All children must attend regularly!!! Failure to use services regularly may result in termination of care. Parents should notify staff of absences due to illness or vacation (in advance when possible).
There are no tuition allowances for absences!!

TUITION ALLOWANCES

The only tuition allowances that we give are for the three weeks that we are closed. **Parents do not have to pay for the three weeks that we are completely shut down. This includes: A week at the 4th of July, Spring Break week, and Christmas week.**

PAID DAY CARE/WRAP-AROUND



WRAP-AROUND

We offer wrap-around (before and after hours) service to our Head Start parents. We also offer this service to More at Four parents when we have slots available (Sugar Hill).

Wrap-around students are on the same schedule as Paid Day Care students.

More at Four children are offered wrap-around service if there are slots available.

To Enroll in Wrap Around:

- The parent must make sure that all forms and information in their child's file are current
- Parent **must** fill out an enrollment form with Family Services Coordinator

PAID DAY CARE/WRAP-AROUND

POLICY ON FEES

- All parents must sign the PDC enrollment form and indicate payment frequency before their child starts. After payment frequency is set (weekly, monthly, etc.), parents must contact the Family Services Coordinator to make changes to this payment arrangement.
- For those using child care vouchers I must have the voucher before the child starts or verification from the Child Care Subsidy worker that the voucher is valid and will be forthcoming. Any changes to work situation/hours, etc. MUST be reported to DSS and our center promptly.
- For all Parents: Fees must be paid on the child's first day of attendance. Fees for a partial week will be pro-rated accordingly.
- For those paying WEEKLY: Fees will be due no later than each Friday (OR THE LAST SCHOOL DAY IN THE WEEK) at 4:30pm. If fees are not paid by this time a late notice will be sent home the following Monday (OR THE NEXT SCHOOL DAY THE CENTER IS OPEN). If fees are not paid for the current and past week at the end of the current week, child care or wrap around services will be suspended pending payment.
- For those paying MONTHLY: Payment is due at the end of each month. Late notices will be sent if payment is not received by the last operating day of the month.
- For those paying BI-WEEKLY: Fees will be due no later than every other Friday (OR THE LAST SCHOOL DAY IN THE WEEK) at 4:30pm. If fees are not paid by this time a late notice will be sent home the following Monday (OR THE NEXT SCHOOL DAY THE CENTER IS OPEN). If fees are not paid for the current and past weeks at the end of the current week, child care or wrap around services will be suspended pending payment.
- **COLLECTIONS ACTION WILL BE TAKEN IF OVERDUE FEES ARE NOT PAID!**

Private Paying Fees:

| | |
|-----------------|--|
| 3-5yr. olds: | \$440/month |
| 2yr. olds: | \$460/month |
| 6wks-2yr. olds: | \$500/month |
| Wrap Around: | \$290/month at EHS and \$260/month at Sugar Hill |

Please keep this form for your records. Rates will be consistent each month except for the months that we are closed for a week.

At the beginning of the year you will receive a tax statement to show the previous year's child care fees paid. Please be patient...it takes time to get these statements ready each month and at the beginning of the year!

A \$5.00 late fee will be charged for every 15 minute period or fraction thereof that you arrive to pick up your child after 6:00PM!!!

******Always bring correct change if you pay cash! ******

*****ALL CHECKS (NO MATTER WHAT CENTER YOUR CHILD ATTENDS) SHOULD BE MADE OUT TO: ***
McDowell County Head Start**

Please see the receptionist at the Sugar Hill center to pay with a DEBIT/CREDIT card! We take VISA, MASTERCARD, and DISCOVER CARDS.

Parents of children at the Sugar Hill center should pay: Tammy Spearman, Nikki Godwin, Alisha Young, Jennifer Pitman, or Therese Parker.

Parents of children at Early Head Start should pay Rhonda Washburn the Family Advocate (her office is in the lobby area), Darlene Anderson, or Robin Davis (1st and 2nd offices respectively on the left as you enter the center).

If you have a voucher it is YOUR responsibility to notify the Child Care Subsidy worker at DSS of any changes in employment or schooling, income, or hours. You must also notify Tammy Stackable of any changes in these areas.

Fee Schedule for McDowell County Head Start & Preschool Program

**Sugar Hill and Early Head Start centers
(Hours of operation: 6am-6pm; OPEN on all Teacher Workdays)**

Paid Day Care RATES BEGINNING 7/1/10

Early Head Start

6 weeks – 1 year: \$500/month

2 years: \$460/month

Sugar Hill Head Start

3-5 years: \$440/month

Wrap-Around or Extended Day

\$260/month at Sugar Hill

\$290/month at Early Head Start

Family Services Coordinator

FAMILY RESOURCE DIRECTORY

AREA COMMUNITY SERVICE ORGANIZATIONS

ALCOHOL, DRUG ABUSE

| | | | |
|--|----------|----------|----------------|
| Foothills Detox / Crisis Program | 437-9694 | 432-2846 | 1-800-559-9503 |
| Marion Police Department | 652-3231 | | |
| McDowell Council on Alcohol/Drug Abuse | 652-8428 | | |
| McDowell County Mental Health Center | 652-5444 | | |
| McDowell County Schools | 652-4535 | | |
| McDowell Mission Ministries | 659-3981 | | |

BASIC SKILLS TRAINING

| | | | |
|---------------------------------|----------|--|--|
| Family Resource Center/Old Fort | 668-3113 | | |
|---------------------------------|----------|--|--|

| | |
|--|----------|
| Foothills Comprehensive ADAP | 652-5584 |
| Foothills Industries of McDowell, Inc. | 652-4088 |
| McDowell Technical Community College | 652-6021 |

BEHAVIOR MANAGEMENT

| | |
|--|----------------|
| Agape House, Inc. | 652-2947 |
| Family, Infant, and Preschool Program (FIPP) | 1-800-822-FIPP |
| Juvenile Services Division | 652-9640 |
| McDowell County Mental Health Center | 652-5444 |

BLIND (SERVICES FOR)

| | |
|---|----------|
| Governor Morehead Preschool for the Visually Impaired | 432-5278 |
| McDowell County Dpt. Of Social Services | 652-3355 |
| McDowell County Public Library | 652-3858 |

BUSINESS ASSISTANCE

| | |
|--|----------|
| Marion Downtown Business Association, Inc. | 652-2215 |
| McDowell Chamber of Commerce | 652-4240 |
| The McDowell Hospital | 659-5000 |

CHILDREN (SERVICES FOR)

| | |
|--|----------------|
| Children’s Service Network – MTCC | 652-7874 |
| Developmental Evaluation Center – DEC | 438-6263 |
| Family, Infant and Preschool Program (FIPP) | 1-800-822-FIPP |
| Guardian Ad Litem Program | 652-4632 |
| Make – A – Wish Foundation of America, Inc. | 652-2511 |
| McDowell County Parks & Recreation Department | 652-3001 |
| McDowell County WIC Program | 652-2922 |
| N.C. Cooperative Extension Program - Sandra Brown | 652-7121 |
| Preschool Satellite Program for the Hearing Impaired | 433-2969 |
| Rutherford – Polk – McDowell Health Department | 652-6811 |

CHILD CARE

| | |
|-----------------------------------|----------|
| First Baptist Day Care | 652-3937 |
| Children’s Services Network-MTCC | 652-7874 |
| McDowell County Head Start | 652-3229 |
| McDowell County Children’s Center | 652-9630 |

COUNSELING

| | |
|--|----------|
| Family Services of McDowell County | 652-6150 |
| McDowell County Emergency Management | 652-7121 |
| McDowell County Senior Center | 652-8953 |
| McDowell Mission Ministry | 659-3981 |
| N.C. Division of Vocational Rehabilitation | 652-2826 |

DELINQUENCY

| | |
|----------------------------|----------|
| Juvenile Services Division | 652-9640 |
| Marion Police Department | 652-3231 |
| McDowell County Schools | 652-4535 |

DISABLED (Developmentally, Mentally or Physically)

| | |
|---|----------------|
| Developmental Evaluation Center | 438-6263 |
| Family, Infant and Preschool Program (FIPP) | 1-800-822-FIPP |
| Foothills Comprehensive ADAP | 652-5584 |

DISABLED (Developmentally, Mentally or Physically) (cont.)

| | | | |
|---|----------|----------|----------------|
| Foothills Detox/Crisis Program | 437-9694 | 432-2846 | 1-800-559-9503 |
| Foothills Industries of McDowell County, Inc. | 652-4088 | | |
| Foothills Respite Care Center | 584-2122 | | |
| Governor Morehead Preschool for the Visually Impaired | 432-5278 | | |
| Isothermal Planning & Development Commission | 287-2281 | | |
| Jarvis Group Home | 738-3098 | | |
| McDowell County Assessors Office | 652-7121 | | |
| McDowell County Department of Social Services | 652-3355 | | |
| McDowell County Mental Health Center | 652-5444 | | |

| | |
|--|----------|
| N.C. Division of Vocational Rehabilitation | 652-2826 |
| Oakview Apartments | 652-9132 |
| Preschool Satellite Program for the Hearing Impaired | 433-2969 |

DOCTORS/MEDICAL CARE

***Dentist**

| | |
|--------------------|----------|
| Dr. Sharon Foreman | 433-1223 |
|--------------------|----------|

***Ear, Nose & Throat**

| | |
|-------------------------------------|----------|
| Asheville Head, Neck & Ear Surgeons | 652-9620 |
| Elzie Hart, M.D. | 433-6410 |

***Family Practice**

| | |
|--------------------------|----------|
| McDowell Family Medicine | 652-8727 |
| Nebo Medical Clinic | 659-9703 |

***Gynecology and Obstetrics**

| | |
|--------------------------------|----------|
| McDowell Obstetrics/Gynecology | 652-3019 |
| Nisha Patel | 652-9197 |

***Internal Medicine**

| | |
|----------------------------|----------|
| McDowell Internal Medicine | 652-7776 |
|----------------------------|----------|

***Ophthalmology**

| | |
|----------------------------|----------|
| Marion Eye Clinic | 652-1000 |
| Professional Vision Center | 652-1020 |

***Pediatrics**

| | |
|--------------------------|----------|
| Dr. Rowland | 652-6386 |
| Dr. Meeks | 652-6386 |
| McDowell Family Medicine | 652-8727 |
| Dr. Montez | 659-2000 |

***Surgeons**

| | |
|-------------------------------|----------|
| Dr. Joseph Chung, M.D. , FACS | 652-7000 |
| Dr. Vincente Denuna, M. D. | 652-5540 |
| Dr. William Horan | 659-5700 |

DOMESTIC VIOLENCE (Services for victims of)

| | |
|---|----------|
| Family Services of McDowell County | 652-6150 |
| Guardian Ad Litem Program | 652-4632 |
| Marion Police Department | 652-3231 |
| McDowell County Department of Social Services | 652-3355 |

EDUCATION

| | |
|--------------------------------------|----------|
| Developmental Evaluation Center | 438-6263 |
| McDowell Technical Community College | 652-6021 |

ELDERLY (Services for)

| | |
|---|----------|
| Isothermal Planning & Development Commission | 287-2281 |
| McDowell County Assessors Office | 652-7121 |
| McDowell County Department of Social Services | 652-3355 |
| McDowell County Home Health | 652-6901 |
| McDowell County Mental Health Center | 652-5444 |
| McDowell County Registrar of Deeds | 652-4727 |
| McDowell County Senior Center | 652-8953 |

EMERGENCY DISASTER

| | |
|------------------------------------|----------|
| American Red Cross | 652-4000 |
| Corpening Foundation | 659-9622 |
| Family Services of McDowell County | 652-6150 |

EMERGENCY DISASTER (cont.)

| | | | |
|--|----------|----------|----------------|
| Foothills Detox/Crisis Program | 437-9694 | 432-2846 | 1-800-559-9503 |
| McDowell Dread Disease Society | 652-6267 | | |
| McDowell County Emergency Management | 652-3982 | | |
| McDowell County Emergency Medical Services | 652-3982 | | |
| McDowell County Mental Health Center | 652-5444 | | |
| McDowell County Sheriff's Department | 652-4000 | | |
| The McDowell Hospital | 659-5000 | | |
| Old Fort Police Department | 668-7474 | | |
| The Salvation Army (Marion) | 659-2522 | | |

United Way 652-6267

EMPLOYMENT

Employment Security Commission 652-7131
Foothills Comprehensive ADAP 652-5584
Foothills Industries of McDowell County, Inc. 652-4088
Isothermal Planning & Development Commission 287-2281
McDowell County Department of Social Services 652-3355
McDowell County Public Library 652-3858
McDowell Mission Ministry- John Thompson Center for Men 659-3981
McDowell County Technical Community College 652-6021
N.C. Division of Vocational Rehabilitation 652-2826

FAMILY DEVELOPMENT

Children's Services Network 652-4249
Family, Infant and Preschool Program (FIPP) 1-800-822-FIPP
Family Resource Center/Old Fort 668-3113
McDowell County Department of Social Services 652-3355
McDowell County Schools 652-4535
McDowell County WIC Program 652-2922
N.C. Extension Service 652-7121
Rutherford-Polk-McDowell Health Department 652-6811
The Salvation Army 652-2522

FIRST-AID/CPR TRAINING

American Red Cross 652-6531
McDowell County Emergency Medical Services 652-3982

FOOD ASSISTANCE

McDowell County Department of Social Services 652-3355
McDowell County Schools 652-4535
McDowell County Senior Center 652-8953
McDowell County WIC Program 652-2922
McDowell Mission Ministry 659-3981

FOSTER CARE

McDowell County Department of Social Services 652-3355

HEALTH SERVICES

Developmental Evaluation Center (DEC) 438-6263
Hospice of McDowell County, Inc. 652-1318
Make-A-Wish Foundation of America, Inc. 652-2511
McDowell County Department of Social Services 652-3355
McDowell County Dread Disease Society 652-6267
McDowell County Emergency Medical Services 652-3982
McDowell County Home Health 652-6901
McDowell County Mental Health Center 652-5444
McDowell County WIC Program 652-2922
The McDowell Hospital 659-5000
N.C. Division of Vocational Rehabilitation 652-2826
Rutherford-Polk-McDowell Health Department 652-6811

HEARING IMPAIRED (Services for)

McDowell Technical Community College 652-6021
Preschool Satellite Program for the Hearing Impaired 433-2969

HEATING ASSISTANCE

McDowell County Department of Social Services 652-3355
Isothermal Planning & Development Commission 287-2281

HOUSING

Family Services of McDowell County 652-6150

| | | |
|---|-------------|----------|
| Foothills Respite Care Center | | 584-2122 |
| McDowell County Department of Social Services | | 652-3355 |
| McDowell County Schools | | 652-4535 |
| McDowell Mission Ministry | | 659-3981 |
| Habitat for Humanity | (Marion) | 652-6008 |
| | (Morganton) | 437-0370 |
| HAP (Housing Assistance Program) | | 652-8098 |

JOB TRAINING

| | | |
|---|--|----------|
| Foothills Comprehensive ADAP | | 652-5584 |
| Foothills Industries of McDowell County, Inc. | | 652-4088 |
| Job Link/JTPA-Downtown Center | | 652-6021 |
| Isothermal Planning & Development Commission | | 287-2281 |
| N.C. Division of Vocational Rehabilitation | | 652-2826 |

LAW ENFORCEMENT

| | | |
|--------------------------------------|--|----------|
| Marion Police Department | | 652-3231 |
| McDowell County Sheriff's Department | | 652-4000 |
| Old Fort Police Department | | 668-7474 |

LEGAL AID

| | | |
|---|--|----------------|
| Legal Aid of NC *Hablan Español* | | 1-800-849-5195 |
| Guardian Ad Litem Program | | 652-4632 |
| McDowell County Department of Social Services | | 652-3355 |

LITERACY

| | | |
|--|--|----------|
| Family Resource Center-Glenwood Elementary & More at 4 | | 738-9853 |
| Family Resource Center-Old Fort | | 668-3113 |
| Foothills Comprehensive ADAP | | 652-5444 |
| McDowell Technical Community College | | 652-6021 |

LOW INCOME ASSISTANCE

| | | |
|--|--|----------|
| Corpening Foundation | | 659-9622 |
| Isothermal Planning & Development Commission | | 287-2281 |
| McDowell County Department of Social Services | | 652-3355 |
| McDowell County Dread Disease Society United Way | | 652-6267 |
| McDowell Mission Ministry | | 659-3981 |
| The Salvation Army | | 659-2522 |

MCDOWELL COUNTY OFFICES

| | | |
|-----------------------------|--|----------|
| Building Inspector | | 652-7030 |
| County Manager | | 652-7121 |
| Dog Warden (Animal Control) | | 652-6643 |
| Registrar of Deeds | | 652-4727 |

NORTH CAROLINA

| | | |
|----------------------|--|----------|
| Army National Guard | | 652-4595 |
| Division of Forestry | | 652-2636 |
| Highway Patrol | | 652-2181 |

OLD FORT

| | | |
|------------------------|--|------------|
| Town Clerk Office | | 668-4244 |
| Fire Department | | 911 |
| Mayor's Office | | 668-4244 |
| Maintenance Department | | 668-4621 |

OLD FORT (cont.)

| | | |
|------------------|--|----------|
| Sewer Plant | | 668-4561 |
| Water Department | | 668-7112 |

PREGNANCY SERVICES

| | | |
|---|--|----------|
| McDowell County Department of Social Services | | 652-3355 |
| McDowell County Schools | | 652-4535 |
| McDowell County WIC Program | | 652-2922 |
| Rutherford-Polk-McDowell Health Department | | 652-6811 |

PUBLIC SCHOOLS

| | |
|--------------------------------------|----------|
| Board of Education | 652-4535 |
| Superintendent | 652-4535 |
| East McDowell Junior High | 652-7711 |
| Eastfield Global Magnet School | 652-3730 |
| Glenwood Elementary | 738-4420 |
| Health Education | 652-4535 |
| Marion Elementary | 652-2141 |
| McDowell High | 652-7930 |
| McDowell County Head Start | 652-3229 |
| McSmiles Mobile Classroom (ages 3&4) | 652-3730 |
| Nebo Elementary | 652-4737 |
| North Cove Elementary | 756-4342 |
| Old Fort Elementary | 668-7646 |
| Pleasant Gardens Elementary | 724-4422 |
| West Marion Elementary | 738-3353 |
| West McDowell Junior High | 652-3390 |

RAPE/SEXUAL ASSAULT (Services for Victims of)

| | |
|------------------------------------|----------|
| Family Services of McDowell County | 652-6150 |
| Guardian Ad Litem Program | 652-4632 |

RECREATION

| | |
|---|----------|
| McDowell County Parks & Recreation Department | 652-3001 |
| McDowell County Senior Center | 652-8953 |

SHELTER

| | |
|---|----------|
| Family Services of McDowell County | 652-6150 |
| Skills Creation Center (Formerly Foothills Respite Care Center) | 584-2122 |
| Isothermal Planning & Development Commission | 287-2281 |
| McDowell County Department of Social Services | 652-3355 |
| McDowell County Emergency Management | 652-3982 |
| McDowell Mission Ministry | 659-3981 |
| Oakview Apartments | 652-9132 |
| The Salvation Army | 659-2522 |

TERMINAL ILLNESS

| | |
|---|----------|
| Hospice of McDowell County | 652-1318 |
| Make-A-Wish Foundation of America, Inc. | 652-2511 |

TRANSPORTATION

| | |
|---|----------|
| McDowell County Department of Social Services | 652-3355 |
| McDowell Christian Ministries | 659-3981 |
| McDowell County Senior Center | 652-8953 |

U.S. GOVERNMENT

| | |
|--------------------------------|----------------|
| Marion Post Office | 652-5838 |
| Nebo/Lake James Post Office | 652-7617 |
| Old Fort Post Office | 668-7843 |
| Social Security Administration | 1-800-243-5772 |
| Veteran's Administration | 652-2911 |