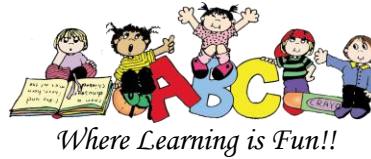


Buchanan County Head Start



Preschool

2024-2025

Parent Handbook & Resource Guide

Mission of Children and Family Engagement Services

To develop partnerships that promote quality opportunities for children's educational readiness, at all levels of ability, and to foster success for families and staff.

Updated and approved by the PC/Board July 2024

Buchanan County Head Start



Where Learning is Fun!

Welcome Head Start Parents, Care Givers, & Guardians,

Buchanan County Head Start would like to welcome you and your family to the Head Start program. We are pleased that you have given us the opportunity to serve your family during the most important developmental years of your child's life. As your child's parent/guardian, you are their first and most important teacher.

It is our program's mission to "develop partnerships that promote quality opportunities for children's educational readiness at all levels of ability, and to foster success for families and staff." Our staff is committed to providing quality comprehensive services to children and families by focusing on the individualized needs of our students. At Buchanan County Head Start, we see ourselves as a community and strive to provide an atmosphere where families are grow and learn together.

While participating in the Head Start program, you will have many opportunities to help guide your family's services and participate in your child's education. We encourage parents/guardians to volunteer in the program and to take an active role in the planning process. By contributing to your child's classroom and school, you will exhibit the importance and value of learning and education.

The Buchanan County Head Start team welcomes you to our FAMILY, and we look forward to partnering with you throughout the school year as your child journeys towards becoming a lifelong learner!

If you have any questions or if a member of the management team can be of assistance to you, please know that our door is always open.

Sincerely,

Jennifer Ratliff, Director
Management Team
BCHS Staff

What is Head Start?

Head Start is a Federal Program that promotes school readiness for children ages birth to five years old by enhancing cognitive, social, and emotional development. Since 1965, Head Start has provided comprehensive health, education, nutrition and social services to more than thirty (30) million preschool children.

Head Start believes that gains made by each individual child must be understood and built upon by family and the community. Services provided are designed to be responsive to each child and family's ethnic, cultural, and linguistic heritage.

To simulate child growth and family development, Head Start focuses upon four component areas. These component areas and their provisions are outlined below:

- Varied learning experiences appropriate to the child's age. These experiences help children develop socially, intellectually, physically, and emotionally.
- Medical, dental, and speech screenings and follow-up. Health, nutrition, and mental health education for children as well as for the family.
- Increase family awareness of community and social services agencies to help develop ways of meeting individual/family needs.
- Provide parent opportunities to participate in decision-making groups, develop parent activities, and work with children in cooperation with staff.

Program Operations

Buchanan County Head Start Preschool operates both classroom or center base, and a home-base option throughout Buchanan County, Virginia. **SAFETY is the first and foremost priority.**

Classrooms throughout the county operate Monday –Friday from 7:30 until 2:15. Breakfast, lunch, and an afternoon snack are provided daily.

The home base program takes place in the child's home where a home visitor will make one weekly visit for the duration of one- and one-half hours (90minutes). A schedule will be created with individual families and each visit will take place at the same designated day and time each week. Twice per month, all home base children will gather for a group socialization experience, and lunch will be provided for children and families.

Classroom-staff hours are 7:30 am until 3:30 pm. Bus drivers begin loading children at 7:30 am and afternoon unloading will end at 3:30. Children who are car riders may be dropped off at school at 7:30. All car riders must be picked up by 2 pm. If you transport your child, please note the following:

1. You **MUST ACCOMPANY** your child to the classroom/office and sign them in/out with a Head Start staff member for both drop off and pick up.

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2. Please park in designated parking areas at the school.
3. REMEMBER ONLY THOSE AUTHORIZED BY PARENTS WILL BE ALLOWED TO PICK UP A CHILD.

Calls to Classrooms

WE UNDERSTAND EMERGENCIES DO ARISE! Should you have an emergency, please don't hesitate to call your child's classroom. However, if you have any other concerns or questions, you may call between 7:30 am and 8 am, or 2:15 pm and 3:30 pm. Calling during these allotted times when children are few in number or have been dismissed, will ensure each child receives the attention and supervision necessary from all staff members. Your cooperation with this request is greatly appreciated. If an emergency should occur at the center/classroom, you will be notified by phone. In the event you aren't able to be reached by phone, a staff member will attempt to contact the person/persons listed on your child's emergency procedure form. **Please make sure to add telephone numbers of each contact person and make any updates needed throughout the year.**

Parents and Families of Head Start

WE NEED YOU! Parents and families play a vital role in the Head Start program. You are the most important person/people in your child's life. YOUR CHILD NEEDS YOU! Studies show that children whose parents become involved in their child's preschool program have a more successful school experience. This is a partnership; staff and parents working together for the benefit of each individual child.

Parent and family engagement in Head Start is about building relationships with families that support family well-being, strong relationships between parents and their children and nurturing ongoing learning and development for both parents and children. Parents and families will observe, guide, promote and participate in the everyday learning of their children at home, school, and in their communities. Parents and families advance their own learning interest through education, training, and other experiences that support their parenting, careers, and life goals. Parent and family engagement will empower individuals to be advocates for their child's life-long learning, participate in leadership, decision-making, and community to improve children's development and learning experiences. This partnership is a road map for progress in achieving the kinds of outcomes that lead to positive and enduring change for children and families.

Families play a critical role in helping their children to prepare for school and a lifetime of academic success. Head Start is required to consult with parents in establishing school readiness goals. School readiness goals are the expectations that children's status and progressions across domains of language, literacy, cognition, general knowledge, physical, well-being, motor development, social and emotional development will improve their readiness for kindergarten.

The Federal Government, believing that you are the prime educators of your children requires opportunities for parent participation in the Head Start Program. The Performance Standards

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clearly defines the role and tasks of parents and indicates there are at least four areas of parent participation.

1. Parents as participants in the process of making decisions about the nature and operations of the program.
2. Parents as paid staff, volunteers, and observers in the classroom.
3. Activities for the parents, that they have helped to develop.
4. Parents working at home with their own children in cooperation with Head Start staff to support the child's Head Start experience.

Each enter-based and home-based option together forms a Parent Center Committee (PCC), elects officers, and hold meetings to discuss such things as program policies and procedures, field trips, parent trainings, parent events, etc....

Each committee elects representatives to a group called Policy Council (PC). Governance training is held each year for those elected to serve on the Policy Council. This training will acquaint the representative more with how meetings are conducted and the roles and responsibilities of each person involved in PC. The representatives meet monthly to discuss the concerns of their local committees, consult with the Head Start Director, and approve or disapprove specific items such as budget, program plans, the hiring and firing of personnel, policy changes, and grant applications.

Monthly parent workshops provide training for specific topics. In addition, Head Start wishes to help families gain information on topics of personal interests. Please share any you many have with the Parent Involvement Specialist or Family Service Provider.

Permission forms must be signed by parent/guardian before any services can be rendered for a child enrolled in the Head Start Program.

Please bear in mind: Parent involvement enhances your child's experience with the program, and allows you to be a part of their success in school.

Creating a Learning Environment for Young Children

Successful pre-school classrooms are places where children feel loved and secure. Buchanan County Head Start currently utilizes "Creative Curriculum", "Opening the World of Learning", "Sing, Spell, Read and Write", "Al's Pals" and "Zoo-Phonics" as guides to implement developmentally appropriate practices, activities and lessons in the classrooms. Classrooms are arranged so that children can be active learners. Preschool children learn through play, exploration, and experimentation. Hands-on activities that are developmentally appropriate provide children an abundance of opportunities in the classroom. Teachers are providing experiences that will stimulate the child's thinking, encourage language, social, physical, and intellectual development. These opportunities promote excitement about learning and help children gain confidence and independence

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Classrooms are arranged in interest centers or learning areas and are supplied with a variety of materials. This allows free choice based on child's interests in the following areas:

- Art
- Dramatic Play (Housekeeping)
- Math & Science
- Blocks
- Library
- Manipulatives/Table Toys
- Computer/Technology
- Sensory Center

Within these areas, children become actively involved with the materials provided and their peers. Children have the opportunity to play alone, work in small groups, in quiet and active activities, and outdoors. Each classroom has set a daily routine so that children are aware of what will happen next.

Staff encourage, but do not force children to try new things, experiment with their own ideas, and work at their own pace. Each individual child is encouraged to make choices and decisions based on their interests. (For example: a teacher may ask, "What materials do need to make an airplane? The child has the freedom to choose from a variety of materials provided in the classroom. Teacher and classroom staff encourage each child to become familiar with their classroom environment, and in which interest area the needed materials can be located. Staff follow up and continue the conversation by going on to ask, "What do you plan to do with your airplane once it is complete?"

Buchanan County Head Start staff encourage children to become problem-solvers and to think for themselves. Independence is one of the goals for being successful in school and life.

Each day, children brush teeth, choose materials with which to play and return them to the shelves, help prepare for lunch, assist with cleanup of their own spills (example, milk at lunch), etc., and take care of their belongings.

Daily Schedule: (times may vary, due to bus schedules)

7:30-8:30 Arrival- Greet children/ families, help children store belongings, choose an activity, puzzles, bookstack.

8:30- 9:00—Breakfast

9:15-9:45—Morning meetings-songs, finger plays, attendance, and introduce concepts of the day, talk about choices for the morning and activities for the day.

9:45-10:00- Read aloud for small group time, in which the theme-based books (OWLS) are read for the week. Extension is provided during small group and center time.

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10:00-10:30—Center time/small group time, Observe/ interact with individual children to expand learning. Lead short, small group activity that builds in children’s skills and interest. Work with children engaged in study activities.

10:30-10:40—Clean up. Help children put away materials in each interest area.

10:40-11:00- Whole group time. Time will range according to developmental ages/times of year. Invite children to share what they did, music/ movement activities, journal times, etc...

11:00-11:40—Outdoor playtime. Observe/ interact with children as they play ball, jump rope, play games, teacher- directed games or free play on playground. Extend studies outdoors... Make nature discoveries.

11:40-12:00—Bathroom time, wash Hands, finger plays, flannel boards, Prepare for Lunch.

12:00-12:45—LUNCH- engage and encourage conversation during lunch time.

12:45-1:00 Music

1:00-1:15- “Al’s Pal’s”- Social Emotional Lesson

1 :15-1 :30-Tooth brushing/ bath room—prepare for rest time

1:30-2:00—Rest Time

2:00-2:15 Snacks/ bathroom. Prepare for departure

2:15 Departure.

Classroom Management

The goal of appropriate classroom management is to provide a secure and safe environment where children feel free to put their energy into exploring and learning. It is important to help children learn self-control and learn to be responsible and to manage their own behavior.

Teachers explain classroom rules to the children and remind them of the rules when needed. Each center has an EMERGENCY PREPAREDNESS PLAN that is available for parents to review.

Teacher uses positive suggestions of what the children can do. For example: (child climbing on a shelf) “We keep on feet on the floor. Shelves can break or tip over. If you would like to climb, where do you think would be a good place to do so?” This type of positive redirection not only corrects the child, but encourages him/her to think about areas where climbing is appropriate.

Teachers’ follow-up directions with actions so that children gain trust and confidence in adults to do as they say. For example: if an adult reminds a child, that he/she can use scissors, and explains the rules for doing so, and the child doesn’t abide by those rules, the adult then reminds

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the child that the consequences have to be enforced. Such as, if the child throws the scissors, the scissors will have to be put away for the time being from that particular child.

Teachers offer children choices to help them become confident in their ability to make decisions themselves. For example, “Would you like for me to help you organize blocks, or can you do it alone?” “Would you like to sit beside me or beside Susie?” The choices given are acceptable to the teacher and not given as threats.

Directions are stated clearly so that children understand what is expected, for example, “Before we go outside, we all need to put on our coats.”

Teachers are careful to give attention through praise and encouragement, along with plenty of hugs and caring throughout the day. One of the best ways to prevent misbehavior is to provide interesting activities for children to do and classroom staff to show an interest in what the children are doing.

Field Trips and Education

Fields trips are planned for the enrichment and growth of enrolled children.

All children must have written permission from their parent/guardian before leaving home for any and all field trips. (This includes for any reason and is required in addition to the emergency procedure form). A field trip permission form is signed before the scheduled event. Forms signed prior to the event will not allow parents time to attend if they so desire. Parents are always welcome to attend field trips and outings!

Parents who transport children to and from field trips in private cars solely are responsible for their children.

All adults and Non-Head Start children who attend field trips will eat similar items as Head Start children. Adults will not serve desserts unless ALL children receive a dessert. Parents cannot purchase extra food for their children unless they purchase the same for ALL children. The only exception is if a child has written permission submitted from a doctor or under special circumstances.

Attendance Policy

Classroom-Based

Children need to attend preschool every day. When children are absent, they do not take part in activities designed to meet their needs. We ask that you please send your child to the center each day except in situations of illness or family emergency.

In order to maintain funding for our program, we must try to maintain a 100% average daily attendance of children in the center. We are required to have an excuse signed by the parent for each absence. Each bus carries excuse forms. All you must do is check the reason for being absent sign, and return it to bus driver. Our staff will make every effort to work with you to

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resolve attendance problems by contacting the family when a child is absent to see if assistance is needed.

Your cooperation toward good attendance for your child is necessary and appreciated. The better the attendance, the greater the growth and development of the child.

Discipline

There shall be **NO PHYSICAL** punishment or **DISCIPLINARY ACTION** administered to the body such as, but not limited to; spanking, forcing a child to assume an uncomfortable position; restraining to restrict movement through binding or tying; enclosing in a confined space, box, or similar cubicle; or using exercise as a punishment. Children should not be shaken at any time. The center shall neither force nor withhold meals or snacks. Staff shall not be verbally abusive which includes, but is not limited to, threats, or belittling remarks about any child or family member. Buchanan County Head Start is required by Virginia Department of Social Services Minimum Standards for Licensed Child Care Centers to inform parents of unacceptable discipline methods. In the case of unacceptable (violent or aggressive) behavior to self or others, with the consent of the parent/guardian, the child will be referred for a mental health evaluation. Buchanan County Head Start will work diligently with family and other resources to foster positive behavior. Buchanan County Head Start will collaborate with families and mental health professionals to redirect challenging behavior within the classroom.

Home Base Option

Home Base is a partnership between parents and a home visitor. The home visitor will work with the parents to help meet educational, social, nutrition, and health needs of the family, while encouraging parents to see themselves as their child's teacher. During the visit, parents will be provided time to discuss their child's development, how to use the home as a learning environment, parenting skills and the opportunity to address questions or concerns that parents of preschoolers often have. Together, the home visitor and parents will set goals for the enrolled child to have planned activities or steps toward reaching those goals. Home Base is designed for the entire family.

The home visitor will assist in setting goals and planning activities for any family member. A typical home visit includes:

1. Greeting; time to talk about the past week and discuss anything the parent desires.
2. Review of last week's activities.
3. Activities to reach goals that were set for the current home visit. These can be for parent, child or both. Each home visit will include a story and an activity that the parent assists in choosing and carrying out.
4. Nutrition or health activity or information; this may include discussing a topic that the parent is interested in, such as herbs, low-salt diet, exercise tips, etc., or making a nutritious snack.

5. Parenting skills to address situations preschool children face such as; sharing, watching TV, discipline, crying, etc.
6. Social Services information disclosing services and resources available to help the families reach their goals.
7. Time to talk about appointments, special events, meetings, etc.
8. Time to discuss what goals were met during the home visit and plan a follow-up. Sometimes the home visitor will leave materials for the follow-up. Discuss how parents can use their daily routine to teach their children. It is in the daily follow-up activities that parents will see an enormous amount of growth and learning take place.
9. Time to set objectives for the next home visit. These may be based on key experiences, interests, needs, current events, or continuing to work on past objective.

The Home Base option offers the same nurturing instruction the center-based program provides. However, it is provided and available in your home and incorporates flexible services with one-on one support to the family.

Socializations in Home Base

Home base parents and children also have opportunities to gather with other parents and children outside of the home at least twice per month. This a time to meet and interact with other children/families, experience a classroom setting, engage in active learning/group play and attend field trips to places of interest. **Parents must attend socializations days.**

Attendance Policy for Home Base

A home visitor will visit the home one day per week. If your child is ill, or if an emergency arises, please contact your home visitor as soon as possible to reschedule or make-up the visit. Visits will be made up on the first available Friday. Should you have an excessive number of cancellations and unexcused visits, our staff will make a decision for a solution. The home visitor is required to make a certain number of visits each year. Your cooperation is appreciated.

Smoking Policy

NO smoking is allowed at any time in any Head Start vehicle, or at any Head Start facility and/or on grounds.

Field Trips—**NO SMOKING in front of or around the children.**

Please refrain from smoking when brining your child to bus and/or getting them off the bus. Smoke enters all throughout the bus and children/staff may have various allergens and the cigarette smoke triggers reactions.

When Your Child is Ill

Many illnesses spread from one person to another. An ill child may not be able to participate in Head Start activities. Should your child become ill, we ask that you:

Classroom-Based

1. Keep your child home from the center.
2. Call the center to inform staff of your child's illness and absence. Staff will consult the Virginia State Dept. of Health Communicable Disease Chart to determine when the child may return to the classroom.

Home-Based

Contact the Home Visitor to inform visitor that your child is ill. Together parent/home visitor will decide if the scheduled visit will take place.

An Infection Control Policy and Communicable Disease Reference Chart is enclosed for you. Please take time to read and follow the instructions as follows:

Infection Control Policy

It is inevitable that children will get sick, no matter where they are. As children begin to have contact with the world outside that of their own families, they are in contact with germs and bacteria that are foreign to their bodies, and they build immunities. We cannot, nor would we want to, shield a child completely for the outside world. If we did, the natural immunities a child gains through contact with others would not develop and simple cold could become a serious illness. We however, want to protect a child from an unusually high exposure to germs all at once.

In a child care setting, children are in contact with groups of other children outside their families. It is in this situation that the illness of one child can spread rapidly through the group to other children, and staff members, if stringent measures are not taken.

For this reason, the staff at the center will take constant precautions to prevent the spread of disease. Many common childhood diseases are contagious. They are transmitted by germs, which spread in several ways. Intestinal tract infections spread through stools. Respiratory tract infections spread through coughs, sneeze, and runny noses. Other diseases spread through direct contact. Careful hand washing by staff and children can eliminate approximately 75% of the risk of spreading these illnesses. Other precautions include separating sick children and working to maintain sanitary conditions throughout the center.

You, the parents, can help us in our effort to keep your children healthy. We ask your cooperation in the following ways:

1. If your child is exposed to any disease, we ask that you notify us of the exposure.

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2. If your child shows any of the symptoms listed below, you will be called to come immediately and get the child. Please help us to protect other children by responding promptly. If the child has any of the following symptoms at home, we ask that you keep him out of school until the symptoms are gone or until your physician says it is all right to return.

The symptoms include:

- Fever---100.4 orally: 101 rectally (or higher)
- Severe coughing—child gets red or blue in the face, child makes high-pitched croupy or whooping sounds after coughs
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pinkeye-tears, redness, or eyelid lining, followed by swelling and discharge of puss
- Unusual spots or rashes
- Sores
- Gray or white stool
- Headache and stiff neck
- Vomiting and /or diarrhea
- Severe itching of body or scalp or scratching of scalp
- Chicken pox

If any of the above symptoms are present or if child appears cranky or less active than usual, cries more than usual, or just seems generally unwell at home, you are asked to inform the child's teacher so that the child can be watched carefully for the development of symptoms. A communicable disease reference chart is located in each classroom for review. It is imperative that we all work together to keep all of the children who attend the center as healthy and happy as possible. WE THANK YOU FOR YOUR COOPERATION.

Physical Examination & Immunization Record

It is important that every child enrolled in the Head Start Program receive a complete and thorough physical evaluation prior to entering the classroom or beginning home visits in the Home-Based option. Discuss your child's health with the doctor at the time of examination. You, as a parent, can tell the doctor about your child's medical history.

State law requires that parents have their children immunized against diphtheria, tetanus(lockjaw), pertussis (whooping cough), polio, rubella(measles), rubella (German Measles), and mumps. Our program recommends that children have the HIB or PRP-D that immunizes against H Influenza. Therefore, every child must have documentation prior to entering the Head Start Program. We ask that you obtain a record of your child's immunization for our program.

If a child is immunized earlier, periodic boosters may be needed to maintain immunity to the various diseases. If you have no regular doctor to get your child' the immunizations and

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boosters, contact your local health department. The Head Start Program requires a parent to accompany their child when visiting a doctor's office or the Health Department for immunizations. The Family Service Provider will assist in making appointments and providing transportation, if needed.

In order for the program to meet and comply with Head Start Performance Standards, Head Start programs must ensure that all children receive a lead toxicity screening. The center for Medicare & Medicaid Services (CMS) requires that all Medicaid-eligible children receive a screening blood test at 12 months and 24 months of age. If the parent is unable to provide written documentation that their child received lead screening blood test at ages 12 and 24 months, then CMS requires that the children receive a lead screening blood test between the ages of 36 months and 72 months. Call the Health Coordinator or Family Service Provider if assistance is needed.

Medication at the Classroom

If your child has a medical condition that medicine is necessary, a **Medication Authorization Form from the Physician is REQUIRED.** The following procedures are observed:

1. The Medication Authorization must be completed and signed by the physician and parent/guardian.
2. Prescription medication must be in its original container with the child's name, name of medication, date of prescription and instructions for administering the medication to the child.
3. Staff will keep a record of the date and time each dose is given.
4. We do **NOT** apply sunscreen, insect repellent or diaper ointment, unless prescribed and authorized by a physician.
5. Two (2) staff people will be present when medication is given and/or if any sunscreen, repellent or ointment is applied to the child.

Mental Health Services Provided to Head Start Children

- Ensure prevention and early identification of problems that may interfere with a child's development;
- Support mental health activities by staff and parents which are matched with child's needs and abilities;
- Assist all children in the program with emotional, cognitive, social and emotional development;
- Provides children with the necessary services to maximize their full potential;
- Serve as a link for staff and parents in obtaining and/or providing therapy and resources. If family/child has experience trauma in his life, such as homeless, death, divorce, incarcerated parents, foster care, substance abuse, etc.

Warning Signs for Children at Risk for Mental Health Problems

- Aggressive behavior and destructive to self or others
- Withdraw or very sad
- Sudden behavior changes or bizarre behavior
- Extreme mood swings
- Fearful

Head Start Parent/Guardian and Mental Health

Parents/ guardians are active participants in Head Start and can benefit from a mental health program that promotes wellness in a multitude of ways. A significant benefit derived, through their interactions with staff, as they observe modeling of positive mental health skills. A good program will ensure that the staff's approach to parents, guardians is supportive, encourages independence and is respectful of cultural, language and individual differences.

Specially designed training sessions and volunteer opportunities will offer parents/guardians information and skills that can promote good mental health for themselves and their families. A preventive program for parents/guardians provides opportunities for them to contribute their and talents while at the same time receiving support.

Child Abuse and Neglect Services

Federal and State law requires Buchanan County Head Start to report any suspected cases of child abuse and neglect to the Dept. of Social Services.

Neglect is defined as any caretaker not providing the basic needs of life to a child, such as food, clothing, shelter, medical treatment or education. Abuse is defined as any type of physical, emotional or sexual harm to a minor by a person over 13 years.

Parent training will be provided each year to help identify abuse and/or deal with any situations that may need assistance. Please make every effort to attend this training. **The Virginia Hot Line for reporting is toll free at 1-800-552-7096.**

One Call

BCHS uses the One Call system to notify parents and caregivers of any changes in Head Start schedules or plans. Please submit a list of telephone numbers to your child's classroom teacher at which you can be notified in case of emergencies, cancellations or early dismissals. **PLEASE KEEP TELEPHONE NUMBERS UPDATED IN CASE OF EMERGENCY.**

Food and Nutrition

An important objective of Head Start is to improve the nutritional value of children's diets. At the beginning of the program year, a diet history is obtained for the child's eating habits, special dietary needs or food allergens. The Head Start Program must have a written statement from child's doctor for special dietary needs.

Breakfast, lunch, and snack are provided for the classroom- based children. The teacher and home visitor plan a nutrition activity once per month.

Our program discourages parents from sending or serving homemade goodies due to health regulations, a general lack of storage space, refrigeration, and preparation facilities.

Menus for food are designed to meet USDA requirements. Whenever possible we try to limit the amounts of fats, salt, and sugar in these foods as recommended by the Surgeon General's "Dietary Guidelines for Americans."

Weather Conditions

1. When public schools are closed due to bad weather, the Head Start Center and Home base are closed.
2. BCHS will operate on same schedule as Buchanan County public Schools.
3. At times the public schools will be open but, due to conditions of roads that our buses must travel, Head Start may close. Please listen to your local radio station for announcements of closings. Your local radio stations are: WNRG 940AM—WMJD 100.7 FM on your radio. **ONE CALL will be utilized** as well and the information will be posted on the classroom/center Facebook page.
4. Home visit days cancelled due to weather conditions will be rescheduled for Fridays. Families will be notified in advance in reference to changes in schedules.

Head Start Transportation Guidelines

Classroom-based children are transported daily to and from their Head Start classroom on the Head Start bus. All pick-up and drop-off locations shall be located on the bus route as designed by the Transportation Service Manager. Exceptions to this policy will be handled on an individual basis, provided the parent or legal guardian of enrolled child shall:

- Submit a written note to the Center teacher including an explanation of a special circumstance necessitating an exception to the transportation policy. Once a parent or guardian has submitted his written request for an exception, the Center will make a transportation recommendation subject to the final approval of the Transportation Service Manager.

Transportation

1. Parent/Guardian must accompany the child to the bus each morning and must be at the designated bus drop-off location in the afternoon to receive the child. Should the

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parent or authorized person not be available in the afternoon to receive the child from the bus, the child will be returned to the classroom. It will then be the responsibility of the parent/caregiver to pick up the child from the classroom. **If by 3:30, parent or authorized person has not contacted the teacher or Central Office to pick up your child, DSS will be notified.**

2. If possible, please notify the driver in advance if your child will not attend school on any given day.
3. Head Start buses are ONLY for Head Start activities.
4. Eating, drinking, and smoking are prohibited on Head Start buses. **SMOKING IS PROHIBITED AT ALL HEAD START ACTIVITIES.**
5. Transportation to and from any Head Start activity will be provided whenever possible. Call the Transportation Manager if you need assistance.
6. Seat belts and upper restraints are to be used at all times. Please assist Buchanan County Head Start staff in this effort by discussing with your child the importance of wearing seatbelts and restraints.
7. If children are to be released to a person other than a parent or guardian, staff must have written permission. BCHS staff will release children ONLY to the person/ persons for whom staff have parent’s written authorization or those on the EMERGENCY PROCEDURE form. **(NO EXCEPTIONS)**. Make sure you have all names listed on the emergency procedure form of individuals authorized to pick up your child. **KEEP EMERGENCY PROCEDURE FORM UPDATED.**
8. Only enrolled Head Start children and parent /guardian are permitted to ride the bus.
9. **All Head Start buses are equipped with Audio and Video Surveillance Cameras.**

EMERGENCY NUMBERS

Sheriff’s Department- ----- (276)935.2313
Virginia State Police- ----- (276) 597.7440
Fire Department -- ----- (276) 935.2313
Grundy Ambulance Service --- -----(276)935.2313

Medical – Hospitals

Buchanan County Health Department----- (276) 935-4551
Bristol Regional Medical Hospital----- (615) 968.1121
Buchanan General Hospital -----(276) 935.1000
Clinch Valley Medical Center----- -(276) 596.6000

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The Clinic-Claypool Hill------(276) 964-6771
Dr. J.P. Sutherland, Jr. Clinic------(276) 935-7515
Tri State Clinic----- (276) 935-6055
Johnston Memorial Hospital -----(276) 676-7000
Thompson Family Health Clinic----- (276) 597-7081
Buchanan County Rural Health Clinic -----(276) 935-1724
Pikeville Medical Center------(606)218-3500

Dentist

Dr. Householder------(276) 988-7522
Dr. B. Crumpton------(276) 498-7049
Dr. S. Ball------(276) 873-4003
Dr. A. Pelphry------(606) 436-1461
Dr. F. Hackney -----(276) 935-4565
Dr. T. Pillion -----(276) 963-8633
Dr. M. Buskill------(276) 963-3705
Dr. G. Catron------(276) 988-5554

National Hotline & Emergency Numbers

Alcohol Hotline-----1-800-252-6465
American Council of the Blind-----1-800-424-8666
American Kidney Fund-----1-800-638-8299
American Lung Association-----1-800-345-5864
Buchanan County Dept. of Social Services-----1-276-935-8106
Buchanan County Chamber of Commerce-----1-276-935-4147
Virginia Workforce-----1-276-597-2528
Buchanan County Office of Emergency-----1-276-935-7419
Blue Ridge Poison Center-----1-800-451-4128
Child Abuse Hotline-----1-800-552-7096

Buchanan County Head Start Pre- School

Domestic Violence Hotline-----1-276-935-3272

Cumberland Mountain Community Mental Health Service-----1-276-935-7154

SEX OFFENDER REGISTRY NOTIFICATION

If you or any member of your family is a registered sex offender, it is your responsibility to inform the classroom teacher. The procedure will be followed as defined in the Code of Va. 18.2-370.5/ Buchanan County Head Start Sex Offender Registry Notification Policy.

Buchanan County Head Start recognizes the danger sex offenders pose to student safety. Therefore, to protect student while they travel to and from the center, attend school or area at school-related activities, each center in Buchanan County Head Start Service Area shall request electronic notification of registering or re-registering of any sex offender in the same or contiguous zip codes as the Head Start center, such request and notifications shall be made according to the procedures established by Virginia Department of State Police.

Prohibited Activities—Some registered sex offenders cannot live within 500 feet of a primary, secondary, or high school, child day care or public park that shares a border with a school and is regularly used for school activities. Some registered sex offenders are prohibited from “loitering” within 100 feet of the premises of any place he knows or has reason to know is;

- A primary, secondary, or high school
- A child day program, or
- For purposes of having any contact whatsoever with children that are not in his/ her custody, of any place owned or operated by a locality that is playground, athletic field or facility or gymnasium.

Sexually Violent offenders cannot enter or be present during school hours, and during school related or school-sponsored activities upon any public or private elementary or secondary school or child day center property.

Sexually Violent offenders cannot be on any property (public or private) during hours when such property is solely being used by a public or private elementary or secondary school for a school related or school-sponsored activity.

Sex Violent Offenders cannot enter a school bus.

The laws that govern a sex offender’s residence, work location, and proximity to schools and daycare facilities can be found in full under the following statutes:

- **18.2-370.2-Sex offenses prohibiting to children; penalty**
- **18.2-370.3-Sex offenses prohibiting residing in proximity to children; penalty**
- **18.2-370.4-Sex offenses prohibiting working on school property; penalty**
- **18.2-370.5-Sex offenses prohibiting entry onto school property; penalty**

Buchanan County Head Start

1234 Almarine Drive
P O Box 1167, Grundy, VA. 24614
276.935.2333 (Telephone) 276.935.1943(Fax)
BCHS Central Office and Classrooms

Employee	Title	Phone Number
Jennifer Ratliff	Director	276.244.1361
	CFO/ HR	276.244.1366
Pamela Gibson	ERSEA/Nutrition Manager	276.244.1364
Rhonda Griffey	Education Manager	276.244.1365
Martha Campbell	Family Involvement/ Transportation Manager	276.244.1369
Beulah Dye	Health& Disabilities/ Data Entry	276.244.1368
Susan Blankenship	Billing Clerk/Purchasing Agent	276.244.1362
Lisa Dotson	Home Visitor	276.244.1370
Council Head Start	Council Elementary	276.859.7150
Hurley # 1 Head Start	Hurley Elementary	276.528.1120
Hurley # 2 Head Start	Hurley Elementary	276.528.1121
Riverview # 1	Riverview Elementary	276.244.1801
Riverview # 2	Riverview Elementary	276.244.1800
Twin Valley # 1	Twin Valley Elementary	276.498.5120
Twin Valley # 2	Twin Valley Elementary	276.498.5121