



Family Handbook and 2022 – 2023 School Calendar



Strengthening Families since 1965



Bennington County Head Start and Early Head Start Farm to School Program values:

Local Partnership

Family & Community Collaboration

Comprehensive Education

Good Nutrition and a Healthy Lifestyle

9/2/22

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2022 / 2023 Family Handbook

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~Message from the Director~



Welcome to the new program year 2022 – 2023! With each September we begin the new schoolyear with hopes and dreams. I recognize how difficult the last couple of years has been due to the pandemic. My hope for this year is that we can return to our “new normal” and have a more regular schedule for classes and parent engagement opportunities; however, we all understand that keeping children and staff healthy is our priority.

We are looking forward to new educational programming with enhanced curriculum for all ages. I am so grateful to all the teachers and staff for the extra work they have done to get through last year and start this year with new ideas and excitement.

I hope you will join your classroom’s Facebook page so you can enjoy all the wonderful activities your child will be participating in with their classmates, as well as Remind as important program updates and family/parent activities.

I look forward to meeting you, and please know I am always available to answer questions at brgunn@ucsvt.org or 802-442-3686 ext.134

Cheers to a great new school year!

Betsy Rathbun-Gunn

Director of Early Childhood Services

Mission Statement

Values

- Respect
- Integrity
- Positive outlook
- Responsibility
- Equality
- Accessibility

Mission

Preparing children and their families for school through collaborative approaches to high quality education, health, and social services.

Vision

All children and families will be successful, life-long learners.

Strategies

- Providing comprehensive community-based programs
- Strengthening families and building resilience
- Serving families in a trusting and welcoming environment and working with families to provide life-long opportunities
- Providing infants, toddlers, and preschoolers and their families opportunities that foster personal growth and well-being
- Building collaborative relationships with the community through open communication with families and the community.



Bennington County Head Start / Early Head Start Locations

* Mailing Address for Centers: P.O. Box 588, Bennington, VT 05201

Head Start Centers:

**Hours: Monday – Thursday 7:30AM – 4:30PM and
Fridays 7:30 AM – 3:00 p.m.**

Please attend only your registered hours of enrollment

* North Bennington Campus

2 Park Street
North Bennington, VT 05257
Telephone # (802) 442-3686

**(Emergency numbers only used
when main phone is not working)**

* Spring Center

655 Gage Street
Bennington, VT 05257
Telephone # (802) 442-3686
Fax # (802) 445-4005
Emergency # (802) 430-9272

Park Street Center

Fax # (802) 447-3423
Emergency # (802) 379-0689
West Street Center
Fax # (802) 442-0227
Emergency # (802) 379-2478

* Pownal Center

**Monday – Thursday: 8:00AM – 4:00PM
Fridays: 8:00 AM – 3:00 PM**
97 Schoolhouse Road
Pownal, VT 05261
Telephone # (802) 442-3683 ext. 180
Fax # (802) 823-4031
Emergency # (802) 375-453

Partnership Locations

* UCS/Infant/Toddler Center

**7:30 AM – 4:00PM
Fridays - 7:30 AM – 3:00 PM**
100 Ledge Hill Drive
Bennington, VT 05201
Telephone # (802) 442-3686 ext. 258
Fax # (802) 442-3363
Emergency # (802) 442-5491

Manchester Elementary

PO Box 2288, 80 Memorial Drive
Manchester, VT 05254
(802)362-3950 Ext. 638 (UCS Office)
Fax # (802) 362-0325

Forever Friends Playschool

6:30AM – 3:30PM
1735 East Road
Bennington, VT 05201
Telephone # (802) 447-8843
Fax # (801) 672-7952

Oak Hill Children's Center

6:30AM – 5:00PM
72 Schoolhouse Road
Pownal, VT 05261
Telephone # (802) 823-7839
Fax # (802) 823-7837

Community Numbers at-a-Glance

Police, Fire, Ambulance (Emergency) – 911

Bennington Police – (802) 442-1030

State Police – (802) 442-5421

Hospital (SVMC) – (802) 442-6361

Poison Control – 1-800-222-1222

Human Service Informational & Referral Hotline – 211

WIC – (802) 447-3531

United Counseling Services (UCS) – (802) 442-5491

DCF/Economic Services - 1-800-479-6151

BROC – (802) 447-7515

Bennington County Child Care Assoc. (BCCCA) – (802) 447-6936

Green Mountain Express– (802) 447-0477

Legal Aid – 1-800-639-8857

Bennington County Court House – (802) 447-2700

Family Court – (802) 447-2729

VT Department of Child Care Licensing - 1-800-649-2642

Voc. Rehab – (802) 447-2780

Subsidy @ BCCCA - Christine – (802) 442-0059

Ashley – (802) 442-0052

_____ **Child's Doctor**

_____ **Child's Dentist**

_____ **Family Dentist**

Vermont 211 - the number you dial to find out about hundreds of important community resources, such as emergency food and shelter, disability services, counseling, senior services, healthcare, child care, drug and alcohol programs, legal assistance, transportation needs, educational and volunteer opportunities and much more.

Telephone Extension List

Main Number for all below is (802) 442-3686

North Bennington Campus

137 ATTENDANCE LINE
134 Betsy Rathbun-Gunn, Director
121 Lisa Biddle, Administrative Coordinator/Transportation Supervisor
133 Rebecca Bishop Ware, Associate Director
124 Kim Batty, Early Head Start Manager & Park Street Site Manager
129 Grace Winslow, RN BSN, Health Manager
128 Linda Darlington, Health Assistant/Food Services Coordinator
138 Tonya Havens, Head Start Education Manager & West Street Site Manager
127 Jo-Anne Main, Transportation Coordinator/Bus Driver/Office Assistant
137 Lynn Trefry, Reception Clerk/Attendance Line
147 Erin Shulman, Family Support Generalist
132 Mary Gates, Cook
126 Wendy Ballou, Kitchen Assistant
144 FSW Generalist (to be hired)

North Bennington Campus Classrooms

122 South Room, Park Street Center (Early Head Start)
142 North Room, Park Street Center (Early Head Start)
125 East Room, Park Street Center (Early Head Start)
123 Pre-k 1, West Street Center
130 Pre-k 2, West Street Center
131 Pre-k 3, West Street Center

Spring Center

454 Beth Wallace, Assistant Director
191 Judy Lamoureux, Mental Health & Disabilities Coordinator
451 April Dunham, Family Services / Admissions Specialist
461 Stephanie Eames, Family Support Work/Partnerships
462 Allyson Gerity, LPN, Early Head Start Health Case Manager
189 Linda McKeever, Cook
189 Thomas Lake, Cook
655 Mental Health Clinician (to be hired)

Spring Center Classrooms

305 Pre-k A Classroom
469 Pre-k B Classroom
304 Infant-Toddler Classroom C
150 Infant-Toddler Classroom D
465 Infant-Toddler Classroom E

Pownal Center

180 Classroom – Lisa Dale, Teacher/Site Manager
181 Corinne Lyons, Family Support Worker & Case Management Specialist

UCS Infant /Toddler Center

258 Classroom - Rose LaCroix, Teacher/Site Manager
203 Kim Batty, Early Head Start Manager

Manchester UCS Office

638 Jennifer Rodriquez, Northshire Early Childhood / Family Engagement Coordinator Family Support Worker (Contact for Manchester Elementary Middle School Preschool)



Bennington County Head Start/Early Head Start has a Facebook page! We strongly encourage you to follow us, as we post school closings and delays, reminders, important programming updates and occasional photos of classroom events!

Remind App: We ask that families sign up for the Remind App. Our staff use this virtual technology to communicate with families and individuals' important reminders and updates. You can choose to receive message via text or email.

Bennington County Head Start/Early Head Start

Bennington County Head Start/Early Head Start (HS/EHS) has been serving families in Bennington County since 1965. We offer a comprehensive program that strives to meet the needs of the whole family. HS/EHS must adhere to Federal Standards and the Vermont State Child Care Licensing Regulations, which are posted at each center and can be found online at: <http://www.state.vt.us/srs/childcare/license.htm>. Copies are also available by calling 1-800-649-2624. Any staff or manager can assist you with questions or concerns as well.

How to Obtain a Birth Certificate:

The Bennington Town Clerk, located at 205 South Street, will have a birth certificate on file if:

1. The child was born in Bennington, or
 2. The parents resided in Bennington at the time of the birth, but the birth took place elsewhere in Vermont.
- The cost for each certified copy is \$10.00 and uncertified copies are \$1.00. Just come by the office with name and date of birth and you'll be able to get the birth certificate immediately. IF YOUR CHILD WAS NOT BORN IN BENNINGTON AND YOU DID NOT RESIDE IN BENNINGTON, contact the Town Clerk in the town and state in which you resided when your child was born to get a copy of the birth certificate.

Parent Fees & Policy at all HS/EHS Centers:

Head Start hours are 8:30 a.m. – 12:00 p.m. and

Early Head Start hours are 8:30 a.m. - 3:00 p.m.

If your child is enrolled in the full day/full year program, please be aware and knowledgeable of the payment and late fee policy.

Payment Policy: It is essential that childcare fees be paid promptly at the beginning of each week. Payment is due on Monday for the week to follow; never for childcare already received. Checks or money orders should be made out to United Children's Services.

Credit /debit cards and auto-pay options also available. If fees become more than 5 days past due and you have not spoken with the Associate Director, childcare services may discontinue immediately. Payment is due regardless of actual attendance. If your child does not attend, the program is reserving their slot and program expenses are the same.

Please contact Rebecca Bishop Ware, Associate Director, if you expect that your payment will be late, or you need assistance, 442-3686 ext. 133.

Late Fee Policy: If for any reason (accidents, hospitalizations, sickness) you anticipate being late to pick up your child from childcare, you need to call and let your child's teacher know how late you will be. Our program has a "3 strike policy" so if your child is picked up past their own scheduled pick-up time you will first have a verbal warning that there will be a **\$5.00 per 15-minute charge per child**; the 2nd time it happens you will receive a written letter advising of the policy and a reminder that the 3rd incident will result in the implementation of the late fee. The late fee must be paid by the end of the month to insure uninterrupted childcare. Please be considerate of the teachers and their families and be sure that your child is picked up on time.

Child Care Subsidies and Assistance:

Please call Bennington County Child Care Association (BCCCA) at 802-442-0052 for assistance.

It is your responsibility to keep your certificate current. You may be billed for childcare hours that you attend that subsidy does not cover.

Whenever you receive paperwork from BCCCA, please fill out and return it immediately so the staff has time to process it **before** your certificate expires. Your Family Support Worker is also available to answer any questions about subsidy and paperwork and to assist you.



General Guidelines:

* Parents are asked to be aware of and respect the center's hours of operation. Staff will not be available to supervise your child during non-school hours because they have many other responsibilities. If you arrive early with your child, please be prepared to stay with him/her until your child's hours begin.

* Anyone who picks up children must be on the emergency contact form. This person will be required to have a photo ID to show before your child can be released, and they must be at least 17 years old. If there is an emergency and you must call Head Start/Early Head Start, the alternate person will still need to have ID to pick up your child.

* **DO NOT** leave other children outside in a vehicle while you bring the enrolled child in the classroom. Children "picked up" need to be buckled into their own car seat per Vermont State Law. **Both instances are against the law, and reportable to police.** **Vehicles must be turned off; idling is illegal.**

* Please be sure that children have an extra set of clothing, labeled with your child's name, at the center. Items can be kept in the child's cubby for emergencies or to keep your child comfortable. Please make sure that children have appropriate clothing for outdoor play (hats, boots, mittens, snow pants, winter coat, sweatshirt, and a change of shoes or slippers) because outdoor play is a daily part of the child's classroom play, 15°- 90°.

* No personal toys or food are to be brought into school or on the bus unless it is a toy share day and/or set up with your child's teacher in advance.

* Check your child's **Friday Folder**, as we put important reminders and information in them weekly. You are expected to read all letters and flyers sent home and return requested items.

Lead Water Testing:

Please be aware that schools and childcares are required to lead test water faucets that are used for cooking, drinking, and brushing teeth. When taps are tested, families are notified with the results. Results and more information can be found at <https://leadresults.vermont.gov/>

September



October 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3
<p style="text-align: center;">Tuesday, September 13, 2022 Family Taste Testing & Food Resources @ Pick-up (Families will vote for their favorite: red, yellow, or orange bell peppers)</p>						
4	5 Labor Day CLOSED	6 Read a Book Day	7	8 1 st Day of School 12:00 p.m. Dismissal Bagels & notecard making for families at drop-off and pick-up	9 12:00 p.m. Dismissal	10
11	12 Bagels & notecard making for families at drop-off and pick-up	13 Family Taste Testing (See above) 4:30 – 6:00 p.m. Policy Council	Oral Health Activities @ pick-up	15 Families Vote on Fall Center Activity at Pick-up	16	17
18	19	20	21	22 Fall Begins	23	24
25	26	27	28 Snack w/Buddies Pownal – 3 – 4 p.m.	29	30	1

Suicide Prevention Month

POLICIES

Enrollment/Classroom Assignment: Children are assigned to classrooms and teachers in accordance with the needs of the children, appropriateness of classroom curriculum and dynamic, available space, and other relevant factors.

- * Children with special needs enrolled in the program are placed among the classrooms and sites based on individual needs and space availability.
- * Before assignment of children to classes, a component team discusses children's needs for special services. Consideration must be given to the total make-up of the class determining placement after the initial IEP meeting.
- * At any time, program staff will work with parents and special education staff to evaluate and reassign a child's classroom placement if necessary, and with the approval of the Director.

ATTENDANCE / ABSENTEEISM

Parents are expected to call the attendance line at (442-3686, ext. 137) directly by 8:30 a.m. if their child will not be attending that day or if the child will be arriving after 9:30 a.m. Attendance is directly related to school success. Good attendance habits developed in preschool can build the foundation for good attendance and school attendance for your child's lifetime and ensures that the students can achieve their potential. If your child will be absent or arriving any later than 9:30 a.m., please call the attendance line at 442-3686, ext. 137 by 8:30 a.m. and provide the reason for the absence or tardiness, including disease diagnosis or symptoms if your child is sick. If we do not hear from you, your child will be marked "absent" and you will receive a call later in the morning. If a child has been absent for two consecutive days and Head Start has not been able to contact the parent or guardian, we are required to conduct a home visit to make sure everyone is safe. Please let program staff know if you need help with your child's attendance, as we are mandated to maintain at least 85% monthly attendance. Extended absences and lack of program participation after assistance has been offered will result in an attendance plan.

If conditions of the plan are not met, a letter will be sent stating that since you have chosen not to participate in the program, we can only assume that you have decided to make other arrangements for your child and your space will be offered to another child on our waitlist.

In addition, for those students enrolled in SVSU Universal Pre-K (3 – 5-year old's), we must adhere to the SVSU Universal Pre-K attendance policy, so children who have unexcused absences will receive a personal contact from a staff person and a written letter outlining attendance practices. Parents of students who continue to have unexcused absences will be invited to attend a meeting with Head Start staff to mitigate barriers to school attendance. After this meeting children who continue to have more absences may be discontinued from the Universal Pre-K component until a meeting is held with Head Start and SVSU to remove barriers to student attendance.

Confidentiality Policy: All contacts and records in the Head Start/Early Head Start program are kept in strict confidence governed by Federal Confidentiality Regulations. No acknowledgement or releases of information are given without expressed written permission from parents.

Behavior Management: Children in this program are to be treated in a safe, positive and reassuring manner. Staff encourages appropriate behaviors through positive recognition. When staff address children, it is done in a calm manner and on the child's level with positive approaches to help children feel safe. A child's parent(s), and our management team may be consulted if problem behaviors persist or escalate.



- * Teachers and parents are encouraged to work together
- * Teachers and parents are encouraged to use positive discipline to develop appropriate social skills
- * Rules and limits should be made clear and consistent for children.
- * Teachers are encouraged to involve children in developing clear and consistent rules and procedures.
- * Redirecting is encouraged. All discipline is non-judgmental.
- * Children may be removed to an appropriate area for some time to give themselves a chance to settle down.
- * A teacher may remove a child from a room for short periods of time if they feel it has become necessary for safety. An adult, preferably the adult involved, will always remain with the child.
- * A child may move to a different classroom to better meet their developmental needs. Parents will always be involved in the process and the director must approve a transfer.

Staff is prohibited from:

- * Use of corporal punishment, including spanking.
- * Subjecting a child to severe or cruel punishment, humiliation, or verbal abuse.
- * Using food as a form of punishment or reward.
- * Punishing a child for soiling, wetting, or not using the toilet.
- * Physical restraint will only be used in extreme situations for a child's safety and only by staff trained in appropriate methods. The parent would be notified immediately in the event a restraint is used.

Abuse and Neglect Policy: According to Vermont regulations found in the revised statute regarding the reporting and investigating of child abuse and neglect, program staff are mandated reporters of suspected abuse and neglect. Bennington County Head Start/Early Head Start complies with Vermont law which states, 'Any day care worker who has reasonable cause to believe that any child has been abused or neglected, including medical neglect, shall report or cause a report to be made to the appropriate district protection agency within 24 hours. A copy of the full written law is available to parents upon request.'

October



November 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	1
2	3	4	5	6	7	8
	<div> <div>←←←</div> <div>←←←</div> <div>Fire Prevention Week</div> <div>→→→</div> <div>→→→</div> </div>					
9	10 Indigenous Peoples Day CLOSED	11 4:30 – 6:00 p.m. Policy Council	12	13	14 Lunch w/Buddies @ Park, West and UCS I/T Center 12:00 p.m. Dismissal Staff Meeting	15
16	17	18	19	20	21	22
	<div> <div> </div> <div>National School Bus Safety Week</div> <div> </div> </div>					
23	24	25	26	27	28	29
30	31	1	2	3	4	5

National Dental Hygiene Month ~ Domestic Violence Awareness Month

Emergency Policy: Posted at each Head Start/Early Head Start Center is specific procedures in case of fire or in the event of other evacuations or medical emergencies. Emergency drills are scheduled regularly throughout the year. Each classroom is equipped with a First-Aid kit. All parent emergency phone numbers are kept on the attendance clipboard. All program staff received CPR/First Aid/AED training. **Pursuant to CDD 3.4.4.1 each child is always required to have a minimum of two emergency contacts on file. Please let us know immediately if phone numbers change.**

Holiday Policy: Head Start/Early Head Start staff and families strive to include all children and families; to treat individuals equally; and to realize, respect and allow for other people's differences and beliefs. We do not celebrate holidays, nor do we allow costumes, presents, cards, or food in the classrooms.

Substance Use Policy: In compliance with state and federal regulations, all Head Start/Early Head Start centers, property (including the buses) and sponsored events, are substance free. This policy applies to staff, families, and visitors and includes personal vehicles on Head Start/Early Head Start properties. Substances include tobacco products, tobacco substitutes, alcohol, Marijuana/cannabis, and illegal drugs. Staff members who do home visits will not smoke in children's homes and will ask parents to refrain from smoking in the room where the child and home visitors are working for the duration of the visit. Firearms and other weapons are also forbidden on our properties or at our events.

DUI Policy: This policy is put into place to protect all children. If a child's parent, guardian, or emergency contact comes to pick up their child and appears to be under the influence of alcohol or drugs, we will not immediately release the child. We will:

- * Offer a ride to the person and the child;
- * Offer to call an emergency contact to come pick them up;
- * Call the police if the person refuses the offered ride and insists on taking the child. The responsible staff member will make it clear to this person that a telephone call will be me informing the police of the condition of the driver and their license plate number.

Dangerous or Disruptive Behavior Policy: In accordance with Child Development Division Child Care Licensing Regulation 5.10.1.15, Head Start/Early Head Start does not tolerate any threats, verbal or physical abuse from parents.

Firearms/Weapons Free Policy: In accordance with Child Development Division Child Care Licensing Regulation 5.10.1.12, Head Start/Early Head Start facilities are firearms-and weapon-free. This extends to Head Start/Early Head Start sponsored events and activities help off-site.

Snow Day Policy for Head Start/Early Head Start Centers:

We generally follow the Southwestern Vermont Supervisory Union (SVSU) when calling snow days or delays. When SVSU is closed, we are typically closed. When SVSU is delayed, we are delayed. **You are responsible for being aware of snow days. School closings and delays are announced on local radio stations, and television channels 6, 10, and 13 and will also be posted to our Facebook page.**

The Head Start Director or her designee reserves the right to make an independent decision from the SVSU.

Complaint Procedure Policy: It is the policy of Bennington County Head Start/Early Head Start to deliver services in a professional and high-quality manner and that services be of sufficient quality to meet the needs of those receiving services. If you have a complaint including, but not limited to any of the following: Denial of services; Dissatisfaction with any aspect of services; Amount of services; Timeliness of services; Dissatisfaction with staff, OR Accessibility of services. You can obtain a form for this purpose which are available at each Head Start Center or call 442-3686, ext. 134 or UCS at 442-5491.



HEALTH



Your child's health is the most important building block for early learning, so there are some things related to your child's health that are required, and some health and safety information that we want to

Physicals: *Every child MUST have evidence of a current well-child exam within 45 days after enrollment.* This is required by the state. **If your child does not have an up to date well child visit on record within 45 days, your child can be excluded from care until they are brought up to date.** Your child should get their physical exams on time while they are enrolled in Early Head Start or Head Start to stay as healthy as possible so they can learn. Your child's health records are kept confidentially in an online database.

Immunizations: We are required to report vaccinations to the state annually. For any child who is missing any required immunizations by December we are required to notify you in writing of the need to bring your child up to date. Families will have about a month to get the immunizations done (the due date will be on the written notification), get their child on a catch-up schedule or sign a waiver/refusal to immunize. **If your child does not have any of these by the time stated, your child can be excluded from care until they do.** The federal Office of Head Start also requires that children be up to date for Hepatitis A and influenza to be considered "up to date".

We *very strongly request* that all children over six months old obtain an annual flu vaccine to help protect members of our community from diseases that can potentially

November



December 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
6	7 Hug a Bear Day	8	9	10	11 Veterans Day OPEN	12
13 World Kindness Day	14	15 4:30 – 6:00 p.m. Policy Council	16	17 Great American Smokeout	18	19
20	21	22 Parent/Teacher Conferences	23 12 pm Dismissal	24 Thanksgiving Day CLOSED Thanksgiving Break	25	26
27	28	29 Parent/Teacher Conferences	30 12 pm Dismissal Staff Meetings	1	2	3

National Adoption Month

Chronic health issues that impact learning: Head Start/Early Head Start requires that every child have follow-up care for problems that can make it difficult for that child to learn. These include:

• **Blood levels:** High lead (>5), or low hemoglobin (also called anemia), can cause poor attention span, chronic tiredness, or difficulty learning. These tests are usually done when the child is one and two years old.

• **Hearing:** Every child must be screened for hearing within 45 days of enrollment – if a hearing screening was not completed by your child’s doctor our health staff will do this. If your child doesn’t pass the hearing screening, they will be screened again in 2-4 weeks. If they also do not pass the second screening, they should go to their doctor to find out if there is something wrong with the middle ear, and that doctor’s instructions should be followed. After any ear infection/fluid/ear wax is resolved they will be screened a third time, or they should be referred to an Ear, Nose, and Throat (ENT) doctor.

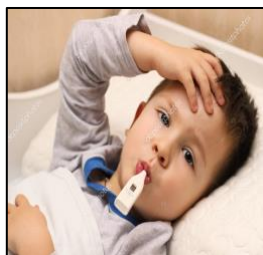
• **Vision:** Every child must be screened for vision within 45 days as well. If this was not completed by your child’s doctor our health staff will do it. If your child doesn’t pass the vision screening, they will be referred to an eye doctor for evaluation. If glasses are prescribed to correct vision, please talk to your FSW about obtaining those glasses.

Contagious disease: It is important that you contact us if your child is kept home for illness. Please let us know their **specific symptoms**. For instance, “my child has a fever of 101.2”, NOT “my child is sick”. Consistent attendance improves academic success, but we are sensitive to the spread of illness to others in your child’s classroom.

If your child arrives at school and is later determined to be sick and needs to go home, we will call you to ask you to pick up your child. We will call emergency contacts if we cannot reach you. **It is important that we be able to contact you, and that you arrange for your child to get home within about 30 minutes.**

• **Please keep your child home for the following common reasons:**

- Oral temperature over 100.3 without use of fever-reducing medications like Tylenol/acetaminophen, or chills.



- Watery, frequent, painful, or un-contained diarrhea = stay home 24 hours or until Doctor OK’s return
- Repeated vomiting in the past 24 hours;
- Thick or colored drainage from ears, eyes, nose or any skin infections or rash;

- Diagnosed influenza = stay home 3 days, or 24 hours after fever is gone, *whichever is longer*;
- Headache, body aches, or pain in any body part that makes it impossible for your child to participate without 1:1 staff attention;
- Frequent cough;
- Difficulty breathing;
- Any diagnosed condition for which your physician has said your child should stay home, including strep throat that has not yet been treated for at least 24 hours with prescribed antibiotic.

Boobos: Children are very active during their time in care. All those young bodies moving, and interacting will naturally result in occasional minor injuries. You should receive a report to keep, and often you will receive a phone call about an injury. If your child has any injuries when they arrive, please make sure to tell your child’s teacher. If you have questions about an injury, please discuss with the classroom staff or site manager.

Head lice: The best head lice prevention is for your child to always have his/her hair either short or tied back in a ponytail or braid. If your child has nits (lice eggs), please treat them with the prescribed shampoo and pick all nits out so that live lice are not a problem in the next few days. Put picked-out eggs in rubbing alcohol, or container that can be removed from the house when you’re done picking.

If your child is found to have live lice, you will be notified, and the child will be referred to his/her doctor; their hair **MUST** be treated with lice-killing shampoo before returning to school unless the doctor recommends another product.

Here are some head lice tips from a local pediatrician:

- Call your child’s doctor for prescription of Nix so that the cost is covered by your insurance.
- Before applying the prescription shampoo, wash hair with a shampoo that does NOT contain any conditioner, to strip the oils out of the hair.
- Towel dry.

Hair should be damp, not wet.

- Apply Nix, let it dry, and leave in overnight (this is not what the directions state). Rinse out in the morning. After rinsing out the Nix, do not shampoo or condition hair or put anything else on hair for at LEAST a full day.
- Clean bedding, hats, scarves, jackets, hair ties, etc. in hot water and hot dryer after treating hair.
- EVERY DAY spend 10 minutes per treated head picking nits under a bright light, so you don’t miss any. If the egg is farther from the scalp than the width of your pointer finger, it is not alive, and you can ignore it... or pick out so it does not distract you.
- Call doctor for another prescription to use in a week. Repeat all the above treatment, in full, every 7 days (not 10), for at least several weeks in a row without skipping any weeks.

- Please do not use mayonnaise or any type of oil to “smother” the bugs. Lice do not breathe, so cannot be “smothered”. At best, the mayo might make it easier to slide the nits off. At worst it is making the Nix less effective, and you have wasted your effort shampooing and washing everything.
- If you still have live lice after 2-3 treatments that you have done with a doctor’s oversight, call or see the doctor and request 5% permethrin. If the doctor is unaware that you have been buying shampoos out-of-pocket, he/she cannot order the 5% permethrin as it will not be covered by Medicaid and is expensive to buy.

Medications: Any medicine that a child needs to take while in our care must be delivered *in person* by an adult to the building medication designee. In the absence of the building medication designee, there will be someone else who can accept medicines at each site, but the medicine can NOT be administered until the designee has approved it.

- We must have written documentation signed by the child’s parent/guardian, and the doctor, to administer prescription medicine.
- Obtaining doctor approval can take several days, so when possible, please bring a doctor’s note with you that includes your child’s name, medication name, how/when to use it, and reason for use.
- For children who have medicine for asthma, seizures, or serious allergies, we always prefer a standardized Action Plan. If your child does not already have one, please request it. We cannot administer

December



January 2023

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13 4:30 – 6:00 p.m. Policy Council	14	15	16 12 pm Dismissal Staff Meeting	17
18	19	20	21 Winter Begins	22 12 p.m. Dismissal	23 CLOSED Holiday Recess	24
25	26	27	28	29	30	31 New Year's Eve
		← ← ← CLOSED for Holiday Recess → → →				

Seasonable Depression Awareness Month

medicine in a way, or for a reason, that contradicts the doctor's order. For instance, if the order states, "two puffs of inhaler for wheeze or cough" and your child is not actively wheezing or coughing while in our care, we cannot administer the inhaler based on what the child was doing at home last night. This is a good reason to have an asthma action plan, which provides flexible treatment options. • Medicine should go from one adult's hand to another adult's hand, never in a child's backpack. If you cannot deliver the medicine in person, call the Health Manager at 442-3686 ext. 129 to make other arrangements. • Medicine cannot be sent back and forth between home and school, except in very limited circumstances that must be approved by the Health Manager in advance. Please ask your child's doctor for duplicate medicine/containers, so that one container can stay in your child's classroom.

- Over-the-counter medicines must be in the original container/packaging. • Prescription medicine must have a current pharmacy label on the original container. • Please check expiration dates on the medicine before you bring it to us. We cannot administer expired medicine. • Please administer new medicines, or newly increased dosages of medicines, at least 24 hours prior to asking Head Start to give it to your child in case there is an adverse reaction or allergy. • If your child requires a rescue medicine for anaphylaxis, diabetes or seizures, we may require that that medicine be on site. • Please be aware that if your child takes the bus to and from Head Start, we do not have the capacity to transport rescue medications with your child daily. • We never administer cough or cold medicine, homemade folk or herbal remedies, or any medicine that can be given at home.

Outdoor play: Please send children in sneakers and clothing for playing outdoors!! All Head Start classrooms play outside every day unless it is storming, too hot (over 90 with health index) or too cold (under 15 with wind chill).

In May-September children over six months old wear sunscreen outdoors. In the summer, we use bug spray with DEET in it to decrease the chance of children getting Lyme disease or West Nile Virus.

In our Parking Lots: **PLEASE** * Drive slowly;
* Obey school bus laws; * Park in designated drop-off spots, never in loading zones or handicap areas;
* Keep all children with you; * **Always** hold child's hand when in the parking lot.

Transportation to Medical Appointments: If your child has Medicaid or Dr. Dynosaur, transportation via the Green Mountain van to medical or dental appointments is a free service anywhere in the state, if the healthcare provider you're going to accepts Medicaid and you have a confirmed need. Call Green Mountain Express at 447-0477 at least 48 hours ahead.

Tobacco products: No tobacco product use is permitted at any Head Start site or event, including anywhere on our grounds, at family events, on field trips, or anywhere within sight of children, including in private vehicles on Head Start property and at Head Start events in town.

Food: Bennington County Head Start and Early Head Start provides meals and snacks sponsored by the U.S. Department of Agriculture's Child and Adult Care Food Program. All meals meet the nutritional needs of children and are provided without charge. Meals are prepared by our cooks for North Bennington, Spring and the Infant Toddler Center. In Pownal lunches are provided by the school, and Pownal breakfast and snacks is prepared by classroom staff.



Children up to the age of 18 months are only served foods to which they have been exposed at home, so please keep us updated on new food your child has eaten. After 18 months Early Head Start children will be served the same menu Head Start children eat.

Head Start emphasizes *healthy* foods. Shortly before change of season, 'menu committee' meetings are held in fall, winter, and spring. We welcome your ideas at "menu committee", either in person or by sending in healthy family recipes or suggestions for healthy foods.

Head Start provides recommended serving sizes. A quarter of a sandwich is a full serving of grain and meat for most preschoolers. We also serve ¼- ½ cup of vegetables and/or fruit at lunch, breakfast and snack. Children who don't like many vegetables or fruits but are accustomed to a whole sandwich (up to 4 servings of grain and meat) may feel hungry. Over time children often adjust to the increased vegetables in their diet.

Special Diets: We do not permit parents to send food into the classroom, except temporarily when medically necessary and approved by the Health Manager. This eliminates allergic reactions, unsafe storage, classroom management disruptions, and unhealthy food choices. Breast milk is permitted on site; however, it must be in a container labeled with your child's name and date of birth.

If your child has special dietary needs for health reasons, please contact health staff to create a Meal Modification Plan for your child's needs. Food allergies are posted in the classroom for safety reasons. Documentation from your child's doctor for dietary changes for a medical reason is also required. The plan must include foods that are to be excluded, as well as the substitution for those items within the same food type.

If you would like a special diet for religious or philosophical reasons, we can accommodate that with a written meal modification plan but may also request input from your child's doctor or our dietician to ensure the plan is nutritionally sound.

January



February 2023

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 New Year's Day	2 CLOSED for New Year's Day	3	4	5	6	7
8	9	10 4:30 – 6:00 p.m. Policy Council	11	12	13	14
15	16 Martin Luther King Jr. Day CLOSED	17	18	19	20 12 p.m. Dismissal Staff In-service	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

National Eye Care Month



Emergencies: If your child attends one of our partner programs (Forever Friends, UCS Infant/Toddler Center, Oak Hill or MEMS), please check with that program

for emergency plans and notifications.

* If you hear that there is a Head Start building emergency, please do not call our buildings directly. Incoming calls tie up phone lines that are needed to cope with the emergency. In any emergency involving your child, our staff always have your emergency contact information with them and will call you as soon as they are able. ***It is important that you update your emergency contact information as soon as it changes.*** The main UCS line can be used for urgent messages for your child's teacher during an emergency when our phones are inaccessible: (802) 442-5491.

* All classrooms practice evacuations monthly, in addition to annual medical emergency are, missing or abducted child alert, lockdown/lockout, and shelter in place drills. In case of an emergency evacuation, staff will guide all students to a nearby evacuation location. If the need to remain out of the building continues or expands, we will go to a secondary site. In Pownal we would evacuate to the playground or take shelter at the elementary school. If the elementary school must be evacuated, we would go to the firehouse. In North Bennington we go to the Park McCullough barn. At our Spring Center, evacuation would be to the basketball court, or we would walk to the former Middle School on Main Street.

* **If your child becomes seriously ill or injured:**

All our staff are certified in First Aid and CPR and there is a first aid kit in every classroom. We will call emergency or medical providers as needed and contact you at the first opportunity. If we cannot reach you, we call emergency contacts. If your child must go to the ER a staff member will stay with them until a parent arrives. For less serious health concerns you may be notified via phone message, at the end of the day in person, or via our injury form.

* **In case of severe weather:** Staff receive emergency weather alerts and take precautions. Children are brought indoors to a safe area in each building, where they wait for the weather to pass. Our centers usually follow SVSU snow cancellations and delays. If we vary from SVSU's schedule, families will be notified via phone, Remind, or our Facebook page.

* **For any emergency:** Please do not immediately come to get your child. We may be unable to let you into the building, or we may be in an alternate location that is difficult to access. This may place you in danger or could contribute to increased turmoil during the emergency. In an emergency we need to be able to reunite children with parents or guardians safely, so please be sure to bring photo ID when you pick up your child. Staff during an emergency may not be people who are familiar with which parent and child go together and it is imperative that we know when, and with whom, children leave.



EDUCATION PROGRAM

Providing all children with a safe, nurturing, engaging and enjoyable learning experience.

Philosophy and Goals: Our goal is to support children in gaining skills to prepare them for school. We work with families to build on the child's strengths and interests. We believe children learn about themselves and the world through their play with other children and their relationships with close adults. We value that each child is unique and we work to provide opportunities for your child to learn and develop at his or her own speed.

We believe in the family and will do all we can to help strengthen and support that unit. We support and assist the family in recognizing and achieving their own goals. The goal of the education component is to promote the Head Start/Early Head Start characteristics that most influence how well a child learns in school. They are self-control, confidence, curiosity, the ability to communicate and cooperation. Head Start/Early Head Start supports parents in their role as primary teachers of their children, based on the understanding that a healthy relationship between parents and children is one of the most important factors in promoting learning. Head Start/Early Head Start helps parents recognize the learning opportunities in their own homes and communities and to appreciate the value of play.

Children learn by being active participants who explore, experiment, and inquire. Play offers children the opportunity to master their environment. When playing, children are in command, using their imaginations, bodies, power of choice, and problem-solving skills. In environments where children can ask questions and discover at their own pace, they will become excited and curious learners.

Our program is committed to providing all children with a safe, nurturing, engaging, enjoyable and secure learning environment, to help them gain the awareness, skills and confidence necessary to succeed in the present environment and to deal with later responsibilities in school and in life.

February



March 2023

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14 ♥ 4:30 – 6:00 p.m. Policy Council	15	16	17	18
19	20 Presidents' Day CLOSED	21 ❄️ Winter Break / Child Care for <u>Signed up</u> Early Head Start & Head Start Families	22	23 ❄️	24 CLOSED Staff Meeting & In-service	25
26	27	28	1	2	3	4

Children's Dental Health Month ~ American Heart Month

Creative Curriculum: Head Start/Early Head Start provides an individualized developmental curriculum for every child. The curriculum is based on child development principles about how children grow, think and learn. Children learn by doing—experiencing with all their senses; playing and exploring in a variety of settings; experimenting and problem-solving on their own; and feeling successful in learning.

The program provides for learning experiences that promote the growth of the whole child. It provides for activities and interactions based on the age and developmental stage of each child. There is a wide range of equipment and materials for children of all ages. Some of the experiences include sensory - sand and water tables, block building, dramatic play, doll corner and puppets, puzzles, pegs, and matching /sorting games, playdough, painting, cutting and drawing materials, large motor activities, books and musical experiences, science and math experiences, emergent literacy and numeracy. Creative curriculum aligns with Vermont Early Learning Standards and the Head Start Early Learning Outcomes Framework. (HSELOF)

The HSELOF includes:

- * Approaches to Learning
- * Social and Emotional Development
- * Language and Communication
- * Mathematics Development
- * Scientific Reasoning
- * Literacy
- * Perceptual, Motor and Physical Development

Developmental Screenings: The education component at Head Start/Early Head Start focuses on assisting parents and teachers in finding the best way your child learns by utilizing his/her strengths and assessing where he/she needs additional support. All children are required to have a developmental screening within the first 45 days of his/her start date. In the Bennington area an initial developmental screening is completed using the Ages and stages

questionnaire (ASQ-3) completed by the parents. If there are questions, the next screening will be the DIAL-4 given by the SVSU Early Education team for Head Start children or for Early Head Start, possibly follow up with Early Intervention. Parents are required to attend this screening to provide their input and to have immediate feedback once the screening is completed. In the Northshire programs, our screening tool is the ESI-R and the ASQ-SE.

The developmental screenings give us information on what the child can do in each area of development: speech and language skills, fine and gross motor, cognitive reasoning, social-emotional and self-help skills.

Disabilities Services: The program is required to make available, at a minimum, ten percent (10%) of its enrollment opportunities to children in integrated, developmentally appropriate programs, and works closely with their parents and local and state education agencies to provide accommodations and individualization according to the child's special needs. We work in partnership with families as they participate in team meetings to develop and update their child's program according to his/her Individualized Education Plan (IEP); or Individualized Family Service Plan (IFSP).

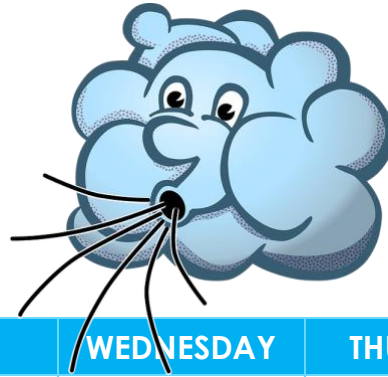
Kindergarten Transition: The goal of the Head Start kindergarten transition process is to work together with the family, Head Start teachers and elementary school staff to provide information and resources to make the transition from Head Start to kindergarten a positive experience for both the parents and children. This goal will be accomplished by notifying parents of Kindercamp and summer kindergarten transition programs; arranging visits to the Head Start classroom by the kindergarten teachers; and providing families with books about going to kindergarten. We have a partnership with the Shaftsbury Elementary School and the children who are Shaftsbury residents visit the school one morning a week and attend the

“specials”, such as gym, art, music and library according to the schedule set forth by the Shaftsbury Principal. We also partner with Bennington and Pownal school districts. The North Bennington Village School has several Kindergarten Transition visits in the spring introducing children to kindergarten classroom as well as music and art teachers. We also partner with the Bennington School District and participate in transition programs with Molly Stark, Benn El and Monument as planned by each individual school. (Visits could look different this year if there are any COVID restrictions in place).

Home Visits/Parent Teacher Conferences: Two education home visits and two parent-teacher conferences are scheduled during the program year. These are required meetings to review children's progress and set educational goals.



March



April 2023

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	1	2 Read Across America	3	4
5	6	7	8	9	10	11
12	13	14 4:30 – 6:00 p.m. Policy Council	15	16	17 ♣ 12 p.m. Dismissal Staff In-service	18
19 Certified Nurses Day	20 1 st Day of Spring	21	22	23	24	25
26	27	28	29	30 12 p.m. Dismissal Center Meetings	31 12 p.m. Dismissal Staff Meetings	1

National Nutrition Month



Family Support & Community Partnership

Engaging and supporting positive relationships with families and children.

The primary role of family services in Head Start/Early Head Start is to provide support and empower as parents work to strengthen their family units and improve the quality of their daily lives. This social services component of Head Start serves as a link between the family, the program, and the community. Each family will have a Family Support Worker (FSW) assigned to them during their school experience to guide them in setting and reaching their own goals. Your FSW will work with you to identify helpful community resources, providing referrals and assistance when appropriate. Each family is different. FSW's will ensure that families have opportunities to build on their unique strengths and to set goals to meet the needs identified in the Family Partnership Agreement (FPA). The FPA defines a family's strengths, needs, and goals as identified by the family at the first family services home visit, and is updated throughout the year at subsequent home visits. It is the goal of our program to provide three family services home visits per year.

Parent Engagement is Family Engagement! At Bennington County Head Start/Early Head Start, we recognize that families are a child's first and primary teacher. When we enroll your child, we enroll you too! Creating and maintaining a quality program calls for many people to work together, sharing talents, knowledge, and energy so that your child and family will receive the greatest benefit. As with any school program, the more knowledge and energy you as parents can invest in the program, the better it will be. Scientific research tells us that parent engagement in a child's life is a key factor in his or her academic success. We have seen how important a parent's influence is in the life of a child. That is why family engagement is one of the foundations of our program and why parents are invited to help make decisions

about the Head Start/Early Head Start experiences their children will have for the next few years. The program provides a variety of leadership opportunities for parents. In addition to home visits, socializations, and classroom or center activities, parents can participate in center committee meetings and activities, program governance through Policy Council, program evaluations and assessments, Health Advisory, and other committees. Parent education and training opportunities are planned in response to parents' interests.

Male Engagement: We encourage men to be equally engaged in their children's education and development. We believe that men want to and do make a difference when they feel they have contributed to their child's wellbeing!

Volunteering: We believe that parents are a child's first and most important educator. The relationship the parent and child form with one another shapes the course of the child's learning and growing years. Parents are encouraged to volunteer their services in any way that is comfortable for them. Volunteering in the program with children and other staff members gives parents an opportunity to share interests, skills and his or her commitment to Head Start/Early Head Start. Volunteering is necessary for the program to run effectively, and it can be a rewarding experience. Any parent can volunteer up to three times without specific training or completing a State Child Development Division background check form.

For the continued safety of our children in our care, parents who do plan to volunteer throughout the school year are required to go through an application and background approval process and should start this process as soon as possible.

Volunteering allows parents to make new friends, get to know your child's teacher, and to learn new techniques for working with children. The program also considers volunteer work to be an "in-kind" donation to the program. Volunteers fill out a form documenting the hours that they volunteered and the tasks they completed. Documenting your volunteer work lets the program demonstrate community support to its funding source. Volunteering can build new skills and may even count for college credit.

Some Ideas for Volunteer Activities:

- * **Center Committees:** where members plan and participate in special events at your child's center.
- * **Male Involvement:** attend special events that help increase the presence of dads or other positive male role models.
- * **Leadership Opportunities:** as an officer of your local Center Committee or as a Policy Council member.
- * **Parent Activities and Meetings:** meet monthly for fun as well as group support.
- * **Advocacy:** attend IEP meetings, write letters, talk with other parents to enlist their support; join other groups sharing similar interests and concerns.
- * **Newsletters:** write or submit an article to share program or center wide.
- * **Phone Tree:** help get information to other parents.
- * **Your Child's Classroom:** do an activity with the kids or just help in your child's classroom. Classroom cooking projects are done with children monthly.
- * Come up with ideas of your own on how to get and stay involved!

Mental Health

Bennington County Head Start/Early Head Start embraces a vision of wellness. We seek to:

- Strengthen relationships among children, families, staff and mental health professionals and the community.
- Promote awareness of the benefits of mental wellness.
- Promote awareness of mental health resources in the community.
- Provide information about these resources to our families.

To meet these goals for, we provide:

- Referrals to local mental health agencies.
- Discussion, workshops and trainings for staff and families.
- Access to our Mental Health Consultant, Dr. Bob Hemmer.
- Consultation with staff and families.

April



May 2023						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1 April Fool's Day
2	3	4	5	6	7	8
9	10	11 4:30 – 6:00 p.m. Policy Council	12	13	14	15
16	17	18	19	20 CLOSED	21 CLOSED	22 Earth Day
23	24	25	26	27	28 Arbor Day	29
30	1	2	3	4	5	6

Spring Break or Child Care
for Signed up Early Head Start & Head Start Families

Child Abuse Prevention Month

Dr. Bob Hemmer, a licensed psychologist specializing in adolescent psychology, is on-site Monday and Tuesday mornings to work with Head Start children and classrooms. He is available to meet with staff and families each Tuesday afternoon. If you would like an appointment with Dr. Bob, please see your child's teacher or FSW.

The Devereux Early Childhood Assessment

(DECA): is a nationally normed assessment. Based on the belief that the primary value of assessment is to guide effective services for children, the DECA was developed over a two-year period as part of a comprehensive program to foster the healthy social and emotional development of children. Completed by parents, family caregivers or early childhood professionals (preschool teachers and childcare providers), the DECA evaluates the frequency of 27 positive behaviors (strengths) exhibited by preschoolers. The DECA also contains a 10-item behavioral concerns screener.

The three primary purposes of the DECA are:

1. To identify children who are low on the protective factors so that targeted classroom and home-based strategies can be implemented leading to the strengthening of these abilities.
2. To generate classroom profiles indicating the relative strengths of all children so that classroom design and instructional strategies can build upon these strengths to facilitate the healthy social and emotional growth of all children.
3. To screen for children who may be exhibiting behavioral concerns so that these can be addressed before they become entrenched and possibly develop into behavioral disorders. The DECA may be used as both an assessment and a screener.

Bennington County Head Start/Early Head Start uses the DECA to monitor children's strengths and needs and to inform individualized goal setting.



Program Governance & Policy Council:

The Head Start philosophy and regulations support the participation of parents through shared governance in decisions about their local Head Start/Early Head Start program. Policy Council is an active group made up of parents, the director, the United Children's Services (UCH) Board President, and community members who oversee the organization and make decisions regarding policies, program assessments, and assist with the financial aspects of the program.

Policy Council meetings are scheduled typically the second Tuesday of each month. The meetings are open to all parents, but only elected representatives (or, in their absence, elected alternates) may vote on policies or important decisions. Each program elects' members on Election Day in November and all programs and partner sites nominate parents to serve on Policy Council. Transportation is provided if needed. **CHILD CARE IS PROVIDED DURING ALL MEETINGS, and a meal is provided as well for all in attendance, including children in childcare.**

For more information contact the Director, Betsy Rathbun-Gunn at 442-3686 ext. 134 or Lisa Biddle, Administrative Coordinator, at ext. 121.

Center Committees: The program strives to provide services and education activities that best support family's needs. Center Committees are a great way to let your voices be heard. The content and concerns discussed at the meeting are up to you! Ask your family support worker or other center staff for details specific to your center.

Annual/Family Favorite Events: Other fun events that families enjoy include our annual spring bash as well as our annual fishing clinic at Dailey's Pond. We hold this in the spring when fishing season opens, and this clinic is designed to help children understand the basics about fishing, as well as information about water safety. Additionally, we offer a soccer clinic in the fall which typically begins a few weeks after school starts in September. Parents are needed as coaches to help keep kids on the correct playing field and teach basic skills.

Be sure to check out details for all our events in our weekly Friday folders or monthly newsletters.

USDA Nondiscrimination Statement:

English Version

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

May



June 2023

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2	3	4	5	6
	<div> ← ← ← Teacher Appreciation Week → → → </div>					
7	8	9 4:30 – 6:00 p.m. Policy Council	10	11	12	13
14 Mother's Day	15	16	17	18	19 12:00 p.m. Dismissal	20
21	22	23	24 12:00 p.m. Dismissal Parent/Teacher Conferences	25	26	27
28	29 Memorial Day CLOSED	30	31	1	2	3

Bike Safety Month ~ Mental Health Month

United Children's Services Civil Rights Complaint Procedure

Individuals and groups are never discouraged from submitting a complaint of discrimination.

Complaints may be written or verbal. Complaints may be anonymous. The United Children's Services instructs program participants to send complaints of discrimination directly to the USDA Office of the Assistant Secretary for Civil Rights (OASCR). The complainant must file within 180 days of the alleged act of discrimination. The superintendent or appointed designee is responsible for implementing the Civil Rights Complaint Procedure. The complainant can file on their own directly with the USDA or report the complaint to United Children's Services.

The contact information is found on the "And Justice for All" posters which are prominently displayed in all required areas.

All complaints alleging discrimination on the basis of race, color, national origin, age, sex, or disability will be forwarded to the USDA Office of the Assistant Secretary for Civil Rights immediately.

mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil

Rights

1400 Independence Avenue, SW
Washington, D.C. 20250-9410

fax: (202) 690-7442; or

email: program.intake@usda.gov

Complaints should be put into writing, by the complainant, using **USDA Program Discrimination Complaint Form**, (AD-3027), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>.

This form is available in English and Spanish.

English version:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>

Spanish Version:

https://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf

In the event that a complainant makes the allegations verbally or in person and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made must record the details of the complaint for the complainant. Every effort will be made to have the complainant provide the following information:

- Name and contact information for the complainant.
- The date(s) during which the alleged discriminatory actions occurred or, if continuing, the duration of such actions.
- The specific location and name of the entity delivering the service or benefit.
- The nature of the incident or action that led the complainant to feel that discrimination was a factor.
- The basis on which the complainant feels discrimination exists within any of the protected classes.
- The names, titles, and business addresses of persons who may have knowledge of the discriminatory action.

If the USDA determines that a civil rights complaint warrants an investigation, it will occur based on established FNS policy and procedures, and then finalized into a report. They will investigate the complaint, and this is the sole responsibility of the USDA.

In addition to submitting the complaint to the USDA, United Children's Services will keep a Civil Rights Complaint Log on site. Maintaining confidentiality is crucial. As much information as possible will be documented, including:

- Name and contact information for the complainant.
- Description of the incident, date, time, location, and persons involved.
- Relevant protected bases of discrimination.
- Name of the organization and individual(s) alleged to have committed the discrimination.
- Date of referral to USDA
- The findings of any investigation conducted.

- Description of the final disposition of the complaint including any corrective action planned or taken.

United Children's Services will also notify Child Nutrition Programs at Vermont Agency of Education of any complaints of discrimination. The State Agency maintains the information in a confidential database with limited access. Child Nutrition Programs does not investigate complaints of discrimination, but ensures complaints are received by the USDA and will cooperate in the tracking, processing, and resolving of complaints of discrimination.

The Vermont Agency of Education does not discriminate on the basis of race, color, national origin, creed, marital status, sex, disability, age, gender identity, or sexual orientation in its programs and activities. Complaints alleging discrimination related to the Vermont Agency of Education protected bases of religion, sexual orientation, gender identity, or marital/civil union status, will be sent to Clare O'Shaughnessy, Staff Attorney, at clare.oshaghnessy@vermont.gov or (802)-828-0105



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3
4	5	6 LAST DAY For Head Start Spring Bash	7 Spring Bash (Rain Date)	Head Start & Early Head Start CLOSED for In-service & Summer Prep		10
11	12 Head Start & Early Head Start CLOSED for In-service & Summer Prep	13 4:30 – 6:00 p.m. Policy Council	14 Flag Day 1 st Day For Head Start Summer Program & Early Head Start Classes Resume 12 p.m. Dismissal	15	16	17
18 Father's Day	19	20	21 First Day of Summer	22	23	24
25	26	27	28	29	30	1

Bennington County Head Start/Early Head Start Transportation & Pedestrian Safety Training

Head Start Transportation Regulation: Performance Objective:

The program has limited bus seating; families are required to complete criteria form to determine eligibility. We do not provide transportation to our Pownal HS Center or partner locations. However, all HS children will utilize our bus for fieldtrips.

The program ensures that children who receive transportation services are taught safe riding practices.

Performance Standard # 1303.70 - 1303.74

Safety Procedures: (a) The program ensures children who receive transportation services are taught safe riding

*** Due to COVID 19, all children are required to wear a mask on the bus. Parents must ensure their children are not exhibiting any illness symptoms or been exposed to anyone with COVID. If so, keep them home and contact the attendance line immediately to report their absence and why, at 442-3686, ext. 137

Pedestrian/School Bus Safety Training

1. Teach your children to be extra cautious in the School Bus Danger Zone – about five giant steps (10 feet) around the bus in every direction.
2. Remind your children to always watch for traffic when getting on or off a bus, and to move immediately

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- * Children should **ALWAYS** stop at the curb and never run into the street.
- * Teach children to use crosswalks and only cross streets at corners.
- * Children should cross streets with a grown-up until they are at least age 10.
- * Remind children to look left, right, and left again before entering or crossing a path, sidewalk, street or driveway. They should continue looking as they cross.
- * Children should make eye contact with each driver

July



August 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	1

2	3 CLOSED	4 Independence Day CLOSED	5 CLOSED	6 To Be Determined	7 To Be Determined	8
9	10 Teddy Bear Picnic Day	11 4:30 – 6:00 p.m. Policy Council	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

UV Safety Month ~ September Month

August



					26	
S						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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30	31	1	2	3	4	5
6	7	8 4:30 – 6:00 p.m. Policy Council	9	10	11	12
13	14	15	16	17	18 Last Day of Head Start Summer Program & Early Head Start Classes 12:00 p.m. Dismissal	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2



2022 – 2023 Bennington County Head Start / Early Head Start

X = CLOSED ▲ = HALF DAY (12 PM Dismissal)

1, 15, 22, 29 Half Days
4 Closed; July 4th Holiday
5, 6, 7, 8 Closed, Staff Option to Work or Vacation

JULY '22						
S	M	T	W	Th	F	S
					▲	2
3	X	X	X	X	X	9
10	11	12	13	14	▲	16
17	18	19	20	21	▲	23
24	25	26	27	28	▲	30

11 OPEN Veteran's Day
21-23 Parent/Teacher Conferences
23 Half Day
24-25 Closed Thanksgiving
28-30 Parent/Teacher Conferences
30 Half Day; Staff Meetings

NOVEMBER '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	▲	X	X	26
27	28	29	▲			

DECEMBER '22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	▲	18
19	20	21	22	23	24	25
26	27	28	29	▲	▲	

5 & 12 Half Days
19 Half Day; Last Day of Summer with a Celebration
22-26 Home Visits & Staff Vacation Week
29 – 2 Mandatory Staff In-service TBD

AUGUST '22						
S	M	T	W	Th	F	S

16 Half Day; Staff Meetings
22 Half Day
23-30 Closed; Holiday Recess

DECEMBER '22						
S	M	T	W	Th	F	S
				1	2	3

17-19 Spring Break for EHS & HS Families Signed Up
20-21 Closed; Staff Option to Work or Vacation

APRIL '23						
S	M	T	W	Th	F	S
						1

1 & 2 Mandatory Staff In-service TBD
5 Closed; Labor Day
8 Half Day; 1st Day of School
9 Half Day

SEPTEMBER '22

S	M	T	W	Th	F	S
				1	2	3
4	X	6	7	▲	▲	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

10 Closed; Indigenous Peoples Day
4 Half Day; Staff In-service & Component Meetings

OCTOBER '22

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	X	11	12	13	▲	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2 Closed New Year's Day
16 Closed; M.L. King Day
20 Half Day; Staff In-service & Component Meetings

JANUARY '23

S	M	T	W	Th	F	S
1	X	3	4	5	6	7
8	9	10	11	12	13	14
15	X	17	18	19	▲	21
22	23	24	25	26	27	28
29	30	31				

20 Closed; President's Day
21-23 Winter Break/Child Care for EHS & HS Families
 Signed Up: Education Home Visits
24 Closed; Staff Meetings & In-service

FEBRUARY '23

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	X	21	22	23	X	25
26	27	28				

19 Half Day; Teacher Paperwork & Checkpoints
24 Half Day; Parent/Teacher Conferences
29 Closed; Memorial Day

MAY '23

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	▲	20
21	22	23	▲	25	26	27
28	X	30	31			

6 Spring Bash & **LAST** Day of School for Head Start
7 Spring Bash Rain Date
8-13 Cleaning; Summer Set Up; In-service TBD

14 Half Day; 1st Day of Summer Program

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	▲	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 3rd, 4th, 5th **CLOSED** 7th & 8th **(To Be Determined)**
 August 18th Half Day; Last Day of EHS Classes & HS Summer Program w/ Celebration

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Park Street Center ~ North Bennington



Pownal Center ~ Pownal



Manchester Elementary ~ Manchester



West Center ~ North Bennington

Spring Center ~ Bennington



**UCS Infant / Toddler Center
Bennington**



Oak Hill Children's Center ~ Pownal



Forever Friends Playschool ~ Bennington



Oak Hill Children's Center ~ Pownal

**Forever Friends
Playschool**