



# **Family Handbook and 2024 – 2025 School Calendar**



***Strengthening Families since 1965***



**Bennington County Head Start and Early Head Start Farm to School Program values:  
Local Partnership, Family and Community Collaboration  
Comprehensive Education, Good Nutrition, and a Healthy Lifestyle**

9/11/24

## 2024 / 2025 Family Handbook

### Table of Contents

|   | Page # |
|---|--------|
| Table of Contents .....   | 2      |
| Message from the Director / Mission Statement.....  | 3      |
| Contact Information: Program Addresses, Center hours, Phone & Fax Numbers .....                     | 4      |
| Community Numbers at-a-Glance .....   | 4      |
| Staff & Classroom Extensions .....  | 5      |
| Program Information / Child Care Subsidy .....  | 6      |
| Attendance Policy / Absenteeism .....   | 8      |
| Behavior Management .....   | 8      |
| Abuse & Neglect Policy .....  | 8      |
| Snow / Emergency Policy .....   | 10     |
| Miscellaneous Policies: Holiday; Substance Use; Complaints; Dangerous or Destructive Behavior ..... | 10     |
| Health Program .....  | 10     |
| Vision, Hearing .....   | 12     |
| Medications .....   | 12     |
| Head Lice .....   | 12     |
| Nutrition: Food; Special Diets .....  | 14     |
| Menu Committee .....  | 14     |
| Emergencies & Serious Injuries .....  | 16     |
| Education Program .....   | 16     |
| Mental Health .....   | 18     |
| Family Engagement & Community Partnerships.....   | 20     |
| Program Governance: Policy Council; Parent Committees; USDA Civil Rights Statement .....            | 22     |
| United Children's Services Civil Rights Complaint Procedure .....                                   | 24     |
| Transportation & Pedestrian Safety .....  | 26     |
| 2024/ 2025 Program Calendar .....   | 29     |

### ~Message from the Director~



Welcome to the new program year 2024 – 2025! While this year begins my first year as Director to kick-off our school year, I have been working in teaching or management of the program since October 1997. Our dedicated and qualified staff and I are here to support you and your child(ren) this year to begin their journey on a lifetime of learning!

This year, we are looking forward to the opening of our new building in Pownal, and the addition of infant and toddler services at that location, for the first time since we began providing services in Pownal almost 30 years ago. We are also looking forward to our continued participation all year in Vermont's Culture of Continuous Learning Behavior Support Cohort, which provides training and supports research in social and emotional development. We are proud that we will be celebrating Head Start's 60<sup>th</sup> Anniversary in May 2025, and that our program was an original program that provided care to children in the summer of 1965 under Project Head Start.

There will be many opportunities for families to be involved this year, and your voice matters! Some highlights that you will hear more about are our menu-planning committee ("Penne For Your Thoughts"), Health Services Advisory, and School Readiness Committees. Center Committees are a place to meet other families in your center, and Policy Council is a chance to participate in the governance of the program.

Be sure to Like us on Facebook and Follow us on Instagram and join the Remind App to ensure that you receive all of the information in the most timely way. I look forward to meeting you, and please know I am always available to answer questions at [rbishop@ucsvt.org](mailto:rbishop@ucsvt.org) or 802-442-3686 ext. 185.

*Rebecca Bishop Ware*, 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 Program Centers: PO Box 588, Bennington, VT 05201

### Bennington & North Bennington Head Start Centers:

**Hours: Monday – Thursday 7:30 AM – 4:30 PM and**

**Fridays 7:30 AM – 3:00 PM**

**Please attend only your registered hours of enrollment.**

### **\* North Bennington Campus: Park Street Center      West Street Center**

|                            |                           |                           |
|----------------------------|---------------------------|---------------------------|
| 2 Park Street              | Fax # (802) 447-3423      | Fax # (802) 442-0227      |
| North Bennington, VT 05257 | <b><u>Emergency #</u></b> | <b><u>Emergency #</u></b> |
| Ph # (802) 442-3686        | (802) 379-0689            | (802) 379-2478            |

### **\* Pownal Center**

Monday – Thursday: 7:30 AM – 4:00 PM

Fridays: 7:30 AM – 3:00 PM

97 Schoolhouse Rd, Pownal 05261

Ph # (802) 442-3686 ext. 180

Fax # (802) 823-4031

**Emergency #** (802) 375-453

### **\* Spring Center**

655 Gage Street

Bennington, VT 05257

Ph # (802) 442-3686

Fax # (802) 445-4005

**Emergency #** (802) 430-9272

### **Partnership Locations**

#### **Forever Friends Playschool**

1735 East Road

Bennington, VT 05201

Ph # (802) 447-8843

Fax # (801)-672-7952

Prouty, Michelle

(Lead Teacher/Owner)

#### **Myers Prouty Children's Campus**

MONUMENT CENTER

1 Monument Circle, Bennington 05201

Ph # (802) 681-7539

Fax: (802) 447-2412

Myers, Jackie (Executive Director)

#### **UCS Infant/Toddler Center**

7:30 AM – 4:00 PM

Fridays: 7:30 AM – 3:00 PM

100 Ledge Hill Drive

Bennington, VT 05201

PH # (802) 442-3686 ext. 258

Fax # (802) 442-3363

**Emergency #** (802) 442-5491

#### **Oak Hill Children's Center**

72 Schoolhouse Road

Ph# (802) 823-7839

Fax # (802) 823-7837

Traver-Adolphus, Beth (Director)

### **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**

**WIC – (802) 447-3531**

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

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

**Voc. Rehab – (802) 447-2780**

**BROC – (802) 447-7515**

**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**

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

**Subsidy @ BCCCA – Rachel – (802) 442-0059**

**Jade – (802) 442-0052**

**Victoria – (802) 442-0030**

\_\_\_\_\_ **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, childcare, drug and alcohol programs, legal assistance, transportation needs, educational and volunteer opportunities and much more.**

## North Bennington Campus Administrative Offices

### **137 ATTENDANCE LINE**

**126** Wendy Ballou, Kitchen Assistant  
**185** Rebecca Bishop Ware, Director  
**121** Lisa Biddle, Administrative Coordinator/Transportation Supervisor  
**144** Angela Brothers, Family Support Worker, West  
**135** April Dunham, Family & Community Partnership Manager  
**128** Linda Darlington, Health & Nutrition Coordinator  
**132** Mary Gates, Cook  
**138** Tonya Havens, HS Education Manager & West Street Site Manager  
**127** Jo-Anne Main, Transportation Coordinator/Bus Driver/Office Asst.  
**124** Cindy Randall, Operations Manager  
**322** Wenona Risley, Admissions Assistant  
**147** Erin Shulman, Family Support Worker, Park  
**137** Lynn Trefry, Reception Clerk/Attendance Line  
**129** Grace Winslow, RN BSN, Health Manager

## North Bennington Campus Classrooms

**125** East Room, Park Street Center: EHS Co-teachers Taylor & Marissa  
**142** North Room, Park Street Center: EHS Co-teachers Mary & *(To be hired)*  
**122** South Room, Park Street Center: EHS Co-teachers Jessica & Hannah  
**123** Pre-k 1, West Street Center: HS Teachers Caroline, Brittany, *(To be hired)*  
**130** Pre-k 2, West Street Center: HS Teachers Sarah, Montanna, *(To be hired)*  
**131** Pre-k 3, West Street Center: HS Teachers Shelby, Ashley H., Zoey  
PAGE Park Site Supervisor: Michelle Ennis  
PAGE West Site Supervisor: Tammy Gosley  
PAGE Stephanie Miller-Cruise, Behavior Interventionist

## Spring Center Administrative Offices

**454** Kim Lawlor-Batty, Assistant Director / Site Manager  
**459** Jocelyn Boyd, Disabilities Manager  
**655** Michael Cool, Family Support Worker  
PAGE Crystal Coon, Site Supervisor  
**461** Stephanie Eames, Community Coordinator  
**462** Allyson Gerity, LPN, Health Coordinator  
PAGE Katelyn LaCosse, Family Support Worker  
**189** Thomas Lake, Cook; Angel Bermudez Sanes, Kitchen Assistant  
PAGE Makayla Lindsey, Behavior Interventionist  
PAGE Morgan Martocchio, Behavior Interventionist  
**451** Ashley Prestipino, Administrative Associate  
PAGE Mackenzie Kinney, Bus Driver/Floater

## Spring Center Classrooms

**305** Pre-k A HS Teachers: Deb, Chrystal, Josie  
**469** Pre-k B HS Teachers: Amy, April, Areanna  
**304** Infant-Toddler C EHS Co-teachers: Chrissy, Brandi  
**150** Infant-Toddler D EHS Co-teachers: Isabella, Jen B.  
**465** Infant-Toddler E EHS Co-teachers: Stacie, Makenna

## Pownal Center

**180** Lisa Dale, Head Start Teacher/ Site Coordinator  
**180** Crystal Clifford, HS Teacher Assistant  
**180** Nicole Squires, HS Teacher Assistant  
**181** Katelynn, Lacosse, Family Support Worker  
**182** Erica Harwood, EHS Co-Teacher  
**182** Pam Cuccuini, EHS Co-Teacher  
**TBD#** Deza-Rae Leonard, Kitchen Assistant/Floater

## UCS Infant /Toddler Center

**258** Rose LaCroix, EHS Teacher/Site Coordinator  
Ellen Woodward, Co-teacher & Candy Morrison, Floater  
**461** Stephanie Eames, Community Partnership Coordinator

## FLOATERS

Jen D'Onofrio (Spring)  
Ashlynn Grant (Spring)  
Kia Wright (Park, Bus Monitor)  
Katelynn McPhail (Park)  
Taryn Olson (Park)  
Hannah Wood (Spring, Bus Monitor)

## SUBSTITUTES

Aliyah Jones  
Natasha Lumsden  
Manda Lown



**Bennington Cty 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!**



Instagram



benningtoncountyheadstart

### Remind Ap:

**We ask that our 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 Family & Community Partnership Manager 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

**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. If there are excessive late pick-ups after closing, your pickup time may be changed to an earlier time. Please be considerate of the teachers and their families and be sure that your child is picked up on-time.

### Child Care Financial Assistance (Subsidy):

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. The Admissions Assistant or your Family Support Worker is also available to answer any questions about subsidy and paperwork and to assist you.

### **Program-Wide Expectations "Be Your Best"**



### 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.

### 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 2024

| 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 |
|--------------------|---|--|---|--|--|----------|
| 1                  | 2 Labor Day<br><br>CLOSED                                   | 3  | 4   | 5 1 <sup>st</sup> Day<br>Head Start &<br>Early Head Start<br>CLOSING @ 12 p.m. | 6 Read a Book Day<br><br>CLOSING @ 12 p.m. | 7        |
| 8 Grandparents Day | 9 Pownal<br>First Day<br>Of<br>Classes<br>CLOSING @ 12 p.m. | 10 2:30 – 4:30 p.m.<br>Pownal<br>Ribbon Cutting<br>4:30 p.m.<br>Policy Council Mtg.<br>@ Spring Center | 11 Patriots Day<br><br>3 – 5 p.m.<br>Open House<br>UCS Infant/Toddler<br>Centers  | 12   | 13   | 14       |
| 15                 | 16  | 17<br><br>3 - 5 p.m. Open House<br>@ Spring Center   | 18<br><br>3 – 5 p.m. Open House<br>@ North Bennington<br>Centers  | 19   | 20   | 21       |
| 22                 | 23  | 24   | 25 All Centers<br>Snack @ School<br>3 – 4 p.m.<br>Daily Routine<br>Visual Schedule<br>Center Committee/<br>FSW Activity | 26   | 27   | 28       |
| 29                 | 30  | 1  | 2   | 3  | 4  | 5        |

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
- \* 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 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. 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.

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

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/guardians.

**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)/guardians, 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 and use of choices are encouraged.
- \* Children may be removed to an appropriate area for some time to give themselves a chance to reflect
- \* A teacher may remove a child from a room for short periods of time if they feel it has become necessary for safety. They will always remain with the child.

### **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.*






# October



November 2024

| 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 |
|--------|---|--|---------------|----------|--|----------|
| 29     | 30  | 1  | 2             | 3        | 4  | 5        |
| 6      | 7  | 8  | 9             | 10       | 11    | 12       |
|        |   | ← ← ← ← Fire Prevention Week → → → →               |               |          |  |          |
|        |   | 4:30 p.m.<br>Policy Council Mtg<br>@ Spring Center |               |          |  |          |
| 13     | 14 Indigenous People Day<br>CLOSED  | 15   | 16            | 17       | 18   | 19       |
| 20     | 21  | 22   | 23            | 24       | 25   | 26       |
|        |   | ← ← ← National School Bus Safety Week → → →        |               |          |  |          |
|        |  |  |               |          | All Centers<br>Snack @ School<br>2:00 – 3:00 p.m.<br>Pumpkin Hunt<br>(Details to Follow) |          |
|        |   |  | SVSU Half Day |          |  |          |
| 27     | 28<br>CLOSED<br>Education Staff<br>Conference                                       | 29   | 30            | 31       | 1  | 2        |

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, including 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 busses) 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, cannabis, and illegal drugs. Staff members who complete 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.

**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 or 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 typically 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 and sent out to families via Remind. 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 is available at each Head Start Center or call 442-3686, or UCS at 442-5491.



## **HEALTH**

**Your child's health is the most important building block for early learning.**

**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 to stay as healthy as possible to learn effectively. Health records are kept confidentially in an online database.

**Dental Care:** An exam in a dental office is required for every child older than 12 months. Children in our classrooms brush their teeth once a day to help prevent cavities and we support and recommend also brushing at home. Children can also receive oral health screenings, fluoride varnish to strengthen tooth enamel, and SDF to slow decay through our dental hygienist!

**Immunizations:** All childcares report vaccinations to the state annually. For any child who is missing any required immunizations by December we will notify you in writing of the need to bring your child up to date. Families will have about a month to complete immunizations (the due date will be on the written notification), get their child on a catch-up schedule or sign a religious waiver or obtain a verified medical waiver. **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 strongly request that all children be fully vaccinated to help protect members of our Head Start and Early Head Start community from diseases that can potentially result in lasting harm. If there is a case of a vaccine-preventable disease in a center, all children in that center who are unvaccinated may be required to isolate at home for three weeks or longer

# November



## December 2024

| 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 |
|--------|-------------------------|---|---|--|--|----------|
| 27     | 28                      | 29  | 30  | 31   | 1<br>CLOSING @ 12 p.m.<br>Staff Meeting/<br>In-service | 2        |
| 3      | 4                       | 5   | 6   | 7  | 8  | 9        |
| 10     | 11 Veterans Day<br>OPEN | 12<br><br>4:30 p.m.<br>Policy Council<br>@ Spring | 13 World Kindness Day   | 14   | 15   | 16       |
| 17     | 18                      | 19  | 20 All Centers<br>Snack @ School<br><br>3 – 4 p.m.<br>Soup Mix Making | 21 Great American Smokeout   | 22   | 23       |
| 24     | 25                      | 26  | 27<br>CLOSING @ 12 p.m.<br><br>SVSU Half Day                          | 28 Thanksgiving Day<br><br>CLOSED<br>Thanksgiving Break<br>SVSU CLOSED | 29   | 30       |

American Diabetes 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 (>3.5), or low hemoglobin (also called anemia), can cause poor attention span, chronic tiredness, or difficulty learning. These tests are typically completed when 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 does not pass the hearing screening, they will be screened again in 2-4 weeks. If they do not pass the second screening, they should go to their doctor to find out if there is an issue with the middle ear, and that doctor’s instructions should be followed. After any ear problem is resolved they will be screened a third time, or be referred to an Ear, Nose, and Throat (ENT) doctor.

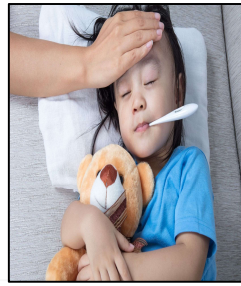
• **Vision:** Every child must be screened for vision within 45 days. If this was not completed by your child’s doctor, our health staff will test them. If your child does not pass the vision screening, they will be referred to an eye doctor for evaluation. Currently the closest providers that will see children are Advanced Eyecare 802-447-8700 in Bennington; or Central Vermont Eye Care 802-775-0038 in Rutland.

**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 100.4,” instead of “my child is sick”. Consistent attendance improves academic success, but we are sensitive to the spread of illness 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 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 be picked up within 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 uncontained diarrhea = stay home 24 hours or until Doctor’s note to 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. If your child is unvaccinated and we have a case of vaccine-preventable illness in our center, you will be asked to keep your child home in complete isolation during the incubation period which could be three weeks or longer.

**Injuries:** Children are very active during their time in care. All those young bodies moving, and interacting will naturally result in occasional minor injuries. You will be notified by staff of what happened and what care was provided. If you have questions about an injury, please discuss with the classroom staff or site manager. If your child has any injuries when they arrive at school, please make sure to tell your child’s teacher when you drop off.

**Head lice:** The best head lice prevention is for your child to always have their 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 a 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.

• 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, they 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 another staff 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. • 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.

# December



**January 2025**

| 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 |
|--|---|---|---|---|--------|----------|
| 1  | 2   | 3   | 4 All Centers<br>Snack @ School<br>3 – 4 p.m.<br>Family Handprint<br>Wreaths<br>SVSU Half Day | 5   | 6      | 7        |
| 8  | 9   | 10<br>4:30 p.m.<br>Policy Council<br>Via Zoom | 11  | 12<br><br>CLOSING @ 12 p.m.<br>Parent/Teacher Conferences<br>& Staff Training<br>SVSU Half Days | 13     | 14       |
| 15   | 16  | 17  | 18  | 19  | 20     | 21       |
| 22   | 23  | 24  | 25 Christmas  | 26  | 27     | 28       |
| <div style="text-align: center;"> <span style="color: red;">←</span> <span style="color: blue;">←</span> <span style="color: red;">←</span> <span style="color: red;">←</span> <span style="color: blue;">←</span> <span style="color: red;">←</span> <b>CLOSED</b> for <i>Holiday Break</i> <span style="color: blue;">→</span> <span style="color: red;">→</span> <span style="color: blue;">→</span> <span style="color: blue;">→</span> <span style="color: red;">→</span> <span style="color: blue;">→</span> </div> <div style="text-align: center;">SVSU CLOSED</div> |   |   |   |   |        |          |
| 29   | 30<br><br><b>CLOSED</b> for <i>Holiday Break</i><br>SVSU CLOSED | 31 New Year's Eve                             | 1   | 2   | 3      | 4        |

Seasonal Depression Awareness Month



We are not permitted to 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. This is a good reason to have an asthma action plan, which provides flexible treatment options. • Medicine must be transferred between adults, and never in a child's backpack. If you cannot deliver the medicine in person, call the Health Manager at 442-3686, ext. 129 (Grace) or Health Coordinator at ext. 462 (Ally) to make other arrangements. • Medicine cannot be sent back and forth between home and school, except in very limited circumstances that must be approved 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.
- We cannot administer expired medicine.
- Please give your child new medicines, or newly increased dosages of medicines, at least 24 hours before asking Head Start to give it in case your child has an adverse reaction or allergy.
- If your child requires a rescue medicine for anaphylaxis, diabetes, or seizures, we will require that that medicine be on site.
- 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 do not administer cough or cold medicine, homemade 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 inclement weather, too hot (over 90 with heat index) or too cold (under 15 with wind chill).

May through 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.

**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.
- \* Turn your car off.

**Buildings:** Our buildings are inspected quarterly, with classrooms and playgrounds checked daily for safety. Integrated Pest Management (IPM) is also done periodically and as needed by a professional service to eradicate pests safely.

**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 to Medicaid providers, if you have a confirmed need. Call Green Mountain Express at 447-0477 at least 48 hours ahead.

In special circumstances, staff can assist with transportation to healthcare appointments.

**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 UCS Infant Toddler Center. At Pownal Head Start, breakfasts and lunches are provided by the elementary school, and snacks are 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. We provide Parents Choice formula unless a Meal Modification plan is in place.

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, suggestions for healthy foods or responding to nutrition surveys that are sent out throughout the year.

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

**Special Diets:** We do not permit parents to send food into the classroom, except when medically necessary and approved by the Health Manager. This eliminates allergic reactions, unsafe storage, classroom management disruptions, and unhealthy food choices. Breast milk should be in a dated 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 health reason is required. The plan must include foods that are to be excluded, as well as the substitution within the same food group.

Food allergies are posted in the classroom for safety. Meal modifications are made for diagnosed disabilities such as documented food allergies or celiac. The meal modification plan must include foods that are to be excluded, as well as substitution foods within the same food group. This plan is created between you, the health staff, and your child's healthcare provider.

If your child needs a special diet for cultural reasons such as halal or vegetarian diets, 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. If your child is a picky eater, they may benefit from being in a classroom where children eat a wider variety of foods or have positive past experiences with food.



# January



February 2025

| 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 |    |

| SUNDAY | MONDAY  | TUESDAY   | WEDNESDAY                         | THURSDAY  | FRIDAY   | SATURDAY |
|--------|---|---|-----------------------------------|---|--|----------|
| 29     | 30  | 31  | 1 New Year's Day<br><b>CLOSED</b> | 2<br><b>CLOSED</b><br>Staff Training<br><br>SVSU CLOSED | 3<br><b>Family Fun Day</b><br>Regular Classes <b>CLOSED</b><br>(Details to be Determined)<br><br>SVSU CLOSED | 4        |
| 5      | 6   | 7   | 8<br><br>SVSU Half Day            | 9   | 10   | 11       |
| 12     | 13  | 14<br><br>4:30 p.m.<br>Policy Council<br>Via Zoom | 15<br><br>SVSU Half Day           | 16  | 17   | 18       |
| 19     | 20 Martin Luther King Jr Day<br><b>CLOSED</b> | 21  | 22<br><br>SVSU Half Day           | 23  | 24   | 25       |
| 26     | 27  | 28  | 29<br><br>SVSU Half Day           | 30  | 31   | 1        |

National Blood Donor Month ~ National Eye Care Month



**Emergencies:** If your child attends one of our partner programs (Forever Friends, MPCC-Monument, UCS Infant/Toddler Center, or Oak Hill). 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 other emergency 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 expands, we will go to a secondary site. In Pownal, we would evacuate to the tennis court. If the elementary school must be evacuated, we would go to the firehouse. In North Bennington, we go to the Park McCullough grounds or to St. John the Baptist Catholic church. At our Spring Center, evacuation would be to the basketball court, or we would walk to the Cora B. Whitney Senior housing on Gage 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, Remind, 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.

\* **For any emergency:** Please do not immediately come to get your child. Doing so 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 handling an emergency may not be the regular staff 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 familiar caregivers. 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.

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.


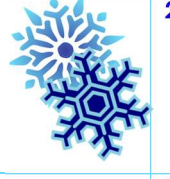
Children learn by being active participants who explore, experiment, and inquire. Play offers children the opportunity to master their environment. When playing, children are in command, using their imaginations, bodies, power of choice, and problem-solving skills. In environments where children can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

# February



March 2025

| 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 |
|-----------------|------------------------------|---|--|----------|-------------------------------|----------|
| 26              | 27                           | 28  | 29   | 30       | 31                            | 1        |
| 2 Groundhog Day | 3                            | 4   | 5  | 6        | 7                             | 8        |
| 9               | 10                           | 11<br>4:30 p.m.<br>Policy Council<br>Via Zoom   | SVSU Half Day<br>12<br>CLOSING @ 12 p.m.<br>Center Meetings<br>SVSU Half Day   | 13       | 14 ♥                          | 15       |
| 16              | 17 Presidents' Day<br>CLOSED | 18<br> | 19<br>20<br>Winter Break or Child Care<br>For those Signed-up in Advance<br>& Home Visits<br> |          | 21<br>CLOSED<br>Staff Meeting | 22       |
| 23              | 24                           | 25  | 26 All Centers<br>Snack@ School<br>3 – 4 p.m.<br>Self-care<br>Make & Take<br>SVSU Half Day   | 27       | 28                            | 1        |

Children's Dental Health Month



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.

**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 families and teachers in finding the best way your child learns. This is done by utilizing your child's strengths and assessing where they may need additional support. All children are required to have a developmental screening within the first 45 days of their start date.

The program uses an initial development screener the Ages and Stages Questionnaire (ASQ-3) completed by families. The developmental screener looks at all areas of development: speech and language, fine and gross motor, cognitive reasoning, social-emotional skills, and self-help skills. If after this screening is complete and there are follow up questions around results options include ongoing monitoring, and possible Early Intervention/SVSU Early Ed referrals.

**Disabilities Services:** The program is required to make available, at a minimum, ten percent (10%) of its enrollment opportunities to children with disabilities. We work closely with families and local and state education agencies to provide accommodations and individualization according to each child's needs. We collaborate and partner with families throughout their child's Individualized Family Service Plan (IFSP); or Individualized Education Plan (IEP) process while in our care.

**School Readiness:** This committee meets 2 – 3 times per year under the facilitation of the Head Start and Early Head Start Managers, and includes review of the program school readiness goals, curriculum, and transition topics.

**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. Staff and families may also work together to transitions services to the UCS division Children, Youth, and Family Services to continue supports through the transition and beyond.

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

**Mental Health**

*Bennington County Head Start/Early Head Start embraces a vision of wellness.*

We seek to:

- Strengthen relationships among children, families, staff 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.

Dr. Bob Hemmer, a licensed psychologist specializing in adolescent and child psychology, works on-site regularly to work with Head Start children and classrooms. He is available to meet with staff and families. If you would like an appointment with Dr. Bob, please connect with your child's teacher to connect you with Joselyn Boyd, Mental Health & Disabilities Manager.

**The Devereux Early Childhood Assessment (DECA):**

is a nationally normed strength-based assessment and planning tool designed to promote resilience and healthy social and emotional development in children. Our program utilizes The Devereux Early Childhood Assessment for preschoolers aged 3 – 5 and utilizes The Devereux Early Childhood Assessment for Infants and Toddlers. The DECA is completed by both families and education staff. The DECA assess child protective factors central to social and emotional health and screens for social and emotional risks in young children.





# March



**April 2025**

| 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 |
|--|--------|---|---|--|--|----------|
| 23   | 24     | 25  | 26  | 27   | 28                                       | 1        |
| 2  | 3      | 4   | 5<br>SVSU Half Day  | 6  | 7  | 8        |
| 9 Daylight Savings<br>Clocks Forward<br>One Hour | 10     | 11<br>4:30 p.m.<br>Policy Council<br>Via Zoom | 12 All Centers<br>Snack @ School<br>3 – 4 p.m.<br>Parent Event<br>to be Determined<br>SVSU Half Day | 13   | 14                                       | 15       |
| 16   | 17 🍀   | 18  | 19  | 20 First Day of Spring                                     | 21                                       | 22       |
| 23   | 24     | 25  | 26  | 27<br>CLOSING @ 12 p.m.<br>Staff Training<br>SVSU Half Day | 28<br>CLOSING @ 12 p.m.<br>Staff Meeting | 29       |
| 30   | 31     | 1   | 2   | 3  | 4  | 5        |

**National Nutrition Month**

### The three primary purposes of the DECA are:

1. To help individualize support for children in the areas of social and emotional development. Also, to provide strategies in both the school and home environment that can be implemented to strengthening protective factors.
2. To generate classroom profiles indicating the relative strengths of all children so the classroom environment and instructional strategies can build upon these strengths to facilitate the healthy social and emotional growth of all children.
3. To provide an assessment of child protective factors central to social and emotional health and resilience. The program uses the DECA to monitor children's strength and needs and to form individualized goal setting.



### Family Support & Community Partnership

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 contacts and is updated throughout the year at subsequent contacts. Each family will have at least 3 contacts per school year, and parents have a choice in home visits, school meetings, or phone calls to complete them.

**Family Engagement Matters!** 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.

### Evidence-based Parenting Curriculum- ReadyRosie:

Our program uses an online resource called ReadyRosie to provide meaningful activities that you can do at home to support your child's learning. ReadyRosie is a simple tool for you to: • Hear what we are doing in the classroom; • Discover activities and games you can play that relate to classroom learning; and • Have more fun than ever with your child through meaningful interaction.



### 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 five 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.

# April



| May 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| 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 April Fool's Day   | 2                                       | 3        | 4   | 5        |
| 6         | 7                         | 8<br><br>4:30 p.m.<br>Policy Council<br>@ Spring Center                                  | 9                                       | 10       | 11  | 12       |
| 13        | 14                        | 15   | 16<br><br>All Centers<br>Snack @ School | 17       | 18<br>Closing @ 12 p.m.<br>Staff Training | 19       |
| 20 Easter | 21<br>CLOSED<br>Staff Day | 22 Earth Day<br>23<br>24<br>Spring Break or Child Care<br>For those Signed-up in Advance |   |          | 25 Arbor Day<br>CLOSED<br>Staff Day       | 26       |
| 27        | 28                        | 29   | 30<br><br>SVSU Half Day                 | 1        | 2   | 3        |

National Child Abuse Prevention Month

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. Could include meetings, activities, trainings, group support
- \* **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 Parent Committee or as a Policy Council member. **An active Policy Council is a requirement of our grants. Our goal is for every classroom and every partner site to have a Policy Council member.**
- \* **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.
- \* **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. **Be on the lookout for the new monthly Snack at School!**
- \* Come up with ideas of your own on how to get and stay involved!



#### 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 their elected alternates) may vote on policies or important decisions. All programs and partner sites nominate parents to serve on Policy Council and vote to elect members on Election Day in November. A newly seated Policy Council may vote to change the meeting time and date if needed. Transportation is provided if needed. **Child Care is provided for in-person meetings for those who sign up in advance. A meal is provided for each in-person meeting and for those who sign up in advance for Zoom meetings.**

For more information contact the Director, Rebecca Bishop Ware at 442-3686 ext. 185 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 includes 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. Be sure to join your classroom's Facebook and Remind Groups to keep up to date on program events.

#### USDA Nondiscrimination Statement:

**This institution is an equal opportunity provider.**

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, audiotope, 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/ad-3027.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](mailto:Program.Intake@usda.gov)



# May



| June 2025 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| 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 |
|--------|--|--|--|----------|--------|----------|
| 27     | 28   | 29   | 30   | 1        | 2      | 3        |
| 4      | 5  | 6  | 7 All Centers<br>Snack @ School  | 8        | 9      | 10       |
|        | <div>← ← ← Teacher Appreciation Week → → →</div> |  |  |          |        |          |
| 11     | 12 Mother's Day                                  | 13<br><br>4:30 p.m.<br>Policy Council<br>@ Spring Center | 14   | 15       | 16     | 17       |
| 18     | 19   | 20   | 21<br>CLOSING @ 12 p.m.<br>Staff Meeting<br><br>4-6 p.m. Ready Rosie –<br>Transition to<br>Kindergarten<br><br>SVSU Half Day | 22       | 23     | 24       |
| 25     | 26 Memorial Day<br><br>CLOSED                    | 27   | 28   | 29       | 30     | 31       |

Mental Health Month ~ Bike Safety 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](mailto: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](https://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf)

If 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 of complainant.
- Description of incident including date, time, location, and persons present.
- Relevant Protected Base(s)
- Name of organization and individuals alleged to have engaged in 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.oshaughnessy@vermont.gov](mailto:clare.oshaughnessy@vermont.gov) or (802)-828-0105



# June



July 2025

| 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    |
|--------|--|--|--|--|--|-------------|
| 1      | 2  | 3  | 4<br>Spring Bash<br>@ Spring Center<br>655 Gage Street<br>Bennington | 5<br>Spring Bash<br>Rain Date  | 6<br>CLOSED<br>Staff Training<br>Cleaning &<br>Summer Prep | 7           |
| 8      | 9<br>CLOSED Staff Training, Cleaning & Summer Prep | 10<br>4:30 p.m.<br>Policy Council<br>@ Spring Center | 11   | 12<br>Head Start<br>Summer Program<br>Begins & Early Head<br>Start Classes Resume<br>CLOSING @ 12 p.m. | 13   | 14 Flag Day |
| 15     | 16 Father's Day                                    | 17   | 18   | 19 Juneteenth<br>OPEN  | 20 First Day of<br>Summer                                  | 21          |
| 22     | 23   | 24   | 25   | 26   | 27   | 28          |
| 29     | 30   | 1  | 2  | 3  | 4  | 5           |

National Safety Month ~ National Great Outdoors Month

**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 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 practices, safety procedures for boarding and leaving the vehicle and for crossing the street to and from the vehicle at stops, recognition of the danger zones around the vehicle, and emergency evacuation procedures, including participating in an emergency evacuation drill conducted on the vehicle the child will be riding.

(b) When the program provides transportation services it ensures at least two bus evacuations drills, in addition to the one required under paragraph (a) above, are conducted for each bus during the school year. (c) Proper car seat installation guidelines are also reviewed.

**Summary of Training:** » Safe procedures for boarding and exiting the bus which emphasizes the importance of parents escorting their child to and from the bus stop observing and adhering to the danger zones (10 feet around the bus in every direction - see danger zone picture on this page.)

» Safe riding practices that should be reinforced at home as well which include properly being buckled into the appropriate car or booster seat, or in a harness or lap belt, as well as being cautious of clothing items and backpacks as loose items can become stuck or tangled. We use a 5-point harness system on our buses; this information is included in our family transportation packet.

» Participating in an emergency evacuation drill from the bus. Bennington County Head Start/Early Head Start is mandated to conduct at least two evacuation drills during the year. Teachers will schedule safety field trips for the first drill to happen within the first thirty days of school. Our program also schedules a second drill mid-year and then a third drill at the end of spring for all children who ride the bus daily.

» No food should be sent to school as this is a choking hazard, and meals are provided at school.

**Vermont Child Restraint Law** Effective July 1, 2024

\* A child under 2 years of age must be properly secured in a federally approved rear-facing child car seat with a harness, not in front of an active airbag. \* A child over 2 years of age but under 5 years of age must be properly secured in a federally approved rear-facing or forward-facing car seat with a harness. \* A child under 8 years of age who is not properly secured in a harnessed car seat must be properly secured in a booster seat. \* A child under 13 years of age must, if practical, ride in the back seat. \* A child under 18 years of age who is not properly secured in a harnessed car seat or booster seat must be wearing a seat belt.

**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 from the Danger Zone to a safer area after exiting.
3. Instruct your children that if they can't see the bus driver, the bus driver can't see them. If they drop anything near the bus, they should ask the driver before they stop to pick it up.
4. Be aware, it is illegal in every state to pass a school bus stopped to load/unload students. Follow school bus laws when driving.
5. Learn the “flashing signal light system” that school bus drivers use to alert motorists if they are going to stop to load/unload students.

**Yellow flashing lights** indicate the bus is preparing to stop to load or unload children. Motorists should **slow down and prepare to stop their vehicles.**

**Red** flashing lights and extended stop arms indicate that the bus has stopped, and that children are getting on or off. Motorists **MUST stop** their cars.

6. Begin moving only when the red flashing lights are turned off, the stop arm is withdrawn, and the bus begins to move.
7. Never pass a bus on the right side, where children board and exit.
8. Slow down. Watch for children walking in the street, especially if there are no sidewalks in the neighborhood. Watch for children playing and gathering near bus stops.

9. Be alert. Children arriving late for the bus may dart into the street without looking for traffic.

10. **Remember** ~ Expect the unexpected when driving near a bus, bus stop, school zone and parking lots.

**Slow down and watch for children!**

**AROUND THE SCHOOL BUS**

- \* 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 before they pass in front of him or her.
- \* Never cross the street from between parked cars.
- \* Get to the bus stop at least 10 minutes early. Have children wait 4 giant steps back from curb.
- \* Make sure everything is “tucked in” before children get on or off the bus so nothing can get caught.
- \* When children get off, they need to immediately walk 10 steps away from the bus.
- \* If children must cross the street, teach them to be sure they can see the driver's face, they need to cross in front of the bus, at least 10 steps away from the bus. **NEVER CROSS THE STREET BEHIND THE BUS.**

**PER STATE LAW: DO NOT LEAVE YOUR OTHER CHILDREN IN YOUR CAR WHILE DROPPING OFF YOUR CHILD, RUNNING ERRANDS, ETC. AND DO NOT LEAVE YOUR CAR RUNNING WHILE UNATTENDED.**

# July



August 2025

| 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 |
|--------|--------|--|-----------|----------|-------------------------------------|----------|
| 29     | 30     | 1  | 2         | 3        | 4 Independence Day<br><b>CLOSED</b> | 5        |
| 6      | 7      | 8<br><br>4:30 p.m.<br>Policy Council<br>@ Spring (if needed) | 9         | 10       | 11                                  | 12       |
| 13     | 14     | 15   | 16        | 17       | 18                                  | 19       |
| 20     | 21     | 22   | 23        | 24       | 25                                  | 26       |
| 27     | 28     | 29   | 30        | 31       | 1                                   | 2        |

UV Safety Month

# August



**September 2025**

| 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 |
|--------|--------|--|-----------|----------|---|----------|
| 27     | 28     | 29   | 30        | 31       | 1   | 2        |
| 3      | 4      | 5  | 6         | 7        | 8   | 9        |
| 10     | 11     | 12<br>4:30 p.m.<br>Policy Council<br>@ Spring Center | 13        | 14       | 15 <b>LAST DAY</b><br>Head Start<br>Summer Program<br>& Early Head Start<br>Classes<br><b>CLOSING @ 12 p.m.</b> | 16       |
| 17     | 18     | 19   | 20        | 21       | 22  | 23       |
| 24     | 25     | 26   | 27        | 28       | 29  | 30       |
| 31     | 1      | 2  | 3         | 4        | 5   | 6        |

**All Program Centers CLOSED**

**First Day of School on September 4, 2025**

**National Immunization Awareness Month**



# 2024 – 2025 Bennington County Head Start & Early Head Start

X – CLOSED

▲ – CLOSING @ 12 p.m.

|  |  |   |
|--|--|---|
| <div><div>2 Closing @ 12 PM</div><div>16 Closing @ 12 PM Last Day EHS Classes &amp; Summer</div><div>19 – 30 Vacations/Home Visits/Trainings</div></div> <div><div><div><div>S</div><div>M</div><div>T</div><div>W</div><div>Th</div><div>F</div><div>S</div></div><div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div></div><div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div><div>▲</div><div>17</div></div><div><div>18</div><div>19</div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div></div><div><div>25</div><div>26</div><div>27</div><div>28</div><div>29</div><div>30</div><div>31</div></div></div></div>   | <div><div>2-12 Family Conferences</div><div>10 Policy Council Meeting</div><div>12-13 Closing @ 12 PM Family Conferences</div></div> <div><div><div><div>23-31</div><div>CLOSED Holiday</div></div><div><div><div>S</div><div>M</div><div>T</div><div>W</div><div>Th</div><div>F</div><div>S</div></div><div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div></div><div><div>8</div><div>9</div><div>10</div><div>11</div><div>▲</div><div>▲</div><div>14</div></div><div><div>15</div><div>16</div><div>17</div><div>18</div><div>19</div><div>20</div><div>21</div></div><div><div>22</div><div>X</div><div>X</div><div>X</div><div>X</div><div>X</div><div>28</div></div><div><div>29</div><div>X</div><div>X</div><div></div><div></div><div></div><div></div></div></div></div></div> | <div><div>8 Policy Council Meeting</div><div>18 Closing @ 12 PM</div><div>21 &amp; 25 CLOSED Staff Days</div><div>22, 23, 24 Spring Break Camp for signed up Families</div></div> <div><div><div><div>S</div><div>M</div><div>T</div><div>W</div><div>Th</div><div>F</div><div>S</div></div><div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div><div>12</div></div><div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div><div>▲</div><div>19</div></div><div><div>20</div><div>X</div><div>22</div><div>23</div><div>24</div><div>X</div><div>26</div></div><div><div>27</div><div>28</div><div>29</div><div>30</div><div></div><div></div><div></div></div></div></div>   |
| <div><div>2 CLOSED Labor Day</div><div>5-6 Closing @ 12 PM; 5<sup>th</sup>-First Day of HS &amp; EHS Classes</div><div>9 Pownal Center First Day 12 p.m. Dismissal</div><div>10 Policy Council Meeting</div></div> <div><div><div><div>S</div><div>M</div><div>T</div><div>W</div><div>Th</div><div>F</div><div>S</div></div><div><div>1</div><div>X</div><div>3</div><div>4</div><div>▲</div><div>▲</div><div>7</div></div><div><div>8</div><div>9</div><div>10</div><div>11</div><div>12</div><div>13</div><div>14</div></div><div><div>15</div><div>16</div><div>17</div><div>18</div><div>19</div><div>20</div><div>21</div></div><div><div>22</div><div>23</div><div>24</div><div>25</div><div>26</div><div>27</div><div>28</div></div><div><div>29</div><div>30</div><div></div><div></div><div></div><div></div><div></div></div></div></div> | <div><div>1 CLOSED New Year's Day</div><div>2 CLOSED Staff Training</div><div>3 Family Fun Day</div><div>14 Policy Council</div><div>20 CLOSED MLK Day</div></div> <div><div><div><div>S</div><div>M</div><div>T</div><div>W</div><div>Th</div><div>F</div><div>S</div></div><div><div>5</div><div>6</div><div>7</div><div>8</div><div>X</div><div>X</div><div>3</div></div><div><div>12</div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div></div><div><div>19</div><div>X</div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div></div><div><div>26</div><div>27</div><div>28</div><div>29</div><div>30</div><div>31</div><div></div></div></div></div>  | <div><div>13 Policy Council Meeting</div><div>21 Closing @ 12 PM Staff Meeting</div><div>26 CLOSED Memorial Day</div></div> <div><div><div><div>S</div><div>M</div><div>T</div><div>W</div><div>Th</div><div>F</div><div>S</div></div><div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div></div><div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div></div><div><div>18</div><div>19</div><div>20</div><div>▲</div><div>22</div><div>23</div><div>24</div></div><div><div>25</div><div>X</div><div>27</div><div>28</div><div>29</div><div>30</div><div>31</div></div></div></div>  |
| <div><div>8 Policy Council Meeting</div><div>14 CLOSED Indigenous People Day</div><div>28 CLOSED Education Staff Conference</div></div> <div><div><div><div>S</div><div>M</div><div>T</div><div>W</div><div>Th</div><div>F</div><div>S</div></div><div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div><div>12</div></div><div><div>13</div><div>X</div><div>15</div><div>16</div><div>17</div><div>18</div><div>19</div></div><div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div><div>26</div></div><div><div>27</div><div>X</div><div>29</div><div>30</div><div>31</div><div></div><div></div></div></div></div>   | <div><div>11 Policy Council Meeting</div><div>12 Closing @ 12 PM Staff Center Meetings</div><div>17 CLOSED President's Day</div><div>18-20 Winter Break Camp for signed up Families &amp; HV</div><div>21 CLOSED Staff Mtg &amp; Milestone Celebration</div></div> <div><div><div><div>S</div><div>M</div><div>T</div><div>W</div><div>Th</div><div>F</div><div>S</div></div><div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div></div><div><div>9</div><div>10</div><div>11</div><div>▲</div><div>13</div><div>14</div><div>15</div></div><div><div>16</div><div>X</div><div>18</div><div>19</div><div>20</div><div>X</div><div>22</div></div><div><div>23</div><div>24</div><div>25</div><div>26</div><div>27</div><div>28</div><div></div></div></div></div>                           | <div><div>4 HS &amp; EHS Spring Bash @ Spring Ctr. 655 Gage St.</div><div>5 Spring Bash Rain Date</div><div>6-11 CLOSED Staff Training, cleaning, summer prep</div><div>10 Policy Council</div><div>12 Closing @ 12 PM HS Summer Program Begins</div><div>19 OPEN Juneteenth</div></div> <div><div><div><div>S</div><div>M</div><div>T</div><div>W</div><div>Th</div><div>F</div><div>S</div></div><div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div></div><div><div>8</div><div>9</div><div>10</div><div>11</div><div>▲</div><div>13</div><div>14</div></div><div><div>15</div><div>16</div><div>17</div><div>18</div><div>19</div><div>20</div><div>21</div></div><div><div>22</div><div>23</div><div>24</div><div>25</div><div>26</div><div>27</div><div>28</div></div><div><div>29</div><div>30</div><div></div><div></div><div></div><div></div><div></div></div></div></div> |
| <div><div>1 Closing @ 12 p.m.</div><div>11 OPEN: Veteran's Day</div><div>12 Policy Council Meeting</div><div>27 Closing @ 12 p.m.</div></div> <div><div><div><div>S</div><div>M</div><div>T</div><div>W</div><div>Th</div><div>F</div><div>S</div></div><div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div></div><div><div>10</div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div><div>16</div></div><div><div>17</div><div>18</div><div>19</div><div>20</div><div>21</div><div>22</div><div>23</div></div><div><div>24</div><div>25</div><div>26</div><div>▲</div><div>X</div><div>X</div><div>30</div></div></div></div>   | <div><div>11 Policy Council Meeting</div><div>27 Closing @12 PM Staff Training</div><div>28 Closing @ 12 PM Staff Meeting</div></div> <div><div><div><div>S</div><div>M</div><div>T</div><div>W</div><div>Th</div><div>F</div><div>S</div></div><div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div></div><div><div>9</div><div>10</div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div></div><div><div>16</div><div>17</div><div>18</div><div>19</div><div>20</div><div>21</div><div>22</div></div><div><div>23</div><div>24</div><div>25</div><div>26</div><div>▲</div><div>▲</div><div>29</div></div><div><div>30</div><div>31</div><div></div><div></div><div></div><div></div><div></div></div></div></div>   | <div><div>4 CLOSED Independence Day</div><div>8 Policy Council Meeting (if needed)</div></div> <div><div><div><div>S</div><div>M</div><div>T</div><div>W</div><div>Th</div><div>F</div><div>S</div></div><div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div><div>12</div></div><div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div><div>19</div></div><div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div><div>26</div></div><div><div>27</div><div>28</div><div>29</div><div>30</div><div>31</div><div></div><div></div></div></div></div>   |
| <div><div>AUGUST '25</div><div>12 Policy Council Meeting</div><div>15 Last Day Early Head Start Classes &amp; Head Start Summer Classes w/Family Event for All ~ CLOSING @ 12 p.m.</div></div>   |  |   |

**Program-Wide Expectations**  
**"Be Your Best"**

*Be a Friend*



*Be Responsible*



*Be Safe*



Park Street Center ~ North Bennington



West Street Center ~ North Bennington



Spring Center ~ Bennington



Pownal Center ~ Pownal



UCS Infant/Toddler Center ~ Bennington



Myers Prouty Children's Campuses ~ Old Bennington



Oak Hill Children's Center ~ Pownal



Forever Friends Playschool ~ Bennington