

Orientation Early Learning Policies - Guidance

Purpose

This document summarizes the important points of policies and that are required to share with families during Orientation.

Guidance

Confidentiality	<ul style="list-style-type: none"> Your records are private. Only you and staff will see your child’s records. We will ask if it’s okay before we show your records to anyone else. We will ask you to sign a consent form before we share your records with anyone, unless we think your child might be being abused. Ask a staff person if you want to see your child/family records.
Child Abuse and Neglect	<ul style="list-style-type: none"> All staff members are required by law to report suspected child abuse or neglect to Child Protective Services (CPS) or law enforcement. A report is made when an injury is noticed, or if an adult’s behavior is harming the child. We work with CPS and families to help keep children safe. The report will be kept confidential, as the state law requires.
Attendance	<ul style="list-style-type: none"> Coming to school every day is the one of the most important things you can do to help your child learn. If your child is sick, keep him/her home. If there is a family emergency that affects your child’s attendance, let us know as soon as you can. If your child will be absent, call the center (and transportation, if appropriate) as soon as you can. We will call you if we haven’t heard from you telling us your child will be absent. If we cannot reach you, we will try your emergency contact numbers. Please make sure we have current phone numbers. If attendance is irregular, or your child has been absent for 3 days in a row and we have been unable to speak with you we will make a home visit. Our goal is to ensure that your child can attend their early learning program regularly; we will explore ways we can support you with attendance.
Attendance in home based Early Head Start Programs	<ul style="list-style-type: none"> Participating in home visits and socializations is important for your child. They will learn more if they are at every home visit and socialization. If your child is sick or you have a family emergency, please call to reschedule your home visit. We will call you if we haven’t heard from you about being absent. If we cannot reach you, we will try your emergency contact numbers. Please make sure we have current emergency contact numbers. If your attendance becomes irregular, we will explore ways we may help with attendance. Our goal is to ensure that you have the support/resources you need to fully participate in the program.

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Safe Arrival	<ul style="list-style-type: none"> • We want your child to be safe. • If your child rides the bus, please stay with your child until the bus driver picks them up. • Please be waiting at the bus stop when your child arrives after school. • We will let your child leave with only the people you have listed on the <i>Emergency Treatment and Consent Form</i>. • If you bring your child to school, please take them to the early learning program classroom and leave them with a staff person. • If you bring your child daily to the center, you will need to sign in and sign out each day.
Diversity and Inclusivity	<ul style="list-style-type: none"> • We always want to include everyone. • We plan activities so all children and families can join in. • We respect everyone's values and beliefs. • We help families in their own celebrations by sharing information about community resources and events. • We learn from children as they share stories about family or religious celebrations.
Tobacco/Drug-Free Environment	<ul style="list-style-type: none"> • No drugs or tobacco products are allowed at the center or any activities sponsored by us.
Staff and Volunteer Behavior with Children	<ul style="list-style-type: none"> • Paid staff must stay with children at all times – on playground, in bathrooms, on field trips and in the classroom. • Only paid staff can let visitors into the classroom or playground. • If you bring your child to school while you are volunteering, please take them to a staff person. • If you are helping in the classroom or on the playground, staff will show you where the First Aid Kit is kept. They will tell you what to do in an emergency. Remember: always put on gloves before helping someone who is sick or hurt. Keep others' blood, vomit, urine and feces away from your skin. • If you are injured or believe that you have been exposed to a potentially infectious body fluid, report this immediately to a staff member. Ask them to check with their supervisor for any next steps that should be taken. You may also want to contact your health care provider for guidance regarding any further treatment. • All staff and volunteers will be trained about good ways to work with children. Ask staff if you have any questions about what is okay to do or say. • The law states that any staff or volunteer who hurts a child must be reported to CPS or the police. This includes causing physical pain (hitting, pinching, spanking, kicking, pulling hair or arms), emotional pain (yelling, calling bad names, scaring children) or sexual acts (touching a child's private body parts, showing your private body parts, etc.). • If you are a volunteer, you cannot be left alone with a group of children or a child other than your own. • If a volunteer does something that may be harmful, a staff person may talk with the volunteer and may decide to ask the volunteer to stop volunteering. • If a staff person does something that may be harmful, the Center Director or site supervisor will talk with the staff person about their words and actions. The staff person may be told not to come to work while the Center Director tries to find out what happened. The Center Director will decide if the staff person can return to work or must be fired. • Volunteers who work with children at least once per month will need to have a

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	<p>criminal background check to see if you have a record of any crimes or actions that hurt children and may need a Tuberculosis (TB) screening. The program can pay any costs for background checks and screenings.</p>
Community Complaints	<ul style="list-style-type: none"> You have the right to make a complaint if you are unhappy with something that is happening to you or your child in our program. We will get an interpreter if you need one. If your concern is about a staff person, talk with them first to try to fix the problem. If talking directly doesn't work, write down your concern and send it to the Center Director. If the problem remains, your complaint will be referred to higher level administrators. If needed, the PSESD Superintendent and Early Learning Policy Council Chair will conduct a hearing. People in your community may make a complaint if they become aware of an issue/action/decision that concerns them or they don't agree with. A written concern is sent to the Center Director who must then respond. If the response is unsatisfactory, higher level administrators at the PSESD will become involved, as described above.
Health Services	<ul style="list-style-type: none"> We believe each child and family's physical and mental health is important. We can help you access an ongoing source of health care for you and your family. Children must be up to date on their immunizations or on conditional status in order to attend the early learning center and its events.
Food Handling and Preparation	<ul style="list-style-type: none"> To protect you and your child from food-borne illness, food for your child during class and food served at family events will be bought by the center and prepared at there. Please do not to bring food to share that was prepared from home. If you want to share a special dish with the children or other parents, ask your teacher or Family Support staff how you can do this.