

Green Hills
Head Start

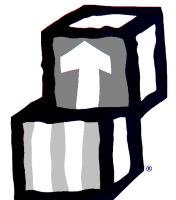


Parent Handbook

and Operating Procedures

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Trenton, MO 64683
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www.greenhillshheadstart.org

Green Hills Head Start

Mission Statement:

“Serving Children and Families First”

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Disruptive Behavior Policy

The Green Hills Head Start Program aspires to serve all children for whom Head Start is an appropriate placement. When working with disruptive behavior, each learning environment should generally follow the procedures listed below as soon as a disruptive behavior problem is suspected:

1. Contact is made with Central Office personnel.
2. Observation.
3. Documentation.
4. Intervention strategies for remediation.
5. Parent-Teacher Conference.
6. Referral by Central Office Staff
 - a. To Mental Health Professional, if necessary.
 - b. To Public School, if necessary.

The following corrective disruptive behavior options could be utilized when a child's behavior is disruptive to the learning environment or a threat to the safety of others or himself:

1. Time Out
2. Partial attendance

The Central Office staff will orientate and provide the necessary information/resource designed to assist staff in working with children with disruptive behavior.



Positive Guidance and Discipline Policy

1. Staff will, with the help of the children, establish simple, understandable classroom rules for children's behavior and shall explain them to the children. Staff will review the rules throughout the year and consistently follow through if rules are broken.
2. Expectations for a child's behavior shall be appropriate for the developmental level of that child.
3. Only positive, age-appropriate methods of discipline shall be used to help children develop self-control and assume responsibility for their own actions.
4. Redirection, praise and encouragement of good behavior shall be used instead of focusing on unacceptable behavior.
5. Time out, a brief supervised separation from the group, may be used when rules are not being followed to allow the child learning and thinking time. The length of time out will be determined by a guideline of one minute for each year of the child's age. The location designated for time out will allow staff to monitor the child.
6. Children shall not be left alone or unsupervised at any time. Children shall not be disciplined by placing them in an isolated or frightening area, such as a closet or dark room.
7. Physical punishment or other discipline techniques which humiliate, threaten, or frighten a child shall be prohibited. Children shall not be shamed, ridiculed, or spoken to harshly, abusively or with profanity.
8. Punishment or threat of punishment shall not be associated with food or the denial of basic needs.
9. Children shall not be permitted to intimidate or harm others, harm themselves, or destroy property.
10. Unacceptable behaviors which occur on a regular basis will be observed and documented by the Head Start staff and/or other professionals. The Head Start staff will implement the procedures stated in the Disruptive Behavior Policy as soon as a disruptive behavior problem is suspected.
11. Parents may be notified to pick up their child in extreme behavior situations.

Head Start in Missouri...

Head Start is a federally funded comprehensive child development program for children ages 3 to 5 from families who meet federal income guidelines. Head Start teaches children to have positive attitudes about themselves and learning. Head Start involves parents, guardians, volunteers, and utilizes community resources in its plans and activities.

Head Start is required to have a 10% enrollment of children with disabilities. Statistics show that more than 20% of children enrolled in Missouri Head Start Programs are classified as children with disabilities.

Head Start approaches child development from various perspectives, and offers components targeting specific needs. The components are as follows:

Education: Provides an individualized approach toward assessing children's needs and designing programs to help children grow intellectually, socially, physically, and emotionally conforming with their age and development. Both the Denver Developmental Screening Test and Learning Accomplishment Profile are used to help the parent understand more about the child's progress and to plan activities for the child.

Health: Provides a comprehensive health program of medical, dental, mental and disability assessments and services, as well as instruction for the child and family in preventive health practices.

Nutrition: Provides well-planned, well-balanced meals daily in the center-based program, allows children new food experiences, and teaches about foods that are nutritionally sound. Nutrition counseling and nutrition information are available to families.

Parent Involvement: Provides experiences for parents of Head Start children, assuring they are active participants in the classroom, parent group activities, and program decision-making. The parents evaluate the local Head Start Program each spring in accordance with Federal Performance Standards.

Social Services: Provides referrals for families of Head

Start children, and information of community resources which improve the condition and quality of family life. Families are helped in assessing their own needs and goals and in planning ways to meet those needs.

Disability Services: Provides children with disabilities and their families a full range of Head Start developmental services, including linkages with community agencies which provide services to meet special needs. The **Individuals with Disabilities Education Act (IDEA)** requires states to provide a free appropriate public education to eligible children and youth with disabilities.

Mental Health: Observations of children with atypical behavior or suspected developmental problems are conducted each year by a mental health professional. Counseling services are provided or referrals made as necessary.

In Missouri, there are 22 Head Start Grantees and 6 delegate agencies that enroll nearly 17,500 children. Funds for Missouri's Head Start Programs come from the Department of Health and Human Services, and total more than \$110 million annually. Head Start Programs employ more than 4000 Missourians statewide and are sponsored by community action agencies, public education, single purpose agencies or other not-for-profit agencies. The Green Hills Head Start Program is sponsored by North Central Missouri College in Trenton.

Confidentiality

It is the policy and practice of the Green Hills Head Start Program to keep information regarding Head Start children and families in the strictest confidence. This includes information on file or otherwise received. Any release of information will have written prior approval of the parent or guardian of the Head Start child.

Mandated Reporters

By law, Head Start staff members are mandated reporters if they have any reason to suspect child abuse or neglect.

Grievance Policy

The proper channel of complaints involving policies, curriculum, facilities, and services is as follows:

- A. Teacher
- B. Education Coordinator or Assistant Education Coordinator
- C. Director or Assistant Director
- D. Policy Council
- E. Board of Trustees (North Central Missouri College)

No complaint of any kind shall be considered unless such complaint is made in writing and signed by the complainant. The council will recommend a course of action, when necessary, in written form, to the Board of Trustees. The North Central Missouri College Board of Trustees will consider the Policy Council's recommendation as well as applicable policies, regulations, and statutes prior to resolution of the presented issue. A written summary of the resolution will then be provided to the Policy Council.

Transition to Public School

To assist families as they leave Head Start for public school, staff members will provide the following:

- ◆ Information about the public school (ie., address, phone number, name of principal, registration dates, orientation sessions, etc.)
- ◆ Opportunities to meet public school personnel;
- ◆ Opportunities to ask questions and receive answers about the kindergarten program and expectations;
- ◆ Copies of child records;
- ◆ Suggestions for summer activities;
- ◆ Support and encouragement for children and parents as they prepare for change.



Parent Groups

Each center and home base group are asked to form a parent group. The group's purpose is to provide educational topics to Head Start parents/guardians, learn more about the Head Start program, and provide the opportunity for parents to plan activities that enhance the program's objectives. This group will meet monthly for approximately one hour. The group will be required to have five educational meetings, including one nutrition and one health meeting. A president, vice-president, and secretary will be elected.

Policy Council

A representative and an alternate representative are elected from each parent group to attend Policy Council meetings, which meet the second Monday evening of October, November, December, February, March, April, May and August at Central Office in Trenton. Policy Council's purpose is to become more knowledgeable about the Head Start program, review and evaluate the program, and make recommendations regarding personnel, budget, etc. to the Board of Trustees. The Policy Council serves as a major link between the parents of the program and the administration.

Parent Literacy Program

Green Hills Head Start provides financial assistance to parent/guardians seeking their General Education Development diploma (GED). Childcare, mileage and test fees are reimbursable to parent/guardians as they work to attain their GED. Information about area colleges and vocational schools is available to parents/guardians wanting to further their education. Referrals are also made to the Job Training Program for assistance with interview skills and resumé development.

Child Development Associate (CDA)

In an effort to increase the competency of teaching staff, as well as meeting the requirements of the Head Start Act, all teachers and home visitors hold a valid Child Development Associate (CDA) Certificate or the equivalent. Teacher aides must meet the same requirements within two years from their date of hire.

Green Hills Head Start Centers

Bethany Center
1104 South 24th St.
660-425-3663



Brookfield A Center
210 West John St. - - -
660-258-7571



Brookfield B Center
304 Beverly St. - - - -
660-258-7035



Chillicothe A/B
418 Mack St. - - - - -
660-646-0083



Gallatin Center
502 South Olive St. -
660-663-8976



Hamilton Center
501 West Samuel St. -
816-583-2705



Milan
115 East Grand St. -
660-265-3233



Trenton A Center
1807 Chestnut St. - - - -
660-359-2662



Trenton B
1710 Cedar St. - - - -
660-359-4343



Unionville
701 South 18th St. - - -
660-947-3526



Center-Based Program

Activities in the Center enhance your child's social, self-help, fine motor, gross motor, and cognitive skills. Center-based classes meet Tuesday thru Friday. All centers are full day, serving breakfast, lunch and an afternoon snack. All menus are approved by a registered dietitian.

Home-Based Program

Home Visitors make weekly home visits lasting at least one and one half hours. The Home Visitor guides the parent in teaching their child to enhance his/her social, self-help, fine motor, gross motor, and cognitive skills. The children have the opportunity for socialization at group sessions offered at least two times monthly. The Home-Based option is available in the counties of Caldwell, Grundy, Harrison, Linn, Livingston, Mercer, and Sullivan.

Pre-Enrollment Requirements

Prior to your child's attendance in the classroom or participation in a home visit, your child SHOULD HAVE COMPLETED the following items:

1. Application for Medicaid assistance. Contact your county Family Support Division office to apply. (This should be done immediately, prior to the completion of the physical and dental requirements.)
2. Physical examination (including blood pressure)
3. Hemoglobin/Hematocrit/Lead Test
4. Dental examination
5. Current immunizations
6. Denver II developmental screening

Educational Screening & Assessment

Every child enrolled in Head Start is required to receive an initial screening followed by an assessment of their developmental progress. Prior to attendance the Denver II Developmental Screening Test is administered during summer health screenings or by appointment with the teacher. Using the Learning Accomplishment Profile (LAP), each child's progress is measured three times during the school year, with results/outcomes discussed during Parent/Teacher Conferences. The LAP is also used as a reference to develop the activities in the curriculum.

Volunteers

Volunteers are always needed and are an asset to our classrooms. Please feel free to volunteer when you are able. We do ask that you notify your child's teacher a day before you come; extra accommodations may be needed. Anyone in the community can volunteer: parents, grandparents, neighbors, friends, etc. Volunteers can read to the children, assist them with fine motor skills, prepare bulletin boards, and more. A volunteer works under the direction and supervision of a teacher or staff member. They do not substitute for a teacher but supply supplemental and supportive services as directed by the teacher. Some volunteer guidelines are:

1. Sign the volunteer form upon arrival and be dependable. Telephone the teacher/home visitor when you will be late or unable to attend due to illness, working, etc.
2. Consult the daily schedule in the classroom and discuss any questions with the teacher.
3. Refer parents, relatives and other visitors with questions to the teacher/home visitor.
4. Dress appropriately and comfortably for working with children. (Avoid high heels, brief skirts, shorts or tops.)
5. Let the teacher/home visitor know of your abilities, talents, suggestions or ideas that could be helpful within the program.
6. Know and have information on policies about: discipline, meals/snacks, restrooms, parking, personal belongings, fire/tornado drills, phone calls, smoking, bloodborne pathogens, child abuse. We have a policy regarding occupational exposure to bloodborne pathogens as regulated by OSHA. The plan is accessible to all staff and volunteers. Volunteers will be instructed by the teacher/home visitor on safety, preventive guidelines, and reporting procedures.
7. Keep personal opinions regarding staff members and/or children to yourself. ALL information encountered regarding children and their families is CONFIDENTIAL.
8. Never leave children unattended.



Low Sugar Policy

Head Start has a Low Sugar Policy. This is to help promote dental health and healthy food choices. We ask that you do not bring “sweet treats” (cupcakes, sweet cookies, candy, etc.) to the classroom, as we are not allowed to serve them.

Smoking Policy

ACYF Program Instruction (ACYF-PI-HHS-95-04) mandates Head Start programs to provide a smoke-free environment and eliminate exposure to tobacco smoke by children, staff, and parents in the Head Start Program.

Smoking is prohibited at all times in all spaces utilized by the North Central Missouri College/Green Hills Head Start as stated by policy. This mandate also applies to vehicles and playground areas owned or operated by the grantee. Under no circumstances should smoking occur in the presence of children (includes parent meetings).

Firearms Policy

Except for licensed/accredited police officers, no person shall possess or carry any firearm, visible or concealed, on College property (including college buildings, grounds, leased or owned by the College, College athletic fields, and parking lots), or in any College van or vehicle, or at College-sponsored activities. No College official or employee may give consent under Missouri statute for any person, other than a licensed/accredited police officer, to carry a concealed firearm into any College facility, property, or activity, except as described below. College employees who hold concealed carry weapon endorsements, as allowed by Missouri law, may not carry or bring any firearm, visible or concealed, on College property, owned or leased, or at any College activities. Firearms for use in artistic expression, academic endeavors, ceremonial purposes, or other purposes related to the College’s mission may be allowed with prior approval by the College President. Green Hills Head Start adheres to State Licensing requirements with regard to all ammunition and weapons.

Donations/Inkind

Inkind is a term you will hear often in Head Start. Because our program is funded by a grant awarded by the federal government, we are required to provide 25% local matching funds. These funds can be actual dollars or inkind dollars. The time that you volunteer in Head Start will be converted into a dollar amount, thus the inkind contributed. You will be asked to verify and sign inkind voucher forms weekly. Your teacher or home visitor will assist you and answer any questions that might arise.

Curriculum

The curriculum is based upon weekly themes suggested by the educational staff and parents. Theme related activities are provided in the developmental areas of gross motor, fine motor, language, cognitive, social/emotional, self-help, health, creative, and nutrition. Activities allow children opportunities to gather information about a central concept by exploration and involvement in different areas of the classroom such as blocks, art, dramatic play, library, music, manipulative/puzzle, sand and water, science, writing, and computer. These activities serve as the building blocks of indicators and outcomes that are important for school success in language, literacy, and numeracy skills. The educational staff encourages suggestions from parents and use early childhood resources as a guide to develop activities that are relevant, developmentally appropriate, and most important, interesting and fun.

The Parents’ Page

A weekly newsletter is offered to each enrolled family. The Parents’ Page is based on a weekly curriculum theme and suggests developmentally appropriate activities parents can do with their child at home. Attached to the Parents’ Page is a handout with information on health, dental health, nutrition, mental health, disabilities, transition, or transportation/pedestrian safety.

Attendance

The primary mission of the Green Hills Head Start program is to serve children and families first. Attendance and participation in the program’s activities is vital to the Head Start experience. When an enrolled child’s attendance record indicates 2 or 3 consecutive absences, an appropriate contact with the family will be made. Efforts to support regular attendance will be initiated at that time. If those efforts fail and attendance continues to be irregular, the family’s need for Head Start services will be re-examined. The program can consider the child’s slot as an enrollment vacancy if absenteeism persists. The program may limit the attendance of an enrolled child if keeping that child in care poses a significant risk to the health and safety of the child or anyone in contact with the child.



Arrival/Departure Procedures

Each child must be accompanied to the center by a parent or designated adult and left with a staff member. When leaving the center, each child must be escorted by an adult and never left unattended in the street/parking lot. Written authorization of persons permitted to pick up a child from the center will be kept on file. For your child's safety, no child will be released to anyone who is not pre-authorized. Special Note: *Without a copy of a court order or other legal documentation in the child's file, Green Hills Head Start cannot legally withhold a child from a parent who is able to prove such relationship with the child. Affected families must provide a copy of such documentation to the Head Start Teacher or Home Visitor to be placed in the child's file.*

Emergency Management Plan

Purpose The purpose of this plan is to establish procedures for Green Hills Head Start during emergency or crisis situations. The protection of children, staff, and visitors is the primary concern; concerns for environment, equipment and property are secondary. Any incident which may occur could be unique in circumstances or location, requiring some variation from the guidance provided in the plan.

Assumption The assumption is that during a normal student/staff day, the staff and facilities can handle routine emergencies. However, should the emergency be beyond the scope of the Green Hills Head Start program's capabilities, response and direction from the area law enforcement, emergency medical and emergency response agency will be expected. All personnel, parents, children, and visitors will yield to the agency in charge to ensure the safety of all involved. Green Hills Head Start will make every effort to unite enrolled children with their families as soon as possible should circumstances cause temporary separation.

Preparedness All Green Hills Head Start personnel will be acquainted with emergency procedures, guidelines, and individual responsibilities, especially those that are specific to their individual sites. Site preparedness should include but not be limited by the following:

- A. A communication plan
 1. Emergency agencies (911, etc.)
 2. Parents/guardians
 3. Central Office
 4. Staff family contacts
- B. Staff responsibilities

MOUTH SORES WITH DROOLING.

RASH WITH A FEVER OR BEHAVIOR CHANGE.

4. The child has any of the following (*until treated and/or no longer contagious*):

INFECTIOUS CONJUNCTIVITIS/PINK-EYE (*with eye discharge*) until 24 hours after treatment started.

SCABIES, HEAD LICE, OR OTHER INFESTATION- until 24 hours after treatment AND be nit free.

IMPETIGO- until 24 hours after treatment started.

STREP THROAT, SCARLET FEVER, OR OTHER STREP

INFECTION-until 24 hours after treatment started and the child is free of fever.

PERTUSSIS-until five days after treatment started.

TUBERCULOSIS (TB) - until a health care provider determines that the disease is not contagious.

CHICKEN POX-until six days after start of rash or all sores have crusted over.

MUMPS-until nine days after start of symptoms (*swelling of "cheeks"*)

HEPATITIS A-until seven days after start of symptoms (*e.g., jaundice*).

MEASLES-until six days after start of rash.

RUBELLA (*German measles*) - until six days after start of rash

ORAL HERPES (*if child is drooling or lesions cannot be covered*) - until lesions heal

SHINGLES (*if lesions cannot be covered*) - until lesions are dry.

5. Other communicable diseases, infections, etc. will be addressed in accordance with health regulations/recommendations. Reportable diseases shall be reported to the local health department. The Teacher in each center/home base program shall report to the local health department if any child in the facility is suspected of having a REPORTABLE disease as defined by section 210.003, RSMo. In the event of an outbreak of communicable disease in the facility, caregivers shall implement control measures recommended by the local state health authority. An attempt will immediately be made to notify each child's parents when any reportable contagious disease occurs in the facility.



Emergency Care

Emergency numbers (*ambulance, fire, etc.*) are listed in each center. Parental permission forms to secure emergency care, signed during the enrollment process, are available at the center or with the Home Visitor. In case of an emergency involving Head Start children or staff, a Head Start staff member who is trained in first aid will assist the injured child/staff member. Another staff member or volunteer will call 911 or local ambulance service if the emergency is life threatening. An attempt will immediately be made to notify the injured party's parent/guardian or emergency contact. If non-life threatening, staff has an emergency file on whom to call: the child's parents, caregiver, child's doctor and dentist, and who will take the child to the appropriate medical care provider. These emergency contact numbers are very important. The person should be easy to contact and preferably have a phone. These qualifications may be vital in providing the best medical emergency care. *The above procedures should be followed in the event of an emergency during activities away from the Head Start Center.*

When A Child Is Too Sick To Attend

Most children with mild illnesses can safely attend Head Start; but, a child may be too sick to attend if:

1. The child does not feel well enough to participate comfortably in the program's activities.
2. The staff cannot adequately care for the sick child without compromising the care of the other children.
3. The child has any of the following symptoms, unless a health provider determines that the child is well enough to attend and that the illness is not contagious:

FEVER: (*above 99 F. axillary [under the arm] or above 100 F. orally*) accompanied by behavior change and other signs or symptoms of illness (*i.e., the child looks and acts sick.*)

- ♦ **The child must be fever free for 24 hours before attending classes.**

SIGNS AND SYMPTOMS OF POSSIBLY SEVERE ILLNESS: (*e.g., persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy*)

DIARRHEA: Changes from the child's usual stool pattern (*increased frequency of stools, looser/watery stools, or the child can't get to the bathroom in time.*)

VOMITING more than once in the previous 24 hours.

- C. Evacuation plan
- D. "Shelter-in" plan
- E. Emergency supplies (*i.e. first aid supplies, emergency lighting, radio, cell phones, food, water, etc.*)

The communication plan and staff responsibility outline of each site should be written, understood by staff, and easily accessible to staff and volunteers. Evacuation and shelter-in plans should be posted and practiced regularly. Emergency supplies should be assessed regularly, easily identified, and accessible to staff and volunteers. Specific emergency procedures should be discussed with all parents/guardians; family emergency contact information should be regularly updated. Home Visitors should be involved in and aware of center preparedness activities, if appropriate. Staff in travel status should keep Central Office informed of their location.

Communication

During a crisis, the North Central Missouri College President, Head Start Director, or designee should be the only people speaking on behalf of Green Hills Head Start. Staff members should refer media questions, parent questions, and questions from other parties to one of those three individuals, and may facilitate the process by providing an appropriate telephone number.

Snow Days

Listen to your radio. If the public school in your town (where the Head Start center is located) is closed (for snow or inclement weather), the Head Start Center will be closed.

Field Trips

All Head Start sponsored field trips which require prior approval by the Central Office will be restricted to the town in which the center is operated or Home Base Group meets for socialization. Parent Groups may sponsor field trips with prior knowledge/approval by the teacher/home visitor and the Education Coordinator.



Daily Health Check

A daily health check will be performed on each child upon arrival to the program, and throughout the day. Each child will be observed for signs of illness or contagious diseases. (See Daily Health Check form). An assessment of the health check will be interpreted by the Head Start staff. The assessment will take into consideration careful observation, understanding of childhood illnesses, and familiarity with the child.

Immunizations

Missouri State Law (Section 210.003 RSMo) requires children to be adequately immunized against Diphtheria/Tetanus/Pertussis (DTP), Polio (OPV or IPV), hepatitis B (HB), *Haemophilus influenzae* b (Hib), Measles/Mumps/Rubella (MMR), and Varicella-Chickenpox (unless the child has had the disease) or have a written exemption from immunization for day care/preschool/Head Start attendance. If your child has already received these immunizations, please provide a copy of his/her official immunization record to our facility. Your child must have proof of these immunizations; otherwise, by law, your child may not attend Head Start classes. *Below are guidelines from the American Academy of Pediatrics, which should not be used as a substitute for the medical care and advice of your pediatrician.*

AGE	BIRTH	1 MO	2 MOS	4 MOS	6 MOS	12MOS	15MOS	18MOS	19-23 M	4-6 YRS
Hepatitis B	Hep B-1									
		Hep B-2			Hep B-3					
Diphtheria, Tetanus, Pertussis			DTaP or DTP	DTaP or DTP	DTaP or DTP		DTaP or DTP			DTaP or DTP
H. influenzae type b			Hib	Hib	Hib	Hib				
Polio			Polio	Polio	Polio					Polio
Measles, Mumps, Rubella						MMR				MMR
Pneumococcal			PCV	PCV	PCV	PCV				
Varicella						Var				Var
Hepatitis A						HepA (2 doses)				

Lead

Evidence of Lead Testing must be on file. If a parent refuses to have a child tested a written statement that states their reason for refusal of testing is required.

Medication

Parents/guardians are primarily responsible for administering medication to their child. Arrangements shall be made with the child's physician to schedule the administration of medication during times when the child is most likely to be under parental supervision. Head Start will assist the parent/guardian in accordance with the program's medication administration policy, if needed and on an individual basis. Please inform your child's teacher if your child requires medication on a regular basis.

Illness Policy & Plan Of Care

Recognizing and managing communicable diseases involves a partnership among staff, families, and health professionals. Head Start's role is to:



- ◆ Work with health professionals to develop health policies, staff training and information for parents.
- ◆ Observe children for signs of illness.
- ◆ Care for ill children until they can be sent home. The child will be isolated from the other children, with Head Start staff in close proximity to provide assistance if needed, until the parent or caregiver arrives.
- ◆ Document signs and symptoms, as well as actions taken.
- ◆ Minimize the spread of illness to other children and staff.
- ◆ Discuss with parents their ill child's condition, whether he is too sick to attend, the need for medical evaluation and treatment, and when to return.

Head Start's staff's role is NOT to diagnose or prescribe medication or treatment for illness (that is the health care provider's role) and NOT to provide total care for sick children (that is the parents'/guardians' role).

