MID-DELTA HEAD START
OPERATIONAL POLICIES

1. Head Start Centers are open Monday-Friday from 7:30 a.m. to 3:30 p.m. Children are in attendance at the centers 8:00 a.m. to 2:00 p.m., except holidays listed previously in this Parent Handbook (Page 3).

2. Children must be signed in and out by an adult named on consent form, or by the staff if children are van riders.

3. Children will be served breakfast, snack and a hot lunch that is approved by the Child Care Nutrition Program.

4. A daily schedule of activities is posted in each classroom.

5. A curriculum/lesson plan that includes experiences in all components and child development areas is implemented daily and posted in each classroom.

6. At least one van, fire, tornado, and earthquake drill is mandated to be conducted and recorded each month.

7. Volunteers are trained before classroom participation. A volunteer job description is posted in each center.

8. A parent or another responsible individual must accompany the child to the center. Before leaving, parents must sign the child in and make certain that a Head Start staff member accepts the child into the center. In centers where transportation is provided by Head Start, the parents will be responsible for coordinating their child's transportation with the Head Teacher or Center Director.

9. Consistent non-observance of arrival and/or pick-up time will not be tolerated.

10. Children will be released only to parents or other responsible individuals specified by the parents on the admittance letter. Parents should notify their child's teacher of any changes in persons authorized to pick up their child. This change should be written on the consent form in the child's folder.

11. After showing proper identification, The Department of Human Services childcare licensing specialist, special investigator, and law enforcement has the right to come into the Head Start Center and interview any child that has been reported for maltreatment.

12. Head Start is mandated by law to report suspected child maltreatment. Any person required to report who willfully fails to do so may be subjected to a fine of up to $100.00 and five days in jail.

13. No parents will be denied access to his/her child during the hours of operation. It is not the intention of the Head Start Program to punish the abusive or be a neglectful care-giver. The Head Start staff's aim is to provide help and support to the family so that the child may grow and learn in a healthy environment that promotes a positive self-concept. In some situations this constitutes a report to the local child protection agency.

__________________________________________
Parent Signature                    Date

__________________________________________
Staff Signature                    Date