Bear River headSTART

Parent Handbook



Bear River Head Start is committed to providing opportunities for education and growth to children, families, staff, and the community in a nurturing and supportive environment. Bear River Head Start will accomplish this with integrity, respect, and honesty.

435-755-0081 www.brheadstart.org

Dear Parent(s)/Guardian(s),

Welcome to Head Start! What an exciting time in your child's life! Because each child is special, we at Head Start will do our best to see that your child's experience will be a time for learning and growing. Parents are a very important part of our program and we look forward to forming a close working relationship with you. Our staff will assist you in every way possible to get your child ready for many happy and successful school years. You are, and will continue to be, the main teacher in your child's life. You have already taught your child many important things. These early years are very important, and Head Start can only be effective with your participation. Again, welcome! May you have a fun and exciting year with us!

Sincerely,
Sarah Thurgood BRHS Director



Our Mission and Vision

Bear River Preschool Head Start (BRHS), Bear River Early Head Start (EHS), operates across 12,000 square miles in Northern Utah and Southeastern Idaho. Eight counties are included in the service area, within the two states. Headquarters for the grantee is located in Logan, Utah. The grantee is a single purpose agency operating two programs with center-based options for both PHS and EHS and a home-based option for EHS. The grantee is managed through the West Region.

Program options are available to Head Start and Early Head Start enrolled children (Performance Standard 1306.30), depending upon service location, individualized need, and program options available. The Community Assessment assists in defining need, recruitment and enrollment within service areas, and availability of program options.

Enrollment of children into available program options is dependent upon factors such as: age of child, developmental needs of the child, the community in which they live, income guidelines, family situation and need, etc.

Change to program options are presented to the Board of Trustees and the Policy Council for prior approval, as well as the Regional Office to ensure full compliance with all funding regulations.

Mission Statement

Bear River Head Start is committed to providing opportunities for education and growth to children, families, staff and the community in a nurturing and supportive environment. This mission will be accomplished with integrity, respect and honesty.

Bear River Preschool Head Start & Early Head Start
Center-Based Classroom Phone Extension List

LOGAN Preschool Head Start Center	**Phone # & Extension**
LOGAN Preschool Head Start Center	435-753-0951
ADVENTURE CLASS-Logan PHS Center 852 South 100 West, Logan, Utah 84321	435-753-0951 ext. 124
BELIEVE/CREATE CLASS-Logan PHS Center 852 South 100 West, Logan, Utah 84321	435-753-0951 ext.129
DREAM CLASS-Logan PHS Center 852 South 100 West, Logan, Utah 84321	435-753-0951 ext.130
EXPLORE CLASS-Logan PHS Center 852 South 100 West, Logan, Utah 84321	435-753-0951 ext.125
WONDER CLASS-Logan PHS Center 852 South 100 West, Logan, Utah 84321	435-753-0951 ext. 128
HYDE PARK Preschool Head Start Center	**Phone # & Extension**
HYDE PARK Preschool Head Start Center	435-374-4702
DISCOVER CLASS-Hyde Park Center 48 North 500 West, Hyde Park, Utah 84318	435-374-4702 ext. 409
IMAGINE CLASS-Hyde Park Center 48 North 500 West, Hyde Park, Utah 84318	435-374-4702 ext. 411
INSPIRE CLASS-Hyde Park Center 48 North 500 West, Hyde Park, Utah 84318	435-374-4702 ext. 410
SOAR CLASS-Hyde Park Center 48 North 500 West, Hyde Park, Utah 84318	435-374-4702 ext. 412
Brigham City, Utah	**Phone #**
BRIGHAM Preschool Head Start 264 North 200 West, Brigham City, Utah 84302	435-723-7755
Hyrum City, Utah	**Phone #**
HYRUM Preschool Head Start 80 West 100 South Hyrum, Utah	435-245-4950
Smithfield City, Utah	**Phone #**
SMITHFIELD Preschool Head Start 225 South 455 East, Smithfield, Utah 84335	435-563-3028
Tremonton City, Utah	**Phone #**
TREMONTON Preschool Head Start 451 West 600 North, Tremonton, Utah 84337	435-257-0757
Paris, Idaho	**Phone #**
PARIS Preschool Head Start 39 Fielding Street Paris, Idaho 83261	208-945-1183
Preston City, Idaho	**Phone #**
PRESTON AM Preschool Head Start **PRESTON PM** Preschool Head Start 515 South 400 East, Preston, Idaho 84263	208-852-3012
Malad City, Idaho	**Phone #**
MALAD Preschool Head Start 330 West 400 North Malad, ID 83252	208-766-2200
FISHPOND Early Head Start	**Phone #**
FISHPOND Early Head Start 1300 North 200 East Suite 102, Logan, Utah 84321	435-213-9266
Nest & Koop Early Head Start	**Phone #**
NEST Early Head Start **KOOP** Early Head Start 670 West 400 South, Logan, Utah 84321	435-755-9180

Bear River Head Start Admin Office
95 West 100 South Suite 200
Logan, UT 84321
Phone Number: 435-755-0081

Enrollment/Recruitment office Fax number: 435-534-8546
Family Services office fax number: 435-534-8766
Website: www.brheadstart.org

Position	Department	Extension
ERSEA Manager	Eligibility/Recruitment/Selection/ Enrollment/Attendance	435-755-0081 Ext. 410
ERSEA Assistant	Eligibility/Recruitment/Selection/ Enrollment/Attendance	435-755-0081 Ext. 321
ERSEA Assistant	Eligibility/Recruitment/Selection/ Enrollment/Attendance	435-755-0081 Ext. 325
Family Services Director	Family Services	435-755-0081 Ext. 233
Family Services Manager	Family Services Preschool Head Start	435-755-0081 Ext. 292
Family Services Manager	Family Services Early Head Start	435-755-0081 Ext. 229
Health & Wellness Manager	Health Services	435-755-0081 Ext. 240
Health Specialist	Health Services	435-755-0081 Ext. 244
Health Specialist	Health Services	435-755-0081 Ext. 241
Health Specialist	Health Services	435-755-0081 Ext. 249
Health Specialist	Health Services	435-755-0081 Ext. 405
CACFP Assistant	Health Services Child & Adult Care Food Program Services	435-755-0081 Ext. 288
CACFP Assistant	Health Services Child & Adult Care Food Program Services	435-755-0081 Ext. 248
Homebased Director	Early Head Start Homebased Services	435-755-0081 Ext. 245
Homebased Manager	Early Head Start Homebased Services	435-755-0081 Ext. 305
Homebased Manager	Early Head Start Homebased Services	435-755-0081 Ext. 291
Administrative Assistant	Fiscal Department	435-755-0081 Ext. 246
Fiscal Manager	Fiscal Department	435-755-0081 Ext. 133
Fiscal Assistant	Fiscal Department	435-755-0081 Ext. 135
Fiscal Assistant	Fiscal Department	435-755-0081 Ext. 243

Acronyms (commonly used)

ACF	Administration for Children and Families: An agency in the Department of Health and Human Services (DHHS) responsible for family support programs: Head Start; child support; runaway youth; homeless; etc.
ACYF	Administration on Children, Youth and Families: An agency in ACF at the national level responsible for Head Start, Child Welfare and other programs headed by the Commissioner.
BRHS	Bear River Head Start
CDA	Child Development Associate: An Early Childhood Credential supported by Head Start and other preschool learning programs which provides a national system for training, assessing and credentialing child care providers.
CD	Conscious Discipline Parenting Curriculum
CFR	Code of Federal Regulations: All federal regulations, including Head Start 45 CFR Parts 1300-1308, are organized into this publication
COLA	Cost of living adjustment: Extra money that can be awarded to programs to give their staff a raise for cost of living increases
DHHS	Department of Health and Human Services: An agency within the Federal Government, of which ACF is a part.
DLL	Dual Language Learners: The (DLLPA) Dual Language Learner Program Assessment helps Head Start, child care, and pre-k programs assess systems and services for children who are dual language learners (DLLs) and their families. It also integrates culturally and linguistically responsive practices for all.
EHS	Early Head Start: Part of BRHS that serves pregnant women, infants and toddlers through 0-3 years of age. Homebased families receive weekly home visits and group socializations
FPE	Family Parent Engagement (Parent Engagement meetings etc.)
NFS (In-Kind)	Non-federal share: In-kind (donated time, goods, money) required to match the federal grant.
NHSA	National Head Start Association: A private not-for-profit membership organization (made up of parents and Head Start staff) dedicated exclusively to meeting the needs of Head Start children and their families
PC	Policy Council: A group of parents of enrolled BRHS children who have been elected by their Parent Committee to represent their program service area. As well as elected community members, elected PC members attend a monthly meeting where decisions (such as approving or disapproving hiring, grants, policies, etc.) are made about the program.
PCM	Parent Committee Meetings: All parents of an enrolled BRHS child are part of a PCM. Meeting can be held virtually or in person. PCM's are held to engage parents in the program and to learn about BRHS, community resources, parenting curriculum, policy council reports, etc.
PHS	Preschool Head Start: Part of BRHS that serves children ages 3 to 5 years of age. Center-based programs in Utah and Idaho.
PIR	Program Information Report: An annual report completed at the end of each school year by every Head Start program in the nation. The data is used by ACYF to report to Congress and for program monitoring.
PIR	Program Improvement Report: Summary of data collected throughout the year from staff surveys, parent committee surveys and feedback from Head Start meetings used to improve the Head Start program.
PS	Performance Standards: A legally defined set of minimum performance criteria for each component in Head Start
Socializations/Play Groups	Parent and child acitivity and educational group for Home-based families
T&TA	Training and Technical Assistance: The general category of support for Head Start programs which is heavily supported
TIC	Trauma informed care: Bear River Head Start and Early Head Start will play a critical role in buffering the impact of trauma by promoting resilince form children, families and staff. The effects of trauma are lessened by protective factors such as; strong parent/child relationships, relationships between staff/children and families , in Head Start and Early Head Start programs. Protective factors between and within the communities in which we live. Supporting staff wellness is a critical part of our programs trauma-informed approach to program services.

Center-Based Program Option
Child development

Curriculum:

Children learn best through exploration of the environment. The environment is created from children's screenings, child assessments, goal development by the Standards and we are aware of the uniqueness of each child. We welcome all parents to join our Parent Curriculum Committees to help plan this curriculum. For additional information on curriculum, please see the center-based specialist.

Dress Code:

It is very important that children are dressed so they feel free and comfortable about exploration and discovery in the environment. We like to "GET INVOLVED," so we sometimes get messy playing with mud, sand, play dough, paint, etc. Please send your child in their clean, appropriate, washable discovery clothes.

Parent Involvement and Volunteers

From the beginning, Head Start has realized the important role parents play as the primary educators of their children. When parents become involved in the classroom, the children, staff and the entire program benefit. You are a valuable resource to our program. You will receive volunteer training that will introduce you to the Head Start education philosophy and after your training, you will be welcomed with "open arms" by the staff. Your knowledge and confidence about classroom procedures will grow, and before long you will feel like a pro. The one who benefits the most is your child and the other children.

You are welcome to eat lunch with us. If you spend the day in the classroom, lunch is provided at no cost. If you'd like to just drop in for lunch, that's great too! A small fee applies; please check with your child's teacher or the front office for the current price. **Please notify your child's teacher before 8:00 A.M. so lunch can be ordered for you. Please pay your child's teacher.**

Attendance:

It is important to the program and also to your child that he or she is in the classroom every day, learning with friends. Regular attendance promotes your child's learning and encourages a positive attitude toward school. Class times are on the following page.



CLASS SCHEDULES:

CENTER	MORNING	AFTERNOON
Brigham City GOSLINGS	8:15 a.m. - 2:45 p.m.	
Brigham City COLTS	8:00 a.m. - 2:30 p.m.	
Brigham City JOEYS	8:30 a.m. - 12:30 p.m.	
Tremonton CUBS	8:00 a.m. - 2:30 p.m.	
HYRUM	8:30 a.m. - 3:00 p.m.	
LOGAN AM & PM	8:00 a.m.-12:00 p.m. 8:30 a.m. - 12:30 p.m.	11:30 a.m. - 3:30 p.m.
LOGAN EXTENDED DAY	8:00 a.m. - 2:30 p.m. 8:15 a.m. - 2:45 p.m.	
MALAD	8:00 a.m. - 12:00 p.m.	
PARIS		11:30 a.m. - 3:30 p.m.
PRESTON AM & PM	8:00 a.m. - 11:45 a.m.	12:15 p.m. - 4:15 p.m.
SMITHFIELD	8:00 a.m. - 2:30 p.m.	
NEST	8:00 a.m. - 2:30 p.m.	
KOOP	8:00 a.m. - 2:30 p.m.	
FISH POND	8:00 a.m. - 2:30 p.m.	
HYDE PARK AM & PM	8:30 a.m. - 12:30 p.m.	11:00 a.m. - 3:00 p.m.
HYDE PARK EXTENDED DAY	8:00 a.m. - 2:30 p.m. 8:15 a.m. - 2:45 p.m.	



Please remember:

If your child is not able to participate in EVERY ACTIVITY due to illness, including outside time, please keep him or her at home until he or she is well enough to do so. The teachers and children usually go outside daily to play, except in extreme weather conditions. If your child is absent for any reason, you are requested to call the office or your child's teacher that morning to tell us. In the Logan center, the secretary will inform your teacher. This will eliminate the need to disrupt the class once it has begun. If your family plans to be out of town for any length of time, you are requested to call the office or tell a staff member BEFORE LEAVING. If your child is absent two consecutive days, a home visit may be made by one of the staff members to find out why he or she has been unable to attend. Support services will be provided as necessary to assist the child's return to the program.

Please remember: funding for Head Start depends upon your child's attendance.



HEAD START CHILD DROP-OFF AND PICK-UP PROCEDURE:

If your child is not picked up within 15 minutes of the scheduled time, the following steps will be taken:

1. Initial contact: Teachers will call and text the parents/guardians listed on file.
2. Emergency contacts: If we are unable to reach the parents, we will begin contacting individuals listed on your child's authorized pick-up list and emergency contact list.
3. Extended Delay: If your child remains at the center for an extended period without contact or pick-up, we are required to report the situation to the Department of Children and Family Services (DCFS).

We appreciate your cooperation in ensuring timely pick-up and the safety of all children in our care.

BEAR RIVER HEAD START AUTHORIZED CHILD RELEASE POLICY:

Head Start children are to be picked up from class only by immediate family members or by those listed on the release. A parent may call the teacher and give permission for the child to be transported by someone not on the release, provided the person also brings a written note from the parents when they pick up the child. This person may be asked to show a form of identification.

In the event that parents are separated or divorced, either parent may pick up a child unless Head Start is in possession of a court order identifying the custodial parent, and the custodial parent has requested that the child not be released to the non-custodial parent, or the court order prohibts the child from accompanying a parent.

NOTE: The police can only prevent a parent from removing a child if there is a court order prohibiting the parent from having contact with the child

Should a non-authorized person attempt to remove a Head Start child from the center, the following procedure is to be implemented:

Remain calm. Do not let the person upset you. If it appears that the situation will become difficult or if any threats are made, get the person outside of the classroom and give a pre-arranged signal to the assistant to call the parent, then the main office, and 911 or your local police department if necessary.

Inform the person that they have not been authroized to pick up the child and that policy states that the child may not be released without written parental permission. Allow them to use the telephone if they wish to contact the parent and have them talk to you. Unless you are very familiar with the parent and can recognize their voice, you must have ***both*** phone contact and a written note before the child is to be taken, so the person will need to leave and get a note.

If the person becomes insistent, tell them that you will need to check things out and that they will have to come back at a later time. If they do not go, try to keep things under control until the police arrive. If they leave, contact the parents at once.

If there is a threat of force, a weapon is evident, and/or you believe that children or staff are in danger, allow the person to take the child. If the police have not already been called do so ***immediately.*** Then write down a complete description of the person, the child and the vehicle. Get the license plate number and make of the vehicle if possible. Call the parent and the main office.

HOME VISITS AND PARENT/TEACHER CONFERENCES:

At the beginning of the year your teacher and teacher assistant will visit you in your home so that your child can become acquanited with them. Much of the required paperwork will be filled out at this time. There will be one more home visit during the year to discuss your child's development and progress.

Parent/Teacher conferences happen twice a year. The teacher will discuss your child's individual assessment and learning/developmental goals. At the year-end conference, your teacher will disucss kindergarten transition ideas. At this time you will receive some at-home assessment activities to work on with your child during the summer.

Assessments:

Your child's teacher will be doing on-going assessments with your child in all areas of development throughout the year. They will be based on developmentally appropriate activities planned for the classroom, taking into consideratoin each child's age and interests. As your child's primary teacher, you are an important part of the assessment process. Your insights and input help us with our assessment documentation. This data will be compiled at three points throughout the year and you will receive the results to better help you understand the progress your child is making.

We have well-trained staff in Early Childhood Education who love working with your children. If for any reason there is a concern or a problem about any aspect of your child's education please reach out to the center manager.



Home-Based Program Option

The home based option program was founded on the belief that families grow stronger when parents are the primary positive influence in the lives of their children. It is a family program with parents as the main focus, using a research based home visiting curriculum. Parents are the first and most important educators of their children. They are teaching all the time, and what better place to learn than in the home. The home is the most comfortable, natural learning environment offered in the early years of life. Families who are enrolled in the Home Based program receive the same services as those families enrolled in Center Based. They are delievered through home visits, group socializations, and parent meetings.

The following are some benefits parents will receive when enrolled in the Home Based program:

- During the course of the school year, weekly home visits of 90 minutes will be made to the parents' home. The parent and a family educator will share ideas and plan activities for the enrolled child. Parents will have the opportunity of teaching their own child and watching him or her grow. The homebased option uses 'Growing Great Kids' as the guiding curriculum.
- Group socializations will be held twice a month, at which time parents and children will meet together for the purpose of socializing to encourage growth and development that is brought about through age-approriate activities.
- Information such as education, social services, health, nutrition, parent involvement, and using the home as a learning environment will be covered during home visits.
- To start off the new school year, the child will complete a developmental assessment as well as a physical and dental exam.
- Parents will be activiely involved with the Family Educator in assessing and developing a specialized educational plan for their child.
- Parents have the opportunity to develop learning experiences that meet the individual needs of their child.
- Assistance and information in obtaining services from local agencies for supplemental food, food stamps, mental health services, speech therapy, health services, etc., will be offered if needed.



To understand how a home visit is conducted, the following describes the activities of a home visit:

GREETINGS & REVIEWING ACTIVITIES FOR THE HOME VISIT:

(To last approximately 5 minutes)

When the Family Educator arrives, a natural greeting occurs after which the parent(s) and the Family Educator review the previously planned parent and child activities for that home visit. This is a time where concepts to teach and activities are reviewed and discussed between the parent(s) and Family Educator that will set the stage for a sucessful and enjoyable experience for all. Parents are expected to be prepared with items they had planned to supply and the Family Educator will bring materials for activities when requested by parents.

PLANNING:

(To last approximately 15 minutes)

After the parent and child activities have been completed, the next step is to plan for the next week's home visit activities. Together, the parent(s) and Family Educator review concepts that were taught during the home visit and discuss whether or not more follow-up is needed through the week or on the next home visit. Parent(s) and the Family Educator will exchange ideas and plan for the next home visit using the child assessment tool, goals child curriculum, and parent curriculum. The activities for the next home visit are agreed upon as well as who will supply the needed materials or resources. After planning has taken place, the Family Educator will encourage parents to choose follow-through activities to do with their child during the week, which will count for in-kind time.

PARENTS & CHILD ACTIVITY:

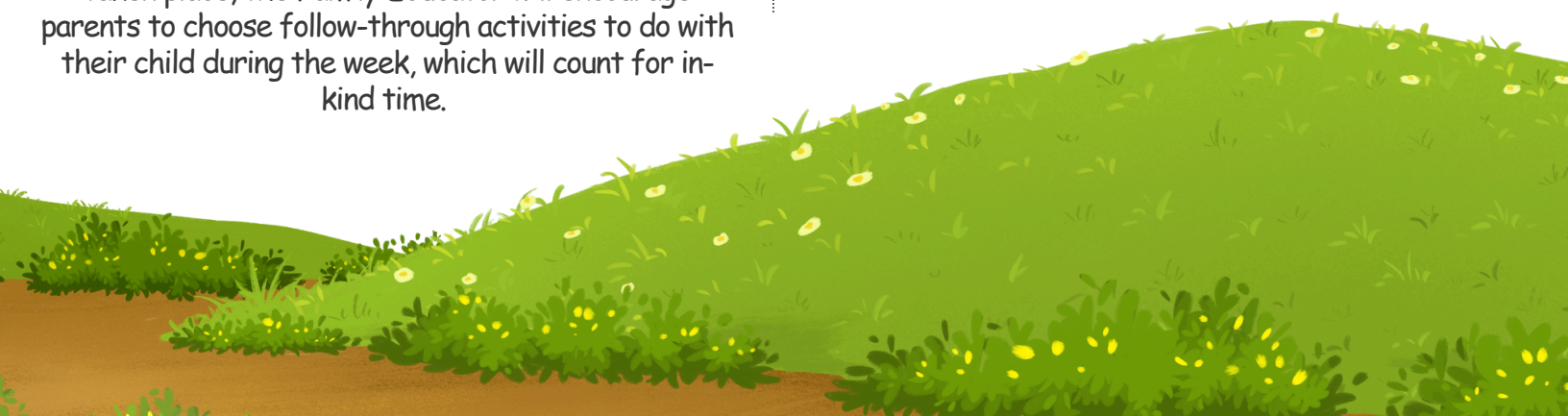
(To last approximately 1 hour)

After reviewing with the parent(s) and the the teaching materials are set up, the parent(s) and the Home Based child work together on the planned activities. This is a wonderful learning time that takes place between parent(s) and child where concepts are taught and experimentation and creativity is encouraged. It is a time to be enjoyed, and it offers positive experiences. Since this is a family program, the Family Educator cannot work with the enrolled Home Based child, as this is the responsibility of the parent(s). It is extremely important that parent(s) maintain their role as teacher in the Home Based Program and children accept their parent(s) as the teacher(s) for this program to be successful. To help maintain the parent's role as the teacher, the Family Educator is usually referred to on a first name basis rather than "teacher."

NEW INFORMATION & FOLLOW-UP:

(To last approximately 5 minutes)

The Family Educator will discuss new information, share program and community announcements and any requested information, with parents during this time. In addition to this, the Family Educator will follow up on the activities parent(s) did with their child during the past week. The time spent working with their child is referred to as parent donated service or in-kind and will be recorded.



Evaluation:

(To last approximately 5 minutes)

At the closing of the home visit, an evaluation between the parent(s) and the Family Educator will take place. It is a time to reflect on the home visit and how it went. A written summary of what was learned, what could be improved, and if further follow-through is needed, will be discussed and agreed upon. Follow-through activities are planned for the week and written down on the Home Visit Plan.

The home visit activities may vary with each family and at times blend into one another, but all elements of the home visit will occur. As you can see, the Home Based Program offers a variety of involvement for parents and children.

It is a wonderful learning experience from families and the Family Educator, who together, create a partnershuip in teaching.



HEALTH INFORMATION

Nutrition:

The nutrition services at Head Start are a very important part of the physical and social development of children. Our philosophy at Bear River Head Start is to promote proper nutition for children, families, and staff through modeling, teaching, experiencing, and providing healthy foods. HEALTHY FOODS LEAD TO HEALTHY BODIES, WHICH PRODUCE HEALTHY MINDS!

Our goal at Head Start is to ensure that the child's nutritional needs are met while at school, and to support the development of healthy nutrition habits at home and throughout life. This goal will be met by the following objectives

1. To provide food that meets the daily nutritional requirements while the children are at Head Start.
2. To use mealtime as a learning experience.
3. To help parents, children and staff understand the relationship of good nutrition to overall health
4. To involve staff, parents, and the community in meeting the nutritional needs of the child.

MEALS AT HEAD START:

In order for children to learn while at Head Start, they need to have their physical needs met. That is why it is so important for the children to have nutritious meals at times when their bodies are in need of energy. It is important for each child to start the day off with a good breakfast. Breakfast is essential to learning. Snacks are also an important part of a child's day. Children use a tremendous amount of energy through growth and physical activity (play). Also, their stomachs are small and they need smaller, more frequent meals to receive the needed energy. In the center-based program, the morning classes receive breakfast and lunch, and the afternoon classes receive lunch and a snack while in the classroom. EHS center-based classes and extended duration preschool classes will receive breakfast, lunch and snack. In the home-based program, a snack is provided during group socializations. Parent training is the main focus of the home-based program, so these families will receive information on nutrition issues through their home visitor.



THE FOLLOWING IS AN EXAMPLE OF MEALS PROVIDED IN THE HEAD START CLASSROOM:

BREAKFAST	LUNCH	SNACK (2 OF THE 5)
¾ C. MILK	¾ C. MILK	½ C. MILK
½ C. FRUIT/VEGETABLE	¼ C. FRUIT	½ C. FRUIT
½ OZ. EQ. GRAIN	½ OZ. EQ. GRAIN	½ OZ. EQ. GRAIN
	1 ½ OZ. OF MEAT	½ OZ. OF MEAT/MEAT ALTERNATIVE
	¼ C. VEGETABLE	½ C. VEGETABLE

A variety of foods are used from each group. Menus are posted in each of the classrooms and sent home for your review. All foods on the menu are offered to each child.



IF YOUR CHILD HAS AN ALLERGY TO A SPECIFIC FOOD, WE MUST HAVE AN OFFICIAL WRITTEN STATEMENT FROM YOU OR YOUR DOCTOR

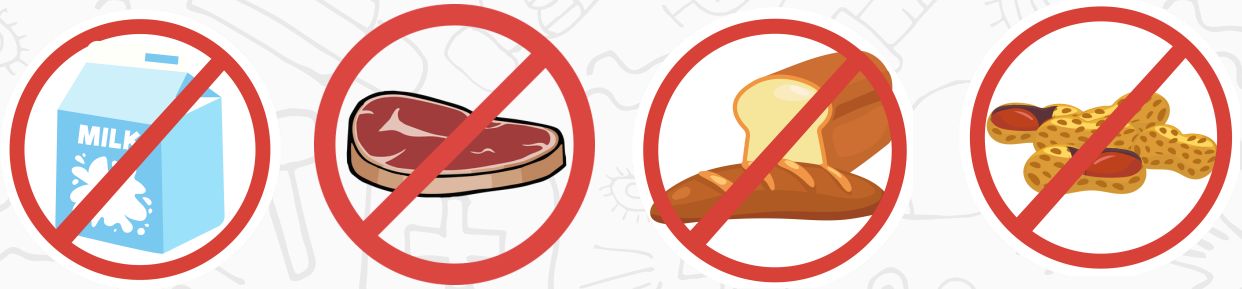
Depending on the situation that a particular food should not be served to your child, otherwise all food will be offered. A "Special diet request form" may be filled out by your child's physician. You can get this form from the CACFP assistant.

Head Start is a place where children can be exposed to a wide variety of foods.

Children are encouraged to try new foods and sample all foods served, however, they are never forced to eat foods they are not comfortable with. Foods are never used as a reward or punishment.

Parent volunteers are always needed to help in the classrooms during mealtimes. Volunteers are needed for cleanup of each meal so that the teacher and teacher's assistant can be more involved with teaching your children. If you are interested in helping each day with mealtime, please let your child's teacher know. Head Start will pay for you to obtain a food handler's permit so that you can volunteer in the classroom. A parent who volunteers in the classroom for the full class time is provided with free meals.

Meals are only available for parents; siblings are not allowed to eat meals at the Head Start classroom.



USDA REGULATIONS:

Head Start participates in the USDA's Child and Adult Care Food Program. This program has specific nutritional and quantity requirements on the food served to receive reimbursement. This program requires that each child enrolled must have a completed Head Start enrollment applicatoin on file, for which income verification has been provided.

USDA is an equal opportunity provider and employer.

If, on occasion, you choose to have a meal with your child at Head Start, you will be required to pay. Check with your teacher for the price of the meal. Anytime this occurs, you will be responsible for calling the teacher no later than 9:00 a.m., to order your meal. However, if you volunteer in your child's classroom for the entire duration, you will be provided with meals free of charge. The CACFP is an equal opportunity program and no child will be discriminated against because of race, color, disability, age, sex, or national origin.

BIRTHDAY SNACKS:

While birthday snacks are a fun way to recognize your child, CACFP requirements prohibit outside food to be served in our centers. There are other fun ways to recognize your child on their birthday. These include stickers, pencils, etc. For more ideas, ask your child's teacher. **Parents are NOT expected to provide any of these items to their child's class.**

1. Homemade foods (cakes, candy, cookies, muffins, etc.) CANNOT be brought into the center because of state sanitation laws.
2. Sweet treats are avoided due to low nutrient density and the cause of tooth decay. Think of alernative ways to honor your child's birthday (ask your teacher for ideas).
3. Purchased items must be recieved at the center in the original sealed containers.
4. Fresh fruits and vegetables must be properly washed at the Head Start center (supervised by the teacher or assistant).
5. If you choose to proivde healthy birthday snacks, remember: **it must be purchased rather than homemade and in its original unopened packaging.**





NUTRITION EDUCATION:

Meals are served family style in each center during mealtimes and during group socializations. Children are allowed to serve themselves and may participate in some preparation and clean-up activities. Mealtimes are ideal opportunities to educate children in a pleasant and relaxed way about food and nutrition. Exposure to a wide variety of good foods, along with the observation of others eating healthy foods, helps the children to develop healthy eating habits.



The use of foods in the curriculum helps children to learn about foods and what they do for our bodies. Foods are a wonderful resource for teaching children many cognitive, motor, and social skills. Mealtime etiquette and positive attitudes about foods are also taught as part of the curriculum.



Parent volunteers are needed to help incorporate healthy cultural foods and customs into our curriculum. If you are interested in sharing your culture and foods with us, please contact your child's teacher. These foods must fit within our food policy and be approved by the CACFP assistant.



Parents can also learn about nutrition through Head Start newsletters. If you are interested in a special class pertaining to nutrition or cooking, or would just like some information on a particular nutrition issue, please contact the CACFP assistant at (435) 755-0081 ext. 288. We would be glad to help you with any of your questions or concerns regarding nutrition.

NUTRITION SCREENING:

Upon enrollment, your child's nutrition intake will be assessed. Your child's teacher will ask you to fill out a "nutrition screening" form during the first home visit. This form will help the CACFP assistant to determine your child's nutrition status. You can also voice any concerns regarding your child's nutrition and feeding on this form. The CACFP assistant will review each form and send out any useful information regarding your child's nutritional deficiencies or parent concerns. If you have any concerns or questions regarding your family's nutrition, please contact the CACFP specialist at (435)755-0081 ext. 288.

W.I.C & YOU:

WHAT IS WIC?

WIC stands for Women, Infants and Children and is a special supplemental food program for those who qualify. WIC gives special types of food to pregnant and breasfeeding women, infants, and children up to five years of age. Fathers can also bring their children to apply for WIC. WIC also teaches nutrition educations classes to participants.

HOW CAN WIC HELP MY FAMILY?

WIC provides certain nutritions foods for growing families, information on healthy eating, help for breastfeeding moms and babies and referrals to health care.

WHO QUALIFIES FOR WIC?

To qualify for WIC you must:

- Live in the clinic area
- Meet the income standards
- Need WIC foods to be healthy

WHO RECEIVES WIC?

- Women who are pregnant, breastfeeding or have recently had a baby
- Infants who are less than one year of age
- Children who are between one and five years of age

AT THE CLINIC:

income screening: When you go to a WIC clinic, you will need to bring proof of your income. This may be a check stub or a letter telling the clinic that you are getting Medicaid, AFDC, or food stamps. The clinic will help you if you are not able to supply proof of income

Health screening: You will be asked to fill out forms about what you and your children usually eat and about your family's health. A member of the WIC staff will weight and measure you and your children. There will also be a simple blood test to measure the iron level in your blood. This information is used to enroll you in the WIC program.

Counseling: Once you are on the program, you will see a registered dietician (nutritionist). They can help lan a diet of you and your family that will meet your nutritional needs and budget. You will also attend classes with topics such as breastfeeding, infant feeding, picky eaters, and shopping on a budget



Refferals: The WIC clinic will be able to tell you where you can get health care for your family at low cost. This includes immunization, family planning, breastfeeding, counseling, and prenatal care. The clinic can also tell you where to receive help from other agencies such as AFDC, food stamps and medicaid,

WHAT ARE WIC FOODS?

WIC is a supplemental food program. This means that WIC will give you a part of the foods you and your children need in your diet.

You and your children may receive milk, 100% juice, iron-fortified cereals, eggs, cheese, beans, fruits, vegetables and peanut butter. If you are breastfeeding, you may receive carrots and tuna fish. Your infant may receive iron-fortified formula, infant cereal, and infant juice. The foods you receive from WIC are high in protein, vitamins A, C, & D, iron and calcium.

The clinic staff will talk with you about the foods you and your children will receieve and how to use these foods.

WHEN WILL I RECEIVE WIC?

You will know whether or not you can get WIC 10 days after your first visit to the clinic. If you are pregnant, have a baby that is less than 6 months of age, or are a migrant worker. Everyone else will be told within 20 days. You will get your first checks on the same day that you are told you are eligible for WIC.

CAN I BE TAKEN OFF WIC?

You should remain in the program for at least 6 months. If you are pregnant, you will stay on the program until you have your baby. You may be taken off WIC if your income increases, if you move from the area that the clinic serves, or if you miss your appointment and do not call the clinic. You may also be take off for program abuse or if the clinic runs out of money.

WHO IS ELIGIBLE?

To be eligible for the WIC program, applicants must live in the county in which they apply for WIC services. Their income must be at or below 185% of poverty. In addition, they must be pregnant, breastfeeding, less than 6 months postpartum, or have children under the age of 5. All participants must also show a nutritional need through a medical and/or nutritional screening. Nutirional risk may include anemia, low weight gain, or inadequate diet.

WIC and you

WIC is a supplement food and nutrition education program for Women, Infants, and Children.

Income guidelines |2026 - 2027

Household size	Monthly (gross)	Yearly (gross)
1	$2,461	$29,526
2	$3,337	$40,034
3	$4,212	$50,542
4	$5,088	$61,050
5	$5,964	$71,558
6	$6,839	$82,066
7	$7,715	$92,574

Unborn babies can count as a household member

Open the camera on your phone and scan the QR code

wic.utah.gov

To qualify

- ✓ Be pregnant
- ✓ Recently had a baby
- ✓ Be an infant or child younger than age 5
- ✓ Meet these income guidelines (income automatically qualifies if receiving Medicaid or SNAP)

Bear River Health Department-WIC
Logan WIC
655 East 1300 North
Logan, UT 84321Call (435) 792-6451
Garden City WIC
115 South Bear Lake Blvd.
Garden City, UT 84028 Call (435) 730-4554
Brigham City WIC
817 West 950 South
Brigham City, UT 84302 (435) 792-6451
Tremonton WIC
440 West 600 North
Tremonton, UT 84337 (435) 792-6451

This institution is an equal opportunity provider.
07/2026

WIC y usted

WIC es un programa de alimentación suplementaria y educación nutricional para mujeres, bebés, y niños.

Pautas de ingresos |2026 - 2027

número de personas en el hogar	Mensual (bruto)	Anual (bruto)
1	$2,461	$29,526
2	$3,337	$40,034
3	$4,212	$50,542
4	$5,088	$61,050
5	$5,964	$71,558
6	$6,839	$82,066
7	$7,715	$92,574

Los bebés que todavía no han nacido pueden contar como integrantes del hogar

Abra la cámara de su teléfono y escanee el código QR

wic.utah.gov

Para cumplir los requisitos usted tiene que:

- ✓ Estar embarazada
- ✓ Haber dado a luz recientemente
- ✓ Tener un bebé o un niño menor de 5 años
- ✓ Estar dentro de las pautas de ingresos (usted califica automáticamente si se recibe Medicaid o SNAP)

Bear River Health Department-WIC
Logan WIC
655 East 1300 North
Logan, UT 84321 Call or Text (435) 792-6451
Garden City WIC
115 South Bear Lake Blvd.
Garden City, UT 84028 Call (435) 730-4554
Brigham City WIC
817 West 950 South
Brigham City, UT 84302 Call or Text (435) 792-6451
Tremonton WIC
440 West 600 North
Tremonton, UT 84337 Call or Text (435) 792-6451

Esta institución es un proveedor que ofrece igualdad de oportunidades.
Reviso 07/2026

HEALTH AND WELLNESS:

At Bear River Head Start, one of our goals is to promote and maintain the complete health and wellness of every employee, parent, and child. Every child should enjoy a safe and healthy environment in which to grow and learn. A child's healthy development is promoted through ongoing communication between staff and families concerning health related issues. Bear River Head Start works with parents to ensure that all children have a source of health care that is available even after the child is no longer in the Head Start program. It is important to you, the parent or legal guardian, to know that there are certain federal requirements Head Start must meet in relation to your child's health. The following information is a guide to let you know the type of health serives required at Head Start.

EVERY HEAD START CHILD IS REQUIRED TO COMPLETE THE FOLLOWING:

Parents will be sent/receive a "child health history information" form once they child is accepted to Head Start. As part of the child's medical information form you signed a permission slip for your child to receive the vision, hearing, developmental, social/emotional and height/weight screenings required by Head Start. You also have the opportunit to give Head Start permission to obtain documentation of your child's latest hemoglobin/hematocrit from WIC. The information gathered from the medical history is very important and is used to determine the health needs of each child. If you need to change or add to the medical history of your child, please contact the Health Specialist office with the needed changes.



IMMUNIZATIONS:

Immunizations are required to be current for enrollment at Head Start. Parents are asked to send the target to Head Start child's immunization record to Head Start after acceptance into the program. In keeping with the Utah and Idaho school immunization laws, you are responsible for and must provide **written proof** (including child's name, date of birth, type of shot and dates given) of your child's current immunization record before admittance into the program (which should already be done). If your child is not properly immunized at the time of application, your application is not considered compelte until Head Start receives written verification from the health department or physician's office that required immunizations have been given to your child.

If you choose not to immunize your child, an exemption form obtained online must be completed, and your certificate returned to the health specialist at Head Start. If your child is unable to receive a certain vaccination due to a medical reason, a medical exemption form is required.

In accordance with the State of Utah or State of Idaho law, you will be notified that your child will be excluded:

In the event of an outbreak of any vaccine-preventable disease, **children with any exemption will be excluded from school or early childhood programs as long as the outbreak lasts.** This rule helps protext unvaccinated children from contracting the disease from the outbreak.

An excluded student may not attend school until the local health officer is satisfied that a student is no longer at risk of contracting or transmitting a vaccine-preventable disease.

Exclusions of students who are under exemption OR who have not received all immunizations appropriate for age of child.

A local or state health department representative may exclude a student who has claimed an exemption to all vaccines or to one vaccine or who have not received all immunizations from school attendance if there is good cause to believe that:

- The student has a vaccine preventable disease
- The student has been exposed to a vaccine preventable disease
- The student will be exposed to a vaccine preventable disease as a result of school attendance

An excluded student may not attend school until the local health officer is satisfied that a student is no longer at rish of contracting or transmitting a vaccine preventable disease.

PHYSICAL EXAMINATION:

Each child must receive a complete, up to date well-child examination, within 90 days of enrollment. A complete well child exam includes:

- Head to toe exam
- Immunizations
- Blood lead test
- Lead assessment questionnaire to determine present lead poisoning risks
- Hematocrit/Hemoglobin (iron deficiency test)
- Height and weight

Your child's doctor should treat any health condition found during the physical exam. Head Start requires that all medical follow-up, noted by a medical professional, be completed as soon as possible after the initial well-child exam. A copy of all follow-up treatment documenation is required to be given to the Health specialist.

Your child's doctor should perform the physical examination. The Head Start physical exam form should be taken to the exam to be filled out and signed by the doctor. If your child does not have a regular doctor or insurance, you need to contact your family advocate or the health specialist.

DENTAL EXAMINATION:

All Head Start children must receive a dental screening or initial examination by a dental professional to identify their dental care needs. Documentation of the dental exam should have been turned in when your child is accepted to Head Start. If it was not, please take your child to the dentist as soon as possible and then continue taking them every 6 months for regular checkups. The Bear River Head Start dental form should be taken to the checkup, signed, and returned to the health specialist.

Head Start requires any follow-up dental treatment be completed as soon as possible after the initial exam. You are to schedule a dental appointment for your child needing dental follow-up. Head Start can help you find a dentist. If no insurance, Head Start can help you fill out forms to apply for Medicaid or CHIP.





EMERGENCIES AT HEAD START:

- You sign a form giving permission for emergency care for your child.
- You designate another person to be contacted if you are not available. Anyone listed as an emergency contact must be available during the hours your child is at Head Start.
- Your work and home phone numbers are placed in your child's classroom and will be used in the event of an emergency. We will also have access to emergency contacts at the main office and in the health services office through our database.
- All staff members directly involved with children are certified in CPR and First-Aid
- Fire and earthquake drills are held monthly
- Teachers are trained in safety practices, are informed of what to do in an emergency situation, and facilities are inspected annually for safety

HEALTH EDUCATION:

- Hand washing
- Germs and how to avoid spreading of germs
- Healthy snack choices
- Table manners
- What health professionals do
- Tooth brushing
- Fire safety & earthquake safety
- Nutrition
- How to set a table
- How and why we grow
- Five senses

SOME OF THE THINGS YOU MAY LEARN AT HEAD START ARE:

- Emergency preparedness
- Available health resources
- Childhood illnesses
- First aid/CPR
- How to better access health care services
- Access to Medicaid and/or health insurance
- Answers to questions about dental hygiene and care
- Various health workshops as requested

DISABILITY SERVICES

At Head Start, we are committed to providing a quality educational experience for all of our students. We collaborate with local school districts in order to provide special education services to our students with special needs.

IDENTIFICATION:

The process begins as developmental needs are identified through parent or teacher referral or through developmental screenings. Every child enrolled in Head Start participates in the developmental screening, which is a test administered by our staff to screen for potentioal delays in fine and large motor skills, conceptual understanding (colors, counting, etc.), language skills (articulation, vocabulary, etc.), self-help or adaptive skills, and social skills. The results of this screening are very helpful to us at Head Start, as they give us an early indication of potential needs in these areas. Once these needs are identified, the disabilities specialist conferences with parents about further testing from the local school district to pinpoint more specific needs.

EVALUATION:

With parental approval, children wtih suspected delays can be referred to the local school districts for more specific testing to determine developmental needs. When the school district determines that there is a need for special education, an IEP (individualized education plan) is created for the child by the IEP team, which includes the parents, school district special education teachers and coordinators, Head Start teachers and the Head Start disabilities specialist.



INTERVENTION:

Once the IEP is written and goals have been set for your child, the Disabilities Specialist designs personalized programming that Head Start teachers will implement in order to support the goals of the IEP. Special services such as speech-language pathology or occupational therapy (training to improve motor skills) are provided by the school district at no cost to families. You will be kept informated of your child's progress through regular parent/teacher conferences and, if your child has a special need, through progress reports from the Disabilities Specialist. Throughout the entire process, your input is vital to ensure your child's sucess. You know your children better than anyone, so please share with us any information that will help us to better meet their needs. If you have a comment, concern, or question about your child's progress or the instruction your child is receiving, please speak with his or her teacher or advocate, or contact the Disabilities Specialist at (435) 755-0081 ext. 307.

SOCIAL AND EMOTIONAL WELL-BEING

Staff collaborates with parent/guardians to promote children's health and well-being by providing mental health resources, and referrals. If you have questions or would like more information, talk to your Family Advocate or Teacher/Family Educator.



FAMILY DEVELOPMENT

Dear Parent(s)/Guardian(s),

Welcome to Bear River Head Start!

As the Family Services team, we are excited to support you in this important step towards your child's success in school. We value your input and look forward to your active engagement throughout the school year - there are so many meaningful ways to participate!

Family partnership & well being services
Each family is assigned a family advocate who will partner with you during your child's time in our program. Your advocate will support your family by:

- Supporting you in identifying your unique needs and strengths
- Setting and working toward family goals
- Connecting you with resources and support
- Providing opportunities for family engagement
- Offering parenting education using the Conscious Discipline curriculum

The **Family Partnership Process** will be reviewed in detail with your family advocate using the materials in your child's packet

Health & Wellness
We recognized that the child's health plays a key role in learning and development. Our health support services include:

- Helping establish insurance, a primary doctor, and a dentist
- Support with keeping your child up-to-date with well child exams, immunizations, dental care, and all Head Start health requirements

We look forward to getting to know you and supporting your family this school year. Welcome again to Bear River Head Start - we're so glad you're here!

Sincerely,

The Family services team 🙂

Watch this 5-minute video to learn why family services are essential to Head Start:
https://headstart.gov/video/comprehensive-services-foundation-head-start?redirect=eclkc



FAMILY WELL-BEING SERVICES

At Bear River Head Start, we view families as our most important partners. Together, we focus on stregthening the well-being of your child and your entire family, guided by the outcomes we work toward in the Head Start program.

Your Family Advocate is committed to providing individualized support tailored to your family's unique strengths, goals, and needs. This partnership includes:

- Regular contact and visits with both parents or guardians
- Support in your role as your child's first and most imporant teacher
- Conversations that explore your family's strengths, accomplistments, and any concerns related to overall well-being

As you identify priorities for your family, your Family Advocate will work alongside you to support you in setting meaningful family goals. They will also provide you with resources, information and services that can help you reach those goals.

We value you - not only as parents but as indviduals with valuable experiences and voices that enrich our program. your involvement matters to us, and it matters deeply to your child.



Positive & Goal-Oriented Relationships

Equity, Inclusiveness, Cultural and Linguistic Responsiveness

PROGRAM FOUNDATIONS	PROGRAM IMPACT AREAS	FAMILY OUTCOMES	CHILD OUTCOMES
Program Leadership	Program Environment	Family Well-being	Children are:
Professional Development	Family Partnerships	Positive Parent-Child Relationships	Safe
Continuous Learning and Quality Improvement	Teaching and Learning	Families as Lifelong Educators	Healthy and well
	Community Partnerships	Families as Learners	Learning and developing
	Access and Continuity	Family Engagement in Transitions	Engaged in positive relationships with family members, caregivers, and other children
		Family Connections to Peers and Community	Ready for school
		Families as Advocates and Leaders	Successful in school and life

FAMILY PARTNERSHIP AGREEMENT

Dear Parent(s)/Guardian(s),

At Bear River Head Start, we believe strong partnerships with families are key to a child's success. As part of our **Family Well-Being services**, your family will work with a **family advocate** through the family partnership process.

Together, you and your advocate will:

- Connect regularly to build a strong relationship
- Discuss your family's strengths and needs using a development assessment
- Set meaningful family goals
- Identify and access helpful community resources

Supporting your child's health
As your child's **first teacher and strongest advocate,** you play a vital role in their health and development. Your Family Advocate will partner with you to support

- Establishing insurance and a primary care provider (doctor and dentist)
- Scheduling and attending regular medical and dental appointments
- Completing vision and hearing follow-ups as needed
- Ensuring blood lead and iron screenings are completed
- Keeping your child's immunizations current

Engagement and In-Kind
Your Family Advocate will also support you in:

- Understanding and using **In-Kind Pro** to document your contributions
- Exploring parenting resources, educational packets, and Conscious Discipline Parenting Curriculum techniques
- Staying informaed and involved in all areas of your child's Head Start experience

We encourage and celebrate your involvement - it makes a difference. You'll find more detailed information in the **Parent Handbook**, available on our website (www.brheadstart.org). Your Family Advocate will also review opportunities with you during home visits.

We're honored to partner wtih you and look forward to supporting your family throughout this school year.

Sincerely,

The Family Development Team 🙂

By signing below, I acknowledge that I have read and understand the information above regarding the Family Partnership Process and Family Well-Being services provided by Bear River Head Start.

Parent/Guardian Name: _____
Signature: _____
Date: _____

WHAT IS PARENT ENGAGEMENT?



At Bear River Head Start, **parent engagement** means building strong partnerships between families and our program to support your child's learning and development. When you get involved, you help us create a program that is responsive to the unique needs of your child and family.

There are my ways to participate and make a difference!

Ways to get involved
Being involved can mean volunteering in the classroom, helping with activities, or contributing to decision-making. Opportunities include:

- Assisting with curriculum planning
- Attending and supporting field trips
- Helping during socializations
- Volunteering in the classroom
- Joining the Parent Committee or Policy Council

Not sure where to start? Talk with your child's teacher, family advocate, or family educator. We'll help you find a role that works for you!

Parent Committee Meetings (PCMs)
All parents/guardians of currently enrolled children are invited to attend Parent Committee Meetings. Each parent committee is responsible for:

1. Advising program staff in creating policies, activities, and services that meet the needs of children and families.
2. Cross-communicating with the Policy Council and Parent Committee
3. Helping with recruitment and staff screening

Meetings are a great place to connect with other parents, and learn about what's happening in the program.

Father & Father-figure engagement
We encourage **both parents and all caregivers** to take part in their child's education. Bear River Head Start makes a special effort to include **fathers and father figures** in:

- Home visits
- Classroom volunteering
- Parent Committee & Policy Council
- Curriculum planning
- Conferences, workshops and other activities

Staff also provide **Male involvement resources** and share community parenting classes and workshops focused on positive parenting and child interaction.

Parent Workshops & Education Packets
We offer **workshops** throughout the year to support you as a parent and connect you with other families. You'll learn useful skills and information from local community partners.
We also provide:

- The **Conscious Discipline Parenting Curriculum**
- Access to our **lending library**
- Monthly **online educational packets** and family resources at www.brheadstart.org

WHAT IS THE POLICY COUNCIL?



An elected group of parents, legal guardians, and community members, that take part in program goverance at Head Start. Policy Council members attend monthly meetings where they have the responsibility to approve or disapprove decisions and policies that govern the Head Start program.

When does the Policy Council meet?

- The 3rd Thursday of each month
- Time to be determined by the Policy Council

How do I become a part of the Policy Council?

Elections for Parent Representatives for the Policy Council will take place at the 1st Parent Committee "Welcome to Bear River Head Start." The elections will be conducted via in-person or using a survey following the meeting. Parents/Guardians of enrolled BRHS children that are interested in serving on the Policy Council will let the other parents in their Parent Committee know that they are interested in being elected to serve on the Policy Council.

Community members that are interested in serving on the Policy Council will fill out an application. They are also elected by the Policy Council at the monthly meeting.

Do I need certain qualifications?

Members must be parents/guardians (father, mother or **legal** guardian) of a currently enrolled Head Start child, unless they are applying to be a community representative.

Elected Policy Council members will be trained. Once elected and trained Policy Council members will attend the monthly meetings, make informed decisions, read through information and policy council packets, etc.

What are the responsibilities of a Policy Council member?

Policy Council members serve as a link between the Policy Council and parents/guardians of their Parent Committee's. Policy Council members have the responsibility to inform parents in their committee about things that are going on in the program. Therefore, it is very important that members are able to commit to attending Policy Council meetings each month as well as their individual Parent Committee Meetings.

What happens at the meetings?

The Policy Council approves new employees, grants, work plans, program policies, hiring procedures, etc. Training is given on different aspects of the program. Time is given to report on the Parent Committee or program successes or concerns. Information is given about upcoming activities and events for Head Start and the community.

Bear River Head Start
Program Parents/Guardians Question & Concern Procedure

Created 10/2026

Purpose

The purpose of this procedure is to outline the process parents/guardians of enrolled Bear River Head Start children should follow if they have questions or concerns regarding the services they and/or their child are receiving from the program.

- All parents/guardians of enrolled Bear River Head Start children are encouraged to discuss all questions or concerns with the staff member it pertains to (Teacher, Family Educator, Family Advocate, etc.). This includes *questions about the classroom or the program, etc.
- If a question or concern has not been resolved after speaking with this staff member, parents/guardians can ask to speak with the staff member's supervisor.
- If the question or concern has still not been resolved after speaking with the staff member's supervisor, parents/guardians can share their question or concern with the Policy Council Representative for their area of the program
- Policy Council Representatives will communicate all parent/guardian questions or concerns to the Administrative Assistant.
- The Administrative Assistant will reach out to the program Director the question or concern pertains to and/or othe Bear River Head Start staff, as applicable.
- If possible, the question or concern will be addressed promptly with the Policy Council Representative and/or the parent/guardian with the question or concern.
- If the question or concern needs to be discussed at a Policy Council Meeting, the appropriate staff will be present at the meeting to address the question or concern with the entire Policy Council.
- Policy Council Representatives will share the information discussed at Policy Council Meetings with the other parents/guardians in their area of the program during Parent Committee Meetings.
- The Policy Council Report will include the information discussed during Policy Council Meetings and will be distributed to all program parents/guardians via their Family Advocate and will be posted to the brheadstart.org website and shared at the next Parent Committee Meeting.

*Please recognize that some program decisions and operations are a requirement of the Head Start Program Performance Standards from the Office of Head Start and must be followed. If that is the case, there is nothing that can be done to change those items and we ask that you accept and support those decisions.

FAMILY DEVELOPMENT OUTCOMES TRAINING

Performance Standard 1302.52 Family Partnership Services

(a) Family partnership process. A program must implement a family partnership process that includes a family partnership agreement and the activities described in this section to support family well-being, including family safety, health and economic stability, to support child learning and development, to provide, if applicable, services and supports for children with disabilities, and to foster parent confidence and skills that promote the early learning and development of their children. The process must be initiated as early in the program year as possible and continue for as long as the family participates in the program, based on parent interest and need.

(b) Identification of family strengths and needs. A program must implement intake and family assessment procedures to identify family strengths and needs related to the family engagement outcomes as described in the Head Start Parent Family and Community Engagement Framework, including family well-being, parent-child relationships, families as lifelong educators, families as learners, family engagement in transitions, family connections to peers and the local community, and families as advocates and leaders.

© Individualized family partnership services. A program must offer individualized family partnership services that:

(1)Collaborate with families to identify interests, needs and aspirations related to the family engagement outcomes described in paragraph (b) of this section;

(2) Help families acheive identified individualized family engagement outcomes;

(3) Establish and implement a family partnership agreement process that is jointly developed and shared with parents in which staff and families to review individual progress, revise goals, evaluate and track whether identified needs and goals are met and adjust strategies on an ongoing basis, as necessary, and;

(4) Assign staff and resources based on the urgency and intensity of identified family needs and goals.

(d) Existing plans and community resources. In implementing this section, a program must take into consideration any existing plans for the family made with other community agencies and availability of other community resources to address family needs, strengths, and goals, in order to avoid duplication of effort.

What are family outcomes?

The Parent, Family and Community Engagement (PFCE) Framework is aligned with Head Start Performance Standards. Positive family engagement outcomes foster strong relationships and support positive outcomes for children, families and staff. *https://headstart.gov/sites/default/files/docs/policy-im/ACF-IM-HS-11-06.pdf?redirect=eclkc*

How we gather family outcomes:

Family well-being is one of a number of important outcomes for families. Through strengths-based partnerships with families, programs can support better outcomes for families and their children.

The beginning of Year outcome is entered after completing the Family Assessment with each family. This shows us the baseline.

How, when and why:

With data from the Family Outcomes we set short-term and long-term goals, develop and implement plans for program improvement.

- Beginning of the year
- Mid-year
- End of year

We rely on data to assess how well BRHS is providing quality services for children and families and strengthen areas where we can improve such as additional staff training. Family outcomes help us look at the progress for positive child and family outcomes for all children and families.



LIST OF ATTACHED BRHS POLICIES:

- Staff impairment policy/Policy Impairment child pick-up/drop-off
- Sexual Harrassment Policy
- Drug-free workplace Agreement
- Policy for restricting registered sex offernders from participating in activities that involve children/offender registry check for parents and volunteers procedure
- Corporal punishment
- Volunteer's agreement & liability release
- Child abuse & neglect policy
- Non-staff background checks
- Immunization Policy/Procedure
- Infection control policy
- Community complaint policy
- Exclusion Policy



***809C**
BEAR RIVER HEAD START STAFF IMPAIRMENT POLICY

Performance Standard 1302.90
Standards of Conduct
Programs must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: ensure individuals support children's wellbeing and ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children.

Staff Impairment
Employees, contractors, consultants, volunteers are strictly prohibited from using, possessing, selling, or reporting to work or Head Start premises under the influence of drugs/alcohol or other forms of impairment. If individuals are impaired on Head Start/Early Head Start premises, ***in accordance with, but not limited to*****,** the Drug and Alcohol Policy/Code of Conduct, impaired staff must be removed from premises. Complete details of the Drug and Alcohol Policy and Code of Conduct may be found on the Learning Management System, in employee files and on the grantee web-site.

Impairment
Impairment is when a person's faculties are reduced so that his/her ability to see, hear, walk, talk and judge distances is below the normal level as defined by the state. Generally, impairment is caused by drug or alcohol use, but can also be caused by mental or physical illness, or fatigue. Impairment may be the result of various situations, including many that are temporary or short-term.

Judging impairment includes assessing:

> Does the person have the ability to perform their job or task safely, including caregiving and maintaining the health and safety of young children?
>
> Is there an impact on cognitive ability or judgement?

Examples include:
- Experiencing the effects of substance use, including alcohol or other drugs (legal or illegal).
- Mental or physical health episodes.
- Extreme fatigue.

Impairment on Head Start Premises
If a staff member appears impaired while on Head Start premises, co-workers must report the potential impairment to their supervisor. If a supervisor is unavailable to assist at that moment, the co-worker will assess impairment according to the impairment definition available to all staff and parents in all classrooms/offices/facilities. Co-worker reporting will be kept confidential. Impaired staff have the right to confidentiality.

If the staff member meets impairment criteria, the following procedure will be followed.

Procedure
- Employees or co-workers must inform their supervisor of an employee's, contractor's, consultant's, or volunteer's inability to safely perform assigned work, if impaired for any reason.

- Informing supervisors may be done in person, or by phone but must be done **immediately.** If the supervisor is unavailable, co-workers must deal with the impairment immediately.
- Supervisors, if available, and co-workers will make assessment of impairment, using the Impairment Assessment.
- If impairment is detected, the impaired employee will be removed from the workplace/worksite/arrange for immediate transportation home, using emergency contact information.
- Supervisors and staff members will work to ensure mandates are met (teacher/child ratios), with the impaired employee absent from their workplace.
- The employer will fulfill legal duty to accommodate disability-related impairment under employment law. This includes individuals using potential impairment substances with medical authorization or prescription by a healthcare professional to treat a disabling condition.
- Support and assistance programs may be used for individuals with impairment (employee assistance programs).
- The Drug and Alcohol Policy will direct the return to work for the employee.

Additional Considerations

- All staff members, consultants, contractors will be notified of the grantee's Drug and Alcohol Policy and Impairment Policy upon initial employment or upon providing services to the program and grantee. These individuals must sign The Code of Conduct and Drug and Alcohol Policy, at minimum, annually or upon initial onboarding.
- Supervisors and staff will be trained on signs and identification of impairment and action steps within the Impairment Procedure.
- Confidentiality and privacy considerations and requirements will be followed for employees reporting impairment and the impaired individual.
- This policy may be updated as needed.
- It is NOT the role of the supervisor or employees to diagnose a medical issue, possible substance use or dependency problem. Their role is to identify if an employee is impaired and to take the appropriate steps as per the grantee's Impairment Policy.

Revised 05/2026

Policy
Impairment
Child Pick-Up/Drop Off

Performance Standard 1302.47
Programs must establish, train staff on, implement, and enforce a system of health and safety practices that ensure children are kept safe at all times.

Bear River Head Start employees have a legal obligation to protect and care for each child in our care to ensure that no child is allowed to leave the care of the center in the custody of a person who is in a physical/mental condition which may prevent him/her from assuring the child's welfare.

Impairment
All individuals are strictly prohibited from using, possessing, selling, or being on Head Start premises under the influence of drugs/alcohol or other forms of impairment. If individuals are impaired on Head Start/Early Head Start premises, ***in accordance with, but not limited to*****,** the Drug and Alcohol Policy/Code of Conduct, impaired individuals must be removed from premises. Complete details of the Drug and Alcohol Policy and Code of Conduct may be found in Parent Handbooks, Head Start facilities, the Learning Management System and on the grantee web-site.

Definition and Indicators
Impairment is when a person's faculties are reduced so that his/her ability to see, hear, walk, talk and judge distances is below the normal level as defined by the state. Generally, impairment is caused by drug or alcohol use, but can also be caused by mental or physical illness, or fatigue. Impairment may be the result of various situations, including many that are temporary or short-term.

Judging impairment includes assessing:

Does the person have the ability to perform their job or task safely, including caregiving and maintaining the health and safety of young children?

Is there an impact on cognitive ability or judgement?

Examples include:
- Experiencing the effects of substance use, including alcohol or other drugs (legal or illegal).
- Mental or physical health episodes.
- Extreme fatigue.

Impairment on Head Start Premises
If an individual appears impaired while on Head Start premises, staff must report the potential impairment to their supervisor. If a supervisor is unavailable to assist at that moment, the staff will assess impairment according to the impairment definition available to all staff and parents in all classrooms/offices/facilities. Staff reporting will be kept confidential. Impaired individuals have the right to confidentiality.

If an individual picking up or dropping off a child meets impairment criteria, the following procedure will be followed.

Procedure
In the event that a parent or authorized person arrives at the center while impaired, staff will use their best judgement (what a reasonable person would do in the situation), in determining if he/she is in a condition which may prevent him/her from assuming the child's welfare.

1. Staff must **immediately get assistance from another staff member** to assist and assess the situation (other staff present in classroom, manager on site, supervisor, management member).

2. Should it be determined that the person is in a condition that prevents him/her from assuming the child's welfare, staff will:
   a. Strongly suggest that the parent/authorized person not leave with the child,
   b. Work with the parent/authorized person to identify an alternative such as: making alternative arrangements for child pick-up, including attempting to contact another person on the authorized Child Pick-up List, calling a cab or Uber.
3. Staff will remain with the child and parent/authorized person until the situation is resolved.
4. If the impaired/intoxicated individual insists on leaving the center with the child, staff cannot prevent the parent/authorized person from taking the child. Only Child Protective Services or a certified court order can permit this. Staff should call law enforcement first, then Child Protective Services, and document the event including:
   a. Your Name and Position/Date and time/location
   b. Vehicle description/license number/probable destination
   c. Written Report:
      i. Information listed above
      ii. People involved/staff on duty
      iii. Concern and details about the conversation
      iv. Other relevant information
      v. Your name and position

***101A**

BEAR RIVER HEAD START SEXUAL HARASSMENT POLICY

Bear River Head Start is an equal opportunity employer. It is our policy to seek and employ the most qualified personnel without discrimination as to race, color, religion, national origin, sex, age, marital status, or physical or mental handicap, except when justified when it meets a bona fide occupational requirement. Head Start is also committed to providing a workplace free from sexual harassment.

Harassment on the basis of sex is in violation of Section 703, Title Seven of the Civil Rights Act of 1964, amended in 1972. Sexual harassment shall be defined as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature. This constitutes sexual harassment when:

1. Such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
2. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
3. Submission or rejection of such conduct by an individual is used as the basis for employment/volunteering decisions affecting such individuals.

The responsibility for assuring that such conduct does not exist rests with each individual and the Site Coordinator and Director(s).

To avoid difficulty under the law, and to avoid any appearance of impropriety, Head Start employees/ volunteers and administration are cautioned that they should, in their relationships with other employees, avoid any action, suggestions or innuendoes that may lead any employee/volunteer to believe that their job security, advancements, or other benefits are conditioned on his/her response to unwanted sexual (verbal or physical) or printed material be allowed by employees or others under his/her control which could result in the disruption of another's work on the creation of an unsuitable working environment.

In order to review a claim that an employee/volunteer/parent volunteer has been sexually harassed, the following procedure should be followed:

1. If the employee/volunteer feels that he/she has been harassed and has been unable to resolve the matter informally, the employee/volunteer/parent volunteer should report it to the Director.
2. The Director will make an investigation of the allegation.
3. Upon determination that harassing conduct has occurred, the harassing employee/volunteer/parent volunteer will be warned to discontinue the offensive conduct.
4. If the conduct is not discontinued, the employee/volunteer/parent volunteer may decide to pursue the matter further by making a formal complaint to the personnel committee, which will review the complaint and take necessary action.
5. If it is still not discontinued, the employee/volunteer/parent volunteer may decide to pursue the matter even further by making a claim with the Office for Civil Rights, U.S. Department of Education, 1961 Stout Street, Denver, CO 80294.

Corrective Action: The purpose of any action to resolve a complaint will be to correct or remedy the injury, if any, to the complainant and to prevent further harassment. Recommended action may include written or verbal reprimand of the offender, warning probation, temporary suspension, dismissal, or change in step or grade.

False Charges: If a complaint was made by an employee/volunteer/parent volunteer with the knowledge that facts were false, the personnel committee shall inform the Director and disciplinary action which may include warning, probation, suspension, or dismissal, will be taken against the complainant.

I have read and understand the above policy.

Signature _____ Printed Name _____ Date_____

***809B**

BEAR RIVER HEAD START DRUG-FREE WORKPLACE AGREEMENT

Federal Regulations, as published in the Federal Register, January 31, 1989, governing the Drug-Free Workplace Act of 1988, Public Law 100-90, Title V, Subtitle D

This statute requires grantee of Federal Agencies to certify that they will provide a drug-free workplace.

1. Notice to all employees, volunteers, and parent volunteers that it is unlawful to manufacture, distribute, dispense or have in your possession a controlled substance or other legally prescribed medication while at Head Start.

   In order to continue to work at Head Start each employee, volunteer, and parent volunteer must sign that they will abide by the statement in paragraph (1) in that they will not use or possess controlled substances while performing the duties of their job or while on the premises of Head Start.

2. That you as an employee, volunteer, or parent volunteer will notify the Director within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace (Bear River Head Start).

3. That the employee, volunteer, or parent volunteer will take advantage of available drug counseling, rehabilitation as a condition of continued employment if drug use on the job is discovered, and to abide by the Personnel Policies and Procedures regarding drug use at the workplace.

4. That you as an employee, volunteer, or parent volunteer understand that continued drug or alcohol use at Bear River Head Start will result in employment and/or volunteerism being terminated.

5. This notice will become part of our files.

I_____have read the above Drug-Free Workplace requirement and agree as a condition of my continued employment/volunteering to abide by the above.

_____ _____

Signature Date

Revised 05/2026

***201A**

BEAR RIVER HEAD START POLICY FOR RESTRICTING REGISTERED SEX OFFENDERS FROM PARTICIPATING IN ACTIVITIES THAT INVOLVE CHILDREN

Bear River Head Start is a private non-profit grantee with the following program options within the grantee: Head Start and Early Head Start. The following policy applies to all program options within Bear River Head Start. The grantee as a whole will be referred to as Bear River Head Start, the legal title of the grant, even though all program options are held to this policy.

Addendum: Added 1/12/22

All volunteers, parents, and parents who are employees are expected to disclose any pending criminal arrests or charges; or any convictions related to child sexual abuse and their disposition under this Sex Offender Policy. In addition, parents who are employees will fall under the employee background check requirements and any findings therein
related to child sexual abuse or other child crimes, or from any other legal entity that provides such information will prohibit said person from being present in "protected areas" per state law, that have children in attendance under the age of 18 years old.

Section I. Statement of Policy

Bear River Head Start in accordance with the laws of the state will check all newly enrolled parents/guardians names and addresses on a state-wide sex offender registry.
A letter will be sent to any family that has a member of their household that has been identified on that registry and the registered sex offender will not be allowed to be in any "protected areas", per state law, that have children in attendance under the age of 18 years old.

This letter states that "As a registered sex-offender, you will not be able to participate in classroom activities or family activities. While Bear River Head Start is committed to providing parents with opportunities to support their child's education, we must also consider the other families enrolled in our program. As a parent you are welcome to attend any parent committee meetings (parent only meetings) at which children will not be present."

We do this with the following purposes in mind:

- To protect the child
- Follow state laws protecting children under the age of 18 years old.

Title 77 Utah Code of Criminal Procedure 77-27-
21.7. Sex Offender Restrictions
(1) As used in this section:
(a) "Minor" means an individual who is less than 18 years old;
(b)(i) "Protected area" means the premises occupied by:
(A) any licensed day care or preschool facility;
(B) a swimming pool that is open to the public;
(C) a public or private primary or secondary school that is not on the grounds of a correctional facility;
(D) a community park that is open to the public;
(E) a playground that is open to the public, including those areas designed to provide children space, recreational equipment, or other amenities intended to allow children to engage in physical activity; and
(F) except as provided in Subsection (1)(b)(ii), an area that is 1,000 feet or less from the residence of a victim of the sex offender if the sex offender is subject to a victim requested restriction.
(ii) "Protected area" does not include the area described in Subsection (1)(b)(i)(F) if:

(A) the victim is a member of the immediate family of the sex offender; and

(B) the terms of the sex offender's agreement of probation or parole allow the sex offender to reside in the same residence as the victim.

(c) "Sex offender" means an adult or juvenile who is required to register in accordance with Title 77, Chapter 41, Sex and Kidnap Offender Registry, due to a conviction for any offense that is committed against a person younger than 18 years old.

(2) For purposes of Subsection (1)(b)(i)(F), a sex offender is subject to a victim requested restriction if:

(a) the sex offender is on probation or parole for an offense that requires the offender to register in accordance with Title 77, Chapter 41, Sex and Kidnap Offender Registry;

(b) the victim or the victim's parent or guardian advises the Department of Corrections that the victim elects to restrict the sex offender from the area and authorizes the Department of Corrections to advise the sex offender of the area where the victim resides; and

(c) the Department of Corrections notifies the sex offender in writing that the sex offender is prohibited from being in the area described in Subsection (1)(b)(i)(F) and provides a description of the location of the protected area to the sex offender.

(3) A sex offender may not:

(a) be in a protected area except:

(i) when the sex offender must be in a protected area to perform the sex offender's parental responsibilities;

(ii)(A) when the protected area is a public or private primary or secondary school; and

(B) the school is open and being used for a public activity other than a school-related function that involves a minor; or

(iii)(A) if the protected area is a licensed day care or preschool facility located within a building that is open to the public for purposes other than the operation of the day care or preschool facility; and

(B) the sex offender does not enter a part of the building that is occupied by the day care or preschool facility; or

(b) serve as an athletic coach, manager, or trainer for any sports team of which a minor who is less than 18 years old is a member.

(4) A sex offender who violates this section is guilty of a class A misdemeanor.

Idaho State Law-Title 18 Chapter 83

TITLE 18
CRIMES AND
PUNISHMENTS
CHAPTER 83

SEXUAL OFFENDER REGISTRATION NOTIFICATION AND COMMUNITY RIGHT-TO-KNOW ACT

18-8329. ADULT CRIMINAL SEX OFFENDERS — PROHIBITED ACCESS TO SCHOOL CHILDREN — EXCEPTIONS. (1) If a person is currently registered or is required to register under the sex offender registration act as provided in chapter 83, title 18, Idaho Code, it is a misdemeanor for such person to:

(a) Be upon or to remain on the premises of any school building or school grounds in this state, upon the premises or grounds of any daycare, or upon other properties posted with a notice that they are used by a school or daycare, when the person has reason to believe children under the age of eighteen (18) years are present and are involved in a school or daycare activity, or when children are present within thirty (30) minutes before or after a scheduled school or daycare activity.

(b) Knowingly loiter on a public way within five hundred (500) feet from the property line of school or daycare grounds in this state, including properties posted with a notice that they are used by a school or daycare, when children under the age of eighteen (18) years are present and are involved in a school or daycare activity, or when children are present within thirty (30) minutes before or after a scheduled school or daycare activity.

(c) Be in any conveyance owned or leased by a school or daycare to transport students to or from school or daycare or a school- or daycare-related activity when children under the age of eighteen (18) years are present in the conveyance.

Section II. Methods to Meet Policy

- Bear River Head Start and all program options will cooperate fully with the Utah and Idaho State laws regarding registered sex offenders.
- At the time of enrollment a staff member will check the Utah and Idaho sex offender registries for any household members listed on the application and/or living in the household. Offender registry checks will also occur when a new member of the household moves in with a family anytime during the program year, checks will also be done for anyone on the pick-up/drop-off list and those planning to attend Bear River Head Start/ Early Head Start activities with other children in attendance.
- The Utah register is located at https://corrections.utah.gov/
- The Idaho register is located at: http://www.isp.idaho.gov/sor_id/search.html
- If the name on the application matches a name on the registry the following steps will be taken:
    - Click on matching name
    - Check the current address to see if it matches the address on the application
    - If name and address are a match to the application, print out offender registry with picture and description listed
    - Make copies and distribute to program coordinators
    - After coordinators are notified the offender notification letter and copies of the offender registry form will be sent to the parents(s)
- Registered offenders will not be able to participate in classroom or family activities. Bear River Head Start is committed to providing parents opportunities to support their child's education. Registered offenders are welcome to attend any activities at which children will not be present.
- Staff will work on an individual basis with parents or guardians that are on the sex offender list. Staff will meet the parent outside of the center and bring the child into the classroom and then will also meet the parent outside at the end of the day with their child. The teacher will bring the IPad out to the parent to sign the child in and out.
- If a family member or parent feels that they have been identified in error they will be required to provide further documentation to the program prior to participation in the classroom or at family events.
- All Head Start Community Volunteers will also be checked against the state registers. If a volunteer is identified on the offender registry, they will be notified by phone. They will be unable to volunteer when children are present. The staff member working with the volunteer can check with coordinators and office staff for volunteer opportunities not involving children.

Offender Registry Check for Parents and Volunteers Procedure

(Revised November 2020)

We check the names of all adults in the home at the start of the school year and also when a child is added during the school year.
Instructions of what BRHS does to check names with the registry.

Instructions for Parents/Adults:

As new families are enrolled, all adults listed under Family Members section in ChildPlus should be checked against the Sex Offender Registry in Utah or Idaho.

Utah registry instructions:

Utah has two registries: the Child Abuse Offender Registry and the Sex Offender/ Kidnapping Registry.

Names and addresses should be checked against both lists. (The portal page appears the same for both so read carefully.)

· Go to: https://corrections.utah.gov/
· Click Victim Resources tab and then Child Abuse Offender Registry

· This brings up the Portal page. *At the top is the Child Abuse Offender Registry and at the bottom of the page is the entry to the Sex Offender and Kidnapping Registry.*

· Check the "I agree to terms box" to enter

· Select search by name. Fill in last name of each parent listed in Childplus

· Click Search

Idaho registry instructions:

· http://www.isp.idaho.gov/sor_id/search.html

· Select the Name search icon

· Fill in last name for each parent listed in Childplus

· Click Search

· Repeat for Address check

What to do for parents/adults:

If "No Offender by that name" comes up on the search, no further action needs to be taken If a name

matches a name on the registry take the following steps:

· Click on matching name

· Check the current address to see if it matches the information in Childplus.

· If the name and address are a match, add a new entry to the Sex Offender List on Google Docs. You can copy and paste the URL/link so that staff may view the Offender Data sheet and photo.

· Send out an email to Coordinators stating a new Offender has been added to the list

· Send out the Offender Notification Letter to the parent.

What to do for Volunteers

If a volunteer is identified on the offender registry, notify them by phone. **They will be unable to volunteer when children are present.**

Check with coordinators and office staff for volunteer opportunities not involving children. Examples of

Forms completed in Volunteer Packet:

Bear River Head Start

DECLARATION OF CHILD SEXUAL ABUSE

Please list all pending criminal arrests and charges related to child sexual abuse and their disposition. If none, please write none.

_____

_____

_____

Print Name: _____

Signature:

Date:

**Note: All volunteers with Bear River Head Start are subject to a complete background investigation. **

Training of Policy Council Members

Policy Council members will receive training on Offender Registry and Child Abuse & Neglect Policies & Procedures. Policy Council members will vote on the Offender Registry Policy.

Example of parent offender registry letters (English and Spanish)

Date

Dear Parent/Guardian:

Bear River Head Start is committed to providing children and their families with a safe, healthy learning environment both in the classroom and at family activities. As part of this commitment, we are required by law to check all newly enrolled parents/guardians names and addresses on a state-wide sex-offender registry. This letter is to notify you that a member of your household has been identified on that registry.

As a registered sex-offender, you will not be able to participate in classroom activities or family activities. While Bear River Head Start is committed to providing parents with opportunities to support their child's education, we must also consider the other families enrolled in our program. As a parent you are welcome to attend any parent committee meeting at which children will not be present.

If you feel that you have been identified in error or would like more information about this policy, please contact your Family Advocate. You will be required to provide further documentation to the program that you have been falsely identified prior to your participation in the classroom or at family events.

Thank you for your cooperation. Please do not hesitate to contact the program if you have any further questions.

Bear River Head Start

Fecha

Queridos Padres o Tutores:

Bear River Head Start está comprometido a proveerle a los niños y sus familias un ambiente de aprendizaje seguro y sano tanto dentro del salón como en las actividades familiares. Como parte de este compromiso, la ley nos requiere que revisemos todos los nombres de padres/tutores y sus direcciones en una lista estatal de registro de ofensores sexuales. Esta carta es para notificarle que un miembro de su hogar ha sido identificado en este registro.

Como un ofensor sexual registrado, usted no podrá participar en las actividades del salón o en las socializaciones de familia. Aunque Bear River Head Start está comprometido a proveerles oportunidades a los padres para apoyar la educación de sus hijos, también debemos ser considerados de las otras familias inscritas en nuestro programa. Como padre/madre de familia, está invitado a asistir cualquier junta de padres de familia (parent committee) en la cual no haya niños presentes.

Si usted piensa que se le ha identificado por error en la lista, o si quisiera mas información al respecto, favor de contactar a su Intercesor Familiar o Trabajador Social. Se le pedirá que provea de más documentación acerca de que se le ha identificado falsamente antes de que pueda participar en actividades en el salón o de la familia.

Gracias por su cooperación. Favor de no dudar en contactar al programa si tiene más preguntas.
Bear River Head Start.

Training of Staff

Front line staff (Family Advocates, Teachers, and Family Educator's) working with the family will be made aware that a letter has been sent to the family. These staff will make sure the family received the letter and be able to explain and review the information in it with the family. Staff will educate the family about our policy and that registered sex offenders cannot participate in classroom activities or family activities where children are present.

POLICY COUNCIL APPROVAL

CHAIR_____

DATE_____

BOARD OF TRUSTEES APPROVAL

BOARD CHAIR _____

DATE_____

Reviewed 05/2026

***801A**

BEAR RIVER HEAD START CORPORAL PUNISHMENT POLICY

Corporal Punishment is NOT ALLOWED in the classroom/building or on the premises

The objective of the Education and Early Childhood Development 45 CFR 1304.21 is to provide all children with a ***safe***, nurturing, engaging enjoyable and ***secure*** learning environment, in order to help them gain the awareness skills, and confidence necessary to succeed in their present environment, and to deal with later responsibilities in school and in life. Each child is treated as an individual in an inclusive community that values, respects, and responds to diversity. The varied experiences provided by the program support the continuum of children's growth and development, which includes the physical, social, emotional and cognitive development of each child. (Italics added.)

Bear River Head Start maintains a ***zero tolerance*** policy for any staff member who physically harms a child. They will be dismissed immediately, and put on probation while an investigation takes place. (Corporal punishment is physical force and includes, but is not limited to, spanking, slapping, pulling hair, etc.) There is no physical punishment at Bear River Head Start.

Parents who use Corporal Punishment as part of their disciplining are encouraged to refrain while at Bear River Head Start. If a parent uses a form of corporal punishment while participating in ***any*** Head Start activity, the staff member present will address the situation with the parent in a proactive and confidential manner, if appropriate.

Bear River Head Start has shared the above information with me/us.

_____ _____

Signature Date

_____

Printed Name

Revised 05/2026

901A

BEAR RIVER HEAD START VOLUNTEER'S AGREEMENT & LIABILITY RELEASE

1. **Voluntary Participation**. I acknowledge that I have voluntarily applied to assist at Bear River Head Start, a program working with lesser income children and their families. I understand that as a volunteer I will not be paid for my services, and that I will not be covered by any medical or other insurance coverage provided by Bear River Head Start, and that I will not be eligible for any workers compensation benefits.

2. **Release**. In consideration of the opportunity afforded me to assist in this program, I hereby agree that I, my assignees, heirs, guardians, and legal representatives will not make a claim against Bear River Head Start, or any of its affiliated organizations, or either of their officers or directors, collectively or individually, or the supplier of any materials or equipment that is used by the program, or any of the volunteer workers, for the injury or death to me, or damage to my property, however caused, arising from my participation in the program. Without limiting the generality of the foregoing, I hereby waive and release any rights, actions, or causes of action resulting from personal injury or death to me, or damage to my property, sustained in connection with my participation in the program.

Signed this _____ day of _____, 20_____ in Logan, Utah

_____

Volunteer (*signature)*

_____

Name (*please print)*

_____

Address

_____

City/State/Zip

_____

Telephone

Revised 05/2026

BEAR RIVER HEAD START
Child Abuse and Neglect Policy
June 2023

Bear River Head Start is a private non-profit grantee with the following program options within the grantee: Head Start and Early Head Start. The following policy applies to all program options within Bear River Head Start. The grantee as a whole will be referred to as Bear River Head Start, the legal title of the grant, even though all program options are held to this policy.

Addendum: Added 1/12/22

All volunteers, parents, and parents who are employees are expected to disclose any pending criminal arrests or charges; or any convictions related to child sexual abuse and their disposition under this Sex Offender Policy. In addition, parents who are employees will fall under the employee background check requirements and any findings therein related to child sexual abuse or other child crimes, or from any other legal entity that provides such information will prohibit said person from being in "protected areas' per state law, that have children in attendance under the age of 18 years old.

Section I. Statement of Policy

Head Start agencies must report child abuse and neglect in accordance with the state law, each Head Start agency shall develop policy and procedure for the reporting of abuse and neglect.

Bear River Head Start in accordance with the laws of the state will check all newly enrolled parents/guardians names and addresses on the state-wide Child Abuse Offender Registry. A letter will be sent to any family that has a member of their household that has been identified on that registry and the registered child offender will not be allowed to be in any "protected areas", per state law, that have children in attendance under the age of 18 years old.

This letter states that the offender will not be able to participate in classroom activities or family activities. While Bear River Head Start is committed to providing parents with opportunities to support their child's education, we must also consider the other families enrolled in our program. As a parent you are welcome to attend any parent committee meetings (parent only meetings) at which children will not be present."

We do this with the following purposes in mind:

- To protect the child
- To initiate prompt investigation by the Division of Child & Family Services (**Utah**) or Department of Health and Welfare (**Idaho)**
- To establish and maintain relationships with community agencies which are also involved with abuse and neglect cases
- To inform parents and staff of the laws and legal requirements regarding the reporting and identification of suspected abuse and neglect.
- To ensure that staff is informed about the agency's procedures for identifying and reporting suspected child abuse and neglect within the Head Start program.

This policy is consistent with the overall goal of Head Start, which is to provide comprehensive developmental services to meet the basic needs of each child and to involve parents in this process as much as possible.

Section II. Methods to Meet Policy

- Bear River Head Start and all program options will cooperate fully with the Division of Child & Family services or Department of Health & Welfare and will not undertake treatment on our own or become a treatment program.
- Bear River Head Start and all program options will make every effort to retain allegedly abused or neglected children or enroll such children who are referred by child protective services agencies if the families are eligible for Head Start.
- The Family Services Coordinator shall be the staff member to coordinate child abuse and neglect procedures. The Coordinator will perform (or assume the performance) of the following responsibilities.
    - 1. Establish and maintain relationships with community agencies, which are also involved with abuse and neglect.
    - 2. Inform parent/guardian(s) and staff of legal requirements regarding the reporting of abuse and neglect.
    - 3. Know what medical and social services are available within the community for abuse and neglected children and their parents.
    - 4. Ensure that all suspected abuse and neglect is reported to the appropriate agency according to State law.

Training of Parents

Bear River Head Start and all programs options will take the Child Abuse & Neglect information to each family, on a home visit. In addition, program options will offer a parent training(s) on child abuse and neglect. At which time parents will be made aware of (1) Utah and/or Idaho State Law and also (2) the identification and reporting of suspected child abuse and neglect.

Training of Staff

All staff members will be trained on the Utah and/or Idaho State Laws (mandatory reporting) regarding child abuse and neglect.

All staff will be required to attend child abuse training offered by the program and will be required to attend follow-up training as offered.

All staff will be required to know the agency's procedure for reporting suspected abuse and neglect.

All reports will be documented including:

1. Date and time
2. Persons involved in the suspected abuse
3. Name of: Division of Child & Family Services (DCFS) or Department of Health & Welfare (DHW) employee

4. Detailed information regarding suspected abuse situation
5. Head Start employee who suspects abuse
6. What was seen and heard
7. Any directions given by DCFS or DHW
8. Follow up information from DCFS or DHW

Section III. Reporting Procedures

If any staff member suspects abuse or neglect, they must **immediately** notify their supervisor and the supervisor will **immediately** notify their program Coordinator.

ALL REPORTS WILL BE COMMUNICATED TO THE FAMILY SERVICES COORDINATOR (UPON AVAILABILITY). THE DIRECTOR WILL BE INFORMED THAT A CALL WAS MADE.

The Supervisor of the staff person will review the information with the staff person who suspects the abuse. Once a decision is made to contact DCFS or DHW, a call will be made by the staff person who suspects the abuse. The staff person that suspects abuse will complete the "Suspected Child Abuse and Neglect Form" before calling DCFS or DWH as well as fill out information during the call. The original will be sent to the Family Servives Coordinator and a copy given to the staff member's supervisor.

Report to the Division of Child & Family Service (DCFS) or Department of Health & Welfare (DHW) will include the following:

1. Date and time
2. Persons involved in the suspected abuse
3. Name of the DCFS or DHW employee
4. Detailed information regarding suspected abuse situation
5. Head Start employee who suspects abuse
6. What was seen and heard
7. And directions given by DCFS or DHW
8. Follow up information from DCFS or DHW

(Note: If you are not sure whether it is a reportable case, first discuss it with your Supervisor, but do not wait to contact them, do it immediately.)

If BRHS feels that to return the child to his/her home situation would place the child in immediate danger, we will contact the Police Department in the area and state our reasons for concern.

REMEMBER: WE ARE A MANDATORY REPORTING AGENCY.
AS THE PERSON WHO SUSPECTS ABUSE, YOU ARE RESPONSIBLE FOR SEEING THAT A REPORT IS MADE IMMEDIATELY! FAILURE TO DO SO MAY RESULT IN DISCIPLINARY ACTION AND/OR TERMINATION.

UTAH
Cache/Rich 1(435)787-3400
Box Elder 1(435)734-4075
24 hour Central Intake # for Utah 1(855)323-3237
IDAHO
1(855)552-5437

904
NON-STAFF BACKGROUND CHECKS POLICY

Bear River Head Start requires a complete background check on all individuals that work with children and families or have unsupervised access to children or families. There are other individuals that provide services to the grantee that may have a background check through their individual employer (school district personnel, etc.). Other individuals may be serving on committees or the Board of Trustees and may not have access to children or families, and may fall under another background check requirement. The policies listed on this document outline requirements for each group of individuals.

1302.90 Personnel Policy-General Background Check
Bear River Head Start must conduct or obtain a complete background check for all staff, consultants, contractors, or individuals, whose activities involve contact with and/or direct services to children and families or anyone who could have unsupervised access to children and families. Bear River Head Start may require background checks for contractors/ consultants/ volunteer positions with direct access to highly sensitive information, liability, or fiscal responsibilities.

Background Checks for Contractors/ Consultants/ Individuals Working for Other Agencies.
Individuals that perform services for enrolled children and families employed by other community agencies or school districts, may have a background check completed through their employer, as defined in 1302.90. These individuals may be exempt from additional background checks through Bear River Head Start. BRHS will obtain confirmation that the personnel in question had the appropriate checks and were employable according to the state's disqualification factors, and therefore the grantee meets 1302.90 background check requirements. Documentation from the partner entity or agency confirming a successful background check as defined in 1302.90, will meet BRHS requirements.

Background Checks for Consultants/ Contractors/ Individuals- No Direct Contact With Children and Families.
Background Checks are not required for short-term program consultants providing training and technical assistance, or individuals working primarily with management. If these individuals do not provide direct services to children and families, and have no unsupervised access to children and families, 1302.90 background check requirements are not required for these individuals. Background checks only apply to individuals whose activities involve contact with and/or direct services to children and families or anyone who could have unsupervised access to children and families.

Governance Member Background Check
Board members will be required to complete a background check as defined in 1302.90 if the member signs checks for Bear River Head Start, or visits classrooms, has any direct contact with enrolled children or unsupervised access to children and families.

Bear River Head Start
Immunization Policy/Procedure

Note: Bear River Head Start includes PHS and EHS

Policy

Bear River Head Start is committed to the health and wellness of all staff, parents, and children. To protect the well being and good health and safety of all students and staff, adequate immunizations are vital and required at Bear River Head Start. In keeping with the State of Utah & Idaho laws and regulations, the following procedure must be followed. This policy meets requirements of Utah & Idaho State Law that mandates all public schools (including Head Start programs) maintain up-to-date immunization records on file for each child (see Infections Control Policy).

Procedure

1. No student may participate or attend classroom/activities at Bear River Head Start unless parents have presented an official certificate of immunization to an authorized Bear Head Start staff member, stating that the student has received immunizations against communicable diseases as required by the Department of Health. Parents are responsible for and must provide a copy (including child's name, date of birth, type of shot and dates given) of their child's official most current immunization record.
2. Authorized Bear River Head Start staff shall accept any immunization record provided by a licensed physician, registered nurse, or public health official as certification of immunization, and shall transfer this information on to the Utah School Immunization Record/Idaho Child Care Health Form with the following information:
    a. Name of student
    b. Student's date of birth
    c. Type of vaccine administered
    d. Minimally the month and year each does was administered; however, the month, day and year are required for the first dose of measles, mumps and rubella vaccine
3. The immunizations of all accepted children must be up-to-date before they can attend class or participate in other Head Start activities.
    a. A parent of a child who has been accepted must sign a release of information. This release of information is included with the acceptance letter.
    b. This release of information, along with a copy of the accepted child's immunizations, is returned to Head Start as soon as possible by the parent.
    c. Upon receiving the release of information records, the health team can make a determination of whether the child is up to date on immunizations.
    d. The parent will be informed, through a letter, if the child is due for more vaccines before participating in Head Start activities
4. Students may be conditionally enrolled and attend Head Start if he or she is not completely immunized against each specific disease as required for his/her age, if the student has received at least one dose of each of the required vaccines prior to enrollment and currently is on schedule for subsequent immunizations. To remain in attendadne in Head Start classrooms or at socializations, the student must complete the required subsequent doses in each vaccine series on schedule and provide written documentation to be authorized Head Start staff, to avoid exclusion.

5. Failure to receive still-needed doses will result in exclusion of the child from the Head Start classroom, socializations, and other Head Start activities until the child is back on schedule with no required vaccine doses due. (As per Exclusion Policy)
6. If a child, who is overdue for an immunization(s), is discovered after enrollment and attendance in class, that child's guardian must obtain the necessary vaccine(s) for their child or be excluded from attendance. All efforts will be made to avoid this situation.
7. A parent claiming an exemption to immunization, as allowed by law, shall provide authroized Head Start staff one of the following. Bear River Head Start will maintain an up-to-date list of children with exemptions so they can be excluded quickly if an outbreak occurs.
    a. **Medical Exemption:** An exemption signed by a physician who is registered and licensed to practice medicine within the United States, stating the physical condition of the student is such that one ore more specified immunizations would endanger the student's life.
    b. **Religious Exemption:** An exemption form issued by the health department and witnessed and signed by a local health department representative that the individual is a member of a specified, recognized religious organization whose teachings are contrary to immunizations
    c. **Personal Exemption:** An exemption form issued by the health department as witnesses and signed by a local health department representative that the child's guardian has personal reasons against their child receiving vaccine(s). Parents/Guardians are not allowed to claim a personal exemption because the immunization record is lost or incomplete or because it is too much to contact the physician or clinic and obtain a copy
    d. All appropriate exemption must be contained on the Utah School Immunization Record/Idaho Child Care health form
8. Outbreak Notification Protocol
    a. In the event of a potentioal or confirmed case of an infectious disease, Head Start will notify the Bear River Health Department. The Health Department will then:
        i. Gather relevant information
        ii. Contact local physicians as needed,
        iii. Notify the State Health Department if necessary.

    If a confirmed case is reported to the Bear River Health Department by a physician's office or hospital, the Health Department will in turn notify Head Start.
9. The immunization status of a conditionally enrolled student will be reviewed weekly to ensure continued compliance in completing the required doses of vaccines prior to exclusion
10. Authorized Head Start staff shall maintain a file of the Utah School Immunization Record/Idaho Child Care Health form for each student at Bear River Head Start. All student immunization records shall be open for inspection at all reasonable times by representatives of local health departments or the State Department of Health.
11. Authorized Head Start staff will return, when requested, the Utah School Immunization Record/Idaho Child Care Health Form and the Personal Exemption Form to the parent when a student withdraws, transfers, or otherwise leaves Head Start. As an alternative, authorized Head Start staff may transfer the school Immunization Record and the Personal exemption form to the new school.
12. Bear River Head Start shall comply with any modifications or deletions in the required immunizations that may be made by the State Department of Health. See attached Utah and Idaho forms for the required immunization schedule. This immunization schedule will be followed for the enrollment at Bear River Head Start.

Bear River Head Start



Infection Control Policy

Revised August 2026

At Bear River Head Start, every employee, parent, and child deserves a safe environment in which to work, learn, and grow. Infection control is a critical and ongoing priority in Head Start programs, as it plays a key role in promoting children's health and preventing the spread of illness among children and staff.

The infection control procedures necessary for protecting immunocompromised children are the same practices that should always be in place for the safety of all participants. While the presence of immunocompromised children may increase awareness and vigilance, the core principles and protocols of infection control apply universally and consistently across all settings and individuals.

In accordance with Standard Precautions–which require treating all bodily fluids as potentially infectious–the following policies must be followed by all staff, volunteers, parents, and children:

PREVENTATIVE MEASURES

STANDARD PRECAUTIONS:

- Standard Precautions must be observed at all times by all staff and volunteers. This method of infection control requires all staff to treat **ALL** bodily fluids as potentially infectious for HIV, HBV, and other blood borne pathogens.

HEPATITIS B VACCINATION:

- OSHA relation CFR 1910.1030 (f)(2) states that the HBV vaccination series is made available at no cost within 10 days of employment or reassignment to any employee identified as being at risk of exposure.
- Exemptions can be made if: the employee has previously received the vaccination series, antibody testing shows immunity to HBV, or the vaccine is excused by a physician due to medical reasons. Documentation of the exemption status must be provided and given to the Fiscal Office.
- Those who get the Hepatitis B series must obtain, and provide the Fiscal Office with a copy of the vaccination record which must also be signed by a licensed healthcare provider.

IMMUNIZATIONS:

- Immunizations are a vital tool in preventing the spread of serious and potentially life-threatening childhood diseases. In accordance with Utah and Idaho School Immunization Laws, every parent or guardian is responsible for providing written proof of their child's current immunization status prior to enrollment in the program. This documentation must include the child's full name, date of birth, the type of vaccine administered, and the dates the immunizations were given.
- If a parent chooses not to immunize their child, they must submit a valid exemption form. This form must be obtained from the local health department, a licensed physician, or a recognized religious leader. The completed and signed exemption form must be

returned to the Health Specialist at Bear River Head Start (Preschool/Early Head Start).
- In cases where a child cannot receive a specific vaccine due to medical reasons, a signed medical exemption form from the child's physician is required.
- In the event that a non-immunized child becomes infected with a communicable disease such as measles, rubella, polio, mumps, or other vaccine-preventable illnesses, the Health Specialist has the authority, in compliance with state law, to exclude the child from class. This measure is to ensure the health and safety of all children and staff, and to remain in compliance with Utah and Idaho State Immunization Laws.

The following immunizations are required for a three year old or four year old child to be enrolled at Bear River Head Start:

Utah

- **4 Diptheria/Tetanus/Pertussis (DTP)**
- **3 Polio (OPV or IPV)**
- **3 Hepatitis B**
- **2 Hepatitis A**
- **1 Hemophilus Infuenza B (Hib)**
- **1 Measles/Mumps/Rubella (MMR)**
- **1 Varicella**
- **5 Prevnar** (at least one). *The last shot must be PCV-13.*

Idaho

- **4 Diptheria/Tetanus/Pertussis (DTP)**
- **3 Polio (OPV or IPV)**
- **3 Hepatitis B**
- **2 Hepatitis A**
- **1 Hemophilus Infuenza B (Hib)**
- **1 Measles/Mumps/Rubella (MMR)**
- **1 Varicella**
- **5 Prevnar** (at least one). *The last shot must be PCV-13.*

If a child has not received immunizations or is not on schedule for their age, they can be conditionally enrolled. Conditional enrollment means that a child can enroll if he or she has had at least one dose of each vaccine required for his or her age. To stay in Head Start, the child must finish any needed shot(s) on schedule.

STAFF PHYSICAL & TB TESTS:

- At the time of employment and every three years thereafter, all staff must receive a physical examination from their healthcare provider.
    - A physical form must be filled out by the physician and can be obtained from the Fiscal Office.
    - Bear River Head Start will pay for the physical exam, up to fifty dollars, by turning in your billing statement to the Fiscal Office.

- An initial TB test is required at the time of employment and then only if there is known exposure. A risk assessment questionnaire is required to be filled out yearly by all staff during pre-service.
    - All regular volunteers must also receive a TB test.
    - In order for Bear River Head Start to pay for a TB test a pre-authorization form must be signed by the Health and Wellness Administrator and taken to the Health Department at the time the test is performed.

All completed physical exams and TB results must be handed in to staff supervisors. The supervisors will turn in the documentation to the Fiscal Office.

EMERGENCY TRAININGS:

- All staff working directly with children and families are required to have current certifications in Adult and Pediatric First Aid and CPR. The Health Team will provide training, reviews, and challenge courses for employees to receive and renew their certifications. If employees are unable to attend the scheduled CPR training, they are responsible to get their certification and/or renewal on their own and at their own expense.

METHODS OF CONTROL

HANDWASHING:

Handwashing is the cornerstone of effective infection control and one of the most important steps in preventing the spread of illness in a classroom setting.

All staff, volunteers, parents, and children are expected and encouraged to use proper handwashing techniques consistently throughout the day. Hand hygiene is not only a best practice–it is a daily responsibility.

- Training on proper handwashing will be provided to all Head Start staff during pre-service training before the school year begins.
- At the start of each school year, Teachers or Teacher Assistants will conduct an in-class handwashing demonstration to teach and reinforce proper technique for children.
- Visual guides outlining the "Methods of Proper Handwashing" will be posted in every restroom and above all classroom sinks.
- Staff and volunteers are expected to model appropriate handwashing by washing their hands alongside the children.

Important Hand Washing Guidelines:

- Handwashing must be performed in designated restroom sinks, not in sinks used for food preparation.
- Teachers, Teacher Assistants, and volunteers are responsible for observing and supervising children's handwashing:
    - Immediately before meals and snacks
    - After using the restroom

- Additionally, children should be asked to wash their hands (with supervision) after sneezing, coughing or engaging in any activity that may spread germs or communicable diseases, at the discretion of the staff.

By establishing and maintaining these practices, Bear River Head Start ensures a healthier environment for all.

DAILY OBSERVATION:

- Classroom teachers/assistants should perform a quick daily health check of each child as they enter the classroom to look for signs of illness or infection.
- Children should be observed throughout the day in outdoor activities, routines, and transitions.
- The Exclusion Policy will be followed at all times regarding communicable disease control.
- Any noted concerns or recurring problems should be brought to the attention of the Health Specialist through an incident/illness report and verbal communication. Parents will be notified and included in every step to correct the problem.
- The Health Specialist and Family Advocate will encourage and or help parents make the appropriate appointment for needed care.

TEMPORARY EXCLUSION FROM PARTICIPATION:

- Temporary exclusion of sick children from Head Start for selected infectious diseases are based on State Child Care Regulations and Head Start standards and they apply to all children, regardless of any other health problems or disabilities they may have. Children with HIV infection should have the same routine screening tests as other children and should be excluded from participation only if they have one of the communicable diseases described in the exclusion procedure.
- Outbreaks of childhood illnesses can pose a risk to immunocompromised children and those who are exempt from immunizations. When an outbreak occurs, all parents will be notified of the outbreak and given information on what to do for their child if they should become infected.

Any potential infectious disease must be reported to the Health Specialist as soon as possible so that the necessary steps can be followed to protect the health of the child and the children in the classroom. The Health Specialist will notify the Health and Wellness Administrator of all infectious diseases in the classrooms as quickly as possible.

In the event of a sudden or extraordinary occurrence of a serious communicable disease in accordance with State law R386-702-2, the Health Specialist shall contact the Local Health Department or the Utah or Idaho Bureau of Epidemiology to report the disease occurrence and receive specific instructions to control the outbreak.

FOOD HANDLING AND PREPARATION:

- The Food Policy is to be followed when providing and serving food at ANY Head Start function. Functions include:
    - Literacy Workshops
    - FSC Gatherings
    - Closing Socials
    - Policy Council Meetings
    - Parent Workshops
    - Group Socializations
    - Staff Get-togethers
    - Community Workshops etc.
- Because food is a large part of the classroom time, a Food Handler's Permit is required of anyone who will be handling food in the classrooms and must be renewed every three years.
- All food preparation and serving areas will be cleaned and sanitized before and after meals.
- Food will be served hot. Leftover meat items and or cooked vegetables will be thrown away after mealtime. Canned fruit will be dated and frozen if not used in 24 hours.

FOOD AS ART:

- Extreme care must be taken when food is used for art purposes. Each child will be given his/her own edible art materials when possible, and other children will not reuse these materials.
- Children will wash their hands before and after using food for art purposes and will be supervised while using food for art.
- Dairy products, raw eggs, and other foods that can spoil easily or carry food poisoning if not handled correctly, are not to be used for art or in art materials.
- All leftover edible art materials will be thrown away immediately.

BLOOD AND BODILY FLUID PRECAUTIONS:

To protect the health and safety of all staff and children, strict precautions must be followed when handling blood or bodily fluids.

- Disposable gloves must be worn by all staff whenever handling or cleaning up any bodily fluids (e.g., blood, vomit, urine, feces).
    - Gloves are single-use only: they must be used for one incident, by one person, and then immediately discarded.
    - Regardless of glove use, hands must be thoroughly washed after any contact with bodily fluids.
- Training on the proper procedures for cleaning up blood and bodily fluids will be provided to all staff as part of their health and safety instruction.
- Each classroom and Head Start bus will be equipped with a Blood and Bodily Fluid Clean-Up Kit that complies with OSHA's Bloodborne Pathogens Standard (29 CFR 1910.1030).
- Non-latex gloves must be carried by Teachers, Assistants, and Volunteers during:
    - Outdoor playground supervision

    - Field trips
        - These gloves must be readily available for use in the event that first aid must be administered
- Soiled items (e.g., disposable gloves, paper towels, gauze) must be:
    - Disposed of immediately in a sealed double plastic bag
    - Placed in a lined trash container or a designated biohazard bag if applicable
- Contaminated clothing should be:
    - Wrapped in a securely tied plastic bag
    - Kept out of reach of children
    - Sent home with the child at the end of the day
        - Clothing should not be rinsed or laundered at the facility under any circumstances
- Any staff member who has had a potential or actual exposure to blood will be provided with appropriate information and guidance regarding communicable disease transmission and post-exposure procedures

By following these precautions, Bear River Head Start maintains a safe, hygienic, and legally compliant environment for all.

ENVIRONMENT CONTROL

VENTILATION OF CLASSROOMS AND OFFICES:

Coughing and sneezing are common ways respiratory illnesses are spread, particularly during the winter months when children and staff spend more time indoors. Proper ventilation plays a crucial role in minimizing the transmission of airborne germs.

In accordance with guidance from the Utah Department of Health, Bureau of Epidemiology, all classrooms and indoor areas must be well ventilated to reduce the buildup of airborne pathogens.

- Classrooms will be aired out daily for a minimum of 15-20 minutes
- If a window to the outside is not available, a door will be opened to allow for the circulation of fresh air
- These efforts help to remove airborne contaminants and maintain a healthier environment for children, staff, and volunteers

Promoting good respiratory hygiene and adequate ventilation are key components of Bear River Head Start's overall infection control strategy.

CLEANING, SANITIZING, and DISINFECTING TOYS AND PLAY SURFACES:

- Toys need to be cleaned and disinfected at least weekly and daily when necessary. Centers with ZONO machines (see training manual for instruction) should use them on a regular basis in place of/in addition to cleaning/sanitizing solutions.
- Play surfaces including tables must be sanitized before and after meals, snacks, food experiences, or as often as necessary.
- **Cleaning, sanitizing, and disinfection products should not be used in close proximity to children, and adequate ventilation should be maintained during use.**

Bleach Solutions:

- **Read the concentration (%) on the label and follow instructions per table below**
- **Make solutions fresh daily**

ALWAYS ADD BLEACH TO COOL WATER!

Concentration	Items and Surfaces	5.25% - 6% Sodium Hypochlorite
Sanitizing ***Chlorine test strips should read:** • **50-200 ppm**	*Food contact surfaces: dishes, utensils, cutting boards, high chair trays, tables, toys that children may place in their mouths, and pacifiers*	**Quart:** • **¼ - ½** **teaspoon Gallon:** • **1-2 teaspoons**
Disinfecting ***Chlorine test strips should read:** • **500-800 ppm**	*Non Food Contact Surfaces: Disinfect equipment and surfaces used for toileting or diapering and in cleaning body fluids, like blood. Disinfect high touch areas such as doorknobs, light switches, faucets and cabinet handles.*	**Quart:** • **1** **Tablespoon Gallon:** • **¼ - ½ cup**

To Sanitize and Disinfect:

1. Clean the surface with soap and water. Rinse thoroughly.
2. Spray the surface with sanitizer or disinfectant, depending on the type of surface area.
3. Leave the surface wet for at least 2 minutes then wipe dry.

PROPER CLEANING OF PLAY CLOTHES:

- Play clothes and all hats must be washed or disinfected on at least a weekly basis in order to prevent the spread of communicable diseases.
- Hats that cannot be washed or disinfected will be allowed in the classroom if a plastic liner is attached to the inside and then removed with each use.
- Parents and volunteers will also be encouraged to wash the play clothes for In-Kind hours.
- This will need to be done more frequently if a classroom has a contagious outbreak (i.e. chick pox, lice, etc.)

ANIMALS IN CLASSROOM/BUILDING:

- Animals will be allowed in the building only under the following circumstances:
    - Small animals will be allowed in the classroom if they are in a cage
    - Large animals visiting Head Start that cannot be placed in a cage must be on a leash and under adult supervision at all times
    - Children can visit large animals either outside or during large motor time
    - Please inform the Health Specialist of arrangements for animal visits
    - The Health Specialist will contact the Health and Wellness Administrator
    - Children's direct contact with animals will only occur under the supervision of a teacher/assistant/parent
    - All hands must be washed after touching any animals
    - Animals must be in good health, friendly, and vaccinated. Vaccine records are to be available upon request

MSDS:

- Material Safety Data Sheets are located in every classroom and in the main office in the MSDS on-line system and should be referred to in an emergency when a child ingests a certain chemical or for any other reason deemed necessary

PANDEMIC RESPONSE INFECTION CONTROL MEASURES:

- In the event of a pandemic outbreak, Bear River Head Start will implement increased infection control measures. Bear River Head Start will follow guidelines from the Centers for Disease Control (CDC), Utah and Idaho Department of Health, the Office of Head Start, Child Care Licensing Agencies in both states and other reputable sources.

902

BEAR RIVER HEAD START COMMUNITY COMPLAINT POLICY

Members of the community have an opportunity to present their complaints or concerns concerning the Head Start/Early Head Start program. If complaints come from an employee or former employee of Bear River Head Start with respect to actions or treatment that is considered unfair or improper during the term of employment, the Employee Grievance Procedure should be used. It can be found on the website brheadstart.org.

1. The first step in resolving concerns is for the community member to communicate the concern/complaint directly to the particular program management staff (Coordinator). If the concern/complaint is not resolved satisfactorily in this manner then it should be communicated directly to the Head Start Director. This can be accomplished by either writing the complaint/concern and leaving it at the Head Start Administrative Office at 95 West 100 South #200 for the Director, or calling 435-755-0081 and making an appointment to meet in person or by phone with the Director to discuss the concern/complaint. A resolution or corrective action will be developed for implementation if possible.

The Director will communicate community complaints in a timely fashion to the Board of Trustees and Policy Council to ensure both groups are fully informed concerning the status of Bear River Head Start. This will normally happen at the next regularly scheduled meeting but if the matter is urgent it will be communicated between meetings to the Chair of the Board of Trustees who shall inform the Policy Council Chair.

2. If the concern/complaint cannot be resolved by the Head Start Director then the community member shall put it in writing and send it to the Chair of the Board of Trustees. Contact information may be obtained from the Head Start Administrative Office. The Board Chair will contact the Policy Council Chair and both parties will act as representatives for their shared decision making groups and will issue a response to the complaint. The Chairs may gather or provide input and/or information from/to the Director and may seek legal counsel concerning the complaint.

A written response will be available back to the complainant within a reasonable amount of time after receiving the written complaint.

Written complaints will be communicated to the entire body of the Board and Policy Council through their Chairperson. Communication may be made before the next regularly scheduled meeting if necessary.

Revised 05/2026

Bear River Head Start (PHS/EHS) Exclusion Policy

Revised 4/2025

In order to promote the health of infants, toddlers, preschoolers, parents, and staff in Head Start, the following exclusion guidelines will be used. This policy will apply to all enrolled families as well as the BRHS staff. These guidelines are based on the recommendations in *Caring for our Children - National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs,* by the American Academy of Pediatrics and the American Public Health Association, State and Local Health Departments and on the recommendations of the Early Head Start/Head Start Health Services Advisory Committee.

This Exclusion Policy does not describe symptoms of the illnesses for which students and staff will be excluded from the program. Please contact your health care provider when ill, or when questions arise concerning your health, or the health of your children and family.

Conditions Requiring Temporary Exclusion

Abdominal Pain (Severe):	Should be evaluated by a health care provider ASAP.
Abdominal Pain (Less Severe):	Pain that continues longer than 2 hours or intermittent pain associated with fever, dehydration or other signs or symptoms of illness.
Chickenpox (varicella)	Exclude until all lesions have dried or crusted (usually 6 days after onset of rash and no new lesions have appeared for at least 24 hours).
Covid-19	Exclude according to current CDC guidelines Follow CDC guidance: Respiratory Virus Guidance Follow local, state, territorial, or tribal public health guidance Children may return when: ● Respiratory symptoms are getting better for at least 24 hours **AND** ● No fever is present for 24 hours, and no fever reducing medications have been used for 24 hours
Diarrhea	Exclusion is needed for: ● Diapered children whose stool is not contained in the diaper ● Toilet-trained children when diarrhea causes “accidents” or when increased number of bowel movements are a risk for accidents and soiling of toileting areas ● Children who have more than 2 stools per day above normal for that child while the child is in the program ● Children whose stool contains blood or mucus Children may return when the stool is contained in the diaper, or when toilet-trained children no longer have accidents or when they have no more than 2 stools above what is usual for the child.

Diarrhea Cont.	For some infectious diarrheal illnesses, exclusion is needed until additional guidelines have been met and programs communicate with healthcare providers and health departments. Children who have germs in their stool but no symptoms do not need to be excluded, except when infected with Shiga toxin-producing Escherichia coli (STEC), Shigella, or Salmonella serotype Typhi.
Fever: 100.4°F or greater (From any site)	Exclude with a behavior change and other signs and symptoms (sore throat, rash, vomiting, diarrhea, cough, etc). Body temperature can be elevated by overheating caused by overdressing or a hot environment, or vigorous exercise. If the child cools off promptly, there is no need to send the child home. • Exception is infants younger than 2 months (from any site) with unexplained fever of 100.4°F (by any method) with or without a behavior change or other signs and symptoms (eg. sore throat, rash, vomiting, diarrhea) requires exclusion and immediate medical attention. They may participate only if a health care provider gives written clearance.
Hepatitis A virus Infection	Exclude until 1 week after onset of illness or jaundice if the child's symptoms are mild or as directed by the health department. **Note:** Protection of the others in the group should be checked to be sure everyone who was exposed has received the vaccine or receives the vaccine immediately.
Impetigo	Exclusion is not needed before the end of the program day if impetigo lesions are covered. Let the parent or guardian know that day. Exclude only if the child has not been treated by the time they return.
Measles	Exclude until 4 days after onset of rash. Un-immunized people who are not vaccinated within 72 hours of the exposure should be excluded until at least 2 weeks after the onset of rash in the last case of measles in the group, or until cleared by the health department.
Meningitis (bacterial and viral)	Exclude until the child is cleared by a healthcare provider.
Mouth Sores	Exclude children who have sores with drooling that a child is unable to control. Or exclude children who are unable to participate due to symptoms related to the mouth sores.
Mumps	Exclude until 5 days after onset of parotid (salivary) gland swelling. Report cases to the health department. Exclude unvaccinated children until cleared by the health department.
Pertussis (Whooping cough)	Exclude until treated with appropriate antibiotic for 5 days, or 21 days from start of cough if untreated.

Rash w/fever and behavioral changes	Exclude until a health care provider has determined that the illness is not an infectious disease.
Rubella	Exclude until 7 days after the rash appears. Report cases to the local health department. Exclude exposed, unvaccinated children (children who have received less than 2 doses of the vaccine) until cleared by the health department.
Signs of possible severe illness	Will be assessed on a case by case situation after consulting the Health Specialist.
Skin Sores	Exclude if the child has sores on an exposed body surface that are leaking fluid and cannot be covered with a waterproof dressing.
Streptococcal pharyngitis (ie, strep throat)	Exclude until treated with appropriate antibiotic for 12 hours
Tuberculosis (Active)	Exclude until the healthcare provider or local health department decides the child is no longer infectious.
Vomiting	Exclude if the child vomits 2 or more times within 24 hours, unless vomiting is due to a non contagious/noninfectious cause and the child can stay hydrated and can participate in activities.
Additional reasons for exclusion are as follows:	➢ Prevents the child from participating comfortably in activities ➢ Results in a need for care that is greater than staff can provide without compromising the health and safety of the other children ➢ Poses a risk of spread of harmful diseases to others.

Conditions That Do Not Require Exclusion

Common Colds, runny nose and cough	No exclusion regardless of color or consistency of nasal discharge.
Cytomegalovirus-CMV	No exclusion required
Diarrhea	No exclusion if stool is contained in the diaper, there are no toileting accidents, and there are no more than 2 stools per day above the normal for that child.
Eye drainage	No exclusion for water, yellow or white discharge without fever, eye pain, or significant eyelid redness and swelling.
Fifth Disease	No exclusion for children who have normal immune systems and who do not have an underlying blood disorder like sickle cell disease

Hand, Food, Mouth	No exclusion unless the child has a fever with symptoms, mouth sores, and constant drooling, or if recommended by public health authorities to control an outbreak
Hepatitis B infection - Chronic	No exclusion required
HIV Infection	No exclusion required
Lice or Nits/Scabies	Caring for Our Children recommends that treatment may start at the end of the day. If treatment starts before returning the next day, no exclusion is needed. "No-nit" policies are not effective in controlling the spread of lice and are not recommended. It is recommended the condition is treated with medicated head lice products such as RID
Methicillin-resistant (MRSA) and methicillin-sensitive (MSSA) colonization	Exclusion is not required unless lesion and drainage cannot be covered and contained. Colonization is the presence of bacteria on the body without illness.
Molluscum contagiosum	No exclusion or covering of lesions is needed
Pinkeye (bacterial conjunctivitis)	Indicated by pink or red conjunctiva with white or yellow eye mucous drainage and matted eyelids after sleep. Exclusion should be considered if 2 or more children in a group (classroom) develop pink eye in the same period, the child meets other exclusion criteria (such as fever with behavior change), or there is a recommendation from the health department or the child's healthcare provider
Pinworms	No exclusion is needed per Bear River Health Department. If child is in diapers - staff must use universal precautions: gloves, proper handwashing
Rash without fever and behavioral changes	**Exception:** Call EMS (911) for rapidly spreading bruising, or small blood clots under the skin
Ringworm	Cover skin lesions before the end of the day. If medical treatment starts before returning the next day, no exclusion is needed
Roseola	No exclusion is needed unless there is a fever and behavioral changes
Thrush	No exclusion needed. (The signs of thrush are white spots or patches in the mouth, cheeks, or gums.)

If a child becomes sick at school with something listed on the exclusion policy. The parents are notified and the child is excluded. The procedure is as follows:

- If the child becomes ill during the school day the parent/guardian will be notified immediately of the child's illness and need for care.
- If the parent/guardian cannot be reached, the emergency contacts listed on the child's release form will be notified.
    - Teachers will fill out an Illness Report
        - A copy will be given to the Health Specialist and the parent/guardian
- If a condition/illness is noted when the child arrives for school the child will be sent home immediately with that individual.
    - Teachers will fill out an Illness Report

    - A copy will be given to the Health Specialist and the parent/guardian
- If the exclusion policy recommends treatment by a physician, a signed note from the doctor must be obtained stating that the child is being treated and that he/she is no longer contagious and it is safe for the child to return to school.
- The day a communicable illness is discovered in a facility, the Health Specialist will send written information to all parents informing them on the specific illness.
- Facility staff will ensure that the name of an ill child or staff person remains confidential.

If a staff member becomes sick at school with something listed on the exclusion policy, the immediate supervisor will be notified and the staff member will follow the exclusion policy guidelines as stated for the child.

- The Health and Wellness Administrator will be notified by their supervisor.

Isolation/ Quarantine

Details on isolation and quarantine are reflected in the Bear River Head Start COVID-19 protocols. The Bear River Head Start Exclusion Policy does not describe the symptoms for which students and staff will be excluded from participation in the program due to illness.