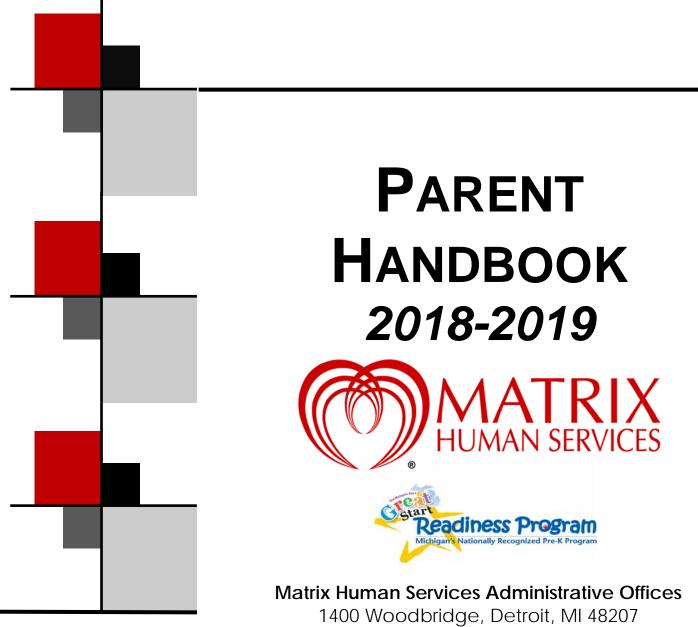
MATRIX HEAD START

A program of Matrix Human Services

"Developed under a grant awarded by the Michigan Department of Education"



(313) 962-5255 www.MatrixHumanServices.org http://www.greatstartwayne.org





CREDIBILITY · INTEGRITY · ACHIEVEMENT

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IMPORTANT INFORMATION

Center

My child attends Matrix Head Start/GSRP at

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				'/		

My child's Teachers are : Mr./Ms._____ &

Mr./Mrs._____

Center Manager is Mr./Ms._____(313) _____ - ____

Building Associate Name is Mr./Ms._____

My Family Advocate's Name is Mr./Ms._____

HOURS OF OPERATIONS

Head Start, Early Head Start, and GSRP encourage *regular* attendance for children and families to receive maximum benefits from participation in the program.

Matrix Head Start/GSRP centers (both Head Start and Early Head Start) are open five days per week from 8:00 a.m. to 4:00 p.m. Full-day sessions and half-day sessions operate Monday through Friday.

Parents of HS/EHS/GSRP children:

- Bring their children by 8:00 A.M.
- Pick them up no later than 3:00 P.M.

Parents with children in the half day/morning session:

- Drop off their children by 8:00 a.m.
- Pick them up no later than 11:30 A.M.

Parents with children in the half day/afternoon session:

- Drop children off by 12:00 P.M.
- Pick up their children no later than 3:00 P.M.

Please see Arrival and Pickup Policy and Procedures pages.



Hours of Operation Sample Schedule



<u>Sample Part Day</u> (may vary by center) A.M. Morning **Daily Schedule** P.M. Afternoon Arrival/Health check/ Breakfast or Lunch 8:00-8:30 12:00-12:30 8:30-8:40 12:30-12:40 **Tooth Brushing** 8:40-8:55 Message Board/Easy to Join/Large Group 12:40-12:55 8:55-9:05 **Planning Time** 12:55-1:05 Work Time 9:05-9:50 1:05-1:50 Clean up Time 9:50-10:00 1:50-2:00 10:00-10:10 **Recall Time** 2:00-2:10 10:10-10:25 Small Group Time 2:10-2:25 2:25-2:45 10:25-10:45 Outdoor time 2:45-3:00 10:55-11:30 Hand washing /Lunch or Snack Dismissal (Follow Dismissal Policy) 3:00 11:05

Head Start Full Day Schedule

8:00 8:10	Arrival/Health Check/Sign In/ Break fast Preparation
8:10 - 8:40	Breakfast
8:40 - 8:50	Message Board
8:50 - 9:00	Large Group
9:00 - 9:10	Planning Time
9:10 - 10:10	Work Time
10:00 - 10:20	Clean Up Time
10:20 - 10:30	Recall Time
10:30 - 10:50	Small Group Time
10:50 - 11:20	Outdoors Time
11:20 - 11:30	Hand Washing
11:30 - 12:00	Lunch
12:00 - 12:15	Bathroom/ Tooth Brushing Time
12:15 - 1:45	Cots/Nap Time
1:45 - 1:55	Wake Up / Bathroom
1:55 - 2:20	Outdoor
2:20 - 2:40	Literacy Time (Small Group)
2:40 - 3:00	Handwashing / Snack

Early Head Start Daily Schedule Arrival/Greeting Time 8:00-8:30 8:30-9:00 Breakfast 9:00-9:15 Bodily Care/Tooth brushing 9:15-9:30 Group Time w/Music & Movement 9:30-10:15 **Choice Time** 10:15-10:30 Group time w/Materials 10:30-11:00 **Outside Time** 11:00-11:15 **Bodily Care** 11:15-11:30 Group Time w/Music & Movement 11:30-11:35 Bodily Care/Hand washing 11:35-12:05 Lunch Bodily Care/Tooth brushing 12:05-12:15 12:15-2:15 Nap Time/Quiet Time Bodily Care/Prepare for snack 2:15-2:30 2:30-2:45 Snack 2:45-3:00 Prepare for Dismissal See full, detailed schedule on page 33





Matrix Head Start **GSRP** Daily Routine 8:00-8:30 Arrival/Greeting Time 8:30-9:00 Breakfast/(Tooth brushing) 9:00-9:15 Large Group Time 9:15-9:30 Planning Time 9:30-10:30 Work Time 10:30-10:40 Clean up Time 10:40-10:50 Recall Time 10:50-11:30 Outside Time 11:30-11:50 Small Group Time 11:50-12:20 Lunch Time 12:20-12:35 Clean up/(Tooth brushing) 12:35-1:05 Gym/Outside 1:05-2:15 Rest Time/Bathroom 2:15-2:30 Large group 2:30 Snack Time 3:00 Dismissal



Welcome to Matrix Head Start/GSRP!

We invite you to share in what we believe will be an enriching and productive year for both you and your child. We are excited about the prospects of truly engaging our children and parents through educational activities that are both fun and interactive.

Matrix Head Start/GSRP offers the following program options: Early Head Start for pregnant moms and infants of 0-3 years old, and Head Start for children between the ages of 3-5 years old; we offer Early Head Start opportunities for Half-day, Full-day or Home-based options. In addition to meeting the age criteria, each family must be income eligible for all program options and reside within our service area.

We encourage all parents to take advantage of the free training and workshops we offer throughout the year, and to work with your Family Advocate to set goals for yourself and your family. You may also wish to consider getting involved as an active Parent Committee member, or simply volunteering in your child's classroom. We especially encourage all Dads to get involved in our Fatherhood Initiative program. See page 20 for additional information.

We hope that you will find this Parent Handbook useful. The information found here explains in detail both your rights and responsibilities as Matrix Head Start/ GSRP/Early Head Start parents. However, if you have further questions, we encourage you to stop by our office at any time during business hours. Also, please do not hesitate to ask any staff for help with understanding any information that is not clear. We look forward to working with you and your child.

Sincerely,

Cristal Claussen Program Director NON-DISCRIMINATION DISCLAIMER Matrix Head Start/GSRP is an equal opportunity program, in accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

MATRIX HEAD START/GSRP MISSION STATEMENT

Matrix Head Start/GSRP is a human service agency that provides early childhood education and guidance while promoting good health, mental health, nutrition, and community involvement. We support and respect the diversity and ethnicity of all families and encourage and empower them to become self-sufficient.



MATRIX EARLY HEAD START PHILOSOPHY

Early Head Start (EHS) provides services to low-income pregnant women and families with children from birth to age 3 that facilitate child development, support, parental roles, and promote self-sufficiency.

The goal of EHS is to promote total family well-being by educating parents in areas of health, nutrition, and disability services with support and mentoring of parents and children. The curriculum design is aligned with program goals for each child's development.

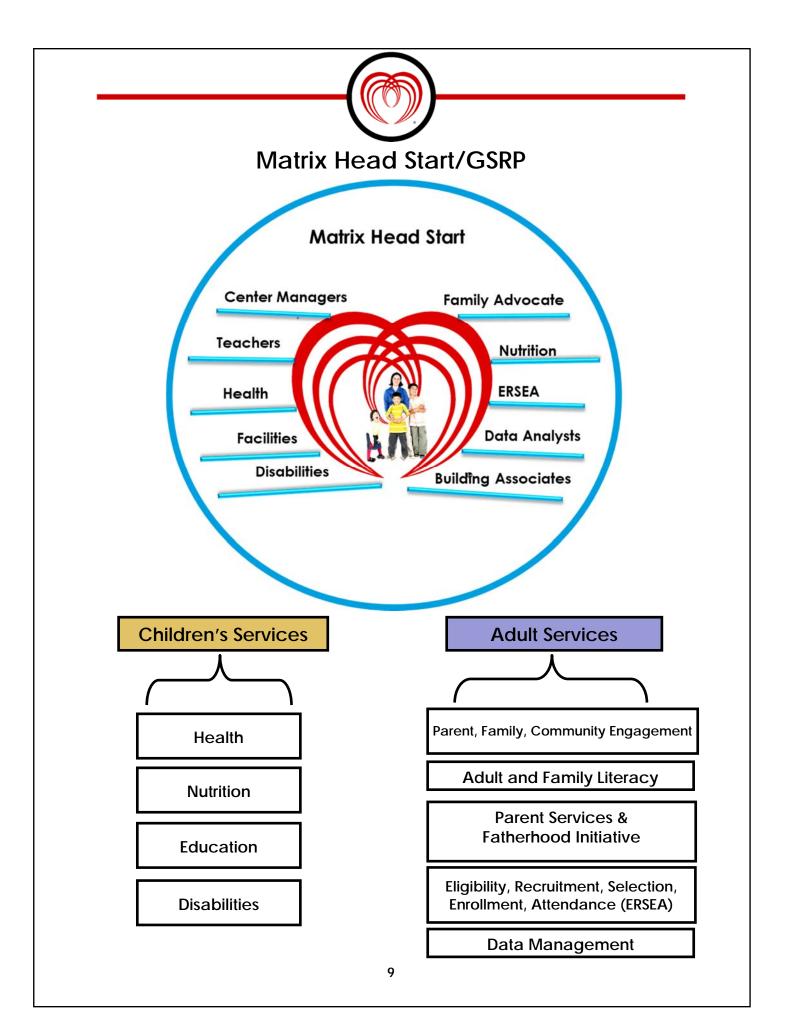
EHS provides children with a safe, nurturing, engaging, enjoyable, and secure learning environment in order to help them gain the awareness, skills, and confidence necessary to succeed and to transition smoothly into Head Start or other preschool settings.

MATRIX HEAD START/GSRP PROGRAM PHILOSOPHY

Matrix Head Start/GSRP assists parents and children in fostering a vision for new insights to build a better life. MHS is a learning and development place for families. We provide services that will enhance the lives of our families.

Our philosophy is a theory of active learning; the child and parent learn by actively participating in the operation of the program. We give parents and children a chance to explore and create new ideas that will later become their foundation for developing new life directions.

It is our expectation that all parents to become a part of our team and to work with us to provide a positive learning environment for children. Parents are given the opportunity to develop parenting skills through parenting classes. We believe that as Parents develop an understanding of what and how children learn, they will become better able to assist their children in developing an eagerness for learning which will follow them throughout life. We help Parents become advocates for their child's development while working with them to set goals and make positive changes in their own lives.





ABOUT MATRIX HUMAN SERVICES

MISSION

Inspired by its heritage since 1906, Matrix Human Services advocates for and serves the most vulnerable in the metropolitan Detroit community and empowers individuals and families to enhance the quality of their lives and achieve self sufficiency.

VISION

Matrix, a proven leader in uniting all human service efforts to move individuals and families toward self-sufficiency in our time with your help...eradicating poverty of the mind, body and spirit.

HISTORY

Matrix Human Services, a 501(c)3 organization, has served the Detroit community and surrounding areas for more than 108 years. The League of Catholic Women led the way in 1906 with a vision and mission to fight poverty. Today our mission remains the same as we continue to touch hearts and change lives in our community. With programs at more than 33 locations, Matrix Human Services serves more than 20,000 individuals and families each year.

CORE VALUES

The collective principles and ideals that define the character of Matrix Human Services:

- **Respect, Diversity & Inclusion.** Embracing and promoting a culture of respect, diversity and inclusion among all clients, staff and Board.
- Ethical Stewardship. Managing all of our resources to ensure efficient and effective results and measurable outcomes both clinical and fiscal.
- **Program Services.** Empowering clients to be the best they can be, developing strong individuals, families and communities.
- **Collaboration.** Integrating Matrix Human Services programs and collaborating with organizations that support our Mission and Vision.
- A Collective Pride in Matrix. Empowering staff, Board and volunteers to bring new ideas and solutions, suggestions to promote growth, and pursue innovation.
- Education. Continuing the commitment to pursue educational development by all staff, volunteers, clients and Board.

What does Matrix offer?

A two generation approach that supports our Head Start children and their families!

What does that mean for you?

You will have a family advocate and interdisciplinary team who will work with you on this journey, addressing any needs you have along the way.

Keep in mind...

Sensitive, personal information may be discussed. We value your willingness to share so that we can support you as needed! Each Matrix program provides a system of coordinated care that encompasses basic needs, educational support, financial literacy, workforce development opportunities and volunteerism, ensuring all of our clients and families have every opportunity to achieve and sustain a better quality of life.

All Matrix programs are rooted in a wrap-around system of care that's designed to move individuals and families out of poverty to a life of success and economic self-sufficiency.

At Matrix Human Services, we provide wrap-around

services our Head Start children and families.

The purpose is to:

- Identify needs (if any)
- Create goals with you
- Utilize a team to work with you



The Matrix staff is here to support you on your path. We use an "interdisciplinary approach," or a team method, to support you. Not only will you have a family advocate to work with you on a variety of areas (income, housing, education, transportation, etc.), there are other content areas (health, nutrition, etc.) within Matrix Head Start/GSRP that are in place to ensure that you and your child have the resources you need for a healthy and successful life.

MATRIX HUMAN SERVICES **Navigating Your Future**

Part of our focus at Matrix Human Services is assisting our clients and families in navigating their future. We ask our parents: Where do you want to go and how can we help you and your family to get there? MATRIX **Planning with Reassess your** your Family Navigation **Advocate** Plan Explore Navigate Where do **Take action** with Goals you want to go? and Resources Journey 12



TIPS FROM MATRIX HEAD START/GSRP

HOW SHOULD I DRESS MY CHILD FOR SCHOOL?

Your child will need to bring the following items to school:

- A complete change of clothing (please label all clothing with child's full name)
- A warm coat, hat, and gloves during the cool months for outdoor play

*** Please note: Toys from home are not permitted to be brought to school without prior consent from the teacher.

Please dress your child in clothing that is comfortable and appropriate for active indoor and outdoor play. Tennis shoes are recommended for appropriate footwear. For safety reasons please no flip-flops, sandals, jellies, or buckled shoes. If your child has a difficult time playing in the shoes they wore to school, the school will work with you to provide comfortable and safe shoes for the child to wear in school.

Children will occasionally have accidental spills at mealtime and may still have bathroom accidents. We do not punish a child for accidents. We use these times for teaching self-help skills such as hygiene skills, dressing and undressing, buttoning, snapping, zipping, tying, etc.

Since most jewelry items are small enough to fit in a child's mouth, we are asking that you please do not put jewelry on your child in the Early Head Start classroom. While hair beads and barrettes are also cute on our little ones, they do present a choking risk should they come loose.

For the safety of all children in the Early Head Start classrooms, we are asking that you do not send your child to school with jewelry, hair beads, or small barrettes.

If a safety/choking concerns are suspected, the Early Head Start staff may remove the ornaments and return them to you at pick up. Please note that the Early Head Start Program is not responsible for lost, stolen or damaged items.

Child Safety

Please remember to buckle your children in an appropriate child safety seat each time you take them to and from school. If your child does not have a car seat, please notify the Center Manager.

CHILDREN'S SERVICES

PROGRAM CURRICULUM

Matrix Head Start/GSRP uses the High Scope Curriculum which concludes that when children participate as active learners within a supportive classroom community, they will develop a sense of initiative and prosocial disposition that positively affects their subsequent learning and life decisions. **EXTRA SPACE** Learning through play helps children construct their own knowledge while being supported by the teachers, peers and the environment.

PARENT/TEACHER CONFERENCE

Parent-Teacher Conferences are good opportunities for open communication and for parents to participate in assessing the growth and development of their child. Three conferences are required by the teaching teams each program year.

HOME VISITS

Home Visits are an integral part of the Head Start experience. Two home visits per program year are required for the Education Staff. Home Visits present a great opportunity for parents & staff to build a strong relationship and partnership that will support children in reaching the highest educational achievements.



Field Trips

Matrix Head Start/GSRP sometimes supplements the classroom curriculum with off site field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information, including recommended attire, destination, date, time, reason for trip, and mode of transportation. The field trip permission slip must be filled out completely and accurately in order for your child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the classroom Teacher.

Parent Involvement is essential to a good education. Volunteering in your child's school shows them that you are interested and involved in their learning.

WAYS TO VOLUNTEER

- Join the parent committees
- Volunteer in the classroom
- Read to the children
- · Help in the preparation of the different celebrations
- Prepare/participate in classroom activities
- Share special interest/skills

Matrix Head Start/GSRP uses the High Scope Curriculum, which is researched based.

HighScope recognizes the value of hands-on active learning. It values play as a way of building on children's natural curiosity, and allow for exploration and variation rather than having to perform in a single "right way."

When I go to my child's classroom, it looks like they are just playing. Are they learning anything from this?

Yes! Children learn through play. When children play, they are actively engaged in activities they have freely chosen; that is, they are selfdirected and motivated from within. When children play, they engage in many important tasks, such as developing and practicing newly acquired skills, using language, taking turns, making friends, and regulating emotions and behavior according to the demands of the situation. This is why play needs to be a significant part of the young child's day.



Assessment

HighScope has a developmentally appropriate assessment tool called the Child Observation Record (COR). With this assessment, the teachers observe children in real situations in the classroom. The teachers take objective notes in 34 to 36 different developmental areas within the first 12 weeks. After 12 weeks, a Family Report is generated to share with parents. The information from the assessment help teachers plan for each individual child to help work toward the School Readiness goals set for the children.

Your responsibilities as a parent or caregiver:

- Know your teachers' name, school name and telephone number
- Please call the child's center if your child is going to be absent
- Take children to the restroom to wash hands upon arrival
- Bring a change of clothes to keep at the center
- Sign volunteer sheet daily
- Bring and pick up children on time
- Attend monthly parent and curriculum planning meetings
- Refrain from using cell phones in the school building
- Prepare children's cots (Full Day)
- Report any changes in contact information to the Center Manager

HEALTH

IMMUNIZATIONS

At the time of initial attendance, one of the following shall be obtained and kept on file and accessible in the Head Start Center for all children:

- A certificate of immunizations showing a minimum of one dose of each immunizing agent
- Or a copy of a waiver addressed to the Michigan Department of Community Health and signed by the parent

This waiver must be completed and signed by the Detroit Department of Health and Wellness Promotion. Please call (313) 410-7803 for assistance.

Immunizations and immunization records must be kept as current as medically possible not only to protect your child, but also to comply with the state day care licensing regulations. Children may be excluded due to incomplete immunizations by the Health Department.

OTHER HEALTH REQUIREMENTS

Children must keep up to date on all EPSDT screenings. Supplemental Health forms will be given to the parent 30 days prior to the due date to keep the child up-to-date. All children are required to have a physical exam. See schedule below.

Early Head Start:

Infants are required to have physical exams at:

- □1 week
- □ 4 weeks
- □ 2 months
- □ 4 months
- □ 6 months
- 9 months
- □ 12 months.

Toddlers require physical exams at:

- 15 months
 18 months
 24 months (2 years)
- □ 30 months

Head Start children ages 3-5 require a yearly physical.

DENTAL REQUIREMENTS

All children enrolled at Matrix Head Start/GSRP must have a dental exam starting at 12 months of age. The dental exam is required every 6 months. All dental follow-up should be completed in a timely manner to meet the Head Start Performance Standards.





DISPENSING MEDICATION

All medications, including over-the-counter (with Medication Authorization form), needed while your child is in the Head Start center will be administered by trained program staff and requires the written consent of the parent and a prescription signed by a doctor. All medicine (both prescription and over-the-counter) must be in the original container with the child's name, expiration date and dosage/instructions on it. Dosages and the times medication is administered will be recorded and initialed by the staff member.

Medication to control a fever will not be administered by program staff. Please keep children home who are ill. Initial or first doses of medication must be given by parent. Parents must inform staff of the time and type of any medications given to their child before the child is dropped off at the Head Start center.

COMMUNICABLE DISEASES

Matrix Head Start/GSRP follows all health/communicable disease policies as outlined in the *Managing Communicable Diseases in Schools* manual by the Michigan Department of Community Health, Divisions of Communicable Disease & Immunizations. Children will be sent home from participation in the program if they exhibit symptoms of any communicable disease except Head Lice. They will not be permitted to return to the program until they have a doctor's note stating they are no longer contagious and can return to the program. MHS reserves the right to refuse a child to return if the Center Manager or designee believes the child to be too ill to participate in the program. If your child is absent due to illness, we request that you notify the Center Manager or Building Associate.

INDIVIDUALIZED HEALTH CARE PLAN

All children who have health conditions, allergies, asthma, seizures, or any condition that may need medical care to support effective participation in the program must have an Individualized Health Care Plan completed prior to enrollment by their medical provider.

PROCEDURE FOR TOILET TRAINING

Children are enrolled in the center-based program whether they have learned to use the toilet independently or not. Matrix Head Start/GSRP staff will change diapers and assist children in learning to use the toilet when they are ready. Accidents are to be expected. Children who are not ready, forget and have an accident will never be made to feel ashamed. If your child is currently learning to use the potty, please dress your child in clothing that is easy to get off and on. Please provide a change of clothing just in case the need arises. If the child is not toilet trained in sixty days of the start date of potty training, a case conference will be held to support the parent and child in the toilet training process.

FAMILY STYLE MEALS

All meals are served family style, with the children and adults sitting together. Family Style meal service promotes appropriate portion sizes, good manners, good eating habits, hand-eye coordination and socialization skills.

BIRTHDAY / OUTSIDE FOOD POLICY

Matrix Head Start/GSRP provides the children with nutritious and healthy meals. No other food is allowed in the classroom. Outside food could endanger a child with food allergies.

The City of Detroit Department of Human Services has developed a "Head Start Policy on Birthday Celebrations." This policy was developed to provide standardized limits as to the food used for birthday celebrations. This acknowledges that our multi-cultural program includes families who may or may not acknowledge birthdays with different foods or practices. This policy must ensure safe food for the children, and supports the "No Fees for Parents" Policy. Check Parent Handbook or Parent Board for policy.

CHILDREN WITH ALLERGIES

Children with medical and food allergies must have written documentation of the allergies. Medications and treatment procedures must be outlined by the child's physician. All allergies must be documented on the physical. An **Individualized Health Care Plan (IHCP)** to address severe allergies must be completed by the child's physician. A **Parent request Dietary Accommodation (PRDA) form** must be fillet out by the parent stating the dietary accommodation, listing foods to be omitted.

TOOTH BRUSHING POLICY

The Policy of Matrix Head Start/GSRP states that all Head Start children are to brush their teeth one time daily following meal time (a.m. sessions after breakfast; p.m. sessions after lunch). The children in the full day sessions will brush their teeth after lunch.

All toddlers in Early Head Start will practice tooth brushing two times daily, following both breakfast and lunch. Teaching staff must assist in brushing their teeth. Infants will practice oral care by having their gums swabbed after each bottle feeding.

Staff will facilitate and supervise all tooth brushing activities. The purpose of this policy is to ensure the promotion of dental hygiene among children in conjunction with meals, Performance Standard 1302.43.





Where Healthy Eating Becomes a Habit Child and Adult Care Food Program Parent Information Sheet

Matrix Head Start is a participant in the Child and Adult Care Food Program (CACFP), a United States Department of Agriculture (USDA) program. The CACFP provides cash reimbursement to child care centers for nutritious meals and helps children develop healthy eating habits. The CACFP is administered by the Michigan Department of Education (MDE).

Through the Child and Adult Care Food Program you can be assured that your child is getting balanced, nutritious meals and developing healthy lifelong eating habits. Proper nutrition during the early years ensures fewer physical and educational problems later in life.

As a participant in the CACFP, Matrix Head Start receives reimbursement for serving nutritious meals and snacks. Meals and snacks must meet the USDA meal pattern requirements listed below.

Breakfast	Lunch and Supper	Snack (serve 2 from the 5 food groups below)
Milk	Milk	Milk
Fruit, Vegetable, or combina- tion of both	Vegetable serving Fruit serving (or second vege- table serving)	Vegetable Fruit
Grain	Grain	Grain/Bread
	Meat or Meat Alternate	Meat or Meat Alternate

Children less than one year old: Foods in the infant meal pattern vary according to the infant's age. If your child is less than one year old, please request the infant meal pattern requirements from your center.

MDE is required to verify the enrollment, attendance and meals/snacks typically consumed by children while they are in care. MDE staff may contact you regarding your child's participation in our Head Start center.

If you have any questions about the Child and Adult Care Food Program, please contact:

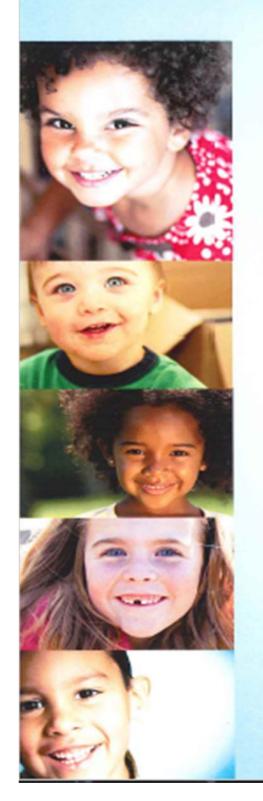
Matrix Head Start Health/Nutrition Department 1400 Woodbridge Detroit, Michigan 48207	OR	Child and Adult Care Food Program Michigan Department of Education P.O. Box 30008 Lansing, Michigan 48909
313-962-5255		517-373-7391

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the <u>USDA Program Discrimination Complaint Form</u>, (AD-3027) (http://www.ascr.usda.gov/ complaint_filing_cust.html) online, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: 202-690-7442; or (3) email: <u>program.intake@usda.gov</u>. This institution is an equal opportunity provider.

Did you know?



Children on WIC receive milk, cereal, eggs, juice, bread, beans, peanut butter and fresh fruits and vegetables, saving you hundreds of dollars on healthy food each year.

REASONS to stay on WIC

until age

- Children have better growth and development
- Promotes healthy weight
- Children are better prepared for school
- 4. Pays for milk, fresh fruits and vegetables and other healthy food
- 5 Eating healthy helps children focus and behave better

Call us at 800-225-5942 Visit us at www.michigan.gov/wic



USDA is an equal opportunity provider and employer.

DISABILITIES

It is the objective of the Disability Department to ensure that all children who may have a concern receive all the assistance needed to help with the development of the child.

DEVOLOPMENTAL SCREENINGS

Within 45 days of enrollment each child will receive Developmental Screenings (Brigance) in the areas of behavior, motor, language, cognitive, and social/emotional screenings. These results will be discussed with you. If any concerns are identified the teaching team may request additional observations and support with your consent.

ENROLLMENT PROCESS

Matrix Head Start/GSRP is mandated by Performance Standard 1302.14 (b)(1) to enroll a minimum of 10% of all Early Head Start (EHS)/Head Start (HS) funded enrollment to families of children with disabilities.

DISABILITY DEPARTMENT OBJECTIVES:

- To ensure Matrix Head Start/GSRP and the Detroit Public Schools Community District have an established agreement for the 2018-2019 school year
- To ensure early identification of concerns
- To coordinate individualized services for children
- To help provide children with the necessary services to ensure continued growth and success
- To empower parents with the necessary tools needed to be effective advocates for their children
- To provide children with high quality services in preparation for school readiness.
- To ensure smooth transition for families of children with disabilities.

SPECIAL EDUCATION LAW

Matrix Head Start/GSRP abides by the Individuals with Disabilities Education Act (IDEA) that requires the local education agency to make available to all eligible children with disabilities a free appropriate public education in the least restrictive environment appropriate to their individual needs.

CONTACT INFORMATION

The Disability Department can be reached at (313) 962-5255 extension 1690.



ERSEA, Parent Involvement, Literacy, Fatherhood, Parent, Family, and Community Engagement and Data Analysis are all components of the Adult Services Team. This team systematically and strategically addresses the goals of each family by communicating the needs of the family through the COPA Data Management system and coordinating services, referrals and resources in a way that transcends many current and past practices.

ROLE OF FAMILY ADVOCATE

Family Advocates (FA's) will establish a relationship with the families enrolled in the Head Start program. They will meet monthly with each family. During their scheduled meetings, the FA and the parent will utilize the PFCE Framework and engage parents in a variety of activities, such as establishing goals and completing a Family Needs Assessment. Utilizing the "Navigating Your Future" component, our system supports the family's aspirations. Family Visits are essential in developing a real connection with the family. The FA is the link between the family and the Head Start program, as well as connecting the family to community resources that will help support the family in achieving their goals.

ROLE OF FAMILY ADVOCATE—EARLY HOME-BASED

The Home-Based option is another opportunity for parents to enroll their child in the Early Head Start program. The Home-Based Family Advocate (HBFA) visits the family with infants and toddlers once a week for 90 minutes; parents are invited to attend a group-socialization monthly. The HBFA engages the family in activities in the comfort of their own home that support best practices in early childhood development. During the group-socializations, the families are encouraged to participate in activities, trainings and workshops that promote early childhood education, advocacy, parenting skills and more. A variety of prenatal training, services, and referrals are offered to expectant families

ABRIENDO PUERTAS (OPENING DOORS) WORKSHOP

Opening Doors uses the '*popular education*' approach "to engage parents in lessons that reflect the culture of the target audience;" we offer "ten interactive sessions that draw from real-life experiences, incorporate data about local schools and communities, and focus on helping parents understand their role in the development of long-term impact on their children's educational outcomes."

ADULT SERVICES

Welcome to the Strengthening of Fatherhood at Matrix Head Start/GSRP!

OUR FATHERHOOD PROGRAM

Matrix Head Start/GSRP Fatherhood Program also known as "Dads Club" is a formal support group who aim is to strengthen and create meaningful connections between fathers or father figures and their Head Start children. The program is managed by men for men to address the social challenges of fatherhood. All participants of "Dads



Club" take the pledge to have an active role in their child's education and development.

OUR RATIONALE

Children do best in life when they grow up with the active, positive involvement of both a mother and father. Whatever the measure—physical and emotional health, educational achievement, behavior, substance abuse, crime or delinquency—children are more likely to lead healthy, productive lives when fathers are actively involved in their lives in positive ways. This is because moms and dads tend to parent differently, at least in some important ways, and their complimentary parenting skills and attitudes combine to give children the best environment in which to grow up healthy and successful.

MATRIX FATHERHOOD PLEDGE

I pledge to renew my commitment to family and community.

I recognize the positive impact of my role as a man can have on my children, family and youth that I come into contact with. Therefore I pledge to be positive role model, a support for my children and the children of my community. I pledge to provide them with the encouragement and support they need to grow and fulfill their potential. I'm no ordinary man, I am A MATRIX MAN and I believe in FATHERHOOD.

WHO CAN BECOME INVOLVED:

Any male who is involved in the life of any Matrix Head Start/GSRP child can join us for classes or events. There are no income or education guidelines. If any of the services mentioned above interest you or someone you know, please contact us to find out more information about how we may be of assistance. Participation in the "Dads Club" is voluntary. These services are available to all eligible persons regardless of race, gender, age, disability, or religion.

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, ATTENDANCE (ERSEA)

ELIGIBILITY

- 1. Children, birth to 30 months, and women, who are pregnant, are eligible to be enrolled in Early Head Start services (EHS). All children who are enrolled in Head Start services are three years of age by December 1, 2017. All children who are enrolled in the GSRP program are four years of age by December 1, 2017. Children will transition from EHS into Matrix Head Start/GSRP or another program on their third birthday.
- 2. Children from families with incomes below 100% of the Federal Poverty Level (FPL). A pregnant woman and child are eligible if the family is below the poverty line: or receives TANF child-only payments; or is homeless or in foster care.
 - Up to 35% of enrolled families may be between 101% and 130% of the FPL, if all of the income eligible three and four year old children from families under 100% FPL have been enrolled, and slots are still available.
 - Approximately 10% of the enrolled children may be from families with income that exceeds the FPL. These families must meet the guidelines for selection that have been established by our program, and will generally have a special need including, homelessness, IEP's, IFSP's, teens parenting, chemical dependency, mental health issues.

RECRUITMENT

- 1. MHS/GSRP will develop a Recruitment Plan annually to ensure that all families are actively informed about the program.
- 2. Staff members encourage all families to apply and move to eliminate barriers to the application process. Elimination of barriers may include helping families fill out the application, access documentation for income, and the translation of materials.
- 3. The goal of recruitment is to establish a pool of applications that is greater than the number of slots that are available at the center for the year.

SELECTION

- 1. Staff members must use the established Selection Process to establish a waiting list that ranks children according to selection criteria to assure that eligible children enter the program as vacancies occur. The waitlist is established and maintained throughout the entire enrollment period.
- 2. Selection Criteria is determined by the program and approved by Policy Council.
- 3. Selection is based on the income of eligible families, the age of the child, the availability of kindergarten or first grade to the child, and the extent to which a child or family meets the criteria established below.
- 4. Priority Groups for Selection
 - \Rightarrow Income
 - \Rightarrow Homeless or in Foster care

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, ATTENDANCE (ERSEA)

- \Rightarrow Age (prioritizing younger children)
- \Rightarrow Children with diagnosed disabilities
- \Rightarrow Siblings of a currently enrolled child.
- \Rightarrow Children transferring from other HS programs without a break in service

ENROLLMENT

Children who are enrolled in EHS or other programs for families with infants and toddlers, remain income eligible while they are participating in the program.

When a child moves from a program serving infants and toddlers to a Head Start program serving children age three and older, the family income must be re-verified. When an eligible child is enrolled in EHS and they reach 30 months of age, a transition plan is implemented to achieve enrollment in the most appropriate placement on their 3rd birthday.

We ensure that whenever possible, the child receives Head Start services until enrolled in kindergarten or another early learning setting.

Children in Pre-school Head Start who are eligible and participating in the program, remain income eligible through that enrollment year and the immediate succeeding enrollment year.

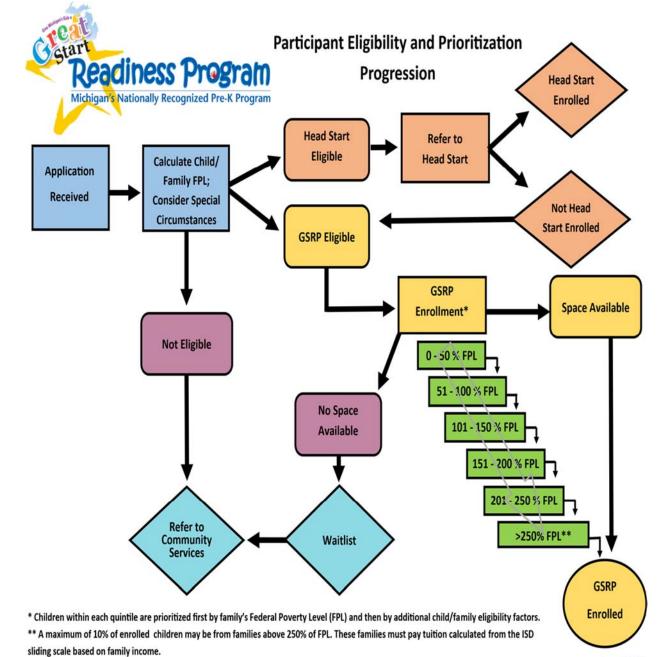
Full Enrollment

- 1. The goal is to reach full enrollment by the first day of class and maintained the funded enrollment throughout the program year.
- 2. MHS will fill any vacancy as soon as possible, Any vacancy will be filled within 30 days.
- 3. MHS will stop enrolling when less than 30 calendar days remain in the program year .

ATTENDANCE

- 1. Matrix Head Start encourage regular attendance for children. This allows families to receive maximum benefits from participation in the program.
- 2. Early identification of concerns affecting a child's attendance is an important way to support a family to improve attendance.
- 3. Monitoring daily attendance and follow-up with a family provides the opportunity to work together in seeking solutions to issues which may be interfering with a child's attendance.

(ERSEA) GSRP REFFERAL POLICY CHART



August 2017

Literacy

ADULT & FAMILY LITERACY

Matrix Head Start is dedicated to fostering family literacy in each family we service. Our team plans and facilitates workshops for parents to acquire and/or enhance their self-help skills and autonomy, always encouraging parents to continue active involvement in their children's education from early childhood, through high school and beyond.

The literacy area promotes and supports engagement of literacy with families and the community that includes:

- Abreindo Puertas/Opening Doors research-based workshop
- Adult literacy support and referrals
- English as a second Language referrals
- Basic computer training Support & referrals
- Financial literacy
- Parent/child literacy activities
- GED support, and resume writing assistance
- Healthy Families (Health & Nutrition)
- Job Training
- Parenting Skills
- Language-rich Activities for Families



https://www.mottchildren.org/posts/your-child/reading-and-literacy-children

Transition (Center)

EARLY TRANSITION-SCHOOL READINESS

Transition supports the development of your child's age and the stages for transition through Head Start. The transition process for Early Head Start children begins at age 2.5 (36 months). We know that continuity of care is important. A transition plan begins at age 2 1/2, which is a collaboration between the parent and staff to find appropriate placement prior to your child turning 3. The transition to Head Start is an exciting developmental milestone for every family.

KINDERGARTEN TRANSITION-SCHOOL READINESS

Head Start staff works with families, schools, and local programs to prepare children for Kindergarten. The Transition Manager, in collaboration with the Education, Parent, Family & Community Engagement (PFCE), and Disabilities Managers provide services that support family well-being, leadership, as well as advocacy skills that promote positive a transition to new environments.

PARENT SUPPORT

Parents communicating and participating are the key factors to making *transitioning* in the program a *success*. Parents are given information on programs and/or services about transitioning, including, but not limited to, enrollment and registration requirements, health and disabilities support, and community partners. Parent training and workshops offer the tools for families to develop the home as an extension of the classroom for School Readiness. The Transition Manager supports families to advocate for their children concerning their educational services.

HOW CAN YOU GET INVOLVED?

PARENT MEETINGS/CURRICULUM MEETING

All Matrix Head Start/GSRP centers hold a monthly Parent Meeting where the parents at each center will come together to connect with other parents and connect with staff. The Parent Meetings are a chance for parents to receive information on the latest news, upcoming events, and parent and child activities at their child's center; parents also have opportunities to give input and ask questions. Parent Meetings at each center should be facilitated and run by parents (with support from staff). The Curriculum Planning meetings give parents an opportunity to assist with classroom planning, activities, and educational objectives.

PARENT COMMITTEE

Upon enrolling their child in Head Start, every parent automatically becomes a member of Matrix Head Start/GSRP's Parent Committee. The Parent Committee is part of the governance structure of the Head Start program, and its purpose is to provide every parent of an enrolled child with the opportunity to assist in the development of activities that address the interests of the family and support the education and healthy development of their children. The Parent Committee will work along with the Center Managers, Family Advocates, and Building Associates in planning activities, curriculum planning, etc. for the children and parents of that center.

POLICY COUNCIL

The Policy Council is a decision-making body that is made up of one representative from each center. This council is responsible for making decisions, advising staff on formal and informal program activities, and creating and critiquing policies to help the organization carry out program services. Both community members and parents/guardians currently enrolled in the program (and who are not related to staff members) are eligible to serve as Policy Council members. *Keep an eye out for events in the Community for you and your family!*

CENTER ELECTIONS

Every school year in the month of October, each center will hold a Center Election where parents of children currently enrolled in the program will (through a democratic process) have an opportunity to elect a Chairperson, Vice-Chairperson and a Secretary to serve as officers of their particular center. One of the three officers elected will also be elected to serve on the Policy Council.

PARENT VOLUNTEERS-REQUIRED DOCUMENTATION

Volunteers have always been a vital part of Matrix Head Start/GSRP! Parents/guardians are always welcomed in the classroom. All volunteers who assist in the classroom, office, kitchen and any other area of the program, on a regular basis (more than two consecutive days for four or more hours per day), are required to submit results of a TB screening, and a Child Abuse/Neglect Central Registry clearance through the Michigan Department of Human Services, as required by our licensing regulations. For volunteers, MHS is required to request and secure criminal background checks for all staff and regular volunteers. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom or on field trips or be considered for employment.

ARRIVAL - PICKUP PROCEDURES

Purpose

Children arriving late to school do not receive the full benefit of the program; they miss an essential part of the daily routine, such as breakfast, classroom activities, and planning time. Also, children feel safe and secure when they follow a consistent daily routine. Late arrival is disruptive of the daily routine and limits the benefits of the program.

Ensuring that children arrive to school on time each day is important. Matrix Head Start/GSRP staff recognizes that sometimes emergencies occur. We recognize there may be occasions when arriving on time is not possible i.e. doctor or dentist appointment, traffic, etc.; however, parents or guardians are responsible for notifying the center staff as soon as possible in order to plan for the child's late arrival.

Late arrival may occur occasionally, but not on a regular basis. Listed below are Matrix Head Start designated arrival times:

Part Day (A	M): Arrival Time	8:00 am
Part Day (P	M): Arrival Time	12:00 pm
Full Day:	Arrival Time	8:00 am

Procedure

 \Rightarrow Parent or guardian should notify the center staff when they are running late.

- If a parent/guardian is late and the child has not eaten prior to class, the parent must assist the staff by accompanying the child while he/she is eating their meal.
- ⇒ After three consecutive late arrivals, the parent/guardian must meet with the Family Advocate and the Center Manager to review the arrival policy. The Family Advocate will make proper referrals if needed and /or offer alternatives, (i.e. changing sessions from a.m. to p.m. or vice-versa, or relocating to a center that is closer and more accessible for on- time arrival) can be considered.
- ⇒ Parent, Family and Community Engagement Manager will be involved based on individual cases.

To ensure that children have some consistency during the arrival time, it is the parent/guardian's responsibility to share this policy with all people that will be bringing their children to Head Start.

LATE PICKUP POLICY

Purpose

Picking up children on time is a benefit for all. Children feel safe and secure when they follow a daily routine. Consisting arriving on time helps to eliminate the potential anxiety that children may experience when parents do not show up on time. Regularly picking children up late can be seen as a form of child neglect. Matrix Head Start/GSRP staff are mandated reporters of Child Abuse and Neglect.

Ensuring that children are picked up from school on time each day is important. Matrix Head Start/GSRP staff recognizes that scheduled appointments and occasional emergencies occur. Scheduled appointments may take place during school hours, but must be communicated to Head Start staff. In an emergency situation parents or guardians are responsible for notifying Head Start staff. Parents can make arrangements to either pick up their children early themselves or by a person listed on the child information card. Listed below are Matrix Head Start/GSRP designated pick up times:

Part Day (AM)	: Dismissal Time	11:30 am
Part Day (PM): Dismissal Time		3:00 pm
Full Day:	Dismissal Time	3:00 pm

Children picked up after 11:30 am or **3:00** pm will be considered late.

Procedure

If parent/guardian is late and has made no attempt to contact a Head Start employee:

- ⇒ One (1) late pick-up, Building Associate will have parent sign the Late Pick-Up Log.
- ⇒ **Two (2)** consecutive late pick-ups, Building Associate will have the parent sign the Late Pick-Up Log. The Center Manager will arrange to meet with the parent to discuss difficulties, make proper referrals if needed, and /or offer alternatives (e.g. changing sessions from a.m. to p.m. or relocating to a center that is closer).
- ⇒ Three (3) consecutive late pick-ups, the Building Associates will have the parent sign the Late Pick-Up Log. A conference with the Family Advocate and the Center Manager must be held to review the Head Start Late Pick-Up policy.
 - **Parents/guardians will be given a formal notification to sign** which states that they are aware that with the 4th consecutive late pick up, their child may, at the discretion of the Director, be transferred to a more appropriate setting that will accommodate the parent's schedule.

To ensure that children have some consistency during the pick up time, it is the parent's responsibility to share this policy with all people that will be picking up their children from Head Start.

DRUG/ALCOHOL POLICY

The staff of Matrix Head Start/GSRP will not release a child/children to anyone who appears to be under the influence of drugs and/or alcohol. The staff of MHS must contact the other custodial parent or authorized adult on the Child Information Card in such cases.

FIREARMS AND/OR OTHER WEAPONS POLICY

Matrix Human Services-Matrix Head Start/GSRP prohibits the possession of weapons on any Matrix property including, but not limited to buildings and vehicles (regardless of whether or not the person is licensed to carry a weapon). Violation of this policy will result in immediate dismissal of the program. Police will also be notified of any such incidents.

DISCIPLINE CODE

Head Start/GSRP advocates that every child has a right to feel good about themselves and their family, and learn new information about his/her world. Head Start staff has a responsibility to establish an environment rich with learning opportunities and experiences, which leads to a mastery of skills for the child. The guidelines are to be adhered to by all adults (staff and parents) associated with the Detroit Head Start Programs. A "Discipline Code" is to be posted in each classroom. **STAFF AND ALL ADULTS WORKING / VOLUNTEERING IN THE PROGRAM SHALL BE PROHIBITED FROM USING ANY FORM OF CORPORAL PUNISHMENT AT ANY HEAD START/GSRP SITE.**

MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT POLICY

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Matrix Head Start/GSRP are considered mandated reporters under this law. The employers of Matrix Head Start/GSRP are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behaviors or conditions prior to making a report under the suspected abuse or neglect. We, Matrix Head Start/GSRP, take this responsibility very seriously and will make all warranted reports to the appropriate authorities.

The Child Protective Services Act is designed to protect the welfare and best interests of all children. As mandated reporters, the staff of Matrix Head Start/GSRP cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith." Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats).
- Dropping off or picking up a child under the influence of illegal drugs or alcohol
- · Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- A parent sending a sick child to school over medicated to hide symptoms
- Failure to address a medical or dental concern

PEST MANAGEMENT POLICY (R 400.8380 Maintenance of premises)

- (9) As required by section 8316 of 1994 PA 451, MCL 324.8316, the center shall develop and implement an integrated pest management program when pesticide applications occur on the premises. The integrated pest management program shall include, but not limited to, the following:
- (a) An annual notification to parents or guardians informing them that they will receive advanced notice of pesticide applications. The annual notice must be provided in September.
- (b) The annual notification to parents or guardians specifying 2 methods by which the advance notice of pesticide application will be given.
- (c) An advanced notice containing information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information at the center, and a toll-free number of a national pesticide information center recognized by the Michigan department of agriculture.
- (d) Liquid spray or aerosol insecticide applications may not be performed in a room of a center unless the room will be unoccupied by children for not less than 4 hours or longer if required by the pesticide label use directions.

OUTDOOR POLICIES (Licensing Rule R 400.8170)

Head Start Program Performance Standards and Regulations 1302.31 C)(d) Learning environment: A program must insure teachers implement well organized learning environment with developmentally appropriate schedules, lesson plans and indoor and outdoor learning experiences that provide adequate opportunities choice play, exploration and experimenting among a variety of learning, sensory and motor experiences and:

Rationale: The curriculum utilizes indoor and outdoor settings and a variety of equipment and materials to broaden children's learning and experiences. Individual and small group activities allow children to understand others and themselves in relationship to others.

- (2) The outdoor play shall be considered an outdoor classroom and an extension of the learning environment.
- (3) A center operating with children in attendance for 3 or more continuous hours per day shall provide daily outdoor play, unless prevented by inclement weather or other weather conditions that could result in children becoming overheated or excessively chilled.

Guidance: Adults provide children with opportunities to work alone and with others by:

- Organizing space into areas, such as a reading center, computer station, block area, or dramatic play corner.
- Designing small and large group activities that involve sharing, caring, and helping.
- Providing an outdoor play area that contains equipment and space for both individual and shared activities; and
- Initiating outdoor group and individual activities and games.

SCHOOL EMERGENCY PROCEDURES

Matrix Head Start/GSRP is required to maintain accurate contact information on all parents with children enrolled in our program. **We must have current phone number and address at all times.** Please notify the Center Manager of any changes.

Matrix Head Start/GSRP conducts monthly fire and emergency drills. Parents staff and children will not be made aware of the drill dates or times, as this is the most effective way to assess the efficiency of fire and emergency evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents many not sign children into or out of the center. Parents must wait until the drill is complete and children have returned to the building to sign their child into or out of the center. Parents may feel free to wait with the child's class in the designated *safe-zone outside of the building* until the drill is complete. Please check with the Center Manager or Site Supervisor to find out where the *safe-zone* is located for your child's center.

In the case of a real fire/emergency, parents will be asked to wait until the Center Manager or designee has accounted for all children and staff and gives the staff permission to release the children. It is very important for parents and staff to work together, remain calm, and cooperate with fire/emergency personnel during these important and critical situations.

In the event of a real fire/emergency situation, the Center Manager or Site Supervisor will inform each classroom Teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. Children must be picked up within 45 minutes of the telephone call.

PARENT NOTIFICATION—ACCIDENTS, INJURIES, INCIDENTS, ILLNESSES

Should your child be involved in an accident or have an illness during the course of the school day, the Building Associate will notify the parent of the child. The Center Manager will complete an Incident/Accident Report, which will be sent to Assistant Director of Children's Services.

The Center Manager will be able to briefly discuss the matter with the parent at the time the child is picked up from the center. However, should a parent feel it necessary to have a more in-depth discussion of the incident/accident, a meeting will be scheduled which will include the parent and the Center Manager.

EXCLUSION POLICY FOR CHILD ILLNESSES

Matrix Head Start/GSRP must temporarily exclude a child with a short-term injury, acute or short-term contagious illness (that cannot be readily contained) from program participation in center-based activities or group experiences. A child will only be excluded from participation for the short-term period of time that poses a significant risk to the health or safety of the child or anyone in contact with the child. **Parents must notify the Head Start Center if their child received an injury or illness that will prevent the child from attending class.**

If a child exhibits any of the medical conditions listed below or is not feeling well enough to participate in classroom or socialization activities, Head Start Staff are to contact the parents so that child can be sent home.

- Fever of 101 degrees F
- Diarrhea, defined by watery stools, decreased form of stool that is not associated with changes of diet, teething and increased frequency of passing stool, that is not contained by the child's ability to use the toilet. Children must have two or more episodes (Infants must have stool coming out of diaper) before being considered for exclusion.
- Vomiting illness (two or more episodes of vomiting during the previous 24 hours). All communicable diseases are required exclusion.
- Persistent abdominal pain (continues for more than 2 hours) or intermittent pain associated with fever or other sign or symptoms.
- Mouth sores/open sores with drooling, unless a health care provider official determines that the child is noninfectious.
- Rash with fever or behavior change.

REST TIME POLICY

During rest time, children are encouraged to rest their bodies to prepare themselves for afternoon activities. However, children are offered a quiet activity or a book if they choose not to nap during that time.

SCHOOL CLOSURES (INCLEMENT WEATHER) NOTIFICATIONS

Matrix Head Start/GSRP has partnered with all three local news stations (Fox 2, WDIV Channel 4, and WXYZ Channel 7) to allow families to receive school closing notices due to inclement weather or other emergencies to be received conveniently via the television.

Should the school need to close in the middle of the day, the school staff will attempt to reach the parents; the person listed on the emergency contact card will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick-up location should the children need to be evacuated from the Head Start center. Parents or emergency contact persons should report directly to the alternate location.

NOTICE OF LICENSING NOTEBOOK POLICY

(Licensing Rule R 400.8146)

The notice shall include all of the following:

- The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.
- The licensing notebook is available to parents during regular business hours.
- Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at **www.michigan.gov/michildcare**.

CONFIDENTIALITY POLICY

All information you provide to the program is confidential. It will not be released to any person or agency without permission from you. Information within the program will be shared within the program as needed by members of the professional team for assessment or services only. Student records will be created for each child enrolled in our program. These records will be forwarded on to your child's elementary school when they begin kindergarten upon parents request. Work samplings and teacher assessments will also be a part of this file.

WHAT IS A GRIEVANCE?

A grievance is a formal document used by Matrix Head Start/GSRP to address parent complaints and any concerns regarding the violation of a parent/child's recipient rights.

STEPS TO FILING A GRIEVANCE

Matrix Head Start/GSRP is required to comply with all state and federal regulations. If for any reason complaints arise, parents or members of the community should speak with center staff and/or call the Program's Parent Services Manager. Our staff will be happy to service you and address your concerns. If the situation is not resolved, below are the steps that should be followed to exculpate your concerns.

STEP 1:

Contact your center manager and express your concerns.

STEP 2:

If the Center Manager's resolution for your concern is not to your satisfaction, complete a grievance form which can be located at your center on your parent board.

STEP 3:

Once the grievance is completed the center manager will give the grievance to the Parent Services manager within 24 hours of receiving the grievance.

STEP 4:

The Parent Services Manger will contact the parent and set up a meeting time upon receiving the grievance and attempt to address the concerns.

STEP 5:

The Parent Services Manager will include the Center Operations Manager and Assistant Director in the meeting to resolve the parent grievance. Additional managers will be incorporated in the meeting if needed to further alleviate any further concerns the parent may need addressed.

STEP 6:

After the meeting is conducted and the concerns are addressed, the grievance resolution will be documented and filed in the Parent Services Grievance Binder.

Parent Notice of Program Measurement

Matrix Head Start/GSRP is required to work with the Michigan Department of Education (MDE) to measure the effect of the state-wide Great Start Readiness Program (GSRP). Information is sometimes collected about GSRP staff, enrolled children, and their families. Program staff or a representative from MDE might:

- Ask parents questions about their child and family.
- Observe children in the classroom.
- Measure what children know about letters, words, and numbers, etc.
- Ask teachers how children are learning and growing.

Information from you and about your child will not be shared with others in any way that you or your child could be identified. It is protected by law.

Questions? Please contact: Matrix Head Start/GSRP at 1(313)962-5255

• The MDE Office of Great Start, Early Childhood Education and Family Services, at mde-gsrp@michigan.gov, 517-373-8483, or 608 W. Allegan, P.O. Box 30008, Lansing, MI 48909.

* Provided to parents upon enrollment and/or included in the GSRP Parent Handbook. Revise January 2015

KNOWING YOUR BABY'S SCHEDULE IS IMPORTANT





8:00-8:30	Arrival/Greeting Time/Personal Care/Message Board (Toddlers Only) Health Check~ read stories~ message board~ prepare for breakfast
8:30-9:00	Breakfast Family Style meals-ongoing conversation~ toddlers self-serve with assistance
9:00-9:15	Bodily Care/Tooth brushing
9:15-9:30	Group Time w/Music & Movement Action songs ~ singing time ~ finger plays ~ hello songs ~ concept games ~ discussion of daily activities ~ Story~ some teacher directed activities
9:30-10:15	 Choice Time Children are allowed to select their activities from standard equipment and a changing variety of teacher provided materials. Example of activities: creative art, gross motor skills, sand and water play, cooking, block building, dramatic role play, fine motor manipulative, science/discovery, language arts/listening.
10:15-10:30	Group time w/ Materials Variety of teacher provided materials. - Example of activities: creative art, fine motor manipulative, science/discovery, language arts/listening.
10:30-11:00	Outside Time (daily if weather permits)/Gross Motor indoor activity (including teacher-directed games)
11:00-11:15	Bodily Care
11:15-11:30	Group Time w/ Music & Movement Action songs ~ singing time ~ finger plays ~ hello songs ~ concept games ~ discussion of daily activities ~ Story~ some teacher directed activities
11:30-11:35	Bodily Care/Hand washing
11:35-12:05	Lunch Family Style meals-ongoing conversation~ toddlers self-serve with assistance
12:05-12:15	Bodily Care/Tooth brushing
12:15-2:15	Nap/Quiet Time Children are required to rest for a reasonable period but not required to sleep. Quiet activities are available for those who are awake before others, i.e., quiet books, puzzles done while sitting on cots.
2:15-2:30	Bodily Care/Prepare for snack
2:30-2:45	Snack Family Style meals-ongoing conversation ~ toddlers self-serve with assistance
2:45-3:00	Prepare for Dismissal



Parental Rights for the Child's Pll

Matrix Head Start

Personally Identifiable Information (PII) is the information collected by Matrix Head Start about your child and family while enrolled in our program. This information is kept in our secure online database's; the COPA Database and the COR Advantage. Physical copies of this information are kept in the child's file under lock and key.

To access your child's records, or to enact your rights regarding your child's records speak with your Center Manager or go to <u>www.matrixheadstart.org/records</u>

Parental Rights to	the Child's Records & Personally Identifiable Information (PII)
The Right to	If you request to inspect your child's records, Matrix Head Start will make the child
Inspect the	records available within 1 week of your request.
Child's Record	To protect your child's privacy Matrix Head Start will make arrangements that only allow
	parents to inspect their child's information.
	Matrix Head Start will not destroy a child record while your request to insect is pending.
The Right to	 You have the right to ask the program to amend information in the child record that the
Amend the	you believe is inaccurate, misleading, or violates the child's privacy.
Child's Record	Matrix Head Start will consider your request and will amend or remove the information.
	If we deny your request you will receive a written decision within 1 week that informs
	you of your right to a hearing.
The Right to	• You may request a hearing to challenge information in the child record if your request to
Request a	amend the record is denied. Matrix Head Start will contact you within 1 week to schedule
Hearing About	a hearing, and you will be notified in writing of the hearing in advance.
the Child's Record	• At the hearing Matrix Head Start will ensure that you have a full and fair opportunity to
Record	present evidence and state your case. We will ensure the person who conducts the
	hearing does not have a direct interest in the outcome of your case. You may have a
	Policy Council representative at the hearing if you like.
	 There are 2 possible outcomes to the hearing, which you will be informed of in writing
	within 1 week after the hearing:
	1) If Matrix Head Start determines from evidence presented at the hearing that the
	information in the child's record is inaccurate, misleading, or violates the child's
	privacy, we will amend or remove the information.
	2) If Matrix Head Start determines from evidence presented at the hearing that
	information in the child records is accurate, and does not mislead or violate the child's
	privacy, you will be allowed to place a statement in the child's record to comment or
	state why you disagree with the program's decision.
The Right to a	 You may receive a copy of your child's record or part of your child's record, free of
Copy of the Child's Record	charge, upon parent request.
Child's Record	 You may also receive a copy of your record if it is requested for a third party, unless the
	record is subpoenaed by court order.
The Right to	 You may to review any written agreements with third parties that concern children's
Inspect Written	records upon your request.
Agreements with	
Third Parties	

Matrix Head Start's Rights to Disclose the Child's Personally Identifiable Information (PII)

Matrix Head Start may disclose your child's personally identifiable information without consent for following reasons;

- 1) To comply with governmental regulations, audits, or subpoena.
- 2) To allow third parties to act on behalf of Matrix Head Start with a written agreement
- 3) To protect the child in case of emergency, injury, or CPS involvement.
- 4) To comply with a judicial order or lawfully issued subpoena.

When required we will ask for your consent to share your child's records, however there are several instances where your consent is not required. Matrix Head Start will not obtain your consent when releasing the child's information to the following officials/institutions

Officials/Institutions where consent is not required:

Other Head Start programs or schools where your child is being transferred or enrolled. In this case only, you will be notified and allowed to refuse the sharing of your child's records.

Contractors or sub recipients who provide services to the agency that would otherwise use staff.

Officials acting for the program or on the behalf of federal, state, or local government while auditing records for compliance to regulations or while conducting a study to improve child and family outcomes.

First responders acting in the event of a disaster, health and safety emergency, or serious health and safety risk. Representatives of the Food and Nutrition Service to monitor or evaluate performance measures for the CACFP.

Case workers or other representatives of the state/local child welfare agency to address suspected child maltreatment, abuse or neglect in accordance with mandated reporting laws.

MATRIX HEAD START/GSRP MANAGEMENT TEAM

Program Director	Cristal Claussen	ext 1671
Asst. Director	Nolana Nobles Bandy	ext 1620
Eligibility, Recruitment, Selection, Enrollment & Attendance (ERSEA) Manager	Veronica Green	ext 1612
Parent Services Manager	Charmaine Parks	Ext. 2115
Center Operations Manager	ТВА	Ext. 2048
Parent, Family, & Community Engagement Manager	Kathryn Polla	ext 1628
Asst. Parent, Family, & Community Engagement Manager	Norma Galvan	ext 1688
Asst. Parent, Family, &Community Engagement Manager (Home-Based)	ТВА	Ext. 1241
Transition Manager	Linda Sapp	ext 1608
Education Manager	Christina Morales	ext 1630
Education Manager	Letawnia May	Ext. 1664
Asst. Education Manager	Deborah Doyle	ext 1663
Registered Dietician	Kelli Wall	Ext. 1622
Asst. Nutrition Manager	Darlene Taliaferro	ext 1623
Health/Mental Health Asst.Manager	Barbara Whitcher	ext 1618
Asst. Health Manager	Sherrita Bryant	ext 1624
Asst. Health Manager	Deborah Garcia	ext 1624
Disabilities Manager	Marisol Hermosillo	ext 1610
Asst. Disabilities Manager	Ruby Jones	ext 1645

Matrix Head Start/GSRP SITE DIRECTORY

Cathedral (HS) (313) 344-6262 4800 Woodward Detroit 48201

Cecil (F/P HS/EHS) 5690 Cecil Detroit 48210

<u>Ss. Peter and Paul (HS/EHS)</u> (313) 895-7333 3810 Gilbert Detroit 48210

Tabernacle (HS/EHS) (313) 285-1917 2080 W. Grand Blvd. Detroit 48208

<u>Spirit of Hope (HS)</u> (313) 964-3113 1519 Martin Luther King Jr. Blvd Detroit 48208

JBN/Samaritan (HS/EHS) (313) 285-1928 5555 Conner Detroit 48213

<u>C.A.R.E. Village (P/F HS/EHS)</u> (313) 926-3907 11148 Harper Detroit 48213

Plymouth (HS/EHS) (313) 285-1890 4600 Russell Detroit 48207 East Lake (HS/EHS) 1021 Clairpointe Detroit 48215

Holy Redeemer (P/F HS) (313) 554-2362 1711 Junction Detroit 48209

Eternal Rock (HS/ EHS) (313) 581-5555 4300 Lonyo Detroit 48210

Manuel Reyes (P/F HS/EHS) (313) 843-2722 8500 Vernor Detroit 48209

<u>St. Stephen (HS/EHS)</u> (313) 926-3951 1235 Lawndale Detroit 48209

Pathways (EHS) (313) 209-3807 11322 E. Jefferson Detroit 48214

Lakewood Manor (HS/EHS) (313) 285-1929 14200 Kercheval Detroit 48215

Franklin Wright (HS/ EHS) (313) 285-1891 7375 Woodward Ave. Detroit 48202

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Word of Truth (HS/ EHS) (313) 898-3043 4900 Lovett

Detroit 48210

Word of Truth (HS/ EHS) (313) 285-1914 4914 Lovett Detroit 48210

Fiore (HS/EHS) (313) 297-7739 3950 Toledo Detroit 48216

<u>St. Vincent DePaul</u> (HS) (313) 285-1915 ext. 2001 3000 Gratiot Detroit 48207

Infinity I (EHS) (313) 926-3951 9208 Gratiot Detroit 48213

Infinity II (HS/EHS) (313) 926-2294 8900 Gratiot Detroit 48213

<u>Salem (HS)</u> (313) 285-1928 21230 Moross Detroit 48236