

# Navajo Head Start Parent Handbook

*NNHSPC Approval 9-05-13*



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# DIRECTORY

## Health Education and Human Service Committee (HEHSC)

Navajo Nation Council - Office  
P.O. Box 3390 Window Rock, Arizona 86515  
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- **Jonathan Hale Jr.**, Chairman
- **Charles Damon II**, Vice Chairman
- **Joshua Lavar Butler**, Member
- **Walter Phelps**, Member
- **Kenneth Maryboy**, Member
- **Dwight Witherspoon**, Member

## Navajo Nation Board of Education (NNBOE)

Department of Dine Education  
P.O. Box 670 Window Rock, AZ 86515  
(Phone) 928-871-7475 (Fax) 928-871-7474

- **Jimmie C. Begay**, President
- **Dolly C. Begay**, Vice President
- **Dr. Bernadette Todacheene**, Secretary
- **Rose J. Yazzie**, Member
- **Gloria Johns**, Member
- **Katherine D. Arviso**, Member
- **Bennie Begay**, Member
- **Patrick Lynch**, Member

## Department of Dine Education (DODE)

P.O. Box 670 Window Rock, AZ 86515  
(Phone) 928-871-7475 (Fax) 928-871-7474

- **Andrew M. Tah**, Superintendent

## NAVAJO HEAD START – Central Office

P.O. Box 3479 Window Rock, Arizona 86515  
Phone #: (928)871-6902 Fax #: (928)871-7866

Website: [navajohs.org](http://navajohs.org)  
Facebook: Navajo Head Start

- **Sharon H. Singer**, Assistant Superintendent
- **Dr. Lamont Yazzie**, Director of Educational Services

## **NAVAJO HEAD START POLICY COUNCIL 2013-2014**

**Olin Kieyoomia, President**  
**Arlene Harvey, Vice-President**  
**Darlene Begay, Secretary**

### **Region I**

- **Crystal Kasuse, Parent Rep**
- **Natalie Gruber, Home Base Rep**
- **Maxine Calladitto, Parent Rep**
- **Lenora Kady, Community Rep**
- **Evonne Cambridge, Home Base Rep**
- **Sarah Begay, Parent Rep**
- **Paul Cowboy, Community Rep**

### **Region II**

- **Ronalda Tom, Home Base Rep**
- **Lanbert Perry, Early Head Start Rep**
- **Clarence Chee, Community Rep**

### **Region III**

- **Richard Yazzie, Community Rep**

### **Region IV**

- **MacShayne D. Hicks, Parent Rep**
- **Delores Claw, Community Rep**
- **Ellen Cooley, Alt Community Rep**
- **Alvin Clark, Alt Community Rep**

## **NAVAJO HEAD START REGIONS:**

### **Region I – Head Start Office**

P.O. Box 310 Shiprock, New Mexico 87420  
Phone #: (505)368-1200 Fax #: (505)368-1217

Carson	Nenahanezad I	Two Grey Hills
Becenti	Nenahanezad II	Upper Fruitland I
Borrego Pass I	Pinedale I	Naschitti HB
Borrego Pass II	Pinedale II	Ojo Amarillo HB
Counselor	Pueblo Pintado	Sheepsprings HB
Churchrock	Red Valley	Shiprock II HB
Crownpoint I	Sanostee	Standing Rock HB
Crownpoint II	Shiprock I	
Iyanbito	Smith Lake	
Mariano Lake	Thoreau	
Nageezi I	Torreón I	
	Tohajiilee I	

**Region II - Head Start Office**

P.O. Box 260 Ft. Defiance, Arizona 86504  
 Phone #: (928)729-4016 Fax #: (928)729-4317

Baahaali	Naschitti	Steamboat II
Chilchitah	Nazlini	Tohatchi II
Cornfields	Newcomb	Tsayatoh
Crystal	Red Lake	Twin Lakes I
Fort Defiance I	Red Rock I	Ft. Defiance HB I
Ganado I	Red Rock II	Ft. Defiance HB II
Greasewood Sprgs	Rock Springs I	Manuelito HB
Kin da'li'chi	Rural I	St Michaels HB II
Klagetoh I	Sawmill	Teesto HB
Lupton	St Michaels II	

**Region III - Head Start Office**

P.O. Box 797 Chinle, Arizona 86503  
 Phone #: (928)674-2141 Fax #: (928)674-2147

Aneth	Low Mountain I	Round Rock I	Many Farms HB
Blue Gap	Lukachukai I	Round Rock II	Pinon HB I
Chinle II	Lukachukai II	Sweetwater	Rock Point (HB) I
Chinle Valley	Many Farms I	Tsaile	Rock Point (HB) II
Cottonwood	Many Farms II	Whippoorwill	Wheatfield HB I
Del Muerto I	Many Farms III	Chinle HB II	Whippoorwill HB
Del Muerto II	Red Mesa	Chinle HB IV	
Dennehotso II	Pinon I	Chinle Valley HB	
Forest Lake	Pinon II	Hard Rock HB	

**Region IV - Head Start Office**

P.O. Box 157 Tuba City, Arizona 86045  
 Phone #: (928)283-3223 Fax #: (928)283-3238

Cameron	Lechee II	Tuba City I	Kayenta I HB
Cowsprings	Leupp I	Tuba City II	Kayenta II HB
Dilcon	Leupp II	Tuba City III	Kayenta III HB
Gap I	Navajo Mountain	Tuba City IV	Teetso HB
Inscription HseII	Oljato	Whitecone	Tuba City I HB
Jeddito	Shonto I	Black Mesa HB	Tuba City II HB
Kaibeto	Tolani Lake	Cowsprings HB	Tuba City III HB
Kayenta I	Tonalea I	Greytn HB	
Kayenta II	Tonalea II	Kaibeto HB	
Lechee I			

**Region V-  
Early**

Shiprock Toddler	
Dine College Infant	Shiprock Infant
Dine College Toddler	
Ft Defiance Infant	
Ft Defiance Toddler	
Houck Infant (Rural)	
Ft Defiance HB - PW	

# NAVAJO HEAD START

## VISION STATEMENT

The strength of children, families and community. Exemplifying high moral principles and commitment to quality services. Dedicated to promoting safe and healthy families.

## MISSION STATEMENT

Navajo Head Start, an early childhood development organization established within the boundaries of the four sacred mountains, utilizing holistic services to empower children, families and communities to become self – sufficient. Through the practice of cultural skills and language, our children will gain a positive self – identity, strong self-esteem and confidence to become responsible citizens. Our team of dedicated service providers will exemplify high moral principles and commitment to quality services in preparing children to overcome educational and life challenges.

## VALUES and VALUE STATEMENTS

**Children and Families:** The strength of children and families are based upon the positive environment of the home. The Navajo Head Start programs will be an extension of the learning environment found in the Hogan. Our staff will continue to support the learning and growth of children by exhibiting *Ayóó'óó' ni'* (love), *Sihasin* (hope), *Hojooba'* (hope), and *O'oodla'* (faith) from relationships established through *K'e*.

**Integrity and Accountability:** As a service program, Navajo Head Start is granted responsibility from communities to develop the impressionable minds of our youth. Therefore, it is expedient, that Navajo Head Start Staff are committed to exemplifying good moral character and responsibility for the sacred resources entrusted in our care.

**Communication:** The continuous flow of information is vital for optimal performance of program services. Effective and timely public relations ensures positive dialog between program, families and communities.

**Courage and Leadership:** Navajo Head Start program will foster the empowerment of staff, families, and stakeholders to uniquely explore and derive innovative advancements to successfully implement technology and high quality programming as a benchmark of early childhood development.

**Culture, Language and Spirituality:** Navajo Head Start program acknowledges the fundamentals of culture, language and spirituality to establish stability for learning and sustaining the philosophy of early childhood development using the Navajo Basket Model of human growth and development.

**Health and Safety:** Navajo Head Start is committed to ensure the achievement and maintenance of safe and secure facilities and operations to protect the well – being of

staff, children and families. We identify that all staff must collectively work and assume responsibility to immediately identify, report and mitigate any deficiencies that would affect program operations.

## **STRATEGIC AREAS OF EMPHASIS**

### **PROGRAM DESIGN AND MANAGEMENT**

**Goal Statement:** Navajo Head Start will design and implement an organizational structure to effectively and efficiently manage the overall Head Start services, through establishing community partnerships, maintaining a highly educated and experienced staff, the use of sound financial management principles, the demonstration of exemplary leadership and shared governance.

### **FINANCE**

**Goal Statement:** Promote efficient practices to ensure accountability and effective use of resources through the development and implementation of sound fiscal procedures, using technological integrated financial systems, and training in response to Navajo Head Start needs assessment.

### **FACILITIES / INFRASTRUCTURE**

**Goal Statement:** Navajo Head Start in collaboration with local & regional resources, will create a comprehensive planned land and infrastructure model for the development of comprehensive state of the art facilities.

### **EDUCATION**

**Goal Statement:** Advance development of bilingual education services with a focus on classroom management, peer mentoring, and supervision of instruction, measurement tools and the development of an in-house certification process for Navajo Head Start.

### **HUMAN RESOURCES**

**Goal Statement:** Navajo Head Start will recruit, select and hire, highly qualified and competent service oriented workforce, while developing and retaining Head Start Staff with exceptional work environment and benefits, which recognize the commitment and dedication of our service providers.

### **Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA)**

**Goal Statement:** Navajo Head Start will meet family community enrollment needs.

### **PARTNERSHIPS**

**Goal Statement:** Navajo Head Start will establish and maintain strong partnership collaboration with families and resources to promote a comprehensive Early Childhood Education Program, through Ké.

## WHAT IS HEAD START?



### THE NAVAJO HEAD START SYMBOL

**The two squares represent early childhood by suggesting building blocks. The arrangements of the blocks represent stairs by which this can be accomplished.**

**The vertical strips represent the child and the parent.**

**The arrow pointing upward represents the direction out of poverty and onto the future.**

**The colors red, white, and blue represent the United States and the many opportunities it provides for its citizens.**

**The Square face yei'ii bik'a', represents a male Navajo Deity.**

**The Round face yei'iibi'aad, represents female Navajo Deity.**

**The stripes inside the bodies of the deities represent Rainbow---Beauty, Harmony, etc.**

**The Deities can also represent family and community.**

**The corns represent Navajo Philosophy; culture, language, etc. (Multine, L. Sept 4, 2013)**

### **HEAD START:**

Head Start is a federal program that promotes the school readiness of children ages birth to 5 from low-income families by enhancing their cognitive, social and emotional development. **Administration for Children & Families; U.S. Department of Health and Human Services; 370 L'Enfant Promenade, S.W. Washington, D.C. 20447.**

### **NAVAJO HEAD START:**

Navajo Head Start, the largest Head Start organization in the United States today is a federally funded program operating 4 Head Start Regions; one Early Head Start (I) Crownpoint/Shiprock Region, (II) Fort Defiance Region, (III) Chinle Region, (IV) Tuba City Region, (V) Early Head Start with Window Rock, Arizona as the Central Administration. Navajo Head Start proudly serves two programs; Head Start (HS) and Early Head Start (EHS).

- Head Start provides services to children 3-5 years old in center base and home base program options.
- Early Head Start provides services to pregnant women, infant and toddlers in center and home base program options.



Navajo Head Start program operates on a 4-1 program option with Fridays as professional development days. . At times the professional development days may be utilized as a makeup day.

Navajo Head Start's Design and Program Option offers children and family's comprehensive child development services through center-base, home-base, and a combination program options for both head start and early head start.

### **Center-Based Program**

Children and families enrolled in center-base program receive a comprehensive child development services in a center-base setting, supplemented with home visits by the child's teacher and other Early Head Start and Head Start Staff.

### **Home Base Program**

Children and their families are supported through weekly home visits and bi-monthly group socialization experiences Program and staffing requirements for each of these options are outlined in the Head Start Program Performance Standards.

## **CONFIDENTIALITY**

All documents pertaining to children and their family are handled with CONFIDENTIALITY, written or verbal. Children's records are stored in locked filing cabinets. Only authorized persons have access to the files.

## **ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE (ERSEA)**

### **Navajo Head Start Eligibility**

Children are eligible to participate in Head Start or Early Head Start with age and income eligibility.

- ❖ Age eligibility is determined by verifying age utilizing the child's birth certificate. Head Start child must turn three (3) years old by September 1, 2012.
  - Early Head Start Age
    - Pregnant Women Program: Provides services to expectant mothers.
    - Infant and Toddler Program: Provides services from children zero to three years of age.
  - Head Start Age
    - Child must be 36 months (3 years old) to Mandatory School Age Cut of Date.
- ❖ Income eligibility is determined by verifying the family's income using pay stubs, income tax form 1040, W-2 forms, and written statements from employers or documentation showing current status as recipients of public assistance. Navajo Head Start must serve all income eligible children before enrolling high income families.

### **Children with Disabilities**

Children professionally diagnosed with a disability and have a current Individualized Family Service Plan (IFSP) or Individualized Education Plan (IEP) is given preference.

Navajo Head Start must enroll ten percent (10%) of its funded enrollment with children with disabilities.

### **Required Documents for Eligibility:**

- Birth Certificate
- Income Documentation
  - Current Income Tax Form 1040
  - Current W-2 Form
  - Current Pay Stubs
  - Award letters from College or University
  - Written Statements from Employers
  - Documentation from any public assistance program

### **Enrollment**

Navajo Head Start completes a selection process to accept children with the most need and begins enrollment. During enrollment families will be notified to complete their enrollment packets needed before the child enters the Center/Classroom.

Required Documents:

- ❖ Certificate of Indian Blood
- ❖ Parental Consent
- ❖ Updated Emergency Contacts
- ❖ Applicable Health Service consent Form
- ❖ Child Authorization Release Form
- ❖ Current Immunization
- ❖ Legal Guardianship\*

\*A child under the care of a relative or guardian must provide a Legal Guardianship document.

### **Re-enrollment**

Head Start children returning for a second year remain income eligible for two (2) years. An Early Head Start child returning remains eligible up to age three (3). Once the child turns three (3), the family will transition to Head Start Program. The family's income must be re-verified and must re-apply for Head Start Program.

### **Transfer of Students**

Every child/parent has a right to transfer their child(ren) to another Head Start Region upon the availability of the Head Start, and in compliance with ERSEA guidelines and existing waiting lists when applicable.

### **Waiting List**

Children who are not enrolled and the classroom have met funded enrollment requirements will be on a waiting list until a vacancy is available.

### **Attendance**

- Attendance begins the first day the child enters classroom.

## CHILD HEALTH AND DEVELOPMENTAL SERVICES

Early Head Start and Head Start (EHS/HS) seeks to provide comprehensive health services to children and families through prevention and early identification of health and developmental concern, and through links to community health services. Each family is encouraged and supported to establish a "medical home" and "dental home" where children receive routine health care and, ideally, develop an ongoing relationship with a health care provider. EHS/HS staff also helps families to establish preventative dental service and treatment to ensure that all children's teeth and gums are healthy and that parents are well-informed of early dental needs.

EHS/HS programs provide health and developmental screenings upon enrollment and periodically throughout children's participation in the program. If staff identifies health or developmental concerns indicating a disability or other developmental delay, children are promptly referred to local Part C or LEA programs for further evaluation, if found eligible, early intervention services are provided. In serving children with disabilities, EHS/HS program partner with a number of other agencies in their local communities to ensure smooth and coordinated services.

EHS/HS staff work with parents and health care professionals to determine if the child is up-to-date on a schedule of age-appropriate preventative and primary health care services. This schedule must incorporate the requirements of well-child care utilized by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program of the Medicaid agency of the state in which the EHS/HS program operates. Programs also must establish procedures to track the provision of health care services. Parents, as the primary caregivers of their children, play a central role in child health services. They provide important information and are encouraged to participate in health promotion activities, well-child care, treatment for health problems and follow-up care, and in-program training and education activities. Community representatives are also involved in EHS/HS program planning through participation on the Health Services Advisory Committee, which is comprised of Head Start parents and professionals from the community.

### **Health Requirements and Screenings (most are required within the first 45<sup>th</sup> Date of Entry)**

- ◆ Physical Examination
- ◆ Hematocrit / Hemoglobin/Lead and Blood Pressure
- ◆ Current Immunization
- ◆ Audio Screening
- ◆ Vision Screening
- ◆ Dental Screening / Examination / Treatment
- ◆ Brigance Screening Tool
  - Developmental
  - Social and Emotional (Parent and Teacher)
- ◆ Nutrition Assessment (Height, Weight and Body Mass Index (BMI))

**\*\*Parents are required to provide their child's updated immunization before attendance.**

## **EDUCATION AND EARLY CHILDHOOD DEVELOPMENT**

The overarching goals of Early Head Start and Head Start focus on the healthy cognitive, physical, social, and emotional development of EHS/HS children. Research on early brain development has demonstrated that, to thrive, children from birth to age 3, need a variety of positive learning experiences provided in a secure and loving environment. In recognition that parents are the primary educators of their children, EHS/HS program are designed to work with families to ensure that the developmental needs of each child are met.

### **Creative Curriculum/Dine Language and Cultural Curriculum:**

Ongoing assessment of each child's skills and behaviors plays a key role in developing a curriculum that is age-appropriate, culturally sensitive, and tailored to meet his or her specific needs. Parents play an active role in the assessment process. Their observations, ideas, and concerns about their children contribute substantively to the assessment, and their involvement helps to ensure that the curriculum and goals planned for the child are appropriate within the context of family and culture.

### **Assessments:**

GOLD Assessment is a tool to measure each child's progress throughout the school year. GOLD Assessment is also now integrated to meet Individualized Family Service Plan (IFSP) and Individual Educational Plan (IEP) goals and objectives. There are three checkpoints within the school year with the exception of Early Head Start:

FALL	-beginning of the school year
WINTER	-middle of the school year
SPRING	-end of the school year

## **CHILD HEALTH AND SAFETY**

### **Illness / Accident / Emergency**

In the event of an accident or emergency, you will be contacted immediately to pick up your child. If we cannot reach you, the person listed on the parental consent form will be contacted for this purpose. The contact persons designated on the parental consent form must be able to come to the school and provide appropriate care for your child.

If your child is ill, please do not send him/her to school. We must protect the other children from being exposed to possible hand to hand or airborne illness. The teaching staff, in conformance with the Exclusion/Re-admission Policy, will determine short-term exclusion. Teachers may refer/recommend parent/guardian to take the child to their physician for a diagnosis to determine whether your child may return to class. It is required to obtain a Physician's clearance upon re-entry into the classroom for any major illness/accident/emergency. Below are some guidelines to help you decide if you should keep your child at home. If your child has the following symptoms, please keep them at home and consult with your health care provider if you have questions:

- Diarrhea (three or more watery stools or one bloody stool within twenty-four hours)
- Vomiting (two or more times within twenty-four hours);

- Open or oozing sores, unless properly covered with cloths or with bandages;
- For suspected communicable skin infection such as impetigo, pinkeye, and scabies: The child may return twenty-four hours after starting treatment;
- Lice or nits;
- Fever of 100 degrees Fahrenheit or higher and who also have one or more of the following:
  - Earache; Headache; Sore throat; Rash; or Fatigue that prevents participation in regular activities.
  - flu
  - chicken pox
  - broken bones/fractures
  - ring worms
  - impetigo

Medication: Navajo Head Start/Early Head Start has written procedures to accept and administer medication. Parents must authorize the use of the medication, and bring the medication to the center to make sure all the required paperwork is completed. Please give the first dose of any medication at home and discuss with your doctor about scheduling the medication so that it can be given at home if possible, rather than at school. Absolutely, no over the counter medication and all prescribed medication must be in original container and labeled with child's name. Sometimes, staff must receive special training on a medication. Arranging this may take a little time, so let the staff know as soon as possible if your child needs any medication while at school.

### **Child Abuse Reporting**

Navajo Head Start staff/parents are trained annually on Suspected Child Abuse and Neglect (SCAN) Policy and Procedures. Early Head Start/Head Start employees are required by law to report suspected or known child abuse and neglected cases to the local Navajo Nation Social Services, Children, Youth and Families Department (CYFD), local Law Enforcement agencies, and parents/guardians. Daily Health Assessment is required by staff to do visual observation for any cuts, bruises, and illness.

### **Food and Nutrition**

Nutritious meals and snacks are served family style, with all children eating together with the staff. The staff model good eating habits for the children and make mealtime a fun and educational activity. Food is not used as a punishment or reward, and that each child is encouraged, but not forced, to eat or taste his or her food.

Children with food allergies/intolerances must have special diets. Please provide documentation so staff can plan for your child.

### **Center Base**

Nutrition activities are implemented in the lesson plan for your child. Information is available to you on planning well balanced meals, according to the Recommended Daily Dietary Allowance (RDA) please check correction for appropriate name.

## **Home Base**

Children eat a nutritious meal during scheduled group socialization activities and receive a snack during regular home visits. Healthy snacks are provided during field trips.

## **Pregnant Woman Program**

This program provides nutrition education activities for expectant mothers with child(ren). Activities include: nutritious snack preparation, cooking utensil use, and how to encourage families to assign children simple tasks in table setting and clean-up.

## **Fire, Safety, Health Care and Sanitation**

Rules and regulations on these topics are posted in the classrooms and staff are trained in these areas according to Office of Environmental Health (OEH) Policies and Procedures. Fire drills are practiced regularly and evacuation plans are posted. Home Based Programs are encourage families to practice home fire safety evacuation drills. Families must post and plan emergency exits. Families must also post emergency phone numbers.

## **Mental Health**

Navajo Head Start utilizes the Social and Emotional Checklist. If the screening indicates the need for further evaluation, Teacher will administer the Devereux Early Childhood Assessment (DECA). The classroom environment is geared toward providing an atmosphere of positive experiences for children. The environment helps them to develop socially and emotionally in their normal daily life and to respond appropriately to stressful situations or crisis. Should there be any special concerns, parents and staff will work together to meet the needs of the child. A Mental Health Consultant assists with the program to provide observations, guidance, and assistance as requested. The consultant works with staff, parents, and children.

## **Discipline Policy**

We believe all children are entitled to respect and dignity. Liberal encouragement will be given to every child. All children are entitled to a positive classroom environment that provides a nurturing and safe atmosphere. Through the use of praise and positive reinforcement, we believe that most negative behavior can be avoided with appropriate redirection. All teachers will become certified in Crisis Prevention Intervention (CPI).

When an infraction of rule occurs, the staff will:

- Discuss with the child the rule and explain why the behavior was inappropriate.
- Allow the child time, when appropriate, to solve the problem on his / her own.
- Redirect the child to another activity.
- If the problem persists after this interaction discuss the child's behavior with the parents and ask for their intervention.

## **FAMILY PARTNERSHIP**

### **Family Partnership Agreement**

The Early Head Start/Head Start program assist families with interest, needs, and self-help information with entities such as: Self Reliance; Walking in Beauty; Special Diabetes; Family Advocacy for Disabilities; Social Services; Indian Health Service; etc.

EHS/HS provide informational trainings and /or referrals for the best interest of families to become self-sufficient.

## **Parent Engagement**

Parent(s) participate in the Navajo Head Start through:

1. Navajo Head Start utilizes the "I Care Positive Parenting Character Curriculum" to define parental involvement. The "I Care Positive Parenting Character" Curriculum provides the frequency of positive interactions between a parent (or caring adult) and the child at home. Teachers and Parents support the classroom – to – home – and back process to increase and document the frequency of positive interactions.

Parents can assist in the classroom as a volunteer or an observer of their child(ren).

- Father Involvement
2. Developing shared decision making through program governance to support and provide collaborative efforts in improving the Navajo Head Start Program.
    - Parent Committees are provided orientation /training; technical assistance; and support to carry out duties, roles and responsibilities.
    - Parent Committee Meetings are open to the public and held on a monthly basis.
    - Parent Committees speak on behalf of the parents they represent from their respective Regions and center/home base.
    - Parent Committee serves as a link between Head Start and the public and/or private organizations.
    - Policy Council Members and Parent Representatives report to their Regions and centers to discuss issues, concerns and to share information.

### **a. Local Parent Committee (LPC)**

Parent(s) of currently enrolled child (ren) of Navajo Head Start Center and Home Base Program are members of the Local Parent Committee. LPC will elect officers and meet on a monthly basis. Officers: President, Vice-President, Secretary/Treasurer and Parent Representatives.

Parent Representatives will attend the Region parent committee meetings: One (1) Head Start Center Representative; (1) Home Base Representative; an alternate for Center and Home Base (for EHS Center or Home Base (1) EHS Representative and (1) Alternate).

\*Head Start staff must attend parent meetings to provide guidance and technical assistance to the parents. The staff may answer questions, discuss curricula, lesson plans and activities, and provide program information.

### **b. Region Parent Committee (RPC)**

Region Parent Committee is comprised of Parent Representatives from Local Parent Committee and Community Representatives. Region Parent Committee elect officers: President, Vice-President, and

Secretary/Treasurer and elects Parent Representatives and Alternates for the Navajo Nation Head Start Policy Council (NNHSPC).

**Representative**

- 1 Classroom Parent
- 1 Home Base Parent
- 1 Early Head Start Parent

**Alternate**

- 1 Alternate to represent the center, home base or EHS

**c. Navajo Head Start Policy Council (NHSPC)**

NHSPC consists of members elected from four (4) Navajo Head Start regions. They are parent representatives, selected Regions community representatives and alternates. Community Representatives are selected by the local community or business.

**Community Representatives are selected through advertisements. Interested individuals must submit a letter of interest, resume, 3 letters of recommendation to the Head Start Agency Office. Each packet is reviewed and selected by an appointed committee.**

**Members**

- 1 Center Parent
- 1 Early Head Start
- 1 Community Member

**Alternates**

- 1 Alternate Home Base
- 1 Alternate – member of Community

\* NHSPC supports, recommends and approves/disapproves policies and resolutions.

**GOVERNING BODY**

**The Governing Body which is designated by the Navajo Nation Council is and will be the Navajo Nation Board of Education, elected and appointed officials. The Governing Body is responsible for the legal, financial and governing oversight.**

**Responsibilities:**

- Grantee and delegate agencies must have written policies that define the roles and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high quality program.
- Grantee and delegate agencies must ensure that appropriate internal controls are established and implemented to safeguard Federal funds in accordance with 45 CFR 1301.13.

**Fund Raising**

Navajo Head Start employees are discouraged to participate in any parent fund raising activities. Navajo Head Start is not responsible for any discrepancies during fund raising activities. Fund raising activities for head start supplies, equipment, or to supplement funds is not permissible due to grant funds available. Head Start logo or name must not be utilized for fund raising activities. *(Please refer to Information Memorandum- Office of Head Start).*

Teachers and teaching staff are not permitted to handle any parent activity funds.



## **Child Care**

Parents should make prior arrangements for childcare while attending meetings, trainings, or conferences for the safety and well-being of their child(ren).

## **Volunteering (In-Kind)**

Volunteering services and goods are not a condition for a child's enrollment in the Head Start program. Any volunteered services and goods must be recorded on the in-kind service form which will be provided by the Head Start Center.

Volunteers are crucial to the program and are always needed during center operation. Volunteers are needed in the classroom during group socialization activities, in the kitchen, on the bus, on field trips, reading to children, on special projects or cleaning the center. At home, volunteers can help prepare educational material or baby-sit for other volunteer's children while they attend meetings. Volunteers must obtain Navajo Nation Criminal Background checks BEFORE volunteering at any Navajo Nation Head Start site. No exception, all volunteers must obtain Federal and Tribal Background clearance. Any fees/dues are at the volunteer's expense.

Benefits for volunteering:

- ▶ Your child gets more individualized attention through your participation.
- ▶ Seeing your child in a different environment.
- ▶ Learning about developmentally appropriate activities.
- ▶ Getting to know and work closely with the staff.
- ▶ Opportunities for job placement.

## **Parent Education**

Navajo Head Start provides educational opportunities for parents (training, conferences, adult education, higher education, etc.). College level courses should be Early Childhood Education (ECED) related.

## **Home Visits**

Navajo Head Start is required to conduct home visits for educational purpose, family services or attendance. For example, (2) two educational home visits are required at a minimum per year by the Head Start Center Staff. During, the first home visit, your child's progress, concerns, and family goals are reviewed. The second home visit is a progress and transition discussion.

Attendance home visits are required if the child(ren) is absent 3 consecutive days from the center. Navajo Head Start is required to fill vacant slots immediately.

## **Parent / Teacher Conferences**

In addition to the home visits, a minimum of two (2) Parent/Teacher conferences are recommended per year to discuss your child's progress. However, you are encouraged to visit your child's classroom on a regular basis. You are welcome to schedule a conference with your child's teacher/home visitor, if you have a concern.

## **Family Literacy Services**

It is important that children learn to read early in life and make that a habit. Literacy refers to speaking, listening, reading and writing. The program will ensure that families are provided with opportunities to promote literacy in the classroom and at home by;

selecting books for children including multi-cultural materials, creating family reading times, starting a family notebook, making a big book utilizing household materials, scribbling, writing freely, dramatic plays, sharing, finger plays, songs, etc. Literacy is an area that should be presented in a manner where data is obtained and use for future funding opportunities. Include surveys and data processing.

### **Services to Pregnant Women**

The Early Head Start program assists expectant mothers in providing access to comprehensive prenatal and postpartum care through referrals such as: early intervention, assessment of nutritional needs, nutrition counseling, food assistance, after-care education on fetal development (including risks from smoking and alcohol consumption), prenatal, labor, delivery, and post-partum recovery.

### **Child Release and Contacts**

Navajo Head Start **will not release** your child to anyone **not authorized**. Authorized persons are those listed on the Parental Consent form included with your enrollment packet. Should any of authorized person not be home to meet your child, prior arrangements need to be made with the Head Start Teacher. **Please keep the child release and contact names and phone numbers current.**

**\* An official court order must be filed in your child's folder to address cases of Separated, Divorced, Legal Guardianship, and Custody awarded parent(s). NON-Custodial parent is prohibited from visitation and other privileges.**

## **COMMUNITY PARTNERSHIP**

### **Transition**

Navajo Head Start will support and assist parents in successful transitions for enrolled children and families from previous child care programs:

1. Prenatal to Early Head Start;
2. Early Head Start or Head Start;
3. From Head Start into Elementary School;
4. Title I program (disabilities) of the Elementary and Secondary Education Act preschool Program.

The staff will assist in communicating, coordinating, initiating meetings to transfer child records and ensure the most appropriate placement and services.

### **Resources**

Navajo Head Start assists in referring or connecting families to local resources for the following services:

- Health, Mental Health, Disability and Nutrition Services
- Family Preservation and Support Services
  - Child Protection Services
  - Child Support Services
    - Emotional / Financial Support
    - Obtaining Legal Guardianship / Paternity
    - Traditional healing practices/ceremonies, funding is available
- Child Care Services
- School, Libraries, and Museums

- Transportation (*Listing of NON Emergency Transportation list available on page 34*)
  - Other organizations or businesses that may provide services to families
- There are mixes of capital and small letter headings that need correction

## **GENERAL INFORMATION**

### **Clothing**

There are a lot of fun activities in the classroom and we want your child to be comfortable. Dress your child in simple clothing that is free from complicated fasteners. Make sure your child has appropriate outside wear for warm or cold weather. An extra set of clothing is recommended in case of an accident. Please label clothes that your child brings to school.

### **Toilet Training**

If toilet training is needed for your child, it is helpful if parents and staff work together. It will be easier for the child to learn this task when there is consistent training at the home and the center. Provide enough changes of clothing and disposable diapers, and training pants to support this effort.

### **Toys and Belongings**

Navajo Head Start discourages children from bringing toys or treasures from home. Navajo Head Start Staff cannot be held liable for any broken or lost toys. However your child may bring a small blanket to nap on.

### **Outdoor Play**

All children are expected to take an active part in outdoor play. Home Base children are welcome to play on the outdoor playground equipment with close parental supervision.

### **Celebrations and Holidays**

It is discouraged to bring food to classroom for celebrations or holidays. This includes home cooked and store bought foods. Navajo Head Start is under the guidelines of United States Department of Agriculture (USDA) nutritional guidelines.

### **Computers**

A majority of Navajo Head Start Centers and Home Base are equipped with technology for guided literacy software and other programs. Also, parents are more than welcome to use the desk top for the Local Parent Committee members for activities or research. Xeroxing and faxing will be made available to parent/guardians for programmatic services (i.e. WIC, NNPFSSR, SNAP, or any other public assistance entity). Absolutely, no personal business transactions will be allowed.

### **Field Trips**

Navajo Head Start encourages local community field trips. Head Start Teachers will and Parents will need to submit a Field Trip Packet. Parents are encouraged to participate in Field Trips.

## School Closure / Early Release

Navajo Head Start may experience Head Start Operation, Center and / or Home Base school closure due to the following uncontrollable circumstances:

1. Navajo Nation President/Executive Branch issues an executive order that declares the Navajo Nation **employees** are excused from work.
2. Severe weather causing impassable roads or damages to facility.
3. Short and Long-term Facility or Bus repairs.
4. Any outbreak of communicable diseases.

Navajo Head Start center / home base affected by a school closure will schedule make up day. Head Start centers experiencing longer term closure may resort to Home Base option. During school closures every effort will be made to notify parents prior to drop off to expect a closure, local radio stations (KTNN, KGAK, and KNDN) and TV Stations (KOAT). It is important that you are reachable at all times, check emails when weather is poor or social media.

### Parent Engagement is a family affair

Occurs in a variety of ways  
Benefits parents as well as children  
Is everyone's job

Parents as Educators  
Parents as Nurturers  
Parents as Advocates  
Parents as Policy Makers  
Parents as their child's most influential teacher

*A child is a person who is going to carry on what you have started. He is going to sit where you are sitting, and when you are gone, attend to those things which you think are important. You may adopt all the policies you please, but how they are carried out depends on him. He will assume control of your cities, states, and nation. He is going to move in and take over your churches, schools, universities, and corporations....The fate of humanity is in his hands.*

**Abraham Lincoln**

## Head Start Operation

### Arrival and Departures



- ◆ Have your child ready **before** the bus arrives each morning
- ◆ Have your child **walked** to the bus each morning and **meet** your child during drop off.
- ◆ If you **drop off** your child at the center, do not arrive any earlier than the specified time on the attached classroom schedule. The teaching staff uses the time before school to prepare for the day.
- ◆ If you **pick up** your child please be on time always. Children who are not picked up on scheduled time without prior arrangements or notifications **will be released to appropriate officials, local police and Navajo Nation Division of Social Services.**

- ◆ Make sure you or someone authorized is home to receive your child.
- ◆ If you or the authorized person(s) will not be home, please make prior arrangements for your child. You will need to provide written notification.
- ◆ Always sign in when you **drop off** or **pick up** your child.
- ◆ Transportation is provided for all enrolled children in Head Start. Tribal, State. National student transportation regulations are enforced.
- ◆ Head Start Bus **will not stop** on the side of the road to pick up or drop off your child. Head Start Bus will not make any unscheduled stops.
- ◆ **Under any circumstances your child will NOT be allowed to leave the Center with any person exhibiting the behavior or is under influence of any substance.**

## Center Option

### Arrivals and Departure

- Early Head Start services begin at 8:00 a.m. and conclude at 2:15 p.m.
- Head Start services begin at 7:00 am and conclude at 3:00 pm.
- If parents drop off their child, make sure it is within the normal Head Start and Early Head Start Operation.

### Late Pick Up:

In case of an emergency, please contact your emergency contact persons to make arrangements to pick up your child.

### Attendance

Regular attendance is critical for your child to benefit the most from this Head Start school experience. Please send your child to school every day (unless they are sick). If for some reason, your child will not be attending school, **PLEASE** call the Center by 7:00 am so that the bus driver will know not to come to your house.

## Home Base Option

### Home Base Teaching:

- Head Start Home Base Visitors are scheduled on a weekly basis, Monday through Friday between 7:00 a.m. – 4:00 p.m. One home teaching visit per child per week is implemented at a minimum of 1 ½ hours each.
  - Home teaching visits will be conducted with the participation of the parents who teach their child with the assistance of the Home Visitor.
  - Two socializations are to be scheduled each month.
- Early Head Start Home Base Visitors and Pregnant Women Program will schedule one home teaching visit per week at a minimum of 1 ½ hours.
  - Pregnant women who work may schedule home teaching visits after working hours between 4:00 p.m-6:00p.m. Home teaching visits will be conducted with the participation of the pregnant women to plan services and support for their child.

### Attendance

Attendance is very important for you. It is important that you notify your Home Visitor in advance, if you are going to miss your scheduled home teaching visit to reschedule to another day and time. If you miss your home teaching visit schedule for the week, the Home Visitor will make a follow-up visit on Thursday or Friday.

# Lock Down Procedures

## Emergency Lock Down Policy

All Head Start Center staff will ensure all emergency lock down procedures in a calm, safe and efficient manner to avoid any injury and/ or adverse effect to children and staff.

**Procedures:** If the Navajo Head Start Program is located on a school district premise, the Teacher will implement the following emergency lockdown procedures:

1. Announce verbally that the building is in LOCKDOWN mode.
2. Call 911 to notify the Navajo Nation Police
3. Notify additional classroom where applicable
4. Conduct a room to room check to determine conditions of each room including any absent student(s).
5. Determine when it is safe to give the "all clear" message either on the Two-Way Radio or Verbal Command.
- 6 For lockdown, no child will be dropped off or left at the center. Parents will be notified ASAP.

### In addition Staff will:

1. Students who are outside the building will be instructed to go to their designated location and remain there until "all clear" is given by Teacher.
2. If students are in the facility, the staff and students will proceed quickly to their classroom, and remain there until the "all clear" is given by Teacher.
3. Lock all classroom doors.
4. No one is admitted into the classroom after the door is locked.
5. Turn lights off.
6. Move all students and staff away from the windows and doors.
7. Attendance is taken for all students, staff and guest/visitors.
8. Allow no one to exit the classroom until an "all clear" is given by the Teacher.
9. A majority of Head Start Centers are fenced in, the front gate will be closed during lockdown procedures.

### **SIGNALS: CANCEL THE ALERT**

Teacher will announce "the lockdown has been lifted and to resume class". The Teacher will prepare a letter to the parents/guardians as well as a written report to the Assistant Superintendent. The report will include: Date, Time, Location, and Reason for the Lockdown.

# **Head Start Centers and Home Based Program**

## **Daily Schedules**

### **7:00 AM TO 3:00 PM**

- **Full Day**
- **Half Day**
- **2 – Hour Delay**
- **Early Head Start Full**
- **Early Head Start Half**
- **Home Based Personal Visit**
- **Home Based Group Socialization**

## **NAVAJO HEAD START FULL DAY CLASS SCHEDULE**

7:00 - 8:00	Staff report for duty / Plan / Preparation AM Bus Route
8:00 - 8:30	Children Arrival / Greet children and families / Health Assessment/ Personal Hygiene
8:30 - 9:00	Breakfast (Family Style) / Oral Hygiene
8:45 - 9:30	Group Time (Large Group: Introduction, review day's activity, Song's, finger plays, news sharing)
9:30 - 10:45	Child's Choice / Small Group Time (Interest Areas, One- on- One, story time, observation, literacy) Clean-up
10:45 - 11:15	Outdoor play (music & movement, physical activity)
11:15 - 11:30	Prepare for lunch
11:30 - 12:15	Lunch (Family Style), personal hygiene (tooth-brushing, hand washing)
12:15 - 12:30	Quiet Time / Story Time
12:30 -1:00	Outdoor Play
1:00 -1:15	Group Time - Reflection
1:15 -2:15	PM Bus Route (60min) Teacher planning / Preparation to next day Anecdotal/recordkeeping/filing
3:00	Teacher Dismissal

### **SCHEDULE 1**



## **NAVAJO HEAD START/EXAMPLE HALF DAY CLASS SCHEDULE**

7:00 - 8:00	Staff report for duty / Plan / Preparation AM Bus Route (60min)
8:00 - 8:30	Children Arrival / Greet children and families / Health Assessment/ Personal Hygiene
8:30 - 9:00	Breakfast (Family Style) I Oral Hygiene
9:00 - 9:15	Group Time (Large Group: introduction, review day's activity, songs, finger plays, news sharing)
9:15 - 10:30	Child's Choice / Small Group Time (Interest Areas, One- on-One, story time, observation, literacy) Clean-up
10:30 - 10:50	Outdoor Time (music & movement, physical activity)
10:50 - 11:30	Lunch Time (hand washing /family style / Oral Hygiene)
11:30 -1:30	Bus Route (60 min) Teacher planning / Preparation to next day Anecdotal/recordkeeping/filing

***NOTE: The Half Day applies to the children only, not Navajo Nation  
Head Start staff***

### **SCHEDULE 2**

## **NAVAJO HEAD START 2 - HOURS DELAY CLASS SCHEDULE**

9:00 - 10:00	Staff report for duty / Plan/ Preparation AM Bus Route (60min) Children Arrival / Greet children and families / Health Assessment/Personal Hygiene
10:00 - 10:15	Morning Snack
1:15 - 10:30	Group Time (Large Group: Introduction, review day's activity, Songs, finger plays, news sharing)
1:30 - 11:45	Child's Choice / Small Group Time (Interest Areas, One- on- One, story time, observation, literacy)
11:45 - 12:30	Lunch Time (hand washing, family style, oral hygiene)
1:30 -1:00	Outdoor Play (physical activities)
1:00 -1:15	Nap /Quiet Time /Story time
1:15 -1:30	Group Time - Reflection
1:30 - 3:00	PM Bus Route (60min) Teacher planning I Preparation to next day Anecdotal/recordkeeping/filing

### **SCHEDULE 3**

**NAVAJO HEAD START  
EARLY HEAD START FULL DAY CLASS SCHEDULE**

7:30 - 8:00	Staff Arrival/ Planning/ Preparation
8:00 - 9:30	Hellos and Good Byes Indoor Play-Interactions and Experiences based on age group Clean up Eating and Meals times Diapering and Toileting Sleeping and Nap Time
9:30 - 11:00	Indoor / Outdoor Play – Interactions and Experiences based on age group Clean Up Eating and Meals times Diapering and Toileting Sleeping and Nap Time
11:30 - 1:30	Indoor / Outdoor Play – Interactions and Experiences based on age group Clean Up Eating and Meals times Diapering and Toileting Sleeping and Nap Time
1:30 - 2:15	Indoor / Outdoor Play – Interactions and Experiences based on age group Clean Up Eating and Meals times Diapering and Toileting Sleeping and Nap Time
2:15 - 3:30	Planning and Reflection, Center clean-up
3:30	Center Closure

**SCHEDULE 4**

## **NAVAJO HEAD START**

### **EARLY HEAD START HALF DAY SCHEDULE**

7:30 - 8:00	Staff Arrival/ Planning/ Preparation
8:00 - 9:30	Hellos and Good Byes Indoor Play-Interactions and Experiences based on age group Clean up Eating and Meals times Diapering and Toileting Sleeping and Nap Time
9:30 - 11:00	Indoor / Outdoor Play – Interactions and Experiences based on age group Clean Up Eating and Meals times Diapering and Toileting Sleeping and Nap Time
11:30 - 12:00	Indoor / Outdoor Play – Interactions and Experiences based on age group Clean Up Eating and Meals times Diapering and Toileting Sleeping and Nap Time
11:30 - 12:00	Planning and Reflection, Center clean-up
12:00	Center Closure

### **SCHEDULE 5**

## **NAVAJO HEAD START HOME-BASED PERSONAL VISIT PLAN SCHEDULE**

- 30 Minutes Preparation is varied by location of home arrival / Greet parents
- 10 Minutes Review of previous lesson, parent evaluation, Family Partnership Follow-up Goals & Objectives, ISFP/IEP
- 50 Minutes Home Visit Plan Objectives & Activities
- 10 Minutes Prepare snack, nutrition activity
- 10 Minutes Plan next visit, information sharing, other events
- 10 Minutes Wrap up home visit; leave material /supplies for parent/child to work with

## **HOME-BASED GROUP SOCIALIZATION SCHEDULE**

The length of each socialization experience should be based on the developmental level of the child, the content of the socialization experience, and other child and family needs.

Usually, Home Based Socialization could take two (2) to four (4) hours of developmental appropriate planned activity.

## **SCHEDULE 6**

**NAVAJO HEAD START**  
**Listing of Available Non-Emergency Transporters**

<b>PROVIDERS NAME</b>	<b>CONTACT PERSON</b>	<b>PHONE/ FAXNUMBER</b>	<b>ELIGIBILITY</b>	<b>SERVICE AREA</b>
<b>HozhoNahasdlii Transport</b> P.O. Box 885 Ft. Defiance, AZ 86504	Genevieve Bryant, Intake Sylvia Begay, Director	P: 928.313.2137 P: 505.728.7388	AZ Medicaid (AHCCCS)	Arizona
<b>Safe Ride Services Inc.</b> 250 Dee Ann Street Gallup, New Mexico 87301-4725	Dorothy Hopkins, Manager	P: 505.863.5543 P: 800.797.7433	NM Medicaid	New Mexico
<b>Safe Ride Services Inc.</b> P.O. Box 263 Ganado, Arizona 86505	Darlene Kee, Manager	P: 800.545.6852 P: 928.755.3270	AZ Medicaid (AHCCCS)	Arizona
<b>NATIVE TRANSPORT</b> 1210 E. Highway 66 Gallup, NM 87301	Jermiah Kanuho	P: 505.726.9054 Fax: 505.726.0159	AZ Medicaid (AHCCCS) Navajo Nation Behavioral Health (RBHA) Developmental Disabilities (DD-DES) Disability Determination Services (DDS)	Arizona
<b>Care Express Transportation, Inc.</b> 4801 East Historic 66 Rehoboth, New Mexico 87322	Charlotte Johnson Stephanie Yazza	P: 505.863.9922 P: 866.513.9922 P: 505.863.3498 Fax: 505.863.3823	NM & AZ Medicaid (AHCCCS) Navajo Nation Behavioral Health Molina & Lovelace Salud Ever Care by United Health Plan AMERIGROUP	Arizona New Mexico Utah Colorado
<b>DINE Home Care</b> P.O. Box 706 Many Farms, Arizona 86538	Anderson Tullie, Manager	T: 866.781.3685 T: 928.718.3691 Fax: 928.781.3687	Arizona Medicaid (AHCCCS)	Arizona
<b>Nizhoni Transportation</b> 1303 Metro Drive Gallup, New Mexico 87301	Tonya Livingston, Manager	T: 877.863.9199 F: 505.863.9219	NM/AZ Medicaid (AHCCCS)	New Mexico Arizona
<b>Navajo Transport</b> 904. North Sullivan Avenue Farmington, New Mexico 87401	Loretta Nakai, Manager	T: 800.531.4415 F: 505.327.1259	NM/AZ Medicaid (AHCCCS)	Arizona New Mexico Utah Colorado
<b>RT Transportation</b> P.O. Box 3897 Chinle, Arizona 86503	Thelma Teller, Manager	T: 928.674.3696 T: 928.349.0578 F: 928.674.3017	AZ AHCCCS	Arizona

# Positive Parent Involvement Pledge

## “Parent’s Roles and Responsibilities”

### **I understand Head Start is a Parent Participation Program. I Pledge to:**

1. Have two (2) Home Visits with the Teachers and attend two (2) Parent Conferences.
2. To ensure that my child is up to date on all required immunizations to begin and remain in the Head Start program. This includes receiving a TB skin test if they haven’t received on since their 4<sup>th</sup> Birthday.
3. To obtain a physical exam for my child and follow – up on all identified problems.
4. To obtain a dental exam for my child and have all follow – up work completed.
5. To understand daily attendance is required. If my child is ill or cannot attend, I will call the school that morning. To understand that in cases of excessive absences, my child may be dropped from the program.
6. To bring my child to school at the scheduled starting time every day and pick him/her up promptly at dismissal time.
7. To meet with the Head Start Family Service Liaison to complete the Family Partnership Agreement.
8. To notify Head Start of any changes in my job, address, phone or emergency contacts.
9. To attend monthly parent meeting when possible.
10. To volunteer in my child’s classroom and / or make learning materials for the classroom when possible.
11. And encourage father or male figure to be involved in all Navajo Head Start function and activities.

I have read the above pledge to do my best to be involved with the Head Start Program.

**PARENT COPY**

# Positive Parent Involvement Pledge

## “Parent’s Roles and Responsibilities”

**I understand Head Start is a Parent Participation Program. I Pledge to:**

- 1. Have two (2) Home Visits with the Teachers and attend two (2) Parent Conferences.
- 2. To ensure that my child is up to date on all required immunizations to begin and remain in the Head Start program. This includes receiving a TB skin test if they haven’t received on since their 4<sup>th</sup> Birthday.
- 3. To obtain a physical exam for my child and follow – up on all identified problems.
- 4. To obtain a dental exam for my child and have all follow – up work completed.
- 5. To understand daily attendance is required. If my child is ill or cannot attend, I will call the school that morning. To understand that in cases of excessive absences, my child may be dropped from the program.
- 6. To bring my child to school at the scheduled starting time every day and pick him/her up promptly at dismissal time.
- 7. To meet with the Head Start Family Service Liaison to complete the Family Partnership Agreement.
- 8. To notify Head Start of any changes in my job, address, phone or emergency contacts.
- 9. To attend monthly parent meeting when possible.
- 10. To volunteer in my child’s classroom and / or make learning materials for the classroom when possible.
- 11. And encourage father or male figure to be involved in all Navajo Head Start function and activities.

I have read the Navajo Head Start Parent Handbook and Read the above Pledge to do my best to be involved with the Head Start Program.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Involvement Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note: PARENT INVOLVEMENT COORDINATOR and CHILD FOLDER COPY**



# GLOSSARY

**Administration for Children & Families (ACF)** is a division of the Department of Health & Human Services. ACF promotes the economic and social well-being of families, children, individuals and communities.

**RPC – Region Parent Committee** – Committee meeting at the Head Start Agency Level comprising of Parent Representatives selected by the Local Parent Committee.

**Benchmark:** a point of reference from which measurements may be made

**Children with disabilities:** means children with mental retardation, hearing impairments including deafness, speech or language impairments, visual impairments including blindness, serious emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments or specific learning disabilities who, by reason thereof need special education and related services. The term “children with disabilities” for children aged 3 to 5, inclusive, may, at a State’s discretion, include children experiencing developmental delays, as defined by the State and as measured by appropriate diagnostic instruments and procedures, in one or more of the following areas: physical development, cognitive development, communication development, social or emotional development, or adaptive development; and who, by reason thereof, need special education and related services.

**Derive:** to take, receive, or obtain especially from a specified source

**Department of Health and Human Services (HHS)** An agency within the federal government, of which the Administration for Children and Families (ACF) is a part, that is responsible for all federal programs dealing with health and general welfare.

**Curriculum** – A written plan that includes goals for children's development and learning; the experiences through which they will achieve the goals; what staff and parents should do to help children achieve the goals; and the materials needed to support the implementation of the curriculum.

**Developmental Stages** – Natural or common divisions of the process of human growth; characterized by types of behavior, biological properties or manifestations, or mental processes.

**Developmentally Appropriate** – Any behavior or experience that is matched to the maturity of the individual child with respect to age, needs, interests, developmental levels, and cultural background.

**Developmentally Appropriate Practice (DAP)** – Classroom practices which reflect staff knowledge of typical development for the ages being served and an understanding of the unique personality, learning style, and family background of each child.

**Early Childhood Development** – The process by which children from birth to age eight gradually gain the skills and confidence needed to succeed in their present

environment and the cognitive skills needed to form a foundation for school readiness and later school success.

**Early Childhood Education** – Activities and experiences that are intended to effect developmental changes in children from birth through the primary units of elementary school (grades K-3).

**Empowerment:** to give official authority or legal power to

**ERSEA:** Eligibility, Recruitment, Selection, Enrollment and Attendance;

**Head Start eligible** means a child that meets the requirements for age and family income as established in this regulation or, if applicable, as established by grantees that meet the requirements of section 645(a) (2) of the Head Start Act. Up to ten percent of the children enrolled may be from families that exceed the low-income guidelines. Indian Tribes meeting the conditions specified in 45 CFR 1305.4(b)(3) are excepted from this limitation.

**Recruitment** means the systematic ways in which a Head Start program identifies families whose children are eligible for Head Start services, informs them of the services available, and encourages them to apply for enrollment in the program.

**Selection** means the systematic process used to review all applications for Head Start services and to identify those children and families that are to be enrolled in the program.

**Enrollment** means the official acceptance of a family by a Head Start program and the completion of all procedures necessary for a child and family to begin receiving services.

**Early Head Start program:** means a program that provides low-income pregnant women and families with children from birth to age 3 with family-centered services that facilitate child development, support parental roles, and promote self-sufficiency.

**Family:** All persons living in the same household who are: (1) Supported by the income of the parent(s) or guardian(s) of the child enrolling or participating in the program, and (2) related to the parent(s) or guardian(s) by blood, marriage, or adoption.

**Guardian:** means a person legally responsible for a child.

**Group socialization activities:** means the sessions in which children and parents enrolled in the home-based or combination program option interact with other home-based or combination children and parents in a Head Start classroom, community facility, home, or on a field trip.

**Grantee** – A local corporation or other legal entity, either public or private, to which a Head Start grant is awarded.

**Head Start Program Performance Standards** – A federally-defined set of minimum criteria for each component in Head Start.

**Home Visitor** – A staff member in the home-based program option assigned to work with parents to provide comprehensive services to children and their families through home visits and group socialization activities.

**Home Visits** – The visits made to a child's home by the class teacher in a center-based program option, or home visitors in a home-based program option, for the purpose of assisting parents in fostering the growth and development of their child.

**Homeless Children and Youth** – Individuals who lack fixed, regular, and adequate nighttime residence.

**Head Start Program:** means a program, funded under the Act and carried out by a Head Start agency or a delegate agency, that provides ongoing comprehensive child development services.

**The term "home-based Head Start program":** means a Head Start program that provides Head Start services in the private residence of the child receiving such services.

**Head Start parent:** means a Head Start child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree.

**Individualized Education Program (IEP)** – An educational plan geared to an individual student's needs and conducted in accordance with a written agreement between the student's parents and school officials.

**Individualized Family Service Plan (IFSP)** – A written plan for providing early intervention services to a child eligible under Part H of the Individuals with Disabilities Education Act (IDEA), developed by multidisciplinary teams of health care and educational practitioners for families of young children.

**Intermodal:** being or involving transportation by more than one form of carrier during a single journey

**Low-income family:** means a family whose total annual income before taxes is equal to, or less than, the income guidelines. For the purpose of eligibility, a child from a family that is receiving public assistance or a child in foster care is eligible even if the family income exceeds the income guidelines.

**LPC – Local Parent Committee:** Parent Committee formulated at the Head Start Center.

**Mission Statement:** Understanding what is expected

**Meal Services** – Nutritional services in center-based settings. Grantee and delegate agencies must ensure that meals contribute to the development and socialization of enrolled children by serving a variety of food to broaden each child's food experience.

**Medical Home** – An approach to providing comprehensive primary care that facilitates partnerships between individual patients and their personal providers, and when appropriate, the patient's family.

**Mental Health Services** – Assistance for mental and emotional disorders provided by licensed or certified mental health professionals with experience and expertise in serving young children and their families.

**Office of Head Start:** An Office of the Administration for Children & Families. Head Start is a federal program that promotes the school readiness of children ages birth to 5 from low-income families by enhancing their cognitive, social and emotional development.

**Parent Committees** – Groups comprised of parents of children currently enrolled at the center level for center-based programs, or at the equivalent level for other program options, that share governance with the Policy Committee and Policy Council.

**PC - Policy Council** – A committee set up at the grantee level which shares program governance with the Parent and Policy Committees. It includes representation from parents, community representatives, and all delegate agencies. If the grantee has no delegates, then the representation is from all centers and other factions of that program

**Professional Development** – High-quality activities that will improve the knowledge and skills of Head Start teachers and staff, as relevant to their roles and functions in program administration and the provision of services and instruction, as appropriate, in a manner that improves service delivery to enrolled children and their families. These activities are part of a sustained effort to improve overall program quality and outcomes for enrolled children and their families and are developed or selected with extensive participation of administrators and teachers from Head Start programs.

**Program Governance** – Grantee and delegate agencies must establish and maintain a formal structure for the oversight of quality services for Head Start children and families and for making decisions related to program design and implementation. This structure includes grantee management, the board of directors as well as the policy council, policy committee, and parent committee.

**Program Information Report (PIR)** –The report provides comprehensive data on the services, staff, children, and families served by Head Start and Early Head Start programs nationwide. All grantees and delegates are required to submit Program Information Reports for Head Start and Early Head Start programs. It is an important source of descriptive and service data for the Head Start community, their partners, Congress, and for the general public. The PIR data is compiled for use at the federal, regional, state, and local levels.

**Program Options** – Head Start delivery models that may be selected to respond to the various needs of children and families in the local community.

**Program Year** – The period during which grant funds must be expended or obligated. The beginning of the program year and ending dates for individual Head Start/Early Head Start programs are not the same for every grantee.

**Program Year-end** – The date that a grantee's current Head Start/Early Head Start grant expires.

**School Readiness** – The levels of cognitive, physical, and social-emotional maturity that are a prerequisite to learning in a school setting.

**Screening** – The screening process identifies children who need referral for diagnostic evaluation through an initial review of their level of function and development in fine and gross motor, cognitive, speech and language, and social- emotional skills, as well as hearing, vision, and general health. It includes obtaining a developmental and health history, observations from the parents, and input from teachers based on their observations. The screening process must

**Training and Technical Assistance (T/TA)** – Training is a learning experience, or series of experiences, specific to an area of inquiry and related set of skills or dispositions, delivered by a professional(s) with subject matter and adult learning knowledge and skills. Technical Assistance is the provision of targeted and customized supports by a professional(s) with subject matter and adult learning knowledge and skills to develop or strengthen processes, knowledge application, or implementation of services by recipients.

**Transition Coordination** – Refers to the management of activities that facilitate a child's transition from Head Start programs to elementary school.

**Transition Planning** – A process undertaken for each child and family at least six months prior to the child's third birthday that takes into account the child's health status and developmental level; progress made by the child and family while in the program; current and changing family circumstances; and the availability of child care services in the community.

**Transition Programs or Transition Services** – Procedures to support successful transitions for enrolled children and families from previous child care programs into Early Head Start or Head Start programs and from Head Start into elementary school or other child care settings.

**Tribal Government** – Governments of American Indian tribes.

**Tribal Sovereignty** – The authority or right of tribal entities to exercise decision-making power and choice regarding their political, social, and cultural patterns.

**Vision Statement:** Is what you envision in the future