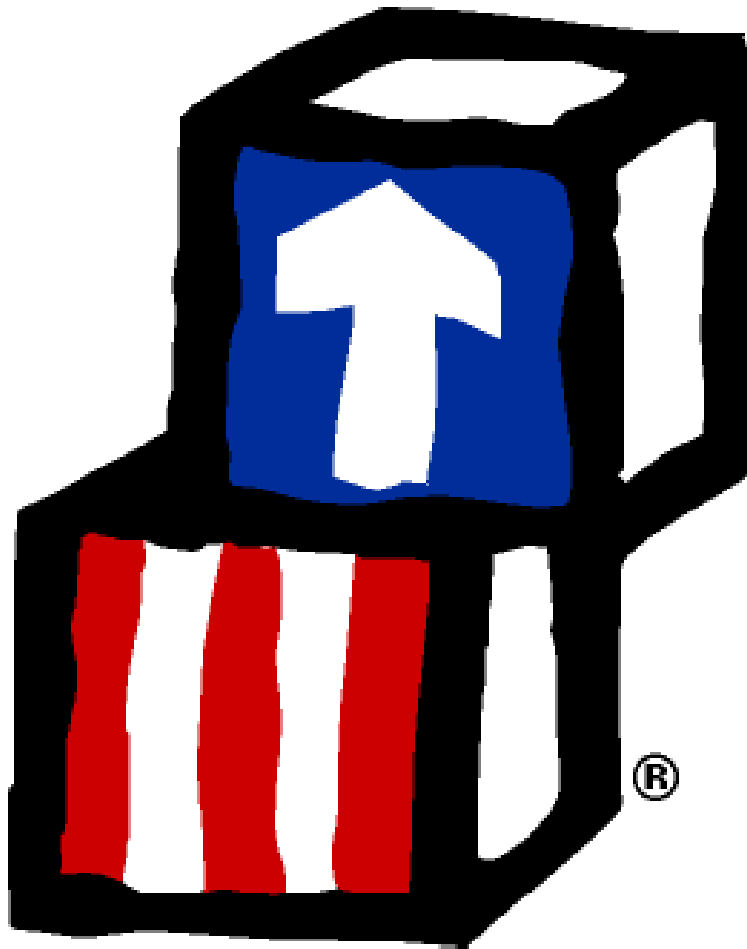


Northern Panhandle Head Start, Inc.



Parent Handbook 2010-2011

FOR YOUR INFORMATION

FAMILY NAME: _____

CENTER/ HOME BASE: _____

PHONE NUMBER: _____

AREA COORDINATOR: _____

TEACHER/HOME VISITOR/PARENT EDUCATOR: _____

TEACHER ASSISTANT: _____

FAMILY RESOURCE ADVOCATE: _____

BUS DRIVER: _____

BUS NUMBER: _____

THE BUS WILL ARRIVE AT APPROXIMATELY: _____

THE BUS WILL RETURN AT APPROXIMATELY: _____

Northern Panhandle Head Start, Inc.
Administrative Offices
1 Orchard Road – Suite 1
Wheeling, WV 26003
1-877-732-3307 or (304)-233-3290

Check us out on the web.
www.npheadstart.org

TABLE OF CONTENTS

Table of Contents ----- 3

Mission Statement-----4

Letter from the Executive Director ----- 5

Letter from the Human Resources Manager-----6

Letter from Early Head Start Manager----- 7

Letter from the Education /Training Manager and the Child Development/Disabilities Coord. ----- 8

Creative Curriculum ----- 9 & 10

Developmental Screenings -----11

Behavior Policy -----12

Attendance Policy -----13

Letter from Health Nutrition Coordinator-----14

Health Need Requirements -----15 & 16

Medication Administration Policy -----17

Exclusion From Activities Policy -----18

Nutrition Program -----19

Confidentiality Policy -----20

Head Start Services-----21

Child Abuse and Neglect Policy-----22

Sex Offenders Policy -----22

Parent Concern Procedure-----23

Social Service Home Visits -----24

Letter from Family Involvement Coordinator -----25

Family Involvement -----26

Father Involvement Program -----27

Inclement Weather Policy-----28

Transportation Guidelines -----29

Tobacco Free Policy-----30

Communication-----31

Acceptable/Responsible Use Of Technology Policy -----32

Parent Corner Information -----33

In – Kind Contributions -----34

Areas of Service -----35

Tell – A – Friend -----36

Non-Discrimination Statement/Insurance Information-----37

Important Dates/Notes to Remember -----38 & 39

Northern Panhandle Head Start, Inc.

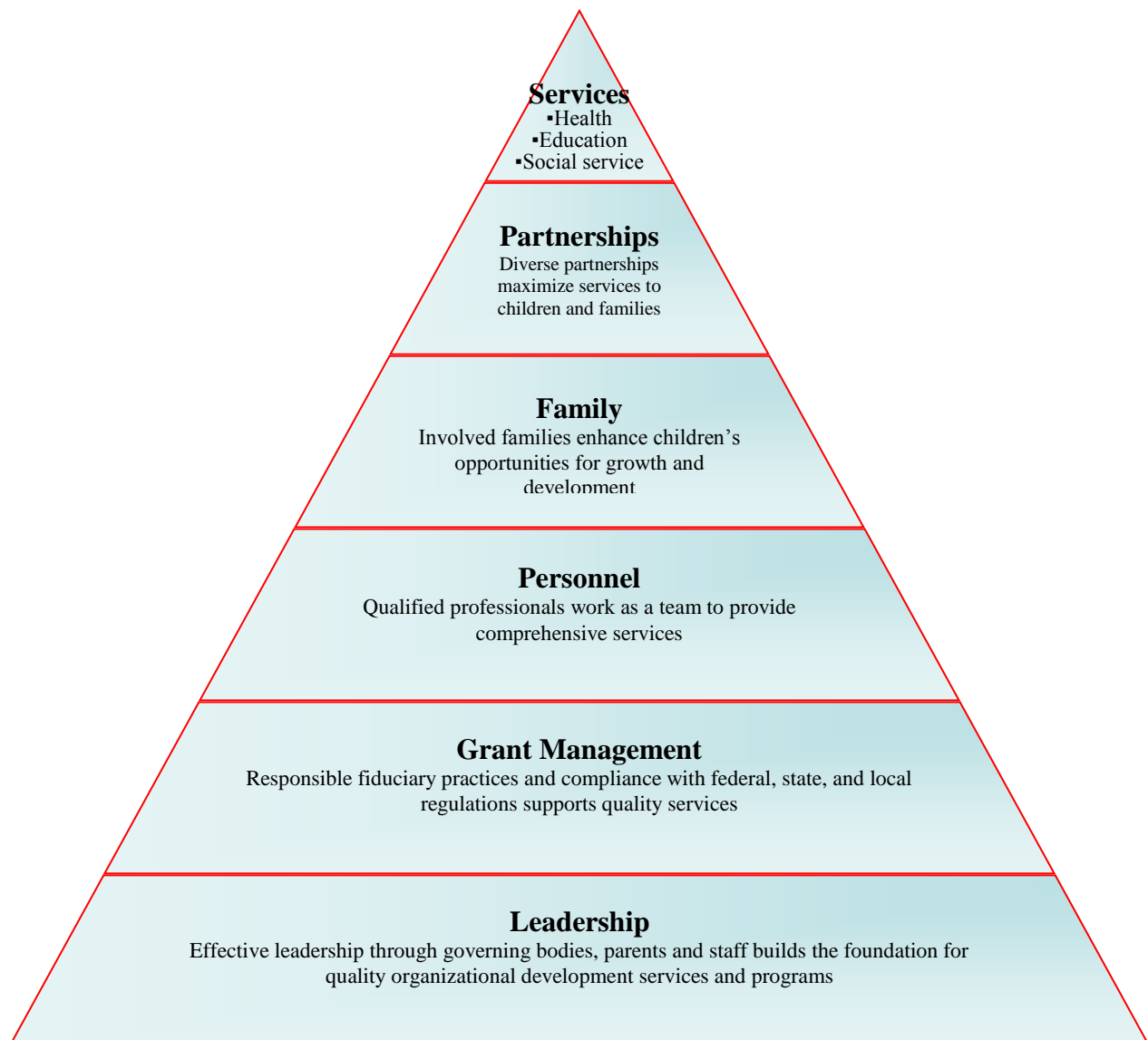


Mission Statement

Our mission is to provide a high quality, comprehensive and family-focused, infant/toddler and early childhood program uniquely designed to prepare each child for tomorrow's opportunities and challenges through community partnerships.

Vision Statement

"Building foundations for life-long growth and development"



Core Values – NPHS Inc. - January 2007

Hello Everyone,

Welcome to program year 2010-11. This year we have planned a lot of exciting programs and activities for the Head Start family, such as, family celebrations, moms and dads day at centers, Dad's game night, "Choosy" for active learning, field trips—Zoo, Bowling and Science Center just to name a few.

What's New at NPHS?

In case you haven't heard as of March 2010, our Early Head Start expansion has been providing services to 48 new families in **"out of the box options"**. We have two unique collaborations for this expansion of services, one with the Northern Regional Correctional Jail and the other is with YWCA of Wheeling-Family Violence Protection Program. Both of these collaborations will allow staff to work with parents as they travel through a very difficult time in their lives. We want to be the support, or the lynch pin that assists them with reentering into the community or reuniting them with their families. Sometimes a person just has a need for someone to listen to them. This is a very exciting time at Northern Panhandle Head Start, Inc.

And because of our strong supportive parents, board of directors and dedicated staff we were able to apply and receive this Early Head Start Expansion grant.

We are also embracing new employees into the family of Head Start, who have a lot of new ideas to better our program. Kudos to the new and seasoned staff. Together we will build a better tomorrow for communities.

I look forward to seeing you soon.

Sankofa,
Marlene Midget,
Executive Director

Dear Parent:

This letter is to invite you to participate in the employment process at Northern Panhandle Head Start. We love having your children and hope you will help us provide the best qualified people possible to care for them. You can do this by serving on the interview committee.

It is imperative that we have parent participation. Our performance standards mandate that parents be a part of program governance and that they actively participate in the personnel process, including hiring. Being part of the interview committee will help us fulfill this requirement.

Members of the interview committee screen the people that are hired at Northern Panhandle Head Start. They have direct input as to whether an applicant is chosen to become an employee at NPHS. This gives parents a direct say in who will interact with their children.

The only requirement is that you be a parent and that you attend a once a year training session. The time commitment is the training session and time spent in the interviewing process. Most interviews are done in half-day increments.

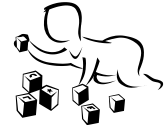
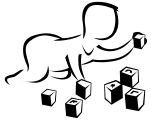
I know many of you are very busy but I also know that there is nothing more important to you than the welfare of your child. So I implore those parents who are able, to please be part of the hiring process for applicants for your center.

If you have any questions or need additional information please call the Human Resources Clerk, the Family Involvement Coordinator or me at 233-3290 and just say you would like to be a parent interviewer.

Sincerely
Peggy L. Miller
Human Resources Manager



NORTHERN PANHANDLE HEAD START, INC.
EARLY HEAD START



Dear Northern Panhandle Head Start Families,

Early Head Start is a comprehensive program serving families with infants and toddlers and pregnant women. The mission of Early Head Start is to promote healthy prenatal outcomes for pregnant women, enhance the development of very young children, and promote healthy family functioning. Early Head Start empowers the families as primary educators of their children during the critical first three years of the child's life. Early Head Start programs are designed to produce outcomes in four domains:

1. Child development
2. Family development
3. Staff development
4. Community development

The original NPHS Early Head Start program is a Home-based option with weekly 90 minute Home Visits and group Socializations twice a month at the Early Head Start sites. NPHS enrolls 48-50 prenatal/children in three counties: Brooke (20), Marshall (20), Wetzel (10). Activities provided for families along with Socializations and Home Visits are field trips, parent meetings/trainings, cooking experiences, community outings, and community visitors.

This past year, NPHS through ARRA funding was awarded an expansion grant for our Early Head Start program. The expansion is for 48 prenatal-age 3 children in both a center base and home base option including:

Hancock County- NPHS has collaborated with Weirton Heights Day Care to serve 8 infants and toddlers in the day care center.

Ohio County- NPHS has opened a center base serving 24 children age 3 months- 3 years at Orchard Park. We also have collaborated with the YWCA Family Violence Protection Program to provide home base/center base services to 5 prenatal-age 3 children.

Marshall County – we have collaborated with the WV Northern Regional Jail to serve 8 prenatal-age 3 children providing visits in the jail with the incarcerated parent. We also provide home visits to the caregiver of the child.

Jacksonburg- we have opened a home base serving 8 prenatal-age 3 children with the focus being on teen parents.

NPHS has adopted The Creative Curriculum for Infants, Toddlers & Twos. It is a comprehensive curriculum which includes goals and objectives for children's learning in all areas of development: Social/Emotional, Physical, Language, Cognitive, Literacy, Mathematics, Science and Technology, Social Studies, The Arts, and English Language Acquisition. NPHS will use Teaching Strategies Gold for our assessment system for children birth through kindergarten.

The Core Values of EHS express that the early years of a child's life are critical for optimal development and provide the foundation for success in school and in life. All young children and their families deserve the same opportunities to succeed, regardless of any demographic, geographic or economic considerations. EHS is committed to serving children with disabilities and surpasses the required 10% of enrollment. An understanding and appreciation of the history and traditions of diverse cultures is essential in serving families.

I look forward to meeting you and welcome you to Northern Panhandle Head Start/Early Head Start.
Have a wonderful year!

Sincerely,
Janice Barnett
Early Head Start Manager

Dear Head Start Families,

Northern Panhandle Head Start Program is a comprehensive program that responds to and supports the learning of all children. We work in partnership with parents to ensure that children gain the skills needed to succeed in school. As a parent, your participation in your child's early learning experiences is a vital part of their future school success.

We realize that children are unique with their own strengths and needs. The Creative Curriculum will provide learning opportunities that build on your child's interests and skills. Your child's progress will be shared with you during home visits and conferences. Home visits and parent-teacher conferences are great opportunities for you to express your expectations and goals regarding your child's education.

The education staff at Northern Panhandle Head Start is looking forward to providing your child with a quality early childhood education program.

Sincerely,

Cheche Price
Education/Training Manager

Jane Rose
Child Development/Disabilities Coordinator



Creative Curriculum

What children learn!

Sand and Water Play

Measure
Math and Science
Art
Filling and emptying
Creativity

Music and Movement

Sing
Dance
Exercise
Musical Instruments
Creativity

Library

Reading Skills
Writing Skills
Love of Books
New Words
Letters
Listening Skills

Cooking Experiences

Learn about Healthy Foods
Math and Science
Reading Skills
New Words

Blocks

Shapes and Sizes
Math
Problem Solving
Weight
Height
Sorting
Imagination
Social Skills

Computer

Shapes and Colors
Math
Reading
Creativity
Solve Problems
Social Skills
Numbers
Letters

Outdoor Play

Run
Jump
Climb
Use Muscles
Exercise
Nature
Weather
Seasons
Plants Grow
Animals
Science

Dramatic Play-House Area

Pretend Roles
Imagination
Problem Solve
Cooperate
Language Skills
Express Feelings

Table Toys and Games

Sort
Classify
Rules
Patterns
Comparing
Math
Build Fine Motor Skills
Follow Directions
Social Skills
Problem Solving

Art

Creativity
Build Fine Motor Skills
Coordination
Colors and Textures
Express Feelings

Woodworking

Build and Create
Solve Problems
Experiment
Work with Tools

Science

Experiment
Creativity
Problem Solve
Math
Nature
Plants

The Creative Curriculum for Early Childhood

The Philosophy

The philosophy behind our curriculum is that young children learn best by doing. Learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in.

In their early years, children explore the world around them by using all their senses (touching, tasting, listening, smelling, and looking). In using real materials such as blocks and trying out their ideas, children learn about sizes, shapes, and colors and they notice relationships between things.

Play provides the foundation for academic or "school" learning. It is the preparation children need as they learn highly abstract symbols such as letters and numbers. Play enables us to achieve the key goals of our early childhood curriculum. Play is the work of young children.

The Goals of Our Curriculum

The most important goal of our early childhood curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. We're teaching them *how* to learn, not just in preschool, but all through their lives. We're allowing them to learn at their own pace and in the ways that are best for them. We're giving them good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives.

Our curriculum identifies goals in all areas of development,

- *Social*: To help children feel comfortable in school, trust their new environment, make friends, and feel they are a part of the group.
- *Emotional*: To help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude toward life.
- *Cognitive*: To help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.
- *Physical*: To help children increase their large and small muscle skills and feel confident about what their bodies can do.

The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with children, are all designed to accomplish the goals of our curriculum and give your child a successful start in school.

The Family's Role

Home and school are a young child's two most important worlds. Children must bridge these two worlds every day. If home and school are connected in positive and respectful ways, children feel secure. Teachers can build a true partnership when they truly value the family's role in a child's education and recognize how much they can accomplish by working with families. Working together, parents and educators can do a lot to support the development of these important life skills. Parents will receive handouts explaining what children learn in each of the classroom areas and what they can do at home to develop their child's mind and bodies.

DEVELOPMENTAL SCREENINGS

Screenings are used to determine the developmental levels of children. They are not used to diagnose a child, but can be used to identify areas of concern that may lead to children being referred out for further evaluation. Northern Panhandle Head Start (NPHS) requires the following screenings on children in Early Head Start: developmental (E-LAP, Ages and Stages), social-emotional (Ages and Stages-SE), hearing and vision. For children in the Head Start program, NPHS requires the following screenings: developmental (DIAL-3), social-emotional (DIAL-3 Parent Questionnaire), speech, hearing, vision, height, and weight. Several people will be involved in the screening process, including NPHS staff and county school staff from the five counties that NPHS serves. Parents provide valuable information about their child by answering questions and providing information about their child's development. Once these screenings are completed, NPHS will refer a child out for further evaluation if the child shows a need for further evaluation **and** the child's parent agrees to have the child referred.

NPHS works with the school districts in providing services to those children who need further screening and special help in the Head Start program and with West Virginia Birth to Three for those children in the Early Head Start program. All children are first evaluated to identify the child's special needs. Once the evaluation is over, the evaluation team determines whether the child is available for special needs services. If a child does need special services, a plan is developed. The plan is called either an Individualized Family Service Plan (IFSP) for children birth to age 3 and in the Early Head Start program or an Individualized Education Plan (IEP) for children ages 3 and above. The plan provides a set of goals and objectives for the child to work on throughout the year. IFSPs are more family-centered, while IEPs are more child-centered. Services can be provided in a variety of settings including the child's home, Northern Panhandle Head Start classrooms, and county school classrooms.



BEHAVIOR POLICY

What if the kids are out of control???

We all hope that the children are calm and follow the rules all day, but when you put fifteen to twenty kids in a classroom, there are bound to be some behavior challenges at times. The staff of NPHS follows a positive behavior support policy when these challenges occur. Strategies used are age-appropriate for young children and focus on developing a positive relationship between the children and the staff. Some strategies include giving children appropriate choices, modeling behavior for children, and redirecting children to other activities. NPHS teachers do NOT use “Time Out”, but they may at times use a technique called “Sit and Watch” if a child is being a danger to himself or others. “Sit and Watch” involves having the child sit in a quiet area with the teacher and talk about what has happened. It removes the threat of danger to the other children, while also giving the child who has been having trouble time to calm down. Each NPHS classroom has a designated quiet area that can be used for that purpose or as an area where the children can take a break.

If the behavior continues to escalate or continues to happen over several days, the NPHS staff may call the child’s parents. After meeting to discuss the problem behavior, the staff and parents will work together to come up with a plan to address the behaviors both at school and at home. The teacher will monitor and track the child’s behavior in the classroom and will communicate regularly with the child’s parents. If the behavior does not improve after the plan is in place for two weeks, either the plan will be revised or a decision will be made to refer the child to HealthyCHILD. The decision to place children in HealthyCHILD can only be made by the Child Development / Disabilities Coordinator. HealthyCHILD provides mental health services to NPHS through classroom consultation and individual child consultation for up to 30 children. Their services range from providing one-on-one modeling and instruction in the classroom and home settings to referring children to outside mental health agencies.



ATTENDANCE POLICY

Attendance is vital to your child's educational development and progress.

Required days as per Head Start Standards:

Head Start Part Year Centers:	128 Days
Early Head Start Full Year/ Full Day Centers:	160 Days
Preschool Home Base:	32 Home Visits
Early Head Start/Home Base:	42 Home Visits

CENTERS

ATTENDANCE IS MONITORED ON A DAILY BASIS.

FAILURE TO SEND YOUR CHILD MAY RESULT IN YOUR CHILD BEING PLACED ON A WAITING LIST.

Parent/guardian will contact Head Start the day their child is absent to report the reason for the absence.	
Days Missed	Procedure-when staff does not know the reason for the child's absence.
1	The Teacher/Family Resource Advocate will contact the parent/guardian by phone or visit the home to inquire about the absence.
2 Consecutive, unexcused days	The Teacher/Family Resource Advocate will find out why the child is absent and explain our attendance policy. Parent/guardian will be made aware that other children needing Head Start services are on a waiting list.
3 Consecutive, unexcused days	The Teacher/Family Resource Advocate will send a letter stating the number of days the child has missed with a deadline to return to school. The child must attend on a <u>regular basis</u> or will be placed on the waiting list.
Shared Parenting	If there is a court order on file-child is considered excused while with the other parent.
Homelessness	Program will determine on an individual case by case basis.

HOME-BASE

PRESCHOOL AND EARLY HEAD START

ALL CANCELED HOME VISITS MUST BE RESCHEDULED AND MADE-UP.

FAILURE TO KEEP OR MAKE-UP HOME VISITS WILL CAUSE YOUR CHILD TO BE PLACED ON THE WAITING LIST.

Home Visits Missed	Procedure-when staff does not know the reason for parent missing the home visit.
1	The staff will call the parent/guardian after the first missed home visit
2	The staff will call the parent/guardian after the second missed home visit and explain the policy.
3	When a parent/guardian misses 3 home visits, they will receive a letter with a deadline to make-up the home visits and stating the child will be put on a waiting list.
Shared Parenting	If there is a court order on file-child is considered excused while with the other parent.
Homelessness	Program will determine on an individual case by case basis.

Welcome All to Northern Panhandle Head Start,

We are excited about meeting your family and introducing your child to the Head Start experience. We want to be a partner on your journey of preparing your child for a successful life. We know that journey starts with a healthy lifestyle. At Head Start we support you in obtaining health needs for your child which includes keeping up to date on immunizations, physician and dental visits and includes things like lead screens and blood counts. We conduct periodic assessments on heights, weights and visions and keep you informed of our findings.

Good nutritious food is also a key element for keeping your child healthy so we offer the daily meal requirements for foods that are recommended by the Office of Child Nutrition through the WV Department of Education in our breakfasts, lunches and snacks. We serve a variety of meats, fruits, vegetables, grains and breads in an attractive interesting way so your child will have new experiences in food taste, texture and variety.

Please let us know if there is any health condition, food or environmental allergy, medication taken or other important health information that would help us keep your child safe.

Let me or anyone in the NPHS health/nutrition services know if we can help you meet your goals to keep your child in the very best health throughout the year.

Sincerely,

Alma Cunningham RN, BSN
Health Nutrition Coordinator



HEALTH NEED Requirements for 0-5.

As per Head Start Performance Standards and WV Child Care Licensing Regulations

Required before 30 days of enrollment:

Vaccine:	Doses:	Notes:
Hepatitis A	2	First dose or after First Birthday; 2 dose a minimum of 6 months later
Hepatitis B	3-4	Last dose must be given after 6 months old
HIB (Haemophilus influenza type b)	1-4 Depending on age started	3 doses if given as Pedvax or Comvax 3 doses if 1 st dose between 7-11 months of age 2 doses if 1 st dose between 12-14 months of age 1 dose if 1 st dose given between 15-59 months <i>Not recommended for 5 year olds or greater...</i>
DTaP (Diphtheria, Tetanus, Pertussis)	4 (minimum)	Last dose at or after 4 th birthday; 6 months between # 3 and # 4
MMR (Measles, Mumps, Rubella)	2	1 st dose between 12-15 months old, 2 nd dose between 4-6 years old
Varicella (Chickenpox)	2	1 st dose between 12-15 months old, 2 nd dose between 4-6 years old
IPV (Polio)	3-4	One does after 4 th birthday
Prennar (aka PCV- Pneumococcal polysaccharide vaccine)	1-4 Depending on age started	3 doses if first dose given between 7-11 months of age 2 doses if 1 st dose given between 12-23 months of age 1 dose if given between 24-59 months of age <i>Not recommended for 5 year olds or greater...</i>

Incomplete Immunization records require a note from the physician stating when the shots will be given. (Shots are to be as up-to-date as possible)

Physical exam-form signed by Physician. Required within 30 days of enrollment.

- Due: 2 mo, 4 mo, 6 mo, 9 mo, 12 mo, 15 mo, 18 mo, 24 mo, 36 mo; thereafter, annually



HEALTH NEED Requirements for 0-5. (cont.)

As per Head Start Performance Standards and WV Child Care Licensing Regulations

Dental (within 90 days of enrollment)

- **12 months to 35 months** – Physician (or Dentist) assess child’s teeth annually
 - Physician to document on Physical Form
 - Dental exam to be documented on Dental Form
 - The completed form needs to be signed and dated by the professional and turned into the EHS Staff
 - Follow up to be completed by PE if physician refers child to dentist
- **3 years**
 - Dental exam (including cleaning and fluoride) to be done every six months
 - A dental form needs to be completed and signed by the dentist
 - Dental treatments are due as instructed by the dentist
 - Send completed forms immediately to CO Health Dept.

Prenatal Dental – within 90 days of enrollment or per doctor’s discretion

- Prenatal – Dental exam, cleaning and (if needed-fluoride treatment) done by a dentist (at least one visit pre/post natal.)

Hemoglobin (Due within first 30 days for children older than 18 months)

- Test done and results on form from physician, WIC or hospital
- Abnormal results: Follow treatment plan from physician, WIC or hospital

Lead Level Results – If a physician states “low risk” on the physical a lead screen needs to be obtained:

- Abnormal readings 10 or over: Follow treatment plan from the physician or hospital
- At 12 and 24 months regardless of the low risk status to obtain a baseline level.
- The baseline level is obtained up to 72 months if the child has never been tested of the results are not available.

If “high risk” the child is to have a Lead Level drawn at that age.



ADMINISTERING MEDICATION

Prescription Medication:

- Physician must complete and sign a “Permission to Administer Medication” form
- Parent/Guardian must sign the form
- Parent/Guardian must give the first dose of medication at home
- Parent/Guardian must take medication to center, not send on bus
- Medication must be in original container from pharmacy with child’s name, doctor’s name, medication name & dosage, and instructions
- A month’s supply of medication is requested
- Parent/Guardian are responsible for refills on medication
- Any change in medication and/or dosage will require a new “Permission to Administer Medication” form
- Nebulizers-may be transported on the bus
- Medication for nebulizers must be in original container
- Epi-Pen...ask physician for one for the center to be available on the bus or in the classroom

Over-the-Counter Medication:

- Parent or Guardian are asked to give this medication at home
- If prescribed by a physician, the “Permission to Administer Medication” form must be completed by parent/guardian
- Parent/Guardian must give the first dose of medication at home
- Parent/Guardian must take medication to center, not send on bus
- Medication must be in original container
- Any change in medication and/or dosage will require a new “Permission to Administer Medication” form

Administering Medication Procedure at Centers:

- Staff receive training on administering medication annually
- Procedures for administering medication are found in the Health/Nutrition Handbook
- All medication will be kept in a locked box and in a locked cabinet away from children
- Medication needing refrigeration will be in a locked box and placed in the back of the refrigerator.
- Staff with a witness will administer medication
- A Medication Tracking Form will be completed for each child receiving medication.



EXCLUSION FROM ACTIVITIES

If a child has any of the following signs of illness:

- He/she cannot be present in the classroom
 - He/she will be sent home
1. **Temperature above 101 F (oral) or 100 F (under arm)**...if child has had a fever, temp should be normal for 24 hours before returning to site.
 2. **Any rash**...until seen by a doctor. Parent must obtain a statement from the doctor stating whether or not the child is contagious, what treatment is given, when the child can return to the classroom, and if there are any restrictions.
 3. **Croupy cough and/or runny nose with thick and/or green nasal drainage.**
 4. **Chills, general achiness, headache, listless and inactive (not participating in activities due to not feeling well,** as per guidelines of American Academy of Pediatrics). May or may not have a fever with the above symptoms.
 5. **Diarrhea or vomiting**...if the child had either the night before or throughout the night, child will be excluded from classroom the next day.
 6. **Pink eye**...red, watery, itching, burning or mattering of one or both eyes...child must be seen by doctor...get note from doctor stating diagnosis and when child may return to site.
 7. **Earache**...a child complaining of earache should be sent home immediately with instructions for parent to call the doctor.
 8. **Toothache**...if child is in pain and cannot eat or participate in activities.
 9. **The following are needed for child to return to the classroom:**
 - a. The "Return to Classroom" form completed by the physician.
 - b. Form given to Health Nurse
 - a. Approval from the Health/Nutrition Manager
 - For: ~Surgery
 - ~Hospitalization
 - ~Serious Illness
 - ~Dental Surgery and/or Extensive Treatments
 - ~Communicable Diseases...including but not limited to scabies, ringworm, scarlet fever, fifth disease, hand-foot-mouth disease, and chicken pox
 10. **Sprains, Broken Bones with Casts, Air Casts, Braces, Stitches, Staples and Glue:**

Child cannot return to class until:

 - a. Stitches or Staples are removed
 - b. Cast and/or Splints are removed
 - c. Return to Classroom form completed by the physician and given to Health Nurse
 - d. Approval from Health Nurse

Note: If a parents a wants a child with one of the above conditions to come to class, an adult must accompany the child and be with the child for the entire day.

NUTRITION PROGRAM

- We provide each Head Start child with a quantity of food in meals and snacks that provides at least 1/3 of the daily nutritional needs with consideration for meeting any special needs of children. Early Head Start children receive either lunch or a snack, with serving sizes depending on the age group.
- Cooking experiences are conducted by the teaching staff and parents in the centers, during socializations, and on home visits. Nutrition activities are conducted by the teaching staff and parents in the classroom and during home visits.
- Breakfast/ Snack and Lunch Menus are posted in the centers. Copies of the menus are given to all parents.
- The Health/Nutrition Manager and Health/Nutrition Specialist are available during the program year to answer parent's questions, conduct home visits, or address nutrition concerns in the classroom/ socialization.
- Nutrition booklets and handouts are available at each center.
- Food Handlers Cards are required by all Head Start staff and any parents/ guardians and volunteers who help in the kitchen or with food preparation.



NUTRITION CIVIL RIGHTS STATEMENT

In accordance with Federal law and US Department of Agriculture (USDA) policy, this Institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability or retaliation. If you require information about this program, activity, or facility in a language other than English, contact the USDA agency responsible for the program or activity, or any USDA office. If you require this information in alternative format (Braille, large print, audiotape, etc.), contract the USDA's TARGET Center at (202) 720-2600 (Voice or TDD).

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC, 20250-9410, or call toll free (866) 632-9992 (Voice). TDD users can contact the USDA through local relay or the Federal Relay at (800) 877-8339 (TTD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

All children attending Head Start will receive meals/snacks free of charge. Parents assisting in the classroom will receive the same food that is served to the children free of charge. This also includes children attending the collaborative schools in the county school system.

CONFIDENTIALITY POLICY

This Confidentiality Policy has been adopted to assure the confidentiality and protection of individual rights to privacy for children, families, and employees of Northern Panhandle Head Start. The individual dignity of children, families, and employees shall be respected and protected at all times in accordance with the law.

Information about children, families, or employees should not be spoken of to anyone other than persons who are authorized to receive such information as specified in written plans or law. This policy extends to both internal and external disclosing. All program information shall be made available to auditing agents and other federally appointed review/evaluation personnel.

Because of the federal/state laws requiring employees to report suspected child abuse/neglect, that specific information must be reported through proper channels as outlined in the Child Abuse/Neglect Program Plan. This program will comply with the Buckley Amendment of 1974.

The Executive Director is responsible for adopting office procedures that will assure adequate protection of confidential information.

Violation of Confidentiality Policy

Violation of the Confidentiality Policy is considered gross negligence and is subject to disciplinary action up to and including termination. Upon separation of employment all employees must maintain the confidentiality of families and program information.



HEAD START SERVICES

EDUCATION/TRANSITION

- Promote school readiness of children by enhancing their cognitive, social, and emotional development in a positive learning environment
- Help families and children transition from Head Start centers and home base to the public school system and from Early Head Start to Head Start or other preschool setting by offering training, information, and support

SOCIAL SERVICE

- Develop Family Partnership Agreements
- Social Service staff will have a manageable caseload
- Staff/ Parent development in social service issues

FAMILY INVOLVEMENT

- Provide a variety of meaningful relationships to Head Start parents that will meet their schedules
- Provide opportunities for decision making beginning at the center level and moving into Policy Council
- Provide ample volunteer activities for parents to choose from
- Provide a variety of activities for fathers/male role models to actively participate in.

PARENT TRAINING OPPORTUNITIES

- Provide a training program for parents with work opportunities in Head Start, including CDA Program, CDL Program, First Aid/CPR, Program Governance, Child Abuse & Neglect, Etc.

HEALTH AND NUTRITION

- Provide each child with a sound nutrition program that will promote healthy living in the classroom and at home from now into the future
- Provide each child with a health program that provides the necessary medical and dental care and treatment that will nourish children and help them grow

CHILD DEVELOPMENT/DISABILITIES

- Ensure IEP/IFSP are developmentally appropriate and meet guidelines
- Collaborate with appropriate agencies to assure the best setting for children
- Centers meet the ADA and IDEA standards
- Planned activities for parents and children to promote mental and physical wellness

TRANSPORTATION

- Provide a cost-effective, safe transportation system for children and families where possible

EARLY HEAD START

- Deliver home-based & center based services to Prenatal to age 3 with an emphasis on Child Development, Social-Emotional Development, Health/Nutrition, Fine-Gross Motor Skills

FULL YEAR FULL DAY

- Provide families who work or attend school in Ohio and Marshall Counties with a center base option that runs from September-July for 6 hours a day Monday-Thursday and ½ day on Fridays

WV Pre K Service

- Collaboration with county school systems to provide services to 4 year olds to prepare them for Kindergarten within the guidelines of the Improving Head Start for School Readiness Act of 2007.

Child Abuse and Neglect
Northern Panhandle Head Start Inc.

All Staff of Northern Panhandle Head Start, Inc. are required by law, to report any suspected child abuse or neglect.

[WV Code 49-6A-2]

Child Protective Services (CPS) will be notified immediately after abuse or neglect is suspected to protect the best interests of the child.

Child Abuse is not limited to physical harm. Child abuse includes: physical injury, mental or emotional injury, sexual abuse, sexual exploitation, the sale or the attempted sale, or negligent treatment or maltreatment of a child by a parent, guardian or custodian responsible for the child's welfare, under circumstances which harm or threaten the health and welfare of the child.

Employees will follow NPHS policy and procedures for reporting suspected child abuse and neglect.

NORTHERN PANHANDLE HEAD START, INC.

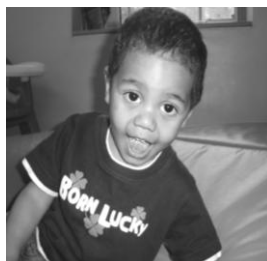
SUBJECT: SEXUAL OFFENDERS

In 1993 the West Virginia Sex Offender Registry was created by Legislature.

It is the intent of this law to assist law enforcement agencies efforts in protecting the public from sex offenders by requiring sex offenders to register with the state police detachment in the county where they will reside, and by making certain information about sex offenders available to the public.

“The Legislature finds and declares that there is a compelling and necessary public interest that the public have information concerning persons convicted of sexual offenses in order to all members of the public to adequately protect themselves and their children from these persons.” W.Va. Code 15-12-2

In the interests of providing and maintaining a safe workplace and educational environment, it is Northern Panhandle Head Start Inc.'s policy that no sex offenders subject to registration and listing in the West Virginia or National Sex Offender Public Registry shall knowingly be allowed to serve in any volunteer or other capacity that would result in such person coming into any contact with the children of Northern Panhandle Head Start Inc. during the hours of operation in which Northern Panhandle Head Start Inc. has the responsibility for their care and safety. Further, the family handbook or other appropriate publications distributed to parents shall contain notice of this policy.



If you have any questions, please contact:
Cathy Knox – Family & Community Partnership Manager



PARENT CONCERN PROCEDURE

A concern related to staff and/or program policies will be dealt with in the following manner:

1. Concerns regarding issues of the Head Start Program will be handled beginning at the center level. Concerns should be discussed between teacher and/or the Family Resource Advocate and parent. If the concern is not resolved, then the teacher and/or Family Resource Advocate/ Parent Educator will meet with the Area Coordinator/Early Head Start Manager in an effort to find a solution. The concern needs to be resolved within three (3) days of being discussed.
2. If the concern remains unresolved, or if the parent is uncomfortable discussing the concern with the staff at the center level, the parent may submit the concern, in writing, to the Family Involvement Coordinator, who will make an effort to resolve the situation within three (3) days after receiving notification of concern. A meeting will convene between the appropriate staff, supervisors, and Family Involvement Coordinator to discuss the issue. If the parent chooses, he/she may attend this meeting.
3. If the parent is not satisfied with the team's solution, then he/she may put in writing the concern to the Executive Director.
4. The Executive Director may choose to meet with the appropriate Policy Council Committee if there is a need to review a policy. The Executive Director will consider Policy Council Committee input and make a decision. At this point, the resolution reached will be final.
5. If the Executive Director is involved with conflict resolution, a written reply from the Executive Director clarifying the resolution will be sent directly to the parent and a copy to the appropriate staff within one (1) week of the final decision.

All concerns must be submitted in writing with appropriate signature and date. All issues will be dealt with in a timely manner. (30 days maximum). All documented concerns must be forwarded to the Family Involvement Coordinator in all cases.

Any concerns or questions related to staff performance will be forwarded to the Human Resource Manager.

THE SOCIAL SERVICE HOME VISIT

What can you expect?

Who are these people? Why do they want to come to my home? Why do they ask all those questions? Are they coming to see how clean my house is?

The Social Service staff that visit your home are called
Family Resource Advocates (FRA)

The FRA's would like to visit your home because they want to assist you and your family. That's why they ask all those nosy questions. The FRA's want to get to know you and your family so you can work together to identify the strengths and needs of your family.

They also want to help you become aware of the services that exist in the community, if you don't already know what is available. *For example, if you are in need of a place to live they will provide you with information to obtain an apartment, HUD housing, house, or low income housing.*

When the FRA visits your home they are not coming to see how clean your house is. They don't care if you have dirty dishes, toys lying around, or pizza boxes on your coffee table. They are there to talk with you and to help you and your family have a positive Head Start experience.

When the FRA visits your home they will be asking you nosy questions, they want to know things like; who lives in the home, where do you work, are you having any difficulties making ends meet; those nosy questions are called the **Family Assessment**.

After the FRA asks you all those questions they will ask you what your goals are for your family - This is called the **Family Partnership Agreement**. The goals you set can be anything you want to achieve for your child, your family or yourself.

Your FRA will assist you in writing the goals. However, the FRA will not set the goals for you. Throughout the program year you and your FRA will meet to review your goals.

You will receive 4 or 5 Social Service home visits during the program year. The FRA will be available to meet with you more often if needed.

Early Head Start Home Based and Head Start Home Based Programs

In the Early Head Start and Home Based programs the Parent Educator/Home Visitors work with you to provide any referrals or resources you may need.

When you enroll in an Early Head Start or Home Based program the Parent Educator/Home Visitor will also work with you to complete the **Family Assessment** and **Family Partnership Agreement**. Your Parent Educator/Home Visitor will review and update the **Family Assessment** and **Family Partnership Agreement** once a month during one of your weekly educational home visits.

Early Head Start Center Based

The FRA will meet with the families to develop the Family Assessment and Family Partnership Agreement. The FRA will meet individually with the families 2 to 3 times during the program year to assist the family in locating needed or requested resources.



Cathy Knox – BS, LSW
Family & Community Partnership Manager

Dear Head Start and Early Head Start Families,

I want to personally thank you for becoming part of our family. NPHS is dedicated to serving you and your child. Our services don't stop when you bring your child to our center or place them on the bus. We want to help you make the best of your early parenting years. We have staff that are educated and dedicated to helping you on your path. Please take advantage of the services that are offered. We are not experts for your child, you are. We are just a resource to assist you in any way that you may need us.

I also want you to take advantage of our open classroom policy. You are invited to be a part of your child's classroom. You can come for 5 minutes or stay for the entire day. You can even ride along on your child's bus. There are many activities that you can share with the children. Your child won't be the only one to benefit from your classroom participation. The other children love meeting the parents of their classmates. You will be the classroom hero!

There are field trips that need parent chaperones. We have to meet the criteria of 1 adult to every 2 children, so your participation is vital for the children to attend the field trips. If you are interested in being a part of a classroom trip please see your classroom teacher or family resource advocate. And don't forget about our family activity night (FAN). In October, January, and March we hold a special night for families to spend an evening together with us. FAN brings our families together in each county. The children share an activity with the participation of the parents. Please take advantage of these activities and share yourself with the children.

Our staff encourages home participation. You can really feel proud to sit down with your child, begin an activity, and learn how much they have absorbed being in our program. We have many educational activities for your family. One of which is our take home back packs that are filled with various subjects. One of which is a science back pack that teaches children about nature and weather. Please ask your classroom teacher about activities for home.

Head Start and Early Head Start are excited for the opportunity to meet your family and help you on the journey that lies ahead. If at any time you have any questions or concerns please feel free to call or stop by. I will assist you and your family by all means. Our team will do whatever it takes to get the job done right, efficient, and most importantly getting the job done to your satisfaction. I look forward to seeing each of you throughout the year.

Respectfully,

Sam Green
Family Involvement Coordinator
304-232-4590

FAMILY INVOLVEMENT

Families are a core value of Head Start. We depend on the active involvement of parents to assist us in providing high quality services to children. Parents and/or guardians in Head Start have many opportunities to volunteer and participate in important decisions being made for all children enrolled. Including:

Parent Committee Meetings

Are held monthly for each classroom and consists of parents from that classroom. The committee votes on activities, field trips, celebrations, and other decisions for that classroom.

Policy Council

Held monthly and consists of a parent from each classroom who votes on policies, procedures, personnel, issues, and other administrative tasks for the program as a whole.

Family Activity Nights

A county wide event held 3 times per year (October, January, March). FAN is a family evening event that includes a meal, activities for the family, and trainings for the parents.

Outings

Classrooms are allotted to participate in one field trip and one end of the year picnic annually. These trips require a parent and child ratio of 1 parent for every two children. Classrooms are also allotted to participate in community activities throughout the year which are small educational trips to local community businesses and agencies.

Volunteering Opportunities

You can volunteer in the classroom, on the bus, in the kitchen, and even at home. At-home activity calendars are sent home monthly. The calendars contain activities for you to complete with your child, having done so initial the completed activities and return for volunteer hour. Any time you spend for Head Start counts as volunteer time which needs to be logged on the volunteer log in the classroom.

Seasonal Celebrations

Classroom celebrations are held throughout the year and the focus of the celebration is on the season not an individual holiday. This is to ensure that all children and families participate and enjoy planned activities.

Sibling in the Classroom Policy

We only allow 1 younger sibling to accompany a volunteering parent in the classroom at a time.

FATHER INVOLVEMENT PROGRAM

Better known as the A.I.M. Group, Active Involvement for Men was developed to provide men involved in the lives of children with the skills necessary to become more committed in their children's lives, in addition to developing and enhancing both the children's and father's literacy skills.

The goals of the Father Involvement Initiative are to: increase male participation in all aspects of NPHS, increase positive father/child interactions, increase male knowledge of community resources, include non-custodial and incarcerated fathers, and maintain father friendly centers, activities, and staff.



Volunteer Opportunities

It is always a joy to have men in our classrooms. The children truly enjoy having the opportunity to interact with the men, just ask our male employees! **Please share your valuable time with the children**— read a book, draw a picture, play a game, sing a song, or volunteer during a field trip or on the bus. If you have a special talent, activity, or hobby, let your child's teacher know about it. Make it a "Dad's Day" in the center at least once per month. **Give a little of yourself, and get back so much more! Who knows you may even win a little something for doing so.**

If you have any questions or concerns please contact:

Head Start Centers & Wetzel A Home Base
Early Head Start Building Blocks 1, 2, 3, 4 & 5

Sam Green
Family Involvement Coordinator
304-232-4590

Early Start Head Start: Orchard Park A, B, C,
Northern Regional Jail, Jacksonburg &
Weirton Heights Day Care Center

Tim Midget
Early Head Start Father Advocate
304-232-4590

INCLEMENT WEATHER POLICY

State of Emergency

All center and home base services will be closed when a state of emergency has been declared due to weather. This directive will come from the Executive Director.

CANCELATIONS

- Regular centers, PreK centers and home base services in a county will be canceled when that county's schools are canceled prior to the start of the day.
- Staff will not report to work and will not be paid for that day.
- Staff having a balance of unused paid time off or personal time may use that time for the canceled day.
- If a leave request is on file prior to cancellation of county schools, that day will be honored.
- Staff reporting to work on a day when their county's schools cancel, after first issuing a delay, will be paid for the hours worked up to the time that Head Start is canceled.
- Canceled days will be made up during the first two weeks of June or longer, if necessary.
- Staff will be required to work the first two weeks of June or longer for make-up days.

DELAYS and EXECPTIONS and EARLY DISMISSAL

Delay

- 4 hour regular centers, 4 hour PreK centers (Ritchie and Pipinos 1), and Home Base will operate on a 1-hour delay when the county's schools are on a 2-hour delay.
- Transportation will run on a 1-hour delay.

Exceptions: (Classes operating 10:30-2:30) Pipinos 2, Brooke 1, North Park 3, Orchard Park 1, Paden City

- 4 hour centers in these specific sites will operate on a regular schedule with no delay.
- Transportation will operate on a regular schedule.

Delay: 6 hour PreK centers in Head Start Buildings (Wells 1, Pipinos 3, North Park 1) will operate on a 1-hour delay when the county's schools are on a 2-hour delay.

- Transportation will operate on a 1-hour delay.

***Exceptions:** 6 Hour PreK Centers in Public School Buildings -Brooke 2, , Washington Lands, Center McMechen, McNinch, Cameron 2

- 6 hour PreK centers in these specific sites and counties will follow the school system and will operate on a 2-hour delay when the county's schools are on a 2-hour delay.
- Transportation will operate on a 2-hour delay.

Early Dismissal

- All centers and home base will follow the county schools early dismissal time.
- Transportation will follow the county schools early dismissal time.

FULL DAY/FULL YEAR CENTER OPTIONS

Cancellation

- Classes will be canceled when the county's schools are canceled.

Delay

- Classes will operate on a regular schedule when the county's schools are on a 2-hour delay.
- Transportation will operate on a 1-hour delay when the county schools are on a 2-hour delay.

Early Dismissal

- Classes will operate on a regular schedule when the county schools dismiss early.

EARLY HEAD START CENTER-BASE SERVICES

Cancellation

- Classes will be canceled when the county's schools are canceled.
- If a leave request is on file prior to cancellation of county schools, that day will be honored.

Delay

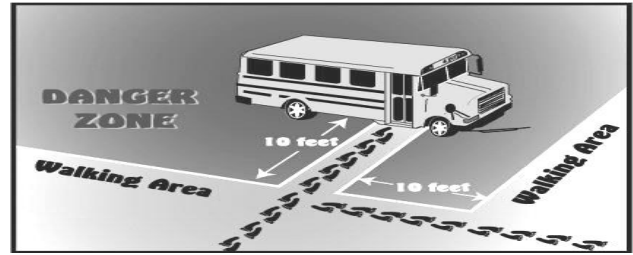
- Classes will operate on a regular schedule when the county's schools are on a 2-hour delay.

Rev. 2010-2011-cp

TRANSPORTATION RULES AND GUIDELINES FOR PARENTS

SAFETY RULES

1. It is the responsibility of the parent/guardian to take their children to and from the bus. Parent or Guardian must sign child on and off the bus. When child is returned home if parent or guardian is not at the specific stop, the Bus Driver will call the emergency number listed and deliver child to that address.
2. The child will not be released to any adult other than the parent unless the parent signs a release form. This person must be at least 18 years old, provide two (2) forms of identifications such as a Driver's License and Social Security Card, or Student ID. The Bus Driver will not release the child to anyone without proper identification.
3. Parents must contact the Teacher/ Home Visitor EHS Parent Educator or Family Resource Advocate in writing or by phone to notify of a change in picking up or discharging their child at another location.
4. If a child has to cross the street to get on or off the bus, the parent or guardian must accompany the child. The Bus Driver and Aide must remain on the bus. Child and parent MUST cross in FRONT of the bus at all times.
5. ALL PASSENGERS MUST WEAR SAFETY VESTS &/OR SEAT BELTS!
6. The Bus Aide will assist the children on and off the bus. They will assist child with proper restraint apparatus. The Bus Aide will position her/himself at the bottom of the bus step while assisting children on and off the bus.



GENERAL RULES:

1. The Bus Driver will be responsible for enforcing all state and federal rules and regulations on the bus. The Bus Driver will train the Bus Aide on how to use the cellular phone and the proper way to stop the bus in an emergency. Proper use of safety vest & fire evacuations.
2. Bus will wait one (1) minute at each stop. If bus is missed, it is the parent/ guardian's responsibility to bring the child to the center. The bus WILL NOT be permitted to return for a missed child.
3. Parents must contact the Teacher/ Home Visitor EHS Parent Educator or Family Resource Advocate in writing to notify of a change in picking up or discharging their child at another location. Only those listed on the Pick Up List signed by parent may pick up a child.
4. Head Start parents and children will be permitted to ride the bus to and from class. Any other family members and volunteers will only be permitted to ride according to NPHS Transportation Policies.
5. There is to be NO obscene language, food, drink, or smoking at any time on or near the bus.
6. A child will not be transported to a center if there are obvious signs of illness. A sick child will be returned to the parent or guardian.
7. Parents will be notified of field trips in advance and must sign a permission form in order for their child to participate. The child will not be permitted to attend field trips without the permission form signed.

*Facilities Information: Please review the emergency and disaster plans located at your center. The Emergency and Disaster Plans will let you know what the process for evacuations will be in the event of a disaster and also provide you with relocation sites, phone numbers, and the process for picking up children after an evacuation.



TOBACCO-FREE POLICY



POLICY

Due to the acknowledged hazards, both to adults and especially to young children, arising from the use of tobacco, it shall be the policy of NPHS to provide a tobacco-free environment for children, staff, volunteers, and participants. This policy covers the use of any tobacco product and applies to both employees and non-employee participants of NPHS.

NPHS will serve as an example to other childcare and community agencies. NPHS staff and volunteers will serve as role models by not using tobacco in the presence of young children.

DEFINITION:

Tobacco use is prohibited in any NPHS facility/location at any time. Designated smoking areas will be identified and posted at each NPHS location. These locations will be at least 20 feet from the main entrance of the building and out of sight of children.

All smoking trash, including cigarette butts and matches, will be extinguished and disposed of in NPHS approved containers. Program supervisors will ensure periodic clean up of the designated smoking area. If this area is not properly maintained (for example, if cigarette butts are found on the ground), the smoking area could be taken away by the Executive Director.

Tobacco use is prohibited in any NPHS vehicle at any time.

There will be no tobacco use in personal vehicles when transporting children under 18 on NPHS authorized business.

Since tobacco use is prohibited by staff or volunteers when children are present, smoking areas are closed until all buses are unloaded and children are in the classroom **AND** when all buses are loaded and children have left the centers.

Staff will not use tobacco and will request that parents not use tobacco during home visits. Parents will be informed of the tobacco-free request prior to the home visit.

NPHS tobacco-free policy shall apply to all off-site activities and functions.

Field trips, walks, and other off-site activities will be tobacco-free to the fullest extent possible. There will be no tobacco used by staff, parents, or volunteers during off-site activities. Because of the need to maintain a high staff/child ratio during field trips, staff, parents, and volunteers **will not** leave the children for any purpose of a tobacco break.

COMMUNICATION

1. Please let your Teacher, Home Visitor, Family Resource Advocate, or Parent Educator know of any change in your address, telephone number, or changes for your emergency contact as soon as possible.
2. Let the Teacher or Home Visitor know of any special happenings in the home that might affect your child – a new baby, death, a move, vacation, birthday, etc. This way the staff can better meet your child’s individual needs.
3. If your child will be absent, please let your Teacher, Home Visitor, Family Resource Advocate, or Parent Educator know.
4. Please call your Teacher / Home Visitor each day your child is sick and will not be attending class. Regular attendance is important to your child’s success.
5. Documentation is needed when your child receives a physical, dental exam, dental treatment or immunization. Please take the appropriate form when any of the above are received. Forms are available at your center for you to take to the doctor or dentist. Please see your teacher, Home Visitor, Family Resource Advocate, or Parent Educator prior to your child’s visit to the doctor or dentist to obtain forms.
6. Staff are available to you to answer any question you have about the Head Start / Early Head Start Program, assist you with your needs, and to be a support to you and your family.
7. Staff are available to offer support and referrals in areas of child abuse and neglect, domestic violence, substance abuse, and other sensitive family issues which you or your family may be experiencing.



ACCEPTABLE/RESPONSIBLE USE OF TECHNOLOGY POLICY

Internet Safety 🗝 Northern Panhandle Head Start Inc. participates in the E-Rate program operated by Universal Services Administration Company, www.usac.org. The Schools and Libraries Program of the Universal Service Fund makes discounts available to eligible



schools and libraries for telecommunication services, Internet access, and internal connections.

The program is intended to ensure that schools and libraries have access to affordable telecommunications and information services. NPHS Inc. can seek discounts only for Universal Pre-K classrooms and administration offices. As of April 2009, web filtering software was installed at all non-public school Head Start facilities. Those pre-k sites within public school facilities are provided this service through the school's web filtering service. This software brings our program into compliance with the Children's Internet Protection Act (CIPA) enacted December 21, 2000 and the Neighborhood Children's Internet Protection Act (NCIPA). The Protecting Children in the 21st Century, enacted October 10, 2008, adds an additional Internet Safety Policy requirement covering the education of minors about appropriate online behavior.



In addition, every parent and staff enrolled/employed with Northern Panhandle Head Start Inc. will receive a copy of the agency's *Acceptable/Responsible Use of Technology & Internet Safety Policy*. This policy outlines the requirement that our program must undertake to educate and protect our staff, children and families as it relates to internet access.

Throughout the year, information will be available to parents about online behavior education and internet safety. In addition, teachers will work with the children, at their level of understanding, about safe practices using the internet. 🗝

Parent Corner Information



Various resources are available to you in the Parent Corner area of your center or in your Parent Room. If you have any questions about things related to Head Start, please utilize these resources. If you are unable to find the information you require or would like additional assistance, please do not hesitate to contact your Family Resource Advocate and/or Early Head Start Parent Educator.

Some Available Resources

- **Improving Head Start for School Readiness Act of 2007**
- **Head Start Performance Standards**
- **Health & Nutrition Handbook**
- **Program Operations Manual**
- **County Resource Information**
- **Child Care Licensing Regulations**
- **Father Involvement Information**
- **Parenting Information**
- **Channing L. Bete booklets**
- **Center Calendar**
- **Employment Opportunities**
- **Community Events**
- **Classroom Activities**
- **Minutes from Policy Council and Parent Meetings**

In-Kind Contributions



Northern Panhandle Head Start, Inc. is a direct grantee of the Federal Government. We must match every dollar that the government gives us with \$.20

Because **you** volunteer your time in the classroom, at home, during field trips, and on the bus, we can count your time and hours toward our match!

VOLUNTEER TODAY!

AREAS OF SERVICE

Head Start Service Locations for Children 3-5 years of age	
Wells 1 Pre-k +	813 Wells Street, Newell, WV
Wells 2	304-387-1650
Pipinos 1 Pre-k +	275 Cross Street, Weirton, WV
Pipinos 2 & 3	304-797-0281
Brooke 1 & 3	402 Commerce Street, Wellsburg, WV 304-737-1338
Brooke 2 Pre-k +	Beech Bottom School, Beech Bottom, WV 304-394-5362
North Park 1 Pre-k +	94 Finch Ave
North Park 2,3 & 4	Wheeling, WV 304-232-4590
Madison Pre-k * +	Madison Elementary, 91 Zane Street, Wheeling, WV
Orchard Park 1	1 Orchard Road, Wheeling, WV
Orchard Park 2	304-233-3290
Full Year / Full Day	
Ritchie Pre-k * +	Ritchie Elementary, 3700 Wood Street, Wheeling, WV 304-233-2103
Center McMechen +	Center McMechen Elementary, 800 Marshall St, McMechen, WV 304-230-1182
Creative Learning 1 & 2	2200 4 th Street, Moundsville, WV 304-843-1093
Creative Learning 3	
Full Year/Full Day	
Washington Lands Pre-k +	Washington Lands Elementary RR4 Box 255, Moundsville, WV 304-845-5558
McNinch Pre-k +	McNinch Elementary 2600 4 th Street, Moundsville, WV 304-280-7954
Cameron Pre-k 1* +	Cameron Elementary, 12 Church Street, Cameron, WV 304-686-2376
Cameron Pre-k 2 +	
New Martinsville	145 Paducah Drive, New Martinsville, WV 304-455-5492
Paden City	425 S. 4 th Ave, Paden City, WV 304-337-2758
Short Line Pre-k 1* +	Short Line Elementary, HC60 Box 170, Reader, WV 304-386-5015
Short Line Pre-k 2 * +	
Long Drain 1-2* +	Route 1 Box 108A Metz, WV 304-775-4221
Wetzel A Home Base	Rt.2 Box 152, Jacksonburg, WV 304-889-3509
Early Head Start Service Locations for children 0-3 years of age including expectant mothers	
Building Blocks 1 & 2	402 Commerce Street, Wellsburg, WV 304-737-4818
Building Blocks 3 & 4	13 th & High St. Benwood, WV 304-233-1724
Building Blocks 5	WCCCF Rt. 7, New Martinsville, WV 304-455-4732
Early Head Start Expansion Service Locations for children 0-3 years of age including expectant parents	
Weirton Heights Day Care Center /EHS *	1471 Cove Road, Weirton, WV 304-723-1140
Orchard Park Early Head Start Centers A, B, C	1 Orchard Road, Suite 1, Wheeling, WV 304-233-3290
Family Violence Prevention Program YWCA *	1100 Chapline Street, Wheeling, WV 26003 304-232-2748
State of WV Northern Regional Jail *	RD. 2 Box 1 Moundsville, WV 26041 304-843-4067
Jacksonburg Early Head Start Center	Rt. 2 Box 152, Jacksonburg, WV 304-889-3509
* Denotes a collaborative classroom	
+ Denotes Universal Pre-K Program	

Tell-A-Friend

We rely on satisfied parents like you to spread the word on the great things NPHS has done to help your child and your family. Northern Panhandle Head Start has many classrooms throughout the Northern Panhandle that is available to serve your friends and family with children from 0-5 years of age.

Northern Panhandle Head Start, Inc.

Administrative Offices

1 Orchard Road - Suite 1

Wheeling, WV 26003

1-877-732-3307 or (304)-233-3290

Support Staff

Tina Martino

Rachel Crow

Erin Howard

Marcy Evans

Sarah Pasztor

Colleen Howard

Laura Hayhurst

Operations Supervisor

Ohio County Area Coordinator

Marshall County Area Coordinator

Hancock County Area Coordinator

Brooke/Ohio County Area Coordinator

Wetzel County Area Coordinator

Early Head Start Supervisor



NON-DISCRIMINATION STATEMENT

NPBS, Inc. complies with all Federal statutes relating to non-discrimination.

INSURANCE COVERAGE

GENERAL LIABILITY INSURANCE COVERAGE CARRIER
STATE OF WEST VIRGINIA BOARD OF RISK MANAGEMENT.



Northern Panhandle Head Start Inc.
1 Orchard Road - Suite 1
Wheeling, WV 26003
(304) 233-3290



U.S. Department of Health and Human Services

Administration for Children & Families