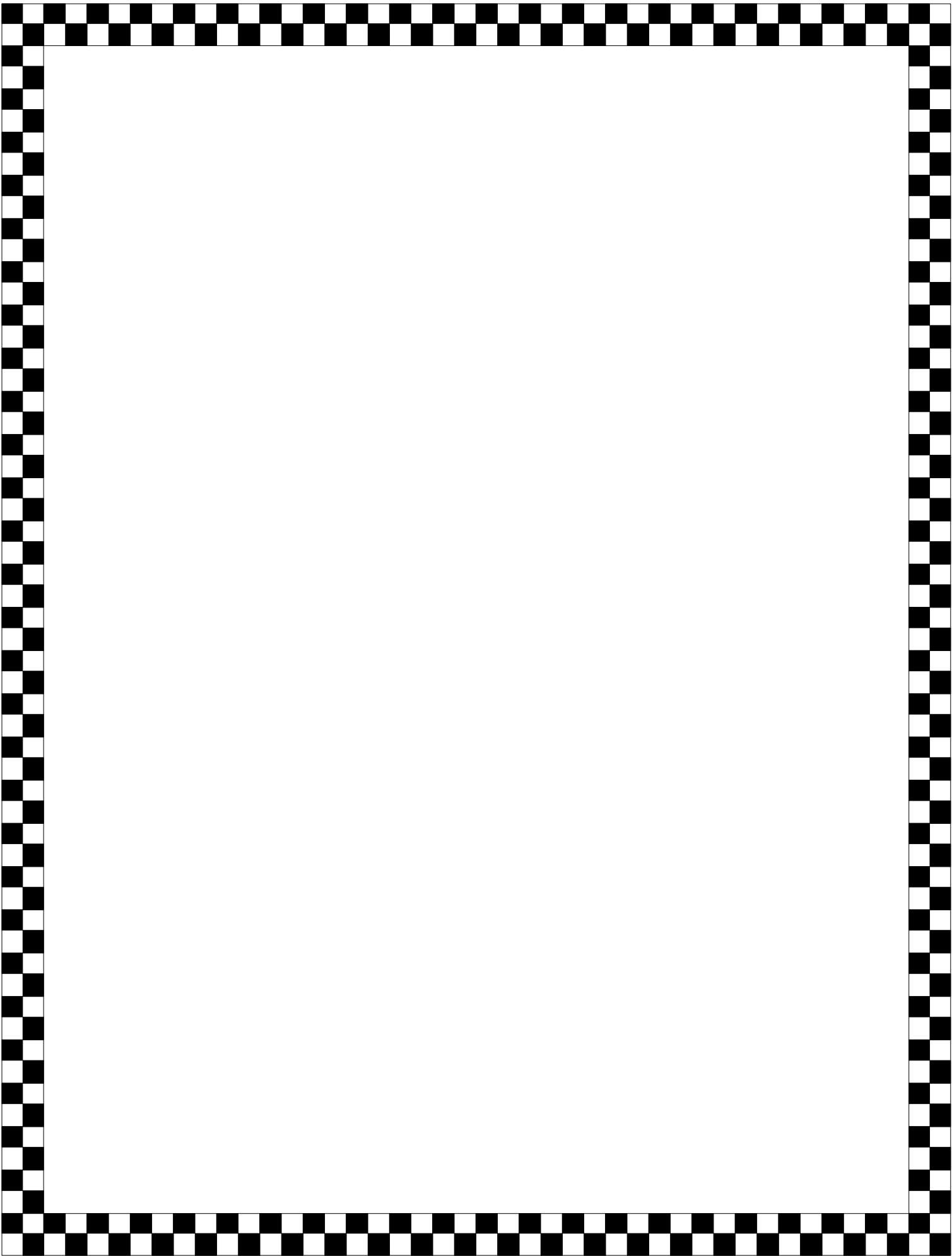


**RMDC Head Start**  
**Table of Contents – Family Information Packet**  
**2016-2017**

- Important names, addresses, phone numbers, and emergency procedures
- Welcome letter from the Head Start Director
- RMDC Head Start Philosophy, Vision, and Mission
- All about *"The Creative Curriculum® for Preschool"*, and other curricula (*Second Step®: Social-Emotional Early Learning* and *Second Step®: Child Protection Unit*)
- Introductory Family Letters
- *Teaching Strategies GOLD™* Assessment
- Our Daily Schedule for your child's classroom
- Ways to Participate at Head Start
- Extra Head Start Information
- All About Screening and Individualization
- Classroom Food Policy for RMDC Head Start
- Healthy Choices for Healthy Growing and Learning
- Summary of important program policies; websites
- Active Supervision Policy
- Classroom Field Trip Policy
- Samples of newsletters
- "Positive Solutions for Families" brochure
- Family Calendar
- A current Head Start Menu
- Forms to finish today:
  - Parent Consent to Participate
  - Attendance Policy - Signature page
  - Initial Classroom Visit Documentation Form

**Remember: You are your child's first teacher!**



**ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.**  
**HEAD START**  
**EMERGENCY RELOCATION**

In the event of an emergency, RMDC Head Start's main objective is to attend to the health and welfare of children and to see that children get home safely by bus or parent transportation.

In most emergencies, children will remain and be cared for at the building he/she attends. If it becomes unsafe to stay, children and staff will be moved immediately to that building's relocation site. For any questions regarding this information please call 457-7308.

In case of emergency:

1. Listen for emergency broadcast information on radio or television.
2. Wait for instructions about picking up your child.
3. ALWAYS MAKE SURE HEAD START HAS CURRENT CONTACT INFORMATION.

We are prepared to respond immediately and effectively to emergencies.

**Relocation Sites**

**Neighborhood Center Classrooms**

will evacuate to:

**Lewis and Clark Public Library**

120 S. Last Chance Gulch, Helena, MT

Contact Person: John Finn (447-1690)

OR

**St. Helena Cathedral**

530 N. Ewing, Helena, MT

Contact Person: Louie Gloege  
(442-5825, ext. 2)

**Head Start Site at HHA**

will evacuate to:

**Helena Housing Authority Administrative  
Offices**

812 Abbey Street, Helena, MT

Contact Person: Mark Kaltenbach  
(442-7970, ext. 111)

**Ray Bjork Early Learning Center Classrooms**

Contact Person: Jane McDonald (324-2900)

will evacuate to:

**Montana Department of Environmental  
Quality**

1520 E. 6th Avenue, Helena MT  
(444-2544)

**Eastgate School Classrooms** Contact Person:

Jill Miller, Principal (227-7770 or 227-6155)

will evacuate to:

**Lifepoint Church**

2526 Lake Helena Drive, East Helena, MT

Contact Person: Pastor John Gardner  
(227-6155)

**Townsend Classroom** will evacuate to:

**Townsend Elementary School**

201 N. Spruce, Townsend, MT

Contact Person: Brad Racht, Principal  
(441-3431)

**Boulder Elementary Classroom**

Contact Person: Maria Pace, Principal  
(225-3316) will evacuate to:

**United Methodist Church Fellowship Hall**

211 W Centennial, Boulder, MT

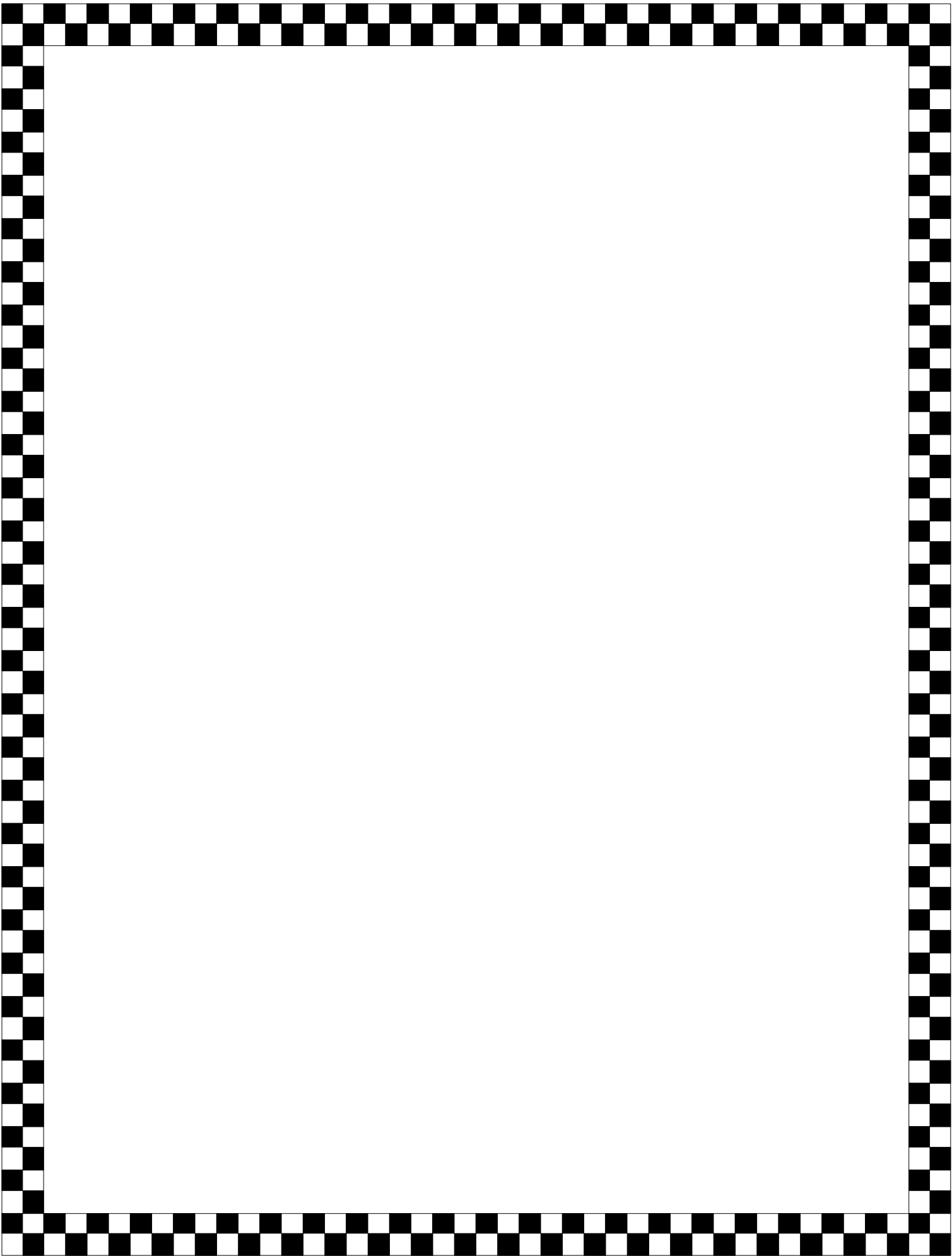
Pastor Dave Greep (465-2106)

**Whitehall Classroom** will evacuate to:

**Whitehall Elementary School**

401 N. Division St., Whitehall, MT

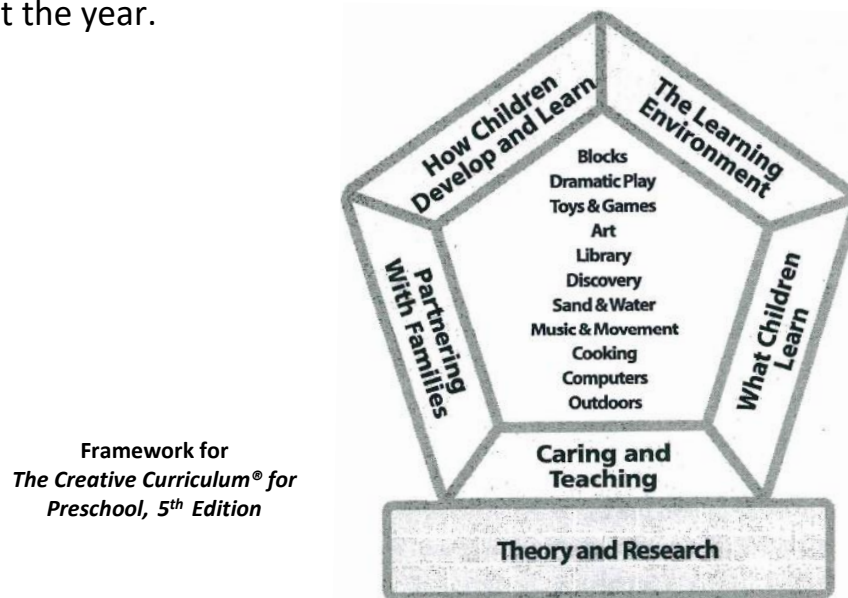
Contact Person: Britt McLean, Principal  
(287-3882)



## Dear Families,

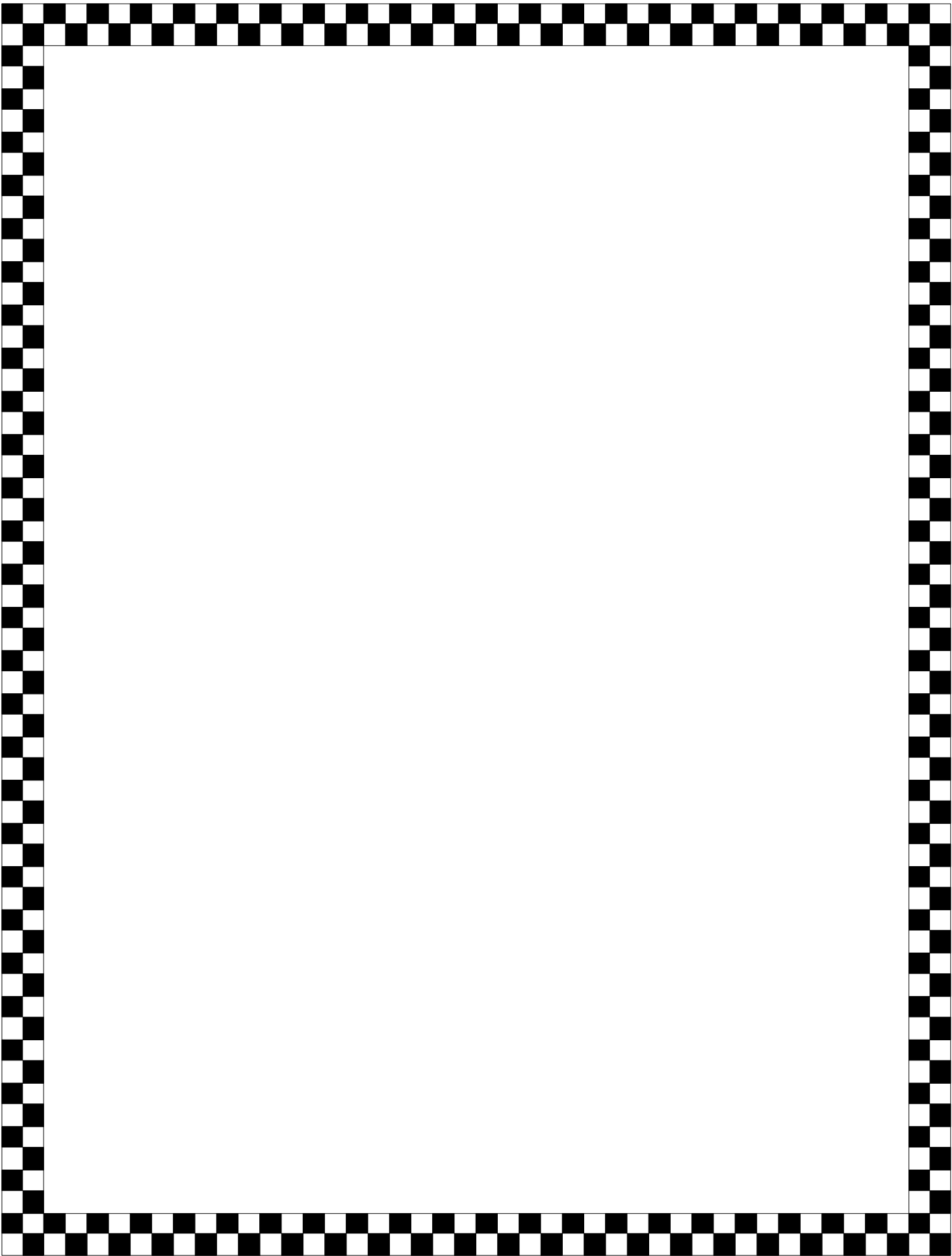
Three curricula are used in every classroom at RMDC Head Start to promote school readiness for all children. They were chosen by committees of parents/guardians, Head Start teachers and administrators, and community partners. They were adopted by the Head Start Policy Council as our core curricula.

- ***The Creative Curriculum® for Preschool, 5<sup>th</sup> Edition***- Based on theory and research, a carefully organized and rich environment is the foundation for *The Creative Curriculum®*. It describes what and how children learn and the teacher's role in using each of the interest areas to support children's development. We partner with families to support the experiences for children. The weekly lesson plan is posted to keep you informed. ***The Creative Curriculum® System*** includes a wide variety of resources for staff to use as they carry out in-depth investigations with children throughout the year.



- ***Second Step®: Social-Emotional Skills for Early Learning*** increases your child's school success and decreases problem behaviors by teaching your child skills for learning, managing emotions, solving problems, and making friends.
- ***Second Step®: Child Protection Unit*** curriculum helps your child learn self-protection skills and trains us to recognize, respond to, and report child abuse and neglect.

You will get a "Home Link" family letter each week that will keep you informed about what your child is learning.



Dear Family,

The preschool years are very important. We want your child to be as ready as possible for kindergarten. This is not just about knowing letters and numbers. It's also about knowing how to learn and get along with others. We will be using the *Second Step* early learning program in your child's classroom to teach these important skills.

The *Second Step* program teaches skills in the following four areas:

1. **Skills for Learning:** Children gain skills to help them be better learners, including how to focus their attention, listen carefully, and ask for help.
2. **Empathy:** Children learn to identify and understand their own and others' feelings. Children also learn how to show care for others.
3. **Emotion Management:** Children learn how to calm down when they have strong feelings, such as worry or anger.
4. **Friendship Skills and Problem Solving:** Children learn how to make and keep friends and to solve problems with others in a positive way.

Your child will be learning a lot this year—and he or she will need your help! Throughout the year, your child will be bringing home Home Links that go with each of the *Second Step* Weekly Themes. Home Links are simple, fun activities for you and your child to do together. They are a great way for you to understand what your child is learning and for your child to show you what he or she knows.

If you have any questions about the *Second Step* program, please contact me for more information. Thank you for supporting your child in learning the skills that will help get him or her ready for school and life.

Sincerely,



Ashley Peña-Larsen  
Program Operations Manager  
457-7308

[apena@rmdc.net](mailto:apena@rmdc.net)

P.S. Make sure to join [www.secondstep.org](http://www.secondstep.org) with the activation key **SSPE FAMI LY68** to get information about what your child is learning in the *Second Step* Early Learning Program.

Dear Family,

As you know, we are using the *Second Step* program in your child's learning environment. The *Second Step* program teaches children important skills for getting along with others and doing well in school. It also helps our school be a safe and supportive place where everyone can learn.

To help our school be even more safe and supportive, we are also going to use the *Second Step* Child Protection Unit.

In these lessons, children will learn three types of skills:

- **Personal Safety.** Children will learn important safety rules, such as safety with guns, sharp tools, and fire, and when riding on wheels or in cars. They will also learn ways to help them decide if something is safe or not.
- **Touching Safety.** Children will learn about safe, unsafe, and unwanted touches, and rules about touching private body parts. They'll also learn to say no to unsafe or unwanted touches, and to tell a grown-up if someone breaks rules about touching private body parts.
- **Assertiveness.** These lessons will also give children a chance to practice asking a grown-up for help, telling a grown-up about an unsafe situation, and being assertive to get out of unsafe situations.

Your child will bring home simple, fun activities called Home Links that will help you understand what he or she is learning about safety at school and give your child another chance to practice safety skills.

To keep your child safe and protected, everyone at school needs to be involved. So all our staff will get special training in how to:

- Recognize and report suspected child sexual abuse
- Respond to and support children who have been abused or who are facing other challenges
- Use strategies that promote a safe and supportive climate for learning

If you have any questions about the Child Protection Unit or the *Second Step* program, please contact me. For more information on our school's child-protection policies and procedures, you can also talk to me or our program's director.

Go online to **SecondStep.org** and log in with the activation key CPUE FAMI LYGE to get more information about what your child is learning in the *Second Step* program. Thank you for helping us to make our school a safe and supportive place where everyone can learn.

Sincerely,



Ashley Peña-Larsen  
Program Operations Manager  
457-7308

[apena@rmdc.net](mailto:apena@rmdc.net)



## Ways to Participate at RMDC Head Start

(Your time is valuable and helps with our Federal match: "In-Kind".)

- Consider being a Classroom Leader or participating as a member of the Policy Council.
- Come to your child's classroom to share things about your family such as pets, music instruments, favorite foods, traditions, your special skills, etc.
- Join in and help in the classroom Interest Areas.
- Go on a field trip with your child's classroom.
- Help plan a family event with Head Start Staff.
- Attend family events throughout the year.
- Have fun each month with your child with their new book and the "School to Home" project.
- Recruit other parents to help.
- Enjoy outside time with your child's class on the playground or on walks.
- Volunteer to call other parents and extend a personal invitation to an upcoming event.
- Invite your child's classroom for a field trip to your workplace.
- Attend a "Build" with your child. (Watch for news about special events all year.)
- Attendance is important! Ensure your child is at school on time every day.
- What else could you do for our Head Start program?
- Sign on your teacher's calendar for the day you will spend in your child's classroom. See you then!

# Extra Head Start Information

## **First Interstate Bank School/ Business Partnership:**

First Interstate Bank is Head Start's school/business partner. First Interstate generously supports Head Start by providing additional funding and support for family literacy events, water bottles for each child, and clothing. Bank employees volunteer as readers in the Head Start classrooms.

## **The Parent Hardship Fund:**

This fund is available to aid families with emergencies but will not cover routine bills. Applications are available through your Family Advocate. There are limited funds.

## **For all the Father Figures:**

The Head Start program creates the opportunities for our student's father figures to become more involved in their child's preschool education. Watch for invitations to activities that will be announced in the monthly "This-n-That" newsletter.

## **Classroom Substitutes:**

If you are interested in applying for an intermittent position, contact RMDC Head Start @ 457-7308 for more information. The program is always needing a strong sub list.

## **Employment Opportunities:**

Watch for other job openings at RMDC through the web-site or in newsletters.

## **Additional Handout in this packet:**

Looking for some practical tips for parenting? We have included for you a brochure: "Positive Solutions for Families – Eight Practical Tips for Parents of Young Children with Challenging Behavior". The source: [www.challengingbehavior.org](http://www.challengingbehavior.org) is a helpful website.

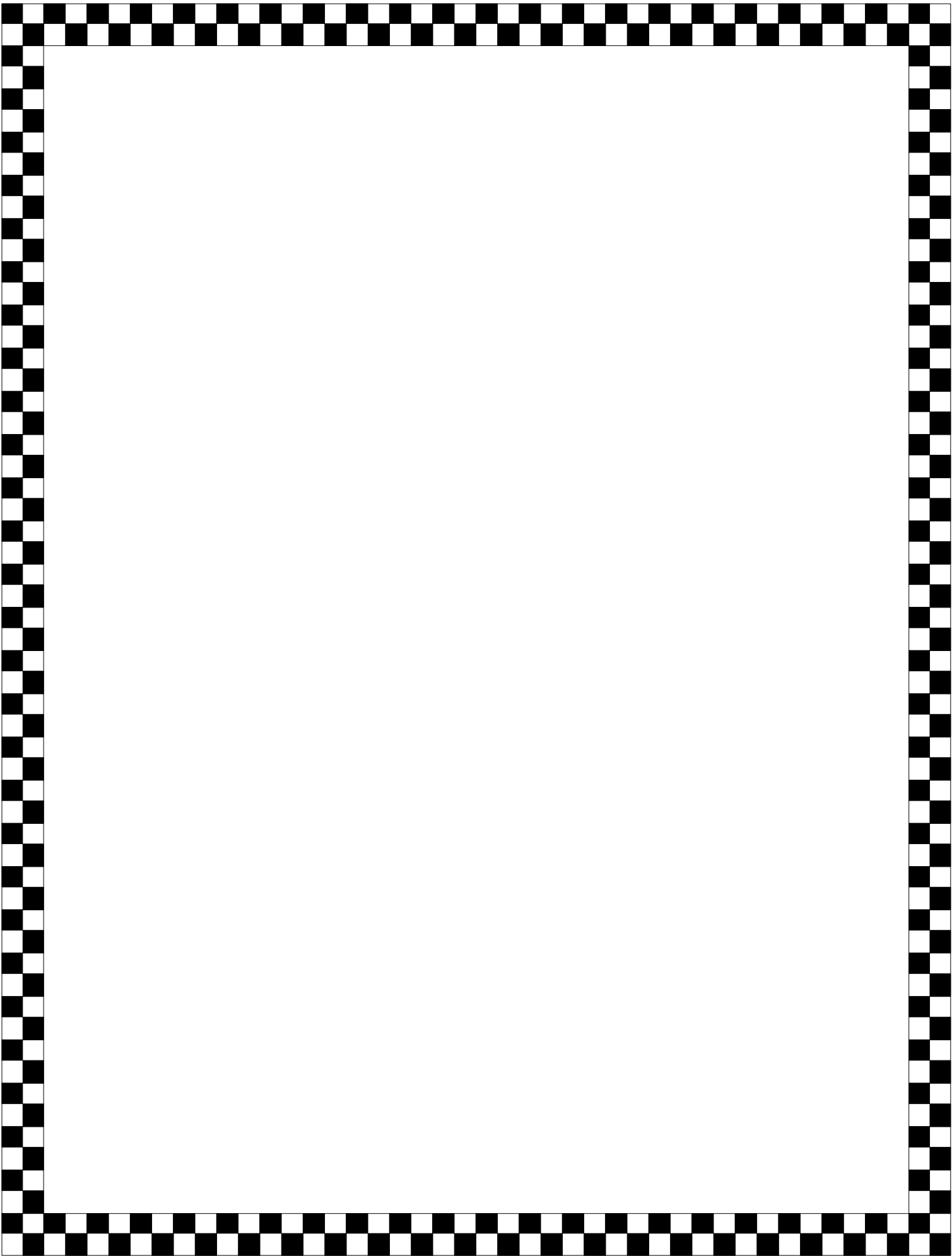
## **All about “Screening”**

We will be screening your child within 45 days and will be sharing the results in these areas:

- Vision
- Hearing
- Height and weight
- Development (through the use of the “Dial-4”)
  - Cognitive
  - Fine and gross motor
  - Speech and language
- Social/Emotional Development (through the use of the “Ages and Stages-Social and Emotional” screening tool
- “The Nutrition History” you brought with you or fill out today goes to our Nutritionist.
- Screening results will be sent home. Look for a letter after your child has been enrolled for 45 days.

## **Individualization**

At Head Start we individualize for every child. You are our partners to make a plan or setting goals for your child and monitoring progress. We use a team approach when additional evaluations or interventions are needed. Families are always a part of the process.



**ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC. (RMDC)  
HEAD START PROGRAM  
CLASSROOM FOOD POLICY**

**Meals in the Classroom:** RMDC Head Start participates in the Child and Adult Food Care Program of the USDA (United States Department of Agriculture). \* Strict standards are in place to ensure that healthy and nutritious breakfasts, lunches, and snacks are provided. Mealtime is considered part of the classroom experience. Following is our mealtime philosophy:

- Meals are served family style.
- Children are encouraged, but never forced to try new foods.
- Accommodations are made for children with special dietary needs.
- Foods served are high in nutrients and low in sugar, salt and fat.
- Children eat at their own pace.
- Staff encourages/models pleasant conversation and manners.
- Children assist in setting up before the meal/cleaning up after the meal.

**RMDC Head Start only allows pre-packaged food to be brought into its classrooms, and preferably food low in sugar, salt, and fat content.** Food made elsewhere and not pre-packaged or from a licensed kitchen poses potential risk of food borne illness as well as risk to children with food allergies and other health issues that require special diets.

**Celebration Alternatives:** You are welcome to celebrate your child's birthday or a holiday with his/her class, with a planned activity or a non-food treat. Your child's teacher will be happy to assist you with planning. Some ideas for special celebrations:

- Read your child's favorite book to the class.
- Play a game or do a simple craft with the class.
- Participate in a classroom food experience with your teacher and the children.
- Join your child for a meal on that day.
- Bring an inexpensive non-food treat such as crayons, stickers, play dough, pencils.

Parent input into menu planning and cooking experiences is encouraged. Please contact your child's teacher and the Head Start Health Manager or Nutrition Coordinator before planning a classroom food or cooking experience. You are always welcome to join your child for a meal. Just let us know 24 hours in advance so we can let the kitchen plan for your visit.

\*Rocky Mountain Development Council, Inc. Head Start assures that all enrolled participants are served the same meals at no separate charge regardless of race, color, national origin, sex, age, or disability and there is no discrimination in the course of the meal service. [REF: 7CRF 226.2(b)] To file a complaint of discrimination, write USDA, Director, Office of Civil Rights Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

## Healthy Choices for Healthy Growing and Learning

To prepare children for the future, Head Start supports all aspects of children's development, including their physical, nutritional, oral, and mental health. At Head Start, keeping children healthy is everyone's responsibility. Parents, Head Start staff, and community members work together to make sure that, whenever possible, health problems are prevented and identified early. We will partner with you on this pathway to School Readiness!

### Children Who Are Physically Healthy Can Fully Participate In Learning

- **Health.** When children have ongoing care and immunizations (a medical home) needed to keep them healthy, they are more prepared for school. When children are sick, they can access immediate care and return to program activities. We also carefully monitor the needs of children with allergies.
- **Oral health.** Children with healthy teeth are better able to eat, speak, and focus on learning. Children need ongoing oral health care from a partnership between families and oral health professionals (a dental home). We brush teeth every day at Head Start!
- **Motor development.** Activities that get children moving build large and small muscles. Strong large and small muscles support later reading, writing, and math skills.
- **Physical activity.** Children need daily exercise to be fit in both mind and body.
- **Nutrition.** Children who eat nutritious food during every meal stay healthy and have energy to learn. RMDC Head Start is actively involved in the nation's efforts to decrease the rate of children classified as overweight or obese. We promote healthy choices for children and families. We stay in touch with families as we monitor children's height and weight during the school year.
- **Sleep.** When children get a good night's sleep, they can pay attention, remember what they learn, and manage their feelings.

### Children Who Are Mentally Healthy Can Focus On Learning

- **Mental health.** Children who feel good about themselves can learn new skills. When children can share their feelings, they learn how to interact well with others. When children are well liked, they do better in school.
  - **Self-regulation.** Children who can manage their feelings and behavior can be actively involved in learning.
  - **Pro-social behavior.** Children who can get along with others and follow directions are able to focus on learning.
  - **Positive experiences.** A child's experiences affect how his or her brain develops. Learning happens when environments make children feel safe and valued. Children benefit from relationships with adults they know and interact with often.
  - **Play.** When children play, they use their imagination and creativity. These skills help them grow in all developmental areas.
- (Source: Head Start Performance Standards)

## **Summary of Important Program Policies**

### **Emergencies**

Staff have regular fire drills, earthquake, and “safe place” drills.

- In case of an emergency, there is a specific plan to relocate the classroom.
- Families must keep their contact information current to be used in case of an emergency by informing Head Start of name, phone, and address changes.
- Staff are First Aid/CPR certified.

### **When your child is too sick to come to school:**

As a state licensed Child Care facility, RMDC Head Start follows the requirements as written. “The facility may readmit a child excluded from illness whenever, in its discretion:

- the child either shows no symptoms of illness,
- the child has been free of fever, vomiting, or diarrhea for 24 hours, or
- the child has been on antibiotics for at least 24 hours for bacterial infections”.

### **Child Guidance**

Head Start staff guide children’s behavior in positive, effective ways through:

- maintaining a positive, encouraging learning environment
- establishing a few rules, stated positively
- consistent schedules, routines, transitions, and activities
- teaching social skills
- attending to challenging behavior with a planned team approach.

### **Confidentiality**

- All child and family information obtained while working as a staff member, volunteer, or observer of RMDC Head Start will be held in the strictest confidence from any outside person or agency in locked cabinets or protected computer files. After three years, files are shredded/deleted.
- Only non-identifying information will be disseminated in reports, surveys, presentations, or in the media unless a specific release of information is completed.
- The only exceptions to confidentiality include:
  - Parent/guardian requests in writing that the program release information
  - Any and all information regarding known or suspected child or elder abuse or neglect
  - Family member threatens to hurt self or others
  - Court orders disclosure via subpoena
  - All other disclosures as required by law.

### **Child Abuse and Neglect Reporting**

- Under Montana State Law, the Head Start staff is mandated to report to the Department of Family Services any reasonable cause to suspect that a child is being abused or neglected.
- 1-866-341-8811 is the Montana Child Abuse Hotline – Centralized Intake (Child and Family Services Division) and <http://svcalt.mt.gov/svor/search.asp> is the Sexual or Violent Offender Registry.

### Child Release

- Head Start will only release your child to those listed on your “Contact and Release to Information” form.
- Parents/guardians may modify the “release to” list with written authorization or in person. (This cannot be done over the phone, or by a person other than the parent/guardian.)
- Head Start needs current emergency phone numbers, provided by the parent/guardian.
- In the case of two parents/guardians living in separate households, Head Start will add adults to the “release to” list as requested by either parent, as legally required. Parents/guardians must agree before any changes are made to the “release to” list.
- If a child remains in the classroom 30 minutes after class has ended and those listed on the “release to” cannot be contacted, Child Protective Services will be contacted.
- If an authorized person is not available when the child’s bus delivers the child after class, the child will be returned to the Head Start office. If the child is waiting at the Head Start office for longer than 30 minutes and those listed on the “release to” cannot be contacted, Child Protective Services will be contacted.

### Community Complaint

- Anyone can air complaints they may have about Head Start without concern of retribution. No anonymous complaints will be accepted or considered.
- Complaints should be made with the RMDC Head Start Director or RMDC Executive Director.
- Every attempt will be made to resolve a complaint at the lowest level of authority.
- The program has a **formal** Community Complaint Form.

### Your Public Servants:

<u>Member Name</u>	<u>Phone</u>	<u>Contact (for email)</u>
Senator Steve Daines	202-225-2651	<a href="http://www.daines.senate.gov">www.daines.senate.gov</a>
Senator Jon Tester	202-224-2644	<a href="http://www.testersenate.gov">www.testersenate.gov</a>
Rep. Ryan Zinke	202-225-3211	<a href="http://www.zinke.house.gov">www.zinke.house.gov</a>
President Barack Obama	202-456-1111	<a href="http://www.whitehouse.gov/contact">www.whitehouse.gov/contact</a>

**Tobacco Prevention:** For the health of children and staff, all HS campuses (including parking lots) are Tobacco Free.

**Cell Phone usage:** Your child is most important. Please refrain from using cell phones at Head Start.

The policies can be read in full online at:  
[www.rmhc.net/head-start/head-start-information/](http://www.rmhc.net/head-start/head-start-information/)

Families also have access to MT Licensing Requirements for Child Day Care Centers at:  
<http://dphhs.mt.gov/qad/Licensure/LBCCL/Forms-and-Information>



**ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.**  
**HEAD START**  
**ACTIVE SUPERVISION POLICY AND PROCEDURE**

RMDC Head Start will keep children safe and supervised at all times. The Head Start Program Performance Standards require that "no child shall be left alone or unsupervised while under their care" (45 CFR 1304.52[i][1][iii]). All RMDC Head Start personnel, which includes staff, consultants and volunteers, will have access to and put into action active supervision strategies in order to create a safe environment and prevent injuries to children and adults. These Active Supervision strategies state that:

**All personnel will ensure that the environment is set up to ensure children are visible at all times.**

*Small spaces will be kept clear of obstructions and large spaces will be set up to ensure classroom staff have a clear line of sight.*

**All personnel will plan on classroom team positioning to prevent children from harm.**

*The positioning will ensure all children are able to be seen and heard. Paths to each area of the room will be kept clear.*

**All personnel will be able to account for the children in their care at all times.**

*Children are counted frequently during classroom hours. Children are counted before, during and after each transition, especially those involving a change in location. Classroom personnel will continually scan the room to know where children are and what they are doing.*

**All personnel will be aware and listen to children.**

*Specific sounds or the lack of sound may indicate a need for concern.*

**All personnel will work to anticipate children's behavior to prevent unsafe situations.**

*Classroom personnel will use their knowledge of individual children to predict what they might do. They will be aware of any specific behaviors which may cause harm and take action to prevent the risk.*

**All personnel will engage children and redirect them as needed.**

*Classroom personnel will use positive methods to redirect children should the child be unable to solve problems or engage on their own.*

**RMDC personnel will also abide by the following to ensure child safety through active supervision:**

*Classroom personnel will keep classroom doors closed unless they are standing in or near the open door in order to visually supervise a child or children.*

*Staff in classrooms equipped with door alarms must ensure alarms are on. (The door alarm may be turned off during full-day designated Rest Time if staff has a clear visual of the door and children. The door alarm must be turned on immediately after Rest Time. )*

(Continued)

(Active Supervision Policy, continued)

**In the event that a child is unaccounted for staff will take the following steps:**

1. Inform classroom teams of the situation. Note the time the child was last accounted for. Search the classroom and classroom bathrooms. Document this information later on the Adult/Child Incident Report.
2. Designate a team member to immediately call and report the situation and any known details to the RMDC Head Start office, 406-457-7308. The Head Start office will first notify classroom Supervisors, then other management staff.
3. All personnel not needed to ensure the safety of other children will be asked to help search in small spaces, hallways, and bathrooms within the building. Pictures of each child are accessible in ***ChildPlus***.
4. If the child is not found within 10 minutes, the parent/guardian will be notified and 911 will be called. Document the time and who called the parent/guardian and 911.

**At the point the child is found:**

- Note the time, the child's reaction and state of stress they are in and check their physical wellbeing.
- Bring the child back to class, notify the RMDC Head Start office the child has been found (406-457-7308) and send word to any and all searchers.
- Notify the parent or guardian.
- Use the Adult/Child Incident Report form to document the situation and outcome. This must be completed and turned into your supervisor the day of the incident. Include the amount of time that elapsed between when the child was last accounted for and what time it was noticed that the child was missing. Detail the situation, location and state of the child before and after.
- All persons involved in the incident will document their involvement and outcomes.
- A time to discuss the situation will be set within 24 hours. All RMDC staff pertinent to the situation will be asked to attend.
- Should the child be injured and medical attention required, RMDC Head Start is required to report the incident to the State of Montana, Quality Assurance Division, Child Care Licensing.

Additional procedures may be required based on the location of the RMDC Head Start classroom due to the varying safety needs of each site. These additional procedures will be added as an attachment to the YIKES booklet (required by Montana's Quality Rating Improvement System STARS) located in each classroom near the entry.

All RMDC Head Start personnel, which includes staff, consultants and volunteers, are required at time of hire or placement, and then annually, to read, sign and abide by the Active Supervision Policy as set forth by RMDC, Inc. Head Start in accordance with Federal Head Start Performance Standards and MT State Child Care Licensing. Any staff member violating this ACTIVE SUPERVISION POLICY may face disciplinary action, up to and including termination.

**ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.**  
**HEAD START**  
**FIELD TRIP POLICY AND PROCEDURE**

Head Start field trips will be preplanned and emergency procedures prepared. Field trips will support the classroom educational experience, current curricula, the level and cultural backgrounds of children. Head Start staff will ensure that safety is the first priority on all field trips and outings away from the Head Start site.

**Transportation**

1. There will be no more than one (1) hour of travel time one way. Any trip that takes longer than one (1) hour must have approval by the Classroom Supervisor. Exceptions could be in outlying areas.
2. Any field trip requiring bus transportation must be pre-approved by Transportation Specialist and Classroom Supervisor on the Request for Field Trip form. Request for bus service from Head Start must be sent in one week prior to the scheduled field trip.
3. The Support Services Manager will give final approval and record field trip information on the designated Outlook Calendar.
4. Siblings are not permitted to ride the bus on field trips. Siblings attending field trips (via personal vehicles) are the sole responsibility of the parent/guardian for supervision. Private vehicles can only be used by parent or authorized people to transport their own children. No other Head Start children may ride in that private car.
5. A minimum of two Head Start Staff members will accompany children at all times.

**Teacher Responsibilities**

1. The field trip will be relevant to the curriculum (reflective of needs, interests and cultures of children).
2. Teachers must ensure that medication or equipment needed to ensure the safety of a child with special medical needs (asthma, diabetes or other potentially life threatening conditions) is taken on the field trip.
3. Teachers will inform Head Start main office of departure and arrival.
4. Emergency consent forms and properly stocked First Aid Kits must be taken on all field trips and other outings.
5. Staff will ensure that parents have received notification of the field trip. In the event of an unplanned walking outing, teachers will inform the Head Start office of their destination and place a note by the door of their classroom.
6. Classroom discussion will happen both before and after the field trip to prepare children and assess outcomes.
7. Parents and volunteers will accompany field trips to ensure adequate supervision with appropriate adult/child ratios. There will be a ratio of at least one adult per eight children on field trips. Whenever possible the adult/child ratio should be as high as one adult per two children. It is particularly important to have a high adult to child ratio when going places that have either a large number of people present or near water (river, lakes ), areas that are remote and have few emergency facilities/phones nearby.
8. Children will be counted and names recorded on an attendance sheet prior to leaving and before returning.
9. A Head Start staff person will always accompany children into off-site restrooms during fieldtrips. If gender restrictions on the public restroom facilities might interfere with this, the teaching staff are required to make arrangements to assure that teaching staff can accompany either male or female children into the public restroom.

**Parent Responsibilities**

1. Parents will be notified of any details about each field trip.
2. Parents are encouraged to attend field trips; however, they may need to provide their own transportation due to limited seating on the bus.