



# **Northern Montana Child Development Center HS Parent Handbook**

**Northern Montana Child Development Center  
District IV HRDC, 2229 Fifth Avenue  
Havre, Montana 59501  
Phone: 406-265-5810 (EHS); 406-265-6743 (HS)  
Fax: 406-265-4591  
[www.hrdc4.org](http://www.hrdc4.org)**

**This Institution is an equal opportunity provider.**

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# WELCOME!

We are glad you have chosen Northern Montana Child Development Center! This handbook has been written to describe our program, goals, and policies. Much of this handbook is dedicated to policies affecting children and families in the Early Head Start Center Based option, but the information will be helpful to those enrolled in other options as well. If you have questions that are not answered in this handbook, please let us know!

## **NORTHERN MONTANA CHILD DEVELOPMENT CENTER**

Northern Montana Child Development Center is the combination of both Early Head Start and Head Start programs which serves families with children ages 0-5.

**The Early Head Start** part of Northern Montana Child Development Center has three different options:

- ✓ **Center Based Option\*** This option provides childcare services and parent involvement activities for children and their families who have a demonstrated need for a minimum of 20 hours of childcare due to TANF (Temporary Assistance to Needy Families) activities, work or work-related education.
- ✓ **Home Based Option**
- ✓ **Prenatal Option**

*\* Parents/guardians of every center-based enrolled child will be strongly encouraged to apply for a Best Beginnings Child Care Scholarship. Every scholarship is very important to our program to help offset increasing daily operation costs.*

**The Head Start** part of Northern Montana Child Development Center serves families with children ages 3-5. This option services our pre-school classrooms.

## **GRANTEE RELATIONSHIP**

District IV Human Resources Development Council is the grantee for Northern Montana Child Development Center.

## **NMCDC STAFF**

All education staff that work with children and families as classroom or home-based teachers at NMCDC have – or are working towards – a Child Development Associate (CDA) or an Early Childhood Education Associate Degree. All staff have current First Aid and CPR certificates and updated immunizations.

NMCDC staff are mandatory child abuse reporters and are subject to local, state, federal, and tribal laws regarding child abuse and neglect.

## **PHILOSOPHY OF INCLUSION**

1304.20 (f)(1), 1304.20(f)(2)(i)

Northern Montana Child Development Center values each child for his/her individuality. We strive to provide a setting that supports all children in all aspects of their growth and development, regardless of their diverse abilities.

## **NMCDC SCHEDULED CLOSURES**

### **Holidays\*:**

- New Year's Day
- Martin Luther King Day - (third Monday in January)
- President's Day – (third Monday in February)
- Easter Monday
- Memorial Day – (last Monday in May)
- Independence Day – July 4
- Labor Day – (first Monday in September)
- Veterans' Day – November 11
- Thanksgiving Day & the day after (fourth Thursday in November and following Friday)
- Christmas – to be announced
- 2 weeks in late summer

*\* Northern Montana Child Development Center does not focus on holidays to plan program activities or plan celebrations around holiday themes. NMCDC places materials in specific learning centers, such as art, dramatic play, housekeeping, quiet, that reflect children's traditional celebrations and allow each child the choice to interact with these materials in ways that are meaningful and of interest to him/her.*

### **Staff Training Days:**

- We will be closed each Friday for staff meetings and training.
- We may close at other times during the year to participate in additional trainings, as appropriate.

## **WEEKLY HOURS AND ATTENDANCE**

45 CFR 1305.8

**Parents are required to call when their child will be absent.** Daily attendance is documented by the Head Start Teachers. If a child is absent without NMCDC being notified, the family advocate will call the family. NMCDC is required by Montana Child Care Center Regulations to inquire as to the reason for the child's absence for the health and safety of the other children and staff. In some cases, a doctor's note may be required for admittance back to the center.

## **CLASSROOM TIMES AND DAILY SCHEDULE**

- ✓ Children will be accepted into a classroom at the scheduled classroom time.
- ✓ Parents are expected to pick up their child no later than 15 minutes of the end of class.
- ✓ Parents must provide information to their child's teacher regarding where they will be and a phone number of their location at all times in case of emergency.

**All Classrooms are open Monday-Thursday**

<b>7 hr Classrooms</b>	<b>Teacher &amp; Assistants</b>	<b>Class Time</b>
Koala Klass (3 yr olds)	Desiree; Karlee & Dana	8:00 am- 3:00 pm
The Jungle (4 yr olds)	Jen; Savannah & Krystyn	8:00 am- 3:00 pm
Leaping Lizards (3&4 yr olds)	Joni; Brandi & Joanna	8:00 am- 3:00 pm
Hillview Ponies (3&4 yr olds)	Michael; Tyler & Destiny	8:00 am- 3:00 pm
<b>4 hr Classrooms</b>	<b>Teacher &amp; Assistants</b>	<b>Class Time</b>

Cougar Camp (3&4 yr olds)	Leanna;	10:00 am- 2:00 pm
Turtle Town (4 yr olds)	Paige; Margo	11:30 pm-3:30 pm
Bunny Ville (3 yr olds)	Tanessa; Destiny	8:30 am- 12:30 pm

## **DAILY SCHEDULE**

Arrival – short circle

Transition – wash up for meal

Meal – family style

Books, puzzles or writing – while others finish eating – begin tooth brushing

Outdoor play – 45 minutes to 1 hour (depending on weather)

Story time

Free play – small group time activity – 1 hour

Clean up

Transition – wash up for meal

Meal - family style

Outdoor play time – 45 minutes to 1 hour (depending on weather)

Story time

Free play – small group time activity – 1 hour

Clean up

Transition – wash up for snack

Snack – family style, books or writing while others finish eating

Departure for 4 hr classes

### **7 hour classes continue with:**

Nap/rest time\*

Outdoor play time – 45 minutes to 1 hour (depending on weather)

Story time

Free play – small group time activity – 1 hour

Clean up

Transition – wash up for snack

Snack – family style, books or writing while others finish eating

Departure

*\*All children are required to lie down at nap/rest time from 12:30 pm – 1:30 pm. No exceptions. The child does not have to sleep but does need to be quiet during this period. Quiet activities may be provided to the children at the teacher/caregiver's discretion.*

Weekly Lesson Plans are posted in the classroom for each class.

## **SCREENINGS AND ASSESSMENTS**

1302.33(a)

Head Start Program Performance Standards require our program to perform an age appropriate screening of your child to identify his/her developmental skills within 45 days of your child being enrolled at NMCDC. To accomplish this, you and your child's teacher will complete the Learning Assessment Profile-D (LAPD) and the Temperament and Atypical Behavioral Scale (TABS).

A more formal assessment, the Desired Results Developmental Profile (DRDP), will be completed on a regular basis throughout the year. Your child's teacher will review these

assessments during parent conferences to discuss your child's development, changes and growth.

## **HEALTH STATUS REQUIREMENTS**

1302.42

NMCDC Staff will work with you to help you accomplish health requirements for your child.

- ✓ All Immunizations must be current.
- ✓ Each family must be linked to a Medical Home where each child will be on a Montana State Well-Child Health Care and Screening Schedule.
- ✓ Pediatric Health Statement form is required for children birth to two years of age.
- ✓ This includes a Physical Exam by your Medical Provider at Birth to 3 years. You will need to set up medical appointments when they are due and use our NMCDC Physical Exam Form for the Medical Provider.
- ✓ The Physical Form must be returned to us for each child's health record. A Blood Lead Test is required at 12 months and 24 months

## **SICK CHILD POLICY AND PROCEDURE**

CFR 45 1304.22(b)(1)

### **HEAD START**

If staff observes any of the following symptoms of illness in a child, Parent(s)/Guardian(s) will be contacted to pick up their child. According to the Montana Department of Public Health and Montana State Child Care Licensing Requirements a child **MAY NOT** come to the Center if he/she has any of the following:

- **FEVERS:** 101 degrees or more (including one from teething). Children should be without fever for 24 hours after the last pain reliever (Tylenol, ibuprofen, acetaminophen) was given before returning to NMCDC.
- **DIARRHEA:** Any changes from the child's usual stool pattern: abnormally loose stools, increased frequency, loose/watery, stool that runs out of diaper for children ages 0-3, or child can't get to the bathroom in time. Child must be diarrhea-free for 24 hours after the last episode before returning to NMCDC. It is at the discretion of the Child's Medical Provider to determine if certain infectious diarrhea is suspected and to ultimately decide on an action plan.
- **VOMITING:** Child has forcefully vomited two or more times in the past 24 hours. Child must be vomit-free for 24 hours after the last episode before returning to NMCDC, as stated above.
- **INFECTIOUS CONJUNCTIVITIS/PINK EYE:** Symptoms include: red eyes, red swollen eyelids, pus-like discharge resulting in crusty eyelids, or eyes stuck shut in the morning; he/she should be seen by a Medical Provider. Antibiotics must be administered for 24 hours before returning to NMCDC.
- **OTHER BACTERIAL INFECTIONS:** (Strep throat, Impetigo, Scarlet Fever, skin infections). Children must be treated with antibiotics for at least 24 hours before returning to NMCDC.
- **CHICKEN POX:** Child will not be permitted to attend NMCDC from the first signs of symptoms until all sores are scabbed over (approximately one week).
- **HEAD LICE:** If Head Lice is discovered the Head Lice Policy will be followed.
- **RASHES:** Children with rashes, spots, or infected skin patches must be evaluated **by a Medical Provider** before returning to NMCDC.
- **JAUNDICED:** Children with yellow skin or eyes will not be allowed to attend NMCDC until a cause is determined by a Medical Provider.
- **Persistent symptoms of the following should be examined by a Medical Provider:** Breathing Difficulty, Wheezing, Persistent Cough, Ear Pain, Eye Drainage, Seizures, Stiff Neck, Poor Food/Fluid Intake, Sore throat or trouble swallowing, Irritability (unusually fussy or cranky crying more than usual), Thick Green/Yellow Nasal Drainage, or unusually dark urine.

**Children will be re-admitted to the center with a doctor's note.**

## **HEAD LICE (Pediculosis Capitis) POLICY**

Exposure to Lice: The Hill County Health Department supports the 'Caring for our Children' Standard 6.038 regarding attendance of children with Head Lice. The following procedures are to be followed at Northern Montana Child Development Center:

1. Lice infestation shall be identified by the presence of adult lice or nits (eggs) on a hair shaft 3-4 mm from the scalp.
2. Children shall not be excluded immediately or sent home early because of head lice. Parent(s)/Guardian(s) of affected children shall be notified and informed that their child must be treated properly by using Lice-Free Shampoo and combing out nits (eggs) before returning to the classroom.
3. Lice Free Shampoo may be provided by NMCDC to all family members, when available.
4. Rationale: Head lice infestation in children attending child care or school is common in the U.S. and is not a sign of poor hygiene. Head lice are not a health hazard because they are not responsible for the spread of any disease.

## **CACFP - Child Adult Care Food Program**

CFR 45 1304.23(a) through 1304.23(e)(2)

Northern Montana Child Development Center works with the Child and Adult Care Food Program\*. To provide nutritious meals for enrolled children (1304.23(b)(1)). NMCDC practices the division of responsibility in feeding, according to Ellyn Sat, (2000) in Child of Mine: Feeding with Love and Good Sense. That means we are responsible for the what, when and where of feeding; children are responsible for the how much and whether of eating. If you would like further information, go to [www.ellynsatter.com](http://www.ellynsatter.com) or contact a NMCDC Staff Member for more education on the feeding relationship.

*\*This center participates in the U.S. Department of Agriculture Child and Adult Care Food Program and is open to all eligible participants regardless of sex color, age, race, national origin or disability. If you believe you have been discriminated against in receiving food services because of sex, color, age, race, national origin or disability, write immediately to the Secretary of Agriculture, Washington, D.C., 202050, or the USDA-FCS Office of Civil Rights, 1244 Speer Blvd, Denver, CO 80204.*

## **TOILET LEARNING**

CFR 45 1304.21(a)(1)(v); 1304.22(e)(1)(2)(3); 1304.53(a)(10)(viii)&(xv)

NMCDC will work cooperatively to support the parent and child in the toilet learning process. To help with the toilet learning process, NMCDC has a private child-sized toilet in each classroom (we do not use potty chairs).

## **BITING AND AGGRESSIVE BEHAVIOR POLICY**

1304.21 (a)(3)(i)(C); 1304.21 (a) 3)(i)(D)

Unfortunately, biting and other aggressive behaviors such as hair pulling, hitting, and scratching are common behaviors in group settings of young children. When it occurs at NMCDC, the educators will follow these procedures:

1. The child who was bitten will receive comfort and reassurance. The bite will be washed with cold water and an ice pack will be placed on the wound. If the skin has been broken,

teachers/teacher assistants will cleanse the wound and will consult with Health Manager/Assistant to determine the need for further medical treatment.

2. The child who bit will be responded to in a calm, but firm tone. The educator will state briefly and clearly what happened and that the biting is not okay (Ex: "You bit her; it hurts. Teeth are for food."). The child may be redirected.

3. The educator/support staff will fill out an NMCDC Incident Report form (for both children) that will be signed by the parent, the educator, Ed/Disabilities Manager, and NMCDC director. When the parents of both children involved in the biting incident come to pick up their children up, he/she will be informed of the incident. Because of confidentiality reasons, names will not be shared for any reason.

4. To prevent additional biting incidents, the child who bites will be observed to determine the reason for the bite and to problem solve ways to help the child overcome this negative behavior.

## **ADMINISTRATION OF MEDICATION IN THE CLASSROOM**

45 CFR 1304.22(e)(1)(2)(3)

Northern Montana Child Development Center requires all medications to be given at home whenever possible. Under certain circumstances, when it is necessary for medication to be administered to a child at NMCDC, parent(s)/guardian(s) will be encouraged to come to NMCDC and give the medication during lunch, break, etc. If this is not possible, Permission for Administration of Medication form must be filled out by the Medical Provider and Parent(s)/guardian(s), and the following procedures must be followed:

- Parent(s)/Guardian(s) are to give the first dose of any medication at home in order to observe the child for possible side effects or adverse reactions to the medication
- The parent/guardian **MUST** instruct and train teacher(s) regarding administration of medication before any dosage is given, including potential emergency medication such as Epi-Pens for severe allergic reaction (anaphylaxis)
- All medication, including over the counter medication, must be in its original container and an expiration date. It must be labeled with the child's first and last name, date prescribed, name of medicine, dosage, expiration date of medication, medical provider's name and pharmacy name and telephone number.
- NMCDC will not administer over the counter medication without a documented recommendation by a Medical Provider

## **OUTDOOR POLICY**

45 CFR 1304.21(a)(5)(i)

Spending time outside is an important part of early childhood. In order for us to support the growth and development of each child, we incorporate outdoor play into their daily schedule.

1. In the winter, state childcare guidelines are followed.
2. In the summer, NMCDC provides each child with a hat, sunscreen, bug spray and personal water bottles for outside play.

Please send your child with the appropriate clothing for outside play. Let us know if you need assistance gathering outdoor clothes for your child.



## **RELEASE AUTHORIZATION**

Children will only be released to those listed on the signed release authorization form.

- Be sure to **bring your photo ID** and let anyone that is on the release authorization know to bring their photo ID if they are picking up your child.
- Unless we have a copy of legal documentation stating otherwise, we will release the child to either parent listed on the birth certificate or adoption record.
- If, at the sole discretion of NMCDC Personnel, the person authorized to take custody of the child is suspected to be intoxicated, under the influence of drugs, or exhibiting inappropriate behavior, the child will not be released.
- If you wish to add someone to pick up your child this must be done **in person** by the legal parent/guardian.
- Failure to correctly secure a child in a moving vehicle in an appropriate car seat will result in NMCDC staff reporting the incident to the police department or to the Department of Child and Family Services. If parents/guardians need help obtaining or installing a car seat they can contact Angela Murri, Early Head Start Education Manager.

## **SITE SECURITY**

To ensure the safety of staff and classrooms, and to maintain an awareness of who is in our facility the following procedures are implemented:

1. All doors into NMCDC from the outside will be locked.
    - i. EHS: 8:10 am-5:00 pm
    - ii. HS HRDC: 8:10 am-2:45 pm
    - iii. HS Hillview: 8:10 am- 2:45 pm
    - iv. HS Wilson: 8:10 am- 2:45 pm
    - v. HS Lincoln: 8:00 am-4:00 pm
  - b. NMCDC staff will have the code to access the key within the lock box or have a key to their classroom's building
  - c. Fire doors leading into the NMCDC wing will be closed.
2. Families will:
    - a. Call or ring doorbell for EHS entry (there will be a dedicated cell phone for after hours)
    - b. Call for HS HRDC entry
    - c. Enter through the Parent Center for Lincoln and Wilson entry
    - d. Call for Hillview entry
3. All visitors and volunteers must complete the written check in with the receptionist and receive a visitor badge. The badge must be visible at all times within HRDC property.

## **TRANSPORTATION**

Bus transportation is available to transport children to and from the Lincoln facility. Under special circumstances, the teachers may take the children on a field trip; in this case, transportation will be provided using the NMCDC bus, a NMCDC bus driver, and all children will be in an age and size appropriate child restraint system. Parents will be notified in advance on field trips and permission take children on a fieldtrip are done during intake and orientation.

## **IN-KIND**

Your involvement in Northern Montana Child Development Center is very important. Our federal guidelines require us to match 20% of the non-federal share of our grant with donated time and services.

There are many ways to generate in-kind hours including time spent working on family and educational goals, volunteering to make cookies for a NMCDC social event, attending family night, parent committee meetings and serving on policy council. We understand that your time is very important, but we recognize that your involvement helps to make our program a success.

## **POLICY COUNCIL**

The Northern Montana Child Development Center Policy Council meets monthly September through June and approves plans, goals, and policies governing the operation of the program. Policy Council is comprised of a parent representative from each classroom or equivalent parent alternates, and community representatives

Policy Council has four standing committees comprised of council representatives. These committees are:

**Education and Disability Committee**  
**Family and Community Partnerships**

**Executive Committee**  
**Medical Advisory Board**

## **CONCERNS AND GREIVANCES**

If you have a concern about any program polices or practices please use the following chain of command to address the issue:

Teacher/advocate → Education Manager or Family Services Manager → NMCDC director  
→ HRDC Executive Director → Policy Council expectations as stated in the following  
**Parent/Community Grievance Procedure:**

### **Parents Communication Expectations**

The need for honest, clear communication between parents and staff is an essential ingredient that promotes positive resolution of difficulties as they arise. Therefore, Northern Montana Child Development Center Policy Council has adopted the following communication expectations:

1. *When any parent who is concerned with any action of a staff member, the most effective way to address the concern is to speak directly to that staff member. It is not helpful to speak to those who will not be involved in pursuing a positive resolution of the situation. **NOTE:** The intent of these communication*

*expectations is to facilitate resolution. It is understood that individuals need to vent, but if that is a means of avoiding resolution that is not helpful.*

2. *Alternatively, the parent with the concern may seek the assistance of the staff member's immediate supervisor or the focus area manager.*
3. If a parent cannot work out an agreeable solution to the problem with the staff member or their supervisor or the focus area manager, then it is appropriate to seek assistance from the Child Services Director. The Child Services Director will be responsible to contact and involve the individual staff members' immediate supervisor.
4. If the parent is not satisfied with the result of the judgment of the Child Services Director it is appropriate to seek assistance from HRDC Executive Director. In the event that positive resolution is not reached during this step of communication then the parent must refer to the parent/community grievance procedure for the next appropriate action steps to follow.
5. *It is detrimental to complain to others, illicit support or "politicize" issues instead of dealing with them immediately and directly. The Policy Council discourages any parent from participating in such activities.*

**Note:** The purpose of these communication expectations is to give parents tools to successfully address concerns. All staff is expected to follow the same principals of communications. Each stage of communication in these expectations allows for open, honest feedback to each party involved.

## **COMMUNICABLE DISEASE PREVENTION POLICIES AND PROCEDURES**

The communicable disease prevention policy and procedures will be enacted in order to combat the spread of COVID-19 or in the event any other illness is deemed highly contagious by the Hill County Health Department or Center for Disease Control (CDC).

- Policies will follow the recommendations of our Health Services Advisory Committee (H-SAC), Head Start regulations, CDC, and local health department.

Individuals should continue to practice good hygiene by:

- Wash your hands with soap and water or use hand sanitizer often.
- Avoid touching your face.
- Sneeze or cough into a tissue or the inside of your elbow.
- Wear facemasks in public, indoor spaces if you are 5 years old or older where transmission risk is higher.
  - Facemasks are encouraged to be worn by staff while in the classroom.
  - **\*\*Updated on 01/03/2022 Masks are no longer required to be worn in the classroom except for interacting with parents at pick up/drop off. NMCDC will follow the guidance of the Health and Safety Committee (HSAC) and the Hill County Department and update our school plan as necessary.**
  - Facemasks must be worn in common areas per agency policy.

- People who feel sick should stay at home. Do not go to work or school.
- Contact and follow the advice of your doctor.
- Follow local health department guidance.

For questions visit Hill County Health Department's website at <https://hillcountyhealth.com/> or call 406-400-2415.

### **Head Start Community Pledge**

*Head Start will continue to be a leader in your child's learning and growth, and help get your child ready for school. We will do all we can to keep your family healthy. Parents and teachers are a team, and we will work together to give you a safe space for learning; online or in-person.*

- COVID-19: Destination Reopening Playbook Updated July 2020

### **NMCDC Opening Phases**

The Early Head Start/ Head Start plan covers three phases based on rules from the state and health department. Families should be prepared for NMCDC to move easily between phases. There may be times when Early Head Start and/or Head Start will be forced to close with short notice.

### **All Phases**

- Staff will wash hands on a routine schedule throughout the day.
- Gloves will be used to wipe children's noses, and will continue to be used during diaper changes.
- All staff will wear smocks in the Early Head Start classroom.
- No outside footwear will be worn in the Early Head Start classroom. Staff and children may use a pair of slippers or sneakers for classroom use.
- Coats, shoes, blankets, and toys brought from home **will not** be allowed in the classroom. Parents will work with teachers to find the same type of toy, blanket, or coat that can stay in the classroom.

### **Phase 1 (More than 51 cases)**

### **PICK UP AND DROP OFF**

**\*The following routine may take some time, but we will move you through the process as quickly and safely as possible. Please plan on at least 10 minutes for these tasks.**

#### **Head Start DROP OFF HRDC Site:**

Parent/Guardian and child (ren) will enter through the Head Start playground to the 7-hour classroom entrance.

#### **Head Start DROP OFF Lincoln/Hillview Site:**

Parent/Guardian and child (ren) will enter through the **Parent Center** at the Lincoln site. Parent/Guardian and child (ren) will park in the **Hillview Parking Lot** and will wait for a staff member to meet you at your car.

- **Parents will not be allowed into the building. Teachers will meet parents at the door for drop-off and pick-up.**
- **Staff will have their temperature taken each day before work begins.**
- HS children will wash their hands as soon as they enter the classroom.
- **If you or your child show any signs of being sick, with/without a fever of 100.4, please stay home;** follow our rules regarding child absences found in your parent handbook.
- Parent and child will have their temperature taken by a masked and gloved staff member.
  - If there is an out of state rule in place, we will ask families to stay home for 2 weeks before returning to the center.
- If you or your child are found to have a fever of **100.4 or higher\*** you will be sent home for the day. If you have a fever for three days in a row, you will need to be seen by a doctor and get a note before returning. Child must be fever free for a full day without using medicine before coming back.
  - \*Office of Head Start is using the Center for Disease Control temperature of 100.4. We will use this temperature in place of our normal sick child policy temperature of 101 degrees until the health department says we do not have to.
  - Child temperatures will be taken again before lunch to check the child's health throughout the day.
  - If a positive case of COVID-19 is found in our program: staff, parents, and the Hill County Health Department will be told, but private information of children and staff will not be shared. NMCDC will shut down a classroom, site, or the whole program, for up to two weeks to stop the virus from spreading further. We will only re-open before the two weeks if the health department says we can.
- Staff will sign child in and out.
  - A staff member will walk children down to their classrooms.

**Buses:**

- Children will have their temperature taken before they enter the bus.
  - Temperature must be below 100.4.
- One student per seat unless the children are from the same household.

- Seats will be cleaned after each bus runs and areas touched often each day.
- Windows will be open to air out buses as weather permits.

### **Head Start PICK UP:**

- Parent/Guardian will call to let teachers know they are here to pick up their child.
- Parent/Guardian will park in the **Lincoln Center/Hillview/HRDC Parking Lot**, and a gloved/masked staff member from that child's classroom will walk them out to your car.

### **CLASSROOM RULES**

- Meals will be served in the classroom. Food will be plated by a teacher to avoid many people touching plates and silverware. Children will be spread out as much as possible.
- We will keep track of all absences, especially those due to being sick, so we will know if a classroom has more than another and help stop the spread as needed.
- To keep staff and children healthy, we will only allow staff to help in the classrooms at this time.
- During naptime, children will have 6 feet of space between each cot and crib. Children will be laid down 'Head to Toe' if there is not enough space. All bedding/cots/cribs are kept apart. We will not stack cots.
- Children will not brush their teeth at school; tooth brushing supplies will be sent home each month.
- Early Head Start classrooms will combine only when necessary and only during the first and last hour of the day.

### **RULES FOR CLEANING**

- A mix of bleach and water is used to clean. Cleaning will be done many times throughout the day for toys and surfaces like doors, doorknobs, light switches, faucets, etc. The room will be deep cleaned after each school day.
- Teachers will help children wash hands for 20 seconds for toileting, before/after meals, and after sneezing/use of a Kleenex.
- Books are not easy to clean, and will be switched out daily.
- Sensory, water, and sand tables will not be used at this time.
- Each child will be given their own sensory play materials. No sharing of materials.

- Soft toys that are not easy to clean will not be available for use at this time.

## **OUTDOOR PLAY.**

- Sandboxes will be used every other day.
- Classrooms will combine to use the playground at the same time.
- Playground toys and equipment will not be used that cannot be easily cleaned.

## **Phase 2 (30- 50 cases)**

### **Head Start DROP OFF HRDC Site:**

Parent/Guardian and child (ren) will enter through Head Start playground to the duration classroom entrance.

### **Head Start DROP OFF Lincoln Site:**

Parent/Guardian and child (ren) will enter through the **Parent Center** at the Lincoln site.

### **Head Start DROP OFF Hillview Site:**

Parent/Guardian and child (ren) will continue curbside drop off.

- ***Only one parent for drop off/pick up and children receiving services allowed to enter the building. –No older siblings.***
  - ***Staff will still have temperatures taken before their shift begins.***
  - ***Hands will still be washed.***
  - ***Temperatures will still be taken and written down.***
  - ***Health Questions will still be asked.***
  - ***A temperature of 100.4 will still be considered a fever.***
  - ***Child temperatures will still be taken at lunch time.***

### **Buses:**

- Children will have their temped before they enter the bus, must be below 100.4.
- One student per seat unless the children are from the same household.
- Seats cleaned after each bus run and commonly touched areas are cleaned daily.
- Windows open to air out buses as weather permits.

### **Head Start PICK UP:**

- Parent/Guardian will call to let teachers know they are here to pick up their child.
- Parent/Guardian will park in the **Lincoln Center/Hillview/HRDC Parking Lot**, and a gloved/masked staff member from that child's classroom will walk them out to your car.

### **CLASSROOM RULES**

- Family members do not have to stay in the same classroom.
- Classrooms can now combine.
- Meals will still be prepared and served by teachers.
- We will continue to track absences.
- Only staff allowed to help in the classrooms.
- During naptime, children will have 6 feet of space between each cot and crib. Children will be laid down 'Head to Toe' if there is not enough space. All bedding/cots/cribs are kept apart. We will not stack cots.
- Children will not brush their teeth at school; tooth brushing supplies will be sent home each month.

### **RULES FOR CLEANING**

- A mix of bleach and water is used to clean. Cleaning will be done many times throughout the day for toys and surfaces like doors, doorknobs, light switches, faucets, etc. The room will be deep cleaned after each school day.
- Teachers will help children wash hands for 20 seconds for toileting, before/after meals, and after sneezing/use of a Kleenex.
- Books are not easy to clean, and will be switched out daily.
- Sensory, water, sand tables can be used every other day.
- Each child will be given their own sensory play materials. No sharing of materials.
- Soft toys that can be washed often will be allowed in the classroom.



## **OUTDOOR PLAY**

- Classrooms will combine to use the playground at the same time.
- Sandboxes will be used every other day.
- Playground toys and equipment will not be used that cannot be easily cleaned.

### **Phase 3**

NMCDC will enter phase 3 only if the following has been met:

- There are no active cases in the county.
  - We may move back and forth between Phase 2 and 3. We will work with the health department to make the safest choice.
- Mask encouragement, temping children, staff, and parents will no longer occur when there are 0 active cases in the service area and HRDC has removed their COVID-19 protocols.

#### **Head Start PICK UP/DROP OFF HRDC Site:**

Parent/Guardian and child (ren) will enter through Head Start playground to sign in/out their child at their classroom.

#### **Head Start DROP OFF Lincoln/Hillview Site:**

Buses will run as normal. Parent/Guardians will be allowed to enter their child's classroom.

- ***Staff and parent/guardian temperatures will not be taken.***
- ***Normal child health checks will be done by teachers on arrival.***
- Children will continue to wash their hands as soon as they enter the classroom.
- ***Normal sick child rules located in the Parent Handbook will be followed.***
  - ***A temperature of 101 will be considered a fever.***
  - ***If you or your child show any signs of being sick, please stay home.***
    - ***Follow the rules regarding child absences found in your parent handbook.***

## **CLASSROOM RULES**

- Normal classroom rules will be followed.

- Meals will be served family style at the table. (subject to change)
- We will continue to track sick absences to help stop the spread of any illness.
- During Nap time, children will have the normal 3 feet of space between each mat.
- HS will brush teeth again as normal. (subject to change)

## **RULES FOR CLEANING**

- We will use a mix of bleach and water to clean, and cleaning will be done many times throughout the day for toys and surfaces such as doors, doorknobs, light switches, faucets, etc. The room will be heavily cleaned and sanitized after each school day.
- Teachers will help children wash hands for 20 seconds for toileting, before/after meals, and after sneezing/use of a Kleenex.
- Books will be cleaned daily.
- Sensory, water, and sand tables can be used daily.
- Soft toys and dress-up clothes will be provided in the classroom.

## **OUTDOOR PLAY**

- Classrooms will combine to use the playground at the same time.
- Sandboxes can be used daily.
- All playground toys and equipment can be used.

## **Remote Learning Rules**

- **Remote learning is no longer an option, per the Office of Head Start, beginning August 2021.**
- **Remote Learning is available for Phase 1 and 2 only. Update 4/12/21: Center-based remote learning for classrooms will only be available for 1 and 2 only. Home-based will begin socially distanced visits outside/ or in person visits within the building. The Hill County Health Department will direct us when they feel it is safe to resume in person visits within the family's home.**

- **All families will be provided remote learning and learning packets if Montana is under a stay home order and/or the program is closed.**
- **Constant contact between teachers and parent/guardians is required. Please see communication section below for more information.**
- **Lesson plans will be posted in Class Dojo or available for pick-up at the center each week.**

### **Teacher's will:**

- Engage with each family, at a minimum, for 90 minutes a week.
  - We will flexible to the families' needs when scheduling remote visits, but it is important for your child's continued learning to have frequent and consistent contact with your child's teacher.

### **The following activities and estimates of time spent completing each will help you plan your remote learning:**

- Teacher will use Class Dojo or a private Facebook class page to share resource information from the program and community. (10 min)
  - Education Managers will be on as administrators to check on and support the teacher's work.
- Create how-to videos, 2-5 minutes in length, to be viewed by the parent for each lesson plan activity. (20 min.)
- Will create and deliver learning packets for each child with materials for the week's lesson plan on Mondays. (20 min)
- Teacher will provide activity ideas to support your child in reaching their learning goals from their Individual Child Development Plan through Class Dojo. (10 min)
- Conduct assessments by phone using the Ages and Stages Questionnaire. (20 min.)
- Conduct parent/teacher conferences by phone or through a zoom meeting (15 min.)
- Send pictures and notes home through the mail and on Class Dojo. (10 min.)
- Participation will be entered and tracked on Child Plus. (5 minutes)
- Provide small group, online socialization meeting via Zoom. (15 min)

**Teachers will be expected to follow and complete tasks outlined in their job descriptions for remote learning.**

### **Parent's/Guardian's will:**

- Engage in the above activities with your child's teacher.
  - If you cannot commit to the 90 minutes of contact each week, please talk with your teacher. We will try to be flexible in meeting your family's needs.
- Complete learning activities for your child's goals and write the time on your in-kind calendar.
- View the instructional videos provided to you, and then complete the lesson plan activity for your child.
- Call or text your child's teacher if you can't complete an activity that week.
- Update the teacher on your child's progress often.

### **Attendance Rules:**

- The attendance rules found in the Parent Handbook applies to remote learning as much as possible.
  - If you do not let your teacher know that you cannot complete tasks that week, it will be counted as an unexcused absence.
  - If you have 4 unexcused absences in a row, and we have had not been able to talk to you, a letter will be sent to your home. Please let us know if you plan to be gone or cannot do online learning.
  - We understand that you may not be able to complete remote learning. The Office of Head Start has made it clear that no one will be dropped from the program because you are unable to do remote learning. However, if we are fully open in Phase 3 and you are attending center-based services the attendance rules found in the parent handbook may still apply.