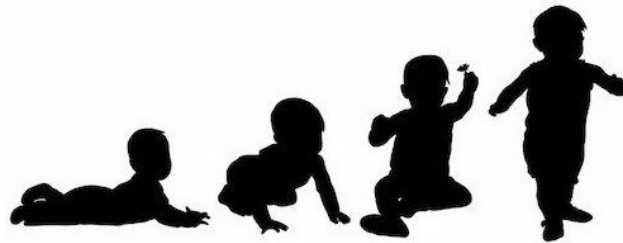




Community Coordinated  
Care for Children, Inc. 4C



**Head Start  
Early Head Start  
CCP**

**Family Handbook**

*Together we can make a  
difference in the lives of our Head  
Start/Early Head Start & Child  
Care Partnership children.*

## Head Start & Early Head Start Locations

A Gateway Rising (EHS)  
3323 Westland Drive  
Orlando, FL 32818  
407-293-9259



Longwood Community Preschool  
(HS)  
220 E. Wildmere Avenue  
Longwood, FL 32750

Altamonte (HS)  
525 Pine View Street  
Altamonte Spring, FL 32701  
407-746-2971

Midway (HS)  
2251 Right Way St.  
Sanford, FL 32771  
321-363-0564

Baker (HS)  
3500 Baker Drive  
Kissimmee, FL 32741  
321-219-6215

My Little Castle (HS)  
919 E. Orange Avenue  
Longwood, FL 32750

Coqui Academy (HS)  
2401 S. Park Avenue  
Sanford, FL 32771  
407-323-9158

Naomi Helligar (EHS)  
2661 North Smith St.  
Kissimmee, FL 34744  
407-847-0843

Dreaming Big (HS)  
1301 Kevstin Drive  
Kissimmee, FL 34744

Orlando Day Nursery (EHS)  
626 Lake Dot Circle  
Orlando, FL 21801  
407-422-5291

Ericka Montoya (EHS)  
962 Gascony Court  
Kissimmee, FL 34759  
407-847-2776

Palm Plaza (HS/EHS)  
Memorial Highway  
Kissimmee, FL 34744  
321-219-6201

Fifth Avenue (HS/EHS)  
419 S. Park Ave.  
Sanford, FL 32771  
407-915-6510

Park Avenue (HS)  
270 Park Avenue  
Sanford, FL 32773  
407-915-5002

First Steps Kid's Academy (EHS)  
2876 S. Alafaya Trail  
Orlando, FL 32828  
407-730-8984

Pine Crest (HS)  
405 27<sup>th</sup> Street  
Sanford, FL 32773  
407-328-7281

Kids Castle (EHS)  
2536 South Elm Avenue  
Sanford, FL 32773  
407-322-8547

Pine Hills Preschool (EHS)  
627 N. Pine Hills Road  
Orlando, FL 32805  
407-295-4180

Lawton (HS)  
188 S Lake Jessup Avenue  
Oviedo, FL 32765  
407-366-4650

Rio Grande (EHS)  
1264 South Rio Grande Ave  
Orlando FL 32805  
407-377-0846

Light Years Ahead (EHS)  
398 Douglas Avenue  
Altamonte Spring, FL 32714  
407-862-4737

UCP-Downtown (EHS)  
4680 Lake Underhill Road  
Orlando, FL 32807  
(407) 852-3300 Ext. 7313

Little Angels (EHS)  
1609 Eola Court  
Kissimmee, FL 34741  
407-870-1569

UCP-Pine Hills (EHS)  
5800 Golf Club Parkway  
Orlando, FL 32808  
(407) 852-3300 Ext. 4000



## CCP Early Head Start Locations



All About Kids of Oviedo  
387 W. Broadway St.  
Oviedo, FL 32765  
407-365-5621

Kid's Castle  
2536 South Elm Ave.  
Sanford, FL 32773  
407-322-8547

Apopka Child Academy  
170 E. Magnolia Street  
Apopka, FL 32703  
407-889-3026

Kids Palace Academy  
1336 E. Vine Street  
Kissimmee FL, 34744  
407-933-1814

Early Education Station  
3311 N. Powers Drive  
Orlando, FL 32818  
407-802-2144

My Destiny Academy  
1235 W. Michigan  
Orlando, FL 32805  
407-924-5442

Frontline Outreach  
3000 CR Smith St.  
Orlando, FL 32805  
407-293-3000

Pine Hills Preschool  
627 N. Pine Hills Rd.  
Orlando, FL 32808  
407-295-4180

Golden Bear Academy  
4215 S. Goldenrod Rd.  
Orlando, FL 32822  
407-381-4888

Rising Star of Apopka-Longwood  
1455 South 17-92  
Longwood, FL 32750  
407-695-1602

Hartage FCC  
4862 Indialantic Dr.  
Orlando, FL 32808  
407-299-3565

Teddy Bear FCC  
174 Jay Dr.  
Altamonte Springs, FL 32806  
321-207-9185

We Love Kids  
5301 Goddard Ave.  
Orlando, FL 32810  
407-668-4774



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## Education

### Education is a Two Way Street Our part...

The goal of 4C Head Start is to provide an environment filled with people, opportunities, and experiences that stimulate each child's curiosity and learning.

We know that children learn best through meaningful interactions with people and objects, but it is primarily through play that they will achieve the key goals of our early childhood curriculum.

While we recognize that each child grows and develops at different rates, their individual goals will focus on the following:

- ◆ Development of a positive self-esteem and feeling of confidence.
- ◆ Expand language and communication skills.
- ◆ Strengthen physical skills using large and small muscles.
- ◆ Gain experience with basic pre-reading, science and math concepts.
- ◆ Learn to work and plan independently.
- ◆ Being curious - to wonder and ask questions.
- ◆ Trusting others and learn to work and share with them. Acquire self-control through use of problem-solving skills and words to generate cooperation.
- ◆ Expand understanding of the world through interaction with the community, and parents volunteering in the classroom.

◆ Understand, celebrate and respect diversity in others through a variety of hands-on-experiences.

◆ Learn and practice healthy, safe and nutritious habits.

### Your part...

- ◆ Please bring your child to class on time.
- ◆ Children need to be well rested; 10 -12 hours of sleep is recommended for children going to preschool.
- ◆ Feed your child nutritious meals. They help children to be healthy and at their best. Wholesome, nutritious foods are important.
- ◆ Please dress your child for the weather (no open toed shoes, clogs or sling backs).
- ◆ Create opportunities for learning at home. Remember that every situation presents an opportunity for you to teach your child at home.
- ◆ Be an active participant in developing goals for your child's education.

### A Picture Is Worth...

(Source: The Mailbox 1999-2000, pg.26)

To help better understand your child, take some time to create a photo album (can be bought or home-made) of activities your child is involved in. Over a period of time, take pictures of your child doing a variety of activities. Such as: playing at the park, eating dinner, family/school functions, etc. Arrange the photos with your child in the album with a brief explanation. Read and update monthly. Pictures really are worth a thousand words.



## Health

**4C Head Start knows how important it is for children to be healthy. Being healthy enables children to reach their full potential. A child who is not feeling well is not able to learn.**

4C Head Start requires each child to:

- ◆ Complete medical and dental examinations, per EPSDT/Medicaid Schedule (2, 4, 6, 9, 12, 15, 18, 24, 30, and 36 months)
- ◆ Receive follow-up medical treatment as needed.
- ◆ Maintain current immunizations (required prior to the child's entry into the classroom).
- ◆ Complete Lead Screenings
- ◆ Complete Hemoglobin Screenings

4C Head Start Staff will work with parents to obtain appointments, transportation and medical coverage. Our goal is to provide every child with a “medical home” that will allow access to medical services after the child leaves our program. Parents are involved in their child's health by preparing their children for screenings and exams, giving authorization for their child to receive health services, scheduling and accompanying their children to appointments, and by participating in parent trainings. Healthy habits are established in the classroom with daily tooth brushing, an emphasis on hand washing and education on health and nutrition.

Health Services include:

- Wellness, safety, and nutrition education for families and children
- Vision and Hearing screenings
- Dental referrals
- Assistance in locating a medical home for Well Child medical check-ups and immunizations
- All medications must be in prescribed box with a prescription label on it, in order to be administered to children. (Also, the parent and the Health Specialist must complete the Authorization for Medication Form)

### Stay Healthy and Wash Your Hands



## Mental Health and Disabilities

**Mental Health** - 4C Head Start provides mental health services and referrals for Head Start children and families whenever necessary. A consultant is available to help teachers and parents encourage behaviors which move children into the direction of cooperation, making friends, appropriate choices, and coping with life's challenges.

Our consultants periodically visit and observe classrooms to work with the staff, families, and children. If it seems that your child would benefit from individual attention, your signed permission will be requested before any services are offered.

### DISABILITIES

4C Head Start believes early intervention makes it possible for children with special needs to be identified and their individual educational needs met.

Each child is screened in the areas of speech, language, vision, hearing, motor skills, cognitive, social and emotional development. Parents are notified if further evaluation is needed in any of these areas and are involved in ways to help their children achieve their specific goals. 4C Head Start works together with the Seminole County Public Schools Pre-K Disabilities Program and the Osceola Public Schools PEEP Program to serve eligible children with special needs.



If your child is eligible for special services, you will participate in developing an Individualized Education Program (IEP) that will ensure your child's individual needs are addressed and integrated into classroom activities. Parents of children with disabilities are assisted with the transitioning of their child into public school.

### SELF-ESTEEM

Children use different types of information to form their self image. Through their relationships with other people, particularly parents, they make judgments regarding their own importance. Children tend to misinterpret a reaction or assign it more importance than is justified. For example: if a child is often called a trouble maker, then he/she may see that as their self image.

Suggestions:

- ☺ Encourage the child to make choices, express themselves and practice independence.
- ☺ Spend more time praising good behavior and less time punishing bad behavior.
- ☺ Provide a positive environment allowing the child to express their feelings.
- ☺ Don't embarrass or correct the child in front of others.
- ☺ Set aside time each day to talk and play with your children.
- ☺ Show your child that you accept them for who they are by providing warmth and physical signs of your love.



# Nutrition

**4C HS/Early Head Start knows how important it is for children to eat healthy.**

***Research shows children who have healthy bodies have healthy minds.***

## **Nutrition Services include:**

- ⇒ Healthy meals and snacks provided each class day.
- ⇒ Food Vendor is Second Harvest Food Bank.
- ⇒ Breastfeeding is encouraged and will be accommodated In EHS.
- ⇒ Formulas, baby foods, and supplies for bottle feeding are provided.
- ⇒ Monitoring of children's height and weight
- ⇒ Referrals to the WIC program for children who qualify.
- ⇒ Nutritional counseling and consultations.
- ⇒ Children, teaching team, volunteers and other visitors will eat together family style and share the same menu.



Additionally, if your child has a food allergy or is on a special diet prescribed, you must bring in a written note from your doctor describing the restriction. Food will not be used as punishment or reward. At no time can food be brought to the classroom by parents, volunteers or staff. No food provided by the program may leave the classroom







**HEAD START MAKES A DIFFERENCE**

**How Does 4C Head Start Make a Difference?**

4C Head Start helps to prepare children for success in school and in life. Children receive a positive introduction to education, learn to play with other children, eat a variety of nutritious foods and practice healthy habits.

4C Head Start builds confidence in children and their parents. Parents become involved in their children's education, discover their own strengths, and continue to develop to their fullest potential.

***4C Head Start Classrooms in Orange, Seminole and Osceola Counties***

4C Head Start believes parents are the primary educators of their children. As part of its primary goal to develop confident and capable children, parents and staff create individual education goals for each child to ensure his/her success in our program.

Our classrooms reflect the rich cultures of the families we serve and introduce children to the world around them through active hands-on experiences.

***PARENT INVOLVEMENT***

Parent involvement is an integral part of a successful program for you and your child. Research suggests that children do better in school when their parents are involved.

***Did you know that you are automatically a member of the Parent Committee?***

***PARENT COMMITTEE MEETINGS***

Parent Committee meetings are organized and run by parents, they are held on a regular basis, usually at sites. Parent Committee helps parents collaborate with each other, test ideas, participate in leadership and decision making experiences. The Parent Committee is a great way to plan, coordinate and organize program activities for parents (with assistance from staff). They also help advise staff in the development and implementation of local program policies, activities and services. Policy Council Representatives are elected in the Parent Committee meetings. The Parent Committee meetings are the vehicle of communication from Policy Council to parents.

***POLICY COUNCIL***

***What is it?***

Policy Council is the parents' way to get involved in the shared governance of the program. This means that the parents/guardians have a voice in major program decisions including such things as recruitment and selection process, personnel policies, budgets and funding proposals.

***Who Can Come to the Meeting?***

Policy Council meetings are open to anyone who would like to come. However, only one elected Policy Council member from each site may vote.

***What Are the Responsibilities of a Policy Council Member?***

- To be informed and keep parents informed about issues facing the Policy Council
- To attend meetings regularly and notify staff in advance if you are unable to come
- To advocate for the best interests of all 4C Head Start families



- To attend Parent Committee Meetings and represent parent concerns to the Policy Council
- To attend trainings and share the information with other parents
- Plan, coordinate, and organize agency-wide activities for parents/guardians with the assistance of staff
- Be on working committees that help the 4C Head Start Program
- Help plan and facilitate Parent Committee meetings
- Be a member of the Policy Council
- Help in the office
- **Self-Assessment**  
Be a member of the Health Services Advisory Committee (HSAC)

***What support will be offered?***

- Training is offered for all elected members
- Child care is offered to members attending Policy Council meetings
- Mileage reimbursement and travel expenses are paid for those traveling to and from meetings

***PARENT TRAINING AND EDUCATION***

Limited funds are available for parent continuing education such as GED, ESOL, computer, and other classes. Parents must contact their Family Advocate and express their desire for furthering their education. Parent trainings/workshops are offered throughout the year directly through Head Start or through partnerships with area agencies. Some parent trainings are conducted during the Parent Committee meetings. Trainings and workshops are offered based on interests expressed. In addition, parents are strongly encouraged to attend the trainings offered to all staff.

***VOLUNTEERING***

Ways You Can Help at 4C Head Start

***Help in Adult Activities***

- Attend Parent Committee meetings

***Help Kids in the Classroom.***

- ⇒ Read or tell a story
- ⇒ Get materials ready to use or take a project home
- ⇒ Serve food and help clean up after eating.

***What's in it for you?***

- \* Learn new skills
- \* Make new friends, have some fun
- \* Gain confidence
- \* Become aware of community resources and build your support system
- \* Learn job/employment skills
- \* Help your community become a better place to live in.
- \* Being a role model for your child.

***While all 4C Head Start models share the same philosophies of parent involvement and curriculum, the Center-Based Model has the following unique characteristics:***

- ⇒ Two teachers for each classroom
- ⇒ Two Teacher home visits
- ⇒ Two Parent-Teacher conferences
- ⇒ The daily routine of each classroom includes meals, small group time, large group time, story time, music time. and outdoor time.

Home Visits are an important part of our program. We ask that you participate in home visits with teachers and your Family Advocate. Home visits are



conducted at a time that is convenient for you. Please call in advance if you need to cancel and reschedule.

#### ***Cell Phones***

4C Head Start/Early Head Start prohibits the use of cell phones in the classroom (this includes on the playground).

Please silence your phone while volunteering or at meetings/activities. This also includes text messaging.



#### ***Smoking***

Pursuant to Chapter 386.204 F.S., smoking (including e-cigarettes), is prohibited within the child care facility and in vehicles when being used to transport children. Smoking is prohibited in all outdoor areas, including on field trips when children are around.

#### ***Dress Code...***

Please dress appropriately when volunteering in the classroom and/or attending Head Start and activities.

No short-shorts, low-cut tops, inappropriate sayings on t-shirts, etc.

Wear clothing that allows you to play with the children on the floor if necessary

Clean clothes and proper grooming is essential

#### ***Never Leave Children Unattended!***

- In the car
- At Head Start Activities
- In a store
- On a playground
- **ANYWHERE**



#### ***Respect....***

We ask you to please teach your child to respect our building, its furnishings, and the materials we provide to use while your child is enrolled in our program.

#### ***Before you volunteer in the classroom***

We make every effort to insure your child is safe while in our care. One way we do this is to require that every person who volunteers in the classroom completes a level II background screening. If you are unable to successfully complete a background screening, other opportunities will be made available to you.



***Please contact your Site Supervisor or Family Advocate if you are interested in volunteering .***

#### ***How do I document my volunteer time?***

- \* The Daily Sign-in Sheets in the classrooms
- \* Sign-in-sheets for Parent Committee Meetings
- \* Sign-in-sheets for Field Trips
- \* Sign-in-sheets for other committee meetings
- \* The use of In-Kind Forms for donated goods and services



## **SICK POLICY**

*Any child with the following symptoms may not return to school without medical authorization or until the signs and symptoms of the disease are no longer present:*

**Please keep your child or children home if they are not feeling well.**



- ⇒ Severe coughing, causing a child to become red or blue in the face or to make a whooping sound
- ⇒ Difficult or rapid breathing
- ⇒ Stiff neck
- ⇒ Diarrhea (more than one abnormally loose stool within a 24 hour period)
- ⇒ Temperature of 101 degrees Fahrenheit or higher in conjunction with any other signs of illness
- ⇒ Pink eye
- ⇒ Exposed, open skin lesions
- ⇒ Unusually dark urine and/or gray or white stool
- ⇒ Yellowish skin or eyes
- ⇒ Any other unusual sign or symptom of illness
- ⇒ Lice – Your child can return to school after treatment with an anti-lice shampoo.
- ⇒ Re-admittance to the site requires the child be symptom free/treated for 24 hours or cleared by physician.



## **ATTENDANCE POLICY**

You must notify our classroom staff if your child is going to be absent. Please give the reason for the absence and the return date. Consistent attendance is essential to your child's progress in school.

A child who has three (3) consecutive unexcused absences or a pattern of absenteeism may be removed from the program. Your Family Advocate will contact you to discuss the absences if you do not contact us. Please keep us informed of illnesses or emergencies that will prevent your child from attending school.

## **WEATHER**

4C Head Start/Early Head Start classrooms will close any time the county school district makes the decision to close public schools, due to inclement weather conditions. If your local school district cancels school, your 4C Head Start/Early Head Start class will also be canceled.

### **IMPORTANT EMERGENCY PHONE NUMBERS**

Fire-Police Emergency.....	911
Florida Abuse Hotline.....	1- 800-96ABUSE
Orange County Public Schools.....	407-317-3200
Osceola County Public Schools.....	407-870-4600
Seminole County Public Schools.....	407-320-0416
Orange County Health Department.....	407-836-3600
Osceola County Health Department.....	407-343-2000
Seminole County Health Department.....	407-665-3400



## **Voluntary Prekindergarten Attendance Policy**

COMMUNITY COORDINATED CARE FOR CHILDREN (4C) HEAD START  
CENTERS offering VPK

*Fifth Avenue Head Start and Early Head Start Kristi Sargent, Site Supervisor-  
419 S Park Ave, Sanford, 32771 / (407) 915-6510*

*Midway Head Start, Kristi Sargent, Site Supervisor- 2255 Rightway Ave.,  
Sanford , 32771/ (321)363-0564*

*Baker Head Start, Ruth Hernandez, Site Supervisor - 3500 Baker Dr, Kissimmee,  
34741 / (321) 219-6215*

*Palm Plaza Head Start, Ruth Hernandez, Site Supervisor - 2230 Irlo Bronson  
Memorial Hwy, Kissimmee, 34741 / (321) 219-6203*

Parents/Guardians of children enrolled in a Voluntary Prekindergarten (VPK) class must comply with the Attendance Policy. The VPK program is a state-funded program and there are rules and regulations set by the State that both the provider and the parents/guardians must follow.

***PLEASE READ THE INFORMATION BELOW CAREFULLY!*** *You will be asked to sign a confirmation that you received this. This agreement contains the following information:*

### ***1. SIGN IN/ATTENDANCE VERIFICATION***

Daily: Your child must be signed in upon arrival and signed out at dismissal every day by the adult who drops off and/or picks up. Arrival and dismissal time must be recorded at the time the child enters/exits the classroom. The full signature (***NO INITIALS ALLOWED***), must be written on the attendance sheet. Monthly: At the end of each month, you will be required to sign a “Student Attendance and Parental Choice Certificate” that confirms that your child has been in the program during the month and that you wish your child to continue in the program at this school.

### ***2. ATTENDANCE / ABSENCE***

Regular attendance is required in this program. It is important that your child attends every day in order to receive the maximum benefit of this program so prepare your child for success in kindergarten.

### ***3. TRANSFER/ DISMISSAL***

### ***4. LATE PICK UP***

Please note: It is a State requirement that parents/guardians comply with the center’s attendance policy as well as any of its other policies and procedures. The state VPK program allows a center/school to dismiss a child who does not follow these rules.



***TRANSITION SERVICES FOR  
EARLY HEAD AND HEAD START***

Parents of children transitioning into Head Start from Early Head Start will receive a packet of information that will assist them in preparing for the next placement and answer questions concerning that placement. At 30 months, the transition options are reviewed with the parents. At 33 months all health, nutrition and mental health concerns are addressed. At 36 months discussion of Specialist Team Review, Authorization for Release of Information, and the parent child visitation schedule is created.

***DIAPERS FOR EARLY HEAD  
START AND HEAD START***

Early Head Start classrooms will provide diapers, pull-ups, and wipes for your child.

***CLASSROOM RULES***

4C Head Start/Early Head Start has developed a universally accepted set of rules for acceptable behavior in classroom settings. The Teacher has some flexibility in the interpretation of these rules but they are generally the same in every classroom. In order to implement these rules for young children that are age appropriate, these rules are role modeled by the teachers.

The program rules are:

- ☺ We take care of our room and materials.
- ☺ We keep our hands and feet to ourselves.
- ☺ We are nice to everyone.
- ☺ We keep each other safe and healthy.

***EVENTS IN THE CHILD'S  
ENVIRONMENTS***

If there is something unusual going on in your home, please take a minute to let us know (This could include illness or death in immediate family, separation, divorce or remarriage of a parent, being involved in an accident, or numerous other occurrences). Even though your child seems unaffected, it may show up in their behavior that they are affected. If we know and understand what the cause may be, we will be better prepared to help the child. Any and all information that you provide for this purpose will remain confidential.

***NAPPING***

DCF requires that all children have quiet time/napping time daily. Quiet time for all children will be included in their daily routines. Infants and toddlers will have a balance between active and quiet time. For preschool children it is not required that they sleep at this time, but it is necessary that they rest quietly in order not to disturb others who need to sleep.





**Head Start/Early Head Start Positive Guidance Plan**

Praise and positive reinforcement are effective methods of discipline and positive guidance of children. When young children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, Head Start/Early Head Start will practice the following positive guidance plan / discipline policy.

**We will:**

- Praise and encourage children.
- Set reasonable limits for children.
- Model appropriate behavior for children
- Modify the classroom to attempt to prevent problems before they occur.
- Provide alternatives for inappropriate behavior to children.
- Provide children with simple rules and clear directions for following them.
- Treat children as people and respect their needs, desires, and feelings.
- Ignore minor misbehaviors.
- Explain things to children on their level.
- Provide consistency in our positive guidance plan.



**We will not:**

- Use any type of physical, threatening, or otherwise abusive behaviors to punish children.
- Shame or punish children when bathroom accidents occur.
- Relate discipline to eating, resting, or sleeping.
- Leave the children alone, unattended or without supervision.
- Inappropriately discipline children.

*I understand that I will be contacted immediately if my child's behavior consistently endangers his/her own safety or the safety of others.*

*I understand that Head Start/Early Head Start staff will do their best to work with my child and my family to make my child's experience a happy one.*

*I have read and understand this positive guidance plan.*

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_





### ***NAPPING SUPPLIES***

We supply your child his own cot/crib and you will supply a sheet for him to lie on. EHS classrooms will wash cot sheets once a week or when it is soiled. Head Start children's blankets and bedding supplies will be sent home weekly for parents to wash.



### ***PROCEDURE FOR PERSONAL BELONGINGS***

Your child will have a "cubby" in which to keep his/her belongings. This includes a shelf for child's work and a hook for your child's jacket/sweater. Please check your child's "cubby" each day for papers that are sent home.

### ***DRESS CODE***

With the exception of bad weather days, the children will be going outside daily for short periods. Please send your child with appropriate clothing and closed toed shoes. If your child needs to stay especially clean for a special event, please send extra clothes and the teacher will see to it that your child is ready when picked up. We do not want to restrict a child from activities because of clothing. Children are

not allowed to have jewelry or hair beads.

### ***CHANGE OF CLOTHES – HEAD START AND EARLY HEAD START***



Please bring a change of clothes for your child for both hot and cold weather. For children who are not completely toilet

trained, two sets of complete change of clothes are expected. All clothes should be marked with the child's name. These clothes will be kept in your child's cubby.





**4C HEAD START  
PARENT/GUARDIAN CONSENT FORM**



Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Please read carefully, consider and initial each section below.**

**Disclosure with parental consent**

\_\_\_ I understand that the 4C Head Start/Early Head Start program is committed to maintaining the privacy of my child's information. I understand that the program creates records regarding my child and the services provided to my child. I understand that the program will view my child's record for the purpose of providing services for my child. I understand the program may use and disclose my child's information to provide, coordinate or manage his/her health care and any other related services. I understand that the program may disclose my child's information to other providers for purposes related to my child's treatment. I understand that I have the right to review my child's records at any time. I understand that my consent is voluntary and may be revoked at any time.

**Disclosure without parental consent, but with parental notice and opportunity to refuse**

\_\_\_ I understand that the 4C Head Start/Early Head Start program may disclose my child's information without my consent with officials at a program, school, or school district in which I seek to enroll my child or where my child is already enrolled so long as the disclosure is related to the child's enrollment or transfer. I understand that I may have the opportunity to challenge and refuse disclosure of the information in the records.

**Disclosure without parental consent**

\_\_\_ I understand that the 4C Head Start/Early Head Start program may disclose my child's information without my consent to contractors and sub recipients if they are providing services.

\_\_\_ I understand that the 4C Head Start/Early Head Start program may disclose my child's information without my consent with officials from a federal or state entity for the purpose of an audit or evaluation of education or child development programs or for enforcement of or compliance with federal legal requirements of the program.

\_\_\_ I understand that the 4C Head Start/Early Head Start program may disclose my child's information without my consent with officials from a federal or state entity to conduct a study to improve child and family outcomes, including improving the quality of programs.

\_\_\_ I understand that the 4C Head Start/Early Head Start program may disclose my child's information without my consent with appropriate parties in order to address a disaster, health or safety emergency during the period of the emergency, or a serious health and safety risk.

\_\_\_ I understand that the 4C Head Start/Early Head Start program may disclose my child's information without my consent in order to comply with a court order. I understand the program will make a reasonable effort to notify me in advance of the compliance, unless:

- a) A court has ordered that the information provided is not to be disclosed.
- b) The disclosures is in compliance with a court order obtained concerning investigations or prosecutions of an act of terrorism.

\_\_\_ I understand that the 4C Head Start/Early Head Start program may disclose my child's information without my consent with The Secretary of Agriculture or an authorized representative from the Food and Nutrition Service to conduct program monitoring, evaluations, and performance measurements for the Child and Adult Care Food program. The food is catered from our vendor Second Harvest Food Bank. Please see contracted sites for food vendor list.

\_\_\_ I understand that the 4C Head Start/Early Head Start program may disclose my child's information without my consent with a caseworker or other representative from a state, local, or tribal child welfare agency, who has the right to access a case plan for a child who is in foster care placement.

**This consent is valid for one year after the date signed. I have been informed of and understand the above information.**

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

*Parent Guardian Consent Form.doc  
Revised 07/2018*





**4C HEAD START**  
**PARENTAL RIGHTS**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Please read carefully, consider and initial each section below.**

**Parental Rights**

\_\_\_ I understand that I have the right to inspect my child's records.

\_\_\_ I understand that I have the right to ask the program to amend information in my child's record that I believe is inaccurate, misleading, or violates my child's privacy.

\_\_\_ I understand that I have the right to request a hearing to challenge information in my child's record.

\_\_\_ I understand that I have the right to a copy of my child's records that have been disclosed to third parties, with my consent, unless the disclosure was for a court that ordered neither the subpoena, its contents, nor the information furnished in response to be disclosed.

\_\_\_ I understand that I have the right to review any written agreements with third parties.

This parental rights form is valid for one year after the date signed. I have been informed of and understand the above information.

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

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Revised 07/2017





## 4C Head Start/Early Head Start Program Commitments for Parents



**This *Program Commitments* summarizes parent responsibilities in the 4C Head Start/Early Head Start Program. Please initial each statement after reading.**

\_\_\_ My child \_\_\_\_\_, will be attending \_\_\_\_\_, Located at \_\_\_\_\_ with \_\_\_\_\_ and \_\_\_\_\_ as his/her teachers. The phone number To our facility is \_\_\_\_\_

\_\_\_ I understand that teachers will conduct **2 Home Visits** and **2 Conferences** to discuss my child's growth and development. I will allow my child's teacher to set these appointments with me at my convenience.

\_\_\_ I understand the importance of my child attending Early Head Start on a daily basis unless he/she is sick or out of town. **I will contact the teacher EVERYDAY that my child is absent at \_\_\_\_\_.** I understand that I may choose to contact my Family Advocate \_\_\_\_\_ if there are problems needing assistance, preventing my child from attending class.

\_\_\_ I understand **if my child has frequent unexcused absences or a pattern of repeated absenteeism, his/her continued participation in the Program may be reconsidered**

\_\_\_ I agree to **volunteer** in the 4C Early Head Start Program to the greatest extent possible.

\_\_\_ I understand that it is my responsibility to complete the **Home Connections** activities with my child(ren) each week and turn them into my child's teacher.

\_\_\_ I understand that my child's teachers will make every effort to keep my child safe. I will assist in this effort by **NOT** allowing my child to bring in toys from home, outside food, Money, wear sandals/open toed shoes, or wear jewelry that may come off and become a choking hazard.

\_\_\_ I have received and read through the Parent Handbook. I understand that I need to refer to the Handbook as a guide throughout the program year.

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

**Relationship to the child:** \_\_\_\_\_



## Family Services

4C Head Start is committed to supporting your family. We will help you identify goals and support you in reaching them by using your family strengths. This will reinforce the gains made by your child at 4C Head Start. 4C Head Start Family Advocates are available to help with information and resources. We want to support your own personal growth and independence. Services include:

- Home visits by the Family Advocate
- Help in identifying concerns, needs and goals your family or child may have
- Encouragement and support for your own efforts to obtain the quality services you deserve
- Development of goals and strategies that you identify as areas for personal growth
- 4C Head Start sponsored classes and informative workshops
- Support for child development and discipline issues
- Literacy funds for GED, ESL (English as a Second Language), computer classes and others

Health Department	Services	Contact Information
Orange County Health Department	immunizations, low cost health services	407.836.2600
Osceola County Health Department	immunizations, low cost health services	407.343.2067
Seminole County Health Department	immunizations, low cost health services	407.665.3000 407.665.3700
Crisis/Info Hotlines	Services	Contact Information
ABUSE_FL Hotline	to report, child, adult or elder abuse or exploitation	800.962.2873
Osceola Pregnancy Center	counseling, baby items and referrals	407.846.9101
JMJ Life Center	crisis pregnancy center. Counseling, baby items mentoring and educational services.	407.891.6969
Opioid Treatment	Medication Assistant Treatment	Orange- 407.245.0014 Osceola- 407.518.1094 Seminole- 407.323.2036
Food	Services	Contact Information
Christian Service Center	food pantry	407.425.2415
Community Action	rental, food, energy and prescription assistance	407.836.8476 407.836.8900
WIC (Women, Infant & Children)	nutrition education, and supplemental food items for a healthy diet	407.343.2085
Christian Sharing Center	food, utilities, rent assistance, rx depending on situation and funding.	407.260.9155(Longwood) 407.323.2513(Sanford)
Loaves and Fishes	clothing, food, medical and educational services	407.886.6005
Legal	Services	Contact Information
Central Florida Legal Society	free legal services, assist in housing, public benefits, education and senior issues	407.322.8983 321.636.3515
 Legal Aid	free help to seniors, also family law & landlord/tenant	407.841.8310(Orange) 407.834.1660(Seminole) 

