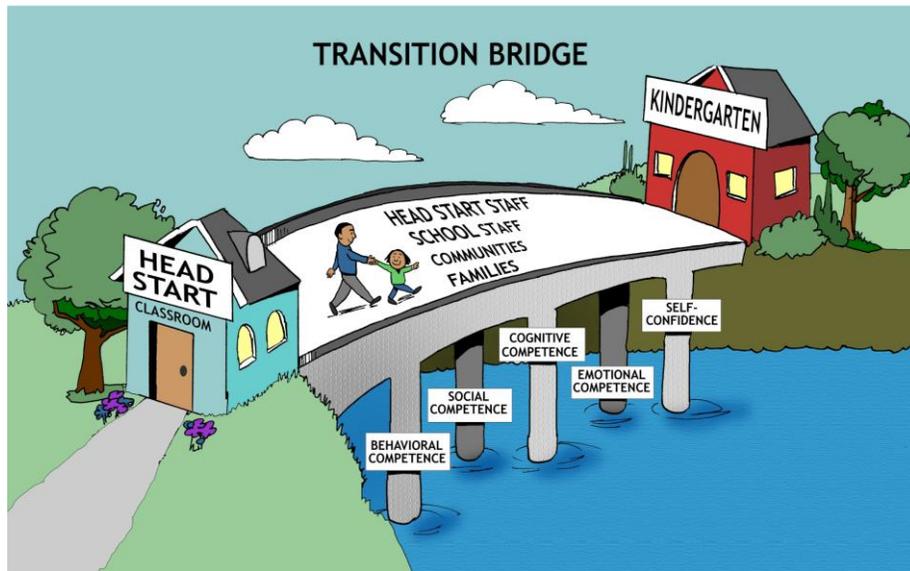




York County Head Start



Family Handbook & Resource Guide 2025 - 2026



Mission of Children and Family Services/Head Start

To develop partnerships that promote quality opportunities for children's educational readiness, at all levels of ability, and to foster success for families and staff.

York County Head Start Centers		
Griffin-Yeates Center (Main Office)	Bethel Manor Center	Yorktown Center
1490 Government Road	1797 1 st Street	131 Siege Lane
Williamsburg, VA 23185	Hampton, VA 23665	Yorktown, VA 23692
890-3888	890-3893 (A)	890-3887
	890-3890 (B)	
TDD# Hearing Impaired: 890-3300		
Website: www.yorkcounty.gov/headstart		
Head Start Facebook Page: https://www.facebook.com/YorkCountyVirginiaHeadStart		



Welcome Head Start Children & Parents,

York County Head Start would like to welcome you and your family to the Head Start program. We are pleased that you have given us an opportunity to serve your family during the most critical years of your child's life. As your child's parent/guardian, you are your child's first and most important teacher.

Our program's mission is to "develop partnerships that promote quality opportunities for children's educational readiness at all levels of ability, and to foster success for families and staff." Each staff member is highly committed to providing quality, comprehensive services to families by focusing on the individual needs of our students. At York County Head Start, we see ourselves as a community and are committed to providing an atmosphere where families grow and learn together.

While their child is in Head Start, families are given many opportunities to be involved in their child's education. We encourage parents to volunteer in the program and to take an active role in helping us plan program services. By contributing to your child's school and classroom, you will show your child that you value learning and believe learning is essential.

The York County Head Start team welcomes you to the Head Start family, and we are looking forward to partnering with you throughout the school year as your child journeys toward becoming a lifelong learner!

This Parent Handbook has been designed to provide Head Start families with information about our program's services, policies, and procedures. Please take the time to familiarize yourself with our program and use this booklet as a reference throughout the school year.

If you have any questions or need any assistance, please know that my door is always open.

Best Wishes,

York County Head Start Team

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Head Start Philosophy and Goals

York County Head Start is a comprehensive school-readiness program that enhances the social and cognitive development of children ages 3-5 and their families, regardless of sex, race, national origin, or disability. We believe all children have the right to a quality preschool experience to help prepare them for school and later life. Our goal is to help every child learn the life skills that are so important in today's world, such as getting along with others, making healthy choices, and preparing them for entering public school ready to learn.

We at York County Head Start provide warm, loving teachers and a safe learning environment, both physically and emotionally, to encourage exploration and productive problem-solving. We provide a variety of materials and experiences for children to explore and experiment with, and help children develop self-esteem and self-confidence to gain independence and their voices.

Parents play an essential role in their children's education and are encouraged to be as active as possible in the classroom and all other aspects of the program. Head Start believes a child's parent is the child's primary educator and should be involved in every aspect of the program. Parents are encouraged to become active and informed about their child's development, strengths, areas of needed improvement, and interests. The program takes appropriate measures to maintain confidentiality and protect child and family information.

Parent Commitment

As a parent in Head Start, you are committing to meeting program requirements so that your family will have every opportunity to fully benefit from the Head Start program. Embracing this philosophy of partnership ensures your child's continued participation in the program. As the child's guardian, you are committed to:

- attending Parent Orientation.
- completing two Parent Conferences and two Home Visits with the teacher this school year.
- having your child at school every day unless he/she is ill.
- ensuring your child arrives on time and remains until the end of the school day.
- meeting with your Family Services Specialist at least once a month by phone or in-person.
- completing and reviewing your Family Needs Assessment with the Family Services Specialist.
- maintaining regular communication and collaborating with Head Start staff to establish family goals and support your child(ren)'s school readiness.



PARENT CODE OF CONDUCT

Teaching your child to attend school on a regular basis at an early age is an important lesson that needs to be learned for success in elementary school and later in life. Attendance plays an important role in school readiness. In order to ensure a safe environment for all, York County Head Start has the following expectations for families and staff:

- Parents and visitors will exhibit patience and self-control in managing their child's behavior, as well as, any complaints or grievances they or their child may have. Hitting, spanking, dragging, and yelling at children is not allowed.
- Adults will supervise children at all times in the building and parking lot. Bus loading zones must remain open for bus arrival and departure.
- Parents will adhere to all attendance policies and ensure their children arrive and depart school on time. The program begins at 8:30 a.m. and ends at 3:00 p.m.
- Children and adults will be treated with respect. Visitors and staff will refrain from loud talking or shouting, cursing, name-calling, quarreling, verbal or physical fighting, displays of anger, and making rude remarks to or about staff, children, or other visitors/parents.
- Parents and visitors are encouraged to refrain from excessive displays of affection and dress with care when visiting school, volunteering in the classroom, or bringing and picking up their children, e.g., refrain from wearing clothing that is obscene, references drugs/alcohol, or is of a revealing nature.
- Parents and visitors will not smoke or bring alcohol or any other drugs, firearms, or weapons onto the school property, including the parking lot area and bus stops.
- To address a concern or complaint, parents and visitors will follow the YCHS grievance procedures provided at the end of this handbook.
- To maintain a safe and educational environment for the children, parents, and visitors will follow the direction of the YCHS staff and employees, including administrators, teachers, teacher assistants, custodial and kitchen staff, bus drivers, and aides.
- To support children's social, emotional, and intellectual growth, parents agree to be supportive of the goals of the classroom and the school in assisting their child.
- To ensure parents are aware of important program guidelines and regulations, parents will review and adhere to the Head Start Family Handbook.

I understand that by signing this document, I and all individuals associated with me agree to abide by the above code of conduct and confirm that I have received a copy of the Family Handbook. I also understand that failure to follow these guidelines by me or anyone associated with me may result in YCHS taking action.

Signature

Date

Documentation Needed	Completed By	Prior to Enrollment	Within 20 working days after enrollment date	Within 30 calendar days after enrollment date	Within 30 working days after enrollment date	Within 45 calendar days after enrollment date	Within 60 calendar days after enrollment date	Within 90 calendar days after enrollment date
Enrollment Paperwork	Parent	✓						
Up-to-date Immunizations	Parent	✓						
Parent Training Survey	Parent & FA		✓					
Children's Physicals	Parent			✓				
Family Partnership Plan	Parent & FA					✓		
FA Home visit	Parent & FA						✓	
Completion of Health Screenings *	Health Manager or HA					✓		
Developmental Screenings **	Teachers					✓		
Dental Exam	Parent or Health Manager/ HA							✓

* Health Screenings required: height, weight, vision, hearing, and nutrition
** Developmental Screenings required: speech, Brigance assessment, and social-emotional checklist

Now that your child is enrolled:

- ✓ Please give any medical history on your child for us to safely serve your child.
- ✓ If you decline the required screenings, you are responsible for the screenings within 45 days of enrollment.
- ✓ **At least two (2) responsible people** to contact in emergency situations are required at all times.
- ✓ Please submit the names of persons who can and cannot pick up your child or receive your child from the bus. Legal custody documentation must be provided, if applicable.
- ✓ Any **additional persons or changes** need to be **in writing only**. A driver's license or other positive identification will be required for persons unknown to the center staff.

WHO TO CONTACT WHEN YOU HAVE A QUESTION OR CONCERN

Bus Transportation – Vicki Hilton, Education Specialist

Health, Illness, or Nutrition Concern – Sonja Prince, Health & Nutrition Coordinator or Penny Lorusso, Health & Nutrition Specialist

Family Concerns, Resources, or Extended Care – Leyda Vazquez, Family Services Coordinator

1. Bethel Manor and GYC 15 – Kathy Domond, Family Services Specialist
2. GYC 16 and Yorktown – Charlie Wells, Family Services Specialist

Mental Health Resources – TBD, Social Emotional Specialist

Student Progress – Stephanie Barton, Education & Disabilities Coordinator

1. GYC room 15 – TBD, Teacher
2. GYC room 16 – Kristin Poteat, Teacher
3. Bethel Manor A – Sarah Rogone, Teacher
4. Bethel Manor B – Shelby Brown, Teacher
5. Yorktown – Victoria Montgomery, Teacher

You Are Part of Our Team

VOLUNTEERING

Head Start depends on you to make our program successful! There are many opportunities for you to get involved in your child's classroom. **All visitors must sign in at the main office (the classroom entrance for Bethel Manor & Yorktown) and wear a visitor's badge before going to the classroom.**

WAYS YOU CAN VOLUNTEER AND GET INVOLVED

Health and Nutrition Activities

- Help with health screenings
- Share family recipes
- Help with classroom cooking activities

Classroom Opportunities

- Read with students
- Help with classroom activities
- Support your child's learning goals at home
- Share family traditions and culture
- Help with art activities
- Prepare classroom activities at home
- Sing a song/play an instrument
- Attend and help on field trips
- Share about your job or hobbies

Office Activities

- Answer phones
- Decorate bulletin boards
- Put information in cubbies
- Help with mail and filing
- Photocopy flyers Program Planning
- Help with program, meeting, training, and activity planning
- Represent your site at Policy Council
- Assist with the program self-assessment
- Participate in parent committee meetings
- Recruitment at community events

Classroom and Children Services

School Readiness

The program will support your family in the following areas to help your child get ready for kindergarten:

- Families will receive resources to support their child's learning and development.
- Families are encouraged to attend parent-child activities and complete at-home learning activities.
- Families are provided with literacy resources to support them in reading with their child.
- Families are offered opportunities to encourage involvement in their child's preschool experience.
- Families will be prepared for their child's transition to kindergarten.



Education Services

Our goal is to create a developmentally appropriate environment in which students from all cultures and abilities can learn and grow socially, emotionally, physically, and cognitively. Individual needs of the students are discussed with families during conferences and home visits, and goals are made to ensure that each student is given an opportunity to have successful experiences every day.

Educational Curriculum and Resources

- Teaching Strategies GOLD by “Creative Curriculum for Preschool”, a research-based curriculum where children are immersed in learning through purposeful play-based experiences on topics they’re familiar with from their everyday lives. The curriculum uses techniques such as hands-on activities and exploration to help students learn. Teachers will assess your child's developmental progress using Teaching Strategies GOLD throughout the school year. At three checkpoints during the school year, the results of your child's

assessments are analyzed to measure their progress toward achieving the school readiness goals in the following developmental areas: Language & Literacy, Mathematics, Social-Emotional, and Cognitive.

- The BRIGANCE® Early Childhood Screening is used to help obtain a clear picture of student's knowledge and motor ability. Conducting screenings and assessments on your child helps the staff set goals, individualize lessons, and measure your child's progress.
- IGNITE by HATCH® prepares early learners for success by creating play-based technologies that engage and instruct students while providing teachers with data and curricular experiences to help each child succeed. Ignite by HATCH is a digital learning platform anchored in a child-facing app that delivers engaging, research-based learning experiences through a dynamic digital play environment. Designed for students to use up to 30 minutes each week in the classroom or at home.
- VLP – Virginia Literacy Partnership is a scientifically based phonological awareness and literacy screening that measures preschoolers’ developing knowledge of important literacy fundamentals and offers guidance to teachers.
- VKRP – Virginia Kindergarten Readiness Program is an assessment focused on building a more comprehensive understanding of students' skills. It includes mathematics, self-regulation, and social skills.

Disability Services

Disability Services are designed to identify, evaluate, and coordinate services for students with developmental concerns. Students with disabilities may be dually enrolled in Head Start and special education programs through the York County School Division. The Education and Disabilities Coordinator works closely with local school officials and agencies to provide services to these students.

York County Public Schools performs preschool screenings and evaluations to identify students with special needs. Special Education services can be provided within the Head Start setting for students found eligible. Parents of children referred for services or who already have an Individualized Education Plan (IEP) can contact the Education and Disabilities Coordinator or a Family Services staff member for support and assistance.



Sample Classroom Schedule

Children feel most secure when they have predictable and consistent daily routines. Classrooms have a posted daily schedule that students can depend on and understand, engaging the students in many adventures and experiences that interest them and suit their playful, inventive natures.

Sample Daily Schedule (Full Day Classroom)

8:25 am	Doors open
8:30 – 8:35 am	Arrival / Handwashing / Prepare for Breakfast
8:35 - 9:00 am	Breakfast
9:00 – 9:15 am	Large Group
9:15 - 9:45 am	Outdoor/ Gross Motor Time
9:45 – 11:35 am	Choice Time

11:35 – 11:35 am	Clean-up transition / Mighty Minutes
11:35 -12:00 pm	Lunch
12:00 - 1:15 pm	Rest time
1:15 – 1:30 pm	Snack
1:30 – 2:00 pm	Outdoor/ Gross Motor Time
2:00 – 2:55 pm	Choice Time / Small Group
3:00 pm	Dismissal



Home Visits & Parent/Teacher Conferences

Home Visits and Parent-Teacher Conferences will:

1. Keep parents informed of their child's progress.
2. Allow parents to offer feedback/input.
3. Create collaboration between staff and families.
4. Assist parents in establishing and reaching their goals.

Parents are contacted by program staff in advance to schedule a time for a home visit or conference. If the scheduled time is not convenient, parents are asked to notify their child's teacher as soon as possible by phone, email, or through TalkingPoints. **If families request to have the visits outside of your home (i.e., at the center, library, McDonald's, etc.), please let the Teacher or Family Services Specialist know.**

Families are required to complete two home visits and two parent-teacher conferences during the school year, which are federal mandates for enrollment. The first home visit will allow families to get to know the Teacher and learn about the Head Start classroom. The second home visit will be scheduled in early Spring to discuss your child's progress and plans for the following year. Parent conferences will be held to discuss student progress, one before the winter break and one before spring break. **Families are encouraged to keep scheduled appointments to ensure that all home visits and conferences are completed promptly. Failure to keep these appointments may jeopardize your child's active participation in the program.**

At-Home Family Literacy Packets

Our mission for Family Literacy Packets is to help families build read-aloud routines in the home, fostering early brain development, parent-child bonding, and early literacy skills. - We encourage families to become more involved in their community, workplace, and in their child's education. Family values on learning and reading in the home become the values children will take to school. Families will receive books and Literacy Activity Logs to document volunteer time. **Make sure to complete and return literacy activity logs so your family can receive volunteer time and a ticket for the Reading Challenge of 400 minutes per month.**

Holidays and Birthdays

Some of our Head Start families **do not** celebrate holidays and birthdays the same way, and we do not want to offend or exclude any children from any classroom activities. Therefore, we ask that families celebrate these moments at home because celebrations will not be held during classroom time. Please be aware that Head Start staff cannot distribute invitations to other children.

Transitions

Head Start staff works with families to ease the stress of change when transitioning in or out of the program. One of your child's first transitions will be when they come to Head Start on the first day of school. Open House and Home Visits are held to help you and your child get ready for that day.

At that time, families will meet your child's Teacher, Family Services Specialist, and other Head Start staff.

Another transition for your child is kindergarten. During the spring, parents are provided with a home learning packet of activities that can be done with your child over the summer. We encourage you to register early for the York County Safety Town program, which provides your child with a fun-filled week of safety information and classes. As your child departs our program, the program will provide information regarding school orientations, kindergarten expectations, before/after school childcare, school information, rights and responsibilities for parents of children with disabilities, and the Virginia Standards of Learning. This information is provided at the kindergarten transition meeting or is sent home during the spring to help you prepare for your child to move up to kindergarten.

Field Trips

A part of your child's educational experience at Head Start will include participation in field trips away from the center. These trips are designed to complement our curriculum and are developmentally appropriate. Some of the field trips may not be able to accommodate siblings. For field trips:

- All safety precautions will be followed.
- The program or classroom newsletters will notify you of the purpose and plans for the field trips in advance.
- Parent/Guardian may be requested to accompany their child on a field trip when there are behavioral safety concerns.
- Each student must have signed consent from their parent/guardian to attend field trips.
- During the field trip, your child must remain with their teacher and class unless you sign them out. The program is responsible for students when they are signed in and under our care.
- If you want to transport your child to the field trip site:
 1. You must sign your child out for dismissal before the field trip.
 2. Your child must ride back with you from the field trip site to the school. When bringing your child back to school, you must sign your child back in.
 3. If other return accommodations are needed for transporting your child back to the school, you must make prior arrangements with the classroom teacher.All accommodations will be handled on a case-by-case basis.



Health Services

Physical and Mental Health Services

Our Health & Nutrition Coordinator (HNC) is a Registered Medical Assistant. The HNC will complete or work with community partners to conduct health screenings within 45 days of enrollment if your child's medical provider did not document the results on your child's current physical. The health screenings include recording height, weight, vision, hearing, hemoglobin, and developmental history. Screenings tell us if your child needs further screenings to determine if there are concerns.



We are required to obtain your consent for screenings. Your consent is given on the Consents and Permissions form completed during the intake meeting. Parents have the right to refuse health screenings. **If refusing health screenings, you will be given a deadline for providing proof that an outside provider completed the required health screenings.**

You will be notified of the results of your child's screenings either through a note home, during home visits, or by a phone call. Please ask your child's teacher or the Health & Nutrition Coordinator if you have any questions about screenings or screening results.



Physical Exam

- All children must have a current physical on file throughout the school year.
- If an up-to-date physical is not received, your child may be excluded from the classroom until a physical exam signed by the doctor is submitted to the program.
- The physical exam must include lab results for **hemoglobin/hematocrit and lead level.**

Dental Exam

Preventive dental services and treatment are designed to ensure that a child's teeth and gums are healthy and that dental health problems do not affect a child's overall health. Your child must have a current dental exam in their file throughout the school year. Parents are requested to provide documentation of a completed dental exam and any follow-up treatment exams to Head Start. If needed, the program can help coordinate dental exams for your child.

Immunizations

Head Start must have documentation that each child has received the immunizations required by the State Board of Health **before a child can attend school.**

- All children must have a complete, up-to-date immunization record on file before they can attend class **or** have paperwork signed by the physician showing they are on a Catch-up Plan. Updated immunization paperwork must be turned in upon receiving those immunizations. * All children must have a minimum of 1 dose of each series & a catch-up plan to start school.
- Immunizations must:
 1. Be recorded on either a Health Department form or a physician's form.
 2. Have the child's name and date of birth listed.
 3. **Be signed or stamped by a licensed physician, the physician's designee, or an official of the local health department.**
- Religious Exemption: If you choose not to immunize your child for religious reasons, you must complete and sign the Certification of Religious Exemption form stating that the

administration of immunizing agents conflicts with your religious tenets or practices. This form must be notarized.

Medications

Unless your child takes medication for a chronic condition such as asthma or seizures, it is usually best for your child to have medication at home. The administration of medicines at the facility should be limited to and must follow these guidelines:

- Prescription and non-prescription medications (i.e., sunscreen, lip balm, Tylenol, etc.) require an order from your child's health professional.
- The medication must be brought to Head Start with written instructions on the appropriate form(s) from your child's doctor.
 1. Medication Administration Consent Form
 2. Virginia Asthma Action Plan (*During public health emergencies, nebulizers cannot be administered at school. If your child requires a nebulizer, you must contact the program's Health & Nutrition Coordinator*)
 3. Food Allergy and Anaphylaxis Emergency Care Plan
 4. Seizure Action Plan
- The medication must have a current prescription written for your child and be in the original bottle from the pharmacy with the appropriate labeling intact.
- The parent/guardian must bring all medication to the center for safety reasons. **Medication CANNOT be sent with children on the bus.**
- A parent/guardian must sign the Medication Consent Form for any medication to be given before the administration of medication.
- Medication cannot be kept after the expiration date and must be picked up from the school, or it will be destroyed upon expiration.
- The parent must pick up all medication at the end of the school year. If not picked up, medication will be destroyed.
- Sunscreen, diaper ointment, and insect repellent must be:
 1. Safe for the age of your child.
 2. In the original container with the expiration date noted on the product.
 3. Applied to your child at least once at home to test for any allergic reaction before use at school.

Sick Child

Each day, children are given a Daily Health Check for contagious diseases (i.e., COVID-19, chicken pox, flu, etc.) or any bumps, bruises, or scratches they may have received before coming to school. If there is any concern, the program staff will contact you.

York County Head Start will notify you whenever your child becomes ill or immediate medical care is needed. When this occurs, **you must make the necessary arrangements to have your child picked up within the hour that you are contacted and provide a written medical statement before your child returns to school if requested.**

York County's exclusionary policy is based on the State Board of Health guidelines. Your child cannot attend school if they have:

- A fever of 100.4 degrees or higher within the past 24 hours.
- Shortness of breath or difficulty breathing, dry cough, chills, muscle pain, sore throat, the new loss of taste or smell, or showing signs of a possible multisystem inflammatory syndrome (MIS-C) related to potential exposure to COVID-19.

- Been vomiting or has had diarrhea two or more times within the past 24 hours.
- An undiagnosed rash - will need a doctor's note to return to school.
- A suspected conjunctivitis (pink eye) - will need a doctor's note to return to school.
- A seriously ill or severely injured.
- A contagious illness, such as strep throat or chickenpox, will need a doctor's note to return to school.
 - * You must also provide medical documentation to Health Services staff identifying the contagious illness. We are required to track any contagious illnesses in the program.
 - * If a student is diagnosed with COVID-19, Influenza, or RSV, the student will remain home until fever-free for 24 hours and symptoms are improving. Upon returning to school, they will be asked to wear a mask for 5 days, per current CDC guidelines.
- A contagious skin condition, such as MRSA, ringworm, impetigo, or scabies, will need a doctor's note to return to school.
- A health condition that temporarily prevents attendance, such as a severe asthma flare-up.
- Head lice or nits (lice eggs) – your child may not attend until their hair is treated and is free of nits.

You are asked to **call the Health & Nutrition Coordinator if any of the following exist:**

- **There is a question about whether your child should attend school.**
- Your family is experiencing personal difficulty that may prevent your child from attending school (i.e., illness, death of a family member/ friend, etc.).
- If an immediate household member has a contagious disease (i.e., measles, chickenpox, mumps, strep throat, tuberculosis, influenza, COVID-19, etc.), **you must report** it to York County Head Start within 24 hours or on the next business day. (*Except for life-threatening diseases, which must be reported immediately.*)
- Your child has a doctor's appointment or scheduled medical treatment, which will impact his/her attendance at school. However, you are asked to make appointments after school hours.

Injuries

As a safety precaution, Head Start will complete an accident report and notify you whenever your child is injured at school. The program follows Occupational Safety and Health Administration (OSHA) practices and First Aid procedures when handling child injuries. If immediate medical care is needed, the school will contact you to pick up your child as soon as possible. If requested, a written medical statement must be provided before your child returns to school.

If an emergency that may require emergency medical transport and you cannot be contacted, Head Start will seek the appropriate medical care and transport based on it being in your child's best interest. You may submit an objection to the provision in writing for religious or other reasons.

Social and Emotional Well-being

Children's growth and development are influenced by many things in their lives and their relationships with others, such as family, friends, school, and their community. Staff and parents will work together to help build life skills that may help protect children from violence, alcohol, drugs, and other negative influences.

- York County works with qualified Mental Health Consultants to provide services to children and families who may have behavioral or emotional needs. The Mental Health Consultant provides parenting education programs and conducts classroom observations on all children to ensure that the classroom appropriately meets their individual needs and abilities.
- If you feel that you, your child, or your family may benefit from services to support your family's well-being, please let the Social Emotional Specialist know, and she will ensure you are in touch with someone who can help you. *All of this will be handled confidentially.*
- The program utilizes the Devereux Early Childhood Assessment (DECA) Program. The DECA is a nationally standardized assessment tool that helps teachers understand how students are progressing in three essential social and emotional skills: (1) Developing healthy relationships, (2) Learning to regulate emotions, and (3) Showing initiative.
- The *Conscious Discipline* curriculum is implemented throughout the program to support children's social-emotional well-being. This comprehensive research-based classroom management and parenting curriculum provides educators and families with information and resources to help children develop the social-emotional and communication skills needed to manage themselves, resolve conflict, and develop healthy behavior.

Nutrition Services

The Head Start Nutrition Program follows all rules and regulations set by the USDA Child and Adult Care Food Program. All children are provided breakfast, lunch, and a snack each day. Meals are served family-style, and children participate in setting the table, serving themselves, cleaning up, etc.

Children are encouraged to try new foods but are not forced to eat them. Food is never used as a reward or punishment. Mealtimes help children learn about healthy food, eating habits, and social interactions. **If your child has a food allergy or special dietary restriction, it must be reported to our Health & Nutrition Coordinator. A doctor's statement must support all medical dietary restrictions.**

PLEASE NOTE: No outside food or drinks are permitted. Do not send food with your child or bring it to the center. This includes candy, soda, chips, gum, cake, cupcakes, etc.



Parent/Family Services

Family Services

All families are assigned a Family Services Specialist. With your Family Services Specialist, you will complete a Family Partnership Agreement to develop a written plan that outlines your family

goals, action steps to help you achieve your goals, and your progress. Family Services will check in on these goals and action steps at various times throughout the school year.

Your Family Services Specialists will contact you monthly to ensure that your experience with Head Start is positive and rewarding for you and your family. Family Services Staff will meet with you in your home, at the Head Start office, at your place of employment, or a convenient location. Speaking with your Family Services Specialist will provide you with the support and resources needed to help you reach your family goals. We can refer you to organizations that can help you with Adult Basic Education Classes, English as a Second Language, computer classes, etc. We can also assist you in completing paperwork for school, social services, employment, etc.

The program utilizes a Parent Survey and Family Needs Assessment to help determine the needs of families and the focus of parent training/activities. Building on your family's values, strengths, and culture, our program staff will partner with you to provide support and find the resources to meet your family's needs.

WHO?

Each classroom has a Family Services Specialist, lead teacher, and teacher assistant who will work with your child and family.

WHAT?

Throughout the year, we work together as partners. Your Family Services Specialist and you will collaboratively identify your goals, identify steps, and locate community resources to help you reach those goals. The program will provide unique opportunities for parents and children to learn and have fun together.

HOW?

Our staff is here to:

- Support you in your role as your child's most important teacher.
- Listen to you to help you in developing and reaching your goals.
- Assist you in gaining work experience and seeking training programs
- Provide information and classes on topics of interest.
- Refer you to resources throughout the community to meet the needs of you and your family.
- Home visits occur twice a year to discuss your family goals.

Child Care Services

If you are working, in school, or training, we may be able to help you enroll your child in our extended care program, assist you in finding daycare, or provide resources to help you pay for daycare up to 100%! The Department of Social Services has Block Grant Funds and Head Start Wrap Around Funds that can be used for Head Start children and their siblings. If you need child care now or plan to begin work in the near future, see Family Services staff to obtain resources and information. Our aftercare/extended care program is only offered at our Griffin-Yeates location.



Parent Engagement and Leadership Opportunities

Men Investing Love and Time (M.I.L.T)

York County Head Start invites all significant adult males/role models to participate in our Male Involvement Program. (i.e., fathers (married, single, stepped, or divorced), older brothers, significant others, uncles, grandfathers, etc.) It is an opportunity for fellowship among men raising children, to talk about parenting, to learn new childcare facts and techniques, to support each other, and to just have fun.



Parent Connection Meetings

Guardians and/or immediate family members who have children in the Head Start program can attend Parent Connection meetings. Meetings allow families to actively participate in their child's education and allow parents to fulfill their volunteer obligations. The first meeting is at the beginning of the school year. Parents/guardians determine the frequency and time of meetings. The meetings will be a combination of planning, training, and sharing.

Policy Council

The Policy Council is made up of 51% of parents elected by parents from all three of York County's Head Start sites and 49% of Community Representatives elected by the Policy Council Parent Representatives. No experience or special skills are required to serve on Policy Council – only dedication and dependability.

What Policy Council members do:

- Attend meetings once a month
- Get involved in planning and developing program goals
- Help make budget decisions
- Develop subcommittees for ongoing and temporary activities
- Plan with staff and participate in conducting the program self-assessment
- Serve as a link to the general community and plan with the governing body for input and feedback
- Play a role in hiring staff



Health and Mental Health Services Advisory Committee

The Health and Mental Health Services Advisory Committee meets at least two times a year and can be attended by any enrolled parent/guardian. This committee aids the Health & Nutrition Coordinator in planning, operating, and evaluating the program's health and mental health services that support the overall well-being of enrolled children and families. Members include Head Start parents, Health Professionals, Community Representatives, and Head Start staff.

Education Review Team

The Education Review Team meets twice during the school year; any enrolled student's parent/guardian can attend. This committee is comprised of Head Start parents, local education professionals, community representatives, and Head Start staff. The committee meets to discuss the education curriculum, evaluate children's progress, and plan educational services to create improvement plans based on the Head Start School Readiness Goals.

Policy Review

Daily Sign-In/Out

Head Start staff assumes the responsibility of students once they arrive at school and are signed in electronically by Head Start staff. Students will only be released to parents, legal guardians, or adults listed on your authorized Emergency Contact and Release form- **Individuals MUST be 18 years of age or older**. To ensure safety, staff will ask for an individual's driver's license or picture identification to verify pick-up authorization.

If a person comes to pick up your child who is not listed on your child's Emergency Contact list, your child will not be released to that person until you have completed and submitted a Change of Information Form. The Change of Information form must be signed by the parent/guardian and returned to the Main Office before the change can be implemented. Verbal requests and email requests to add someone to the emergency contacts and pick-up list are not accepted. At the end of the day, all children will be electronically signed out by Head Start staff.

If an emergency occurs at school and we are unable to reach you or the designated emergency contacts within 30 minutes, we are mandated to notify the York-Poquoson Department of Social Services.

Court Orders and Custody

Virginia law states that parents or guardians cannot be prohibited from entering a childcare facility where their child is present. In situations involving child custody disputes or restraining orders, a copy of the court order **MUST** be in the child's file. We cannot prohibit a legal parent from having access to a child or a child's information without current court orders.

No Cell Phone Zone



Cell phones are prohibited in the presence of the children in the classroom, and especially at drop off and pick up times. This is a crucial time for parents to engage with the teacher and exchange vital information concerning the child.

Student Drop-off and Pick-up Procedures

Appropriate communication and interactions are key components in preparing your child for success. **Whether you're dropping off or picking up your child, when you arrive at HEAD START, please refrain from being on your cell phone or having a cell phone or tablet playing videos.**

Student and staff safety is always the main objective during arrival and dismissal.

- **Classroom doors open at 8:25 a.m. School begins at 8:30 a.m.**
- **Dismissal will begin promptly at 3:00 p.m.**



Bethel Manor Head Start Center

- Drop off and pick up location: At the modular unit door of your child's classroom.
- The parents/guardians will form a line with their student(s), and a Head Start Staff member will assist the child to their classroom.
- The process is the same in the afternoon for pickup.
- The image below shows the drop-off/pick-up location. ★



Griffin-Yeates Head Start Center

- Drop off and pick up location: Front of building in the bus lane. Door labeled A1.
- The parents/guardians will line up their vehicles in the bus lane.
- Please remain in your vehicle and follow the line forward. Once you get to the front, a Head Start staff member will assist your child to their classroom.
- The process is the same in the afternoon for pickup.
- The image below shows the drop-off/ pick-up location. ★
- Late arrivals should report to the main office, located at the side entrance labeled D1.
- **There will be NO parent communication, paperwork, or conferencing in the pickup line. If you have matters to discuss, parents will be requested to pull forward out of the line, and park. If parent/guardian needs additional time with car seats, please pull to the side so the line can continue to move.**



Yorktown Head Start Center

- Drop off location: At the modular unit door.
- The parents/guardians will form a line at the trailer door with their student, and a Head Start Staff member will assist the child into the classroom.
- The process is the same in the afternoon for pickup.
- The image below shows the drop-off/pick-up location. ★



Daily Attendance

1. ***EXCEPT FOR ILLNESS, ALL CHILDREN ARE EXPECTED TO BE IN THEIR CLASSROOM EACH SCHOOL DAY BY 8:30 am.***
2. Families are expected to **notify staff if there is a need for their child to arrive late or be picked up from school early.** If your child is assigned to the Griffin-Yeates Center and arrives late or is being picked up early, you must report to the school's administrative office.
3. Important mealtime supervision requirements are designed to ensure all children's safety. If your child arrives after mealtime, you **may be asked** to assist in washing their hands or even sitting with them while they eat to maintain compliance with program supervision requirements. This time can be an invaluable opportunity for you to engage in morning classroom activities while helping to ensure your child's safety and the program's licensing requirements.
4. The school day ends at 3:00 pm. **Children need to be picked up promptly.** Parents/Guardians are responsible for listing an alternative pick-up person on the pick-up list who can pick your child up if you cannot be on time, 18 years or older, with identification.
 - If the designated pick-up person has an emergency and believes they may be 5-10 minutes late, they must call the center and inform staff. Excessive late pick-up may require parents to complete an Attendance Success Plan with Family Services Staff.
5. **If your child is going to be absent for any reason(s), you must contact the center or classroom to explain the reason for the absence within 1 hour of the school's start**

time. If your child is absent and you do not contact the program, staff will contact you to ensure that your child is well and to offer any needed support. Staff will record the specific reason for the child's absence (i.e., a fever, ear infection, family illness, etc.). If your child cannot attend due to illness, hospitalization, or a family emergency, you should call the school to let the teacher know and send a note when they return.

6. After two consecutive absences, without notification from you, a Family Services Staff member will attempt to contact you and make a home visit to identify the reasons for the absences.
 - If no contact with the family is made, an outreach letter will be mailed regarding your child's participation in the program, and your child can be terminated from the program.

Attendance Requirements

Based on the program's federal guidelines, families must work to ensure that their child maintains an average attendance of 85% or above (approximately 18 days of absence in a school year).

Family Services Specialists monitor each classroom for attendance concerns. The parents of children identified with an average daily attendance below 85% are contacted by the Family Services Specialist to discuss the child's attendance, and your child will be placed on an Attendance Success Plan. **Parents will be referred to management for continued absences, late arrivals, or early pick-ups. Excessive tardiness or absences may jeopardize your child's enrollment in the program.**

What can you do as a parent to ensure that your child attends school regularly and on time?

- Set a regular bedtime and morning routine.
- Make sure you know the school calendar.
- Ensure your child has the required health documents before school starts.
- Don't let your child stay home unless they are sick. Based on the exclusion policy, your child should be sent to school when they are well enough to attend and kept home when they are sick.
- If your child seems anxious about attending school, ask the teacher for advice.

If a need arises that you must keep your child out of school for an extended time (4 or more days) or experience a crisis that will impact your child's attendance, you should discuss this with your Family Services Specialist so that you can submit an Extended Absence Request form that will be approved by the Head Start Director. Extended absences will only be approved for situations involving illnesses or family crises. **Parents must complete a Withdrawal form if you need to withdraw your child from Head Start.**

Application & Enrollment Process

Returning children are automatically eligible for the second year; however, children who are age-eligible for the third year must be re-determined eligible as a new applicant. Participants in the Head Start program are **required** to participate in the parent orientation, parent-teacher conferences, and home visits.

Classroom/Center Assignments

Generally, center assignments are based on the family's address or the location of pick-up and drop-off points, in consideration of efficient program transportation services. Efforts are made to

keep classes well-balanced in terms of age, gender, and race. When possible, children will stay with the same teacher for their second year in the Head Start program for continuity of care.

Rest Time Policy

Rest time is incorporated into the daily schedule for all classrooms and is a licensing requirement. The program will provide a sleeping cot along with a sheet for students. Each student must bring a small blanket or towel that opens on three sides, which is a licensing requirement to use during naptime. Students' blankets/towels will be sent home every Friday to be cleaned, and blankets/towels must be brought back to school every Monday. Students will not be forced to sleep. If children do not sleep, they will be encouraged to rest quietly.

We are sensitive to the fact that unforeseen situations occur, but to provide a quality program, we ask that all appointments be scheduled so your child can be picked up before or after naptime.

Outdoor Policy

Based on state licensing requirements, all children will spend time outdoors every day unless it is raining or other inclement weather, under 40 degrees, or over 95 degrees. So, dress your child according to the weather and outdoor activities.

Outside play is integral to a child's development, and fresh air is healthy for your child. The weather will determine how much time is spent outside for the outdoor play period. Alternative indoor activities will be scheduled if it is not feasible to go outside.

Dressing for School

Please remember the following when your child is dressing for school.

- Children should wear comfortable clothing that can get dirty because we do lots of messy things in preschool.
- Children should have the appropriate clothes for outside play. For example, a coat and gloves during chilly weather.
- Children should wear closed-toe shoes that tie, Velcro, or stay securely on their feet (like athletic shoes) to help prevent accidents. ***Sandals, flip-flops, or slide-in shoes should not be worn to ensure your child's safety at all times. Staff will not be able to change students' shoes for outside play.***
- Children should wear clothes that are easy to fasten and unfasten to help them be more successful using the bathroom independently.
- ***Hair beads, small hair decorations, dangling jewelry, and hoop earrings are not recommended for safety reasons.***
- Ensure your child has an extra set of clothing to keep in their cubby for toilet or other accidents that is season-appropriate, labeled with the child's name
- The program is not responsible for loss or damage to any personal possessions, including clothing brought to the center.
- Please dress your child comfortably for special occasions such as class pictures so they can still play and explore. Minimal accommodations will be made to change children's clothing specifically for special activities/events such as pictures, programs, etc.
- Clothing and jackets with drawstrings are not recommended as they are considered strangulation hazards on the playground.

Soiled Clothes

Check backpacks on a regular basis, the staff will place the child's soiled clothes in a plastic bag to come home in the backpack. A new set of clothes will need to be sent the following day.

Items From Home

There are many reasons that children may want to bring things to school, like their favorite toy, stuffed animal, or security blanket. **We encourage children to leave these things at home.** While we try to keep track of items from home, they can be damaged, lost, or in someone else's backpack. Please keep things at home that are not necessary at school.

Clear Backpacks

Check your child's backpack and pockets every day before they come to school. There is a chance that something dangerous could find its way into a backpack. Preschoolers have little understanding of choking hazards and dangerous items such as coins, guns, or knives. PLEASE help us keep all children safe and secure. There are children in the program who could have severe allergic reactions to snacks that are in the backpack. All students will receive a new CLEAR backpack to use for the school year. NO outside backpacks will be permitted for safety purposes. If staff see something in the backpack at drop off, it will be removed and given to the parent/guardian before entering the bus or building.

Discipline and Termination Policy

Head Start staff assist children in developing the self-control and self-direction needed to thrive in group situations. At Head Start, we think of discipline as guidance and not punishment. We work to teach children how to manage their behavior and how to identify and express their feelings and emotions appropriately. We use logical consequences and positive discipline techniques. We reinforce classroom rules, and we set appropriate limits and boundaries. However, if any behavior or action by a student that is determined to be excessive, that endangers/threatens the child, others, property or disrupts the classroom persistently, our alternatives are:

1. Parent conferences - a conference may be necessary to gain your support. Initially, it is with you and the teacher. However, another meeting may need to be held with other staff members if behaviors continue.
2. Behavior and Emergency Plan – Parents/Guardians and staff work together to help your child learn appropriate ways of interacting with others. Together, a plan will be developed to help your child with their behavioral needs. Parents may be asked to attend the classroom with their child to assist with behavioral concerns.
3. Family counseling and behavioral support - Parents/Guardians may be encouraged by staff to make an appointment with the Mental Health Consultant for confidential counseling to help overcome problems or difficulties disrupting the classroom.
4. If Head Start staff cannot manage your child's behavior and poses a danger to themselves or others, a parent/guardian will be informed that their child cannot receive services unless a parent/guardian or another adult attends class with them.

Examples of these behaviors could include, but are not limited to:

- *Excessive hitting, kicking, pushing, scratching, spitting, or biting*
- *Running away from staff*
- *Disruptive during rest time, when other students can not rest*

- *Safety concerns*

The program severely limits the use of suspension or the termination of program participation due to a child's behavior. Every effort is made to collaborate with parents and the program's contracted Mental Health Consultant to address a child's behavior. Temporary suspensions will only be considered as a last resort when a serious safety threat cannot be reduced or eliminated.

Under no circumstances will a student be spanked, grabbed, pinched, shaken, or verbally abused by staff, volunteers, or other parents. To provide fairness and consistency for the child, parents must follow the center's discipline policy while visiting or volunteering at the center. Please allow Head Start staff to handle all disruptions by children. The Head Start Center and property around the center is a designated "NO SPANKING ZONE". Please refrain from spanking your child or any other child in the "NO SPANKING ZONE."

Child Abuse and Neglect

Under State law, MANDATED REPORTERS are any person(s) working with young children must report any suspicion of child abuse or neglect. This includes but is not limited to ALL Head Start staff and volunteers. Failure on the part of Head Start staff to report suspected child abuse or neglect may result in a jail sentence, monetary fine, and loss of employment for the staff person.

Please note that all acts of Child Abuse or Neglect (suspected or known) will be immediately reported to the Head Start Director or a designated Head Start staff person at 890-3888. A designated Head Start staff person must file a mandatory report with the York-Poquoson Department of Social Services.

Every parent can become overwhelmed with the responsibility of child-rearing. If you are struggling with disciplining your child, we can help. Please talk with your Family Service Specialist, the Education & Disabilities Coordinator, or the Social Emotional Specialist to get assistance and appropriate support.

Parent Alcohol/Drug Use

Parents/Guardians are not allowed to stay at Head Start sites if staff suspect them of being under the influence of drugs or alcohol. Likewise, adults who are suspected of being under the influence of drugs or alcohol will be asked to call another responsible adult to come pick up a child; the adult must be on the emergency contact list. If the adult persists in taking the child, it is the legal and ethical responsibility of staff to notify the Sheriff's Department and file a report with the York-Poquoson Child Protective Services Office.



Smoking in front of children at any of the sites, on field trips, during Head Start activities, near the bus, or at bus stops is PROHIBITED.

Emergency Drills

Regular emergency drills (i.e., fire, intruder, nuclear, hurricane, etc.) are held at Head Start so that children and staff can practice what to do in a real emergency.

- **Fire Drills:** During fire drills, children are taken out of the building in an orderly fashion as quickly as possible. **Any visitors in the building at the time of a drill are expected to participate in the drill and follow the staff's instructions.** Teachers receive training on

fire emergency actions and have primary and secondary evacuation routes posted in their classrooms. Children do not return to the building until staff receive an all-clear signal.

- **Intruder Drills:** Head Start classrooms also conduct intruder drills to practice lockdown procedures. Teachers and other program staff take action to keep all children safe, depending upon the situation. These measures are continued until the teachers are notified that the situation is safe.
- **Surry Nuclear Drills:** Surry nuclear drills are completed at the Griffin-Yeates Center, which is located within a 10-mile radius of the Surry Nuclear Power Station. In the event of a nuclear event, children are brought indoors. For instructions and information, radios and televisions will be tuned to an Emergency Broadcasting Station.

If nuclear material is released at Surry that threatens more than the immediate area, school buses will be sent to pick up Head Start children at a very early stage of the emergency. If it is necessary to activate this emergency plan, we will take cellular phones and contact information with us to the evacuation site. The program will make every effort to notify parents about where they can pick up their children when it is safe. It is possible that cellular phone channels may be blocked. If so, local radio and television stations and the Emergency Broadcast System are your best sources of information.

- **Tornado Drills:** In the event of a tornado drill, children are taken quickly into the hallways. Children are taught to play “turtle” by crouching against interior walls and covering their heads with their arms for protection.
- **Earthquake Drills:** Head Start classrooms participate in the Great Shakeout Earthquake drill, allowing us to practice how to protect and prepare for a possible earthquake situation. Everyone will practice “Drop, Cover, and Hold On.”

Evacuation of children for any reason at other Head Start sites will follow the emergency plan of the school where the classroom is located. Head Start staff will go with the children in any evacuation. York County Head Start has detailed, written emergency plans that are available for review by any parent upon request.

Severe Weather

Head Start classes follow York County Schools' closure for inclement weather. If the schools delay opening, Head Start classes will be delayed unless parents are notified differently. Please check the following for closing information:

- Your Email/Text Messages
- Facebook: <https://www.facebook.com/YorkCountyVirginiaHeadStart/>
- Television:

Channel 3	WTKR
Channel 10	WAVY
Channel 13	WVEC
Channel 46	WYCG
Channel 47 (cox)	YCSD
Channel 39 (Verizon)	YCSD



There may be other occasions when Head Start (one or all of the centers) will close without advance notice (frozen pipes, no water, etc.). Parents will be notified immediately by email/text. Having a “make-up day” may be necessary. If so, the program will advise parents promptly.

Classroom Photos

Classroom teachers may take pictures or video of your child for educational/classroom purposes. We also take individual pictures of students for a parent keepsake and the yearbook, with parental consent. During special events/activities, be aware that other parents may take pictures and make recordings of their child, which may also include your child. Photographs or recordings may not be taken in the Head Start classroom. Parents should not post pictures of other children on social media sites. It is each parent’s responsibility to monitor the photographing or recording of his or her own children. Head Start has no control over the use or distribution of photos taken by parents. Our program uses social media. However, the program will not use any photos or videos of your child without parent/guardian written permission.

Additional Services

School/Parent Communication

Communication is essential to the success of your child in the Head Start program. We ask that you update your child's records as soon as changes occur, such as home phone, address, employment, or cellular phone numbers, emergency contacts, pick-up lists, or any changes that may affect your child's daily routine (birth, death in the family, marriage, move to a new home, etc.). **The Department of Social Services licensing standards require all students to have at least two current emergency contacts at all times.**

To keep you informed about what is happening in your child's classroom, important papers such as newsletters, flyers, and notes from the Head Start staff will be emailed or sent home with your child frequently. Please check your email and backpacks daily.

Newsletters

Classroom newsletters are sent home each week, and a calendar of events is sent home at the beginning of each month. The program’s newsletter, The Head Start Herald, will also be emailed to families. Call the office if you do not receive a copy. Please read the newsletter to learn about exciting information, special events, monthly meetings, parent training opportunities, employment opportunities, field trips, dates to remember, menus, and nutrition information.



Facebook

The Head Start Facebook page is updated regularly with special events, employment opportunities, early dismissal/school closure dates, and parent training opportunities. Follow our Facebook page at:

<https://www.facebook.com/YorkCountyVirginiaHeadStart>

Email/Text Alerts

Get information instantly! You will receive information about school closings, early dismissal, special events, and training opportunities instantly via email and/or text. You can contact the administration office if you want to opt out of receiving text alerts. Please complete a Change of Information form if your phone number or email address changes during the school year.

Emails will be sent from headstart@yorkcounty.gov or SchoolMessage@childplus.net.
Text messages will be sent from SchoolMessage@childplus.net.

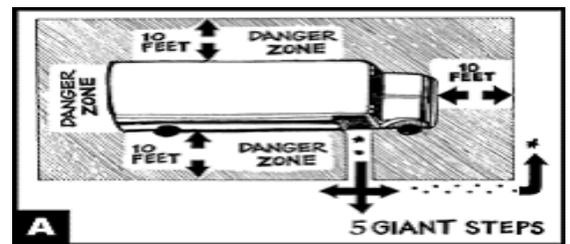
A Message for Parents About Pedestrian Safety

Transportation and Pedestrian Safety Training

Head Start regulations require that York County Head Start provide training for parents and students on transportation and pedestrian safety. During the school year, students participate in Emergency Bus Evacuation drills and are taught evacuation procedures. Parents/Guardians are encouraged to conduct emergency evacuation drills with their children in vehicles they will be riding in.

Transportation and pedestrian safety information on the following topics should be reinforced both in Head Start and at home:

1. Safe riding practices
2. Safety procedures for boarding and exiting a vehicle
3. Safety procedures for crossing the street to and from the vehicle at stops
4. Recognition of the danger zones around the vehicle
5. The importance of escorting children to the vehicle stop and reinforcing the training provided to children regarding vehicle safety.



PEDESTRIAN AND BUS SAFETY TIPS FOR HEAD START CHILDREN AND THEIR FAMILIES

Walking in Traffic

The safe transport of our children to Head Start, home, outside child care centers, and schools should be an important topic for everyone. Walking is a mode of travel that places young children at as much risk as traveling by passenger vehicle or school bus.

PROTECT YOURSELF AND YOUR FAMILY BY DOING THESE THINGS:

1. Walk on the sidewalk or off the side of the road

- Children should always walk on the sidewalk.
- Walk next to your child and place yourself between your child and the street.
- If you must walk on a road with no sidewalks, walk facing the traffic.
- Cross at intersections if at all possible; most people are hit by cars when they cross the road at places other than intersections.
- ALWAYS hold your child's hand when crossing the street.

2. See and Be Seen

- Drivers need to see you and avoid you.
- Stay out of the driver's blind spot.
- Make eye contact with drivers when crossing busy streets.
- Wear bright colors or reflective clothing when walking near traffic at night.
- Carry a flashlight when walking in the dark.

- Do not let children play near traffic or cross the street by themselves. Children are small, and drivers may not see them if they run into the street. Tell your child that if a toy goes into the street, they should leave the toy and find an adult to help them get it back.

3. Watch your child

- Children should not cross streets without an adult or be allowed to play or walk near traffic. Children are small, unpredictable, and cannot judge vehicle distances and speeds.
- When children get older, teach them three things to do before they cross the street:
 1. **Try to cross at an intersection if at all possible.**
 2. **Stop at the edge of the road.**
 3. **Look left, right, and left again to ensure no cars are coming.**

TIPS ON SAFELY BOARDING, RIDING, AND EXITING THE SCHOOL BUS

Young children are most likely to be hit because they:

- Hurry to get on or off the bus.
- Act before they think and have little experience with traffic.
- Assume motorists will see them and will wait for them to cross.
- Don't always stay within the bus driver's sight.
- Drop something as they get off the bus and run into the path of the bus to pick it up.

Teach Your Child the following Bus Safety Tips:

- When getting on the bus, stay away from the danger zone and wait for the driver's signal.
- Look before stepping off the bus to be sure no cars are passing on the shoulder (side of the road). Move away from the bus.
- Before crossing the street, take five “giant steps” out from the front of the bus or until the driver's face can be seen. Wait for the driver to signal that it's safe to cross.
- Never push those in front of them and move out of the way quickly so others can get on/off the bus safely.
- Find a seat quickly, buckle up, and keep the seat restraint on and pulled tightly at all times.
- Tell the bus driver if something has fallen or rolled under the bus so that the bus driver or another adult can get the item that has been dropped to prevent him/her from being hurt.
- Never throw anything out of the windows, and keep all of his/her body parts inside the bus.
- Use a quiet voice while the bus driver is driving. Tell him/her that if the children are loud, it is hard for the driver to hear and drive safely.

Safety Steps You Can Take:

- Be a good role model, cross at corners, in crosswalks, and at intersections where there are traffic lights or stop signs.
- Supervise children to ensure they get to the stop on time, wait far away from the road, and avoid rough play.
- Make sure clothing and backpacks have no loose drawstrings or long straps to get caught in the handrail or bus door.

Learn and Follow School Bus Stop Laws:

Laws exist to protect children when getting on and off the bus AND protect them from a tragedy. Check with your school or police department for more information on your state's laws. Here are some rules:

- Vehicles must stop when the bus displays flashing red warning lights and extend the stop signal arm. Vehicles may not pass until the flashing red lights and signals are turned off.

- Never pass on the right side of the bus, where children enter or exit. This is illegal and can have tragic results.
- Drivers need to always be alert for children and adhere to speed limits.

Information was provided by SAFE KID'S, sponsored by the Children's Health Foundation of Northern Alberta and the Alberta Children's Hospital

Transportation Services

York County School Division provides bus transportation daily to and from the Griffin-Yeates Center **ONLY**.

Below is a list of rules that must be followed for your child to ride the bus.

- Parents/guardians and children must be ready and waiting at the designated bus stop at least 5 minutes prior to bus stop time. The bus driver is on a schedule and cannot wait longer than one (1) minute at a bus stop for parents to arrive. If the bus driver waits for you, they will pick up the next child late. Bus drivers may not arrive at the exact time every day. Please allow for traffic, fewer or more drop-offs, and emergencies.
- A parent or other responsible person **18 years or older** must meet the bus to put your child on the morning bus and receive your child in the afternoon. For your child's safety, the person **must** come to the bus door to help put your child on or off the bus.
- Anyone who gets your child off the bus **must be 18 years or older, be listed on the child's Emergency Contact List, and have a picture ID. No child will be released to anyone without proper identification.**
- If a person getting your child off the bus is not listed on the child's Emergency Contact / Release To list, your child **will not** be released to that person. A Change of Information form must be completed and signed by the parent/guardian and returned to school before a change can be implemented. The Change of Information form must be submitted in writing and cannot be taken over the phone.
- If you need to change the pick-up/drop-off location from what was provided at the time of enrollment for your child, you must contact the main office at 890-3888. We ask that you limit any changes in drop-off locations to what is necessary. Bus stops are assigned by majority and locality. We do not provide door-to-door service.
- If no one is at the bus stop to get your child off the bus, your child will be brought back to the center, and you will be responsible for picking them up at 1490 Government Road Williamsburg, VA 23185.
- If the parent/guardian or the emergency contact cannot be reached within 30 minutes, the York-Poquoson Department of Social Services will be notified of an abandoned child.
- If no one is at the bus stop to get your child off the bus a second time, it may jeopardize your child's bus privileges for the remainder of the year.
- Head Start staff will not be responsible for messages left with the staff on the bus. If you have any concerns or questions regarding the program or transportation, **do not** discuss them with staff on the bus. Instead, please call the Head Start office at 890-3888.

- There is NO SMOKING, VAPING, ALCOHOL, OR ABUSIVE LANGUAGE at the bus stop.
- **Parents may ride the bus to the center to volunteer or attend parent meetings or activities if space is available.**
- **For safety reasons, the following items are not allowed: backpacks or bags not issued by the program, food, drinks, toys, medication, and other personal items. All students will be issued a CLEAR backpack. If staff see items they will ask parent to remove before student boards the bus.**
- Always take your child to the bus stop and stay with them until the bus arrives. As staff work to familiarize themselves with students, the program will provide name tags. Please ensure your child has their name tag **every day for the first 30 days of school.**
- Children will lose bus privileges for continuous yelling, spitting, unbuckling their seatbelts, using inappropriate language, or causing harm to others on the bus.

Licensing, Plans, and Policies

Child Care Licensing Information

The Virginia Department of Education licenses York County Head Start centers. Regulations outline requirements that include, but are not limited to, health and safety precautions, environmental standards, teacher-child ratios, facility and equipment inspections, record-keeping, and criminal record checks and qualifications for staff and volunteers working directly with children.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Virginia Department of Education. If needed, parents or other individuals may register a complaint about the program that will be investigated if it violates a standard. If you would like information about the program's license or would like to register a complaint, visit <https://www.childcare.virginia.gov/families/file-a-complaint> or call 1-833-778-0204.

NOTE: You will not reach a York County Head Start staff person at the above number. This is a state agency number.

LET US HEAR FROM YOU!

York County Head Start welcomes your feedback! We would like to hear from families a question or comment (negative or positive). Comments help the program with improving services and quality in all aspects of the program.

Head Start staff are always available to talk with parents regarding their concerns. If you would like to talk with a teacher, please arrange a time when Head Start children are not present.





NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410, visit <https://www.usda.gov/oascr/filing-program-discrimination-complaint-usda-customer-call>, email program.intake@usda.gov, or call (202) 690-0443 (voice and TDD). USDA is an equal opportunity provider and employer.

“This institution is an equal opportunity provider and employer.”

COMPLAINT PROCEDURE

Overview/Policy

Participation by families and the community is an essential aspect of the York County Head Start program. One way that we support this participation is through the maintenance of an effective system of collecting, documenting, and responding to feedback about our program. It is the policy of the Board of Supervisors and Policy Council, with assistance from Head Start staff, to promptly review, respond to, and resolve complaints from families and the community following the procedures described.

1. York County Head Start staff will make every effort to resolve the problem immediately through informal discussions between the complainant and program management staff. If the complaint cannot be resolved satisfactorily, the staff will provide the individual with the Community Complaint form. Individuals who do not wish to or cannot complete the form can describe their concerns, and program staff can complete the form. If information is received orally, the person receiving that information shall document it in writing on the form. Individuals may also request a form from the office of York County Head Start and may request a stamped, self-addressed envelope for use in mailing a completed form back to the agency.

The form can be completed and submitted in the following manner:

- Placed in an envelope and given to staff, who will forward it to the Manager of Children & Family Services. The complainant can request an addressed/stamped envelope.
 - By facsimile to 757-890-2430
 - Via email to headstart@yorkcounty.gov
2. Upon receipt of the Community Complaint form, the Manager of Children & Family Services will provide a copy to the Chair of the Policy Council. If the complaint is not Head Start-related, the Manager will provide a copy to the Community Services Deputy Director.
 3. Within 10 business days, the Policy Council Executive Committee, Division Manager, and appropriate staff will convene an Ad Hoc Committee and meet to jointly investigate the complaint to decide upon a course of action. Should the complaint not be Head Start related, the Community Services Deputy Director and Division Manager will investigate and shall propose a course of action.

4. Within 30 days of the receipt of the complaint, the committee will report its findings and proposed action plan to the Executive Committee of the Policy Council or the Board of Supervisors for their approval.
5. The Chair (or Director/Manager as appropriate) shall respond to the complaint in writing, describing the findings and actions. The response will be provided within 45 days of receipt of the complaint unless the timeframe is extended by the motion of the Policy Council and/or the Board of Supervisors.
6. York County Head Start will not respond to anonymous complaints.



Date Received: _____

Received by: _____

Community Complaint Form York County Head Start

1. What is the problem? Please be as specific as possible. _____

2. When did it happen? Please provide dates and times of each occurrence. _____

3. Who was involved? Please provide names and titles if possible. _____

4. Do you have any suggestions for resolving the problem? _____

Please provide your contact information. It is important that you complete this information, as we want to inform you about how we resolve the matter. We may also need to obtain more information from you about the problem. However, we respect your privacy and will only share your information to the extent it is necessary to resolve the problem.

1. What are your name and phone number? What is the best time to reach you? _____

2. Are you affiliated with the agency in any capacity? (volunteer, neighbor, etc.) If so, what is it? _____

3. Is there anything else we should know? _____



Date Received: _____ Received by: _____
--

**Community Complaint Form
York County Head Start**

1. Nature of the Complaint. (Provide brief description) _____

2. Actions Taken To Resolve Problem. Include date, if applicable.

A. _____

B. _____

C. _____

3. Should problem recur, name of person and telephone number at York County Head Start to contact. _____

 Staff Member Signature/Title

 Date

York County Head Start Resource Guide

- AIDS/HIV, 757-220-4606, Williamsburg.
- Al Anon & Alateen, Support for the friends and families of adult alcoholics, 1-888-425-2666, www.al-anon.alateen.org.
- Alcoholics Anonymous, 757-253-1234, aavirginia.org.
- American Red Cross, York Poquoson Chapter, 757-898-3090, <https://www.redcross.org/>.
- Army Emergency Relief, Fort Eustis, 757-878-2137 <https://www.aerhq.org>.
- Ask A Nurse, 757-595-6363, riversideonline.com. 1-800-675-6368
- Avalon Center for Women and Children, Williamsburg, 757-258-5022, www.avaloncenter.org. Hotline 757-258-5051
- Breakthrough Worship Center, 757-865-1189, Yorktown.
- Big Brothers/Big Sisters of the Peninsula, 757-253-0676, Williamsburg.
- Boys and Girls Clubs of the Virginia Peninsula, 757-223-7204.
- Center for Sexual Assault Survivors, Sexual abuse counseling, 757-599-9844; 24-hour hotline, 757-236-5260; visitthecenter.org.
- Child & Family Connection, 757-229-7940, Williamsburg, <https://www.kidsandfamilies.com/>.
- Child Development Resources, 757-566-3300, <https://www.cdr.org/#>.
- Children's Clothes Closet, 245-1205, 2708 Chestnut Avenue, Newport News, VA 23607. The Children's Clothes Closet provides clothing, primarily to school-age children, for families in need. No fee.
- Chompers Pediatric & Teen Dentistry, (757) 759-8041, Yorktown
- Chung, John DDS, Newport News, 757-833-7217.
- Clothing Ministry for Women Back To Work, Women with financial needs are provided free clothing to work or interview for a job, 757-420-2625, Virginia Beach.
- Coliseum Pediatric Dentistry, Hampton, 757-838-0800.
- Colonial Behavioral Health, 757-220-3200, <https://www.colonialbh.org/>.
- Community Services Boards: mental health, disabilities, and substance abuse services; Hampton/Newport News, 757-788-0300; <https://www.hnncsb.org/>.
- Consumer Credit Counseling Services of Hampton Roads, Offers free budget counseling for families or individuals having financial problems, 757-826-2227, and www.debtfreeonline.com.
- COPE, 24 hours crisis assistance and referral for emergencies, 1-800-247-3054.

- Cornerstone Assembly of God, Food Pantry, Clothing needs, and Employment services. 757-826-4322, <https://www.cornerstonewci.org/>.
- Cub Scouts/Boy Scouts of America, 757-595-3356, Newport News, www.scouting.org.
- Depression Hampton/ Newport News 757-788-0011, Williamsburg 757-220-3200.
- Diabetes, Newport News, 757-866-6700, bshr.com; Williamsburg, 757-259-4233, sentara.com
- Division of Child Support Enforcement, 1-800-468-8894 or 757-766-3710, Hampton.
- Divorce care, for those separated or divorced, www.divorcecare.org
- Domestic Violence Intervention Program, for males only, 757-875-0060.
- Dr. Hecker and Associates Audiologist, 757-378-0427, Williamsburg
- Eye Center of Virginia, 757-229-1131, Williamsburg, www.eyecenterofvirginia.com
- Ezekiel, Jeffrey DDS, Tabb, 757-867-5003.
- Family Focus, 757-898-2945, Grafton; 757-566-9777, Williamsburg.
- FAMIS (Family Access to Medical Insurance Security), children's health insurance, 1-866-873-2647, www.famis.org. Adult coverage January 1, 2019
- First Call for Help, 757-594-4636.
- First Steps Child Care and Development Center (Early Head Start), 757-220-1168, Williamsburg, <http://cdr.org>.
- Fleet and Family Support Center, 757-887-4606, Yorktown.
- Food Bank (VA Peninsula), 757-596-7188, Hampton, <http://hrfoodbank.org>.
- Food Pantry of Church Women United, Emergency food closet, York County, 757-898-9057.
- Grief Share Liberty Baptist Church Group, Grief support for widows/widowers who have lost loved ones, 757-826-2110, ext. 309. griefshare.org – listings of churches that offer this.
- Freedom Outreach Ministries, Prevention Training, Crisis Intervention, Counseling, Educational Training, Diversity Training, Job Training, Job Referrals, Food and Clothing, Entrepreneurial Clinics, Youth Intervention, Peer-Pressure Training, Resource Referrals, Newport News, 757-380-6126.
- Gathering of Men, Christian organization for men, 757-599-4008, gatheringofmen.com.
- Girl Scouts of America, 757-595-9802, Newport News, www.girlscouts.org.
- Goodwill Industries of Hampton Roads, Peninsula Division, 757-248-9405; www.goodwillcva.org.
- Grief Share Liberty Baptist Church Group, Grief support for widows/widowers who have lost loved ones, 757-826-2110, ext. 309. griefshare.org – listings of churches that offer this.
- Habitat for Humanity, 757-596-5553, Newport News, <http://www.habitat.org>.

- Hampton Roads Clinic, Offering outpatient substance abuse counseling, 757-827-8430.
- Hampton Roads Eye Associates, 757- 643-8800, Newport News, <https://hrea-op.com/>
- Hampton Roads Pediatric Dentistry, Williamsburg, 757-259-9703.
- Home delivered meals, Peninsula Agency on Aging 757-873-0541, Hampton/Newport News/York County; 757-229-9250, Williamsburg Area Meals on Wheels.
- Jack Chase's Bread Ministry, Help for those destitute but make too much to qualify for help from social service agencies, 757-273-0818.
- Kids Priority One, 757-244-5373, Norfolk, www.kidspriorityone.org.
- Lamb House Inc., Offers food and clothing distribution, school supplies, 757-897-1701, Hampton.
- Langley Airman & Family Readiness Center, 757-764-3990, www.afas.org.
- Langley Family Support Center, 757-764-3990, LAFB.
- LINK of Hampton Roads, Serves children and adults by providing shelter, housing, food, clothing and medical assistance, 757-595-1953 or linkhr.org.
- Lions Club - Conservation of Hearing and Sight, e-clubhouse.org/sites/york_VA/index.php This program provides eyeglasses, hearing aids, medical and surgical care, and other specific medical services dealing with sight and hearing for eligible individuals. Fees: None
- Malachi House, Provides help with emergency housing, 757-223-9274.
- Mary Immaculate Hospital, 757-886-6000 general information; 757-886-6700 emergency center. <http://www.bonsecourshamptonroads.com/index.html>.
- MEDICAID, York County Social Services, 757-890-3787.
- Menchville House Ministries, Shelter for women and children in transition, 757-833-5980, menchvillehouse.com.
- My Eye Dr, 757-856-5006, Yorktown, <https://locations.myeyedr.com/va/yorktown/6515-george-washington-memorial-highway>
- Narcotics Anonymous, 1-800-777-1515.
- NAOMI, Inc., Provides diapers, 540-272-9175, 7307 George Washington Memorial Highway, Yorktown.
- Natasha House, Providing help with emergency housing, 757-898-1993.
- Olde Towne Dental, 757-259-3258, Williamsburg.
- Olde Towne Medical Center, 757-259-3258, Williamsburg. www.james-city.va.us/communityservices/old-towne-medical.html
- Oxford House Hampton, Recovery program for women, men only, and women and children, 757-251-2917, Hampton. www.oxfordhouse.org nationwide.

- Peninsula Child Development Clinic, 757-594-7319, Newport News.
- Peninsula Health Center, 757-594-7305, <http://www.vdh.state.va.us/LHD/peninsula>
- Personal Financial Management Program, 757-764-3990, for Military, LAFB.
- Peninsula READS, Teaches adults the literacy skills needed to participate fully in society, 757-727-1097, Hampton; 283-5776, Denbigh; peninsulareads.org.
- Peninsula Rescue Mission, 757-380-6909, peninsularescuemission.org.
- Planned Parenthood, Hampton, 757-826-2079, www.ppsev.org.
- Poison Control Center, 1-800-222-1222.
- Project Hope – Thrive Virginia, Women's support group for emotional, verbal, physical, and sexual abuse/support group or individual counseling for children who have witnessed abuse, 1-877-966-4357, quinrivers.com. 804-966-8720 New Kent Office
- Riverside Regional Medical Center, 757-594-2000 general information; 757-594-2050 emergency center.
- Salvation Army, 757-229-6651, Williamsburg; 757-838-4875, Hampton, <http://www.salvationarmysouth.org/VA.htm>.
- Serenity House Substance Abuse Recovery Program, 757-898-9542, www.serenityhouseprogram.org.
- Sentara Williamsburg Regional Medical Center, 757-984-6000 general information; 984-7155 emergency center.
- National SHARE, Support for families who have lost a child to miscarriage, neonatal death, or SIDS, 1-636-947-6164. <http://nationalshare.org>
- Social Security Administration, 757-873-3914, Newport News; 1-866-592-2669, Hampton.
- Southeastern Virginia Health System (sevhs.org), 757-952-2160, 28th Street, Newport News; 757-380-8709, Marshall Avenue, Newport News; 757-223-7001, Warwick Blvd., Newport News.
- Spencer Dental, 434-201-4203 (central number), locations in Newport News & Hampton.
- Tabb Library, 757-890-5100.
- The Lackey Free Family Medicine Clinic, 757-886-0608, www.lackeyfreeclinic.com.
- The Volunteer Center, Matches people and skills with nonprofit organizations, 757-262-0190, volunteermatch.org.
- Transitions Family Violence Services, 757-722-2261, Hotline 757-723-7774.
- VA Cooperative Extension Service, 757-591-4838.
- VersAbility Resources serves people with disabilities, primarily individuals with intellectual disability, 757-896-6461, Hampton <https://versability.org>.

- Virginia Dept. of Health, Office of Vital Records, certified copies of birth, death, marriage, and divorce certificates, 1-804-662-6200, Richmond; www.vdh.vierginia.gov/vital-records/.
- Virginia Dept. of Motor Vehicles (DMV), 1-866-368-5463, www.dmv.state.va.us.
- VA Dept. of Rehabilitative Services Hampton Office, 757-865-4863 or 1-800-552-5019.
- Virginia Employment Commission, 757-865-5800, Hampton, www.vec.virginia.gov.
- WIC (Women, Infants, and Children Program), 757-886-2810 Newport News; 757-253-4741 Williamsburg.
- World Outreach Worship, 757-874-1223, wowcenter.org.
- Wright Choices, Inc., 534-7903, Hampton.
- YMCA, 757-867-3300, Yorktown, www.ymca.net.
- York County Animal Control Bureau, 757-890-3601.
- York County Commissioner of the Revenue, 757-890-3381.
- York County Church Women United Emergency Food Closet 757-898-9057, 300 Ella Taylor Road, Yorktown, VA 2369. Provides food, where needed, on an emergency basis to York County and Poquoson residents. No fees.
- York County Division of Housing, 757-890-3885.
- York County 4-H Programs, 757-890-4940.
- York County Parks & Recreation, 757-890-3500.
- York County School Board, 757-898-0300, <http://yorkcountyschools.org>.
- York County Volunteer Association & Thrift Store (Bargain Box), 757-898-8688, 222 Dare Road, Grafton, VA 23692. Emergency food, fuel, clothing, shelter, and other items are available to York County residents who qualify. All donations are redistributed back into York County. Thrift Shop offers items for sale.
- York/Poquoson Sheriff's Office, 757-890-3630.
- York/Poquoson Social Services, 757-890-3787.
- Yorktown Library, 757-890-3377

AND JUSTICE FOR ALL



In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, (including limited English proficiency), sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., braille, large print, audiotope, American Sign Language) should contact the responsible State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY).

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number and a written description of the alleged discriminatory action in sufficient detail to inform the Office of the Assistant Secretary for Civil Rights (OASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to:

mail:
USDA Food and Nutrition Service,
1320 Braddock Place, Room 334
Alexandria, VA 22314; or

email:
FNSCIVILRIGHTSCOMPLAINTS@usda.gov

This institution is an equal opportunity provider.

De acuerdo con la ley federal y las reglamentaciones y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (U.S. Department of Agriculture, USDA), esta institución tiene prohibido discriminar por motivos de raza, color, país de origen (incluyendo el dominio limitado del inglés), sexo, credo religioso, discapacidad, edad, creencias políticas o represalias por actividades anteriores de derechos civiles.

La información del programa puede estar disponible en idiomas distintos al inglés. Las personas con discapacidades que requieran medios alternativos de comunicación para obtener información del programa (p. ej., braille, letra grande, cintas de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o comunicarse con el USDA a través del Servicio de Retransmisión de Telecomunicaciones al 711 (voz y TTY).

Para presentar una queja por discriminación en el programa, el reclamante debe completar el formulario AD-3027, el formulario de queja por discriminación en el programa del USDA, que se puede obtener en línea en <https://www.usda.gov/sites/default/files/documents/ad-3027s.pdf>, desde cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe tener el nombre, la dirección, el teléfono del reclamante y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al subsecretario de derechos civiles (ASCR) sobre la naturaleza y la fecha de una supuesta violación de los derechos civiles. El formulario AD-3027 o la carta completos deben enviarse por:

correo:
USDA Food and Nutrition Service,
1320 Braddock Place, Room 334
Alexandria, VA 22314; o´

correo electrónico:
FNSCIVILRIGHTSCOMPLAINTS@usda.gov

Esta institución ofrece igualdad de oportunidades.

Good nutrition today means a stronger tomorrow!

Building for the Future

with CACFP

This day care receives support from the Child and Adult Care Food Program to serve healthy meals to your children.



Meals served here must meet USDA's nutrition standards.

Questions? Concerns?

[Here is space for the State agency and sponsoring organization to add contact information]

Learn more about CACFP at USDA's website:

<https://www.fns.usda.gov/>

USDA is an equal opportunity provider, employer and lender.

United States Department of Agriculture
Food and Nutrition Service FNS-317
November 2019

WIC

At - A - Glance

WIC gives access to healthy food, nutrition education and breastfeeding support. If you're pregnant, a caregiver, or a mom with a child under 5, you can get the right personalized support for you and your family.



Nutrition Education

- Shopping guidance
- Prenatal nutrition tips
- Kid-friendly recipes
- Personalized nutrition counseling

Breastfeeding Support



- Support and education
- Peer counseling
- Lactation support
- Classes and information

- Fresh fruits & vegetables
- Milk, cheese & more
- Cereal & other grains
- Peanut butter, beans & More



Healthy Food Options

Referrals & Resources



- Social services
- Substance abuse
- Health screenings
- Immunization services



This institution is an equal opportunity provider.

Signing up is easy!

To apply by phone, call toll free **1-855-242-8282** between 8 AM and 7 PM Monday through Friday, or 9 AM to noon on Saturday (TTY for deaf or hearing impaired: 1-888-221-1590). Interpreters are available.

To apply online, visit commonhelp.virginia.gov. You can also apply at your local Department of Social Services.

When applying, we'll try to verify your household income electronically. If we're unsuccessful, we'll ask for proof of income (paycheck stubs or a letter from your employer).

You can also apply for FAMIS if you are caring for a grandchild or relative's child.

There are also premium assistance programs called **FAMIS Select** and **HIPP for Kids**

If your children are enrolled in FAMIS, the **FAMIS Select** program lets you choose between FAMIS and an employer's health plan. **FAMIS Select** gives parents who choose employer health insurance \$100 per child, per month, to help pay the child's portion of the premium. **But you must first apply for and be enrolled in FAMIS.**

The Health Insurance Premium Payment (HIPP) For Kids Program is a premium assistance program for FAMIS Plus (children's Medicaid) enrolled children under the age of 19. For children who are eligible for or enrolled in qualified employer-sponsored coverage and are also eligible for FAMIS Plus, HIPP may help pay for some or all of the cost of the health insurance premium.

For more information on these premium assistance programs, go to coverva.org.



Call 1-855-242-8282 to apply or go to coverva.org for more information.

Se habla español.
TTY for deaf or hearing impaired:

1-888-221-1590

QUALITY LOW COST HEALTH INSURANCE FOR CHILDREN



FAMIS

CHECK UPS. PRESCRIPTIONS. DENTAL AND VISION. MENTAL HEALTH CARE AND MORE.



coverva.org 1-855-242-8282

FAMIS is a program of the Commonwealth of Virginia
FAMIS-4 0119

FAMIS IS VIRGINIA'S HEALTH INSURANCE PROGRAM FOR CHILDREN

Find out if FAMIS or FAMIS Plus is the right plan for your children

FAMIS is Virginia's health insurance program for uninsured children. FAMIS Plus is Virginia's name for children's Medicaid. Both provide quality health care for children. If your children qualify, they will be enrolled in either FAMIS or FAMIS Plus based on your household size and income.

FAMIS and FAMIS Plus cover the regular care children need to keep them healthy, plus the services that will help them get better fast if they get hurt or sick. And best of all, you can choose your child's health plan and doctors.

FAMIS keeps your personal information private—we just want to help you keep your children healthy. Your information will NOT be shared with the immigration department, and enrollment in these programs will not affect your immigration status.

Coverage includes

- Annual well checkups for babies, kids, and teens
- Prescription drugs
- Doctor visits
- Shots
- Dental care
- Vision care and glasses
- Mental health care
- Tests and X-rays
- Hospital stays
- ER care
- And more...

In addition, for children enrolled in FAMIS Plus:

- Transportation to medical appointments
- Specialized treatments and services for children with special health care needs

It's quality low cost health insurance for your children

There are no enrollment costs or monthly premiums for FAMIS or FAMIS Plus. With FAMIS, there is a small co-payment of just \$2 or \$5 when your child gets certain medical services. You will not be asked to pay more than \$25 for any FAMIS covered service your child may need. And no matter how many times your child sees the doctor, you will never pay more than \$350 in co-pays a year for your children. Some services, such as annual well check-ups and dental services, do not require a co-payment at all.

With FAMIS Plus, there are never any co-payments for any health service your child receives.

Note: Native Americans and Alaskan Natives do NOT have any co-payments for any services.

Check to see if your children qualify

To be eligible for FAMIS or FAMIS Plus, your child must:

- Live in Virginia
- Be under the age of 19
- Be a U.S. citizen or a lawfully residing immigrant (a parent's immigration status is not considered)
- Have a family income (before taxes and deductions) within the FAMIS limit (see chart)

For FAMIS only:

- Children must also be uninsured at the time you apply

FAMIS Programs Income Limits* (Gross Income)

Qualifying for FAMIS programs also depends on household income and family size. For your family size, count the number of people included on your federal taxes. If you don't file taxes, count how many children and stepchildren under age 19 live in your home. Add yourself if you are the mother, father or stepparent of the children. Then add your husband or wife. For example, if you have 2 children and/or stepchildren under age 19 living in your home, plus yourself and your husband, your family size is 4. We determine eligibility based on monthly income before taxes and deductions. The current monthly income limit for a family size of 4 is \$4,400.

FAMILY SIZE	MONTHLY	YEARLY
1	\$2,135	\$25,605
2	\$2,890	\$34,666
3	\$3,644	\$43,727
4	\$4,400	\$52,788
5	\$5,155	\$61,849
6	\$5,910	\$70,910
Each Additional Family Member	\$756	\$9,061

*Effective January 11, 2019. Income limits change annually so check coverva.org for the latest updates. Gross income is your income before taxes and deductions.

Visit coverva.org for an easy-to-use screening tool.



QUALITY LOW COST HEALTH INSURANCE FOR CHILDREN

CACFP Non-pricing Child and Adult Day Care Centers

York County Head Start announces the sponsorship of the **Child and Adult Care Food Program (CACFP)**.

The same meals will be available at no separate charge to all participants at each CACFP facility without regard to race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or Local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be available in languages other than English.

To file a complaint complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

Call:

(202) 720-5964 (voice and TDD)

The center will receive free meal reimbursement effective from July 1, 2025 to June 30, 2026.

FREE Meals will be provided at this center:

Griffin-Yeates Head Start 1490 Government Road, Williamsburg, VA 23185

Bethel Manor Head Start 1797 1st Street, Hampton, VA 23665

Yorktown Head Start 131 Siege Lane, Yorktown, VA 23692

CDR First Steps 1490 Government Road, Williamsburg, VA 23185

For further information, please contact: **Tanya Coles at 757-890-3888**

You may also contact the Virginia CACFP State Agency at the Virginia Department of Health Division of Community Nutrition for more information by calling: 1-877-618-7282 or emailing CACFP@vdh.virginia.gov.



224 Ballard Street • P.O. Box 532 • Yorktown, Virginia 23690-0532
(757) 890-3880 • Fax (757) 890-4100 • TDD (757) 890-3621
A Hampton Roads Community