

# GREATER OPPORTUNITIES OF THE PERMIAN BASIN, INC. HEAD START/EARLY HEAD START SCHOOL READINESS ACADEMY

**2025 - 2026 PROGRAM YEAR**



## **Parent Handbook Program Policies & Procedures**



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***Welcome to Our Head Start/Early Head Start Program!***

A new year of learning, excitement, discovery and partnerships awaits your child and your family as we begin the 2024 - 2025 Head Start/Early Head Start (EHS) school year. We hope to make this year a very interesting and rewarding experience for you and your family. In order to better serve you and your child's individual needs, the development of strong, trusting partnerships must be formulated between your child, you the parent and our wonderful Head Start staff. Your input and ideas as your child's primary educator are invaluable to our staff in order to better address your child's needs. The exchange of ideas and strategies between parents and staff is vital in making your child's Head Start/EHS experience a fun and learning experience.

This handbook has been prepared in the hopes that it will help you understand the Head Start/EHS program, and the ways we, as a collaborative team, can work for the good of the children, families and community.

***GOPB, INC. – HEAD START/EHS SCHOOL READINESS ACADEMY'S  
MISSION STATEMENT***

**TO PROVIDE A POSITIVE LEARNING EXPERIENCE IN A SAFE AND HEALTHY ENVIRONMENT THAT WILL IMPROVE THE QUALITY OF LIFE FOR THE CHILDREN AND FAMILIES SERVED AND EMPOWER THEM TO BECOME SELF-SUFFICIENT CONTRIBUTING MEMBERS OF THE COMMUNITY.**

***GOPB, INC. – HEAD START/EHS SCHOOL READINESS ACADEMY'S  
PHILOSOPHY***

**A CHILD CAN BENEFIT MOST FROM A COMPREHENSIVE DISCIPLINARY PROGRAM TO FOSTER DEVELOPMENT AND REMEDY PROBLEMS AS EXPRESSED IN A BROAD RANGE OF SERVICES. THE CHILD'S ENTIRE FAMILY, AS WELL AS THE COMMUNITY, MUST BE INVOLVED. THE HEAD STAR PROGRAM IS A FAMILY FOCUSED PROGRAM. THE FAMILY IS VIEWED AS THE MOST IMPORTANT INFLUENCE IN A CHILD'S LIFE. THE HEAD START ENVIRONMENT WILL PROVIDE THE CHILDREN THE OPPORTUNITY TO DEVELOP TO THEIR MAXIMUM POTENTIAL.**

***GOPB, INC. – HEAD START/EHS SCHOOL READINESS ACADEMY'S  
VISION STATEMENT***

Head Start will become the standard for comprehensive childcare and family services with shared resources, greater collaboration, cooperation, and increased community awareness.



- ✓ We encourage you to volunteer and spend time at the Head Start/EHS Center. Ask questions about the program and observe what Head Start/EHS is all about. Make sure the Center has all the information needed about your child and family to ensure a successful, productive year at Head Start.
- ✓ Parent involvement is one of the cornerstones of Head Start. We invite you and encourage you to work with the staff of the Center. A strong, trusting, working relationship between parents and staff is vital and essential for your child's success and your family's success.
- ✓ A copy of our Federal Performance Standards, which are our guidelines, our Integrated Service Plans and a copy of Daycare Licensing Minimum Standards are kept at each Head Start/EHS Site for your review upon request. Feel free to go over these documents as they work hand in hand to ensure the top quality services we offer to you, your child and your family.
- ✓ If you transport your own child to the Center, be sure he/she arrives **by 8:00 A.M.** and you pick him/her up on time. If your child is going to **arrive after 8:15 A.M.**, you must call the Center to inform them about his late arrival. **Otherwise, he/she may not be allowed to stay.** The importance of being on time is crucial to helping the children establish a regular routine at school, and that your child has the fullest opportunity to benefit from the planned activities for that day.

### ***Parents' Rights***

Parent and family participation and involvement are essential to the success of the Head Start/EHS Program. We believe that parents and family members are their child's first teachers and are valuable contributors to our program. For this reason, we have very high expectations for families.

### ***My rights as a parent or guardian in the program include:***

- ✓ To be recognized as my child's primary educator.
- ✓ To be treated with respect by the Head Start/EHS program and staff.
- ✓ To be welcomed in my child's classroom. There is an open-door policy, and that I may visit the center at any time during its hours of operation without advance notice.
- ✓ To receive information and guidance about my child's progress and development, including regular progress reports from my child's teacher.
- ✓ To participate in discussions about my child's progress and setting goals for my child's learning and development.
- ✓ To be supported as an advocate for my child. In the event that my child has a diagnosed disability or has been referred for a concern, I will be involved by the local school district in creating an Individualized Education Plan (IEP), and will be kept informed on my child's progress in meeting his/her goals.

- ✓ To take part in decisions regarding my child's center and the program. My ideas and suggestions will be valued and I will have opportunities to share them with staff and other parents. Opportunities include Parent Center Committee meetings, Policy Council meetings and other workshops/trainings, and/or events.
- ✓ To be informed about resources within the community related to education, health, social services, employment, etc.
- ✓ To review and ask for clarifications on policies and procedures.
- ✓ To report any concerns about child abuse or neglect occurring at the center to the appropriate state office.
- ✓ The right to review my child's files within 2 weeks of request.
- ✓ The right to review listed the last posted Child Care Licensing Inspection and any citations noted.
- ✓ To file claims regarding any perceived violations of the Law Against Discrimination or the Americans with Disabilities Act by contacting the United States Department of Justice (800-669-4000).
- ✓ Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:
  - ✓ • Enter and examine the child-care facility during its hours of operation and without advance notice;
  - ✓ • File a complaint against the child care facility;
  - ✓ • Review the child care facility's publicly accessible records;
  - ✓ • Review the child-care facility's written records concerning the parent's or guardian's child;
  - ✓ • Receive inspection reports and information about how to access the child care facility's online compliance history;
  - ✓ • Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
  - ✓ • Be given the contact information for the child care facility's local Child Care Regulation office;
  - ✓ • Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
    - Video recordings of the alleged incident are available;
    - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
    - The parent or guardian of any other child in the video receives prior notice from the facility;
  - ✓ • Obtain a copy of the facility's policies and procedures handbook;
  - ✓ • Review the facility's staff training records and any in-house training curriculum; and
  - ✓ • Exercise these rights without receiving retaliatory action by the facility.

## *Parent Responsibilities*

- ✓ Complete all enrollment forms that include basic information about your child: home phone numbers, EMERGENCY PHONE NUMBERS, authorization for emergency care, any special concerns or needs, including allergies, medical history (including shot records) and current medications (see Medication Policy). The Health Staff and/or Teachers treat all minor injuries. First Aid kits are kept in all classrooms.
- ✓ **Inform the Center in writing about who is permitted and/or authorized to take your child from the facility. The Center may only release your child to you or to an adult you designate. Person picking up your child must be at least 16 years old and on your written list of authorized persons.**
- ✓ If you transport your child to the Center, **you must walk him/her to the designated drop-off /pick-up spot**, sign them in/out, and make sure that the staff person is aware your child has arrived. **Do not leave your child at the front door**, and never leave your child at the Center before opening or after closing.
- ✓ The Center is not allowed to admit a child who appears to be sick unless a doctor or nurse gives approval in writing. This may cause problems for parents, but it is necessary to prevent a sick child from infecting other children. If your child appears seriously sick or injured while at the Center, the staff must call you immediately. It's important that you pick up your child as soon as possible.
- ✓ **It is extremely important that the Head Start/EHS Center have your up-to-date phone number/numbers.**
- ✓ Ensure your child attends the program/school every day possible, on time, and for the full day.
- ✓ If your child needs immediate medical attention, the center must call the parent (or whomever you have listed on the Emergency Card as an emergency contact, take the child to the nearest emergency room or minor emergency clinic, or call for an ambulance. This is why it is extremely important that the Center have your authorization for emergency medical care and your up-to-date phone numbers.
- ✓ Participate in two home visits with the teacher and two home visits with the Family Advocate. These visits may be separate or combined visits.



## STANDARDS OF CONDUCT

Our Head Start and Early Head Start campuses, as well as our Transportation & Administrative Offices, maintain a level of professionalism, health and safety to ensure the safety of our children, staff and families. GOPB, Inc. continuously strives to maintain the safest environments at all our facilities. For this reason, the following is a Standard of Conduct that we will maintain at all our centers.

Any behavior that threatens the life or well-being of others will not be tolerated nor admitted. The Agency will not tolerate violence of any type, from any source. This includes threatening or violent actions by parents, family members, staff or community members. Actions listed below as unacceptable behaviors include, but not limited to, the following:

- ✓ Intimidating, threatening or hostile statements or actions, or ranting speeches.
- ✓ Name-calling, ethnic or racial slurs, sexual comments.
- ✓ Profanity or obscene language or gestures. Profanity of any kind will not be tolerated in on any of our campuses or offices. When necessary, individuals will be asked to leave the campus or office and may not be able to return.
- ✓ Comments regarding to, or references to, violent events and/or behaviors.
- ✓ Physical abuse or attack, waving fists, pushing, stalking, or bullying/
- ✓ Vandalism, arson or sabotage.
- ✓ Throwing things, damaging or destroying another person's property or agency property.
- ✓ Carrying weapons of any kind, other than a law enforcement officer in the course of his/her duty, onto agency property or onto property utilized for agency programs or activities.
- ✓ Any other acts of behavior (slamming doors, for example) that is deemed inappropriate in the workplace.

### ***Dress Code of Conduct***

*All parents and volunteers have a direct impact on the image of GOPB. GOPB has established a professional image, and expects its parents, staff and volunteers to reinforce this image. GOPB has an established dress code that provides specific guidelines. Failure to comply with these guidelines may result in you being sent home or banned from the campus.*

1. *Acceptable casual dress includes casual dresses of appropriate cut and length for the school environment. Skirts, shorts, and shirts of appropriate length. No daisy dukes, not half-shirts, no spaghetti strings.*
2. *No sports bras or cut off shirts or shorts.*
3. *No immodest or revealing clothing.*
4. *No clothing that contains offensive graphics or messages.*
5. *Only closed-toes shoes should be worn while in the classroom.*

## *Medication Policy*



It is the policy of G.O.P.B., INC. Head Start/EHS School Readiness Academy to administer prescribed medication at the Head Start Centers only when the child is on medication that cannot be given other than during the hours that the child is at the center. All over the counter medications such as Tylenol, **will not be administered by the Nurses, unless there is a written order signed by the physician, that includes: name of the child, name of the medication, dosage frequency, and duration of administration.**

All medication must be in the original container with the child's name, labeled with the name of the medication, strength, prescription number, dosage instructions, name of physician, expiration date, and any special precaution for taking the medication such as with foods, or on an empty stomach. A medication administration permission form must be signed by the parent or legal guardian prior to any medication being given to the child. No expired medication will be administered.



## *Procedures for Handling Medical Emergencies*

Medical emergencies involving children will be handled in a way that provides quick responses. The ill or injured child will not be left alone at any time. When a child is involved in an emergency, the classroom teacher is to stay with the child and the teacher aide will stay with all of the other children. The nurse or nurse aide is notified. All Head Start/EHS staff is trained in First Aide/CPR, and will administer First aide as needed until the Nurse or Nurse Aide arrives. If necessary, medical assistance will be summoned via 911 in an emergency. Head Start/EHS staff is to contact the child's parent immediately. If we are unable to contact the parent or guardian, one of the other contact persons listed on the emergency care will be notified. Health staff will take the child's emergency information to the Emergency Room for treatment, if necessary, and stay with the child until the parent or guardian arrives. A copy of the agency's insurance information is to be taken to the Emergency Rooms, as well. The Health staff is to notify the Health Manager as soon as possible. The teaching staff is to complete an Accident Form the same day as the accident and turn it in to the nurse at the Center. The nurse will make a copy of the accident form and give one to the teacher, the parent, and the original is to be kept in the child's health folder. The Health staff is to complete an insurance claim form, if needed, within two days of the accident.

## *Sick Children*

Children who display signs of a contagious condition such as a fever, rash or communicable disease are taken to the Nurse's office for evaluation. The parent or guardian is notified to please come and pick up their child and take them to the doctor for diagnosis and/or treatment if the Nurse feels that it is necessary.

Children who are sent home with a fever greater than 100 degrees Fahrenheit are not allowed to return to the school until they are fever free for 24 hours without any fever suppressing medications. Children may also be excluded for a short time due to other illnesses in order to protect the health of other children in cases such as:

- diarrhea and/or vomiting
- communicable diseases
- Conjunctivitis (Pink Eye).

We utilize the Communicable Disease Chart for School and Child-Care Centers to determine when to exclude a child from the program.

### ***Hearing and Vision Screening Requirements***

All children who are enrolled in the program must have a hearing and vision screening done within the first 45 days of entry into the program. Head Start/EHS staff who are trained to do these screenings will send out letters in advance to notify the parent of the date and time the screenings will take place. Parents will be notified with the results of the screenings.



### ***Allergies (Food)***

If a child has an allergy to foods, we ask that the parent please have an allergy letter filled out by their child's doctor indicating what the child is allergic to, foods that can be substituted, and when to seek medical help if the child has an allergic reaction.

Menu changes are made to accommodate the child and approved by a Registered Dietitian who is contracted through the agency.

Allergy letters with the child's picture on it are posted with a cover sheet in all classrooms, the kitchen and the child's master file.

If the child has an EpiPen for anaphylaxis, it is to be kept in a locked container at all times with all staff members aware of where it is located and trained on how to properly use it. GOPB does not have any unassigned EpiPens at any of their Early Head Start or Head Start locations.

### **Toilet Training**

A child will not be denied enrollment into Head Start if they are not potty trained. Head Start classroom staff will work together with parents/guardians to teach toileting skills to children. Toileting skills will be based on individual needs and family customs and beliefs. Our Centers have limited laundry facilities, so soiled clothing will be sent home. Please talk with your child's teacher and Family Advocate to share any questions or concerns related to potty training.

- ✓ I have notified my child's teacher/Family Advocate of my child's toilet training needs.
- ✓ I have provided a clean change of clothes for my child in the event my child needs to be changed at school.
- ✓ I am working with child's teacher on ways I can practice a toilet training routine with my child at home.

## ***Child Abuse Reporting Policy***



It is the responsibility of the Head Start/EHS Program to report instances of suspected child abuse or neglect. The procedure outlined is to be followed by all personnel. Any GOPB, Inc. –Head Start/EHS School Readiness Academy employee who has reason to believe that a child has been or will be abused shall report this information in accordance with Head Start policy. Child Abuse reporting posters are posted at all of our Head Start/EHS Centers.

### **AUTHORITY**

#### ***Family Code of the State of Texas 34.02***

Under the Family Code of the State of Texas 34.02, a person having cause to believe that a child's physical or mental health welfare has been or may be adversely affected by abuse or neglect **MUST** report that suspicion to the Child Protective Services (CPS) or to Law Enforcement Agencies. (Reporting is not an accusation or proven fact. It is a request for an investigation). Failure to report identified or suspected child abuse by any person with such knowledge is punishable by law as a Class B Misdemeanor. All cases must be reported to Child Protective and Regulatory Services. The toll-free number is: **1-800-252-5400**. You may also report through their secure website at: [www.txabusehotline.org](http://www.txabusehotline.org). If you have any further questions or concerns, you may also contact the local Day Care Licensing Office at 432-368-2693.

#### ***Preventing and Responding to Child Abuse and Neglect***

Head Start/EHS School Readiness Academy is actively involved in the prevention of, and responding to, child abuse. This is addressed through a variety of ways:

- Provides training for staff and parents on child abuse & neglect during Pre-Service, Parent Orientation, In-Service, and throughout the year in the form of parent training sessions at the Head Start/EHS Centers.
- Topics such as Child Abuse awareness and neglect, warning signs of abuse & neglect, prevention techniques for abuse & neglect, and actions that a parent of an abused or neglected child should take to obtain assistance and intervention are presented during the year at Head Start/EHS centers.
- Posters and handouts are also sent home to parent with information on child abuse & neglect.
- Parents are also informed and trained on our Community Resource Directory posted on our web site ([www.gopb.net](http://www.gopb.net)) This Resource Directory contains various agencies who assist in dealing with abuse and neglect issues, and provide services for the children and parents.
- All Head Start/EHS centers post all current Child Abuse Hotline numbers and website for use in reporting child abuse & neglect.



### ***Positive Discipline and Guidance for Children***

Head Start's/EHS's approach to discipline and guidance emphasizes respect for each child, developmentally appropriate expectations of children's behavior, and use of positive discipline and guidance strategies. Our staff strives to create a relaxed, positive environment that enables children to explore and experiment while remaining safe and feeling well-supported. Through positive guidance strategies and modeling social skills, Head Start/EHS staff assists children learn pro-social behaviors, build confidence and positive self-esteem, and develop greater respect for others' rights and feelings, as well as a sense of being respected themselves.

Discipline concerns are handled by staff in ways that encourage children to solve their problems and develop a sense of inner self-control. Children are given authentic choices and the opportunity to be an active part of decision-making in their environment, thus fostering a sense of personal responsibility. Staff helps children to understand the reasons for rules and limits, and to feel good about the behavior we desire.

This policy is included in this Parent Handbook, as well as in the Employee Handbook, as per State Child Care Licensing regulations. It is also posted in a central location in the Head Start/EHS centers. It is also included in orientation and training for new employees, and revisited with all staff annually.

### ***Suspension & Expulsion***

GOPB, Inc. prohibits or severely limits the use of suspension due to a child's behavior. Such suspensions may only be temporary in nature. A temporary suspension must be used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications. Before GOPB, Inc. determines whether a temporary suspension is necessary, the program must engage with a mental health consultant, collaborate with the parents, and utilize appropriate community resources, such as behavior coaches, psychologists, or other appropriate specialists and resources as needed, to determine no other reasonable option is appropriate.

When a child exhibits persistent and serious challenging behaviors, Head Start/EHS must explore all possible steps and document all steps taken to address such problems, and facilitate the child's safe participation in the program. Such steps must include, at a minimum: engaging a mental health consultant, considering the appropriateness of providing appropriate services and supports under Section 504 of the Rehabilitation Act to ensure the child who satisfies the definition of disability in 29 U.S.C. 705 (9)(b)14 of the Rehabilitation Act is not excluded from the program on the basis of disability and consult with the parents and the child's teacher.

## Immunizations

It's a Texas State Law that all children who are attending Head Start/EHS be up to date on his/her immunizations or be in the process of bringing them up to date. At the time of enrollment, the Nurse will look at the immunization record and will notify the parent of any needed immunizations. Nurses will send out immunization letters to the parents during the year if your child needs shots. You will have 2 weeks to get the immunizations and bring the child up to date.



FIGURE 1. Recommended immunization schedule for persons aged 0-6 years — United States, 2007

Vaccine	Age	Birth	1 month	2 months	4 months	6 months	12 months	15 months	18 months	19-23 months	2-3 years	4-6 years
Hepatitis B <sup>a</sup>		HepB	HepB	Five infectious <sup>b</sup>			HepB				HepB Series	
Rotavirus <sup>c</sup>			Rota	Rota	Rota							
Diphtheria, Tetanus, Pertussis <sup>d</sup>			DTaP	DTaP	DTaP		DTaP					DTaP
Haemophilus influenzae type b <sup>e</sup>			Hib	Hib	Hib <sup>f</sup>		Hib					Hib
Pneumococcal <sup>g</sup>			PCV	PCV	PCV	PCV						PPV
Inactivated Poliovirus			IPV	IPV			IPV					IPV
Influenza <sup>h</sup>							Influenza (Yearly)					
Measles, Mumps, Rubella <sup>i</sup>							MMR					MMR
Varicella <sup>j</sup>							Varicella					Varicella
Hepatitis A <sup>k</sup>							HepA (2 doses)					HepA Series
Meningococcal <sup>l</sup>												MenPV4

FIGURE 2. Recommended immunization schedule for persons aged 7-18 years — United States, 2007

Vaccine	Age	7-10 years	11-12 YEARS	13-14 years	15 years	16-18 years
Tetanus, Diphtheria, Pertussis <sup>a</sup>		Five infectious <sup>b</sup>	Tdap			Tdap
Human Papillomavirus <sup>c</sup>		Five infectious <sup>b</sup>	HPV (3 doses)			HPV Series
Meningococcal <sup>d</sup>		MenPV4	MCV4			MCV4
Pneumococcal <sup>e</sup>			PPV			
Influenza <sup>f</sup>			Influenza (Yearly)			
Hepatitis A <sup>g</sup>			HepA Series			
Hepatitis B <sup>h</sup>			HepB Series			
Inactivated Poliovirus <sup>i</sup>			IPV Series			
Measles, Mumps, Rubella <sup>j</sup>			MMR Series			
Varicella <sup>k</sup>			Varicella Series			

## Sunscreens & Insect Repellents

GOPB, Inc. does not utilize or apply any type of sunscreen or insect repellent to children in Head Start/EHS.

## Physical and Dental Examinations

All children are required to have a Physical and Dental exam. The physical exam must include the lab work that is a requirement in the Head Start Performance Standards. It is the parent's responsibility to get these services done prior to the start of classes. Your child's enrollment is not complete until these services are completed. If you are needing assistance in getting these exams completed, please contact the Nurse or Family Advocate at the center your child will be attending.



## Tuberculin Testing Requirements

All new Head Start/EHS employees are required to obtain a TB test in order to work for Head Start/EHS. All volunteers who volunteer on a regular basis are also required to have a TB test. These TB tests must be obtained by the employees and volunteers. At this time, GOPB, Inc. does not require any other specific vaccines for our staff (in addition to the TB test).

## ***Nutrition***

Children and staff are served meals in a family style setting, teaching children how to serve themselves, how to set the table, portion sizes, and how to socialize with the teaching staff and other children.

The children are served 2/3 of their daily nutritional requirements while at Head Start/EHS with a variety of foods that are from different cultures. They are served breakfast, lunch, and a snack that are low in fat, sugar, and salt. We have a 4-week rotating menu that is approved by a Registered Dietician whom we work very closely with.



## ***Enrollment Procedures***

Head Start/EHS recruits children throughout the year. Our main advertised recruiting times are in April, May and August, although applications are taken throughout the year at each Head Start/EHS Center, and on our agency webpage ([www.gopb.net](http://www.gopb.net)). The public is advised as to what documents must be presented in order for parents to register their children for Head Start/EHS. The items necessary for applying for Head Start/EHS are:

- Proof of income
- Child's birth certificate
- Immunization Record
- Proof of insurance – (whether private, CHIPS, Medicaid)
- Proof of residency – (a current utility bill verifying your address)

Once the applicant's eligibility stature has been determined, applicants are notified by letter if the child qualifies for Head Start/EHS and has been accepted. Those applicants who have been accepted into the program will also receive an acceptance packet containing a list of what parents need to do next, such as obtaining the child's immunizations, physical and dental exams, etc. All necessary forms are also included in the packets, as well as dates for required Parent Orientations.

## ***Recruitment of Children with Special Needs***

Recruitment of children with special needs is included in the general recruitment effort. Posters, brochures, social media posts on our agency website and Facebook page, and public service announcements contain a statement that the program enrolls children with special needs. Posters and brochures are distributed to agencies that serve children with special needs, as well as posted in community stores, laundromats, churches, and other public locations. Children with an IEP/IFSP will be given top priority, if slots are available at any of the Head Start/EHS centers.

## ***Attendance Policy***

Children are expected to attend Head Start/EHS daily. We know that children who attend our program **daily and on time** experience better outcomes than those who attend occasionally. We must also maintain a long list of children who would like to participate in the Head Start/EHS Program but can't due to a limited number of available slots. We want to maximize the number of days children spend learning, growing and developing their skills. Additionally, Head Start Performance Standards [1302.16 (a)(b)] require us to maintain a monthly average daily attendance of 85% or more. If your child is going to be absent, please inform the family advocate or Site Manager in advance, if possible, stating the reason for the absence. If your child is absent for 3 (three) consecutive days or has a pattern of irregular attendance, a home visit/direct contact will be conducted by the Family Advocate or other Head Start/EHS staff member to offer assistance. Continued unexcused absences (10 consecutive days) could result in your child losing his/her slot in Head Start. EHS children must attend school regularly during the summer months (June, July, August). Prolonged absences may cause your child to lose their slots.

## ***Center Hours of Operation***

All Head Start/EHS Centers will be open from 8:00 A.M. until 3:30 P.M., Monday through Friday. All children who are transported by Head Start bus will leave to go home in the afternoon at 2:00 P.M. Parents who transport their children need to pick them up no later than 2:00 P.M. ALL CHILDREN must be gone from Head Start centers at 2:00 P.M, and at 2:30 from Early Head Start Centers. All Head Start centers will be closed at 3:30 P.M. Head Start sessions begin in August and end in May. Early Head Start will run from August through August.



## ***Parent Training***

GOPB, Inc. provides opportunities for families to participate in training and educational activities that will stimulate them to learn new skills and techniques for use in changing the conditions under which they live. Also, these training sessions will help families utilize resources that will benefit them and their families and demonstrate how to utilize resources productively. Training on such topics as Child Development, Child Abuse & Prevention, Male Involvement, Substance Abuse, Domestic Violence, Nutrition, Family Literacy, etc. are offered. Parent committee meeting and trainings will be offered on site where space allows such as school playgrounds/courtyards, or will be presented virtually. Notice will be given beforehand as to the format to be utilized.

## ***Parent Power***

***Parent Power*** is our program's Parent, Family and Community Engagement program designed to get parents more involved in their children's lives. Parents, as well as other significant role models in a child's life, are strongly encouraged to attend our 5-week parent program. Families are served dinner and meet for 1 ½ hours. They get to bond

and network with other parents in the program and community, and share their concerns and ideas regarding parenting issues. Sessions normally begin in September. . Look for posters, flyers and notes sent home regarding ***Parent Power***. *The opening date will be posted on our agency Facebook page. ([Greater Opportunities of the Permian Basin, Inc.](#))*

### ***Information on Community Resources***

Each family will receive training on how to access our Community Resource Directory posted on our Agency website ([www.gopb.net](http://www.gopb.net)) during the Teacher's first home visit. A copy of the Resource Directory will also be available on each Parent Board at each Site. It contains information on community social services resources, the nature of the services, emergency shelters, food banks, and others. Head Start/EHS staff will instruct the families on how to utilize and access the resources listed in the directory.

### ***Advocacy***

Parents and family members are strongly encouraged to become advocates for Head Start/EHS. Parents are the strongest voice Head Start has to reach their political allies in the political arena. Parents need to be in constant contact with their elected officials – from local county commissioners, city councilmen/councilwomen, and mayors to state and national officials. Above all else, we urge you to register to vote. Your vote carries a tremendous impact. **YOUR ONE VOTE DOES COUNT!**

### ***Clothing***

Your child needs to feel free to work and play without fear of soiling his/her clothes. Please try to dress your child in something comfortable yet easy to care for as the children will participate in a wide variety of activities that include painting with Tempera paints, using glue, water and other materials. Fancy and expensive clothes are not recommended as children tend to be messy while being creative in their work and in playing outside on the playground. Clothing that is easy for the child to get down and up is recommended so that your child can work on self-help skills. No open-toed shoes, slippers/house shoes, or sports cleats are allowed. Sandals must have the toe covered and a strap on the back. Please dress your child appropriately according to the weather.

### ***Promotion of Indoor and Outdoor Physical Activities***

Head Start & Early Head Start provides indoor & outdoor activities to promote gross & fine motor skills. Children participate in a variety of activities both indoor and outdoor activities (weather permitting). Early Head Start children & Head Start children are taken for outdoor activities thirty minutes (30) in the morning and 30 minute in the afternoon after lunch. They have both structured, teacher-led activities such as singing, dancing, toys & balls, playing in interest areas. They also have unstructured free-play on the playgrounds such as playing on the playground equipment, playing with balls,

bicycles, and other activities. All physical activities take place either in the indoor or outdoor settings. Proper clothing for playtime is included/mentioned on the previous page under “**Clothing**”. When weather does not allow for outdoor activities, teachers provide various activities in their Daily Lesson Plans to promote those fine and gross motor skills.

### ***Posting of Head Start Federal Performance Standards and Child Care Minimum Standards***

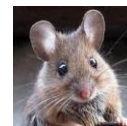
A copy of our **Head Start Performance Standards** (our Federal Guidelines)), our Integrated Service Plans, and a copy of Day Care Licensing Minimum Standards are kept at each Head Start/EHS Center for your review. Please feel free to go over these documents, as they work hand in hand to ensure the top quality services we offer to you, your child and your family.

### ***Field Trips***

Occasionally, Head Start children and staff participate in field trips. The safety of the children is ensured on these field trips. Parents who allow their children to go on field trips have signed permission forms allowing Head Start to take the children on said field trips, including transporting the children. Emergency medical consent forms and emergency contact information for each child is carried on the trip. Head Start staff carries a written list of all children on the field trip and frequently check the list to account for the presence of all children. Staff also has a first-aid kit available on all field trips. Each child wears either a name tag, shirt or other identification listing the name of the Head Start center and the center’s phone number. All staff is easily identifiable by wearing their Head Start identification badges. Head Start staff carries a communication device such as a cellular phone or two-way radio in case of an emergency. Staff trained on CPR and First Aid with rescue breathing and choking is present on all field trips.

### ***Animals***

Head Start/EHS centers do not allow for children to bring live animals to the centers. Pets such as dogs, cats, hamsters, rabbits, mice, lizards, geckos, birds, hedgehogs, etc. are not allowed in the center.





***Gang-Free Zones***

Under the Texas Penal Code, any area within 1000 feet of a child-care center is designated as a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

***Gun-Free Campuses***



**NO FIREARMS OF ANY TYPE (PISTOLS/HANDGUNS/ RIFLES/SHOTGUNS, ETC.) ARE ALLOWED ON ANY/ALL HEAD START/EHS CAMPUS/BUILDINGS.**

***Swimming Pools/Water Activities***

It is GOPB, Inc.'s policy that children are not allowed to play in, or near, pools, lakes or streams. Children have the opportunity to play in sand and water daily within the classroom at the sand/water table. This activity is supervised at all times.



***Breast-feeding areas***

If a mother is at the center and needs to breast-feed a younger child, a space will be made available. Space is limited at some centers, so an office may be used. A sign stating "Breastfeeding in Session" will be posted outside the office door to ensure your privacy. Please talk to the Site Manager if you need to use this room.



***Emergency Preparedness Plan***

A copy of the Center’s Emergency Preparedness Plan is available upon request at each Head Start/EHS Center.

***OPEN DOOR POLICY***

Parents are encouraged to share their concerns or complaints. Concerns/complaints should first be addressed to your child’s teacher. If it is not addressed, then the concern should be brought to the Site Manager’s attention. If the Site Manager is unable to address your concern, you are welcome to talk to our Parent, Family & Community Engagement Manager:

Ms. Lisa Torres – 432-337-1352, ext. 220

The Executive Director, Mrs. Catriva Webbs, and the Policy Council will be made aware of any and all concerns or complaints, and will be available to work with Head Start parents, if needed.

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATES TO REMEMBER:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CHILD’S NAME: \_\_\_\_\_

CHILD’S TEACHER: \_\_\_\_\_ CHILD’S CLASSROOM # \_\_\_\_\_

CHILD’S TEACHERS AIDE: \_\_\_\_\_

# UNITED STATES DEPARTMENT OF AGRICULTURE

## USDA Nondiscrimination Statement (2023)

**For all other FNS nutrition assistance programs, State or local agencies, and their sub recipients, must post the following Nondiscrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, gender identity, sexual orientation, 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 made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

To download a digital copy of the **USDA Nondiscrimination Statement** visit:  
<https://www.fns.usda.gov/cr/fns-nondiscrimination-statement>



# UNITED STATES DEPARTMENT OF AGRICULTURE

## USDA Nondiscrimination Statement – 2023

This institution is an equal opportunity provider.

USDA Nondiscrimination Statement 2023 (Spanish Translation)

For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

Los demás programas de asistencia nutricional del FNS, las agencias estatales y locales, y sus beneficiarios secundarios, deben publicar el siguiente Aviso de No Discriminación:

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, identidad de género, orientación sexual, discapacidad, edad, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el Formulario de Denuncia de Discriminación del Programa del USDA, (AD-3027) que está disponible en línea en: [How to File a Complaint](#). y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

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

(2) fax: (202) 690-7442; o

(3) correo electrónico: [program.intake@usda.gov](mailto:program.intake@usda.gov).

Esta institución es un proveedor que ofrece igualdad de oportunidades.

Para bajar una copia digital del Aviso de No Discriminación del USDA visite a:  
<https://www.fns.usda.gov/cr/fns-nondiscrimination-statement>



Head Start School Readiness Academy uses regulation school buses only to transport children to and from school and to any parent-authorized health services, picnics and field trips. Parents can assist in transportation if desired.

**\* \* \* OUR BUS DRIVERS HAVE BEEN INSTRUCTED NOT TO DRIVE THEIR ROUTES IN HAZARDOUS OR INCLEMENT WEATHER!** This relates to icy street conditions and sand storms. If the Public School dismisses because of bad weather, so will Head Start/EHS.

**IMPORTANT!** When the temperature is 30° or below at 7:00 A.M., the buses will not run. If the weather is extremely hazardous for driving, please call the center before getting your child ready for school

### **GOPB, INC. –HEAD START BUS RULES**

1. Head Start children will be returned to the place they were picked up unless specified on the bus application.
2. Parents should notify the Site Manager, Family Advocate or Bus Drivers when a child is not to be picked up or taken home, or call 432-337-2608 (Transportation Office)
3. Parents should notify Head Start 2 weeks in advance of moving.
4. Children MUST BE DRESSED AND READY WHEN THE BUS ARRIVES. **Bus will** wait for 30 seconds for child to come out to bus.
5. When a child is delivered home or to the bus stop, **THE PARENT OR AN ADULT (16 YEARS OLD OR OLDER) MUST RECEIVE THE CHILD.** These individuals must be listed as authorized person(s) to receive/pick-up your child.
6. If no one is home or at the bus stop, the child will be returned to the Center, and it will be the parent's responsibility to see that he or she is taken home.

7. IF A CHILD HAS TO CROSS THE STREET to get on or off the bus, HE OR SHE MUST BE ACCOMPANIED BY AN ADULT. The child should always cross IN FRONT OF THE BUS. The parent will give the child to the bus aide.
8. Only Head Start children, Head Start staff, volunteers and volunteer's children will ride the bus to and from the Center.
9. Food and drink are not allowed on the bus.
10. Toys should not be sent with the child except for "Show & Tell" purposes. Teachers will let parents know when "Show & Tell" occurs.
11. There will be two (2) adults on the bus at all times (the Bus Driver and Bus Aide).
12. All bus passengers are to wear seatbelts and/or restraints. Parents are asked to encourage their children to remain seated with safety belts/restraints on when riding the bus.
13. Children who are continually returned (3 times) to the Center because no one is home to receive them, are continuously reminded to remain seated, or display disruptive behavior could **forfeit** their bus privileges.
14. The Bus Driver and Bus Aide may determine a child to be ill at the time he/she boards the bus or while in route to the Center. If this occurs, the sick child will be returned to the parents.
15. If the children are at the Center and it begins to snow or sleet, we will dismiss school early in order to get the children home as safely as possible.
16. You can help by informing us of any severe weather conditions that are broadcast from the local radio and television stations.



## PARENT COMMITTEES

All parents of Head Start/EHS enrolled children automatically become members of the Center's Parent Committee. This is the first level of participation for the parents at all Head Start/EHS Centers. Parent Committee members are strongly encouraged to assist in the planning, coordinating and organizing of program activities for parents with the assistance of staff members. Members also assist in recruiting volunteer services from other parents, community residents and community organizations, and, also assist in the mobilization of community resources to help the Head Start/EHS program meet identified needs. Parent Committees assist in the daily operations of the program by volunteering in the classrooms, kitchens, on the buses and a number of other activities.

During the first month of the school year (usually September), the first Parent Committee meeting is held at each Head Start/EHS Center. During this meeting, parents are presented an overall view of what the Parent Committee is, and its duties and responsibilities. The Parent Committee officers receive training on their respective positions. Parents are encouraged to mingle and network with one another at this first meeting to begin the search for someone whom they feel will serve as good, active and vocal officers on the Parent Committee. Parents who are nominated should be able to attend and run the monthly Parent Committee meeting at their center. These officers are the backbone of the Parent Committees. They spearhead the activities at the centers such as fall festivals/Halloween festivals, Christmas parties, volunteer on field trips and a variety of other fun activities.

During the second Parent Committee meeting of the year (usually the 1<sup>st</sup> or 2<sup>nd</sup> week in October), parents are elected to serve as officers (President, Vice-President, Secretary, Treasurer and Parliamentarian) for the school year. All parents who are nominated to run for office must be parents of children currently enrolled in Head Start/ESH. The parents nominated for office must be willing to donate their time to assisting with running the Parent Meetings. These meetings are held usually once a month at a time designated by the majority of the parent committee members. These officers may not be immediate relatives of any Head Start staff/EHS. These 5 officers will receive training on their job duties and responsibilities by the Site Managers and Parent Involvement Specialist. The parents who are elected to serve as President and Vice-President must also be able and willing to serve as the Center's Policy Council Representative and Policy Council Alternate.

## THE POLICY COUNCIL

The Head Start/EHS Policy Council is made up of parents and community representatives who have a vested interest in our Head Start children. Parents elected to this position must be elected by their respective parent committees. The purpose of the policy council shall be to perform meaningful functions in the management of the Head Start/EHS program. It is expected that at a minimum, they will:

- ✓ Assist in the development of, and give approval to, the grant application before it is submitted.
- ✓ Participate in the recruitment and interview process of potential Head Start/EHS employees.
- ✓ Have a voice in establishing criteria for selection of staff personnel.
- ✓ Initiate ideas and suggestions for program improvement.
- ✓ Assist in organizing activities for parents.
- ✓ Participate in the communication of information about the program between the agency, the parents and the community in general.
- ✓ Serve as a link to public and private organizations.
- ✓ Aid in recruiting volunteers and assist in mobilizing community resources.

The Policy Council will consist of one Policy Council Representative (Parent Committee President) and one Policy Council Alternate (Parent Committee Vice-President) from each of our eleven Head Start/EHS Centers, one Representative from a Service Organization such as Public Health Dept., Social Service Organization, former Head Start Parents, or an elected official, and 2 board liaisons from the Board of Directors. The term of the Policy Council members and officers shall be for one year.

Policy Council meetings are held on the third Thursday of each month at 10:00 A.M. at the Head Start/EHS Administration Office. Transportation from our out-of-town centers is provided by Head Start.

All Policy Council members must report back to their respective Parent Committees at least once a month to inform them on the Policy Council meetings and activities. Parent Committee presidents must ensure that reporting on the Policy Council activities be included on the Parent Committee meeting agenda.

Failure to make two (2) consecutive meetings automatically terminates that member or officer. If a Policy Council member is to be absent, they must call the Associate Director/PFCE at the Administration Office (337-1352, ext. 220) to inform him they will be absent from the meeting and the reason for the absence. Throughout the year, training sessions will be held pertaining to various subjects, duties and responsibilities of members. Most training sessions will be held in Odessa. However, there will be certain training sessions conducted out-of-town. Parents need to elect representatives who will be willing and able to attend all these training sessions and meetings, both in Odessa and out of town.

Serving on the Parent Committees and Policy Council is a rewarding and fulfilling experience. Parents must be the leaders in advocating for children and Head Start throughout the communities. They are their children's voice. Parents and staff working together as partners ensure our Head Start/EHS children will truly be tomorrow's leaders – our "Nation's Pride."

## INCLEMENT WEATHER POLICY and PROCEDURES

### **Policy:**

There may be cases of severe weather occurring while centers are in operation. This can include high winds, tornado warnings, and actual tornadoes. Saving lives is the first priority in the event of emergency. Saving property should be considered only when all lives are safe. Emergency situations are not conducive to calm and composed thinking. *Planning, preparation, and practice* are the essential ingredients of a successful evacuation or change in classroom operations.

### **WARNING –TIME TO ACT!**

A tornado or severe thunderstorm warning is issued by the local weather services whenever a tornado or severe thunderstorm has actually been sighted or strongly indicated by radar.

### **WATCH - TIME TO PLAN AND PREPARE!**

A tornado or severe thunderstorm watch is issued whenever conditions exist for severe weather to develop.

### **PROCEDURES TO FOLLOW:**

Sound alarm - notify every one of the severe weather - make sure everyone knows what the alarm signifies.

Take a head count - make sure everyone is in the designated safe location (in building or out of bus if needed). The use of a roster ensures that all children/staff/visitors are accounted for. Designate a staff person to carry the roster with them during the evacuation.

Make a specific person responsible for taking the emergency information on children with them in an evacuation.

Each center will have a tornado plan created with the help of the local sheriff's department.

### **TORNADOES:**

Tornadoes are the most dangerous of all storms. Tornadoes move fast. If it is believed a tornado is coming, find shelter; do not wait to see it.

If you are in a building, go to the lowest room in the center of the building. The basement is best if there is one present. A small room like a bathroom or closet is safer than a large room. Stay away from windows. Glass breaks when the wind blows hard and it can cut you. Blankets can be used to cover heads and bodies. Take a flashlight and a battery radio.

Close windows in your area and close all interior doors.

If you are outside, go into a building if possible. If you are not near a building, find a low place in the ground, a ditch, or a hole, and get into it. Cover heads. Stay away from electric wires overhead.



Understand the Weather

Wind-Chill

- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- 20° to 0° is *bitter cold* with significant risk of frostbite
- 20° to -60° is *extreme cold* and *frostbite* is likely
- 60° is *frigid* and exposed *skin will freeze* in 1 minute



Heat Index

- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be hazardous
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit.

# Child Care Weather Watch

Wind Chill Factor (In Fahrenheit)

Air Temperature	Wind speed in mph																			
	CALM	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	
50	50	48	40	36	32	30	28	27	26											
40	40	37	28	22	18	16	13	11	10											
30	30	27	16	9	4	4	0	-2	-4											
20	20	16	4	-5	-10	-15	-20	-21	-21											
10	10	6	-9	-18	-25	-29	-33	-35	-37											
0	0	-5	-21	-36	-45	-49	-48	-49	-53											
-10	-10	-15	-33	-45	-53	-59	-63	-67	-69											
-20	-20	-26	-46	-58	-67	-74	-79	-82	-85											
-30	-30	-36	-58	-72	-82	-87	-94	-98	-102											



- Comfortable for outdoor play



- Caution



- Danger

## Heat Index Chart (in Fahrenheit)

Temperature (°F)	Relative Humidity (Percent)															
	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90
110	109	112	117	123	130	137	143	150								
105	102	105	109	113	118	123	129	135	142	149						
100	97	99	101	104	107	110	115	120	126	132	138	144				
95	91	93	94	96	98	101	104	107	110	114	119	124	130	136		
90	86	87	88	90	91	93	95	96	98	100	102	106	109	113	117	123
85	81	82	83	84	85	86	87	88	89	90	91	93	95	97	99	102
80	76	77	77	78	79	79	80	81	81	82	83	85	86	86	87	88
75	71	72	72	73	73	74	74	75	75	76	76	77	77	78	78	79

# Alerta del Tiempo Para el Cuidado de los Niños

Entendiendo el Tiempo

## Aire Frío

- 30° es *fresco* y generalmente incomodo
- de 15° a 30° es *frío*
- de 0° a 15° es *muy frío*
- 20° a 0° es un *frío horrible* con un riesgo importante de *congelación*
- 20° a -60° es un *frío extremo* y muy probable de *congelarse*
- 60° es *glacial* y la piel *expuesta se congela* en 1 minuto

## Indice de Calor



- 80° o menos es considerado conforable a los 90° comienza a ser incomodo
- 100° incomodo y puede ser peligroso
- 110° es considerado peligroso

Todas las temperaturas están en grados Fahrenheit

		Factores del Aire Frío (en grados Fahrenheit)																	
		Velocidad del Viento en MPH																	
Temp (F)	Calmado	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90
		50	50	48	40	36	32	30	28	27	26								
40	40	37	28	22	18	16	13	11	10										
30	30	27	16	9	4	0	-2	-4	-6										
20	20	16	4	-5	-10	-15	-18	-20	-21										
10	10	6	-9	-18	-25	-29	-33	-35	-37										
0	0	-5	-21	-36	-39	-44	-48	-49	-53										
-10	-10	-15	-33	-45	-53	-59	-63	-67	-69										
-20	-20	-26	-46	-58	-67	-74	-79	-82	-85										
-30	-30	-36	-58	-72	-82	-87	-94	-98	-102										



- Cómodo para jugar afuera

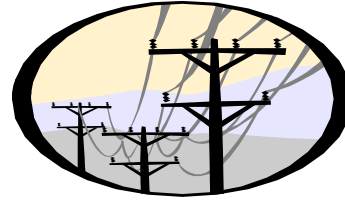


- Precaución



- Peligro

Temperatura ( F )	Gráfica del Índice de Calor (en grados Fahrenheit)																		
	Humedad Relativa (Porcentaje)																		
	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90			
110	108	112	117	121	126	131	137	143	150										
105	102	105	109	113	118	123	129	135	142	149									
100	97	99	101	104	107	110	115	120	126	132	138	144							
95	91	93	94	96	98	101	104	107	110	114	119	124	130	136					
90	86	87	88	90	91	93	95	96	98	100	102	106	109	113	117	122			
85	81	82	83	84	85	86	87	88	89	90	91	93	95	97	99	102			
80	76	77	77	78	79	79	80	81	81	81	82	83	85	86	86	87	88		
75	71	72	72	73	73	74	74	75	75	76	76	77	77	78	78	79	80		



If electric wires are blown down, they are very dangerous – get away from them. They can kill you. Report them to the fire department. Never try to get away from a tornado cloud in the vehicle. You cannot get away fast enough and other tornado funnels may develop around you. Tornadoes blow vehicles around and can kill people in them.

In most communities, warning sirens warn people of a coming tornado. Listen to the radio or television for more information. The sirens are usually tested on a regular basis. Tornado funnels sound like a train coming. Tornadoes can come in quiet windstorm. Greenish clouds with lightning in them warn us that a dangerous tornado cloud is developing.

IF CHILDREN ARE ON BUSES when the severe weather hits, the center should contact each bus that is out to warn them of the weather conditions. The bus driver should inform the center of their present location and the plan that they are proceeding with. After everything is safe, the center should be contacted with an update of the situation. Drivers should identify emergency shelters along their routes.

#### **HELPING CHILDREN DURING EMERGENCY OR EVACUATION PROCEDURES:**

Reassure the children and remove them from the scene if there has been an injury. Explain simply and carefully what has happened and what will happen. Answer their questions truthfully. Then redirect their attention - a game or quiet activity. Most importantly - **STAY CALM**. If staff panics, the children will panic too. If you need to do an evacuation and children are frightened, have them hold each other's hands. Human touch is reassuring in scary situations.

#### **EXTREME TEMPERATURES:**

To assure each child's safety, children will not be allowed to participate in outdoor activities at the center when temperatures are considered to be of an "extreme" nature. This will be determined on a daily basis by the Site Manager.



## **POLITICA Y PROCEDIMIENTOS PARA LAS INCLEMENCIAS DEL TIEMPO**

### **POLITICA:**

Talvez habrá casos de mal tiempo mientras que los centros estén en operación. Este puede incluir vientos fuertes, alertas de tornado, y tornados en si. El salvar vidas es la prioridad principal en caso de una emergencia. Solo cuando todas las vidas estén a salvo es que debe considerarse salvar propiedades. Las situaciones de emergencia no facilitan el pensar calmada y serenamente. *La planeación, preparación, y práctica* son los ingredientes esenciales de una evacuación exitosa o de un cambio en el funcionamiento del salón.

### **!ADVERTENCIA – HORA DE ACTUAR!**

Una advertencia de tornado o de una tormenta severa es emitida por los servicios locales del tiempo cuando un tornado o tormenta severa están a la vista o cuando son fuertemente indicadas en el radar.

### **¡ ALERTA (ESTE AL PENDIENTE) – HORA DE PLANEAR Y PREPARARSE!**

Una alerta de tornado o de tormenta severa es emitida cuando existen condiciones que pueden desarrollarse en mal tiempo.

### **PROCEDIMIENTOS A SEGUIR:**

- Suene la alarma - notifique a todos acerca del mal tiempo - asegúrese que todos saben lo que la significa la alarma.
- Tome cuenta de estudiantes/personas - asegúrese que todos están en el área de seguridad designada (en el edificio o fuera del autobús si es necesario). El uso de una lista de asistencia asegura que se están contando a todos los niños/empleados/visitantes. Designe a un empleado para que se lleve la lista de asistencia con él/ella durante la evacuación.
- Haga que una persona sea responsable de tomar la información de emergencia de los niños junto con él/ella durante la evacuación.
- Cada centro tendrá un plan en caso de tornados creado con la ayuda del departamento local del sheriff.

### **TORNADOS:**

Los tornados son los más peligrosos entre todas las tormentas. Los tornados se mueven rápido. Si se cree que un tornado está en camino, encuentre un refugio; no espere hasta que pueda verlo. Si se encuentra dentro de un edificio, diríjase al cuarto más bajo en el centro del edificio. El sótano es mejor si es que hay uno disponible. Un cuarto pequeño como un baño o un armario es más seguro que un cuarto grande. Manténgase alejado de las ventanas. El vidrio se quiebra cuando el viento sopla fuerte y lo pueden cortar. Las mantas pueden ser utilizadas para cubrirse la cabeza y el cuerpo. Tome una lámpara de mano y un radio de baterías. Cierre las ventanas en su área y cierre todas las puertas internas. Si se encuentra afuera, entre a un edificio si es posible. Si no se encuentra cerca de un edificio, encuentre un lugar bajo en el suelo, una zanja, o un hoyo, y métase en el. Cúbrase la cabeza. Manténgase alejado de cables eléctricos aéreos. Si los cables eléctricos se caen con el viento, son muy peligrosos - aléjese de ellos. Lo pueden matar. Repórtelos al departamento de bomberos. Nunca trate de alejarse de una nube de tornado en su vehículo. Usted no podrá alejarse lo suficientemente rápido y otros embudos de tornado podrían formarse alrededor suyo. Los tornados hacen volar en círculos a los vehículos y pueden matar a gente dentro de ellos.

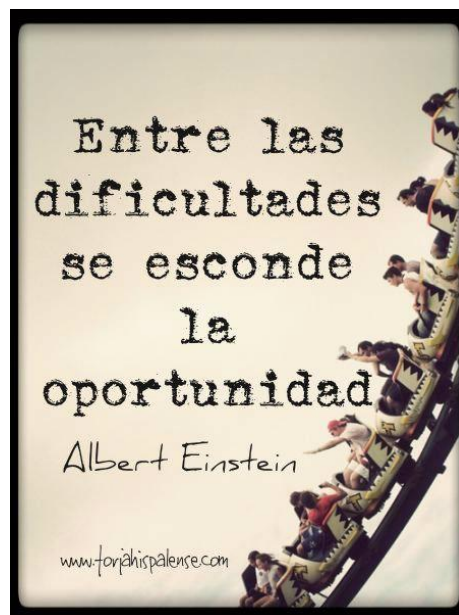
En la mayoría de las comunidades, las sirenas de advertencia avisan a la gente que un tornado está en camino. Escuche el radio o la televisión para más información. Las sirenas son revisadas regularmente. Los embudos de tornado suenan como si un tren viniera. Los tornados pueden llegar junto con una tormenta de aire silenciosa. Las nubes verdosas con relámpagos en ellas nos advierten que una nube peligrosa de tornado se está formando.

Si hay niños en los camiones cuando empieza el mal tiempo, el centro debe contactar a cada autobús que se encuentra afuera para advertirles de las condiciones del tiempo. El chofer del autobús debe informar al centro su ubicación y el plan que están llevando a cabo. Después de que todo este seguro, el centro debe ser contactado con las últimas noticias de la situación. Los chóferes deben identificar refugios de emergencia a lo largo de sus rutas.

**PROCEDIMIENTOS PARA AYUDAR A LOS NIÑOS DURANTE UNA EMERGENCIA O UNA EVACUACIÓN:** Tranquilice a los niños y remuévalos del lugar si ha habido una herida. Explique en palabras simples y con cuidado que es lo que está pasando y que va a pasar. Responda a sus preguntas con la verdad. Entonces desvíe su atención – un juego o una actividad silenciosa. Lo más importante es MANTENER LA CALMA. Si el personal se aterroriza, los niños se aterrorizarán también. Si usted necesita evacuar y los niños están asustados, haga que se agarren de las manos. El roce humano es tranquilizante en situaciones de miedo.

**TEMPERATURAS EXTREMAS:**

Para garantizar la seguridad de cada niño, no se les permitirá a los niños mientras estén en el centro que participen en actividades al aire libre cuando las temperaturas son consideradas como de naturaleza “extrema”. Esto será determinado diariamente. Las temperaturas extremas serán determinadas de acuerdo con la gráfica de Alerta Del Tiempo Para El Cuidado De Los Niños que se encuentra en la siguiente página. La grafica de Alerta Del Tiempo Para El Cuidado De Los Niños toma en consideración el índice de calor y los factores de enfriamiento del aire. La grafica divide las temperaturas en tres zonas condicionadas con tres colores.



**Emergency Evacuation/Relocation Plan**  
**Center: T.L. Booth Head Start**

- Employee Responsible for calling Emergency personnel. (Fire, Police, Poison Control, GOPB bus if needed).  
**Site Manager**
  
- Employee responsible for securing children's Emergency Numbers, Emergency Medical Authorizations and Attendance Sheets.  
**Family Advocate**
  
- Employee responsible for notifying parents  
**Family Advocate & Site Manager**
  
- Employee responsible for securing First Aid Kit/ Disaster Kit.  
**Nurse & Teachers**

Relocation Place:  
Ector County Coliseum  
42<sup>nd</sup> and Andrews Hwy./Building D or G  
Odessa, TX  
Contact Staff- 432-366-3541 ext. 1001

Once everyone has safely made it to the relocation place teachers will count children to ensure that all are present and wait for the signal that it is safe to return to center.



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**Emergency Evacuation/ Relocation Plan**  
**Center: Monahans Head Start School Readiness Academy**

- Employee Responsible for calling Emergency personnel. (Fire, Police, Poison Control, GOPB Bus if needed).  
**Site Manager & Nurse**
  
- Employee responsible for securing children's Emergency numbers and Emergency Medical Authorizations and Attendance Sheets.  
**Site Manager & Nurse**
  
- Employee responsible for notifying parents  
**Site Manager, Nurse & Clerk**
  
- Employee responsible for securing First Aid Kit/Disaster Kit.  
**Nurse & Teachers**

Relocation Place:  
TATOM ELEMENTARY  
1600 SOUTH CALVIN  
MONAHANS TEXAS 79756  
432-943-2769

Once everyone has safely made it to the relocation place teachers will count children to ensure that all are present and wait for the signal that it is safe to return to center.



**Emergency Evacuation/ Relocation Plan**  
**Center: Arbor Terrace Early Head Start School Readiness Academy**

- Employee Responsible for calling Emergency personnel. (Fire, Police, Poison Control, GOPB Bus if needed).  
**Site Manager & Clerk**
  
- Employee responsible for securing children's Emergency numbers and Emergency Medical Authorizations and Attendance Sheets.  
**Site Manager & Clerk**
  
- Employee responsible for notifying parents  
**Site Manager & Clerk**
  
- Employee responsible for securing First Aid Kit/Disaster Kit.  
**Nurse & Teachers**

Relocation Place:

Hays Elementary

1101 E. Monahans

Odessa, Texas 79761

Principal: Amy Anderson – 432-456-1129

Once everyone has safely made it to the relocation place teachers will count children to ensure that all are present and wait for the signal that it is safe to return to the center.





## **Emergency Evacuation/ Relocation Plan**

### **Center: Chaffin Head Start School Readiness Academy**

- Employee Responsible for calling Emergency personnel. (Fire, Police, Poison Control, GOPB Bus if needed).  
**Site Manager & Clerk**
- Employee responsible for securing children's Emergency numbers and Emergency Medical Authorizations and Attendance Sheets.  
**Teachers in each classroom (Rooms 1-10)**
- Employee responsible for notifying parents  
**Site Manager, Family Advocate and Clerk**
- Employee responsible for securing First Aid Kit/Disaster Kit.  
**Nurse & Teachers**
- Employee Responsible for securing and checking classrooms and restrooms  
**Nurse, Nurse Aide & Kitchen Staff**

Relocation Place:

Ector County Coliseum

42<sup>nd</sup> and Andrews Hwy./Building D or G

Odessa, TX

Contact Staff- 432-366-3541 ext. 1001

Once everyone has safely made it to the relocation place teachers will count children to ensure that all are present and wait for the signal that it is safe to return to the center.



**Emergency Evacuation/ Relocation Plan**  
**Center: T. Ayres/D. Love Head Start & Early Head Start**  
**School Readiness Academy**

- Employee Responsible for calling Emergency personnel. (Fire, Police, Poison Control, GOPB Bus if needed).  
**Site Manager & Clerk**
  
- Employee responsible for securing children's Emergency numbers and Emergency Medical Authorizations and Attendance Sheets.  
**Teachers & Teacher Assistants**
  
- Employee responsible for notifying parents  
**Family Advocate & Nurse**
  
- Employee responsible for securing First Aid Kit/Disaster Kit.  
**Nurse & Teachers**
  
- Employee Responsible for securing and checking classrooms and restrooms  
**Nurse & Nurse Aide**

Relocation Place:  
Bessie Haynes Elementary  
800 E. 11<sup>th</sup> Street  
Pecos, Texas

Once everyone has safely made it to the relocation place, teachers will count children to ensure that all are present and wait for the signal that it is safe to return to the center.



**Emergency Evacuation/ Relocation Plan**  
**Center: V.E. Hollingsworth Head Start & Early Head Start**  
**School Readiness Academy**

- Employee Responsible for calling Emergency personnel. (Fire, Police, Poison Control, GOPB Bus if needed).  
**Site Manager & Clerk**
  
- Employee responsible for securing children's Emergency numbers and Emergency Medical Authorizations and Attendance Sheets and 30 minute checklist  
**Teachers & Family Advocate**
  
- Employee responsible for notifying parents  
**Site Manager & Nurse**
  
- Employee responsible for securing the First Aid Kit/Disaster Kit.  
**Nurse & Teachers**
  
- Employee Responsible for securing and checking classrooms and restrooms  
**Nurse & Nurse Aide**

Relocation Place:  
Ector County Coliseum  
42nd and Andrews Hwy./Building D or G  
Odessa, TX  
Contact Staff- 432-366-3541 ext. 1001

Once everyone has safely made it to the relocation place, teachers will count children to ensure that all are present and wait for the signal that it is safe to return to the center



**Emergency Evacuation/ Relocation Plan**  
**Center: F.C. Whitiker Head Start**  
**School Readiness Academy**

- Employee Responsible for calling Emergency personnel. (Fire, Police, Poison Control, GOPB Bus if needed).  
**Site Manager & Family Advocate**
- Employee responsible for securing children's Emergency numbers and Emergency Medical Authorizations and Attendance Sheets and 30 minute checklist  
**Site Manager, Clerk & Family Advocate**
- Employee responsible for notifying parents  
**Site Manager & Nurse**
- Employee responsible for securing First Aid Kit/Disaster Kit.  
**Nurse & Teachers**
- Employee Responsible for securing and checking classrooms and restrooms  
**Nurse & Nurse Aide**

Relocation Place:  
Reagan Elementary  
2321 E. 21st  
Odessa, TX  
Contact Staff- Mrs. Jennifer Bizzel- 432-456-1189

Once everyone has safely made it to the relocation place, teachers will count children to ensure that all are present and wait for the signal that it is safe to return to the center



**Emergency Evacuation/ Relocation Plan**  
**Center: Bauer Head Start & Early Head Start**  
**School Readiness Academy**

- Employee Responsible for calling Emergency personnel. (Fire, Police, Poison Control, GOPB Bus if needed).  
**Site Manager & Family Advocate**
  
- Employee responsible for securing children's Emergency numbers and Emergency Medical Authorizations and Attendance Sheets and 30 minute checklist  
**Teachers & Teacher Aides**
  
- Employee responsible for notifying parents  
**Site Manager & Nurse**
  
- Employee responsible for securing First Aid Kit/Disaster Kit.  
**Nurse & Teachers**
  
- Employee Responsible for securing and checking classrooms and restrooms  
**Nurse & Nurse Aide**

**Relocation Place:**

Salvation Army  
811 W. 5<sup>th</sup>  
Big Spring  
Contact Staff – 432-264-0139



Once everyone has safely made it to the relocation place, teachers will count children to ensure that all are present and wait for the signal that it is safe to return to the center

**Emergency Evacuation/ Relocation Plan**  
**Center: Betty J. Carter Early Head Start**  
**School Readiness Academy**

- Employee Responsible for calling Emergency personnel. (Fire, Police, Poison Control, GOPB Bus if needed).  
**Site Manager**
  
- Employee responsible for securing children's Emergency numbers and Emergency Medical Authorizations and Attendance Sheets and 30 minute checklist  
**Site Manager & Clerk**
  
- Employee responsible for notifying parents  
**Site Manager & Clerk**
  
- Employee responsible for securing First Aid Kit/Disaster Kit.  
**Site Manager & Clerk**
  
- Employee Responsible for securing and checking classrooms and restrooms  
**Site Manager**

**Relocation Place:**

Gonzales Elementary  
2700 Disney St.  
Odessa, TX. 79761  
Contact Person: Mrs. Adonica Galindo



Once everyone has safely made it to the relocation place, teachers will count children to ensure that all are present and wait for the signal that it is safe to return to the center.



# A Message for Parents About Pedestrian Safety

## Here are some facts you should know:

- ✓ Preschool children are quick and often unaware of danger.
- ✓ Each year, many children are injured or killed when they suddenly dart into the path of a car.
- ✓ Most preschoolers are injured near their home or on their own street.
- ✓ Most crashes involving children happen between 3:00 P.M. and 6:00 P.M.
- ✓ Most crashes involving children occur in fair and warm weather.
- ✓ Twice as many preschool boys are injured than preschool girls.

## This is How You Can Prevent These Tragedies:

- Supervise children at all times.
- Children should not be allowed to cross the street alone.
- Teach them who can help them cross the street safely.
- Teach by explaining. Explain to your child the safe way you cross a street. Say: “When I cross a street, I always stop at the curb. I look for cars. I look left for any traffic coming and then I look right for traffic coming that way. Then I look left again. When it is clear, I cross the street and keep looking left and right.”
- Teach by example. When you cross a street with your child, always
- Stop at the curb.
- Look LEFT-RIGHT-LEFT for traffic in all directions.
- Cross when it’s clear.
- Keep looking for cars as you cross.

Encourage your child. As you both safely cross the street together, point out your child’s safety behaviors. Use safe language and specific safety words. Practice what you teach at all times.



## Parent/Community Grievance Report

**Our program values feedback from parents and community members. We use this form as part of a consistent process to ensure that any grievance with the Head Start/EHS program is heard and adequately addressed.**

Name of Parent/Community Member: \_\_\_\_\_

If you are a parent: Child's Name: \_\_\_\_\_ Center: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Best Time to Call: \_\_\_\_\_

**1. Describe your concern. Include specifics such as date of incident(s), location, individuals involved, etc.**

**2. Describe steps already taken to address this concern.** Check all that apply & provide details.

Spoke with program staff (e.g. Teacher, Family Advocate).  
*Who & When?* \_\_\_\_\_

Spoke with manager (e.g. Site Manager)  
*Who & When?* \_\_\_\_\_

Other *Please Specify:* \_\_\_\_\_  
Who & when?

**3. Please sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**4. Please mail or present in person to:** **PFCE Manager**  
**P.O. Box 3922**  
**Odessa, TX 79760**  
(Or come by 206 W. 5<sup>th</sup> St.  
Odessa, TX 79760)

Office Use Only:

Date Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Follow-Up Taken: \_\_\_\_\_



# Procedimientos

