

Planting Seeds for The Future

2024-2025 EARLY HEAD START PARENT HANDBOOK

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Acknowledgment of Receipt

By signing this handbook, I acknowledge that I have received a copy of the 2024-2025 Parent Handbook.

I am aware that I am responsible for understanding and abiding by the information contained in this handbook.

Child's Name (Print)

Parent's/Guardian's Name (Print)

Signature

Date

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Welcome to Le Jardin Community Center Inc. Early Head Start (EHS) program! The team is excited to start the new school year with a parent orientation, opportunities to participate in events, and volunteer opportunities.

Our program serves over 1,100 infants, toddlers, preschoolers, and pregnant women throughout Homestead, Florida City, Leisure City, Naranja, and surrounding areas.

One mission of the Early Head Start program is to eliminate the cycle of poverty for our families and move towards self-sufficiency. For the child, Le Jardin promotes child development through strengthening school readiness abilities by promoting cognitive, physical, social, and emotional development through enriched and positive learning in age-appropriate environments.

As a parent/caregiver, you are the primary caregiver and educator of your children and you are encouraged to continually support and participate in the program so that your child can succeed in school. In addition, the program will assist families in personal goals-setting aspects across a variety of goal topics that can include professional development/continued education, employment, housing stability, specific parenting skills, financial stability, and other important goals.

Health: The state of Florida has a series of health requirements in which you play an important role to be able to fulfill. The state takes well-baby checks very seriously so our Health Facilitators and your Family Workers will remind you when it is time to get your baby week baby check and immunizations. The Children and Adolescent Immunization Schedule by age can be located <https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html#birth-15>.

2023 Recommended Immunizations for Children from Birth Through 6 Years Old

VACCINE	Birth	1 MONTH	2 MONTHS	4 MONTHS	6 MONTHS	12 MONTHS	15 MONTHS	18 MONTHS	19-23 MONTHS	2-3 YEARS	4-6 YEARS
HepB Hepatitis B	HepB	HepB			HepB						
RV* Rotavirus			RV	RV	RV*						
DTaP Diphtheria, Pertussis, & Tetanus			DTaP	DTaP	DTaP			DTaP			DTaP
Hib* Haemophilus influenzae type b			Hib	Hib	Hib*	Hib					
PCV13, PCV15 Pneumococcal disease			PCV	PCV	PCV	PCV					
IPV Polio			IPV	IPV		IPV				IPV	
COVID-19** Coronavirus disease 2019						COVID-19**					
Flu* Influenza						Flu (One or Two Doses Yearly)*					
MMR Measles, Mumps, & Rubella						MMR				MMR	
Varicella Chickenpox						Varicella				Varicella	
HepA* Hepatitis A						HepA*		HepA*			

FOOTNOTES

RV* **Hib***
Administering a third dose at age 6 months depends on the brand of Hib or rotavirus vaccine used for previous dose.

COVID-19** Number of doses recommended depends on your child's age and type of COVID-19 vaccine used.

Flu* Two doses given at least 4 weeks apart are recommended for children age 6 months through 8 years of age who are getting an influenza (flu) vaccine for the first time and for some other children in this age group.


HepA* Two doses of Hep A vaccine are needed for lasting protection. The 2 doses should be given between age 12 and 23 months. Both doses should be separated by at least 6 months. Children 2 years and older who have not received 2 doses of Hep A should complete the series.

ADDITIONAL INFORMATION

1. If your child misses a shot recommended for their age, talk to your child's doctor as soon as possible to see when the missed shot can be given.


2. If your child has any medical conditions that put them at risk for infection (e.g., sickle cell, HIV infection, cochlear implants) or is traveling outside the United States, talk to your child's doctor about additional vaccines that they may need.

Talk with your child's doctor if you have questions about any shot recommended for your child.



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

FOR MORE INFORMATION
Call toll-free: 1-800-CDC-INFO (1-800-232-4636)
Or visit: [cdc.gov/vaccines/parents](https://www.cdc.gov/vaccines/parents)



American Academy of Pediatrics
DEDICATED TO THE HEALTH OF ALL CHILDREN™

Diseases and the Vaccines that Prevent Them

DISEASE	VACCINE	DISEASE SPREAD BY	DISEASE SYMPTOMS	DISEASE COMPLICATIONS
Hepatitis B	HepB vaccine protects against hepatitis B.	Contact with blood or body fluids	May be no symptoms, fever, headache, weakness, vomiting, jaundice (yellowing of skin and eyes), joint pain	Chronic liver infection, liver failure, liver cancer, death
Rotavirus	RV vaccine protects against rotavirus.	Through the mouth	Diarrhea, fever, vomiting	Severe diarrhea, dehydration, death
Diphtheria	DTaP* vaccine protects against diphtheria.	Air, direct contact	Sore throat, mild fever, weakness, swollen glands in neck	Swelling of the heart muscle, heart failure, coma, paralysis, death
Pertussis (whooping cough)	DTaP* vaccine protects against pertussis (whooping cough).	Air, direct contact	Severe cough, runny nose, apnea (a pause in breathing in infants)	Pneumonia (infection in the lungs), death
Tetanus	DTaP* vaccine protects against tetanus.	Exposure through cuts in skin	Stiffness in neck and abdominal muscles, difficulty swallowing, muscle spasms, fever	Broken bones, breathing difficulty, death
Haemophilus influenzae type b (Hib)	Hib vaccine protects against Haemophilus influenzae type b.	Air, direct contact	May be no symptoms unless bacteria enter the blood	Meningitis (infection of the covering around the brain and spinal cord), intellectual disability, epiglottitis (life-threatening infection that can block the windpipe and lead to serious breathing problems), pneumonia (infection in the lungs), death
Pneumococcal disease (PCV13, PCV15)	PCV vaccine protects against pneumococcal disease.	Air, direct contact	May be no symptoms, pneumonia (infection in the lungs)	Bacteremia (blood infection), meningitis (infection of the covering around the brain and spinal cord), death
Polio	IPV vaccine protects against polio.	Air, direct contact, through the mouth	May be no symptoms, sore throat, fever, nausea, headache	Paralysis, death
Coronavirus disease 2019 (COVID-19)	COVID-19 vaccine protects against severe complications from coronavirus disease 2019.	Air, direct contact	May be no symptoms, fever, muscle aches, sore throat, cough, runny nose, diarrhea, vomiting, new loss of taste or smell	Pneumonia (infection in the lungs), respiratory failure, blood clots, bleeding disorder, injury to liver, heart or kidney, multi-system inflammatory syndrome, post-COVID syndrome, death
Influenza (Flu)	Flu vaccine protects against influenza.	Air, direct contact	Fever, muscle pain, sore throat, cough, extreme fatigue	Pneumonia (infection in the lungs), bronchitis, sinus infections, ear infections, death
Measles	MMR** vaccine protects against measles.	Air, direct contact	Rash, fever, cough, runny nose, pink eye	Encephalitis (brain swelling), pneumonia (infection in the lungs), death
Mumps	MMR** vaccine protects against mumps.	Air, direct contact	Swollen salivary glands (under the jaw), fever, headache, tiredness, muscle pain	Meningitis (infection of the covering around the brain and spinal cord), encephalitis (brain swelling), inflammation of testicles or ovaries, deafness, death
Rubella	MMR** vaccine protects against rubella.	Air, direct contact	Sometimes rash, fever, swollen lymph nodes	Very serious in pregnant women—can lead to miscarriage, stillbirth, premature delivery, birth defects
Chickenpox	Varicella vaccine protects against chickenpox.	Air, direct contact	Rash, tiredness, headache, fever	Infected blisters, bleeding disorders, encephalitis (brain swelling), pneumonia (infection in the lungs), death
Hepatitis A	HepA vaccine protects against hepatitis A.	Direct contact, contaminated food or water	May be no symptoms, fever, stomach pain, loss of appetite, fatigue, vomiting, jaundice (yellowing of skin and eyes), dark urine	Liver failure, arthralgia (joint pain), kidney, pancreatic and blood disorders, death

DTaP* DTaP combines protection against diphtheria, tetanus, and pertussis.

MMR** MMR combines protection against measles, mumps, and rubella.

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In-Kind: There are many activities available for your child and the family. We encourage you to volunteer at any of our centers through various activities and participate in parent monthly workshops, be a part of the Policy Council, and parent committees, recruit in the community, volunteer in the classroom, prepare materials from home to implement in the classroom, reading to children, prenatal program activities, and so much more. We look forward to a successful school year and your active participation so that you and your child benefit fully.

Mission Statement

Enriched by the diversity of our community, Le Jardin Community Center, Inc. is dedicated to improving the quality of life for children and families. We provide high-quality educational, recreational, and cultural activities as well as comprehensive services in a safe, caring, and nurturing environment. As a private not-for-profit corporation, Le Jardin seeks opportunities, partnerships, and resources to meet changing community needs.

Program Description

Early Head Start (EHS) is a Child Development program that serves children ages 0 to 3, pregnant women, and their families. The program is made up of components that address the needs of children in families including Education, Health, Nutrition, Family Services, Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA), Mental Health, and Disabilities. Le Jardin encourages family well-being, family engagement, early learning and development, health and wellness, meeting the needs of the community, and positive outcomes for both child and family.

Le Jardin's Early Head Start program supports children, families, and staff who come from culturally diverse backgrounds. Early Head Start families and

staff work together effectively to encourage respectful, sensitive, and proactive approaches to various issues. Our staff demonstrate their respect towards different cultures both in the community, the families we serve, and amongst our children.

Families are strengthened when the goals of the program are acknowledged as a shared responsibility between families, social organizations, and staff. When the ideas and opinions of families are heard, valued, and respected, we all achieve our goals more productively and feasibly.

Adopting a comprehensive health system for children, families, and staff, and ensuring that basic health needs are met, is one of our goals. Notifications such as health alerts, physical health conditions, oral health, and laboratory records encourage practices that prevent future illnesses and injuries, thus promoting positive health behaviors that improve well-being on an ongoing basis. Le Jardin respects the importance of all aspects of a child's development.

History of Head Start

Project Head Start was launched in 1965 as an eight-week summer program by the Bureau of Economics to provide comprehensive early childhood education, health, nutrition, and parent involvement services to low-income children and families. Over the years, Head Start became a ten- to twelve-month program and was enthusiastically received by educators, child development specialists, community leaders, and parents across the country. Early Head Start/Head Start now serves more than one million children and their families each year in urban and rural areas. In 2007, the Improving Head Start for School Readiness Act of 2007 was signed into public law.

State of Florida School Readiness Program Overview

The School Readiness Act was developed through the state of Florida recognizing low-income families needed support for school success and offering financial assistance. The program allows parents/caregivers to work or attend educational programs. Le Jardin Community Center is contracted with the Early Learning Coalition of Miami Dade and Monroe County School Readiness program. The School Readiness program gives Le Jardin parents an option for extended school hours based on the number of children enrolled at each center.

Parents can work closely with their Family Worker to obtain the school readiness voucher. Eligibility requirements include: parent must be working or participating in an education program at least 20 hours per week, gross income at or below 150 percent of the federal poverty level, and must pay a copayment for child care. Le Jardin waives the copayment for our parents.

School Schedule

Le Jardin's Early Head Start locations offer services from 7:30 a.m. to 5:30 p.m., and the Head Start program operates from 7:30 am to 4:00 pm Monday through Friday. Parents should sign in their children on time so that they will enjoy a healthy breakfast and participate in the morning routine.

Parents are encouraged to apply for School Readiness through the Early Learning Coalition. A Family Worker is available to assist parents in this process. With enough children, an after-school program will be opened to help those parents who work longer hours.

Each parent will receive a Le Jardin school calendar. The calendar includes holidays, teacher professional development days, recesses, and the start and end dates for the school year. The schedule will also be posted in the classroom.

Tardiness and Late Pick-up

Parents are encouraged to arrive at the center before 8:30 am to receive breakfast, and participate in the morning routine and classroom activities. Upon arrival, make sure your infant or toddler is awake. Ensure that you contact the teacher/staff and that you always sign in with your name and time of arrival. At departure, always ensure that you carry a photo identification to show the teacher or staff; which applies to any adult listed to pick up your child. Always make sure that the person(s) picking up your child are 18 or older and are listed on the DCF Emergency contact list. If an adult is not listed, they will not be released. Parents, or those on the DCF emergency list, will arrive no later than 5:30 pm unless you are in the School Readiness program. If you pick up your child after 5:30 pm, Le Jardin staff will begin calling the parent and then onto the emergency contact persons listed on the DCF document. Again, if you require later hours, you must apply for School Readiness.

Signing in/out Procedures

The parent/caregiver or parent-assigned adult 18 or older, will sign in on the daily sign-in and out form located upon entry into the classroom. The signature and time must be present. Upon arrival, contact one of the teachers in the classroom as there may be important information to share. This is an appropriate time to discuss family or child information as well.

At dismissal, the parent/caregiver or an adult on the DCF Emergency Contact form should arrive after 3:00 pm and before 5:30 pm. Le Jardin is subject to requiring identification at pick up, i.e. driver's license, Florida-issued ID, etc. The parent/caregiver and or adult will sign in and include the time. Again, this is an opportunity to speak to the teacher in regard to your child. Le Jardin cannot reiterate enough that no one who is not listed on the DCF Emergency Contact will be released.

The Main Areas of the Early Head Start Program

1. Early childhood health and development services, including child oral and medical health, approaches to education and child development, safety issues, food and nutrition services, health services, and services for children with disabilities.
2. Parent, family, and community involvement, including the family goals, access to community resources, and community partnerships to improve services for children and families. Parents are encouraged to be a part of Le Jardin's decision-making through parent committees and the parent Policy Council.
3. Program design and management, including program operations, monitoring, and fiscal management.
4. Each classroom implements the pyramid model framework, along with conscience discipline to promote social and emotional wellness and environments.

Education Services

The Early Head Start program works with infants, young children, and their families based on the Creative Curriculum for Infants, Toddlers, and Two-Year-Olds.

The program carries out primary and continuity of care. The term primary care refers to the assignment of a teacher to primarily meet the physical needs of your child and continuity in care means that the same teacher will be providing your child with primary care until he or she leaves the program.

Infants and young children are cared for in small groups; in the classroom, there is one adult for every four children. Infants and young children learn and

develop skills through caring and trusting relationships with their caretakers. Some of these skills are: crawling, standing, walking, grasping, signaling, talking, and other important skills.

Children also learn and develop self-help and language skills such as: drinking from a cup, eating and dressing themselves, using words to express their needs, and potty training. Language to express your feelings including singing, naming objects, having conversations, and telling simple stories, also aids in our pursuit of skill development in these young minds. The social/emotional stage helps promote independence, self-confidence, and self-control.

The Curriculum

Le Jardin uses the research-based Creative Curriculum, which includes developmentally appropriate goals and objectives for children within four major categories of interest: social/emotional, physical, cognitive, and language.

Having a daily routine and schedule in place, helps infants and toddlers gain a sense of stability within their environment making their day more predictable. Children of all ages learn to anticipate changes in the routine, and they eventually become more independent. When a classroom has predictable routines to follow, transition cues, and flexibility, then this can lead to help reduce challenging behaviors. A sample of a classroom routine schedule is below:

Daily Schedule (example) From 7:30 am to 5:30 pm

Arrival
Hand Washing
Breakfast (*infants eat on demand)
Language Development

- Music and Movement
- Individual Activities
- Outdoor Experience
- Hand Washing
- Lunch Time (*infants eat on demand)
- Tooth brushing
- Diaper Change (*as needed)
- Nap Time (*infants sleep on demand)
- Snack Time (*infants eat on demand)
- Story Time
- Individual Activities
- Outdoor Experience
- Hand Washing
- Individual Activities
- Dismissal

Infant Toddler Daily Checklist & Infant or Toddler Daily Report

It is the policy of Le Jardin staff to conduct a daily checklist of your child to identify any concerns. This should be completed after your child enters the classroom. For example, the checklist includes cough, runny nose, scratches, bumps, and more.

Le Jardin Community Center, Inc.
Infant Daily Report | Informe Diario del Bebe | Rapo Kotidyen sou Tibebe qui nan

Child's Name | Nombre del niño | Non limoun nan: _____ Date | fecha | Dat: _____

TO BE COMPLETED BY PARENT/PARA SER LLENADO POR EL PADRE/MADRE/POU PARAN NANPE:

Last feeding | Última Alimentación | Derye fwa il mangé: _____

Mood | Estado de ánimo | Ime li: Cranky (Mal humor) Withdrawn (Retraído) Happy (Feliz) Curious (Curioso) Sad (Triste) Energetic (Activo)

TO BE COMPLETED BY THE CAREGIVER/PARA SER LLENADO POR EL CUIDADOR DE EHS | PWOFÈ SCU EHS/POU NANPE:

EHS Caregiver/teacher name | Nombre del cuidador de EHS | Non gado pwofèse EHS: _____

Feeding | Comida | Manje: _____ Diapering | Cambio de pañal | Kouchèt: _____ Naps | Siesta | Dome: _____

Time | Hora | Le: _____ Item/Amount | Alimento/Cantidad | Le: _____ Time | Hora | Le: _____ Diaper/BM | Otro/Resaca | Pajuste: _____ Time | Hora | Le: _____

Activities | Actividades | Aktivite: _____ Things I need... | Cosas que necesito... | Bogay mwèn bezwem...: _____

Extra Clothes (Mas Ropa / Rad Angla) Other (Otro: / Lèw:)

Comments | Comentarios | Komanite: _____

The staff also complete a Daily Report for Infant and Toddlers. The report includes feeding, diapering, mood, activities, naps, and a comment area. This is for the parent/caregiver to review, comment, and sign.

Evaluation and Screening Process

An ongoing evaluation of your child is performed throughout the program year using the GOLD Online Child Assessment Instrument. This information gives teachers the ability to determine your child's skill level and provides strategies to help your child through the learning process. This information is shared with parents during home visits and parent conferences.

After the first 30 days of attendance, each child will be screened by their teacher. This screening is called the Ages and Stages Questionnaire (ASQ-3) and the Ages and Stages Questionnaire: Social Emotional 2 (ASQ-SE 2). These two screenings work together to get an idea of how your child is developing. The ASQ-3 screens across several domains: gross and fine motor skills, communication, problem-solving, and personal-social development. The ASQ-SE screens for social and emotional behaviors that are considered outside of a child's typical behavior. A meeting with the parent and teacher is conducted to review the results of the screening. If the child's screening results are outside of the typical range and the parent concurs with these concerns, then the child receives a referral to Le Jardin's mental health or disability component.

School Readiness in the Early Head Start Program

School Readiness in the Early Head Start program is defined as children who are ready to begin the school year. School readiness goals have been created through the school readiness committee and consist of the following

- Social and Emotional development
- Physical and Health development
- Learning approaches
- Knowledge (Initial mathematics; creative arts; social studies; language; reading, writing; nature and science).

Transitions

Le Jardin's Early Head Start (EHS) program serves children ages 0 to 3. Children enrolled in the Early Head Start program will transition into Head Start or another childcare program as soon as possible after the child's third birthday. Le Jardin staff will provide support to the parent beginning 6 months before the child's third birthday to help prepare and locate additional childcare services for the family. It is the parent's responsibility to identify and enroll the child into a childcare program once the child has turned three years old with the resources and support provided by Le Jardin staff.

Le Jardin considers the child's developmental level, health, disability status and family circumstances to collaborate with parents to support the successful transition out of Early Head Start.

Parent Engagement

Le Jardin staff highly encourage our families to collaborate and share with staff your talents, knowledge, time, and energy as a volunteer.

Some examples of parent volunteer activities include:

- Volunteer in your child's classroom
- Attend parent committee meetings
- Serve as an officer of the parent committee
- Serve on the school readiness committee
- Assist in events and activities of the center
- Participating in parent meetings, home visits, and volunteering in the classroom
- Putting into practice the activities suggested by the teacher for home learning
- Reading to your child every day

- Planning classroom activities with teachers.

Home Visits and Conferences for Parents

Early Head Start Home Visits are held twice a year. The first home visit allows the teacher to get acquainted with your child. During both home visits, teachers discuss your child's needs, strengths, and goals. Any other concerns you may have can also be discussed at the time of the visit. Parent conferences are scheduled at least twice a year. Teachers work together with parents to identify convenient times for holding parent conferences.

Safety: Children's Clothing and Personal Belongings

All personal items and clothing, such as sweaters, jackets, school supplies, etc., should be marked with your child's name. When choosing the clothes your child will wear in Early Head Start, consider the following:

- Clothing should allow freedom of movement and be free of difficult-to-open obstacles such as belt buckles or various small buttons.
- Clothes should be easy to wash due to creative activities that use supplies like water, sand, paint, glue, etc.
- Clothes should change depending on the weather.
- Closed-toe shoes must be worn and completely closed to avoid injury.
- Small hair accessories, such as; hair beads, barrettes, knockers, bows, or any other hair accessory, can be a serious danger to a child as an object can become lodged in a child's ear, nose, or throat.
- Jewelry that can get caught, i.e. necklace, hoop earrings, etc.

Diaper Supplies

Diapers will be provided in the classroom for all Infants and Toddlers in the Early Head Start program, which will include diapers, pull-ups, and wipes for your child. Those children with allergies to certain diapers, pull-ups, or wipes, must provide documentation to have special items on hand for your child.

Naptime

Because of a child's age, the Department of Children and Families requires that children have a daily nap period. In some incidents, quiet time will suffice as some children do not nap. The classroom schedule allows infants and toddlers a means of balance between active and quiet time opportunities. Le Jardin provides naptime materials for your child.

Safe Sleep

Le Jardin staff are trained in Safe Sleep Practices. An infant will always be placed on their back when in the crib ready to sleep. Le Jardin teachers/staff do not allow items, blankets, or pillows in the crib. We suggest that your infant is dressed appropriately to keep warm.

Change of Clothes

A set of clothes is required to be kept in the child's cubby in the event the child needs to change. It is recommended that during potty training, there should be two sets of clothing available in the classroom.

Positive Parenting Program (Triple P)

Le Jardin's Positive Parenting Program (Triple P) is an early intervention strategy curriculum that aims to increase parental confidence in raising children. The program seeks to improve the quality of parent-child relationships and help parents develop effective, practical strategies for managing common behavioral and developmental issues. The program consists of four in-person group sessions followed by three 15-20-minute phone sessions. The eighth and final session is a graduation celebration, where we honor the parents who have attended/actively participated in the previous sessions.

Health Services & Safety

EHS provides safe environments and health practices to meet the health needs of our children. Le Jardin staff provide ongoing activities and opportunities for our children and families to practice healthy habits. EHS services provide opportunities for each family to practice preventive health habits and encourage positive and culturally relevant health behaviors that improve quality of life. In our mission to achieve this, there are medical records that parents are responsible for obtaining:

- Proof of health insurance or documents proving that you do not have health insurance
- Proof of medical home or documents showing that you do not receive medical home
- Proof of a dental health provider who cares for your child's oral (dental) health needs
- State of Florida School Entrance Health Examination Form (DH 3040), including hearing test, eye exam, weight, height, and head circumference or blood pressure for children 36 months and older.
- Florida Certification of Immunization Form (DH 680)

If you do not have a medical and/or dental service provider, we will gladly help you establish medical assistance, to receive preventive and ongoing medical care, and have one of our community partners assist you with dental care services.

Please be aware that program staff may contact your child's medical professional to obtain completed treatment or preventive care documents. You will be asked for your prior authorization and the confidentiality of all the information received will be taken care of under HIPPA, state laws, and internal policies and procedures.

Health Services Advisory Committee

Le Jardin's Health Services Advisory Committee is made up of parents, health staff, local health providers, Le Jardin's staff, mental health, nutrition, and community partners. The committee meets three times a year to discuss health, nutrition, and safety policies and procedures, health concerns in the community, and address any other health issues. If you are interested in being a part of the center parent committee or the Le Jardin Policy Council, please speak to your Family Worker.

Health Requirements

Within the first 30 days a child attends the program, children must have documentation of an ongoing source of healthcare/health insurance. Family Workers and Health Staff will consult with parents to determine whether each child has an ongoing source of continuous and accessible health care. Health care must be provided by a healthcare professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care and health insurance coverage. Health care home and coverage must be inclusive of both oral and medical care. This requirement is both the responsibility of the parent/guardian as well as the Le Jardin staff to complete within 30 days.

Within the first 45 calendar days after the child's enrollment, program staff will obtain or perform evidence-based vision and hearing screenings. Evidence-based hearing and vision screenings obtained from a child's physical exam which were conducted within 180 days before the child attending the program are a valid enrollment health determination. Program staff partners with local community health agencies that perform evidence-based vision and hearing screenings for children enrolled in the program, as required by the Early and Periodic Screening, Diagnosis and Treatment Schedule (EPSDT) and the American Academy of Pediatrics Preventive Care schedule. Program staff will in advance obtain parent's written authorization to perform hearing and vision

screenings. If any screening is failed, program staff will refer the child to a health care professional and it is the responsibility of the family to follow up with their appointment. It is the responsibility of both parents/guardians and staff to ensure the 45-day requirement is met.

Within 90 days all EPSDT recommended healthcare should be met including all Well Baby Checks, physicals, lead/hemoglobin testing, hearing, and vision, as well as medical/dental home and ongoing care. Health Facilitators will work with parents and caregivers to ensure that EPSDT-recommended schedules of medical health care are followed. Health Facilitators will review form DH3040 to determine if the child is up-to-date on a schedule of age-appropriate preventive and primary medical health care based on: a) The well-child visits periodicity schedules as prescribed by the Head Start Standards; Florida Medicaid agency Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program:

Health Services	Age	
Regular physical exams	Birth	12 months
Growth measurements	3-5 days for newborns	15 months
Immunizations	discharged in less than 48 hours	18 months
Vision and hearing	after delivery	24 months
screenings	1 month	30 months
Other tests and services	2 months	36 months
	4 months	
	6 months	
	9 months	

Individual Health Care Plans

Through individual health care plans, your child's doctor tells us how to administer medication with or without a medical reset; and how to react before chronic diseases, serious allergies, or emergencies. The medical care plan limits all members of the care team (teachers and staff), the communication

guidelines (how, when, and where), and all the information regarding the appropriate way to adapt to the health problems and special needs of this child. The health care plan ensures that we, the Early Head Start staff, receive clear communication and directions to meet your child's chronic illnesses.

Medication

If there is a situation where your child needs to receive medication while participating in the program, you must complete and sign the "AUTHORIZATION FOR MEDICATION ADMINISTRATION" form. All medicines must be in their original packaging, and a pharmacy label is required on the medication. To administer the medication to your child, we will need the prescription and the label must have the following information:

- Name and Surname of the child.
- Name of the doctor prescribing the medication.
- Name of the medicine.
- Name and address of the pharmacy.
- Recipe date, including recipe number.
- Term to be administered.
- Frequency of the medicine to be administered.
- Required dosage, including indications for use.

Health Alerts

The health of all children is important to us; therefore, parents will be notified immediately when a child has a fever or if he or she has symptoms of having contracted a possibly contagious or non-contagious infection. If the child is suspected or confirmed to have a fever or infection, the medical person will:

- Attend to the immediate needs of the child.
- Comfort and separate the child.

- Write a health notice

The parent will be asked to have the child return to the program after the doctor has examined the child and to bring with him the completed Health Notification Form Indicating that the child already has the doctor's authorization to return to school.

Parent Notification

Medical services personnel will communicate with parents regarding the child's health status through:

- Health Alert Letter: informs parents about any health problems of the child through
- Health Event Letter: Inform parents about what medical or dental forms are needed.
- End of Year Health Report: Informs parents about the medical services their child received during the year of the program
- Incident Report Form: Inform parents that their child was involved in an accident or incident at school.

Oral Health

Le Jardin teachers working with Infants and toddlers have scheduled oral hygiene requirements. Teachers swab the gums and for children with teeth, toothbrushing is implemented with assistance as needed. Oral hygiene occurs at least once a day after feedings. Supplies are provided by Le Jardin. Parents/caregivers are encouraged to participate in on-site opportunities of oral health events, such as the CHI mobile bus visits or other mobile visitors. Parents/caregivers are encouraged to practice oral health at home.

Culture of Safety

Le Jardin dedicates efforts to ensuring your child is safe while in our care. Staff are trained to be responsible for making sure measures are taken to keep the environment and surrounding areas safe. Some of our safety features include access to enter the centers, health and safety monitoring, classroom and center cameras, required federal and local background screenings, safety procedures, fire/weather/emergency plans, all staff are CPR/First Aid certified, Child Abuse and Neglect training requirement for all employees, the implementation of emergency contact system, a sign in/out process, no blankets or items in cribs and annual and as needed health and safety training requirement.

Standard of Conduct (Adults)

Le Jardin believes that all behavior and communication include respect, dignity, and kindness. Le Jardin's Standard of Conduct applies to all employees, visitors, and parents. Parents are expected to refrain from loud and disrespectful conduct around children, other adults, and visitors. Verbal or physical misconduct will not be tolerated and is considered a violation, which protects staff, children, and others on-site. Parents/caregivers involved in such behavior will be asked to leave the center and unable to return until a meeting is scheduled.

Weather Concerns

When there are inclement weather concerns, you are required to follow the Miami-Dade County Public Schools (MDCPS) closure procedures. MDCPS, along with the Miami-Dade County Mayor, will make and announce the decision to close public schools, therefore, Le Jardin will follow the same process.

Smoking is Not Prohibited

Le Jardin is a non-smoking agency. There is no smoking allowed on the grounds at any of the Le Jardin facilities. Smoking will only be allowed off the school property. This includes other products such as vaping or other electronic devices.

Weapon-free Environment

School safety is a priority. According to the Head Start Program Performance Standards (HSPPS 1302.47 Safety practices), schools must be free from firearms or other weapons that are accessible to children. Le Jardin is a weapon-free agency.

Positive Discipline and Guidance

Le Jardin staff use an approach to discipline and guidance that focuses on respect for each child and each other; age and developmentally appropriate expectations of a child's behavior; and the implementation of positive guidance strategies. Staff create a welcoming, positive environment that allows children to actively explore in a safe environment where they feel continuously supported. Through positive guidance strategies, Pyramid model techniques, and modeling, staff help children learn pro-social behaviors, enhance their self-esteem, and build confidence. Children learn how to develop greater respect for others and a sense that they too are respected.

Discipline concerns are addressed by staff that encourages children to problem-solve and develop a sense of self-control. Children have the opportunity to be active in ongoing decision-making. Staff work with children to understand the age-appropriate classroom rules and center rules as learning opportunities.

Cellphones

Cell Phones are prohibited in the classroom and playground. Parents are expected to enter the classrooms without using their cell phones and the time is for interactions with the classroom teacher/staff and signing your child in/out. Parents are to silence their phones while volunteering at the center or participating in a Le Jardin meeting or workshop.

Dress Code

Le Jardin's Dress Code requires parents and visitors to dress appropriately when signing their child in/out, volunteering in the classroom or center, and attending Le Jardin events and activities. No short-shorts, low-cut tops, inappropriate sayings on t-shirts, pajamas, etc. Clean clothes for both children and parents/visitors are considered proper grooming is essential.

Children with Disabilities

Le Jardin Community Center, Inc ensures the individualized needs of children with disabilities, including but not limited to those eligible for services under IDEA, are being met and all children have access to and can fully participate in the full range of activities and services.

We work closely with the local agency responsible for implementing IDEA, the family, and other service partners to ensure services for a child with disabilities will be planned and delivered as required by their IFSP or IEP.

Our disability component will assist parents to access services and supports available through the child's health insurance or other entities. We will help parents understand the referral, evaluation, and service timelines required under IDEA; and provide support to parents to become advocates for services that meet their children's needs which includes information and resources to help parents understand their child's disability and how to best support the child's development.

Mental Health and Social and Emotional Wellness Services for Children

This program ensures the healthy social and emotional development of children and promotes the mental well-being of parents, teachers, and other adults who are important in the development of each child. We have prevention, early identification, and treatment services that promote the mental health and well-being of each child and their family.

The program, in collaboration with parents, provides opportunities for all children to develop the social, emotional, and behavioral skills necessary to succeed in the classroom and other stages of development. Services are provided by a Licensed Mental Health Professional, and at the time of enrollment, all parents are encouraged to consent to receive follow-up planning services. We also provide educational and community resources on mental health for parents and staff.

The EHS program provides care to children with challenging behaviors who have never participated in an educational setting. These children exhibit a repetitive pattern of behavior that interferes with learning and their behaviors often do not respond to developmentally appropriate guidance procedures. In collaboration with a Licensed Mental Health Professional, program staff provide services on an individualized basis to meet the needs of children and their families. Parental consent will be requested for children who require a more comprehensive clinical evaluation and an individualized plan.

The members of the multidisciplinary team, in collaboration with the parents, will communicate regularly to determine how well the plan is working and to make modifications as necessary. In addition, EHS prohibits the suspension or expulsion of children with challenging behaviors.

Licensed Mental Health Professional and the Behavior Support Specialist (BSS) will provide support to teachers implementing social-emotional teaching strategies for the entire class, using the Pyramid Model. A systematic approach to the teaching of social skills can have a preventive and corrective effect. Teachers will help the children develop their self-esteem, as well as understand their emotions and newly learned skills.

Nutritional Services

The goal of the nutritional services unit is to help families meet the nutritional needs of each child. The Early Head Start program designs and implements a nutritional program that meets the nutritional needs and feeding requirements of each child. The nutrition program offers variety and considers the cultural, religious, and ethnic preferences of the children served. The Registered Dietician will evaluate Le Jardin's EHS nutrition program to determine how the nutritional needs and feeding requirements of each child are being met.

The cycle menu will exceed the requirements from the United States Department of Agriculture Child Care Food Program, of meeting two-thirds of the daily recommended dietary allowances for each child. The menu will reflect meals that have variety, are culturally inclusive and are low in fat, sugar, and salt. The Health/Nutrition Coordinator, Health/Nutrition Facilitators in conjunction with the Registered Dietitian will assess the quality of special menus as required by the parent (religious preference) and physician (medically based) to meet the individual nutrition requirements for each child including children with any disabilities.

If any medical modification or alteration is required, it is the parent's responsibility to acquire a medical note or an Individual Health Plan form signed by a medical care professional in order for that menu modification to occur.

Parent, Family and Community Engagement

Le Jardin Community Center's families will:

- Complete the family assessment twice a year and work with their family worker to complete referrals and follow-ups.
- Work with their Family Worker to create a family partnership agreement
- Be involved in several activities that include parent orientation, parent meetings, policy council, workshops, annual events, home learning, onsite parent engagement activities
- Participate in transition meetings for those children transitioning to Head Start or Preschool (transition meetings are held six months, three months, and thirty days before their third birthday.
- Be encouraged to participate in the Positive Parenting Program (Triple P).
- By working with their family worker in recognizing and addressing goals, the family worker will provide resources to help meet those goals.
- Engage fathers/male figures in the program.
- Family partnership agreements to develop obtainable goals and set them on the path of success.
- Participate in decision-making in Le Jardins governing process.
- Work with teachers and Le Jardin staff in a cooperative manner.

Confidentiality

Le Jardin staff respect the privacy of our families. Child and family confidential information is never discussed in the presence of another parent/caregiver, volunteer, children, or staff. Only authorized staff will have access. All confidential file information is kept in locked files and secure. In the event there is a court order, subpoena, etc. in hand, such as custody disputes, official court documents will prevail.

Cameras in the Classroom

It is the policy of Le Jardin Community Center, Inc. to prohibit the viewing (or sharing) of video recordings by any but authorized personnel. Such policies are enforced to:

- 1) Protect the privacy of children and family
- 2) Prevent the unauthorized disclosure of personally identifiable information (PII)
- 3) Protect the agency from civil damages as related to privacy rights

Classrooms include more than one student. If a parent, student or other adults watch a video recording, they are seeing more than the “target student”, which can be a violation of the privacy rights of children and/or families. The privacy of children and parents/families can be upheld or violated depending on who is given access to video recordings.

Prenatal Academy

Le Jardin's Prenatal Academy is committed to promoting pregnancy wellness. Through the Prenatal Academy pregnant women, partners, and family members will receive the care and counseling they need to prepare for the arrival of their newborn at no cost.

Le Jardin pregnant women receive referrals to access comprehensive services, that at a minimum, include nutritional counseling, food assistance, oral health care, mental health services, substance abuse prevention and treatment, and emergency shelter or transitional housing in cases of domestic violence.

Workshops are also provided by an experienced neonatologist to guide pregnant women through the changes they will experience during pregnancy and to equip them with essential information. The workshops include:

- Benefits of Breastfeeding
- Prenatal and Postpartum Care
- Appropriate Fetal Development
- Importance of Nutrition
- Risk of Alcohol, Drugs, and Smoking
- Labor and Delivery
- Parental Depression
- Infant Care and Safe Sleep Practices
- Postpartum Recovery

Community Partnerships

Parents have an array of community partnerships to meet their needs such as tax preparation, home lending, financial workshops, mental health and disabilities services, oral and physical health services, nutritional services, counseling, WIC, parenting programs, and educational programs. These resources are available through the family services unit. Please contact your family worker for more information.

Summary of Services Provided to Children

- Age and developmentally-appropriate learning experiences to enhance social, intellectual, physical, and emotional development.
- Appropriate services for children with special needs, including the Individualized Family Service Plan (IFSP) the Individual Education Plan (IEP), and appropriate therapies.
- Health screenings (eye, hearing, nutrition, dental, medical, and developmental exams, and follow-up) as needed.

- Half to two-thirds of the daily nutritional requirements as required by the Head Start Performance Standards.
- Prevention and safety of potentially contagious and communicable diseases.

Policy Council

Le Jardin provides many leadership opportunities. Becoming an elected Policy Council member allows parents, former parents, and community partner members to participate in decision-making, overall improvement of the program, enforcing the mission and vision of the program, reviewing and approving the budget and expenses, receiving data from each of the component areas, discussing grievances and parent concerns, center activities, participate during recruitment events, and one member represent the council at the quarterly Board of Directors meetings. Policy Council representatives have a voice in the ongoing decisions regarding spending, approvals, work with current situations, and how the program interacts with community partners.

The Policy Council meets once a month and conducts business on behalf of our Le Jardin parents/caregivers. The leadership roles include Chairperson, Vice Chair, Secretary, Treasurer, and Grievance Member. Such positions are leadership roles and are open to the parents each year at election time. Parents have the opportunity to serve for a one-year term and can be reelected for no more than *three* consecutive terms. A set of Policy Council By-laws are available on our Le Jardin website.

Once elected, there is ongoing training. The member must review and sign the Le Jardin Standard of Conduct, approve the By-laws, continuously meet with parents from their center as needed, and bring back and gather information from center parent meetings.