Head Start/Early Head Start

Family Handbook
2012-2013
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Services Provided</td>
<td>1</td>
</tr>
<tr>
<td>Head Start Locations</td>
<td>2</td>
</tr>
<tr>
<td>ASCA School Readiness</td>
<td>3-5</td>
</tr>
<tr>
<td>Mission Statement / Licensing</td>
<td>6</td>
</tr>
<tr>
<td>Child Abuse and Neglect Reporting Laws</td>
<td>6</td>
</tr>
<tr>
<td>Enrollment Policy</td>
<td>7</td>
</tr>
<tr>
<td>Daily Schedule</td>
<td>7</td>
</tr>
<tr>
<td>Home Visits/Parent Teacher Conferences</td>
<td>7</td>
</tr>
<tr>
<td>Staff to Child Ratio</td>
<td>7</td>
</tr>
<tr>
<td>Field Trips</td>
<td>8</td>
</tr>
<tr>
<td>Program Curriculums &amp; Home-Based</td>
<td>8</td>
</tr>
<tr>
<td>Attendance/Tardy Policy</td>
<td>9</td>
</tr>
<tr>
<td>Clothing</td>
<td>9</td>
</tr>
<tr>
<td>Policy for Closure</td>
<td>9</td>
</tr>
<tr>
<td>Toys from Home</td>
<td>9</td>
</tr>
<tr>
<td>Nap time</td>
<td>10</td>
</tr>
<tr>
<td>Smoke Free Building</td>
<td>10</td>
</tr>
<tr>
<td>Holidays, Operating and Closing</td>
<td>10</td>
</tr>
<tr>
<td>Holiday Celebration/Party Policy</td>
<td>10</td>
</tr>
<tr>
<td>Siblings in the Classroom</td>
<td>10</td>
</tr>
<tr>
<td>Visiting the Center</td>
<td>10</td>
</tr>
<tr>
<td>Sick Child Policy</td>
<td>11</td>
</tr>
<tr>
<td>Medication Policy</td>
<td>12</td>
</tr>
<tr>
<td>Meals and Snacks</td>
<td>12</td>
</tr>
<tr>
<td>Parent Volunteer Opportunities</td>
<td>13</td>
</tr>
<tr>
<td>Fatherhood/Male Involvement Initiative</td>
<td>13</td>
</tr>
<tr>
<td>Behavior Guidelines &amp; Interruption of Services Policy</td>
<td>14</td>
</tr>
<tr>
<td>Parent Rights and Responsibilities</td>
<td>15</td>
</tr>
<tr>
<td>Problem Resolution Procedure</td>
<td>15</td>
</tr>
<tr>
<td>Arrival &amp; Departure Procedures</td>
<td>16</td>
</tr>
<tr>
<td>Emergency &amp; Accident Procedures</td>
<td>17</td>
</tr>
<tr>
<td>Safety Procedures</td>
<td>17</td>
</tr>
</tbody>
</table>

**After the Calendar**

Community Resource List & Immunization Chart
We support school readiness through the following services:

- Early Childhood Development (Education)
- Health
- Family
- Nutrition
- Mental Health
- Community Services
- Pre- and Post-Natal Services
- Special Needs (Disabilities)

The Head Start Approach to School Readiness means that children are ready for school, families are ready to support their children’s learning and schools are ready for children.
<table>
<thead>
<tr>
<th>GRANTEE</th>
<th>DELEGATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cedar EHS/HS CDC</strong></td>
<td><strong>Barberton Head Start</strong></td>
</tr>
<tr>
<td>442 Bell Street Suite A</td>
<td>633 Brady Ave.</td>
</tr>
<tr>
<td>Akron, Ohio 44307</td>
<td>Barberton, Ohio 44203</td>
</tr>
<tr>
<td>330-535-4746</td>
<td>330-780-3208</td>
</tr>
<tr>
<td><strong>Arlington CDC</strong></td>
<td><strong>Five Points I CDC</strong></td>
</tr>
<tr>
<td>539 S. Arlington Street, Suite A</td>
<td>660 West Exchange Street</td>
</tr>
<tr>
<td>Akron, Ohio 44306</td>
<td>Akron, Ohio 44302</td>
</tr>
<tr>
<td>330-786-1060</td>
<td>330-643-0700</td>
</tr>
<tr>
<td><strong>Macedonia CDC</strong></td>
<td><strong>Oak Creek CDC</strong></td>
</tr>
<tr>
<td>852 Highland Road</td>
<td>1335 Massillon Road</td>
</tr>
<tr>
<td>Macedonia, Ohio 44056</td>
<td>Akron, Ohio 44306</td>
</tr>
<tr>
<td>1-800-963-4971</td>
<td>330-733-2290</td>
</tr>
<tr>
<td><strong>Barberton Head Start</strong></td>
<td><strong>Head Start @ Findley CLC</strong></td>
</tr>
<tr>
<td>633 Brady Ave.</td>
<td>65 W. Tallmadge Ave.</td>
</tr>
<tr>
<td>Barberton, Ohio 44203</td>
<td>Akron, OH 44310</td>
</tr>
<tr>
<td>330-780-3208</td>
<td>330-761-7929</td>
</tr>
<tr>
<td><strong>Five Points I CDC</strong></td>
<td><strong>Head Start @ Robinson CLC</strong></td>
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<tr>
<td>660 West Exchange Street</td>
<td>1156 4th Ave.</td>
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<tr>
<td>Akron, Ohio 44302</td>
<td>Akron, OH 44306</td>
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<tr>
<td>330-643-0700</td>
<td>330-761-5593</td>
</tr>
<tr>
<td><strong>University of Akron CDC</strong></td>
<td><strong>Head Start @ Helen Arnold CLC</strong></td>
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<tr>
<td>108 Fir Hill</td>
<td>450 Vernon Odom Blvd.</td>
</tr>
<tr>
<td>Akron, Ohio 44325</td>
<td>Akron, OH 44307</td>
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<tr>
<td>330-972-8231</td>
<td>330-761-1625</td>
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<tr>
<td><strong>Calico CDC</strong></td>
<td><strong>Centralized Recruitment</strong></td>
</tr>
<tr>
<td>89 E. Howe Ave</td>
<td>&amp; Enrollment Office</td>
</tr>
<tr>
<td>Tallmadge, Ohio 44278</td>
<td>670 West Exchange Street</td>
</tr>
<tr>
<td>330-634-8555</td>
<td>Akron, Ohio 44302</td>
</tr>
<tr>
<td>The Emergency Evacuation Location for my child’s center is: __________________________, address: _______________________________.</td>
<td></td>
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</tbody>
</table>

General Hours of Operation: 7:30 AM – 5:30 PM
For additional information, log on to our web site: www.ascainc.org or www.facebook.com/ASCAINC
School Readiness Goals and Milestones

Social Emotional:

Children will:

- assume responsibility for their own actions by regulating their emotions, impulses and attention and gain more independence of their own
- gain an awareness of self as an individual and as a member of one or more groups and as awareness of others
- develop bonds with their primary caregivers/teachers
- develop healthy friendship with their peers and familiar adults
- develop skills to follow routines and directions

Approaches to Learning:

Children will:

- express interest in varied topics and activities and demonstrate a willingness to learn
- demonstrate increased attention span during various activities
- develop the concept of sharing and play cooperatively

Milestones for infants and toddlers:

Infants/Toddlers will:
- exhibit curiosity and explore their surroundings
- develop the concept of sharing and play cooperatively with their peers
**Language & Literacy:**

Children will:

- use increasingly complex sentence structures to communicate needs, express ideas and respond to conversations with adults and peers
- participate and demonstrate interests in a variety of books, storytelling, singing and rhymes in various formats
- demonstrate proper book handling skills and an appreciation of books in various formats
- demonstrate their understanding of stories through artistic expression, re-telling, re-enactment and creative movement
- exhibit an understanding that language is composed of words, syllables and smaller units of sound
- begin to understand the function of print and engaged in emergent writing behaviors as a way to communicate their thoughts and ideas
- begin to recognize the connections between letters and sounds and correctly identify some letters and sounds and familiar words (i.e. their name and environmental print)

**Milestones for infants and toddlers:**

Infants /Toddlers will:

- develop the ability to express their needs verbally and nonverbally
- use less gestures and more complex language to communicate
- exhibit an ability to increasingly grasp and manipulate objects with their hands and fingers, which is a precursor to writing
Physical Development and Health:

Children will:

- be able to navigate, balance and move, through control of fine and gross motor
- healthy and ready to learn
- begin to follow, understand and identify safety rules/practice with guidance and support

Milestones for infants and toddlers:

Infants/Toddlers will:
- develop increased control over their fine and gross motors
- be able to differentiate food they like and dislike

Cognition and General Knowledge:

Children will:

- demonstrate basic concepts of print, numeracy and interest in discussing new ideas. Children will exhibit increased attention span
- demonstrate the ability to use objects to represent people, places and things recognizing the difference between fantasy and reality
- be able to recognize and analyze a problem and develop solutions from past experiences
- be able to use math in play and everyday routines to connect ideas, to count, compare, relate, identify patterns and understand shapes and their properties

Milestones for infants and toddlers

Infants /Toddlers will:
- demonstrate increased attention span during various activities
- make selection of play materials on their own
- be able to apply simple math concepts, such as matching and patterning.
- use their bodies and five senses to explore, investigate and gain information to solve problems in their surroundings
Mission Statement

To be the Best Early Childhood and Family Development Program, Providing High Quality, Comprehensive Services.

Goals

- Provide the opportunity for a positive family transition to/from Head Start/Early Head Start.
- Promote the HS/EHS Program through active community involvement.
- Establish and maintain a learning environment.
- Provide family-focused services.
- Encourage staff empowerment.
- Strive for excellence.

Child Abuse and Neglect Reporting Laws

The State of Ohio requires child care professionals to report known or suspected incidents of child abuse and/or neglect. Under the law, ASCA Head Start/Early Head Start staff must report suspicions to Summit County Children Services (SCCS) or local law enforcement.

Supporting and enhancing positive family relationships continues to be a central goal of ASCA Head Start/Early Head Start. Your Family Support Specialist has resources available to assist family members in preventing stressful situations from escalating. Through the year, each Child Development Center will be promoting awareness of child abuse/neglect by distributing information and coordinating educational workshops for parents and caregivers.

Fees/Registration/Overtime/Disenrollment

- Tuition: is at no cost to parents.
- Registration: at any ASCA sites or our Recruitment Center.
- Overtime: will not be charged to parents.
- Disenrollment: refer to page 14.

*Licensing

Center Parent Information Required by Ohio Administrative Code

Each facility is licensed to operate legally by the Ohio Department of Job and Family Services. The license is posted in a conspicuous place for review.

- A toll-free telephone number is listed on the facility’s license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.
- The administrator and each employee of the facility are required, under Section 2151.421 of the Ohio Revised Code (ORC), to report their suspicions of child abuse or child neglect to the local public children’s services agency.
- Any parent, guardian or custodian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the Administrator of his/her presence.
- The licensing inspection reports and complaint investigation reports for the current licensing period are posted in a conspicuous place in the facility for review.
- The licensing record, including compliance report forms, complaint investigation reports and evaluation forms from the building and fire departments, are available for review upon request from the Ohio Department of Job and Family Services.
- Web site- http://jfs.ohio.gov/cdc
- It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the American with Disabilities Act of 1990, 104 Sat. 32, 42 U.S.C. 12101et.seq.
- The Center’s Tax ID number is available upon request.

* This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-30 of the Ohio Administrative Code. JFS 01237 (9/2006)
A classroom specific schedule will be provided to each parent at Center Orientation. Sample schedule is provided below:

**Arrival** – Children are greeted by the staff. Quiet activities are available for children to join. Before mealtime, children will wash hands and get ready for breakfast or lunch.

**Meals** - All meals are served in a positive atmosphere where conversation between the children and adults is encouraged. Meals are served family style:
- Morning Sessions – serving breakfast and lunch
- Afternoon Sessions – serving lunch and afternoon snack
- Full Day Sessions – serving breakfast, lunch and afternoon snack

**Infants**: Daily routines are based on his/her needs and incorporated with enrichment activities provided by staff. Older toddlers will follow similar schedules as the preschoolers.

**Toileting and Dental Care**: Teachers provide assistance/guidance for children’s toileting needs. Children brush teeth after each meal.

**Class Meeting Time**: Children discuss topics of interest, develop literacy skills and share information with their classmates.

**Open Classroom Time**: Children work on project related activities. Activities such as sand and water play, dramatic play, blocks, art, music, computers, writing and books are available for exploration.

**Small and Large Group Play**: Facilitated by the teaching team. Activities focus on specific skills or topics.

**Nap/Resting Time**: Full day children will rest after lunch.

**Snack Time**: Children attending afternoon sessions or full day sessions will have snacks.

**Gross Motor**: Children play on the playground, in the gym or in the classroom to strengthen muscles, gain self-confidence and coordination.

**Dismissal**: Children gather belongings and remain in the classroom until an authorized adult signs them out of the center.

**Sleeping position for infants**: The center follows the recommendation by the American Academy of Pediatrics and puts all infants on their backs in their cribs, unless otherwise directed by a physician who signed the Sleep Position Waiver Form.

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**Home Visits/Parent Teacher Conference**

According to Head Start guidelines, each family will participate in two Home Visits and two Parent/Teacher Conferences during the school year.

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**Enrollment Policy**

ASCA Head Start/Early Head Start does not discriminate in the enrollment of children based on race, color, religion, sex or national origin.

- Applications and acceptance into the program are based on Priority Criteria Guidelines as outlined in the federal regulations and approved by the Summit County Head Start/Early Head Start Policy Council and Board of Trustees, ASCA, Inc.
- A child’s physical exam must be completed within 30 days after the child’s enrollment date; the dental exam must be completed 45 days after the enrollment date.
- After 1st year of participation in the program, children must have current physical and dental exams on file on or before the first day of school.
- A working phone number for all authorized adults must be on file for each child at all times.
- The required child enrollment and health information form must be on file prior to the first day of school.

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**Staff to Child Ratios/Group Size**

ASCA Head Start/Early Head Start observes the following staff to child ratios:

<table>
<thead>
<tr>
<th>Age</th>
<th>State Required Staff/Child Ratio</th>
<th>Head Start/EHS Staff/Child Ratio</th>
<th>Group Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth to less than 12 mos.</td>
<td>1:5</td>
<td>1:4</td>
<td>8</td>
</tr>
<tr>
<td>12 to 17 mos.</td>
<td>1:6</td>
<td>1:4</td>
<td>8</td>
</tr>
<tr>
<td>18 to 30 mos.</td>
<td>1:7</td>
<td>1:4</td>
<td>8</td>
</tr>
<tr>
<td>30 to 35 mos.</td>
<td>1:8</td>
<td>1:4</td>
<td>8</td>
</tr>
<tr>
<td>3 Yrs. Old</td>
<td>1:12</td>
<td>1:10</td>
<td>20</td>
</tr>
<tr>
<td>4 &amp; 5 yrs.</td>
<td>1:14</td>
<td>1:10</td>
<td>20</td>
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</tbody>
</table>
Curriculum for Head Start

The Creative Curriculum for Preschool is used in the ASCA Head Start Program. It is a comprehensive curriculum with a clear organizational structure and a particular focus on interest areas: Blocks; Dramatic Play; Toys and Games; Art; Library; Discovery; Sand and Water; Music and Movement; Cooking and Computers. A project is an in-depth study of a topic that children are interested in. We use the project approach to plan activities for children and to enhance the curriculum.

- The project begins as the children and teachers proceed through three phases.
  
  **Phase one:** the teacher and children discuss the topic that they are interested in working on.
  
  **Phase two:** the children are actively involved in gathering information through field work, interviewing, research, computing and observing.
  
  **Phase three:** the children present what they have learned to others who are interested in their project and then explore for the next project.

Children are given first hand, hands-on learning experiences when possible.

Curriculum for Early Head Start

The Creative Curriculum is used for the infant/toddler Early Head Start Center-Based Program. The foundation of Creative Curriculum is the relationship among the caregiver, the child and the family.

- Creative Curriculum involves three elements:
  1. Age Appropriateness
  2. Individual Appropriateness
  3. Cultural/Social Appropriateness

When creating an appropriate environment in a Creative Curriculum infant/toddler classroom, the children select activities and materials that interest them. They learn by being actively involved in these activities. Our Early Head Start classrooms include a greeting area, eating area, sleeping area and restrooms appropriate for the child’s age. Play areas for active play, quiet play, and individual and group play are provided as well. Parents As Teachers (PAT) Curriculum is used for the Early Head Start Home-Based Program.

Early Head Start Home-Based

- **Home Visits:** Families receive weekly home visits that focus on parent education and child development. Should a visit need to be rescheduled, parents should contact their Home Visitor.
  
- **Socialization:** Family interaction groups are held twice per month in the center-base setting and families are required to participate in the socialization aspect of the Home-Based program.
  
- **Parent Involvement:** Families are encouraged to participate in a variety of activities such as: Policy Council, Parent Meetings and Home-School Connections.

Field Trips

- Children may take field trips throughout the school year. Teachers will focus on educational resources available in Summit County.
  
- A first-aid kit and any necessary medications, injections and/or inhalers are taken on all trips. At least one staff member trained in first aid attends the field trip.
  
- Adult/child ratio is maintained at all time. Additional staff will be added if necessary.
  
- Staff conducts head counts and takes attendance frequently, before, during and after the field trips to ensure safety of children.
  
- On all trips, each child will have a name tag identifying the center’s name, address and phone number.
  
- Written permission slips from parents/guardians are required for routine or planned field trips.

Water Play

Children will not engage in any swimming activities. Wading pools are prohibited.

Transition

When your child is developmentally ready to transition to the next Early Head Start or Head Start classroom, the Teachers and the Family Support Specialist will prepare a transition plan for your signature, in accordance with Rule 5101:2-12-30. This plan includes a time frame for the transition period beginning, ending and how it will occur.
**Attendance/Tardy Policy**

Children enrolled in part day option are required to attend 3 1/2 hours per day, Tuesday through Friday; and children enrolled in full-day option are required to attend at least (6) hours per day, Monday through Friday. For the full-day option, families that are unable to meet the requirement, their full-day option eligibility will be re-evaluated (potential part-day option placement).

**Call-off & Absences**
- Parent/guardian is required to call the center, daily, if his/her child will be absent. If we do not receive a call off and/or notification of absence, staff will initiate contact to inquire about his/her child’s absence. If staff is unable to reach the parent/guardian, staff may conduct a home visit following the third consecutive day of absence. *Excessive absences may result in your child being dropped from the program.*

**Tardiness**
- Instruction begins promptly at the established class time; therefore, it is important that your child is present and on time. Tardiness is arrival 30 minutes after the start of class time. When a child is tardy (4) or more times, the parent/guardian will receive a reminder notification of the importance of bringing the child on time to his/her class. If tardiness persists, staff will work with the parent/guardian to implement an action plan (i.e. Family Partnership Agreement) with the goal to assist the family with barriers to attendance.

**Toys from Home**
- Please leave all toys at home unless the teacher informs you otherwise. Toys brought to school can create problems in the classroom.

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**Policy for Closure**

In the event of an emergency school closing, the following broadcasting stations will display/announce information concerning the ASCA Head Start/Early Head Start Program:

- TV Stations: WKYC-TV3; WVIZ/PBS-TV 25
- Radio Stations: WTAM 1100 AM; WMVX 106.5 FM; WMJI 105.7 FM; WGAR 99.5 FM; WAKS 96.5; WMMS 100.7 FM; WHLO 640 AM; WKDD 98.1 FM; WARF 1350 AM; WCPN 90.3 FM; WCRF 103.3 FM; WCLV 104.9 FM

- Site closings or delays will be listed as ASCA Head Start-Macedonia (for Macedonia Center ONLY) and ASCA Head Start-Akron (for all other locations) with instructions following the announcement.

- Sites that are located in the public schools or any other non-ASCA facilities will follow the decision of the building administration.

- In the event of an emergency or school closing, announcements will be made or updated on the ASCA emergency phone line @ 330-572-8540.

**Clothing**

- Provide a complete change of clothing for the classroom. Label each piece, including socks and underwear, with proper ID.
- Children will be happier and safer if parents/guardian dress them in clothes that are washable, comfortable and allow them to be independent.
- Outdoor play will be included in our program on a daily basis, except when the temperature (wind chill and heat index factored in) drop below 20 degrees or rise above 90 degrees.
- Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens and boots in the winter time and closed toe shoes on warmer days. No sandals or flip-flops.
Holidays, Operating Months and Closing

**Holidays:** The center will be closed on New Year’s Day, Martin Luther King Jr. Day, Presidents’ Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, the day after Thanksgiving and Christmas Holidays.

**Operating Months and Closing:**

- **Full Day/Year Program:** classrooms open Monday through Friday, year-round, except on staff in-service days, several weeks between August/September and the holidays mentioned previously.
- **Full Day/Part Year Program:** classrooms open Monday through Friday, September to May. Closed on staff in-service days and the holidays mentioned previously.
- **Part Day/Year Program:** classrooms open Tuesday through Friday, September to May. Closed on staff in-service days and the holidays mentioned previously.
- **Sites located in the Akron Public School or other non-ASCA buildings:** will operate following ASCA calendar; however, will observe the building closing schedule of that facility.

Holiday Celebration/Party Policy

ASCA Head Start/Early Head Start serves a diverse ethnic and religious population. We try to recognize and support the uniqueness of each child and family we serve. While remaining true to the culture of which we are a part of, we choose to keep holiday celebrations to a minimum. We believe that it is best for the children to keep the aspects of commercialism and over-excitement at a minimum in the center during holiday times. We ask parents to celebrate holidays and birthdays at home. To make sure that we carry out all of our planned educational activities, we prioritize the use of classroom time for curriculum.

Celebrations throughout the school year include:

- Fall Festival/Harvest Celebration in October (No Costumes).
- Winter Celebration during the holiday season.
- Birthdays are celebrated on the third Wednesday of each month. ASCA will provide birthday treats for the children in the classroom. In lieu of food, parents may bring in non-food items for the classroom if desired.

Visiting the Center

- ASCA Head Start/Early Head Start permits custodial parents or guardians of a child enrolled in the Program unlimited access during regular hours of operation.
- Upon entering the center, all visitors must sign in at the office.
- The center is a *Smoke Free* building.
- Please turn off your cell phone or set it on vibrate upon entering the center.

siblings in the Classroom

Parents are always welcome in the classroom to volunteer. But, due to state Child Day Care Licensing Rules set by the Ohio Department of Job and Family Services, we cannot allow other children, including siblings, in the classroom.

Rest (Nap) Time

- Children enrolled in the full-day sessions will nap in their classroom on an assigned cot/crib, labeled with his/her name.
- Each preschool child should bring a blanket, pillow and stuffed animal if preferred to use during rest/nap time. Items will be sent home on Fridays to be washed. Blankets are provided for children enrolled in Early Head Start. Stuffed animals and pillows are prohibited for children under age three.
- Children who do not nap will rest and/or do quiet activities on their cots.
ASCA Head Start/Early Head Start follows the Ohio Department of Job and Family Services and Ohio Department of Education guidelines for the management of communicable diseases. Staff are trained in recognizing the signs of communicable diseases. A “Health Alert” is sent home to all parents to inform them of any possible exposure to an illness and/or communicable disease identified in the classroom and/or center. The information on the Health Alert is obtained from the Akron Health Department/Akron Children’s Medical Center with suggested signs, symptoms and treatment.

Your child may not report to school with the following signs or symptoms:

- Diarrhea (three or more abnormally loose stools within a 24 hour period)
- Severe and/or excessive coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Temperature of 100 degrees Fahrenheit or higher
- Untreated skin patches, spots, rashes (i.e. ringworm)
- Sore throat or difficulty swallowing
- Infected pink patches
- Unusually dark urine, gray or white stool
- Vomiting more than one time or when accompanied by any other sign or symptom of illness
- Evidence of lice that has been medically diagnosed.
- Stiff neck
- Open or draining wounds

If your child becomes ill at the center, staff will take the following steps:

1. Isolate the child from the classroom under staff supervision.
2. Contact the parent to pick up the child as soon as possible.
3. Call the emergency contacts if we are unable to contact the parent.
4. Transport the child to the hospital if the condition does not improve and we have not been able to contact any authorized persons.

Staff will require written permission from a physician allowing your child to return to school depending on the diagnosis or severity of the communicable disease. The Head Start/Early Head Start staff will inform the parent what conditions they must meet so that the child can return to school.

During school hours, please turn your cell phone on so that we may contact you in case of emergencies.

Please find the 2012 Recommended Immunizations for Children from Birth through 6 Years old after the calendar.
Medication Policy

- Prescribed medication will be given to children by the staff when both the parent and doctor sign the Ohio Department of Job and Family Services Parent/Guardian Request for Administration of Medication form.

- Head Start staff will dispense over-the-counter medication. Over-the-counter medications can be distributed in Early Head Start/Head Start with written permission from your physician.

- Sun screen, topical ointments, and creams must be provided by the parent with dispensing directions and signatures on the Ohio Department of Job and Family Services Parent/Guardian Request for Administration of Medication form.

Information Pertinent to Early Head Start/Head Start

- Breast milk provided by the parent must be labeled with the infant’s name, date of milk expiration (within the previous 24 hours) and be refrigerated immediately upon receipt at the center.
- Infant food and formula will be prepared and served based on individual needs.
- Hair accessories: due to safety concerns, please do not put hair accessories, such as beads, barrettes or clips, on your infants or toddlers. Most of the accessories are choking hazards for this age group.
- Infants will be held during all feeding times.
- Diapers/pull ups are checked regularly: we check diapers at least every two hours and are changed as needed. If you would like the diapers changed at a different time, you must request it in writing.
- Diapers, pull ups and wipes are provided by ASCA.

Head Start/Early Head Start Nutrition Services

All Head Start/Early Head Start meals and snacks meet or exceed the federal USDA established guidelines for children from age 6 weeks to 5 years old.

- Quantities and types of food served will reflect the developmental and nutritional needs of the children in the program.
- Monthly menus written by a registered, licensed dietitian will be sent home with the children and are posted in each classroom.
- Parents/guardian should notify, in writing, the Family Support Specialist of the child’s special dietary needs, such as food restrictions or preferences due to religious beliefs.
- Head Start/Early Head Start requires a statement from a physician if a child has food allergies, a modified diet and/or needs nutritional supplementation.
- Meals provided will include food from milk, grain and protein group as well as two items from the fruit and vegetable group. Snacks will include items from two of the four food groups.
- The heights and weights of Head Start and Early Head Start children will be measured twice a year to analyze their growth pattern. Parents/guardian will receive a letter with their measurements and nutrition education two times per school year.
- “In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, and Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (voice and TTY). USDA is an equal opportunity provider and employer.”
Volunteering in Head Start/Early Head Start

Parents play an extremely important role in the Head Start/Early Head Start program. We believe that children feel valued when their parents or guardians participate in the beginning of their education. There are many opportunities for you to volunteer in your child’s center or classroom:

- Spend time in your child’s classroom assisting the teaching staff with various activities.
- Work at home on individualized education activities that have been prepared specifically for your child by your child’s teacher.
- Attend parent meetings, Policy Council meetings on a monthly basis.
- Attend classroom and center activities.
- Offer your talents and resources as it applies to the study topics.
- Encourage other parents to participate in the program.
- Talk with your child about a project or study topic they are working on in the classroom. Ask your child’s teacher for activities to do at home relating to the current study topic.

Volunteering in the classroom and at home is not only essential to your child’s education, it also helps the program!

Contributing to the Head Start/Early Head Start Program

Our program receives federal funding. As a condition of funding the program must generate in-kind dollars. For every five dollars we receive from the funding source, one dollar must be generated from in-kind donations. When you volunteer in our program, you earn in-kind dollars for the program. The examples listed below may be counted toward the in-kind match. Other activities may also be counted toward the in-kind donation:

- Donation of school supplies, toys or equipment either from you, your friends or the community.
- Services rendered by you or a friend, such as reading to children, sharing your special talents, or telephoning parents about an upcoming meeting.
- Time spent by parents in planning and participating in center activities.
- Professional services donated (doctor, dentist, nurse, etc.).

Volunteering in the classroom and at home is not only essential to your child’s education, it also helps the program!

Community Services

The Head Start program also serves as link between families and the community. Every family enrolled in ASCA Head Start is assigned a Family Support Specialist (FSS) who will: assist your family in obtaining health requirements for Head Start attendance; support your family in setting and reaching goals and help you in crisis or emergency situations. Your Family Support Specialist will assist you to identify resources, such as food, clothing, employment, housing assistance, as well as counseling and other referrals as needed. Please review the list of Community Resources in the back of this handbook.

Policy Council

Parents and guardians of children currently enrolled in Head Start/Early Head Start are encouraged to seek election for a position on Policy Council. Policy Council is the decision making body for Head Start/Early Head Start, similar to parent teacher organizations in public schools. The Policy Council works in partnership with key management staff and the governing body to develop, review, approve or disapprove certain policies and procedures and also serves as a link to the center based Parent Committees. Policy Council election is held at the October Parent Committee Meeting and new Policy Council members are seated in November.
The safety of the children and staff is the primary concern of Head Start/Early Head Start. When unacceptable behaviors, such as hitting or fighting occur, one or more of the following methods will be used:

- The child will be redirected to a more appropriate activity.
- The child will be removed from the situation.
- The child will be reminded of classroom rules.
- Staff will discuss consequences of the behavior with the child.

Concerns with repeated behavioral problems will be shared and discussed with the child’s parent or guardian by the teaching staff. Program consultants, such as the Mental Health Consultant or the Special Needs Consultant, are available to help with those concerns. This may include developing a Behavior Support Plan to assist the teacher and the parent or guardian. Intervention strategies will be implemented. Each situation will be handled on an individual basis to best meet the needs of the child, the family and the Program. ASCA Head Start/Early Head Start will not carry out intervention without parental or guardian involvement and consent. Spanking or other forms of physical punishment will NOT be administered or permitted in any Head Start/Early Head Start facility. All center staff and parents/guardians are required to comply with this policy.

**ASCA Responsibilities**

ASCA Head Start/Early Head Start is responsible for the safety and well-being of children in its care and program staff. Head Start/Early Head Start services may be interrupted and a child/family removed from participation in the Program as a result of any actions and/or behaviors that place the safety and well-being of children and program staff at risk.

Actions/behaviors which place the safety and well-being of children and program staff at risk include, but are not limited to:

- Unmanageable behavior
- Assaults (physical/verbal [including threats]) on children
- Assaults (physical/verbal [including threats]) on staff
- Obscene language/gestures

**Administrative Removal of a Child/Family**

- Based on the severity of the actions/behaviors, ASCA reserves the right to interrupt services and administratively remove a child/family from participation in the Program without a formal conference. In cases where a formal conference is not held, parent(s)/guardian(s) will be informed verbally and a written notice from the Head Start Director will follow within seven (7) working days from the date of service interruption.
- A formal conference involving the parent(s)/guardian(s) and appropriate ASCA staff will be scheduled to inform them of the intent to interrupt services and remove the child/family from participation in the Program.

**Reinstatement of Services**

Services to a child/family may be reinstated upon submission of documentation by the child’s parent(s)/guardian(s) verifying the completion of the conditions specified in the written notice and based on space availability. Should space not be available at the time services are reinstated, the child will be placed on the program waitlist.
Parents and community resource persons who have significant questions or concerns regarding any part of the Head Start/Early Head Start program are to follow the program resolution procedures.

STEP 1: The person filing the complaint must first bring the question or concern to the attention of the CDC Supervisor. Forms are available at your child’s center. The CDC Supervisor must investigate the situation and try to work out a solution within two weeks.

STEP 2: If the CDC Supervisor cannot resolve the issue, then the person with the question or concern may go to the Assistant Head Start/Early Head Start Director. The process may continue until the parent or person filing the complaint reaches the Head Start Director. The Head Start Director must review the question or concern, along with the proposed action to be taken in writing from the Assistant Head Start/Early Head Start Director, within two business days.

STEP 3: The Head Start Director will investigate issues to ensure that all federal and state licensing requirements and regulations have been met and that any questions regarding such items have been answered.

STEP 4: If the Head Start Director cannot resolve the issue, then the Head Start Director will bring it to the Policy Council for resolution.

CDC SUPERVISORS MUST POST THIS PROCEDURE AT THE CENTER TO ENSURE THAT PARENTS AND VISITORS HAVE ACCESS TO THE PROPER STEPS TOWARD RESOLUTION.

All Head Start/Early Head Start non-management staff are governed by the Ohio Association of Public School Employee (OAPSE)/AFSCME AFL-CIO Local 146 Bargaining Unit Agreement. Additionally, in the ASCA Employee Manual Appeal Procedures employees may find the procedure for appeals of adverse action.

AS A HEAD START/EARLY HEAD START PARENT, YOU HAVE THE RIGHT TO:

- Expect a center and classroom environment that reflects learning, openness, respect and promotes diversity.
- Be consulted and informed about your child’s educational growth and developmental progress.
- Be informed of continuing education and employment training opportunities available through formal and informal networks in the community.
- Participate voluntarily in any program activity knowing that participation is not a condition of enrollment.
- Be informed of community resources that are responsive to your needs and enhance your quality of life.
- Express concerns and offer constructive feedback to ensure the overall success of Head Start/Early Head Start.

AS A HEAD START/EARLY HEAD START PARENT, YOU HAVE THE RESPONSIBILITY TO:

- Support Head Start/Early Head Start by adhering to center policy and program standards.
- Learn about the program and be involved in program policy-making and operations.
- Ensure your child benefits from the Head Start/Early Head Start experience through regular attendance.
- Guide your child with patience and consistency.
- Be a vital part of your child’s educational growth and development through open communication with staff, participation in home visits, parent/ teacher conferences and other meetings.
- Participate in the center/classroom as a volunteer and contribute toward the enrichment of the program.
- Influence community services through your participation in parent committees and policy groups.
- Utilize programs and services designed to enhance your knowledge about child development, parenting and self-sufficiency.
Arrival Procedure:

1. Parents are to **ACCOMPANY** their child into the center. Children should arrive at their scheduled start time.
2. Parents must sign-in and make the teacher in the classroom aware of his/her child’s presence.

Departure Procedure:

1. Only Parents or authorized persons may come into the center to pick up their child.
2. Parents or persons listed on Transportation Information/Transportation Authorization Form must sign the child out. Be sure that the classroom teacher is aware of your child’s departure.
3. Children will only be released to adults whose names are listed on the Transportation Information Form.

***It is considered child neglect if the parent does not pick up his/her child. If a child is not being picked up during the scheduled pick up time, reasonable efforts will be made to contact all authorized persons listed. If you are continuously late to pick up your child, and we have exhausted the names and phone numbers on the emergency list, we may notify the local police department. ***

Please Keep All Contact Numbers, Names and Phone Numbers of Emergency Contacts Current.

Keep your cell phone on during school hours in case of emergency.
If a child is involved in an accident while at a Head Start/Early Head Start Center, the staff person witnessing the incident will complete an Incident Report. The parent will receive a copy of this report on the day of the incident.

In the event of a more serious accident, staff will administer first-aid and will notify the parent/guardian immediately. 911 will be called to summon emergency transportation. A staff member will accompany the child to the hospital, taking along any pertinent information from the child’s file.

An incident report will be completed when a child has an illness, accident or injury that requires first-aid, and/or a child has to be transported to an emergency facility or an unusual/unexpected event occurs which jeopardizes the safety of children.

A center specific Emergency Evacuation Plan and Procedures is available on site.

PLEASE KEEP EMERGENCY AND OTHER CONTACT TELEPHONE NUMBERS UP-TO-DATE FOR EMERGENCY PURPOSES.

The Akron Summit Community Action, Inc. emergency telephone number is (330) 572-8540. In the event of an emergency, you may call this number where a pre-recorded message will direct callers to other sources for further information.

Staff will release children only to those adults listed in the child’s file. Photo identification of the adult is required.

Copies of all court documents pertaining to custody arrangements must be on file at the center.

NO child will be left unsupervised.

Parents, guardians or other visitors to the center must sign in.

Authorized persons picking the child up from the center must notify the teacher of their presence and sign the child out.

Each center holds a fire drill once a month and monthly tornado drills during tornado season.

Infant rooms are equipped with evacuation cribs for rapid evacuation during emergency.

Emergency procedures (medical, evacuation and weather related) are posted in each classroom.
The Head Start Approach to School Readiness means that children are ready for school, families are ready to support their children’s learning, and schools are ready for children.
Children need consistent, ongoing exposure to high-quality, effective interactions with adults.

October is Head Start Awareness Month
For parents and families, school readiness means they are engaged in the long-term, lifelong success of their child. Head Start recognizes that parents are their children’s primary teachers and advocates.
Children’s learning is enhanced when staff and parents both form strong partnerships and share information effectively.
January 2013

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*A child’s Language, knowledge, traditions and family expectations are the primary influences on development. It’s time to Update your child’s emergency contact numbers!*
Early experiences, supported by loving adults, are essential to the brain developing the healthy connections needed for learning.
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*Parents are their children's primary teachers & advocates!!*
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*Fostering healthy development and secure attachment begins prenatally and continues to influence the developmental competence of very young children throughout their first years.*
For parents and families, school readiness means they are engaged in the long-term, lifelong success of their child.
Get involved in decisions about your children’s education by learning to communicate with teachers and other school staff.
Studies prove that the most important thing adults can do to prepare young children for success in school and for reading is to read aloud to them.
Research shows that children whose parents are involved in their education do better in school.
COMMUNITY RESOURCE LIST

NOTE: This list contains just a few of the hundreds of resources available in our community. See your Family Support Specialist for further help in locating resources.

**Clothing/Food Assistance**
Akron Summit Community Action, Inc. ………………………… 330-253-8806
Good Neighbors ................................................................. 330-733-1453
Haven of Rest Ministries ...................................................... 330-535-1563
Info Line, Inc. .................................................................. 330-376-6660
WIC .............................................................................. 330-375-2142

**Dental Services**
Akron Family Dental Center ................................................. 330-753-7734
Dr. Gerstenmaier, Dentist (Dentistry for Children) ................. 330-867-5688
Locust Dental Center .......................................................... 330-535-7876
OPTIONS (Dental Services) Cuyahoga County(no emergencies) 1-888-765-6789
Sears Dental Center (Rolling Acres) ...................................... 330-848-7535
Small Smiles: Dental Clinic of Akron .................................. 330-208-1100

**Counseling/Family Services**
Catholic Social Services ..................................................... 330-762-7481
Child Guidance and Family Solutions .................................. 330-762-0591
Greenleaf Family Center (formally Family Services) .............. 330-376-9494
The University of Akron Individual and Family Counseling .... 330-972-6822

**Credit Counseling**
Greenleaf Credit and Debt Counseling Service ...................... 330-376-9494

**Crisis Intervention**
Alcohol, Drug Addiction and Mental Health (ADM) Services
Alcohol and Drug Addiction .................................................. 1-855-766-3570
Summit County General Crisis Hotline ................................ 330-434-9144
AIDS Hotline .................................................................... 1-800-332-2437
Children Services Hotline ................................................... 330-434-5437
Domestic Violence Hotline .................................................. 1-888-395-4357
Mental Health Crisis/Suicide Prevention Hotline .................... 330-434-9144
Victim Assistance Hotline ................................................... 1-800-433-7273

**Employment (Job Training, Referral & Placement)**
Akron Community Service Center and Urban League ............ 330-434-3101
Bureau of Vocational Rehabilitation Services ....................... 330-643-3080
Job Center .................................................................... 330-633-1050
Youthbuild .................................................................... 330-761-0562

**Health**
Akron City Health Department ............................................ 330-375-2960
Children’s Hospital Medical Center .................................... 330-543-1000
Healthwise (Rolling Acres) .................................................. 330-745-0290
Job & Family Services Healthy Start/Healthy Families ........... 330-643-7811
MedAssist ..................................................................... 330-762-0609
Summit County Free Clinic (Open M) .................................. 330-434-0110
Summit County Health Department ..................................... 330-923-4891

**Other**
Vision Support Services of Akron ..................................... 330-253-2555
COMMUNITY RESOURCE LIST

NOTE: This list contains just a few of the hundreds of resources available in our community. See your Family Support Specialist for further help in locating resources.

**Housing**
- Akron Metropolitan Housing Authority ........................................330-762-9631
- Habitat for Humanity .................................................................330-745-7734

**Language Services**
- Asian Services In Action, Inc. (ASIA, Inc.).................................330-535-3263
- International Institute .................................................................330-376-5106
- Greenleaf Community Center for the Deaf .................................330-374-9494

**Legal**
- Child Support Enforcement Agency ............................................330-643-2800
- Community Legal Aid Services, Inc. ..........................................330-535-4191
- Ohio Civil Rights Commission .................................................330-643-3100

**Parenting (Education, Pregnancy, Testing, Prenatal Services)**
- Akron General Women’s Childbirth Classes .........................330-344-6868
- Akron Pregnancy Services .........................................................330-434-2221
- Catholic Social Services ...............................................................330-762-7481
- Summit County Childrens Service Board ..................................330-379-9094
- Community Pregnancy Center - (call for open hours) .............330-825-1900
- East Akron Community House ...................................................330-773-6838
- Planned Parenthood ......................................................................330-535-2671
- Pregnancy Care ...........................................................................330-253-4071
- Help Me Grow ...............................................................................330-376-7273

**Special Education**
- United Disability Services .........................................................330-376-6041
- Help Me Grow (Birth - Three) ....................................................330-376-7273
- State Support Team – Region 8 ...................................................330-929-6634
  (Formally Mid-Eastern Ohio/Special Education Regional Resource Center)
- County of Summit Developmental Disabilities Board ........330-634-8000
- Summit County Educational Service Center .........................330-945-5600

**Substance Abuse Treatment**
- Alcohol, Drug Addiction and Mental Health (ADM) Services Board ..................................................330-762-3500

**TANF/Food Stamps/Medicaid/PRC**
- Department of Job and Family Services ...............................330-643-8200
- Dept. of Job and Family Services Customer Service ..........330-643-7811

**Transportation**
- Metro Regional Transit Authority ..........................330-252-0797 / 330-762-0341
- American Red Cross Transportation Services .........................330-535-2699

**Voter Registration**
- Summit County Board of Elections ...........................................330-643-5200

**Shelters**
- ACCESS .........................................................................................330-535-2999
- Battered Women’s Shelter .........................................................330-374-1111
- Haven of Rest/Harvest Home .......................................................330-535-1563
- HM Life Opportunities .................................................................330-376-5600
- Safe Landing (Boys) .................................................................330-253-7632
- Safe Landing (Girls) .................................................................330-784-7200

**Utility Assistance**
- Emergency Home Assistance Program (E-HEAP) ............1-866-504-7400
- Info Line .........................................................................................330-376-6660
- Public Utilities Commission of Ohio ........................................1-800-686-7826
- Salvation Army Help Line .........................................................330-996-4255
<table>
<thead>
<tr>
<th>Disease</th>
<th>Vaccine</th>
<th>Disease spread by</th>
<th>Disease symptoms</th>
<th>Disease complications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox</td>
<td>Varicella vaccine protects against chickenpox.</td>
<td>Air, direct contact</td>
<td>Rash, tiredness, headache, fever</td>
<td>Infected blisters, bleeding disorders, encephalitis (brain swelling), pneumonia (infection in the lungs)</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>DTaP* vaccine protects against diphtheria.</td>
<td>Air, direct contact</td>
<td>Sore throat, mild fever, weakness, swollen glands in neck</td>
<td>Swelling of the heart muscle, heart failure, coma, paralysis, death</td>
</tr>
<tr>
<td>Hib</td>
<td>Hib vaccine protects against <em>Haemophilus influenzae</em> type b.</td>
<td>Air, direct contact</td>
<td>May be no symptoms unless bacteria enter the blood</td>
<td>Meningitis (infection of the covering around the brain and spinal cord), mental retardation, epiglottis (life-threatening infection that can block the windpipe and lead to serious breathing problems) and pneumonia (infection in the lungs), death</td>
</tr>
<tr>
<td>HepA</td>
<td>HepA vaccine protects against hepatitis A.</td>
<td>Personal contact, contaminated food or water</td>
<td>May be no symptoms, fever, stomach pain, loss of appetite, fatigue, vomiting, jaundice (yellowing of skin and eyes), dark urine</td>
<td>Liver failure</td>
</tr>
<tr>
<td>HepB</td>
<td>HepB vaccine protects against hepatitis B.</td>
<td>Contact with blood or body fluids</td>
<td>May be no symptoms, fever, headache, weakness, vomiting, jaundice (yellowing of skin and eyes), joint pain</td>
<td>Chronic liver infection, liver failure, liver cancer</td>
</tr>
<tr>
<td>Flu</td>
<td>Flu vaccine protects against influenza.</td>
<td>Air, direct contact</td>
<td>Fever, muscle pain, sore throat, cough, extreme fatigue</td>
<td>Pneumonia (infection in the lungs)</td>
</tr>
<tr>
<td>Measles</td>
<td>MMR** vaccine protects against measles.</td>
<td>Air, direct contact</td>
<td>Rash, fever, cough, runny nose, pinkeye</td>
<td>Encephalitis (brain swelling), pneumonia (infection in the lungs), death</td>
</tr>
<tr>
<td>Mumps</td>
<td>MMR** vaccine protects against mumps.</td>
<td>Air, direct contact</td>
<td>Swollen salivary glands (under the jaw), fever, headache, tiredness, muscle pain</td>
<td>Meningitis (infection of the covering around the brain and spinal cord), encephalitis (brain swelling), inflammation of testicles or ovaries, deafness</td>
</tr>
<tr>
<td>Pertussis</td>
<td>DTaP* vaccine protects against pertussis (whooping cough).</td>
<td>Air, direct contact</td>
<td>Severe cough, runny nose, apnea (a pause in breathing in infants)</td>
<td>Pneumonia (infection in the lungs), death</td>
</tr>
<tr>
<td>Polio</td>
<td>IPV vaccine protects against polio.</td>
<td>Through the mouth</td>
<td>May be no symptoms, sore throat, fever, nausea, headache</td>
<td>Paralysis, death</td>
</tr>
<tr>
<td>Pneumococcal</td>
<td>PCV vaccine protects against pneumococcus.</td>
<td>Air, direct contact</td>
<td>May be no symptoms, pneumonia (infection in the lungs)</td>
<td>Bacteremia (blood infection), meningitis (infection of the covering around the brain and spinal cord), death</td>
</tr>
<tr>
<td>Rotavirus</td>
<td>RV vaccine protects against rotavirus.</td>
<td>Through the mouth</td>
<td>Diarrhea, fever, vomiting</td>
<td>Severe diarrhea, dehydration</td>
</tr>
<tr>
<td>Rubella</td>
<td>MMR** vaccine protects against rubella.</td>
<td>Air, direct contact</td>
<td>Children infected with rubella virus sometimes have a rash, fever, and swollen lymph nodes.</td>
<td>Very serious in pregnant women—can lead to miscarriage, stillbirth, premature delivery, and birth defects</td>
</tr>
<tr>
<td>Tetanus</td>
<td>DTaP* vaccine protects against tetanus.</td>
<td>Exposure through cuts in skin</td>
<td>Stiffness in neck and abdominal muscles, difficulty swallowing, muscle spasms, fever</td>
<td>Broken bones, breathing difficulty, death</td>
</tr>
</tbody>
</table>

* DTaP is a combination vaccine that protects against diphtheria, tetanus, and pertussis.
** MMR is a combination vaccine that protects against measles, mumps, and rubella.
<table>
<thead>
<tr>
<th>Enfermedad</th>
<th>Vacuna</th>
<th>Enfermedad transmitida por</th>
<th>Signos y síntomas de la enfermedad</th>
<th>Complicaciones de la enfermedad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varicela</td>
<td>Vacuna contra la varicela.</td>
<td>Aire, contacto directo</td>
<td>Sarpullido, cansancio, dolor de cabeza, fiebre</td>
<td>Ampollas infectadas, trastornos hemorrágicos, encefalitis (inflamación del cerebro), neumonía (infección en los pulmones).</td>
</tr>
<tr>
<td>Difteria</td>
<td>La vacuna DTaP* protege contra la difteria.</td>
<td>Aire, contacto directo</td>
<td>Dolor de garganta, fiebre moderada, debilidad, inflamación de los ganglios del cuello.</td>
<td>Inflamación del músculo cardíaco, insuficiencia cardíaca, coma, parálisis, muerte.</td>
</tr>
<tr>
<td>Hib</td>
<td>La vacuna contra la Hib protege contra <em>Haemophilus influenzae</em> serotipo b.</td>
<td>Aire, contacto directo</td>
<td>Puede no causar síntomas a menos que la bacteria entre en la sangre.</td>
<td>Meningitis (infección en las membranas que recubren el cerebro y la médula espinal), retraso mental, epiglotis (infección que puede ser mortal en la que se bloquea la tráquea y origina graves problemas respiratorios) y neumonía (infección en los pulmones), muerte.</td>
</tr>
<tr>
<td>HepA</td>
<td>La vacuna HepA protege contra la hepatitis A.</td>
<td>Contacto personal, comida o agua contaminada</td>
<td>Puede no causar síntomas, fiebre, dolor de estómago, pérdida del apetito, cansancio, vómito, ictericia (coloración amarilla de la piel y los ojos), orina oscura</td>
<td>Insuficiencia hepática</td>
</tr>
<tr>
<td>HepB</td>
<td>La vacuna HepB protege contra la hepatitis B.</td>
<td>Contacto con sangre o líquidos corporales</td>
<td>Puede no causar síntomas, fiebre, dolor de cabeza, debilidad, vómito, ictericia (coloración amarilla de los ojos y la piel) dolor en las articulaciones</td>
<td>Infección crónica del hígado, insuficiencia hepática, cáncer de hígado.</td>
</tr>
<tr>
<td>Influenza (gripe)</td>
<td>La vacuna influenza protege contra la gripe o influenza.</td>
<td>Aire, contacto directo</td>
<td>Fiebre, dolor muscular, dolor de garganta, tos, cansancio extremo.</td>
<td>Neumonía (infección en los pulmones)</td>
</tr>
<tr>
<td>Sarampión</td>
<td>La vacuna MMR** protege contra el sarampión.</td>
<td>Aire, contacto directo</td>
<td>Sarpullido, fiebre, tos, moqueo, conjuntivitis</td>
<td>Encefalitis (inflamación del cerebro), neumonía (infección en los pulmones), muerte.</td>
</tr>
<tr>
<td>Paperares</td>
<td>La vacuna MMR** protege contra las paperares.</td>
<td>Aire, contacto directo</td>
<td>Inflamación de glándulas salivales (debajo de la mandíbula), fiebre, dolor de cabeza, cansancio, dolor muscular.</td>
<td>Meningitis (infección en las membranas que recubren el cerebro y la médula espina), encefalitis (inflamación del cerebro), inflamación de los testículos o los ovarios, sordera.</td>
</tr>
<tr>
<td>Tos ferina</td>
<td>La vacuna DTaP* protege contra la tos ferina (<em>pertussis</em>).</td>
<td>Aire, contacto directo</td>
<td>Tos intensa, moqueo, apnea (interrupción de la respiración en los bebés).</td>
<td>Neumonía (infección en los pulmones), muerte.</td>
</tr>
<tr>
<td>Poliomielitis</td>
<td>La vacuna IPV protege contra la poliomielitis.</td>
<td>Por la boca</td>
<td>Puede no causar síntomas, dolor de garganta, fiebre, náuseas, dolor de cabeza.</td>
<td>Parálisis, muerte</td>
</tr>
<tr>
<td>Infección neumocócica</td>
<td>La vacuna PCV protege contra la infección neumocócica.</td>
<td>Aire, contacto directo</td>
<td>Puede no causar síntomas, neumonía (infección en los pulmones).</td>
<td>Bacteriemia (infección en la sangre), meningitis (infección en las membranas que recubren el cerebro y la médula espinal), muerte.</td>
</tr>
<tr>
<td>Rotavirus</td>
<td>La vacuna RV protege contra el rotavirus.</td>
<td>Por la boca</td>
<td>Diarrea, fiebre, vómito</td>
<td>Diarrea intensa, deshidratación</td>
</tr>
<tr>
<td>Rubéola</td>
<td>La vacuna MMR** protege contra la rubéola.</td>
<td>Air, direct contact</td>
<td>Los niños infectados por rubéola a veces presentan sarpullido, fiebre y ganglios linfáticos inflamados.</td>
<td>Muy grave en las mujeres embarazadas: puede causar aborto espontáneo, muerte fetal, parto prematuro y defectos de nacimiento.</td>
</tr>
<tr>
<td>Tétanos</td>
<td>La vacuna DTaP* protege contra el tétanos.</td>
<td>Exposición a través de cortaduras en la piel.</td>
<td>Rigidez del cuello y los músculos abdominales, dificultad para tragar, espasmos musculares, fiebre.</td>
<td>Fractura de huesos, dificultad para respirar, muerte.</td>
</tr>
</tbody>
</table>

* DTaP es una vacuna combinada que protege contra la difteria, el tétanos y la tos ferina.
** MMR es una vacuna combinada que protege contra el sarampión, las paperares y la rubéola.
### 2012 Recommended Immunizations for Children from Birth Through 6 Years Old

<table>
<thead>
<tr>
<th>Age Range</th>
<th>HepB</th>
<th>RV</th>
<th>DTaP</th>
<th>Hib</th>
<th>PCV</th>
<th>IPV</th>
<th>DTaP</th>
<th>PCV†</th>
<th>IPV</th>
<th>Influenza (Yearly)*</th>
<th>MMR</th>
<th>Varicella</th>
<th>HepA§</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth</td>
<td>HepB</td>
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<tr>
<td>1 month</td>
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<td>RV</td>
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<tr>
<td>2 months</td>
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<td>RV</td>
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<tr>
<td>4 months</td>
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<td>RV</td>
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<tr>
<td>6 months</td>
<td></td>
<td>RV</td>
<td>DTaP</td>
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<tr>
<td>12 months</td>
<td></td>
<td>RV</td>
<td>DTaP</td>
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<tr>
<td>15 months</td>
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<td>RV</td>
<td>DTaP</td>
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<tr>
<td>18 months</td>
<td></td>
<td>RV</td>
<td>DTaP</td>
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<tr>
<td>19–23 months</td>
<td></td>
<td>RV</td>
<td>DTaP</td>
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<tr>
<td>2–3 years</td>
<td></td>
<td>RV</td>
<td>DTaP</td>
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<tr>
<td>4–6 years</td>
<td></td>
<td>RV</td>
<td>DTaP</td>
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</tbody>
</table>

Shaded boxes indicate the vaccine can be given during shown age range.

**NOTE:** If your child misses a shot, you don’t need to start over, just go back to your child’s doctor for the next shot. The doctor will keep your child up-to-date on vaccinations. Talk with your doctor if you have questions.

**FOOTNOTES**

† Children 2 years old and older with certain medical conditions may need a dose of pneumococcal vaccine (PPSV) and meningococcal vaccine (MCV4). See vaccine-specific recommendations at [http://www.cdc.gov/vaccines/pubs/ACIP-list.htm](http://www.cdc.gov/vaccines/pubs/ACIP-list.htm).

* Two doses given at least four weeks apart are recommended for children aged 6 months through 8 years of age who are getting a flu vaccine for the first time.

§ Two doses of HepA vaccine are needed for lasting protection. The first dose of HepA vaccine should be given between 12 months and 23 months of age. The second dose should be given 6 to 18 months later. HepA vaccination may be given to any child 12 months and older to protect against HepA. Children and adolescents who did not receive the HepA vaccine and are at high-risk, should be vaccinated against HepA.

For more information, call toll free 1-800-CDC-INFO (1-800-232-4636) or visit [http://www.cdc.gov/vaccines](http://www.cdc.gov/vaccines).
## 2012 Vacunas recomendadas para niños, desde el nacimiento hasta los 6 años de edad

<table>
<thead>
<tr>
<th>Edad</th>
<th>Vacunas recomendadas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Al nacer</td>
<td>HepB</td>
</tr>
<tr>
<td>1 mes</td>
<td>HepB, RV, DTaP, Hib, PCV, IPV</td>
</tr>
<tr>
<td>2 meses</td>
<td></td>
</tr>
<tr>
<td>4 meses</td>
<td></td>
</tr>
<tr>
<td>6 meses</td>
<td></td>
</tr>
<tr>
<td>12 meses</td>
<td>ES: <em>Influenza (anual)</em></td>
</tr>
<tr>
<td>15 meses</td>
<td>ES: MMR, Varicela</td>
</tr>
<tr>
<td>18 meses</td>
<td>ES:</td>
</tr>
<tr>
<td>19-23 meses</td>
<td></td>
</tr>
<tr>
<td>2-3 años</td>
<td>ES:</td>
</tr>
<tr>
<td>4-6 años</td>
<td>ES:</td>
</tr>
</tbody>
</table>

Las casillas coloreadas indican que la vacuna se puede dar durante el rango de edad mostrado.

### NOTAS A PIE DE PÁGINA

**NOTA:** Si no se le puso una de las dosis a su hijo, no se necesita volver a empezar: solo llévelo al pediatra para su próxima dosis. El médico mantendrá al niño al corriente con sus vacunas. Si tiene preguntas, consulte con el médico de su hijo.

**NOTAS A PIE DE PÁGINA**

† Los niños de 2 años o más con ciertas afecciones pueden necesitar una dosis de la vacuna antineumocócica (PPSV) y de la vacuna antimeningocócica (MCV4). Consulte las recomendaciones específicas de la vacuna en [http://www.cdc.gov/vaccines/pubs/ACIP-list.htm](http://www.cdc.gov/vaccines/pubs/ACIP-list.htm).

* Se recomiendan dos dosis con por lo menos un intervalo de cuatro semanas para niños de 6 meses a 8 años de edad que reciben por primera vez la vacuna contra la influenza. Los niños que solo recibieron una dosis en el primer año en que fueron vacunados, necesitan dos dosis al año siguiente.

§ Se requieren 2 dosis de la vacuna HepA para brindar una protección duradera. La primera dosis de la vacuna HepA se debe administrar durante los 12 y los 23 meses de edad. La segunda dosis se debe administrar 6 a 18 meses después. La vacuna HepA se puede administrar a todos los niños de 12 meses de edad o más para protegerlos contra la hepatitis A. Los niños y adolescentes que no recibieron la vacuna HepA y tienen un riesgo alto, deben vacunarse contra la hepatitis A.

Más información al reverso sobre enfermedades prevenibles con las vacunas y las vacunas para prevenirlas.

### Más información

Para más información, llame a la línea de atención gratuita

1-800-CDC-INFO (1-800-232-4636)

o visite

[http://www.cdc.gov/vaccines](http://www.cdc.gov/vaccines)