



Where we touch hearts and build minds!



2023 – 2024 Family Handbook

“Education is the key to unlock the golden door of freedom”.
George Washington Carver





From the Director!

Dear Parents and Guardians,

We hope you and your family are safe and healthy. We want to welcome you, your child, and your family to the SISD Head Start/Early Head Start Program. We are so excited that you chose our program for your educational experience. Quality early childhood education helps to set the foundation for lifelong learning and school success. It is our belief that working together with you is the key to the success of your child, your family, and our program. You are your child's first and most important teachers!

As we continue to work through some of the lasting effects of COVID-19 we would like to thank you in advance for your patience and understanding. We have developed a COVID-19 Mitigation Policy that includes guidelines that the Head Start program will follow to keep our children, staff, and families safe. The plan will be available to all parents and staff.

There are many opportunities available to you, as a parent, to become involved in your child's education, and with the Saginaw ISD Head Start/Early Head Start program. You will have the opportunity to set goals for your child and your family, learn to be the best teacher for your child, and to meet Head Start staff and other parents. Families are always invited into the classrooms, to Parent Committee Meetings, and other program events.

This handbook will help you to become familiar with the program and to answer questions you may have regarding policies and procedures. Head Start staff will be happy to answer any questions you may have. Welcome to Saginaw ISD Head Start/Early Head Start! We hope to see you often!

Sincerely,

Sabrina Jackson

Sabrina Jackson
Director of Early Childhood & Parenting Services

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Head Start Symbol

THE HEAD START SYMBOL TELLS A STORY...

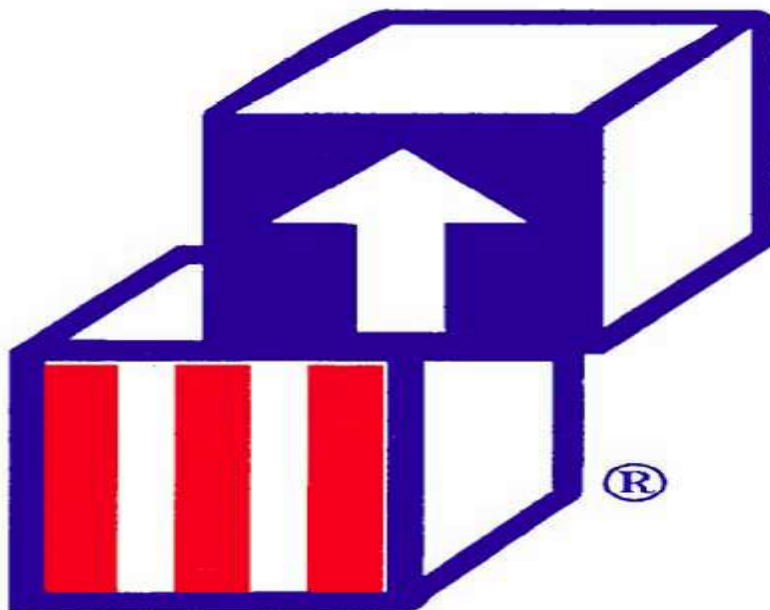
The two squares represent early childhood by suggesting building blocks.

The arrangement of the blocks represent stairs by which this can be accomplished.

The vertical strips represent the child and the parent.

The arrow pointing upward represents the direction out of poverty and on to the future.

The colors red, white, and blue represent the United States and the many opportunities it provides for its citizens.



You Are.....

The “Sunshine” that puts a smile on your child’s face...

You are the “Voice of Reason” that teaches your child-life is not a race...

You are the “Heartbeat” that gives your child hope to secure his or her special place...

You are the “Armor” that protects your child from the acts of evils-we call a disgrace...

You are “Human”-your child will learn through life-but those five letter words that saves us-is better known as grace.

To sum this up with a little pace-do know in your heart-a child’s “loving” mother and father cannot be replaced.

*Written by La’Tongela T. Daily, Family Services Advocate
May 12, 2021*

Value Statement:

TOGETHER, WE THE STAFF, BOARD AND POLICY COUNCIL OF SAGINAW ISD HEAD START AND EARLY HEAD START, COMMIT TO MAKING A POSITIVE IMPACT IN OUR COMMUNITY, THROUGH BEHAVIORS THAT DEMONSTRATE OUR DEDICATION TO THESE VALUES IN CARING FOR OUR CUSTOMERS:

Working Together: *We understand that teamwork is the foundation to our success. We respect diversity and treat all individuals as partners in accomplishing our common goals.*

Excellence: *We consistently provide the highest level of research-based services through hard work and constantly doing things better.*

Compassion: *We show kindness and consideration for the well-being of our families and their children.*

Accountability: *We are responsible for measurable outcomes to our communities, our organization, and to each other.*

Respect: *We are fair, honest and clear communicators to staff, families and community partners.*

Enthusiasm: *We project a spirit and attitude, which is positive and optimistic, in all aspects of our lives.*

W.E. C.A.R.E.

Mission Statement:

Our mission is to provide high quality 0-5 early childhood programs, developing school readiness skills and family engagement by working in partnership with parents and the community.

Vision Statement:

Our Vision is to be a national, state and local leader in an array of high quality, integrated early childhood programs, employing highly qualified & motivated staff using data and research-based practices to achieve measurable results for children and families.

Foreword:

This booklet is intended to provide you, the parent, with important information about the Saginaw ISD birth – five Preschool Programs. Our programs are designed to meet the needs of you, your child and your family. The information provided in this handbook can be helpful in developing an understanding, which will lead to a happy and successful preschool experience for both you and your child. Please keep this handbook available and refer to it throughout the school year.

We are happy to have you and your child in our program. Please feel free to call your teacher, home visitor and /or Family Services Advocate if there is any way we can be of assistance to you at (989) 752-2193.

Covid-19 Information:



Head Start/Early Head Start

COVID-19 Mitigation Policy

Saginaw ISD Head Start/Early Head Start will follow the current CDC and Saginaw County Health Departments guidelines for COVID-19 unless the Community Level is **medium/high or high**.

For daily operations the Saginaw ISD Head Start/Early Head Start will continue to:

- Stay up to date on vaccinations, including recommended booster doses.
- Stay home when sick-exclude sick individuals from your facility
- Maintain ventilation improvements where needed
- Teach and reinforce handwashing and respiratory etiquette
- Isolate confirmed COVID-19 cases and send them home
- Continue testing of unvaccinated staff weekly until the Office of Head Start removes that requirement- The CDC no longer recommends screening testing.
- Clean and disinfect surfaces with appropriate sanitizing agent daily.

Saginaw ISD Head Start/Early Head Start will review COVID-19 Community Levels provided by the CDC and our Local Health Department.

We must follow all procedures as stated above in addition to looking at community levels listed below with actions to follow based on the CDC and Saginaw County Department of Public Health and current members of the Health Services Advisory Committee.

Click the link below for current community levels:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>

To help improve the community transmission levels, Saginaw ISD Head Start/Early Head Start will:

MEDIUM/HIGH Community Level	HIGH Community level
<ul style="list-style-type: none">• Wear a high-quality mask or respirator (e.g., N95) when indoor in public per CDC, universal masking is recommended• Diagnostic testing can be offered for students and staff with COVID-19 symptoms; routine screening testing is not recommended by the CDC• Continue to promote vaccinations• Exclude-symptomatic or infected persons	<ul style="list-style-type: none">• Continue to promote vaccinations• Stay home when sick• Isolate symptomatic or infected persons• Wear a high quality mask or respirator per CDC Universal masking is recommended.• Diagnostic testing can be offered for students and staff with COVID-19 symptoms; routine screening testing is not recommended by the CDC

- Ensure individuals with COVID-19 are isolated from others and do not attend school until they have completed the 5-day isolation period

- Screening testing can be considered for high-risk
- Avoid non-essential activities such as indoor sports and extracurricular activities where you could be exposed per CDC.
- Work with Saginaw County Health Department when an outbreak is identified in the school.

Current CDC COVID-19 guidance can be found by clicking the link below:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-childcare-guidance.html>

Rev.2/8/23.CMP





ACTIVE SUPERVISION AT-A-GLANCE

SIX STRATEGIES TO KEEP CHILDREN SAFE

The following strategies allow children to explore their environments safely. Infants, toddlers, and preschoolers must be directly supervised at all times. Programs that use active supervision take advantage of all available learning opportunities and never leave children unattended.

Set Up the Environment

Staff set up the environment so that they can supervise children and be accessible at all times. When activities are grouped together and furniture is at waist height or shorter, adults are always able to see and hear children. Small spaces are kept clutter free and big spaces are set up so that children have clear play spaces that staff can observe.

Position Staff

Staff carefully plan where they will position themselves in the environment to prevent children from harm. They place themselves so that they can see and hear all of the children in their care. They make sure there are always clear paths to where children are playing, sleeping, and eating so they can react quickly when necessary. Staff stay close to children who may need additional support. Their location helps them provide support, if necessary.

Scan and Count

Staff are always able to account for the children in their care. They continually scan the entire environment to know where everyone is and what they are doing. They count the children frequently. This is especially important during transitions, when children are moving from one location to another.

Listen

Specific sounds or the absence of them may signify reason for concern. Staff who are listening closely to children immediately identify signs of potential danger. Programs that think systemically implement additional strategies to safeguard children. For example, bells added to doors help alert staff when a child leaves or enters the room.

Anticipate Children's Behavior

Staff use what they know about each child's individual interests and skills to predict what he/she will do. They create challenges that children are ready for and support them in succeeding. But they also recognize when children might wander, get upset, or take a dangerous risk. Information from the daily health check (e.g., illness, allergies, lack of sleep or food, etc.) informs staff's observations and helps them anticipate children's behavior. Staff who know what to expect are better able to protect children from harm.

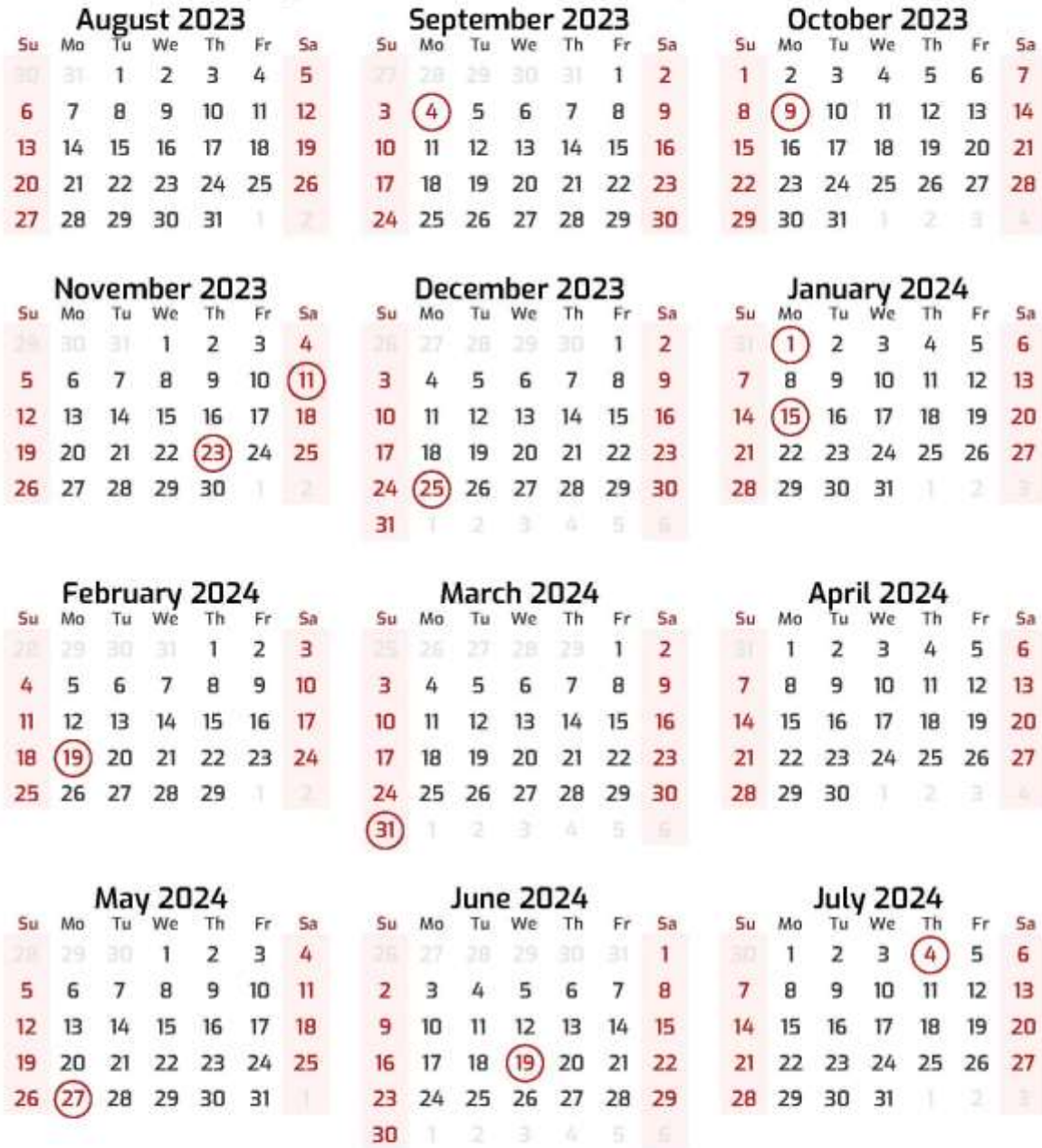
Engage and Redirect

Staff use what they know about each child's individual needs and development to offer support. Staff wait until children are unable to solve problems on their own to get involved. They may offer different levels of assistance or redirection depending on each individual child's needs.

<https://eclkc.ohs.acf.hhs.gov/hslc/ita-system/health/safety-injury-prevention/safe-healthy-environments/active-supervision.html>



August 2023 - July 2024

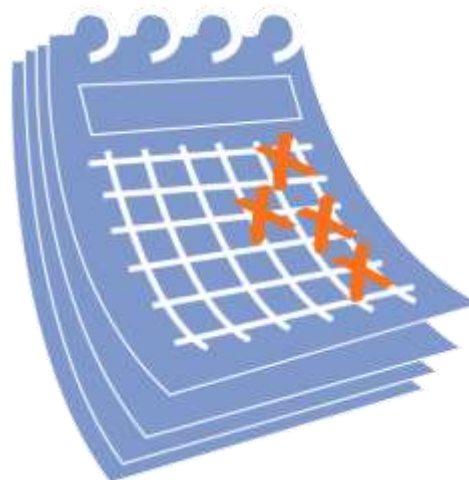


Holidays and common observances (United States)

4 Sept.'23	Labor Day	25 Dec.'23	Christmas	31 Mar.'24	Easter
9 Oct.'23	Columbus Day	1 Jan.'24	New Year's Day	27 May'24	Memorial Day
11 Nov.'23	Veterans Day	15 Jan.'24	Birthday of Martin Luther King, Jr.	19 June'24	Juneteenth
23 Nov.'23	Thanksgiving Day	19 Feb.'24	Washington's Birthday (Presidents' Day)	4 July'24	Independence Day

Important Dates:

September 5, 2023.....	First full day of class
September 18-September 12, 2023.....	Parent Club
September 26, 2023.....	Policy Council Meeting
October 9 – 12, 2023	Parent Club Week
October 20, 2023	Policy Council Orientation
October 24, 2023	Policy Council Meeting
November 13 – 16, 2023.....	Parent Club Week
November 16, 2023.....	No School/Conferences
November 22, 2023.....	No school
November 23 & 24, 2023.....	Agency Closed
November 28, 2023.....	Policy Council Meeting
December 11 - 14, 2023.....	Parent Club Week
December 20, 2023.....	Policy Council Meeting
December 21– 29, 2023.....	Winter Break/No School
January 1-2, 2024.....	Winter Break/No School
January 3, 2024	School Resumes
January 15 – 18, 2024	Parent Club Week
January 15, 2024.....	No School
January 23, 2024	Policy Council Meeting
February 12 – 15, 2024.....	Parent Club Week
February 22 - 23, 2024.....	Home Visits/No School
February 27, 2024.....	Policy Council Meeting
March 1, 2024.....	Home Visits
March 11 – 14, 2024.....	Parent Club Week
March 20, 2024	Policy Council Meeting
March 25 – 29, 2024.....	Spring Break/No School
April 2, 2024.....	School Resumes
April 15 – 18, 2024.....	Parent Club Week
April 23, 2024.....	Policy Council Meeting
May 13 – 16, 2024	Parent Club Week
May 15, 2024.....	Policy Council Meeting
May 16-17, 2024.....	Transition Conferences
May 22, 2024	Last Day of School/Full Day Children
May 23, 2024	Transition Conferences
May 27, 2024.....	Agency Closed



Head Start/Early Head Start/Great Start Readiness Programs and Partnership Sites:

<p>Adams Avenue (Formerly Peace Lutheran) 3427 Adams Saginaw, MI 48602</p>	<p>Arrowwood Elementary 5410 Seidel Saginaw, MI 48638</p>	<p>Birch Run North 12450 Church St. Birch Run, MI 48415</p>	<p>Birch Run Annex 12400 Church St. Birch Run, MI 48415</p>
<p>Brucker 6005 Fort Rd. Birch Run, MI 48415</p>	<p>Brunkow 3000 S. 24th, Street Saginaw, MI 48601</p>	<p>Chesaning Middle 431 N. Fourth St. Chesaning, MI 48616</p>	<p>Claytor 3200 Perkins Saginaw, MI 48601</p>
<p>Hemmeter 1890 Hemmeter Rd. Saginaw, MI 48638</p>	<p>Jerome Elementary 1515 Sweet St. Saginaw, MI 48601</p>	<p>Merrill Elementary 345 W. Alice Merrill, MI 48637</p>	<p>Saginaw Career Complex 2102 Weiss Saginaw, MI 48603</p>
<p>Murphy Farm Nature Preschool 13240 W. Townline Rd. St. Charles, MI 48655</p>	<p>St Peter & Paul Education Center 4705 W. Michigan Saginaw, MI 48603</p>	<p>Valley 1815 Tittabawassee Rd Saginaw, MI 48604</p>	

Partnerships:

<p>Building Blocks Childcare & Preschool 1310 N. Michigan Ave. Saginaw, MI 48602</p>	<p>Kinder Kare Center 511 S. Center Saginaw, MI 48603</p>
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Early Head Start Classrooms:

<p>Brucker 6005 Fort Rd. Birch Run, MI 48415 (3 Classrooms)</p>	<p>Claytor 3200 Perkins Saginaw, MI 48601 (3 Classrooms)</p>	<p>Jerome Elementary 1515 Sweet St. Saginaw, MI 48601 (2 Classrooms)</p>
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This Handbook belongs to:

Name: _____

Address: _____

Head Start/EHS/GSRP Site My Child Attends:

Phone: _____

Address: _____

Teacher: _____

Family Service Advocate: _____

Education Coordinator: _____

EHS Home Visitor/Teacher: _____

Parent Club Meetings Held Every Month On:

Time: _____ **Day:** _____

Notes:

Welcome to the Saginaw ISD Preschool Program!

Welcome to the Head Start/Early Head Start program for the 2023-2024 school year. It is our goal to provide your child with a safe, nurturing environment that promotes learning, cooperation and fun.

We at Saginaw ISD are pleased that you and your family have enrolled in Head Start/Early Head Start or our Great Start Readiness Program. Your personal involvement in our program is what makes us a unique and successful program.

This involvement takes the form of many things, such as volunteering in the classroom, participating in the family fun events, Parent Clubs, educational trainings, serving on the Policy Council and doing take-home projects.

Your involvement is essential to making a positive effect and lasting Impression on your child and the program. We are looking forward to an exciting and enriching program year as partners in our program.

No one knows your child better than you! Building a strong connection with you is one of our top priorities because of this. During your time with us, we invite you to share your thoughts, concerns, and hopes for your little one with our team. We can better adapt our program to meet your child's individual interests and needs when we know more about them and you.

Sincerely,
Saginaw ISD Preschool Staff



Saginaw ISD Programs:

Early Head Start:

Early Head Start was launched in 1995 to provide comprehensive child and family development services for low-income pregnant women and families with infants and toddlers ages birth to three years. Early Head Start (EHS) programs were established to provide early, continuous, intensive and comprehensive child development and family support services on a year-round basis. The purpose of the program is to enhance children's physical, social, emotional, and intellectual development; to support parents' efforts to fulfill their parental roles; and to help parents move toward self-sufficiency

Head Start:

Head Start programs promote school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families. They engage parents in their children's learning and help them in making progress toward their educational, literacy and employment goals. Significant emphasis is placed on the involvement of parents in the administration of local Head Start programs.

Great Start Readiness Program:

The Great Start Readiness Program (GSRP) is Michigan's state-funded preschool program for four-year-old children with factors which may place them at risk of educational failure. The program is administered by the Michigan Department of Education, Office of Great Start. Funding is allocated to each intermediate school district to administer the program locally.

Home Based:

The Home-Based Program provides comprehensive Head Start services to pregnant women, children, ages 0-3 years, and their families. Through the home-based option, families receive the same services as those participating in center-based programs. While the center-based Head Start option focuses on the child in a classroom setting, the home-based option focuses on the family and the child in a home setting. Our staff, called "Home Visitors", has an opportunity to work with individuals within a family context and in the home environment. They help parents provide the developmental activities and support services that Head Start children would receive in the center-based option.





Framework for Effective Practice

Supporting School Readiness for All Children

Saginaw ISD – School Readiness Goals:

In coordination with the National Center on Quality Teaching and Learning, Saginaw ISD Head Start supports school readiness for all children. The house above represents four integral elements of quality teaching and learning: engaging everyday interactions with children; choosing and implementing a strong curriculum; using regular assessment of children’s skills, and individualized teaching. In this framework, these elements correspond, respectively, to parts of a house— the foundation, two pillars, and a roof—and when connected with one another, they form a single structure that fosters children’s learning and development.

School Readiness Goal:

Children will be able to begin to manage and express emotions and behaviors.

- Birth-1 year old - Child will be able to be comforted and calmed by a familiar adult.
- 1-2 year olds – Child will seek out familiar adult for comfort.
- 2-3 year olds – Child will seek out a familiar adult or object for self-soothing.
- 3-4 year olds – Child will be able to manage actions and emotions with adult support.
- 4-5 year olds – Child will be able to manage actions and emotions with minimal adult support.

Domain: Approaches to Learning

Infant/Toddler ELOF Goals:

- IT-ATL Goal 1: Child manages feelings, emotions, with support of familiar adults.
- IT-ATL Goal 2: Child manages actions and behavior with support of familiar adults.

Preschool ELOF Goals:

- P-ATL Goal 1: Child manages emotions with increasing independence.
- P-ATL Goal 4: Child manages actions, words, and behavior with increasing independence.

School Readiness Goal:

Children will establish and sustain positive relationships.

- Birth-1 year old – Child will form secure attachment with 1 or more adults.
- 1-2 year olds – Child will use a familiar adult as a base from which to explore the world.
- 2-3 year olds – Child will begin to manage separation from familiar adult.
- 3-4 year olds – Child will engage positive interactions with familiar adults.
- 4-5 year olds – Child will initiate longer and reciprocal interactions with familiar adults.

Domain: Social and Emotional Development

Infant/Toddler ELOF Goal:

IT-SE Goal 1: Child develops expectations of consistent, positive interactions through secure relationships with familiar adults

Preschool ELOF Goals:

P-SE Goal 1: Children will engage in and maintains positive relationships and interactions with adults.

School Readiness Goal:

Children will be able to us expressive language to communicate.

- Birth-1 year old – Child will begin to vocalize and gesture.
- 1-2 year olds – Child will begin to name familiar adults and objects.
- 2-3 year olds – Child will name familiar adults and objects.
- 3-4 year olds – Child will begin back and forth conversations.
- 4-5 year olds – Child will begin to use advanced vocabulary.

Domain: Language and Literacy

Language Infant/Toddler ELOF Goal:

IT-LC Goal 7: Child understands an increasing number of words used in communication with others.

Language Preschool Goals:

P-LC Goal 2: Child understands and responds to increasingly complex communication and language forms.

School Readiness Goal:

Children will be able to write to convey meaning.

- Birth-1 year old – Child will begin to explore writing materials.
- 1-2 year olds – Child will be able to make scribbles and marks on a paper.
- 2-3 year olds – Child will be able to make controlled linear scribbles on a paper.
- 3-4 year olds – Child will be able to make letter like forms.
- 4-5 year olds – Child will be able to write letters.

Domain: Language and Literacy

Literacy Infant/Toddler ELOF Goal:

IT-LC Goal 13: Child makes marks and uses them to represent objects or actions.

Literacy Preschool ELOF Goal:

P-LIT Goal 6: Children will be able to write to convey meaning.

School Readiness Goals:

1. Children will be able to count and use one to one correspondence.

- Birth-1 year old – Child will reach for one or more objects.
- 1-2 year olds – Child will be able to verbally count.
- 2-3 year olds – Child will verbally count to 5 and count objects up to 3.
- 3-4 year olds – Child will verbally count to 10 and count objects up to 5.
- 4-5 year olds – Child will verbally count to 15 and count objects up to 10.

2. Children will be able to quantify.

- Birth-1 year old – Child will be able to hold object in each hand.
- 1-2 year olds – Child will use basic numeric words such as more and all gone.
- 2-3 year olds – Child will understand language referring to quantity such as take 2 and/or 1 more.
- 3-4 year olds – Child will be able to recognize a small set of objects up to 3.
- 4-5 year olds – Child will be able to recognize a small set of objects up to 6.

Domain: Cognition

Infant/Toddler ELOF Goal:

IT-C Goal 8: Child develops sense of number and quantity.

Preschool ELOF Goals:

- P-MATH Goal 1: Child knows number names and the count sequence.
- P-MATH Goal 3: Child understands the relationship between numbers and quantities.

School Readiness Goal:

Children will be able to use fine/gross motor skills to participate in their environment.

Birth-1 year old - Child will begin reaching for objects and demonstrating traveling skills.

1-2 year olds – Child will begin stacking skills and different ways of moving.

2-3 year olds – Child will begin more refined pencil grip and carrying objects while walking.

3-4 year olds – Child will perform simple eye hand tasks and balance for a short period of time.

4-5 year olds – Child will perform complex eye hand movements and more coordinated movements.

Domain: Perceptual, Motor and Physical Development

Infant/Toddler ELOF Goals:

IT-PMP Goal 6: Child demonstrates effective and efficient use of large muscles for movement and position.

IT-PMP Goal 6: Child coordinates hand and eye movements to perform actions.

Preschool ELOF Goals:

P-PMP Goal 1: Child demonstrates control, strength, and coordination of large muscles.

P-PMP Goal 3: Child demonstrates control, strength, and coordination of large muscles.



Family Engagement Goals:

Family engagement is the **process used to build genuine relationships with families**. Relationships with families support overall family well-being and children's healthy development. When families are engaged, partnerships are created that have a common focus– helping children grow and thrive.

Goal #1: Saginaw ISD will integrate family engagement strategies into system and provide services to support family well-being.

Objectives:

1. Increase community collaboration that will support family well-being.
2. Enhance families' engagement in the Family Partnership process.
3. Enhance parent education opportunities on family well-being.

Goal #2: Saginaw ISD will support families in understanding developmentally appropriate expectations for their children.

Objectives:

1. Enhance staff knowledge of developmentally appropriate expectations.
2. Enhance the parents/families knowledge of developmentally appropriate expectations.

Goal #3: Saginaw ISD will support families in understanding the transition process.

Objectives:

1. Increase to at least 80% of the families will engage in the transition process.

Selection Criteria:

Children from birth to age five from families with low income, according to the Poverty Guidelines published by the Federal government, are eligible for Head Start and Early Head Start services.

Saginaw Intermediate School District does not discriminate against any person because of race, color, creed, sex, handicap, height, weight, national origin, religion, marital status or age.

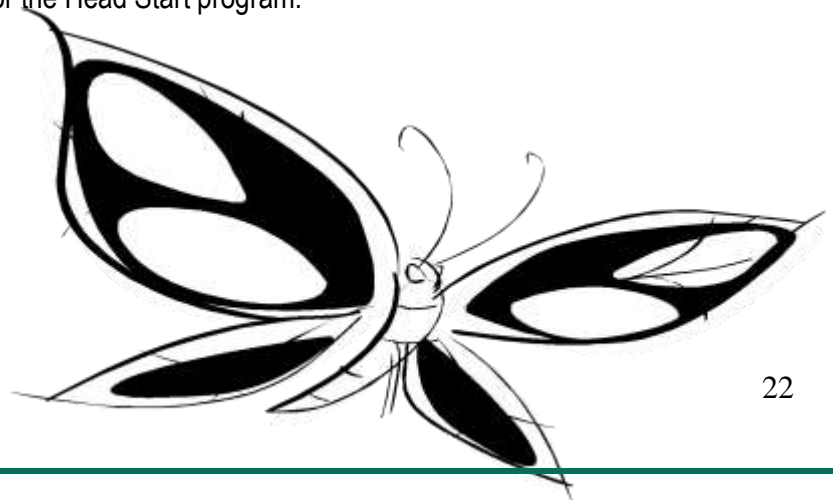
The families that meet the following criteria will receive priority placement in Head Start/Early Head Start or the GSRP program:

- The Federal Government requires all children in the program to be 3 years old on or before September 1st for Head Start Placement
- For Early Head Start, pregnant moms
- The State Government requires all children in the program to be 4 years old on or before September 1st for **GSRP** Placement
- The family's income must meet the guidelines established by the Federal & State Government, and verified by HS/EHS staff.
- 10% of all Head Start /Early Head Start slots are held for children with certified disabilities.
- Enrollment for eligible three-year-old children will be for a two-year period, unless the family chooses to enroll in another preschool program the second year.
- Selection will not be based on previous parent and/or sibling participation.
- Selection cannot be based on completion of screenings, physicals or upon date of application.

The ISD birth - five preschool programs is free for families that meet the communicated income guidelines established by the U.S. Federal & State Government and the above criteria.

Considerations:

- Every effort will be made to allow over-income children to remain in the program unless there are compelling reasons for the child not to remain. Such as there is a change in the family income and there is a child with a greater need for Head Start services.
- If two applications with equal weight on the priority list are received, the application that was received first will get the first opening.
- Applications with a written referral from a medical professional, Social Services, Public Health or other collaborating partner will be given special consideration for the next available slot.
- Waiting lists will be maintained according to enrollment priority. Any openings in classes during the program year will be filled from the waiting lists.
- Foster children and children whose family income includes certain forms of public assistance are automatically income eligible for the Head Start program.



What is Head Start/Early Head Start/Great Start Readiness Program?

- ISD Head Start/Early Head Start is a child and family centered program designed to meet the needs of preschool children and their families. The program provides a comprehensive environment and experiences to help children develop intellectually, socially, physically, and emotionally.
- ISD Head Start/Early Head Start staff members offer your child quality care, respect, nurture, and guidance. Head Start provides the experience of success while having fun and learning positive social skills.
- Head Start/Early Head Start actively involves parents/primary caregivers, family, and community in each center. Our program actively encourages parents to become Head Start volunteers in the program.
- The **Great Start Readiness Program** is a state funded preschool program for four-year-old children with at least one risk factor which may place them at possibility of educational failure in their early years. This program is FREE to families who meet the specific income and eligibility criteria for their family. Children that are enrolled whose families are over income may be required to pay tuition.

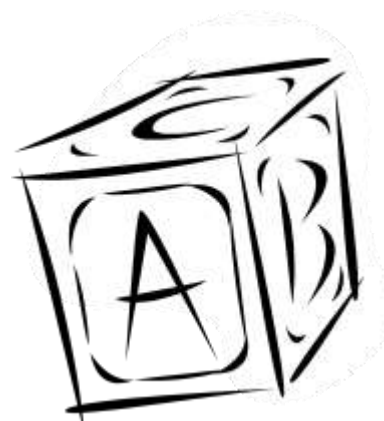
Annual Tuition Rates	Below 300% of the Federal Poverty Level	301% - 350% of the Federal Poverty Level	351-400% of the Federal Poverty Level	400% and Above the Federal Poverty Level
½ Day Programming	GSRP Eligible (No Tuition)	\$150.00	\$300.00	\$450.00
School day Programming	GSRP Eligible (No Tuition)	\$300.00	\$600.00	\$900.00

- Parents incur no costs for the Head Start/ Early Head Start program.
- Research on preschool programs and specific research on GSRP indicates that children who are provided with a high-quality preschool experience show significant positive developmental differences when compared to children from the same backgrounds who did not attend a preschool program.

Preschool is More than ABC's & 123's.....

Your Child Will:

- Develop a positive self-concept
- Be encouraged to be creative
- Develop social competence and self-discipline
- Develop inquisitiveness
- Develop the ability to reason or problem solve
- Develop a desire to learn
- Develop skills in language, movement, social and emotional development, cognition, and literacy
- Be well equipped for success in kindergarten



Program Options:

Saginaw ISD offers four (4) program options:

- **Center-based Option:** The centers operate on a full-day basis, Monday through Thursday; Head Start and Early Head Start services are provided to children primarily in a classroom setting.
- **Home-based Option:** Once a week a Parent Educator will come to your home to interact with you and your child. Each visit will last for 1.5 hours. Socializations are offered at least twice a month.
- **Partnerships:** Private Day Care – Partnering with Head Start to provide full day services. There is a fee for before and after Head Start hours.
- **ECSE: (Early Childhood Special Education)** Head Start is committed to the inclusion of children with disabilities, including those of a more severe nature. This provides an opportunity for eligible children and families to access appropriate services while receiving comprehensive Head Start wrap-around support.

Health, Nutrition and Disability Services:

- Saginaw ISD promotes prevention and early intervention health services. ISD Head Start seeks to assist your child's physical, emotional, cognitive and social development through medical, dental, mental health and nutrition services.
- Saginaw ISD considers your child a unique person with individual strengths and needs and provides an individualized program for the child and family with special needs.

Early Childhood Development:

- To provide each child with a learning environment and varied experiences which will help him/her grow and develop socially, emotionally, intellectually and physically, at his/her own level.
- Parents and staff will work as a team to educate and teach children. With this partnership, your child will enter kindergarten well equipped for success.
- To involve parents in educational activities within the program in order to enhance each parent's role as his/her child's primary teacher.
- To assist each parent to meet their continuing lifelong educational goals, i.e., high school completion, job training, college degree, skills development, etc.

Family & Community Partnerships:

- Saginaw ISD, with the belief that encouraged parents are the first and most important teacher of their child, strives to involve parents in all aspects of the program.
- Parents are to participate in home visits, center sessions, Policy Council, Parent Clubs, and other parent activities made available to help parents increase their knowledge and understanding of child growth and development and assist them in teaching their children.
- The program supports families by helping them to assess their family's needs, link to appropriate services, and aid families in obtaining services through other community resources when needed to reach family goals.



Home Visits:

Meeting in a family's home provides us with an opportunity to know families intimately. This sets the stage for close, trusting relationships—the critical element in any program designed to support children and their families. To ensure that the needs of families are being met, additional visits may be scheduled by your Family Services Advocate or your child's teacher throughout the year.

Days of Operations:

- Our full-day sessions, Monday-Thursday, 8 hours per day.

Safety:



Please remember:

- Parking lots are dangerous for young children. We want all children to arrive safely to the classroom. Please obey one way and loading zones signs.
- Park your car in a designated parking lot. Turn off your car engine before removing your child or children from their car seats.
- Other children may NOT be left in cars without an adult present, so they need to go into the classroom with you.

School Closing:

Whenever your school district is closed due to bad weather, your Head Start/Early Head Start program will also be closed. If classes are closed for bad weather or any other reason, it will be announced on your local TV and radio stations.



Communicable Diseases:

Listed below are common illnesses to which children are most susceptible. Please consult your physician for diagnosis and determination of your child's readiness to return to school after such an illness.

Chicken Pox: Onset is gradual with a general rundown feeling. A rash follows (usually beginning on the trunk) that is red and turns into white blisters. A sick child should remain at home until all blisters are dry and scabbed over.

Diarrhea: Loose stools. Exclude for 24 hours.

Hepatitis A: Usually tired with yellowish complexion. A sudden onset with loss of appetite, nausea, and abdominal pain and discomfort may also occur. Child may return to school after 7-14 days after jaundice disappears with physician approval.

Impetigo: Symptoms may include blisters appearing on the skin, especially around the mouth and nostrils. Child may return to school when sores are free of scabs.

Measles (Rubella): Symptoms may include fever, hacking cough and conjunctivitis. A sick child may not attend school until ten (10) days after the appearance of the rash.

Ringworm: Symptoms may include circular patches of dry skin on any part of the body and or scalp. Child may return to school upon approval physician.

Rubella/German Measles: The child may feel ill and have a low-grade temperature and swollen lymph nodes. When rash occurs, the child should remain at home for sixteen (16) days.

Mumps: Pain in chewing or swallowing may be the earliest symptoms, followed by chills and headache. The child should not return to school until all the swelling has disappeared, usually eighteen (18) days after onset.

Scabies: A skin disease with pimples, blisters, and tiny burrows. Intense itching is frequent. Child may return after 24 hours after applying medicine or as advised by a physician.

Scarlet Fever: Symptoms include fever and sore throat. A rash may appear as a pink-red flush similar to sunburn. Skin later peels and tongue may become red. Child may return to school upon approval of physician.

Skin Lesions: Children with **impetigo** or **ringworm** should not be in school until all lesions are healed or until a written note from a physician to the contrary is produced.

Head Lice: If head lice or nits are found, parents will be notified and your child will be sent home. Parents should follow the appropriate procedures of removing all lice and nits from the child's head. Children must be **nit** free to return to class.

Conjunctivitis: Symptoms usually include matting of the eye, Inflammation and discharge from the eye. The child should be excluded from school until all signs have disappeared.

Strep Throat: Symptoms may include rapid onset of fever and sore throat. Child may return to school after undergoing antibiotic treatment to at least 24 hours.

Influenza (Flu): Viral infection causing inflammation of the respiratory tract with symptoms of fever, chills and muscular pain. A sick child should remain at home until all symptoms have vanished.

Whooping Cough: A highly contagious respiratory tract infection. Symptoms may include a hacking cough followed by a high pitch intake of breath and resemble those of a common cold. A sick child should remain at home until all symptoms have vanished.

Fifths Disease: Viral illness that produces a distinctive red rash on the face, body, arms, and legs. No exclusion wit approval of physician. Exclude if feverish.

If a child is suspected or has been diagnosed with any of the above diseases, parents will be notified immediately and the child cannot return without a slip from their physician stating the child has been treated and can return to class.



My Rights as a Saginaw ISD Parent:

1. To take part in decisions affecting the planning of the program.
2. To help develop adult programs, that will improve daily living for me and my family.
3. To be welcomed in the classroom.
4. To choose whether or not I participate without fear of endangering my child's right to be in the program.
5. To be informed regularly about my child's progress in preschool.
6. To be treated with respect and dignity.
7. To expect guidance for my child from staff, this will help my child's total development.
8. To be able to learn about the operation of the program, including the budget.
9. To take part in planning and carrying out programs designed to increase my skills in parenting and possible employment.
10. To be informed about all community resources concerned with health, education, and the Improvement of your family life.



My Responsibility as a Saginaw ISD Parent:

1. To learn as much as possible about the program and to participate by supporting my child.
2. To accept Saginaw ISD preschool as an opportunity through which I can improve my life and my children's lives.
3. To take part in the classroom as an observer, volunteer worker or an employee, and to contribute my services in whatever way I can toward enrichment of the total program.
4. To provide parent leadership by taking part in elections, to explain the program to other parents and to encourage their full participation.
5. To welcome teachers and other staff into my home to discuss ways in which to help their child's development at home in relation to school experience.
6. To work with the staff and other parents in a cooperative way.
7. To guide my child with firmness, that is both loving and proactive.
8. To offer constructive criticism of the program, to defend it against unfairness, criticism and to share in evaluating it.
9. To take advantage of programs designed to increase my knowledge about child development and my skills in areas for possible employment.
10. To become involved in community programs which help to improve health, education and recreation.
11. To respect the learning environment of Head Start by ending cell phone conversations upon entering Saginaw ISD sites.

In-Kind:

- The Federal Government requires Head Start programs to match a percentage of the grant money they receive to operate the program. The in-kind matched is 25 cents for every dollar received.
- The program can apply a dollar amount to the time, goods and services a volunteer provides.
- It is very important that parents and volunteers assist us in our In-kind match requirements.
- In the event that the match is not made, the program can lose some of its funding, which is needed to provide sufficient services to families.
- In-kind can be earned by normal day to day activities that you do with your child.
- Please get a copy of the Parent Participation Activity Log from your child's teacher, take at least 15 minutes a day and up to one hour working with your child on the activities.

Parents, be sure to watch out for.....

- **The Head Start/Early Head Start Parent Newsletter** (a bi-monthly parent newsletter for the parents) published every other month.
- Announcements for **Parent Field Trips**
- Announcements for **Parent Club Meetings**
- Announcements for **Family Fun Events**
- Announcements for **Parent Trainings** and **Conferences**
- **Male Involvement Activities/Trainings**
- **Parent Workshops**



Annual Notice:

Effective August 1, 2018

THIS NOTICE DESCRIBES HOW PERSONALLY IDENTIFIABLE INFORMATION ABOUT YOUR CHILD MAY BE USED AND DISCLOSED, AND HOW YOU CAN ACCESS THIS INFORMATION.

PLEASE REVIEW IT CAREFULLY.

By law, Saginaw ISD Head Start must protect the privacy of your child's Personally Identifiable Information. Information that could be used to identify your child (known as "Personally Identifiable Information" or "PII") includes your child's name, name of a child's family member, street address of the child, social security number, or other information that is linked or linkable to the child. Saginaw ISD Head Start retains PII because your child receives Head Start/Early Head Start services from us and it is a part of each child's record with us. We take our obligation to protect the privacy of your child's PII data very seriously. This notice explains your rights and our legal duties and privacy practices.

We are required to give you a copy of your rights in writing every year, including definitions (which cover descriptions of the types of PII that may be disclosed), to whom we can disclose, and list when we do not need to receive your Consent to disclose PII from your child's record.

Saginaw ISD Head Start will abide by the terms of this notice. Should our data and child record practices materially change, Saginaw ISD Head Start reserves the right to change the terms of this notice, and will follow the terms currently in effect. Any new provisions we add will affect all PII we maintain from the time the new provisions go into effect, as well as any PII that we may receive in the future. If we revise our practices substantially, we will provide a revised notice to you when you pick up your child and will post the updated notice on our website at www.saginawheadstart.org.

Definitions

Child Records means records that: (1) are directly related to the child; (2) are maintained by the program, or by a Party acting for the program; and (3) include information recorded in any way, such as print, electronic, or digital means, including media, video, image, or audio format.

Confidential means to be kept private with certain specific protections.

Consent means written approval or authorization that is signed and dated. It may include a record and signature in electronic form that: (1) identifies and authenticates a particular person as the source of the electronic Consent; and, (2) indicates the same person's approval of the information. Consent can be revoked going forward.

Disclosure means to permit access to or the release, transfer, or other communication of Personally Identifiable Information contained in Child Records by any means, including oral, written, or electronic means, to any Party except the Party identified as the Party that provided or created the record.

Party means an entity or individual.

Parent means a Head Start child's mother or father, other family member who is a primary caregiver, foster parent or authorized caregiver, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree.

Personally Identifiable Information (PII) means any information that could identify a specific individual, including but not limited to a child's name, name of a child's family member, street address of the child, social security number, or other information that is linked or linkable to the child.

Required Uses and Disclosures of PII

We must use and disclose information contained in Child Records that is PII in a number of ways to carry out our responsibilities. We keep PII in our Child Records. The following list describes the types of uses and Disclosures of PII that federal law requires Saginaw ISD Head Start to make and allows us to do so **without your Consent**:

- ✓ **Within this organization for Head Start purposes;**
- ✓ **To other organizations for Head Start purposes** (including but not limited to Contractors or Delegates/Sub-Recipients that help us provide services to your child);
- ✓ **In connection with an audit or evaluation of education or child development programs or for enforcement or compliance with federal legal requirements** (such as to the U.S. Department of Health and Human Services that funds our work);
- ✓ **For studies to improve child or family outcomes or quality of services;**
- ✓ **During Disasters or Health/Safety Emergencies to appropriate Parties** (including but not limited to local health departments, police, fire, EMS, etc.);
- ✓ **Pursuant to Court Orders or Subpoenas** (so long as we try to notify you in advance unless (1) a court has ordered that neither the subpoena, its contents, nor the information provided in response be disclosed; (2) the Disclosure is in compliance with an ex parte court order obtained by the United States Attorney General or his/her delegate concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331; (3) a Parent is a Party to a court proceeding directly involving child abuse and neglect or dependency matters, and the order is issued in the context of that proceeding; or (4) if there is legal action between Saginaw ISD Head Start and a Parent);
- ✓ **For Child and Adult Care Food Program (CACFP) Monitoring** if the results will be reported in an aggregate form that does not identify any individual;
- ✓ **To Foster Care Caseworkers** who have the right to access a case plan for a child who is in foster care placement; and,
- ✓ **To appropriate Parties in cases of suspected or known child maltreatment** (such as Child Protective Services).

Saginaw ISD Head Start also uses and shares your child's PII when requested by you or when otherwise required by law.

Other Permitted Uses and Disclosures

1) Saginaw ISD Head Start may use and share PII in certain limited instances, **without your Consent as long as we notify you first**. We can do this if the PII **relates to a child's enrollment or transfer to officials at a program, school, or school district in which the child seeks or intends to enroll or where the child is already enrolled**.

- ✓ To do so, Saginaw ISD Head Start will notify a Parent about the intended Disclosure.
- ✓ The Parent will have the opportunity to request a copy of the PII from Child Records to be disclosed and have an opportunity to challenge and refuse Disclosure of the information in the records, before we forward the records to the other Party.

- ✓ If an entity or a Parent requests that PII be disclosed for enrollment or transfer purposes, you will receive a Notice of PII Disclosure for Enrollment or Transfer Form.
- ✓ The Notice of PII Disclosure for Enrollment or Transfer Form allows the Parent to challenge and refuse the Disclosure by following the steps in the Form.
- ✓ If you do nothing or do not follow the steps within the timeframe set forth in the Notice of PII Disclosure for Enrollment or Transfer Form to challenge or refuse to disclose, Saginaw ISD Head Start will go ahead as planned and send copies of the requested PII to the requesting program, school, or school district to further the child's program and ensure continuity through data.

2) Except as described above, Saginaw ISD Head Start will not use or disclose your PII without your written Consent. You may give us written Consent to use or disclose your PII to anyone for any purpose that you choose. You may revoke your authorized Consent so long as you do so in writing; however, Saginaw ISD Head Start will not be able to get back any PII we have already used or shared based on your prior permission.

Parental Rights

You have the right to:

- ✓ **Ask to inspect** your Child's Record on-site containing PII that Saginaw ISD Head Start maintains. Saginaw ISD Head Start will create an opportunity for you to inspect your Child's Record on-site within 10 days. You *do not* have the right to remove the original record from on-site nor to take any parts of the original record with you.
- ✓ **Ask for a copy** of Child Records disclosed to third Parties with Parental Consent, free of charge.
- ✓ **Ask Saginaw ISD Head Start to amend** your Child's Record if you believe that it is inaccurate, misleading, or violates your child's privacy. You must ask for this in writing, along with a reason for your request. Saginaw ISD Head Start will review your request and decide on it within 10 days. If Saginaw ISD Head Start denies your request to amend your PII, we will issue you a written statement explaining why and explain your right to a hearing.
- ✓ **Ask for a hearing** if your request to amend the Child Record is denied. If the issue is not decided in your favor at the hearing, you have the right to place a statement in the Child Record that either comments on the contested information or that states why the Parent disagrees with the program's decision, or both.
- ✓ **Ask to inspect written agreements involving Disclosure of PII.** If a Parent requests, you can come on-site and review a redacted written agreement with a third Party that involves Disclosure of their child's PII. This right does not allow you to take any photos of it or make, or have copies made of the agreement.

Complaints or Questions

If you believe that your child's privacy rights may have been violated or if you have questions, please let us know as soon as possible. Complaints should be directed to: Head Start Program Director. Filing a complaint or exercising your rights will not affect the care or services your child receives from Saginaw ISD Head Start.

Volunteers Needed:

One of the best ways of adding to your child's learning experience during his/her Head Start/GSRP year is by volunteering in the classroom. By giving of your time, you are showing your child that you care about his/her education. It's also a great way to link the child's home to school, which will help reinforce learning activities in the home.

Some specific jobs parents can do:

- Welcome children to the classroom.
- Help children with coats, name tags.
- Work with small groups of children.
- Talk with children about things they do.
- Listen to children.
- Supervise art and craft activities.
- Print a child's name on his/her papers.
- Tell or read stories to the children.
- Help prepare tables for lunch or snack.
- Supervise outdoor play activities.
- Assist on field trips.

If you are unable to volunteer in the classroom due to a busy work schedule, ask your child's teacher if there are any take home projects that you may assist with.

At the end of the year, parents and volunteers will be recognized at a special celebration. Rewards will be given to parents that work in the classroom, do take home projects, and attend parent education classes, Family Fun Events, Parent Club and Policy Council meetings.

All Volunteers are required to be vaccinated

Parent Participation Activity Log:

The activity log gives the parent and/or caregiver an opportunity to continue the learning process at home with the children and to generate in-kind for the program. The activities are divided into goal areas just like the goals the teachers use in the classroom from Creative Curriculum; Social Emotional, Physical, Cognitive, Language. Under each goal, examples of activities that the parent/caregiver can do with the child are listed.

Activity Logs are given out monthly in the classroom for parents/caregivers to take home. Some classrooms have the forms in their sign-in books where parents can document what they did with the child the day before. Dates must be entered for activities that are listed. When an activity has been completed, list the amount of time under the correct date and the appropriate goal (examples are shown on the form). At the end of the month, Activity Logs need to be turned into the teacher with the Center, Child's Name, Month/Year and Adult's Name filled in.

For every hour that is totaled approximately \$22.65 of In-Kind is accumulated for the program.

* Activity logs can be completed by any adult that cares for and works with the child, (i.e. parent, grandparent, aunt, uncle). More than one log can be given to a family at the family's request.

Agency Policies:

Celebrating Holidays with Head Start:

The families in our program have many different religions, cultures, and beliefs. Every family does not celebrate every holiday and for the families who do celebrate traditional American holidays, even the meaning varies. Many holidays are celebrated today in ways that are totally unrelated to their original meaning. Therefore, rather than offend some families, confuse or isolate some children, our classrooms will not celebrate holidays in traditional ways. We hope that families will celebrate holidays at home, in their place of worship, and in their community in the traditional way that they enjoy.

Holiday Guidelines:

Holidays may only be celebrated during the week of the holiday (i.e. do not put up decorations until the week of the holiday).

- **Halloween**-children may wear costumes but no masks. No violent toys or objects should accompany the costume, such as guns, swords, knives.
- **Christmas**-Santa Claus will not be allowed in the classroom or during class time. However, Santa Claus can be a part of Parent Club or family events during the month of December.
- **Valentine's Day**-No store bought Valentine cards, however, children may make cards in class as an art project and may then exchange those cards.
- **Easter**-Easter Bunnies or egg hunts will not be allowed in the classroom or during class time. However, they can be a part of Parent Club during the month of Easter.

No candy is allowed in the school for children during school hours. This includes during class sessions, before care and aftercare or at Parent Club meetings.

Late Arrival:

When children arrive late to class they are missing out on socialization, preparation for the day, learning experiences and stability and consistency of what happens during the day. Late children interrupt meal and learning times for themselves as well as other children in the classroom.

- Teaching staff will address occasional late arrivals
- Persistent late arrivals will be referred to the Family Service Advocate.
- A meeting will be held to discuss concerns and a possible better placement to fit the family needs.
- A child may also be withdrawn from the program. (See Agency Withdrawal Policy).

Late Pick-up:

The proper authorities may be called when children are left at the center after regular school hours.

1. **First Offense:**
A verbal warning will be given
2. **Second Offense:**
A case conference will be held with parent and appropriate staff
3. **Third Offense:**
A referral will be sent to Child Protective Services

Exclusion Policy:

Short-Term Exclusion:

A child who has become too ill to attend Head Start or remain in school may exhibit any of the following conditions, but not limited to:

- Difficulty breathing
- Fever(oral temperature of 100 degrees or more)
- Bacterial infection
- Diarrhea
- Vomiting
- Head Lice
- Unknown/contagious skin condition
- Listlessness
- Communicable diseases (wring worm, impetigo, pink eye, etc.)

A child exhibiting any of the above conditions should be temporarily excluded from the program to protect the health of the affected child, other children and staff.

Parents will be called to pick up child when one symptom is observed by staff.

Staff will prepare notices for parents of children who have been in contact with a child affected by a communicable disease. Defining symptoms, precaution for the family to take, general information as to how the illness is spread and what can be done to remedy the spread of the illness.

Children may return when the child has been symptom free for 24 hours, they have been on antibiotics for 24 hours or a Doctor has documented that the child's health is suitable to return to school.

Long-Term Exclusion:

Saginaw ISD Head Start/Early Head Start must not deny program admission to any child, nor exclude any enrolled child from program participation for a long term period, solely on the basis of his/her health care needs or medication requirements. Unless keeping the child in care poses a significant risk to the health or safety of the child or anyone in contact with the child.

Outdoor Policy:

Outdoor play is essential for children's health and well-being. The sense of peace and pleasure children experience when they take in fresh air, feel the warmth of the sun on their backs and watch a butterfly land gently on a flower is immeasurable. Head Start/Early Head Start shall provide daily outdoor play for children, unless prevented by inclement weather or weather conditions that could result in children becoming overheated or excessively chilled.

If your child can not participate in outdoor play, we must have a doctor slip stating when and if the child may go outside.

Clean Air Policy:

Saginaw ISD must prohibit smoking at all times in all space utilized by the program (Head Start Performance Standards 1304.2(3)). This includes classrooms, staff offices, kitchens, restrooms, parent and staff meeting rooms, hallways, outdoor play areas and vehicles used for transporting children. This includes field trips, neighborhood walks, or other outdoor group activities when Head Start is in service.

Withdrawal Policy:

Parent Withdrawal - The parent has the right to withdraw their child from the program at any time. If any parent wishes to withdraw their child from the program, the agency would appreciate their reasons why. If there is anything that the agency can do to better the situation, we'd like the chance to assist.

Agency Withdrawal- Saginaw ISD reserves the right to withdraw a child and family (a) if a more appropriate educational program is deemed necessary for the child; (b) for excessive absenteeism (c) if any family member is hostile toward staff and/or the program; (d) if a parent is disruptive in the classroom and/or at parent meetings or to the program in general; or (e) if the child is consistently late or not picked up on time.

Attendance Policy:

Regular attendance is key to your child's success and ability to benefit from the Head Start/State Preschool Program. If your child is not in class, how can he or she learn? When children come to class consistently, including arriving and leaving on time, they are able to build on skills and knowledge from previous learning, and develop strong connections with other children and teachers. When children miss class, arrive late or leave early, they miss out.

Unless your child is ill, make every effort to have your child attend Head Start on a regular basis. A missed day of class is an opportunity missed to learn and grow. If your child must miss class, please call and notify your child's teacher within the first hour. If your child has been absent for two (2) consecutive days without notice from you or you missed two (2) scheduled home visits, a visit will be made to determine if there is a problem that the staff can assist you with.

If it is determined that your child has been absent due to reasons that are unacceptable, the parent or guardian will receive a written notice. If the absences continue, a certified letter will be mailed outlining the agency's attendance policy, and a response will be needed by a specific date.

Regular attendance is extremely important and therefore monitored very closely. Prolonged or continued absenteeism may result in the termination of your family from the program in accordance to the agency's **WITHDRAWAL POLICY**.

Home Based Attendance:

Saginaw ISD Head Start/Early Head Start has chosen to implement the Attendance Policy in the following manner.

The following conditions will trigger an attendance referral to the child's home visitor:

- meeting less than half of scheduled contacts per month (combination of home visits and/or socializations) or
- One quarter without attendance at group socialization.
- An attendance referral to the home visitor will result in contact with the family regarding attendance in some way. If a child has a special need (particular health condition) which does not allow regular group socialization attendance, this may exempt him/her from requirement (2) listed above when documented in his/her IFSP.
- If a child has inconsistent attendance (attendance referrals) for three consecutive months, the parent(s)/caregiver(s) will receive a letter from the home visitor asking for a reply within two weeks to discuss the issue with the Program Manager. If the family does not respond to this letter, the child will be dismissed effective the date stated in the letter. If, however, staff is unable to schedule any contact for two consecutive months, the family will receive a similar letter asking them to contact the Program Manager within two weeks. Procedures will then follow as stated above.
- In situations of patterns involving extreme irregularity of attendance where one of the above procedures does not apply, a total of four attendance referrals over a six month period (consecutive or non-consecutive), will be considered sufficient for the family to receive the above mentioned letter.
- If an agreement is reached between an EHS parent and the EHS Program Manager regarding an attendance letter and the parent does not follow this agreement for a period of at least three consecutive months, then the child will be dismissed from the EHS program at the Program Manager's discretion.

Child Release Procedures:

Per Michigan State Licensing Rules: Your child will be released from the center to the person/s listed on the release form **only**. If any additions or changes need to be made, you must complete and sign a new release form at the center. No child will be released to a person who is not listed on the release form. Identification will be checked and verified with the release form on every person who comes to pick up your child and the person must sign in. Phone calls to give names and addresses will not be accepted.

A drop off person must be 13 years of age or older and A release person must be 16 years of age or older to pick up a child/sibling.

End of the Year Activities!

Graduation ceremonies for young children are not developmentally appropriate. Traditional activities like cap and gown ceremonies and distribution of diplomas will not be allowed.

Your child's achievements will be celebrated in a family centered way, for example, family picnics, a play or children's festival. The child's development during the year with the program has been a team effort and we want to thank families for all of their efforts throughout the school year.

Weapons/Dangerous Weapons Policy:

It is the intent of Saginaw ISD to provide a safe and nurturing environment for every student attending the program. It is the responsibility of Saginaw ISD to ensure the safety of all students who attend any facility or function.

In accordance with the **Gun-Free Schools Act**, it is unlawful for any student to carry, possess, or have under control a dangerous weapon while at a Saginaw ISD building, function, or on transportation vehicles provided by the agency.

A dangerous weapon includes any gun (pistol, etc.), bullets, knives regardless of the length of the blade, razors, explosive devices (including firecrackers), and all other items which may be used to inflict harm upon another person.

Toy guns and knives of any kind are also prohibited.

If a student is found with any of the above items:

- He/She will be relieved of the item immediately by education staff.
- The incident will be evaluated, if necessary the proper authorities will be notified (Child Protective Services, Police, etc.) as well as the parent/guardian of the child.
- The child will be suspended until the incident is investigated.
- A plan of action will be put into place, which could include counseling, education or termination.

Cell Phone Usage:

- Please refrain from using cell phones when entering the school building and when you are volunteering in the classroom.

Treat Policy:

Due to the severity of allergies that we face and not being sure what ingredients affect what allergies, bringing treats whether it be food or non-food **will not be allowed in the classroom.**

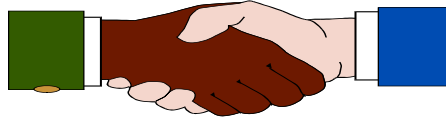
Potluck Policy:

Due to the safety of our families and staff, potlucks **will not be allowed.**

Confidentiality:

Information is gathered so that Saginaw ISD can completely understand the needs for your child/family and work together to meet those needs. All information obtained from you is completely confidential. At the end of the school year, records are locked in the Central office for (3) years, and then destroyed. Except for your local school district, records will only be sent to another agency with written permission of the parents or legal guardian. Only the parent or guardian signing the enrollment form will have access to the records unless permission is given.

Procedures for Parents Who Have Complaints:



“Together We Can Work It Out!”

Communication Process

It is the goal of the staff and administration to answer questions or deal with student/parent concerns as quickly and efficiently as possible.

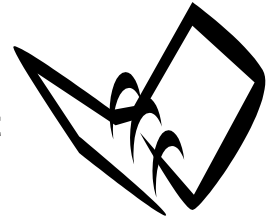
If a problem or a concern arises, please contact the employee who is most directly involved with the issue. If you are not satisfied with the information received, please follow the “chain of concern” as listed.

Question/Concern	Step #1	Step #2	Step #3	Step #4	Step #5	Step #6
Disability/Mental Health Issue	Teacher	Education Coordinator	Education Manager	Director of Early Childhood	Executive Director of Early Childhood Services	
Education Issue	Teacher	Education Coordinator	Education Manager	Director of Early Childhood	Executive Director of Early Childhood Services	
Facilities Issue	Teacher	Education Coordinator	Education Manager	Director of Early Childhood Services	Executive Director of Early Childhood Services	
Family Services Issue & Parent Club	Family Services Advocate	Family Services Coordinator	Family Services Manager	Director of Early Childhood	Executive Director of Early Childhood Services	
Health Issue	Family Services Advocate	Family Services Coordinator	Health Manager	Director of Early Childhood	Director of Early Childhood Services	
Nutrition Issue	Teacher	Education Coordinator	Education Manager	Director of Early Childhood	Executive Director of Early Childhood Services	
ERSEA Issue (eligibility, recruitment, selection, enrollment and attendance)	Family Services Advocate	Family Services Manager	Director of Early Childhood	Executive Director of Early Childhood Services		

Licensing:

Parent Notification of the Licensing Notebook Requirement

Child Care Organizations Act, 1973 Public Act 116



All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

Child Abuse and Neglect:

Child abuse is usually a pattern of behavior directed toward a child. It is not usually a single physical act or a single act of deprivation or molestation; but rather, it takes place over a period of time and its effects are cumulative. The longer the abuse continues, the more serious the injury to the child.

There are four types of abuse:

Physical –Non-accidental injury of a child

Physical Neglect—This is the failure to provide the necessities of life for a child. It includes the lack of medical care, inadequate nourishment, inappropriate clothing, lack of supervision, and inadequate housing.

Sexual Abuse—This is the exploitation of a child for the sexual gratification of an adult. It may include acts of rape, incest, fondling of the genitals or exhibitionism.

Emotional Abuse/Neglect—This is excessive, aggressive or unreasonable parental behavior that places demands upon a child to perform beyond his/her capabilities. Sometimes it is not what a parent does, but rather what the parent does not do. Children who receive no love, no care, no support, and no guidance will carry those scars into adulthood.

It's the Law!

It is the law of the State of Michigan under the Child Protection Law (Act No. 238, Public Acts of 1975, as amended, sections 722.621 – 722.636, Michigan Compiled Laws) that we, as Child Care Workers And Advocates, who have reasonable cause to suspect must report any suspicion or actual child abuse or neglect to the Department of human Services, Protective Services division. It is not the responsibility of the child Care Worker or Advocate to show proof, to evaluate any suspicion, or to make any judgments. These responsibilities belong to the investigating agency to which we report.



Child Discipline:

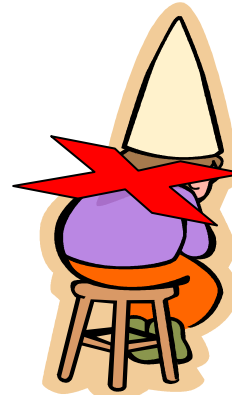
All adults are expected to use the following guidelines when at a Saginaw ISD site, or on Saginaw ISD field trips. These guidelines are to be applied to adult interactions with their own children as well as others when in a preschool setting.

In order to have a safe experience for all our children, we need to have a positive classroom environment. Teachers plan an appropriate schedule of activities and set reasonable expectations for the children on a daily basis. Positive reinforcement is used to support appropriate behavior. Children's self-control and cooperation with others are developed. If a problem occurs, children and staff work towards a solution together. These steps are used if there is any inappropriate behavior

- Redirect child towards appropriate behavior
- Discuss with the child why the behavior is inappropriate. Help the child come up with a plan for a better way to handle the problem.
- Give a verbal reminder to the child of the appropriate behavior. Help child to choose another activity if the inappropriate behavior continues. Follow through with a reminder and guide the child through the process of choosing another activity.
- If the child is out of control and cannot calm him/herself, the child may need to be taken aside to do a quiet activity with an adult.
- If a pattern of inappropriate behavior continues, staff should consult their coordinator to discuss their concerns.
- If a child is a danger to himself or others in the classroom, parent will be notified.
- Parents will be informed of persistent inappropriate behavior and a Family Team Meeting may be scheduled.
- Persistent inappropriate behaviors may include but are not limited to;
 - Repeated biting, kicking, throwing/destroying objects, inflicting harm to self, endangering themselves by running from the teacher, classroom or playground.
 - At a Family Team Meeting, program modification for the child may be discussed.

Adults may never:

- Hit, spank, shake, pull, bite or pinch a child.
- Restrict a child's movements by binding or tying
- Inflict mental or emotional punishment such as humiliating, shaming or threatening a child.
- Deprive a child of meals, snacks, rest, recreation or necessary toilet use. (Food may not be used as either a reward or a punishment).
- Confine a child in an enclosed area such as a closet, locked room, box or similar cubical.
- Take away a privilege, such as job, job tag, etc.
- Take the child to the Family Services Advocate/Education Coordinator for them to be discipline.
- Take child to another classroom for other staff to discipline.



Guidance Policy:

Anyone working with children shall use positive methods of guidance which will encourage self-control, self-direction, self-esteem, and cooperation.

We encourage parents to apply the following principles of guidance, when dealing with their children at home. Therefore, the Head Start program and home environment will reinforce one another.

Encouragement: Use words of encouragement when the child does well, follows the rules, and responds in a positive/acceptable manner. Example: "I like the way you picked up your toys without being told."

Redirection: Attempt to redirect the child to choose an appropriate behavior. For example, if a child is coloring in a book, you might say: "Books are for reading. If you'd like to color, you can color on this paper."

Talking to the Child: Talk about his/her behavior and help the child understand why the behavior is unacceptable. Example, "When you hit Jimmy it hurts him, and that's not okay."

Ignoring the behavior: Sometimes adults create problems by making too much of an incident or use of certain words. It may help to find ways to give children positive attention for appropriate behavior.

Giving special attention: Sometimes children "act out" to get needed attention, whether it is good or bad attention. It may help to find ways to give children positive attention for appropriate behavior.

Potty-Training Accident Procedures:

If your child still needs to wear pull-ups for the occasional potty-training accident, or your child has an accident while at school, the following changing procedure will occur:

- The education staff person will assist the child in removing the wet/soiled pull-up/clothing.
- Any dirty clothing will be put in a bag labeled with child's name, date and time, and sent home with the child. The staff cannot wash the child's clothing.
- The education staff person will describe what he/she is doing at all times, and will allow the child to do as much of the removal as possible.
- The education staff person will verbally describe to the child how to "wipe their own bottoms," making sure that the child has thoroughly cleaned themselves. If the education staff person sees the child has missed some part of their bottom they will assist them by wiping the area.
- The education staff person will then verbally describe and assist the child in putting on a fresh pull-up and their clothes.
- The education staff person and child will wash their hands with soap and warm water and then return to the classroom.
- At no time will the child be shamed or punished for having a potty-training accident.
- Parents are encouraged to bring pull-ups and an extra set of clean clothes to have on hand just in case an accident occurs.
- Parents are only allowed to take their own child to the bathroom.

Health Care Plan:

Purpose: Effective implementation of hygiene, sanitation, and disinfection procedures.

Procedure	When	Responsible
<p>Hand Washing</p> <p>Appropriate hand washing techniques will be followed. Proper hand washing techniques are:</p> <ul style="list-style-type: none"> ▪ When washing with soap and running water, wet hands first with running water, add liquid soap to hands, rub hands together vigorously for 20 seconds. ▪ Pay particular close attention to areas between fingers, round fingernails, and wrists. ▪ Rinse hands with water and dry thoroughly with a disposable towel. ▪ Use towel to turn off faucet. 	<ul style="list-style-type: none"> ▪ Diapering/toileting each child. ▪ Wiping noses ▪ Any contact with bodily fluids ▪ Taking care of a sick child ▪ Before handling any food ▪ Clean tasks ▪ Touching pets/animals ▪ Coughs, sneezes etc. ▪ After playing outside ▪ Periodically during the day ▪ Before and after giving medicine 	All staff and volunteers
<p>No running water is present and until you get to a water source you may use an alcohol-based hand sanitizer. Apply product to palm of one hand and rub hands together, covering all surfaces of hands and fingers, until hands are dry.</p>	During a field trip	Education staff
<p>Cleaning and Sanitizing equipment, toys, other surfaces:</p> <p>All equipment, toys, and surfaces will be cleaned by scrubbing the surface to remove any visible soil, rinse toys and equipment and then applying a disinfectant solution (bleach water: 50-200 ppm of bleach to a quart of water)</p> <ul style="list-style-type: none"> ▪ Wipe off lid of trash can ▪ Trash is removed ▪ Vacuum//sweep floor 	<p>Daily and following exposure to any bodily fluids</p> <ul style="list-style-type: none"> ▪ Each day ▪ Immediately after each meal/snack ▪ Mid-day and end of day 	<p>Education staff</p> <p>Education staff</p>

<ul style="list-style-type: none"> ▪ Spray bleach water on cots, toys, chairs ▪ Children’s personal blankets/pillows ▪ Toys, shelves, dress up clothes 	<ul style="list-style-type: none"> ▪ At the end of everyday ▪ Sent home every Friday for washing ▪ Are washed 2 times per month 	Education staff
<p>Handling Children’s Bodily fluids Disposable gloves are to be worn, when you expect to come into direct contact with bodily fluids. Gloves and any bodily fluids (vomit) should be put in two plastic bags (double bagged) and disposed of in the dumpster.</p> <p>Hands will be washed using appropriate hand washing techniques</p>	Immediately	Education staff
<p>If you have unexpected contact with bodily fluids or if gloves are not available you should wash your hands and other affected skin for at least 10 seconds with soap and water</p>	As soon as direct contact has ended.	Education staff
<p>Place any soiled clothing, linens, etc. in a secure plastic bag with the child’s name, date, and brief description of contents (Alex 2/1/07, wet pants during nap time) Do not rinse clothing. Send clothing home with child.</p>	Day the clothing is soiled	Education staff
<p>When cleaning up bodily fluids (vomit, blood, urine, feces or diarrhea)</p> <ul style="list-style-type: none"> ▪ Be sure area is secluded and blocked from exposing other children/staff ▪ Gather all necessary cleaning materials (gloves, plastic bags, paper towels, cleaning products) ▪ Use paper towels to clean up area place paper towels in plastic bag 	Immediately	Education staff
<ul style="list-style-type: none"> ▪ Be sure area is secluded and blocked from exposing other children/staff ▪ Gather all necessary cleaning materials (gloves, plastic bags, paper towels, cleaning products) ▪ Use paper towels to clean up area place paper towels in plastic bag 	Immediately and for 2 weeks	

<ul style="list-style-type: none"> ▪ Clean area thoroughly with soap and water or other appropriate cleaning agent ▪ Disinfect area thoroughly with bleach water ▪ Keep the area secluded until it has time to dry ▪ For Head Lice bag all dolls, puppets, clothing and seal, vacuum rugs and throw away vacuum bag. Request carpet cleaning if necessary. 		
<p>Controlling Infection</p> <p>Children are too ill to attend Head Start or remain in school if they exhibit any of the following:</p> <ul style="list-style-type: none"> ▪ Difficulty breathing ▪ Fever (oral temperature of 100 degrees or more) ▪ Bacterial infection ▪ Diarrhea ▪ Vomiting ▪ Head Lice (Sign of Nits) ▪ Unknown/contagious skin condition ▪ Listlessness <p>Parents will be called to pick up their child when the child's primary caregiver observes one of the symptoms identified above.</p> <p>Children may return with a doctor's slip, they are symptom free for 24 hours, or have been on antibiotics for 24 hours.</p>	<p>Immediately upon identifying sick child.</p>	<p>Education staff</p>
<p>Health Related Resources:</p> <p>Resources/notices will be posted for parents whenever an illness is evident within the classroom. These notices will define symptoms, precautions for their family to take, general information as to how the illness is spread and what can be done to remedy the spread of the illness.</p>	<p>Within 24 hours</p>	<p>Lead Teacher</p>

<p>Parents will be provided a list of local physicians as well as the location and phone numbers upon request.</p> <p>Parent's bulletin board will include pertinent health information including but not limited to brochures on the spread of communicable diseases, most current recommended immunization schedules, and current health information for parents of young children.</p> <p>Current Health Care plan will be available in every classroom for parents to access.</p>		
<p>Communicable Disease Notification</p> <p>The Communicable disease form is filled out and emailed to Saginaw County Health Department make sure you cc your education coordinator a copy of the form.</p> <p>For non-required to report disease email your education coordinator what illness you had in your classroom for the week.</p>	<p>Every Friday by 4:00 p.m.</p>	<p>Lead Teacher</p>



Nutrition Services:

Nutrition Program

Each child in a part-day center-based setting must receive meals and snacks that provide at least 1/3 of the child's daily nutritional needs. Each child in a center-based full-day program must receive meals and snacks that provide 1/2 to 2/3 of the child's daily nutritional needs. The meals and snacks meet the meal pattern requirement as recommended by United States Department of Agriculture (USDA). Food is served in a pleasant atmosphere. We recognize the individual differences and cultural patterns that promote sound physical, social and emotional growth and development.

Mealtime is a learning experience. Children are encouraged to participate in mealtime activities such as setting the table, preparing food, serving food and cleaning up. Food is served family style so your child can participate to the fullest extent.

You will have opportunities to learn about nutrition by visiting your child's group setting and taking part in nutrition activities. A monthly menu is distributed to parents.

You are invited to have meals with your child. If you are visiting during mealtime please call the day before to inform the teacher. This helps us to determine an accurate meal count for the day and we

want to make sure enough food is available to share with you.

We follow the nutrition guidelines as outlined by USDA and participate in the Child and Adult Care Food Program that is sponsored cooperatively by the USDA and the Michigan Department of Education.

Meals and snacks children will receive while at Head Start/Early Head Start are:

Full Day— Breakfast, Lunch and PM Snack

If your child will be late, no additional food should be sent with your child to class. Let the staff know your child has not eaten and food will be provided.

Infant and Toddler Needs:

Bottles

Early Head Start provides formula for bottle-fed infants. Please feel free to provide your own breast milk or formula.

NOTE: Non-Discrimination Statement

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

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov



This institution is an equal opportunity provider.

Health Services:

Many children have health problems which can limit their ability to succeed in school. Some students never see a doctor or dentist before kindergarten. Saginaw ISD emphasizes the importance of early prevention, intervention and treatment. All Saginaw ISD students are assisted with comprehensive health care services including medical, dental, mental health and nutrition.

Determining Child's Health Status:

If a child fails a screening, the parent must follow up with their physician for treatment. Saginaw ISD Health Coordinator will follow up with families on all failed screenings.

Staff can assist families without insurance in obtaining screenings and treatment. For assistance with screenings please contact your Family Services Advocate.

Medical:

All children are required to complete a physical examination before attending Head Start. The physical must include a hemoglobin, lead test, dental exam, vision test, hearing screening, blood pressure reading, and height and weight measurement. Physical exams are to be completed by the child's health care provider. If your family doesn't have a medical or dental home, the Family Service Advocate assigned to your child's center will assist you with finding one.

Parents who have difficulty in obtaining medical or dental services should contact their Family Service Advocate or Home Visitor for assistance.

Policy for Medication Administration

- A medication distribution form must be completed giving consent to administer with parent signature.
- All over the counter and prescribed medication must be in its original container.
- Information on the drug including dosage, time to be administered, side effects and adverse reactions must be submitted.
- Medication should be in prescribed dosages when brought to school. Staff cannot accept medication that requires cutting.
- Any medication changes involving dosage, frequency or timing requires a new Authorization to Administer Form.
- Remaining medication must be picked up by a parent or guardian, unless prior arrangements are made.
Unclaimed medication will be discarded one week after the close of school.

Medication includes both prescription and non-prescription medication, and includes those taken by mouth, by inhaler, by injection, applied as drops to eye or nose, or applied to the skin.

Prevent Tooth Decay:

- Brush teeth daily
- Floss your child's teeth daily
- Use a soft toothbrush with end-rounded bristles
- Use fluoride toothpaste
- Eat and drink fewer sweets



The Best Protection is Immunization:

Vaccines are the best way to protect your child from disease. Vaccines are provided through a process called immunization. Immunization is the receiving of a series of shots.

With the use of safe and effective vaccines, the occurrence of diseases like diphtheria, tetanus (lockjaw), pertussis (whooping cough), polio, measles, rubella (German measles), mumps, haemophilus meningitis and Hepatitis b is rare and preventable. Without vaccines your child could experience deafness, blindness, mental retardation, infection of the brain, liver and nervous system, crippling, epilepsy, heart problems or even death.

A little hurt from a shot is worth the protection for your child.

In January of 2007, the Michigan Department of Community Health required all preschool children to have at least 3 doses of Pneumococcal Conjugate.*

Any Parent that refuses to have their child immunized must sign a Waiver form provided by the Saginaw County Department of Community Health.

Michigan law requires that the first series of vaccines be completed before a child can be admitted to Head Start or any other school.

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 used for previous dose.

COVID-19** Number of doses recommended depends on your child's age and type of COVID-19-19 used to be 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
Center for Disease Control and Prevention

FOR MORE INFORMATION
Call toll-free: 1-800-CDC-INFO (1-800-232-6436)
Or visit: cdc.gov/vaccines/parents



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

Disabilities:

The disabilities component helps provide special needs children with the necessary services to ensure continued growth and success. Early identification and intervention will help to ensure this goal. Staff works collaboratively with parents to secure services by the Local Education Agency (LEA) special education staff, local community resources, professionals and program staff. Opportunities provided by Saginaw ISD are made available to children who have disabilities by using an active inter-disciplinary team approach.

Staff is committed to these specific objectives to maintain and improve our services to children with special needs and their families.

- To equip our parents with the tools needed to be an effective advocate for their children.
- To increase training opportunities for staff and parents regarding services for children with special needs.
- To ensure that the agreement with the Local Education agency (LEA) is signed and in effect for the 2023– 2024 school year.
- To ensure that facilities are accessible and comply with provisions of the Americans with Disabilities Acts.
- To facilitate inter-component coordination to ensure the full range of comprehensive services given to non-disabled children and families are available to every enrolled child with a special need.

Mental Health Services:

Saginaw ISD recognizes the importance of providing mental health services to families while supporting their children's social and emotional development through Center on the Social and Emotional Foundations for Early Learning (CSEFEL) program. A Social –Emotional Specialist is on staff to provide services to our Head Start and Early Head Start families.

- Mental health trainings regarding behavior management problems, classroom lesson plans, transition issues, to name a few, are provided for parents and agency personnel as scheduled by administrative staff.
- Saginaw ISD Head Start/Early Head Start provides a range of services to all enrolled children and families. Services may include onsite consultations and assistance with referrals, regularly scheduled classroom and child observations
- Saginaw ISD Head Start/Early Head Start works constantly to make staff and parents aware of the need for early attention to the special social and emotional concerns of young children, including children with special needs.



Education Services:

SISD Head Start/EHS

A Journey 2Gether: Partnering for School Readiness and Life Success

Parent Pledge

As Parent, Grandparent, or Guardian of _____, I hereby pledge to the following as an equal partner with SISD Head Start/EHS to assist them and our community's children to possess the skills, knowledge and attitudes necessary for success in school, for later learning and life:

- ◇ ____ I will learn and respect school rules (Be Safe, Be Responsible, Be Respectful).
- ◇ ____ I will settle conflict with kind and constructive speech. I accept responsibility for my words and actions.
- ◇ ____ I will work cooperatively with staff. By maintaining and controlling my composure when disagreeing with staff and administration.
- ◇ ____ I will respect, support school staff, students and other families.
- ◇ ____ I will follow proper chain of command (teacher, coordinator, manager, director).
- ◇ ____ I will refrain from cursing and threatening language as well as all forms of physical aggression towards all staff, children and families.
- ◇ ____ I will respect the confidentiality of all children & families including not taking pictures videos and posting on social media.
- ◇ ____ I will not use my cellphone while in the building.
- ◇ ____ I will assist with all areas of the classroom with other children when volunteering.

I have read and understand

I agree and abide by the above expectations and understand that if I don't that it may affect my ability to volunteer or be on school property.

Child's Name _____

Parent/Guardian Signature: _____ *Date:* _____

Education is a Two Way Street:

Our Part.....

Head Start's goal is to provide an environment that stimulates each child's curiosity and learning. We encourage each child to develop his/her unique pattern of interests, talents and skills. We know that children learn best through interaction with people and objects, and it's through play that they will achieve their educational goals. While we recognize that each child grows and develops at different rates, their individual goals will focus on the following:

- **Language Development:** Listening, understanding, speaking and communication.
- **Literacy:** Phonological awareness (the sounds of words), book knowledge, appreciation of books, print awareness, pre-reading concepts, early writing and alphabet knowledge.
- **Mathematics:** Geometry, spatial sense, patterns, measurements.
- **Science:** Scientific skills, methods and knowledge.
- **Creative Arts:** Music, art, movement and dramatic play.
- **Social and Emotional:** Self Concept, self-control, cooperation, social relationships, knowledge of families and communities.
- **Approaches to Learning:** Initiative, curiosity, engagement, persistence, reasoning and problem solving.
- **Physical Health and Development:** Fine and gross motor skills, health status and health practices.

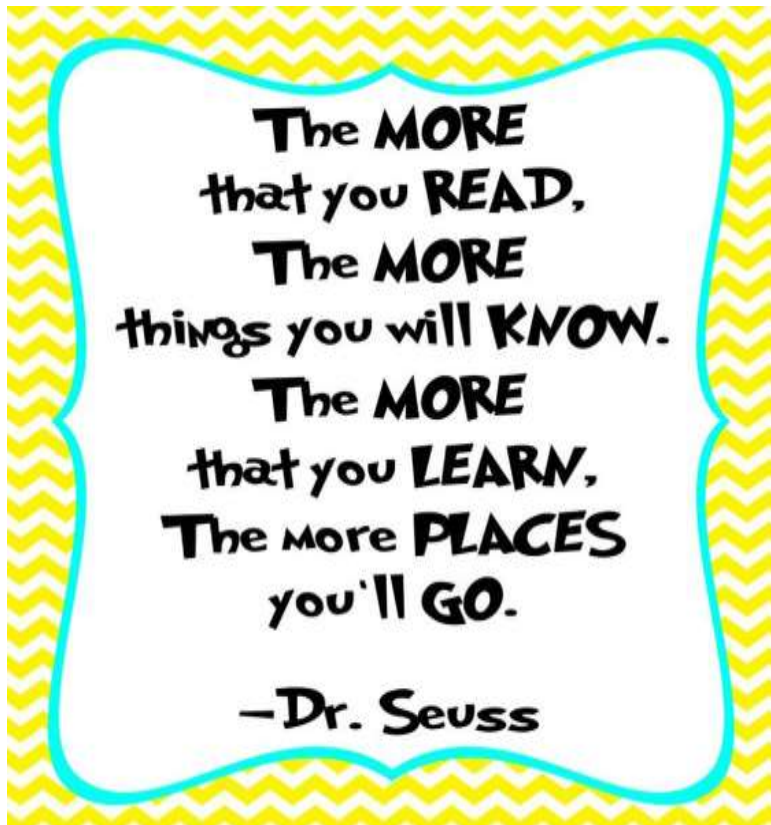
Your Part.....

- Children need to be well rested; 10-12 hours of sleep is recommended for children going to preschool.
- Nutritious meals help children to be healthy and at their best. Wholesome, nutritious foods are important.
- Please dress your child or children for the weather.
- Create opportunities for learning at home.
- Please keep your child or children at home if they are not feeling well.
- Please label your child's clothing.
- Please bring your child to class on time or have them ready for the bus.
- Be an active participant in your child's ongoing assessment.
- Find a variety of opportunities to be involved in Head Start.
- Please bring an extra set of clothes for your child in case of an accident.

Classroom Daily Schedule:



8:00 – 8:15 Arrival, Nametags, Sign-In Activity (home/school, write name, etc).
8:15 – 8:25 Meet and Greet
8:25 – 8:30 Wash Hands
8:30 -8:50 Breakfast
8:50 -9:05 Brush Teeth (must follow breakfast or lunch)
9:05 – 9:20 Large Group (study related)
9:20 – 9:35 Small Group
9:35 – 9:40 – Planning
9:40 – 10:40 Choice Time
10:40 – 10:50 Clean Up
10:50 – 10:55 – Recall (GSRP only)
10:55 – 11:05 Bathroom
11:05 – 11:45 Outside Time
11:45 – 11:55 Read Aloud
11:55 – 12:00 Wash Hands
12:00 – 12:30 Lunch
12:30 – 2:00 Bathroom/prep rest/rest time
2:00 Wake Up Children
2:00 – 2:40 Bathroom/Limited Choices/Small Group/Table Top Toys
2:40 -2:45 Clean Up/Wash Hands
2:45 -3:00 Snack
3:00 – 3:40 Outside Time
3:40 – 3:50 Read Aloud
3:50 – 4:00 Large Group/Recall
4:00 Dismissal



Family and Community Partnership:

Parent Involvement:

Parents, you are the most important influence in your child's development! After all, you are your child's first teacher. Saginaw ISD sees the growth and development of your child as a team effort, a partnership between parents and staff. Saginaw ISD supports the idea that parent involvement is a critical and essential part of the program.

The following are some ways that as a Head Start parent you can become involved in the program:
Volunteer in the classroom.

- Get to know your child's teacher.
- Visit the classroom.
- Attend Parent Club meetings.
- Serve on the Policy Council.
- Make phone calls to other parents as needed.
- Prepare materials for the classroom as directed by the Head Start staff.
- Help to recruit children for the classroom.
- Share information with the teacher about your child.
- Let your Family Service Advocate know if you need any supportive service.



Head Start/Early Head Start Involvement for Men:

Head Start believes:

- All fathers/father figures can be contributors to the well-being of their children through simple everyday interactions.
- Parents are partners in raising their children, even when the parents do not live in the same household.
- Father/father figures play diverse roles that are related to cultural and community norms.
- Men should receive the education and support necessary to prepare them for the responsibility of fatherhood.
- When dads enjoying reading with kids, kids develop a love of books.

YOU are your child's first and most important teacher!

- **Family Support and Intervention:** In cooperation with other team members, work with families through home visits and in other appropriate setting to provide a written family needs assessment, develop and implement a family partnership agreement. Implement strategies that support the family in identifying strengths, addressing concerns, dealing with challenges and achieving goals. Conduct referrals and follow up to ensure families' progress in achieving goals. Refers families for emergency or crisis assistance.
- **Eligibility, Recruitment, Selections, Enrollment and Attendance:** Identify, recruit and enroll children for the Head Start program including children with disabilities. Ensure full

enrollment at all times and maintain a waiting list. Work with other Managers and other program staff to analyze patterns of child absences and initiate appropriate family support procedures when necessary. Assist with outreach activities as needed.

- **Community Collaboration:** Advocate in the community for our program and families. Be accessible to the community by attending committee and/or collaborative meetings, including round ups, partnerships, collaborations, community events, open houses and individual enrollments. Build community collaborations that support the growth and development of children and families. Coordinates appropriate referrals to community agencies in areas related to family support and intervention.
- **Family Partnership Agreements:** Saginaw ISD offers parents opportunities and support for growth, so that they can identify their own strengths, needs and interests, and find their own solutions. The objective is to support parents as they identify and meet their own goals, nurture the development of their children in the context of their family and culture, and advocate for communities that are supportive of children and families of all cultures.

We need you to help make this program successful!

Parent Clubs: Every parent is a member of the Parent Club at their child's center. Parent Clubs meet once a month, usually during the second week of each month. It's a great opportunity for parents to get to know other parents and staff. It's a time to get some really great training and to give suggestions on ways to improve the program. The trainings are family focused and we encourage you to bring your children and other family members. We offer a wide variety of training subjects and welcome any suggestions that you may have. So be sure to get in on the fun this year.

Fundraisers: Fund raisers are not allowed including penny and bottle drives.

Policy Council: Each Parent Club will elect two (2) parents to represent them as Policy Council members. The Policy Council meets once a month on the third Tuesday of each month. All parents that serve on the Policy Council must be elected. Parents must make up 51% of the total council; the other 49% is made up of community representatives and former parents.

The Policy Council serves as a link between private organizations, parent clubs, neighborhood improvement groups, the Saginaw ISD Board of Directors, and the community it serves. As a Policy Council member, you will have the opportunity to initiate suggestions and ideas for program improvements and receive reports on the actions that have been taken. Serving on the Policy Council is a great opportunity that will help you enhance your leadership skills, while you assist in improving the program for your child and others.

**SISD HEAD START/EARLY HEAD START
POLICY COUNCIL
MEETING SCHEDULE
2023- 2024**

All regular meetings are on the 4th Tuesday unless otherwise stated. The following chart represents dates for Policy Council Meetings through May 2024. When necessary, meetings for June, July, and August will be determined by the Executive Director of Early Childhood Services.

<p>Policy Council <i>(Dinner 5:00p.m. -5:30p.m.)</i> 5:30p.m. -7:00p.m.</p>
<p>The following meetings will be held at the <u>Claytor Administration Building</u>, 3200 Perkins Street.</p>
<p>Tuesday, October 24, 2023 Tuesday, November 28, 2023 Wednesday, December 20, 2023* Tuesday, January 23, 2024 Tuesday, February 27 2024 Wednesday, March 20, 2024* Tuesday, April 23, 2024 Wednesday, May 15, 2024*</p>

***3rd Tuesday**

<p>Policy Council Orientation - Friday, October 20th, 2023</p>
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Any changes will be conveyed as quickly as possible.

Policy Council members serve until new council is elected in October of new school year.

Transportation Services:

Saginaw ISD Head Start offer **limited** transportation services to qualifying families who meet the following criteria:

1. The family does not have transportation and/or reliable transportation.
2. Lives no closer than 6 blocks and no further than one hour from the center their child attends
3. Lives within the designated bus routes.
4. Preschool age only.
5. Returning families has first priority.

Early Head Start and Full Day – Full Year students are not eligible for transportation services.

SISD Head Start seeks to assist as many families as possible to obtain transportation by providing it directly or by other means; but will not seek to transit every child enrolled in the program. We have contracted with an outside agency – **First Student**.



Community Resources!

Mental Health Resources

This is a difficult time for everyone. Take some time to take care of your mental health in addition to your physical health. We're in this together.

- **Reach out for support**
 - **Text SHARE to the Crisis Text Line at 741741**
 - Even if you can't be together physically, let trusted people in your life know about your worries, fears, frustrations, AND plans for self-care.
- **Stay connected** to your loved ones and community as we engage in social distancing to keep each other safe.
 - Call or video-chat family or friends. Science shows that hearing a loved one's voice comforts the brain.
 - Join virtual gatherings, like community meetings or free fitness classes and concerts.
 - Notice if you're not reaching out because of low mood rather than social distancing reasons.
 - Check in with someone you trust for a few minutes every day.
- **Routines** help us feel more grounded when things feel out of our control.
 - Staying active with things that feel productive and fun can help us manage the extra stress and anxiety.
 - Make a schedule for how you'll structure today to balance work with time for self-care, relaxation, and (safe/virtual) social connection.
- **Limit information overload.**
 - Set a time limit for focusing on coronavirus anxiety and plan mental health breaks to allow your body and mind time to recharge.
 - Get the information you need from the links below. Moderate other news intake and limit exposure to mass hysteria online.
 - Most accurate and up-to-date Saginaw information: www.saginawpublichealth.org/coronavirus
 - Michigan information: www.michigan.gov/coronavirus
 - National information: www.cdc.gov/COVID19
 - Global information: www.who.int/coronavirus
- **Practice deep breathing exercises, mindfulness or other methods of meditation.**
 - It's easy for our worries to get ahead of the current moment. As we face uncertainty it's important to stay grounded in the present.

Michiganders can access a specially-curated collection of guided meditations, at-home workouts that guide people through mindful exercises, sleep and kids content to help address rising stress and anxiety.

Available for free at www.headspace.com/MI

Saginaw County

Community Resource Guide



Resources assembled by:



PHYSICIAN PARTNERS

2022

Available at <http://www.mclaren.org/mclaren-physician-partners/resources.aspx>

2022

Saginaw
County
Community
Resource
Guide

[A guide to services in your community]

Saginaw County Community Resource 2022

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ABUSE & PROTECTIVE SERVICES

CAN Council – Saginaw Children & Adult Protective Services	(989) 752-7226 (855) 444-3911
Common Ground Crisis Line	(800) 231-1127
Crisis Hotline	
https://13reasonswhy.info	
Crisis Hotline	Text REASON to 741741
Equality Michigan	(313) 537-7000
HAVEN Crisis Line	(877) 922-1274
Love Is Respect Hotline	(866) 331-9474
Michigan Coalition to End Domestic National Domestic & Sexual Violence Helpline	(800) 799-7233
National Human Trafficking Resource Center	(888) 373-7888
Narcotics Anonymous 24/7	(800) 230-4085
RAINN (Rape & Incest National Network)	(800) 656-4673
Stop It Now! Hotline	(888) 773-8368
Suicide Prevention	(800) 273-8255
Victim Connect (stalking hotline)	(855) 484-2846
Underground Railroad	(989) 755-0411

ADULT AGING SERVICES

Commission on Aging-Saginaw	(989) 797-6880
Forester Estate-Relocation-Appraisal	(989) 497-0200
HAP Senior Plus	(800) 868-3153
McLaren Homecare and Hospice	(866) 323-5974
Meals on Wheels-Saginaw	(989) 797-6880
Medicare	(800) 633-4227
Medicare/Medicaid Assistance Program (MMAP)	(800) 803-7174
Region 7 Area Agency on Aging	(800) 858 1637
Saginaw Senior Care & Rehab Center	(989) 792-8729
Social Security Administration	(800) 772-1213
Veterans Affairs	(844) 698-2311

Adult Day Services

Brady Senior Center	(989) 845-7200
Buena Vista Community Center	(989) 752-1655
Chesaning Senior Center	(989) 845-6565
Eleanor Frank Senior Center	(989) 797-6895
Saginaw County Senior Center	(989) 652-3430
Hemlock Senior Center	(989) 642-2610
Saginaw Senior Center(Chesaning)	(989) 845-7444
Marie Davis Senior Center	(989) 758-2441
Golden Horizons	(989) 892-6644

Adult Foster Care

Hoomstra Adult Foster Care	(989) 790-4679
House of Serenity AFC	(989) 327-1155
My Angel Adult Foster Care	(989) 401-8598
Peace of Mind Adult Foster Care	(989) 355-1502

Alzheimer's & Dementia Support

Alzheimer's Association & Helpline	(800) 272-3900
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Assisted Living

Bickford of Saginaw Township	(989) 799-9600
Brookdale Saginaw	(989) 249-7500
Edgewood Assisted Living Center	(989) 497-9970
Independent Living Solutions	(989) 752-6142

New Hope Valley Assisted Living and Memory Care Community	(989) 498-4000
Wellspring Lutheran Services	(989) 792-7979
Senior Living Campus	
Avista Nursing & Rehab	(989) 777-5110
Chesaning Comfort Care	(989) 607-0011
Chesaning Nursing and Rehab	(989) 845-6602
Great Lakes Rehab Center	(989) 607-1500
Hoyt Nursing & Rehab Center	(989) 754-1419
Medilodge of Frankenmuth	(989) 652-6101
Saginaw Senior Care & Rehab	(989) 792-8729
Samaritas Senior Living of Saginaw310305	(989) 799-1902

ANIMAL SUPPORT

Animal Care Center	(989) 797-4500
Bridgeport Animal Hospital	(989) 777-2131
Great Lakes Pet Emergencies	(989) 752-1960
Humane Society of Saginaw Co	(989) 501-8672
Mid MI Veterinary Hospital	(989) 792-8665
Saginaw Valley Equine Clinic	(989) 790-7339
Woodland Pet Resort	(989) 793-2882

Animal Shelters

Saving Tails Animal Rescue	
savingtailsanimalrescue.org	
Amazing Grace Animal Rescue	(989) 792-0346

COUNTY & CITY RESOURCES

County Offices

Board of Commissioners	(989) 790-5267
Saginaw County Clerk	(989) 790-5251
Saginaw County Department of Public Health	(989) 758-3800
Saginaw County Mosquito Abatement Commission	(989) 755-5751
Public Works Commission	(989) 790-5258
Register of Deeds	(989) 790-5270
Saginaw County Road Commission	(989) 752-6140
Treasurer	(989) 790-5225

Cities & Villages

Birch Run	(989) 624-5711
Chesaning	(989) 845-3800
Frankenmuth	(800) 386-8696

Hemlock (Richland Twp.)	(989) 642-2097
Merrill	(989) 643-5660
Oakley	(989) 845-2222
Saginaw-City Hall	(989) 399-1311
Shields (Thomas Twp.)	(989) 781-0150
St Charles	(989) 865-8287
Zilwaukee	(989) 755-0931

Courts

Circuit Court	(989) 790-5470
Probate Court-Estate Division	(989) 790-5320
Saginaw County Probation Office	(989) 758-2470
District Court 70 th -Criminal Division	(989) 790-5385
District Court 70 th -Civil Division	(989) 790-5380
District Court 70 th -Traffic Division	(989) 790-5390
District Court Probation	(989) 790-5492
Probate Court	(989) 790-5279
Friend of the Court	(989) 790-5300
Friend of the Court-Payment Information	
Office of Assigned Counsel	(989) 790-5207
Prosecuting Attorney	(989) 790-5330

Townships

Albee	(989) 770-4844
Birch Run	(989) 624-9773
Blumfield	(989) 868-9512
Brant	(989) 865-6484
Bridgeport Charter Twp	(989) 777-0940
Buena Vista Charter Twp	(989) 754-6536
Carrollton	(989) 754-4611
Chapin	(989) 661-2215
Chesaning	(989) 845-2341
Frankenmuth	(989) 652-3430
Fremont	(989) 642-2884
James	(989) 781-1353
Jonesfield	(989) 643-7707
Kochville	(989) 792-7596
Lakefield	(989) 327-3026
Maple Grove	(989) 845-6155
Richland (Hemlock)	(989) 642-2097
Saginaw Charter Twp.	(989) 791-9800
Spaulding	(989) 777-0950
St Charles	(989) 865-9010

Swan Creek	(989) 865-6251
Taymouth	(989) 624-4159
Thomas (Shields)	(989) 781-0150
Tittabawassee	(989) 695-9512

Kinder Kare Tuscola St, Saginaw	(989) 399-8778
Kinder Kare Federal Ave, Saginaw	(989) 753-0192
Kinde Kare Center Rd, Saginaw	(989) 793-9200
Steps Montessori – Saginaw	(989) 792-3499
St Peter Lutheran Pre-School	(989) 642-5659
Wee Care Christian Pre-School and Childcare	(989) 797-7529

DISABILITY RESOURCES

Children’s Special Healthcare Services	(800) 359-3722
Disability Network of MI	(800) 782-4160
Medicare/Medicaid Assistance Program (MMAAP)	(800) 803-7174
Michigan Commission for the Blind	(800) 292-4200
Muscular Dystrophy Association	(800) 572-1717
Paralyzed Veterans of America	(800) 638-6782
Relay Center for Deaf/Hard of Hearing	7-1-1
Social Security Administration	(800) 772-1213
The Family Center for Children and Youth with Special Healthcare Needs	(800) 359-3722
United Cerebral Palsy of MI	(800) 828-2714

EDUCATION & TRAINING

Adult Programs

American Red Cross	(800) 733-2767
Delta College	(989) 686-9000
Dorsey Schools	(989) 249-1926
Education & Training Connection	(989) 755-7347
Ross Medical Education Center – Saginaw	(989) 793-9800
Saginaw Valley State University	(989) 964-4000

Childcare Centers & Preschools

Bethany Lutheran Preschool	(989)793-9579
Bulldog Kids Care	(989) 865-7961
Busy Bees Day Care	(989) 777-3460
Covenant Healthcare Children’s Center - Saginaw	(989) 583-4130
Faith Lutheran Preschool	(989) 777-2600
Freeland Cooperative Preschool	(989) 695-5260
Head Start/GRSP Office–Saginaw	(989) 695-5260
Hemlock Public Schools	(989) 642-5221
Kinder Kare Frankenmuth	(989) 652-3345
Kinder Kare Freeland	(989) 695-5388

Colleges/Career Centers

Delta College	(989) 686-9000
Dorsey Schools	(989) 249-1926
Education & Training Connection	(989) 755-7347
Ross Medical Education Center	(989) 791-5192
Saginaw ISD Transitions Center	(989) 399-7400
Saginaw Valley State University	(989) 964-4000

Libraries

Bridgeport Public Library	(989) 777-6030
Butman–Fish Branch Library	(989) 799-9160
Fleschner Memorial Library	(989) 624-5171
Hoyt Public Library	(989) 755-0904
Merrill District Library	(989) 643-7300
Rauchholz Memorial Library	(989) 642-8621
River Rapids District Library	(989) 845-3211
St Charles District Library	(989) 865-9451
Taymouth Twp. Library	(989) 770-4651
Thomas Twp. Library	(989) 781-3770
Ruth Brady Wickes Library	(989) 752-3821
Frankenmuth James E.Wickson District Library	(989) 652-8323
R C Zauel Memorial Library	(989) 799-2771

School Districts

Bethlehem (PreK-8) – Saginaw	(989) 755-1146
Birch Run Area Schools	(989) 624-9307
Bridgeport Baptist Academy (PreK-12)	(989) 777-6811
Bridgeport-Spaulding Community Schools	(989) 777-1770
Carrollton Public Schools	(989) 754-1475
Chesaning Union Schools	(989) 845-7020
Community Baptist Christian School, Shields (PreK-12)	(989) 781-2340
Francis Reh Academy – Saginaw	(989) 753-2349
Frankenmuth School District	(989) 652-9958
Freeland Community Schools	(989) 695-5527
Gethsemane, Saginaw (PreK-8)	(989) 792-3607

Grace Christian School, Saginaw (PreK-12)	(989) 793-2129
Hemlock Public Schools	(989) 642-5221
Holy Cross, Saginaw (PreK-8)	(989) 793-9795
Immanuel, Frankentrost (PreK-8)	(989) 754-4285
International Academy of Saginaw	(989) 921-1000
Merrill Community Schools	(989) 643-7261
Michigan Lutheran Seminary	(989) 793-1010
North Saginaw Charter Academy	(989) 249-5400
Nouvel Elementary/Middle	(989) 792-2361
Nouvel High School	(989) 791-4330
Peace (PreK-8) – Saginaw	(989) 792-2581
Saginaw Learn to Earn Academy	(989) 399-8775
Saginaw Preparatory Academy	(989) 752-9600
Saginaw Twp. Community Schools	(989) 797-1800
School District of the City of Saginaw	(989) 399-6500
St Charles Community Schools	(989) 865-9961
St John's (PreK-8) – Hemlock	(989) 642-5178
St Lorenz (PreK-8) – Frankenmuth	(989) 652-6141
St Paul's (PreK-8) – Saginaw	(989) 799-3271
St Peter (PreK-8) – Hemlock	(989) 642-5659
Swan Valley School District	(989) 921-3701
St. Johns Evangelical, Saginaw (PreK-8)	(989) 799-0935
The New Millennium Academy, Saginaw (3-8)	(989) 484-7363
TriCity SDA School (K-8) – Saginaw	(989) 790-2508
Valley Lutheran High School	(989) 790-1676
Zion (PreK-8) – Chesaning	(989) 845-2377

Youth Programs

Boy Scouts	(989) 662-4464
Boys & Girls Club	(989) 399-5122
First Ward Community Center	(989) 753-0411
Frankenmuth Park and Recreation	(989) 652-3440
Freeland Sportszone	(989) 695-2000
Girl Scouts	(989) 799-9565
Little League:	
Saginaw South	(989) 272-8375
Swan Valley	(989) 671-7329
Saginaw Community Foundation	(989) 755-0545
Saginaw County Youth Protection Council	(989) 755-0937

Saginaw Twp Soccer Association	(989) 792-9600
Saginaw YMCA	(989) 753-7721
Youth for Understanding USA	(989) 777-4420

EMERGENCY & DISASTER SERVICES

Ambulance, Fire and Police	911
American Red Cross	(800) 733-2767
Consumers Energy Emergency Line	(800) 477-5050
Innerlink for Runaways	(989) 753-3431
Poison Control	(800) 222-1222
Saginaw County Emergency Management	(989) 790-5434
US Coast Guard – Saginaw River	(989) 892-0556

Law Enforcement

Birch Run	(989) 624-1113
Bridgeport	(989) 777-2800
Buena Vista Twp	(989) 753-7793
Carrollton Twp	(989) 754-9244
Chesaning	(989) 845-2550
Delta College – Public Safety	(989) 686-9113
Frankenmuth	(989) 652-8371
Michigan State Forensics Lab	(989) 777-9300
Oakley Brady	(989) 845-5400
Richland Twp	(989) 642-2097
Saginaw City	(989) 757-4580
Saginaw Twp	(989) 793-2310
St. Charles	(989) 860-8850
SVSU Police	(989) 964-4141
Thomas Twp	(989) 797-4580
Tittabawassee Twp	(989) 695-9623
Tri-City Post (Freeland)	(989) 495-5555
Saginaw County Sheriff	(989) 797-4580

EMPLOYMENT ASSISTANCE

Delta College Career Services	(989) 686-9072
Dorsey Schools	(989) 249-1926
Goodwill	(800) GOODWILL
Michigan Indian Employment & Training Services	(800) 591-8820
Michigan Small Business Development Center	(989) 686-9597
Michigan Works Saginaw	(989) 752-3145
Michigan Works Bay City	(989) 667-0500

Ross Medical Education Center – Saginaw	(989) 793-9800
Saginaw County Community Action Agency	(989) 753-7741
State of Michigan Workforce Development Agency	(517) 335-5858
SVSU Career Services	(989) 964-4954
Unemployment Office Hotline	(866) 500-0017
Adecco Staffing	(989) 797-4411
APS Employment Services – Saginaw	(800) 929-2816
Kelly Services – Saginaw	(989) 799-5761
Manpower – Saginaw	(989) 799-7701
Qualified Staffing	(989) 799-0912

FINANCIAL ASSISTANCE

Guardianship Services-Saginaw	(989) 755-1532
MSHDA	(855) 646-7432
Saginaw Community Foundation	(989) 755-0545
Saginaw County CAC	(989) 753-7741
Saginaw County Department of Health & Human Services	(989) 758-1100
Salvation Army	(989) 401-7881
United Way of Saginaw County	(989) 755-0505

Tax Assistance

Aim Tax & Financial	(989) 777-5432
Hill & Porter Tax Service – Bridgeport	(989) 777-3400
H&R Block Bridgeport	(989) 777-4640
H&R Block Chesaning	(989) 845-2250
H&R Block E Genesee	(989) 753-7341
H&R Block Gratiot Rd	(989) 793-9944
H&R Block State St	(989) 791-1551
H&R Block W Genesee	(989) 752-2008
Jackson Hewitt, Saginaw	(989) 607-4066
Kulhanek Accounting & Tax Service – Chesaning	(989) 845-7337
Liberty Tax Service – Saginaw	(989) 327-1523
My Free Taxes	www.myfreetaxes.com
Miller Financial Services – Hemlock	(989) 642-8722
Nordstrom Tax Service – Saginaw	(989) 792-3771
United Way Volunteer Tax Assistance	(989) 755-0505

FITNESS, RECREATION & REHABILITATION

Parks & Recreation

Boy Scouts	(989) 662-4464
Boys & Girls Club	(989) 399-5122
Frankenmuth Parks and Recreation	(989) 652-3440
Freeland Sportszone	(989) 695-2000
Girl Scouts	(989) 799-9565
Little League Saginaw South	(989) 272-8375
Little League Swan Valley	(989) 671-7329
Planet Fitness	(989) 799-1300
Pure Barre	(989) 793-2673
Coop's Iron Works	(989) 401-7273
120Fitness	(989) 401-1898
Saginaw County Fair	(989) 845-2143
Saginaw County Parks & Recreation	(989) 790-5280
Saginaw Twp Parks & Recreation	(989) 791-9860
Saginaw Twp Soccer Association	(989) 792-9600
Saginaw YMCA	(989) 753-7721
Shiawassee National Wildlife Refuge	(989) 777-5930
Wilderness Trails Zoo – Birch Run	(989) 624-6177

FOOD PANTRIES, CLOTHING & HOUSEHOLD ASSISTANCE

American Red Cross – Saginaw	(989) 754-8181
Area on Aging	(800) 858-1637
Catholic Family Services	(989) 753-8446
City Rescue Mission of Saginaw	(989) 752-6051
East Side Soup Kitchen	(989) 755-3663
First Presbyterian Church Food Pantry – Saginaw	(989) 793-9890
First Ward Community Center	(989) 753-0411
Food Bank Council of MI	www.fbmic.org/resources/find-a-food-bank
Old Town Christian Outreach Center	(989) 249-8696
Resurrection Lutheran Church	(989) 792-7135
Food Pantry – Saginaw	
Saginaw Community Action	(989) 753-7741
Saginaw County DHHS	(989) 758-1100
Salvation Army – Saginaw	(989) 401-7881
United Way of Saginaw	(989) 755-0505
WIC	(800) 942-1636

HEALTHCARE SERVICES

AIDS Program Hotline	(800) 872-2437
Centers for Disease Control	(800) 232-4636
Children's Special Healthcare Services	(800) 359-3722
McLaren Bay Region Hospital	(989) 894-3000
McLaren Homecare and Hospice	(866) 323-5974
McLaren Physical Therapy; Midland	(989) 794-4035
Riverview Physical Therapy	(989) 895-4340
Saginaw County Health Dept	(989) 758-3800
McLaren Occupational & Convenient Care	(989) 393-2850
Rehab-West Side Medical Mall Physical Therapy	(989) 667-3646
Veteran Affairs	(844) 698-2311

Clinics & Hospitals

CMU Health – Saginaw	(989) 746-7500
Great Lakes Family Health Center	(989) 790-0100
Karmanos	(800) 527-6266
Saginaw Family Physicians	(989) 792-1375
McLaren Bay Special Care Hospital	(989) 667-6802
Saginaw Township Family Physicians	(989) 583-5300
St. Mary's Ambulatory Care	(989) 497-3000
Valley Urgent Care	(989) 791-3888
Aleda V Lutz VA Medical Center	(989) 497-2500
Ascension St Mary's of Michigan	(989) 907-8000
Covenant Medical Center	(989) 583-0000
Covenant Harrison	(989) 583-7000
Healthsource Saginaw	(800) 662-6848
Karmanos	(800) 527-6266
Select Specialty Hospital	(989) 583-4850

Dental Resources

All Smiles Dental – Saginaw	(989) 790-6700
Aspen Dental- Saginaw	(989) 755-6600
Birch Run Family Dental	(989) 624-5570
Bridgeport Dental	(989) 921-5390
Chesaning Family Dental	(989) 845-7242
Children's Mobile Dental Program of Great Lakes Bay Health (Sept – June)	(989) 921-4393

Delta College Dental Clinic	(989) 686-9469
Dental Dreams- Saginaw	(989) 777-4880
Dental Hygiene Health Services	(989) 385-5174
Dental Lifeline Network	(303) 534-5360
Denture Care Clinic – Saginaw	(989) 754-8150
Dr White Dental – Birch Run	(989) 624-9381
Ehinger & Hopfensperger Dentistry	(989) 845-7655
Frankenmuth Family Dental	(989) 652-6196
Groves & Fender Family Dentistry – Frankenmuth	(989) 652-6271
Michigan Donated Dental Services Program	(866) 263-4067
Piesko & Lennan, DDS – Hemlock	(989) 642-2750
St Charles Family Dentistry	(989) 865-6731

Hearing Assistance

Beltone Skoric Hearing Aids	(989) 793-7620
Bieri Hearing	(989) 793-2701
Central Michigan University Audiology Clinic	(989) 774-3904
HearingLife	(989) 252-8986
HearUSA	(989) 799-1611
Miracle Ear	(989) 799-0663
Relay Center for Deaf and Hard of Hearing	7-1-1
Riverfront Hearing	(989) 790-5005
Valley ENT Associates	(989) 799-8620

Medical Equipment & Loan Closets

ALS of Michigan	(800) 882-5764
Covenant Visiting Nurse Assoc	(989) 799-6020
Freedom Med Alert	(877) 318-4993
Muscular Dystrophy Association	(800) 572-1717
One-Drop Diabetes Support & Supplies	(http://onedrop.today) (800) 437-1474
The National Federation of the Blind	(410) 659-934
Paralyzed Veterans of America/Michigan Chapter	(800) 638-6782
Saginaw Medical Services	(989) 793-4444
United Cerebral Palsy Michigan-	(800) 828-2714
Wright & Filippis	(989) 799-7360

Mental Health & Counseling Services

Common Ground Crisis Line	(800) 231-1127
Saginaw County Community Mental Health Authority	(989) 797-3400
Healthsource Saginaw	(800) 662-6848
Holy Cross (Mental Health/Substance Abuse)	(989) 270-0252
List Psychological Services	(989) 790-3130
Narcotics Anonymous 24/7	(800) 230-4085
NCADD National Council on Alcoholism and Drug Dependence	(800) 622-2255
National Domestic & Sexual Violence Helpline	(800) 799-7233
National Human Trafficking Resource Center	(888) 373-7888
Problem Gambling Help-Line 24/7	(800) 270-7117
RAINN Rape and Incest National Network	(800) 656-4673
Saginaw Psychological Services	(989) 799-2100
SEMCA	(800) 686-6543
Stop It Now! Hotline	(888) 773-8368
Substance Abuse	(800) 662-4357
Suicide Prevention	(800) 273-8255
Training & Treatment Innovations	(989) 799-6542
Westlund Guidance Clinic	(989) 793-4790

Prescription Assistance

MMAP Michigan	(800) 803-7174
Medicare/Medicaid Assistance	
Michigan's Prescription Drug Discount Card- MI-RX	(866) 755-6479
NeedyMeds-Resource for medication assistance programs	(800) 503-6897
Partnership for Prescription Assistance	www.pparx.org
RxAssist (Pharmaceutical company assistance programs)	www.rxassist.org
Rx Outreach	(800) 769-3880

Substance Abuse

CDC Hotline	(800) 232-4636
Healthsource Saginaw	(800) 662-6848
Michigan Counseling Center	(888) 622-3345
Narcotics Anonymous (NA) Hotline	(800) 230-4085

National Council on Alcoholism and Drug Dependence	(800) 622-2255
Saginaw County Community Mental Health Authority	(989) 797-3400
SAMHSA Hotline	(800) 662-4357
SEMCA	(800) 686-6543
Substance Use Treatment Services 93	(800) 834-3393

Urgent Care

Covenant MedExpress Frankenmuth	(989) 652-1320
Covenant MedExpress Saginaw - State St	(989) 583-0100
Covenant MedExpress -Bay City	(989) 671-5700
Covenant MedExpress Saginaw- Pierce Rd	(989) 583-0285
Covenant MedExpress-Hemlock	(989) 583-0670
Hope Urgent Care, Birch Run	(989) 244-6441
Valley Urgent Care	(989) 791-3888

Vision Assistance

Advanced Eye Care & Contact Lens Chesaning	(989) 845-7050
Advanced Eye Care & Contact Lens St Charles	(989) 865-9979
America's Best Contact & Eyeglass	(989) 399-3477
Andersen Eye Associates	(800) 519-3933
Anderson Saginaw	(989) 797-2400
Anderson Hemlock	(989) 642-4510
Envision Eye Care	(989) 799-2020
Eye Care Specialist of Michigan	(989) 791-2020
Family Eye Care Center – Frankenmuth	(989) 652-2626
Great Lakes Eye Institute, Frankenmuth	(989) 652-2020
Great Lakes Eye Institute, Saginaw	(989) 793-2820
Hass Vision Center – Chesaning	(989) 845-3835
Lens Crafters	(989) 790-0184
Lions of Michigan Foundation	(517) 887-6640
Michigan Commission for the Blind	(800) 292-4200
Riverfront Optical	(989) 790-5005
Special Needs Vision Clinic	(989) 777-1040
Walmart Vision Center, Bay Rd	(989) 790-8937
Walmart Vision Center, Brockway	(989) 497-8130

HOUSING ASSISTANCE

Emergency Shelters & Warming Centers

American Red Cross	(800) 733-2767
City Rescue Mission – Saginaw	(989) 752-6051
Mustard Seed Shelter – Saginaw	(989) 755-4741
Restoration Community	(989) 753-1886
Outreach Shelter – Saginaw	
Underground Railroad – Saginaw	(989) 755-0413

Heating/Utility Assistance & Home Repairs/Weatherization

American Red Cross	(800) 733-2767
Area on Aging	(800) 858-1637
The Heat and Warmth Fund	(800) 866-8429
Saginaw County Community Action Agency	(989) 753-7741
Saginaw County Dept of Health & Human Services	(989) 758-1100
USDA Rural Development	(800) 414-1226

Low Income Housing

MSHDA: Step Forward	(866) 946-7432
HUD Rental Assistance	(800) 569-4287
Saginaw County Community Action Agency	(989) 753-7741
Saginaw County Dept of Health & Human Services	(989) 758-1100
Saginaw Housing Commission	(989) 755-8183
USDA Rural Development	(800) 414-1226
Veterans Toll Free Number	iris.custhelp.va.gov

LEGAL ASSISTANCE

Center for Civil Justice	(800) 724-7441
Legal Services of Eastern Michigan	(800) 322-4512
Michigan Department of Civil Rights	(517) 335-3165
Michigan Indian Legal Services	(231) 947-0122
Michigan Senior Legal Hotline	(866) 400-9164
Social Security Administration	(800) 772-1213
Veterans Toll Free Number	iris.custhelp.va.gov

PARENTING/PREGNANCY RESOURCES

Child Safety Seat Inspection	(888) SEAT CHECK
First Ward Community Center	(989) 753-0411
Friend of the Court	(989) 790-5300
Le Leche	(800) 525-3243
National Parent Help Line	(855) 427-2736 24/7

PARENTING/PREGNANCY RESOURCES, cont.

Pregnancy Care Center	(989) 752-7664
Saginaw ISD Birth to 5	(989) 399-7473
Saginaw County Dept of Health & Human Services	(989) 758-1100
Saginaw County Youth Protection Council	(989) 755-0937
The Family Center for Children and Youth with Special Healthcare needs	(800) 359-3722
WIC	(800) 942-1636
Women's Health Resource Line	(800) 994-9662

PRESCRIPTION ASSISTANCE

Pharmacies

Birch Run Drugs	(989) 624-9231
Bridgeport Pharmacy	(989) 777-2900
Broad Street Pharmacy- Chesaning	(989) 845-9355
Central Pharmacy – Chesaning	(989) 845-3609
CVS Frankenmuth	(989) 652-8001
CVS Saginaw (Inside Target)	(989) 793-5701
Downs Pharmacy- Saginaw	(989) 758-6000
Faler Drugs- Saginaw	(989) 793-2445
Family Pharmacy – Chesaning	(855) 511-5501
Healthway Compounding Pharmacy – Saginaw	(989) 791-1691
Healthway Pharmacy – St Charles	(989) 865-9971
Hemlock Pharmacy- Saginaw	(989) 301-0250
Hometown Pharmacy	(989) 781-2370
Kroger Pharmacy Frankenmuth	(989) 652-0621
Kroger Pharmacy on Gratiot	(989) 791-7110
Kroger Pharmacy on State	(989) 921-6222
Medplex Pharmacy – Bridgeport	(989) 746-9500
Meijer Pharmacy in Birch Run	(989) 624-1610

Meijer Pharmacy on Gratiot (989) 781-6510
 Meijer Pharmacy on Tittabawassee (989) 249-6010
 Rite Aid in Bridgeport (989) 777-3550
 Rite Aid in Frankenmuth (989) 652-2613
 Rite Aid on Bay Rd (989) 792-9606
 Rite Aid on E Genesee (989) 752-8240
 Rite Aid on W Genesee (989) 753-2447
 Rite Aid on Gratiot (East) (989) 249-4215
 Rite Aid on Gratiot (West) (989) 791-4221
 Rite Aid on State St (989) 792-3451
 Rite Aid on Tittabawassee (989) 754-8477
 Sam's Club Pharmacy- Saginaw (989) 790-8930
 Schultz Country Pharmacy- Chesaning (989) 845-3609
 Walgreens on E Genesee (989) 753-9688
 Walgreens on W Genesee (989) 755-2251
 Walgreens on Bay Rd (989) 497-9316
 Walgreens on State St (989) 791-3088
 Wal-Mart Pharmacy Bay Rd Brockway (989) 790-7431
 (989) 497-8112

www.dnmichigan.org/cil-directory
 Equality Michigan (313) 537-7000
 Epilepsy Foundation of Michigan (800) 377-6226
 HAVEN Crisis Line (877) 922-1274
 Love is Respect Hotline (866) 331-9474
 Narcotics Anonymous 24/7 (800) 230-4085
 National Domestic and Sexual Violence Helpline (800) 799-7233
 National Human Trafficking Resource Center (888) 373-7888
 National Council on Alcoholism and Drug (800) 622-2255
 Parkinson's (800) 852-9781
 Problem Gambling Helpline (800) 270-7117
 Rape and Incest National Network (RAINN) (800) 656-4673
 SEMCA (800) 686-6543
 Stop it Now! Hotline (888) 773-8368
 Substance Abuse Hotline (800) 662-4357
 Suicide Prevention (800) 273-8255
 WIC (800) 942-1636
 Women's Health Resource Line (800) 994-9662

Prescription Assistance

MMAP Michigan (800) 803-7174
 Medicare/Medicaid Assistance
 Michigan's Prescription Drug Discount Card- MI-RX (866) 755-6479
 NeedyMeds-Resource for medication assistance programs (800) 503-6897
 Partnership for Prescription Assistance www.pparx.org
 RxAssist (Pharmaceutical company assistance programs) www.rxassist.org
 Rx Outreach (800) 769-3880

SUPPORT GROUPS

ALS of Michigan (800) 882-5764
 Alzheimer's Association and Helpline (800) 272-3900
 Area on Aging (800) 858-1637
 Common Ground Crisis Line (800) 231-1127
 Disability Network of Mi (800) 782-4160

TRANSPORTATION

Area on Aging (800) 858-1637
 Auto Safety Hotline (888) 327-4236
 Child Safety Seat Inspection (866) SEAT CHECK
 Chippewa Cab Medical (989) 779-2227
 Transport
 Great Lakes Bay Health Transportation (989) 755-2053
 H.W. Browne Airport (989) 758-2459
 Holt Transportation – Saginaw (989) 860-1004
 Karmanos (800) 527-6266
 MDOT – Bay City Office (989) 671-1555
 Saginaw Transit Authority (989) 907-4000
 Veterans Toll Free Number iris.custhelp.va.gov

TRIBAL SERVICES

Department of Civil Rights (517) 335-3165
 MDHHS Native American Affairs Office (517) 335-7782

Michigan Indian Employment & Training Services (800) 591-8820
 Michigan Indian Legal Services (231) 947-0122
 Michigan Indian Tuition Waiver (517) 241-7748
 Saginaw Chippewa Indian Tribe (989) 775-4000
 U.S. Office of Indian Education (202) 260-3774

CHAMPVA (800) 733-8387
 Michigan Veterans Affairs (800) 642-4838
 VFW Carrollton-Zilwaukee Post 1859 (989) 752-8826
 VFW Saginaw Post 9809 (989) 792-0060
 Paralyzed Veterans of America (800) 638-6782
 US Department of Veterans Benefits (800) 827-1000
 Veteran Affairs (844) 698-2311
 Veterans Toll Free Number iris.custhelp.va.gov

VETERANS AFFAIRS

Area on Aging (800) 858-1637
 American Legion Chesaning Post 212 (989) 845-3300
 American Legion (989) 652-3717
 Frankenmuth Post 150
 American Legion East Street, Saginaw Post 312 (989) 984-7772
 American Legion S. Niagara Street, Saginaw Post 22 (989) 792-9747
 American Legion Weiss Street, Saginaw Post 439 (989) 792-2000

VOLUNTEER OPPORTUNITIES

American Red Cross (800) 733-2767
 Commission on Aging (989) 797-6880
 Food Bank Council of Mi
www.fbmic.org/resources/find-a-food-bank
 Habitat for Humanity – Saginaw (989) 754-9435
 United Way – Saginaw County (989) 755-0505

IS IT AN EMERGENCY?

Clinic Name: _____ Office Phone: _____

AFTER HOURS Phone Number: _____

Our Preferred Urgent Care: _____

<u>Non-Urgent:</u>	<u>TeleHealth</u>	<u>Semi-Urgent:</u>	<u>Urgent:</u>
<p>You should make an appointment with your Primary Care Physician</p> <ul style="list-style-type: none"> • Cold/Flu Symptoms • Earaches • Mild Backaches • Mild Sprains • Rashes • Sore Throat/Cough • Toothaches 	<p><u>(Virtual Visits)</u> <u>Primary Care via Telehealth</u></p> <ul style="list-style-type: none"> • Allergies • Bronchitis • Colds and Flus • COVID Symptoms • Earache • Headache • Hives • Insect Bites • Pink Eye • Rashes • Sinusitis <p>If your provider does not offer Telehealth visits, consider using the McLaren Now App mclaren.org/mclarennow</p>	<p>Needs Medical Care and can wait a few hours. You should contact your Primary Care Physician and/or go to Urgent Care Facility for treatment</p> <ul style="list-style-type: none"> • Accidents and Falls • Moderate Sprains • Moderate Backaches • Mild Breathing Difficulty (i.e. Asthma) • Minor Cuts with Controlled Bleeding • Eye Irritation/Redness • Cold/Flu Symptoms WITH fever • Vomiting/Diarrhea with Dehydration • Severe Sore Throat or Cough • Minor Broken Bones or Fractures (fingers/toes) • Skin Rashes and Infections • Urinary Tract Infections • Minor Injuries • Minor Burns 	<p>You should go to your nearest Hospital Emergency Department</p> <ul style="list-style-type: none"> • Severe Chest Pain or Difficulty Breathing • Compound Fracture (bone protrudes through skin) • Convulsions/Seizures • Loss of Consciousness • Fever in Newborn (less than 3 months old) • Heavy, Uncontrollable Bleeding • Deep Knife or Gunshot Wounds • Moderate to Severe Burns • Poisoning • Serious Head/Neck or Back Injury • Pregnancy-Related Problems • Severe Abdominal Pain • Signs of Heart Attack (chest pain lasting longer than 2 minutes) • Signs of Stroke (loss of vision, sudden numbness, weakness, slurred speech or confusion) • Suicidal or Homicidal Thoughts/Feelings • Vomiting up Blood

When in doubt, patients who feel their symptoms require immediate medical attention may choose to go to a hospital emergency department, where medical professionals can determine which level of care is required.

JUST PLAYING

When I am building in the block room,
Please don't say, "I'm just playing."
For, you see, I'm learning as I play
About balance and shapes.

When I'm getting all dressed up,
Setting the table, caring for the babies,
Don't get the idea I'm "just playing".
I may be a mother or a father someday.

When you see me up to my elbows in paint,
Or standing at an easel, or molding and shaping clay,
Please don't let me hear you say, "He's just playing"

For you see, I'm Learning as I play.
I'm expressing myself and being creative,
I may be an artist or an inventor someday.

When you see me sitting in a chair
"Reading to an imaginary audience,
Please don't laugh and think I'm, "just playing"
For, you see, I'm learning as I play.
I may be a teacher someday.

When you see me combing the bushes for bugs,
Or packing my pockets with choice things I find,
Don't pass it off as "just playing".
For, you see, I'm learning as I play.
I may be a scientist someday.

When you see me engrossed in a puzzle,
Or "plaything" at my school,
Please don't feel the time is wasted in "play"
For, you see, I'm learning as I play.
I'm learning to solve problems and concentrate.
I may be in business someday.

When you see me cooking or tasting foods,
Please don't think that because I enjoy it, it is just "play"
For, you see, I'm learning as I play
I'm learning how my body works.
I may be a doctor, nurse, or athlete someday.

When you ask me what I've done at school today,
And I say "I played",
Please don't misunderstand me
For, you see, I'm learning as I play.
I'm learning to be successful in work.
I'm preparing for tomorrow.
Today, I'm a child and my work is play. *(Author Unknown)*

