

LUTHERAN  
SERVICES



FLORIDA

EARLY HEAD START PROGRAM  
**LUTHERAN SERVICES FLORIDA**  
**PARENT HANDBOOK**



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# WELCOME LETTER

Dear Early Head Start Parents,

We would like to take this opportunity to welcome you to Lutheran Services Florida/Early Head Start program. We believe our program will offer your child a quality, comprehensive experience in a loving, caring, safe environment.

The Early Head Start program is a full day and full year program which will provide activities for your child each day. The Early Head Start program will include a developmentally appropriate education curriculum: health services, nutritional services, if needed by your child, social services for your child and your family; and many opportunities for parent involvement.

We believe that early learning is the root of a child's success. Since learning begins at birth, Lutheran Services Florida/Early Head Start strives to provide education, experiences and opportunities to assist parents in providing a "good beginning" for their children. WE BELIEVE THAT PARENTS ARE THEIR CHILD'S FIRST AND MOST IMPORTANT TEACHER. To assist parents in becoming effective teachers, we work with each family to build and strengthen their parenting skills.

We are committed to providing quality comprehensive services for our children and families. Our activities are geared toward nurturing the growth and development of the children enrolled, involving parents in the program and providing them with opportunities to enhance their understanding and knowledge.

If there is ever a time when you are dissatisfied with our program, the services provided to your child, or the treatment of your child or family, please be advised that we have an established Grievance Procedures for Community or Parent Complaints.

If we can do anything to make your child or family's year in Early Head Start a better experience, please let us know.

**WELCOME TO EARLY HEAD START!**

# MEET OUR STAFF

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## MISSION

To educate, equip, and empower children, families, and staff through partnerships and efficient data driven systems to close the achievement gap.

## VISION

“Ready for School, Prepared for Life”

# STANDARDS OF CONDUCT

Program's standards of conduct as outlined by:

- Respecting and promoting the unique identity of each child and family, refraining from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
- Following the program's confidentiality policies concerning information about children, families, and other staff members.
- Ensuring that no child will be left alone, isolated from the group, totally unattended or unsupervised while under our care. Moreover, refrain from allowing any child to go anywhere without being accompanied by an adult.
- Using positive methods of child guidance and not engaging in corporal punishment, emotional or physical abuse or humiliation. In addition, not use methods of discipline that use food as punishment or reward, or the denial of basic needs.
- Refraining from the use of isolation as a method of discipline, understanding that isolation refers to: separating the child from any normal participation in classroom activities. If necessary to isolate a child from a group due to illness, to ensure that adult supervision is maintained and the isolation period is minimal.
- Refraining from using the withholding of meals as punishment. **Performance standards prohibit the withholding meals as punishment, thus isolation at meals is forbidden.**
- Refraining from the use of corporal punishment, which is the use of physical force as a discipline measure, this includes, but is not limited to spanking, slapping, pulling, of ears, nose, hair, etc.

# CONFIDENTIALITY POLICY

Lutheran Services Florida/Early Head Start requires contracted staff to adhere to the highest of ethical and legal standards. The program works diligently to protect the privacy of parents, children and employees. Employees & contracted staff must hold information used or obtained in the course of their duties in confidence. Any appearance of a breach of confidentiality must be avoided. Employees will not divulge information, or gain access to information unless there is a necessity based on the job description or standards of practice. Any questions concerning what information is considered confidential should be referred to the employee's supervisor.

**Any** files or records requested by authorized Lutheran Services Florida/Early Head Start Staff must be maintained in a confidential manner until returned to the to the appropriately locked storage area.

**All** information pertaining to Lutheran Services Florida/Early Head Start families, including but not limited to names, addresses and any other identifying information, must be maintained in extreme confidence, and should not be used for any other purposes.

- Family files are established, maintained, and kept confidential at all program levels.
- All comprehensive family files must be maintained in locked file cabinets with limited access to others. Unlocked cabinets must be supervised at all times.
- Any internal discussion or disclosure regarding a Head Start/Early Head Start family must pertain to the provision of services to the family and must be conducted in a private area.

**All** staff files must be maintained by the personnel area in locked file cabinets and a locked file room with limited access to staff. Staff with signed out files must maintain them in locked cabinets or drawers. Unlocked cabinets must be supervised at all times.

**All** data base/computer files containing child, family and staff information will be accessible to staff only on a "need to know basis" and will be password protected.

**All** medical records, whether child or staff, are confidential and

privileged information. This includes records relating to the physical, mental or behavior diagnosis, treatment and care, and personal/family health history. There shall be no indiscriminate and unauthorized disclosure of any medical documentation.

**All** one-on-one family partnership agreement meetings and any meetings where personal information is disclosed to family services will be confidential. The program has open door policy to allow honest and fair communication for all participants (any communication regarding concerns or disagreements will be kept confidential).

### **Requested for the review and duplication of files:**

All requests to review and/or duplicate information contained in the comprehensive family file must be referred to the Family Services Area. The Family Specialist Manager will serve as the Privacy Officer for Child/Family information that is located at the EHS Office, and the Family Support Specialist will serve as the Privacy Officers for staff information.

Parents have the right to review their child's file. Parents must request to review the file and the Education Curriculum Specialist Manager will make an appointment within one week to review the file. A staff member must be present during this review.

Only the adult(s) identified as the parent(s) or legal guardian(s) of an enrolled child will be permitted to inspect and request copies of information maintained in the comprehensive file folder. The parent(s) or legal Guardian must be required to provide a picture identification that should be copied and placed in the comprehensive file folder.

Any media contact concerning parents, children or employees must be immediately referred to the Lutheran Services Florida/Early V.P. of Operations.

### **Release of Information to Other Agencies:**

Information maintained in the comprehensive family file may be released to specified agencies only if the following requirements are met:

1. The parent(s) or guardian(s) has given written, signed and dated authorization.
2. The parent(s) or guardian(s) has signed a separate release of information authorization for each specific agency.
3. The release of information clearly specifies the information to be disclosed.
4. The staff member authorized to disclose the information is specifically identified.
5. The authorization contains an acknowledgement that the parent or guardian has the right to revoke the authorization.
6. The authorization contains an acknowledgement that the parent or legal guardian is fully aware of the disclosures that the receiving agency intends to make.
7. The authorization includes a provision that the information will be disclosed solely for the purpose authorized by the parent.
8. The authorization specifies a date or event at which the authorization expires.
9. The request for information is authorized by the Courts and confirmed by the County Attorney.

Information maintained in the staff health files may be released to specify outside agencies only with written permission from the staff member or by court order.

### **Confidentiality of Records for Terminated staff/Parents/Children:**

Data and Paper files of terminated families and staff will be maintained at the secure at Lutheran Services Florida/Early Head Start offices for a period of three years. Destruction of files will be authorized by the Executive V.P. of Children and Head Start Services in a manner that eliminates identifiable information.

### **Consequences of violating policy:**

Any unauthorized disclosure of family or staff health information constitutes significant misconduct that is subject to disciplinary action. Under certain circumstances, unauthorized disclosure could result in criminal, civil or judicial penalty.

Should circumstances arise that are not specifically addressed by this policy, no information may be released until authorized by the Early Head Start Director or designee.

**A copy of this policy will be furnished to parents at the time of enrollment and to staff at the time of hire.**

## **PARENTS RIGHTS**

- To take part in major policy decisions affecting the planning and operation of the program.
- To help develop adult programs this will improve daily living for me and my family.
- To be welcomed in the classroom.
- To choose whether or not I participate without fear of endangering my child's right to be in the program.
- To be informed regularly about my child's progress in Head Start.
- To always be treated with respect and dignity.
- To expect guidance for my child from Head Start teachers and staff this will help his/her development.
- To be able to learn about the operation of the program, including the budget and the level of education and experience required to fill various staff positions.
- To take part in planning and carrying out programs designed to increase my skills in areas of possible employment.
- To be informed about all community resources concerned with health, education and the improvement of family life.
- The program has open door policy. Parents are encouraged to advocate for their children and families.

## **PARENTS RESPONSIBILITIES**

- To learn as much as possible about the program and to take part in major policy decisions.
- To accept Head Start as an opportunity through which I can improve my life and my children's lives.
- To take part in the classroom as an observer, a volunteer worker or a paid employee, and to contribute my services in whatever way I can toward enrichment of the total program.

- To provide parent leadership by taking part in elections, to explain the program to other parents and encourage their full participation.
- To welcome teachers and staff into my home to discuss ways in which parents can help their children's development at home in relation to the school experience.
- To work with the teacher, staff and other parents in a cooperative way.
- To guide my children with firmness which is both loving and protective?
- To offer constructive criticism of the program, to defend it against unfair criticism and to share in evaluating it.
- To take advantage of programs designed to increase my knowledge about child development and my skills in areas of possible employment.
- To become involved in community programs which help to improve health, education and recreation for all.

## **REQUIREMENTS FOR CONTINUED ENROLLEMENT**

- Parent must remain employed (at least 20 hrs. /wk.), or enrolled in school and/or job training program (full time).
- Immunizations, physicals, and emergency contact information must be current and on file at all times.

## **ATTENDANCE**

Parents are expected to call the center to report his/her child's absence and indicate the expected date of return; otherwise your child will be marked unexcused.

Attendance is mandatory for your child. The following reasons constitute as excused absences:

- a. hospitalization or incapacitation due to illness or injury;
- b. contraction of a communicable disease or other health ailment which temporarily prevents attendance;
- c. Loss of a family member or other extenuating situation/emergency.

Your child is allowed two weeks (10 days) vacation with prior approval from your Family Specialist Workers.

Parents must ensure the child is signed in and out daily on the daily and Monthly Sign In/Out Sheet located in the classroom. Parents must also ensure that the bottom of the form is signed by the end of each month.

Failure to adhere to Early Head Start enrollment, agreement and procedures may result in your child being terminated from the program.

## **GENERAL INFORMATION**

### **Hours of Operation**

The Early Head Start Family Child Care Homes are open from 7:00 am to 5:30 pm from Monday to Friday. The days that we are closed will be indicated on the calendar that will be provided at time of enrollment and/or at the annual Orientation.

### **Birthday Celebrations**

Each provider has a special way to celebrate a child's birthday. A birthday hat, gift or other type of recognition is typical. Items such as cake, ice cream or other food items are prohibited from being brought to a provider's home as birthday celebrations.

### **Children's Belongings**

Children must always have a change of clothes in the classroom in case of accidents at all times. Please wash and return when sent home. Please do not send money, jewelry or other valuables to school as they may be lost. Providers are not responsible for lost items. A blanket or other special item may be sent to the family child care home for use during naptime. To protect the children's feet during daily activities, children must have sneakers or other closed toe shoes, no sandals are to be worn at any time in the provider's home. Children should wear play clothes and athletic shoes to school because they will participate in many physical activities. Label all clothing and personal belongings because these articles are sometimes identical and can easily get lost. Children accessories such as: beads, rings, loose earrings, barrettes, or any other small accessories are not allowed in the classroom that could be a choking hazard.

## **Food Policy**

The Lutheran Services Florida/Early Head Start program provides breakfast, lunch and a snack for the children. Children should not bring food from home. Children with special food needs must have a statement from a doctor on file with the Registered Dietician or the Family Support Specialist at the EHS office. If parents and other volunteers eat at the family child care provider's home, they must eat the same meals provided for the children. Meal periods and food experiences are planned to be used as part of the total educational program. Menus for the month are posted in the kitchen, each classroom, and on the parents' bulletin board.

## **Requesting Donations**

Early Head Start is a community-based program that is largely funded by the Federal Government. However, the Early Head Start Program encourages other sources advocating support in the program especially for those services not included in the grant. Lutheran Services Florida/ Early Head Start policy for staff and parents who wish to solicit contributions from area businesses or request volunteer services is described below.

For health and safety reasons, no food is to be given to children at the center other than the food received from the USDA Food Contractor. Therefore, food donations may not be requested or accepted from any other source. Early Head Start Performance Standards require that children in a full day program receive 2/3 of their daily nutritional needs at the center. Food for Early Head Start children served in the family child care provider home is provided under a grant from USDA. This arrangement stipulates the kinds and quantities of food that are to be served to each child each day. Substitutions are allowed only upon a doctor's order for an allergy or other medical condition, a note must be provided to the Family Child Care Provider.

Early Head Start staff or providers are not to solicit food, infant formula, wipes, diapers or any other article for children, staff, or parents. Early Head Start parents may only solicit food for Early Head Start events such as parent committee meetings or parent trainings. The person in charge of the event should request a letter from the

Early Head Start Director to the vendor identifying the time, place and purpose of the event. (Vendors making donations should be asked to sign an In-Kind donation form).

Persons planning training for parents or staff may request free or reduced costs for facilities and free or reduced fees from trainers or for training materials. Arrangements for these donation or services should be made when the training is scheduled. (Trainers who give or reduce the cost of their services should be asked to complete a community volunteer time sheet; vendors who give space or materials should be asked to sign an in-kind donation form). Requests may be made for free or reduced price tickets to events appropriate for Early Head Start children. Unless the donor has volunteered these items, the person in charge should request a letter to the vendor signed by the Director. The vendor should also be asked to sign an in-kind donation form.

## **EDUCATION PROGRAM**

The Lutheran Services Florida/Early Head Start Education section will provide children with a learning environment and varied experiences which help them develop socially, physically and emotionally in a manner appropriate to their age and stage of development. This plan for services includes experiences designed to meet the individual differences and special needs of all enrolled children. Children are screened to determine their overall level of development and also receive an ongoing assessment to monitor their progress while in the program. Parents receive two home visits, parent conferences, and progress reports during the school year.

In addition, our program requires that individual child's culture be embraced throughout the program's activities and environments. You will see this valuing of different customs in the materials found in each of our classrooms and in the hiring of staff diverse in age, ethnicity and gender.

### **Early Head Start**

In the Early Head Start (EHS) program, nurturing and the continuity of caregivers work with small groups of infants and toddlers to support the cognitive, physical, social and emotional, and language

development of infants and toddlers in a secure and loving environment that fosters exploration and learning.

### **EHS Daily Routine: (The order of these activities may vary)**

- **Greeting Infants & Toddlers:** Greetings help staff and parents to formally transfer responsibility for the child and to develop trusting relationships built on meaningful communication and daily interactions.
- **Circle Time:** One way to communicate with infants is to get right down on the floor next to them. Floor time involves a relaxed atmosphere that allows for simple play, communication and learning experiences with staff and peers.
- **Centers:** As toddlers spend much of the day in free play, they choose from a variety of areas to play alone, or together depending on their interests.
- **Outdoor Time:** Infants and toddlers are provided outdoor experiences that include sensory exploration, gross motor and fine motor play.
- **Meal Times:** The pleasant feeding of infants and toddlers meets the needs of each child's nutritional and the developmental areas of self-help, language and social/emotional. Upon indicating hunger or thirst infants are feed on demand. Toddlers have different appetites and food interests, so flexibility in the meal schedule is vital.
- **Oral Hygiene:** After feeding on demand, the gums of infants are cleaned with spiffies and/or gauze. Toddlers brush their teeth, following each meal and rinse following afternoon snack time.
- **Rest Time:** For infants and toddlers, staff remains sensitive to the individual sleep pattern of each child's needs.
- **Diapering/ Toileting:** Maintaining sanitary conditions during diapering/ toileting routines is especially important to minimize the spread of germs in the infant/ toddler classroom. Diapering/ Toileting procedures are carried out consistently and correctly to protect the health of children and staff and to foster social/emotional devel-

opment.

- **Departure of Infants & Toddlers:** Departure is a time when children change from the care of staff back to that of their parent.

In recognition that parents are the primary educators of their children, caregivers work with families to ensure that the developmental needs of each child are met. In collaboration with parent observations and input, the Creative Curriculum for Infants and Toddlers is used to provide experiences that are age-appropriate, culturally sensitive, and tailored to meet the specific needs of the individual child and to reflect positive child outcomes.

## PARENT INVOLVEMENT PURPOSE

To create and sustain partnership and collaboration with all Lutheran Services Florida/Early Head Start parents with goals to:

- Support parents as primary educators, nurturers, and advocates for their children;
- Provide every parent with opportunities for a significant experience in Early Head Start: and
- Ensure that parents are involved in making policy and program decisions for their Early Head Start program.

Each Early Head Start program should reflect this vision through efforts to carry out the following principles:

- All aspects of the program support the cultures of the families and the community in which the program operates.
- Parents have opportunities for participating in shared decision-making in every area of the program.
- The staff and program meet the expressed interests and needs of each parent through an ongoing process of personal and family goal-setting and planning of activities to meet these goals.
- All aspects of the program respond to and support children with disabilities and their families.
- Families build the confidence, skills, and knowledge they need to access community resources on their own behalf.

- The program makes special efforts to reach out to families and includes fathers, supportive male family members, and male caregivers in parent involvement activities, especially those activities involving the development of their children.
- Parents, staff, and Policy Committee members work together and provide leadership to strengthen their community; communicate with their communities about the necessary services, interests, and needs of Early Head Start families; and assist in improving existing services or bringing in new services that are needed.

### **Parent/Policy Committee/Activities**

- **Policy Committee:** Two parents are elected by the families to represent the program at the policy council meetings taking place in Hillsborough and Pinellas Counties. The Policy Committee is responsible for the direction of the Early Head Start program, including program design and operation and long- and short-term planning goals and objectives, taking into account the annual communitywide strategic planning and needs assessment and self-assessment.
- **Policy Council:** After the new Policy Committee representatives have been seated, the Policy Committee shall elect one (1) parent Policy Council representative per funded enrollment. Each representative will have an elected alternate to serve in the absence of such representatives. First, the Policy Committee members will tell the representatives their ideas on matters coming before the Policy Council. Second, the Policy Committee members should ask their representatives to report on the meeting of the Policy Council. Early Head Start relies heavily on families and community members to strengthen its program. You can participate in program policy and decision-making by joining this committee; including the establishment of enrollment criteria, the hiring and termination of staff, budgeting, and fundraising.
- **Reimbursements:** Members of the Policy Committee may be reimbursed for a maximum of two (2) meetings per month if his/her family income falls within the Poverty Guidelines and as long as the member is not an employee of the federal government, a state, a local public agency, or a grantee or delegate agency. The reimbursement amount of \$25 is to cover the cost of childcare/transportation.
- **Volunteer Opportunities:** Non EHS parent volunteer 18 and above are an important part of the Early Head Start program.

Parents of Early Head Start children are encouraged to offer their much needed time to our family child care providers. Volunteers will assist providers in the classroom, share talents/skills with the children, repair broken toys and equipment, supervise outdoor play activities, help with parent committee meetings and activities, recruit and train other volunteers. Parent involvement and engagement generates in-kind hours.

## **SOCIAL SERVICES PURPOSE**

### **Family and Community Engagement**

In the Family Services area, the focus is on the family. The Family Services staff provides information and support to assist families as they identify their interests, goals and needs to meet families' expectation by utilizing their strengths. Referrals to appropriate agencies are made to assist the family in its effort to improve the condition and quality for family life.

Family Partnership Agreement (FPA) are part of the requirements for families to complete by working closely with the FACE specialist in order to reach goals that are set by the family at the time of enrollment. It is the responsibility of the family to set up goals and to follow up with their assigned specialist on their progress and as well as requesting any resources they need to aid in meeting their goals.

### **Health**

Each child enrolled in the program will receive a developmental assessment. Learning about health and wellness is a daily part of the center activities.

### **Mental Health**

Mental Health resources are available to assist staff and parents in addressing group or individual needs. Assistance and follow-up for mental health needs are available.

### **Disability**

A child with special needs often learns more readily in a group with typically developing children than in a separate class for children

with disabilities. All children can benefit from inclusive environments. As they learn about acceptance and teamwork. Children with disabilities and their families receive the full range of Early Head Start comprehensive services. The EHS staff works closely with teachers and other community agencies to provide services to meet each child's special needs and those of the family. Family Services staff collaborates with school district personnel and ensure appropriate placement and continued services to children and their families upon leaving Lutheran Services/Early Head Start. Lutheran Services Florida/Early Head Start Program provides opportunities for children with disabilities to be involved in all aspects of the program. Assistance and support are provided to parents in meeting the special needs of their child. Through an individualized approach to the child's unique needs, children with disabilities develop a positive self-image, become more independent and increase their sense of belonging. The Lutheran Services/Early Head Start concept of inclusion is beneficial to all children as they learn to understand and respect human differences.

### **Transition**

The transition process starts when the child turns 30 months. At this time, the staff member responsible for enrollment and transitions will contact the parent to make an appointment with the parent/legal guardian of the child to go over the process and complete the necessary forms. If the child qualifies for transition, the child may have the opportunity to transfer to a Head Start program when the child turns 39 months, pending open slots.

## **HEALTH SERVICES**

It is our goal to provide your child with a positive learning and social experience as they prepare for pre-school. It is equally our goal to provide each child with a safe and healthy environment as they grow.

Our Health and Nutrition information has been prepared in order to provide you, the parents, and staff with a valuable source of information regarding the health and safety policies and procedures in effect at the EHS Program Family Child Care Providers. Our policies and procedures will allow for the protection of your child, his or her "classmates" and our staff. These policies and procedures are determined by Federal Guidelines for the Early Head Start Program.

We invite you to read, and become familiar with, the information 17

contained in this handbook. We also ask that you understand that the staff in our FCCH must follow the Lutheran Services Florida/Early Head Start Program policies and procedures as set out in this handbook. This is to ensure the health and safety of all children in the program.

We also want you to know that we understand that your child may develop a condition or illness, which can, at times, be a stressful event. If questions should arise or you need clarification of the policy or procedure that applies to your particular circumstance, please do not hesitate to call the EHS office at 813-676-9483. One of our health staff will be glad to assist you.

## **NUTRITION**

Health and nutrition are closely related. Health is dependent upon the intake of nutritious food and, in turn, the health of the body can influence the use of that food. Together, health and nutrition determine how well both mental and physical growth happens. Because of this relationship between health and nutrition, it is vital to provide adequate and appropriate amounts of protein, carbohydrate, fat and iron in each child's diet.

Your child was required to have a physical examination upon enrollment in the Early Head Start Program. Although not all children require dietary supplements, this information helps us determine which children are most likely to benefit from supplements to their diet. It is also the program's desire to identify and provide care through referral or directly, to children who may be overweight or underweight.

Each child is provided two meals and a snack to help meet two-thirds of the child's daily nutritional needs. The Registered Dietician plans the menus. Health Service Advisory Subcommittee and Registered Dietician are available to help staff and parents identify the nutritional needs of the children. Training is provided for parents and staff in resource management and meal preparation. Providers plan and provide weekly nutrition and educational classroom activities for the children. The children are familiarized with personal hygiene practices including hand washing before meals and brushing their teeth after meals.

## INDIVIDUAL HEALTH PLAN – WHAT IS IT?

Early Head Start is a **comprehensive childcare program**. Our goal is to provide quality care and the best learning experience for all the children involved in the program.

When a child has a health condition that is generally well managed, but has **the potential** to affect the child's learning environment or to affect the ability to use the concepts being taught, an **Individual Health Plan** is started. The **Individual Health Plan** provides information on a medically diagnosed health condition and sets **out goals and interventions** to allow Early Head Start staff to provide ongoing care and monitoring of the child's health status. These goals and interventions are determined by instructions from the medical care provider, the parents or caregivers, Health & Disabilities Coordinator or the Family and Community Engagement Specialist.

Parents, Providers, Registered Dietician, Medical provider, and Registered Nurse all contribute their expertise, as needed, to create the **Individual Health and Treatment Plan**. Working together enhances early recognition of potential problems, and once identified, appropriate intervention is promptly started.

## SCREENINGS

The Early Head Start Program emphasizes the importance of recognizing potential health and development problems early. Each new Early Head Start enrollee is required to have his or her development screened within the first forty-five (45) days of enrollment. THE BRIGANCE is the tool used to do this assessment. This assessment tool assess child in all five areas of development. You, as parents or caregivers, will be given a written report of the screening results once they have been completed. A report of any recommendations for further evaluation will also be provided. Throughout the school year to additional assessment will be completed.

## INITIAL DENTAL EXAM

Dental health is very important as your child grows and learns. Teaching children about nutrition and how to properly brush their teeth is a part of their daily Head Start education and promotes

healthy dental habits for a lifetime. We encourage you, the parents and caregivers, to promote these same habits at home.

## LEAD POISONING – BE AWARE

Childhood lead poisoning is one of the most common pediatric health problems in the United States today, as stated by the Centers for Disease Control. More importantly, childhood lead poisoning is entirely preventable.

Lead is a metallic element that is made up of things that are poisonous and is a part of our environment as a result of industrialization in the United States. Children are monitored for lead poisoning through questionnaires and blood tests done during physical examination before entering school or the child care setting.

Lead testing is a requirement for all Medicaid eligible children entering Head Start/Early Head Programs. If lead testing was not completed by the recommended EPSDT Schedule, your child's physician will need to perform a lead test, and you must provide a copy of lead test results to EHS. Lead test has to be completed at ages one, two, three for EHS children. Please inform your pediatrician your child can't be enrolled without this information

## WELL BABY CHECKS

Every child in the Early Head Start is required to see a health care provider at:

- 1 month of age
- 2 months of age
- 4 months of age
- 6 months of age
- 9 months of age
- 12 months of age (Lead and HGB/HMT)
- 15 months of age
- 18 months of age
- 24 months of age (Lead)
- 36 months of age (When still enrolled pending transition)

Adherence to this schedule is **MANDATORY** and must be provided prior to the date the child reaches the ages above. In addition the

Pediatrician must include the hematocrit on the well-baby check. Your child will not be accepted to the program if the appointments are not made and kept prior to the schedule above in order to continue in the Early Head Start program.

## **IMMUNIZATIONS**

There are currently several childhood diseases that are **preventable by immunization**. These diseases are measles, mumps, rubella, diphtheria, chicken pox, tetanus, pertussis, Haemophilus influenza type b, and polio. All of these serious childhood diseases can, and do, cause significant physical complications and sometimes death.

The majority of medical experts believe the benefits of complete immunization against childhood disease far outweigh the risks. The Public Health Department strongly recommends immunization for all healthy children and **Florida State Law requires infants and children be immunized before being allowed to enter school or the child care setting. See EPSDT Schedule:**

<https://www.cdc.gov/vaccines/schedules/easy-to-read/child.html>

## **MEDICATION POLICY**

Whenever possible, do not plan to have medications administered at the center. Please discuss with your doctor. For example, if a medication is to be given twice a day it may be given at home before and after program.

Home remedies will not be administered at Family Child Care Homes.

**All medications to be given to your child at the center, including over-the-counter items will require.**

1. A medical care provider's written instruction for the dose and frequency.
2. Parent must complete parental authorization for administration of medication.
3. **Prescription medication are** to be in the original container, dated and labeled by the pharmacist, with the child's first and last name, name of prescribing medical care provider and the

medication's expiration date. Make pharmacist aware that two labeled containers are required, one for the family child care provider and one for the child's home. (No medication will be given after the expiration date indicated on the container. Medication will be administered exactly as indicated by doctor's order printed on label for that specific child).

4. **Non-prescription and over-the-counter medications** are to be in the original container with label intact and medication name, brand and expiration date clearly indicated. Non-prescription medication over the counter must be accompanied by written doctor's order for that specific child and medication with a start and stop date.

5. **The first dose of all medications is** to be given at home, and monitored by the parent/caregiver for 24 hours for adverse reactions.

6. When medication dosages or times are changed both steps must be followed:

a) A new authorization form will be filled out again.

b) A new label from the pharmacist or physician order indicating the change.

7. Medication will be stored in a locked box/cabinet at the provider's home at all times.

8. Providers who received Medication Administration Training will administer the medication.

9. When medication is discontinued it will be taken home by the parent/guardian.

10. All medication will be sent home at the end of the year.

11. New authorization forms will be completed when the child returns for the new school year.

A Medication Observation Log will be utilized to document medication dosage, time of administration, and observation of any adverse effects.

## EXCLUSION

To enable all the children enrolled in Early Head Start the following policy will become effective immediately. To ensure the health and safety of all children and adults at the provider's home a child exhibiting the symptoms listed below during the 24 hour period prior to scheduled attendance at the provider's home should be kept home until all symptoms have been gone for 24 hours.

While attending Early Head Start, if a child becomes ill or has a condition that warrants attention from a nurse or doctor, the parent and or legal guardian will be notified immediately by Early Head Start staff when the condition requires exclusion from the center.

After being notified of your child's illness, it is the sole responsibility of the parent/guardian to pick up the child. Should a situation arise whereby a parent cannot pick up their child within one hour, they must notify the Social Worker and make alternative arrangements. This policy will be strictly enforced. Failure to cooperate with this policy may result in the possible discharge from the program.

Exclusion is necessary when:

A. The illness prevents the child from participating comfortably in program activities

B. The illness results in a higher level of care being needed that the staff cannot provide without compromising the health and safety of the other children or the child has any of the following conditions:

## **ILLNESS GUIDELINES**

### **1. Fever of 100 degrees F or higher**

Children will be excluded for a temperature of 100 degrees Fahrenheit or higher, tympanic (ear) or auxiliary (under the arm pit) accompanied by behavior changes. Two temperature readings fifteen minutes apart are required for recording. The child in most cases must be fever free for 24 hours before returning to the provider's home. Exception to this rule is parent/caregiver obtains a note from the doctor that the child is non-communicable and fever free. The Health & Nutrition Coordinator will then have the final decision to admit or non-admit the child.

**2. Runny Nose** that is yellow or green in color, not allergy related. Allergies are indicated in child's medical documentation signed by the physician.

**3. Cough** with yellow-green phlegm; cold symptoms (runny nose, cough, persistent congestion)

The child will be excluded for a runny nose and/or cough that are not discounted as allergy related and the discharge or phlegm bright green in color and lasting more than 7 days. The child will

be excluded until symptom free. In some cases, the child must have clearance from his/her health care provider.

**4. Rashes** on the body with fever or behavior changes

The child will be excluded until a health care provider determines that the symptoms do not indicate a communicable disease.

**5. Diarrhea** (foul smelling watery bowel movements)

The child will need to be excluded for frequent (2) diarrhea stools for a minimum of 24 hours and until diarrhea free. During peak season of outbreaks of diarrhea you may be requested to have a stool culture. This policy is based on the recommendations from best practices in public health.

**6. Vomiting**

The child will be excluded after two or more episodes of vomiting. He/she may return after the 24 hour vomiting period is resolved, or in some cases until a health care provider determines the illness to be non-communicable and the child is not in danger of dehydration. When an Outbreak of three or more children with same signs and symptoms of a suspected communicable illness occurs, children may be excluded

**7. Conjunctivitis (Pink Eye)**

The child will be excluded from the provider's home until treatment is completed. He/she may return after 24 hours of treatment has been completed, accompanied by doctors clearance including diagnosis and treatment prescribed.

**8. Impetigo**

The child will be excluded from the provider's home until after treatment has started. He/she may return after rash is no longer oozing or inflamed, accompanied by doctors clearance including diagnosis and treatment prescribed.

**9. Lice**

The child will be excluded from the family child care home. He/she may return after treatment has been completed and child is nit free as indicated by the health care provider.

## **10. Ringworm**

1. The child can be included with ringworm; however, the child will be excluded for ringworm of the

Scalp and may return only after being seen by a health care provider with treatment completed.

He/she will need to return with a doctor's clearance indicating diagnoses and treatment prescribed.

2. Ringworm on the body will not lead to exclusion as long as:

- The ringworm remains covered at all times while at the center. An over the counter treatment with

Anti-fungal has been initiated. If, the condition does not improve you may be required to have the

Child seen by his/her health care provider, returning with a doctor's clearance.

## **11. Strep Throat**

The child will be excluded from the provider's home until after treatment is completed. He/she may return after 48 hours of treatment has been completed and child is medically cleared by a physician.

## **12. Mouth sores with drooling**

The child will be excluded until a health care provider determines the condition is no-infectious. The child may return with a doctor's clearance.

## **13. Chicken Pox**

The child will be excluded from the provider's home. He/she may return after sores have dried and crusted over. The child will need a doctor's clearance stating the child is not communicable.

If a child becomes ill with any of the symptoms described while attending Early Head Start, the provider or the Health & Disabilities Safety Manager will notify the child's parent(s). Parents are expected to pick their child up within one hour of being notified by the provider, or make arrangements for an alternative person on the emergency form to pick up the child. Make sure your emergency contact information is updated when changed.

Please let the Provider at the family child care home know if your child has been exposed to or is diagnosed with chicken pox, rubella (German measles, roseola, lice or other common childhood

illnesses). In the case of a contagious illness, parents are required to keep the child at home until you obtain a written statement from the child's doctor indicating the child is free of contagious illness and may return to school. When considered necessary, Early Head Start may require additional medical information, and including but not limited to an examination, medical testing prior to considering the child's continued participation in the family child care provider's home.

## ILLNESS POLICY

The Early Head Start environment must be **as safe as possible** in order to provide the best care and education for each child in attendance. The following information is provided in order to inform parents of Early Head Start Policy and procedures which is implemented through Federal Guidelines for the health and safety of each child in attendance. Early Head Start staff is required to follow these policies and procedures.

### **Early Head Start WILL NOT keep sick children in Family Child Care Homes.**

- It is the **responsibility** of the parent or primary care giver to make alternative arrangements of the events of illness. A written statement of good health signed by a physician will be required if a child is absent three (3) or more days for illness...

Please inform your Family Support Specialist and the Health & Disabilities Coordinator if you child:

1. **Had a diagnosed communicable condition or disease.**
2. **Has undergone surgery of any kinds.**
3. **Has been hospitalized for any reason.**

Exceptions will be made accordingly by the Health and Disabilities Coordinator at this direct line (813) 773-3805 Ext.32106.

# **EMERGENCIES**

## **Emergency Contacts**

Parents are asked to be very thorough in selecting and identifying the adults who they wish to be their emergency contacts. Parents are required to keep the provider informed of any changes in emergency contact individuals and phone numbers as they occur. The emergency contact person must be willing and able to pick up the children in an emergency.

## **Child Emergency & Release Information Card**

Parents will complete a Child Emergency & Release Information Card and up-date information when information has changed. Head Start/Early Head Start staff will contact the parent/guardian or emergency contact indicated on the card for children who need medical attention and/or exclusion. The Department of Children & Families will be notified for children at risk and when the parent/guardian has not provided reachable contact numbers for emergency contact.

## **Medical Emergencies**

If a child should become seriously ill or sustain a serious injury requiring immediate treatment, provider may make the decision to call Emergency Medical Services. Every effort will be made to establish contact with parents prior to making this decision.

For less serious injuries, parents will be notified by phone call if at all possible. If parents cannot be reached by phone, a note will be sent home with the child at the end of the day. Every effort is made to keep children safe.

## **Parent Education**

Educational workshops and training for staff and parents are offered throughout the year to increase our awareness of current trends in the field of early care and education as well as providing families with additional knowledge to address their child's early development.

# POLICY ACKNOWLEDGMENT

Mandatory Child/Adult Abuse, Neglect, Abandonment or Exploitation Reporting Requirements for LSF Employees  
Reporting is **everyone's** responsibility!

Lutheran Services Florida employees must report incidents as defined in DCF CFOP 180-4 to the Florida Department of Children & Families Inspector General (see attachment).

Per Florida Statutes, as an employee of a social services organization concerned with the welfare of children and vulnerable adults, YOU are a mandatory reporter of any suspicion of abuse, neglect, child abandonment or adult exploitation and, as such, you must immediately report any such suspicion to the Florida Abuse Hotline.

- Reports must be made immediately to the Florida Abuse Hotline by one of the following methods: Preferred: Telephone 1-800-96-ABUSE (1-800-962-2873), TDD (Telephone Device for the Deaf) at: 1-800-453-5145, Fax to 1-800-914-0004, or Online at: <http://www.dcf.state.fl.us/abuse/report>
- As an LSF employee, you are required to provide your name when you make a report; by law, however, every reporter's name remains confidential.
- Although it is important to provide as much information about the victim and circumstances as possible when making a report, you must not delay making a report because you do not have every piece of information. The Hotline operator will determine if the information you provide is sufficient for a report and investigation.
- Failure to report suspected or known abuse, neglect or abandonment of a child constitutes the commitment of a third degree felony; failure to report suspected or known abuse, neglect or exploitation of a vulnerable adult constitutes the commitment of a second degree misdemeanor.
- By law, any person acting in good faith when making a report is immune from criminal or civil liability.
- If the child or vulnerable adult is in imminent danger, you must immediately call 9-1-1.



**CRISIS CENTER  
OF TAMPA BAY**  
*Help. Hope. Healing.*



## Community Resource Guide

### CRISIS CENTER SERVICES

**2-1-1 Tampa Bay** – Information & Referral and Crisis Counseling – 2-1-1; TTY 969-4944  
**Corbett Trauma Center** – Trauma Counseling Services for Children & Adults – 264-9955  
**Telephone Reassurance** – Daily Reassurance & Safety Checks – 964-1577; TTY 969-4992  
**Family Stabilization** – Financial Assistance – 264-9949  
**Sexual Assault Services** – Sexual Assault Forensic Medical Unit – 2-1-1  
**TransCare** – Emergency Medical and/or Mental Health Transportation – 964-1594  
**Florida Veterans Support Line** – Resources and Emotional Support – 1-844-MyFLVet  
**Help Me Grow** – Child Development Assessment and Resources – 425-4769

Search our community resources online at:

[www.211atyourfingertips.org](http://www.211atyourfingertips.org)

Service providers add or update your program information here.

Interpreters available for 150 languages

Suicidal Callers..... 1-800-273-TALK (8255)

Poison Information Center..... 1-800-222-1222

#### ABANDONED BABY PROGRAM

For help or Information Call..... 2-1-1

#### ABUSE - CHILD & ADULT.

Abuse Reporting Hotline..... 1-800-96-ABUSE  
 Champions for Children..... 673-4646  
 Child Protection Team..... 250-6670  
 Family Network Team Program..... 272-2888  
 Eckerd Community Alternatives..... 727-461-2990  
 Joshua House..... 263-3469  
 The Spring of Tampa Bay..... 247-7233

#### ADDICTION & SUBSTANCE ABUSE

ACTS..... 367-2315  
 Al-Anon / Alateen..... 881-9372  
 Alcoholics Anonymous (24hrs)..... 933-9123  
 The Centre..... 251-8437  
 DACCO..... 984-1818  
 Florida Substance Abuse Hotline..... 1-800-662-4357  
 Narcotics Anonymous..... 879-4357  
 Operation PAR..... 1-888-727-6398  
 Phoenix Houses of Florida - Teen & Adult Outpatient..... 881-1000  
 Salvation Army Adult Rehabilitation Center..... 972-0471  
 Tampa Crossroads (Offender Services)..... 238-8557  
 Turning Point of Tampa..... 1-800-397-3006  
 Windmoor Healthcare..... 1-888-834-2946

#### CHILD CARE & YOUTH SERVICES INFORMATION

Big Brothers & Big Sisters..... 769-3600  
 Boy Scouts, Gulf Ridge Council..... 872-2691  
 Boys Initiative..... 514-9555  
 Boys & Girls Club..... 875-7771  
 Child Care Resource & Referral..... 906-5041  
 \*Help Me Grow..... 425-GROW (4769) or 2-1-1  
 Girl Scouts Suncoast Council..... 281-4475  
 CINS/FINS..... 264-3807  
 FDLS..... 837-7777  
 Healthy Start..... 307-8016  
 Hills, County Child & Family Counseling ext. 136..... 264-3807  
 Hillsborough County Head Start/Early Head Start..... 272-5140  
 Hillsborough County Parks & Recreation..... 635-3500  
 Hillsborough County Public Schools Head Start..... 740-7870  
 Ophelia Project..... 541-9555  
 PACE Center for Girls..... 739-0410  
 Phone-Friend - Reassurance & Homework Help..... 681-6543  
 SEEDS..... 981-3439  
 Voluntary Pre-Kindergarten..... 204-1727  
 Youth Advocate Programs..... 248-3980  
 YMCA..... 224-9622

#### COUNSELING & MENTAL HEALTH

Adult Emergency Services..... 272-2958  
 Camelot Community Mental Health..... 635-9765  
 Catholic Charities..... 631-4370  
 Children's Crisis Center..... 272-2882  
 Life Center of the Suncoast..... 237-3114  
 Northside Mental Health Center..... 977-8700  
 Tampa Jewish Family Services..... 960-1848  
 Tampa Veterans Center..... 238-8557

#### EDUCATION

Adult & Community Education..... 740-7750  
 Hillsborough Community College..... 253-7000  
 Hillsborough County Public Schools..... 272-4000  
 Hispanic Services Council..... 936-7700  
 Public Library Cooperative..... 273-3652

#### EMPLOYMENT

The Centre..... 251-8437  
 Career Resource Center - CDC of Tampa..... 231-4362 ext. 301  
 City of Tampa Employment Services..... 274-8911  
 Employment Opportunity Program..... 272-5040  
 Goodwill Industries..... 727-523-1512  
 Hillsborough Civil Service Job News Line Recordings..... 272-6975  
 Vocational Rehabilitation..... 233-3600  
 Tampa Bay Workforce Alliance..... 930-7400

#### FINANCIAL ASSISTANCE

ACCESS Florida Information Line/DCF..... 1-866-762-2237  
 Lee Davis Neighborhood Service Center..... 272-5220  
 Plant City Neighborhood Service Center..... 757-3871  
 Ruskin Community Resource Center..... 671-7647  
 University Area Neighborhood Service Center..... 975-2153  
 West Tampa Neighborhood Service Center..... 272-5074  
 Salvation Army Family Services Program ext. 300..... 226-0055  
 Social Security Administration..... 1-800-772-1213  
 Women, Infants & Children - WIC..... 307-8074

#### FIRE DEPARTMENTS

Hillsborough County Fire Department..... 272-6600  
 Plant City Fire Department..... 757-9199  
 Tampa Fire Department..... 274-7011  
 Temple Terrace Fire Department..... 506-6700

#### FOOD

Community Food Bank..... 960-1848  
 Cook's Hat..... 236-6237  
 ECHO Emergency Care Help - Brandon..... 685-0935  
 Food Stamps..... 1-866-762-2237  
 Meals on Wheels - Tampa..... 238-8410  
 Meals on Wheels - Plant City..... 754-9932  
 Metropolitan Ministries - Outreach & Prevention..... 209-1044  
 United Food Bank & Services of Plant City..... 764-0625

**HOMELESS / TRANSITIONAL SERVICES**

Abe Brown Ministries .....	247-3285
Alpha House .....	875-2024
Homeless Veterans Program .....	979-3563
Mary & Martha House (Women & Children).....	641-7027
Metropolitan Ministries .....	209-1200
New Beginnings Men .....	374-2275
Salvation Army	
Hope House - Men's Transitional ext. 264 .....	226-0055
Red Shield Lodge - Men & Women .....	221-4440

**HOUSING / HOUSING COUNSELING**

City of Tampa Department of Code Enforcement .....	274-5545
Consumer Credit Counseling Services .....	1-800-750-2227
Hillsborough County Dept. of Code Enforcement .....	274-6600
Housing Authority of the City of Tampa .....	253-0551
Volunteers of America .....	282-1525
www.FloridaHousingSearch.org .....	1-877-428-8844

**LAW ENFORCEMENT**

Florida Highway Patrol .....	632-6859
Hillsborough Sheriff's Office .....	247-8200
Plant City Police Department .....	757-9200
Tampa Police Department .....	231-6130
Temple Terrace Police Department .....	506-6500
University of South Florida Police .....	974-2628

**LEGAL ASSISTANCE**

Bay Area Legal Services .....	232-1343
Baker Act / Marchman Act - Courthouse .....	276-8100
Children's Justice Center .....	272-7179
Child Support Enforcement .....	1-800-622-5437
Consumer Protection & Professional Responsibility Agency .....	903-3430
Guardian Ad Litem .....	272-5110
Hillsborough County Victim's Assistance .....	272-6472
Lawyer Referral Service .....	221-7780
Mediation & Diversion Services .....	272-5642
Public Defender .....	272-5980
Attorney's Office .....	272-5400

**MEDICAL & DENTAL SERVICES**

All Children's Hospital .....	727-898-7451
Brandon Outreach Clinic .....	654-1388
Children's Medical Services .....	396-9743
Consult - A - Nurse .....	1-800-257-0944
Dover Health Center .....	349-7700
Florida KidCare .....	863-660-3047
Healthcare for Homeless Veterans .....	979-3563
Hillsborough County Health Department .....	307-8000
Floyd Kelton Health Center .....	307-8055
Plant City Health Center .....	307-8057
University Area Community Health Center .....	307-8058
Hillsborough Healthcare .....	272-5040
James A. Haley Veterans Hospital .....	972-2000
Judeo Christian Health Clinic .....	870-0395
LifePath Hospice .....	877-2200
Medical Field Office .....	350-4800
Moffitt Cancer Center .....	745-4673
MomCare Hillsborough .....	233-2800
Plant City Family Care .....	653-6100
Pregnancy Care Center .....	978-9737
Pregnancy Care Center of Plant City .....	759-0886
Ruskin Health Center .....	349-7800
SunCoast Health Center Pediatrics .....	341-7450
Shriner's Hospital for Children .....	972-2250
Tampa Family Health Center .....	490-1957
West Tampa Health Center .....	490-1426

**PARENTING SERVICES**

abcProgram .....	226-2301
Children's Board Family Resource Center in Brandon .....	740-4634
Children's Board Family Resource Center in Central Tampa .....	204-1741
Fathers Resource & Networking Center - FRANCO .....	356-1293
Federation of Families for Children's Mental Health .....	622-7930
Children's Board Family Resource Center in N. Tampa .....	558-1877
Parent Resource Center .....	272-0673
Champions for Children .....	673-4646
Project Link, Inc. ....	276-5671
Children's Board Family Resource Center in S. County .....	641-5600
Children's Board Family Resource Center in Town N' Country .....	356-1703
Layla's House .....	443-5004
Parent Liaison Project .....	837-7777

**PERSONS WITH DISABILITIES**

Service Source of Florida .....	727-538-7370
United Cerebral Palsy of Tampa Bay .....	239-1179 ext. 272
Agency for Persons with Disabilities .....	233-4300
Community Care for Disabled Adults .....	337-5982
Disability Determinations - Department of Health .....	806-8950
Division of Vocational Rehabilitation - Dept. of Education .....	233-3600
Florida Division of Blind Services .....	871-7190
Florida Relay Service - Dial 7-1-1 or TTY .....	1-800-222-3448
TTY .....	1-800-995-8771
Hillsborough County Health & Social Services .....	272-5040
MacDonald Training Center .....	870-1300
Self Reliance .....	375-3965
TTY .....	375-3972
Tampa Lighthouse for the Blind .....	251-2407

**SENIOR SERVICES**

United Cerebral Palsy of Tampa Bay - Respite .....	239-1179
Area Agency on Aging Elder Helpline .....	1-800-963-5337
Alzheimer's Association .....	684-1296
Community Care for the Elderly .....	272-5250
Crimes Against the Elderly Unit .....	247-0548
Elder Care Locator .....	1-800-677-1116
Elder Justice Center .....	276-2726
Life Enrichment Senior Center .....	932-0241
Lutheran Services-Guardianship & Case Management .....	800-651-1853
Senior Citizens Nutrition & Activities Program - SCNAP .....	272-5250
Senior Home Improvement Program - SHIP .....	232-3200
Serving Health Insurance Needs of Elders - SHINE .....	740-3888
Senior Advocacy Unit .....	232-1343

**TRANSPORTATION**

HARTLINE .....	254-4278
Sunshine Line .....	272-7272

**VOLUNTEER OPPORTUNITIES**

Project Link, Inc. ....	276-5671
Retired & Senior Volunteer Program .....	272-6956
Volunteer Center - United Way of Tampa Bay .....	274-0999

**VETERAN & MILITARY SERVICES**

Office of Veterans Affairs .....	975-2181
Military OneSource .....	1-800-342-9647
Veterans Assistance Center .....	238-8557
Homeless Veterans Program .....	903-4477
*FL Veterans Support Line .....	844-MYFLVET(693-5838)



**Children's Board**  
HILLSBOROUGH COUNTY

[www.ChildrensBoard.org](http://www.ChildrensBoard.org)

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**Help Me Grow is financed by  
Children's Board of Hillsborough County**

# 3

## Establish Family Routines

Consistent family routines strengthen relationships and help children learn to regulate their behavior. This self-regulation is critical for school success.

*Let's turn off the computer and come have dinner. I want to hear about your day!*

*Let me show you on the clock. See, it says 8 o'clock. That means you need to be in bed.*

*First, it's bath time. Second, we'll read a book. Third comes good night kisses. Then you go to sleep. Night-night!*

### What you can do:

Eat meals together EVERY night. If your entire family can't be together, sit down with your child when he or she eats, so you can talk and visit.

Put your child to bed by 8:00 p.m. EVERY night before he or she comes to Head Start. Keeping to a night time schedule is good for you, and good for your child!

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# 4

## Read with your child!

Cultivate a love of reading and literacy. Reading with your child can develop a connection to learning that will last throughout his or her education.

*What do you think is going to happen next in the story?*

*I bet you must know that book by heart already...but, yes, let's read it again!*

*Let's go to the library and pick out some books. Maybe we can find a new one about dinosaurs.*

### What you can do:

Read a book for at least 20 minutes, every night with your child before bed, or at another time that works for you.

Limit your child's "screen" time to no more than an hour a day – too much television and computer time doesn't give children time to develop their imaginations or engage in self-directed play.

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# FAMILY HEALTH CARE MEDICAL RESOURCES

## MEDICAID

1. Apply at 1313 N. Tampa Street, 1st Floor and apply on line
2. Apply at [www.myflorida.com/accessflorida](http://www.myflorida.com/accessflorida)
3. Locate any Hillsborough County Public Library for computer access

<b>AGENCY</b>	<b>TELEPHONE NUMBERS</b>
Hillsborough Health Care	272-5555
Healthy Kids	1-888-352-5437
Hillsborough County Health Department	272-6200
Community Health and Human Services (Lee Davis)	272-5200
Genesis	238-0066
Judeo Christian Clinic	870-0395
Shriner's Hospital for Crippled Children	972-2250
Physician Referral	870-4444

If you need additional help in understanding how to enroll in a system of ongoing family health care, contact Health Services at Early Head Start, 813-676-9483.

