

Parent Handbook Addendum 2024-2025

Diapering and Toileting:

Head Start and Early Head Start programs understand that potty training happens at a child's own pace. We welcome children of all abilities and **do not require them to be potty-trained upon enrollment.**

We believe in a collaborative partnership. Our teaching staff will work closely with families to develop a positive and individualized toileting plan for each child. This plan will consider the child's developmental needs, family preferences, and respect for the child's comfort level. **Teaching staff will provide age-appropriate guidance and support** to help children feel comfortable and successful in the bathroom, fostering a positive learning environment for hygiene and toileting independence.

Working Together for a Smooth Transition:

We understand that some children may initially refuse toileting or diapering assistance in the classroom setting. In these cases, **we will reach out to parents or guardians to assist with changing soiled items.** This allows the child to feel supported by a familiar face while building trust with the teaching team. The goal is to facilitate a smooth transition towards toileting independence at the child's own pace.

Extra Clothing:

For the comfort and well-being of all children, we kindly request that each enrolled child keeps **one complete change of clothes** readily available at school. This change of clothes should include:

- **Pants or a skirt**
- **Shirt**
- **Underwear (if applicable)**
- **Socks**

Please label all clothing items with your child's name for easy identification. We recommend checking your child's extra clothing bag regularly and replenishing it as needed. **Staff will notify you** if your child's extra clothing needs to be restocked.

Positive Guidance:

We believe in fostering a safe and positive learning environment where children feel supported and empowered to learn. Our commitment to positive discipline strategies ensures all interactions with children are nurturing and focused on teaching valuable life skills.

- **Individualized Attention:** We recognize each child is unique and tailor our approach to their developmental needs and learning styles.
- **Positive Strategies:** Our staff implements positive strategies to guide behavior, promote well-being, and prevent challenging situations.
- **Redirection & Calming Techniques:** Children are to be redirected to positive activities. One-on-one calming time with their teacher is utilized when needed.
- **Positive Classroom Management:** We emphasize teaching social skills, appropriate interaction, and natural consequences for actions.
- **Safety & Supervision:** No child is ever left alone or unsupervised.
- **Respecting Needs & Autonomy:** Spanking, hitting, yelling, put-downs, threats, humiliation, isolation, withholding of food/drink or toileting assistance as forms of punishment are strictly prohibited.
- **Collaborative Problem-Solving:** We work with families to address concerns and develop positive solutions that support each child's success.
- **Focus on Solutions, Not Punishment:** We believe in active play and will not withhold it for misbehavior. Instead, redirection will be used to help children calm down and re-engage cooperatively.

LACOE Head Start and Early Learning is committed to providing a positive and nurturing environment where all children can thrive.

Modified Attendance Policy

This statement outlines our policy on modified attendance for children enrolled in our Early Head Start or Head Start program.

Modified Attendance:

- A child attends less than the regular hours or days of operation for their enrolled class type.
- Examples include attending part of the day, attending fewer days per week than classmates, or a combination of both.

Allowed Reasons for Modified Attendance:

1. **Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP):**
 - Modified attendance must be documented in a child's active IEP or IFSP.
2. **Custody Arrangements:**
 - Modified attendance may be necessary to accommodate court-ordered custody agreements.

Important Note:

- Modified attendance for reasons other than those listed above may be considered a suspension or expulsion.
- Our program cannot expel or terminate a child's enrollment due to their behavior.
- Our program cannot encourage or persuade a child's parent or legal guardians to prematurely pick up a child due to a child's behavior before the program day ends.

We encourage open communication with families regarding attendance. If you have questions or require modified attendance due to a reason not listed, please contact us to discuss further.