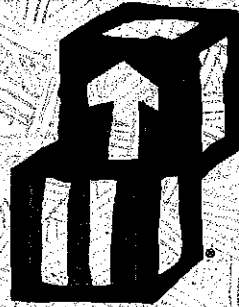
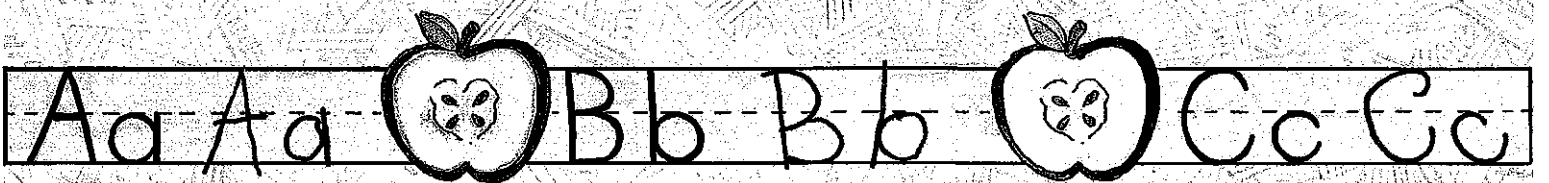




Parent Handbook 2009-2010



ICAP Head Start
Serving Hancock, Henry and Rush Counties
P. O. Box 449
615 W. SR 38
New Castle, IN 47362
(765) 529-4403
Fax (765) 593-2510



ICAP Head Start Calendar 2009-2010



August 3-14	Staff Return (Staff In-Service/Home Visits)
August 11	Parent/Child Orientation for Rush County
August 12	Parent/Child Orientation for Hancock County
August 13	Parent/Child Orientation for Henry County
August 17	Children's First Day of School/Classroom Orientation
August 17	Foster Grandparents First Day
August 18	Policy Council Meeting
August 28	No School (Full Staffing/Component Meeting)
August 31	Denver/Communication Screening (August 31- September 4)
September 7	No School (Labor Day)
September 15	Policy Council Meeting
September 24	Fall Pictures
September 25	No School (Full Staffing/Component Meeting)
October	Home Visits
October 20	Policy Council Meeting
October 30	No School (Full Staffing/Component Meeting)
November 17	Policy Council Meeting
November 20	No School (Full Staffing/Component Meeting)
November 26-27	No School (Thanksgiving Break)
December	Parent/Teacher Conferences
December 15	Policy Council Meeting
December 18	No School (Full Staffing/Component Meeting)
December 21	Christmas Break Begins
January 4	Classes Resume-Staff and Children return to school
January 18	No School (Martin Luther King Birthday)
January 19	Policy Council Meeting
January 29	No School (Full Staffing/Component Meeting)

February	<i>Home Visits</i>
February 1	100 th Day of School Celebration
February 15	No School (Presidents' Day)
February 16	Policy Council Meeting
February 19	No School (Full Staffing/Component Meeting)
March 16	Policy Council Meeting
March 19	No School (Full Staffing/Component Meeting)
March 22-26	Rush County Spring Break
March 29-April 2	Hancock/Henry County Spring Break
April 2	No School (Good Friday)
April 15	Spring Pictures
April 20	Policy Council Meeting
April 30	No School (Full Staffing/Component Meeting)
May	<i>Parent/Teacher Conferences</i>
May 12	End of the Year Celebration
May 18	Awards Picnic/Last Day for Children
May 18	Policy Council Meeting
May 21	Last Day for Staff

HAVE A GREAT SUMMER!

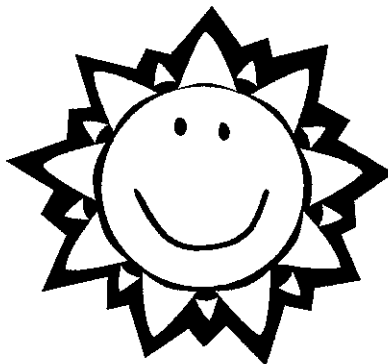


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WELCOME

Dear Parents,

Welcome to ICAP Head Start. We are delighted that you have chosen to enroll your child in our program. We are glad you are a part of the team, and that you and your child will grow in this adventure.

Head Start is a quality program designed to help your child become school ready and help him/her on the road to a lifetime of learning. We are also committed to helping families meet any goal they may set for themselves or their family.

This handbook is intended to provide helpful information about the program and its operating policies. We encourage you to keep it available for future use, when questions arise about Head Start policy. The Director and Coordinators are always available to answer any questions that you may have about the program.

Head Start reserves the right to make the necessary changes to this Parent Handbook when deemed appropriate, upon the approval of the Policy Council.

Sincerely,

Administrative Staff

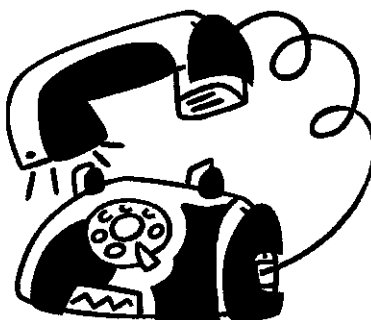
John Pennycuff	Director	jpennycuff@icapcaa.org
Karen Raines	Administrative Assistant	kraines@icapcaa.org
Mary Ellen Brausa	Education Coordinator	mbrausa@icapcaa.org
Joel Troxell	Family Services Coordinator	jtroxell@icapcaa.org
Deborah Polston	Health/Safety & Nutrition Coord.	dpolston@icapcaa.org
Beth Barnes	Special Needs Coordinator	bbarnes@icapcaa.org

Support Staff

Kathy Pierce	Transportation Supervisor	kpierce@icapcaa.org
Kelli Wisman	Information Clerk	kwisman@icapcaa.org

Classroom Site & Office Phone Numbers

Booker T.....	(765) 932-4403
Eder Hall.....	(765) 345-5200
Fortville.....	(317) 485-7298
Greenfield.....	(317) 467-4432
Knightstown.....	(765) 345-2456
Middletown.....	(765) 354-2077
Milroy Elementary.....	(765) 629-2080
New Castle.....	(765) 529-7260
Thorncroft.....	(765) 529-6540
ICAP Head Start Office.....	(765) 529-4403
ICAP Head Start Fax.....	(765) 593.2510



Mission Statement

ICAP Head Start provides high quality, developmentally appropriate services to young children and encourages family and volunteer involvement.

The program values professionalism, promoting self-esteem and respect for individual goals.

Family goals and accomplishments are supported by combining their strengths with those of the community and the agency.

Value Statement

Quality:

To strive for a high degree of excellence in programming, services and staff.

Accomplishment:

To show growth and quality improvement in the lives of children, families and staff.

Respect:

To enhance the self-esteem of children, families and staff through compassion and consideration.

Professionalism:

To enhance the level of knowledge for parents and staff by providing opportunities to grow, learn and develop.

Creativity:

To project innovative ideas in our daily programming, our philosophy and our future goals.



Eligibility for Enrollment

Children are considered age eligible for Head Start if they are three or four years of age by August 1st of the current year. Other household situations are considered by the Head Start program in enrollment. Children are considered program eligible if their household meets certain criteria. These are:

1. the child's household currently receiving TANF or SSI
2. the child's household income for 12 months is at or below Federal Poverty Guidelines
3. the child applied for Head Start is currently placed in a household that is receiving foster care subsidies for that child

Head Start programs do have some flexibility in choosing to enroll households that do not meet one of the above eligibility criteria, but certain conditions must be met. The program must make efforts to enroll all eligible children first. Once this has been done, up to 35% of the program's enrollment may come from households that are between 100-130% of the Federal Poverty Guidelines. If these children are enrolled and there are additional vacant slots, the program can enroll up to an additional 10% of enrollments from households that are considered over income.

While a child with special needs is not automatically considered eligible for Head Start, programs must enroll a minimum of 10% of its enrollment slots with children with a diagnosed educational special need.

Head Start's enrollment guidelines are discussed in further detail in Section 1305 of the Head Start Performance Standards and in the Improving Head Start for School Readiness Act of 2007.

Waiting List

Children are placed on the waiting list according to age and priority number. As space becomes available, the families will be notified to see if they are interested in placing their child in the available classroom. If they choose not to place their child in the available classroom, the next available child will be contacted. Families may request to have their child's name removed from the waiting list. In this case, they will no longer be contacted about any openings.

Classroom Parent/Child Orientation

Parent and child will participate in an hour and a half Classroom Parent/Child Orientation. You and your child will be able to view the classroom and see what kind of "Learning Centers" are available. The Head Start staff will discuss policies and procedures, curriculum, home visits, parent/teacher conferences, volunteering, parent meetings and Policy Council. You and your child will leave together after the orientation- no bus services will be provided on this day.

Placement of Children in Center

Our staff works diligently to place all children in the classroom that best meets the family needs. However, each county is sectioned off according to where families live. Furthermore, we may need to alter boundaries from year-to-year in order to fill classrooms. We hope that you understand this and will work with us to help complete the task of filling classrooms.

Based on the information obtained from the enrollment application, each child is assigned a priority number. The children are then placed in a classroom according to this number. When our classrooms reach full capacity the remaining children who are not placed in a classroom are placed on a waiting list.

Policy and Procedures for Children without Physical/Dental Exams

Every child enrolled in the Head Start program is required to obtain a physical and dental examination. Performance Standards 1304.20 (a) (1) mandates that Head Start programs in collaboration with the parents and as quickly as possible, but no later than 90 calendar days from the child's entry date that every Head Start child have a physical and dental examination. The Head Start program will encourage and assist parents in scheduling and transporting to appointments. If the child does not have a physical and dental exam completed within the first 30 days the Health/Safety & Nutrition Coordinator and program Director will work with the family to obtain them. After 60 days the child will be exempt from the classroom. The classroom teacher will begin weekly home visits. By the end of 90 days if the child does not have a completed physical and dental exam the child will be removed from the classroom and placed on the waiting list.

Child Abuse and Neglect Reporting Policy

The state law of Indiana makes it mandatory for all individuals to report all suspected cases of non-accidental injury, unexplained failure to thrive, sexual abuse, and physical neglect to Child Protection Services. The reporting laws specify that child care personnel who have "reasonable cause to believe" that a child is being abused or neglected **must** report that suspicion to Child Protection Services. In Indiana, the failure to report suspected abuse is a crime punishable by up to six (6) months imprisonment and a \$1,000.00 fine. **Every adult in the State of Indiana is a mandatory reporter.** Any person with reason to believe that a child is being abused or neglected and reports the suspicion in good faith is immune from criminal and civil liability.

Confidentiality Policy

All information about families and children who apply for admission into the ICAP Head Start program is strictly confidential. Staff members are not permitted to discuss facts about the families with anyone outside of the program, except for persons or agencies necessary to meet the needs of the family. The ICAP Agency confidentiality policy applies to all parents/volunteers within the ICAP Head Start program. No family information will be shared with any other agency and/or program within our agency without a signed release.

All families' records are kept in locked cabinets, to which only teachers, advocates and administrative staff have access.

Discipline Policy

ICAP Head Start does not use corporal punishment (i.e. shaking, hitting, grabbing, jerking, slapping, spanking). We believe in promoting self-control and appropriate social behavior in all children. Positive methods such as, talking with the child, redirecting, and problem solving are used to help each child develop good behavior.

We do, however, use "Time Out" as a last resource. If the behavior continues and the teacher has exhausted all resources, she reserves the right to contact the parent or guardian to discuss the situation. In some cases, the teacher will contact the office to get approval to have the parent or guardian come to the school and take the child home.

If your child is sent home the teacher and Special Needs Coordinator will arrange a "Team Meeting". During the "Team Meeting" the Head Start staff and parents will discuss a solution in stopping the undesired behavior. It is very important that we all work together to promote positive social and emotional growth.

The parent has the right to request a referral to a child counselor for further assistance in helping the team overcome this educational obstacle.



Attendance Policy

Head Start mandates that the program maintains 85% monthly attendance. Children who fall below an 85% monthly attendance run the risk of being removed from the program and placed on the waiting list.

Excused Absences

Sickness
Doctor appointment with doctor's slip

Head Lice
Death in the family

Reporting Absences

When a child is going to be absent from school, the parent or guardian must contact the teacher before the classroom day begins.

We ask that parents or guardians notify the teacher at least one half hour prior to school beginning (children who are transported) or within fifteen minutes of pick up time on the bus. This will greatly reduce unnecessary bus stops and unnecessary telephone calls or home visits.

Please also notify your child's teacher if your child will be arriving late. Children who arrive at the center fifteen minutes late will not be served breakfast and/or lunch. Children arriving one half hour late will not be allowed to stay for the day.

If your child is absent two days in a row without notification, the teacher will try to contact the family to check on the child's well being. If the teacher is unsuccessful at contacting the family and the child is absent for a third day, the family advocate will attempt to contact the family. The fourth day the child is absent the Family Services Coordinator will be notified and he or an administrative staff member will try to contact the family. If a child is absent five consecutive days, the program Director will send a letter to the family in an attempt to resolve the child's absenteeism. Thus, the child runs the risk of being removed from the program and placed on the waiting list.

If your child rides the bus and misses two days without the parent contacting the teacher/bus driver, the bus will not stop at your home until you have made contact with your bus driver.

Withdrawal

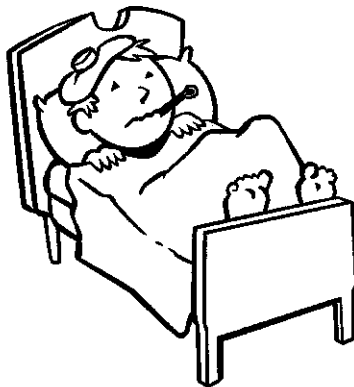
A parent or guardian may withdraw their child from the Head Start Program at any time. We ask that you notify the child's teacher as soon as possible allowing us to place another child in the vacant slot.

Sick or Ill Child

Children who appear ill with obvious symptoms should be kept at home. Examples may include children who are unusually pale or flushed, running a fever, acting irritable, unusually tired or lethargic. We know your child will be anxious to attend school, especially if there is something special planned. However, we do not want to expose other children to any possible onset of the flu, communicable disease, or other health problems (head lice, pink eye, impetigo, etc.) See Child Illness Policy (page 10-11). Please report any illness to your child's teacher.

If your child becomes ill at school a parent, guardian, or emergency contact will be notified. Parents, guardians, or emergency contacts are asked to come and remove the child from the center within one hour.

All families will be notified in writing of any communicable disease that their child may have been exposed to.



Child Illness Policy



Most children with mild illnesses can safely attend Head Start.

But a child may be too sick to attend if he/she has the following **symptoms** unless a health care provider determines that the child is well enough to attend and that the illness is not contagious:

Common Illness:

1. **Fever** (above 100 degrees F. under arm, or above 100.4 degrees F. orally) accompanied by behavior change and other signs or symptoms of illness (i.e., the child looks and acts sick).
2. **Signs or symptoms of possibly severe illness** (i. e., persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy/sleepiness).
3. **Diarrhea**: Changes from the child's usual stool pattern – increased frequency of stools, looser/watery stools or child can't get to the bathroom in time.
4. **Vomiting** more than once in the previous 24 hours.
5. **Mouth sores** with drooling.
6. **Rash** with a fever or behavior change (would include itching).

A child is too sick to attend if he/she has any of the following **diagnoses** from a health provider (until treated and/or no longer contagious):

Communicable Diseases:

1. **Infectious conjunctivitis/pink-eye** (with eye discharge)-until 24 hours after treatment started.
2. **Scabies, head lice, or other infestations**-until 24 hours after treatment and free of nits.

3. **Impetigo**-until 24 hours after treatment started.
4. **Strep throat, scarlet fever, or other strep infection**-until 24 hours after treatment started and the child is free of fever.
5. **Pertussis/Whooping Cough**-until five days after treatment started.
6. **Tuberculosis (TB)**-until a health care provider determines that the disease is not contagious.
7. **Chicken Pox**-until six days after start of rash or all sores have crusted over.
8. **Mumps**-until nine days after start of symptoms (swelling of cheeks).
9. **Hepatitis A**-until seven days after start of symptoms (i. e., jaundice).
10. **Measles**-until six days after start of rash.
11. **Rubella (German measles)**-until six days after start of rash.
12. **Oral Herpes** (if child is drooling or lesions cannot be covered)-until lesions heal.
13. **Shingles** (if lesions cannot be covered)-until lesions are dry.

The doctor should state that the treatment has been given and when the child may return to class.

CHILDREN WHO BECOME ILL WHILE AT THE CENTER WILL BE ISOLATED FROM THE OTHERS AND KEPT UNDER SUPERVISION UNTIL ARRANGEMENTS ARE MADE FOR THEM TO GO HOME.

ALL FAMILIES WILL BE NOTIFIED IN WRITING OF ANY COMMUNICABLE DISEASE THAT THEIR CHILD MAY HAVE BEEN EXPOSED TO.

If a child must be excluded from the classroom for an extended length of time due to a health-related concern, the teacher will begin weekly home visits until the child is able to return.

Transportation Policy

Due to the limited number of buses and increase in fuel prices, Head Start may or may not be able to transport your child to and from school. Children will be considered for transportation by need and priority. If your child is transported to and from school there are a few things you can do to help the process be safe and timely. Furthermore, once bus routes have been established they cannot be altered (i.e. parent or guardian cannot change pick up or drop off sites).

At the time of pick up a parent or responsible adult (16 years old) must bring the child to the bus and also be there at drop off time. No Head Start child will be released to another child or any adult not on the release lists. All adults must have a photo I.D. available in the event there is a substitute bus driver.

When the bus arrives at your home, please be ready to bring your child to the bus. The bus driver will toot the horn if you are not visible. After 30 seconds the driver will toot the horn one more time and wait an additional 30 seconds. If you have not brought your child to the bus within the 60 second time, the bus driver will go on. You will then be responsible for bringing your child to school.

When the bus brings your child home, please be there to welcome him/her home. The bus driver will toot the horn if you are not visible. After 30 seconds the driver will toot the horn one more time and wait an additional 30 seconds. If you do not meet your child at the bus within the 60 second time, the bus driver will go on. Your child will be taken back to the center and the teacher will try to contact all emergency contact telephone numbers. If the teacher is unable to contact someone, the appropriate agency will be contacted and they will become responsible for the child.

If your child is sick, please contact the teacher or assistant teacher/bus driver within fifteen minutes of your child's pick up time. If your child rides the bus and misses the bus for two consecutive days without the parent contacting the teacher/bus driver, the bus will not stop at your home on the third day until you have made contact with your bus driver.



Transporting Children

Please be prompt when transporting your child to his/her classroom. You may drop your child off at school fifteen minutes prior to the start of the class. The parent, guardian or other responsible adult must escort the child into the classroom. An adult must sign-in the child on a sign-in/out sheet daily. If you need to speak with the teacher, please be brief as she has other children and parents to greet as well. If you need to speak at length with the teacher, please schedule a meeting.

Please be prompt when picking up your child when the class has ended. Picking up your child early may cause him/her to miss important time with the teacher. However, if you must pick up your child early for a doctor's appointment, please notify your child's teacher when dropping him/her off in the morning. You will need to sign your child out for the day.

Authorized Persons to Pick Up Child

It is extremely important that you list on the "Emergency Card" all adults authorized to pick up your child from school. We require three contact names and phone numbers. If someone other than those listed on the emergency card comes to pick up your child, the teacher will refuse to release the child. Even if the child knows the person the teacher will still not release the child to leave with that person! If you need to have someone other than those listed on the Emergency Card pick up your child, **you (parent/guardian) must give the teacher prior written notification**. When that person does arrive to pick up the child they will be required to show a photo ID. They must sign the child out for the day. This procedure is done to maintain the safety of your child!

Children Not Picked Up From School

The teacher will try to contact the family within one half hour of the end of school if your child has not been picked up. If your child is not picked up within one hour of the end of school, the teacher will notify the appropriate agency and they will then become responsible for the child.

Inclement Weather

Severe Thunderstorm/Tornado Warning



In the event of a severe thunderstorm and/or tornado warning Head Start may hold children at classroom sites until the warning has expired.

Snow/Ice Storm



During the winter months we may need to cancel school for safety reasons. Buses will not run if assistant teacher/bus drivers feel it would put your child in danger. To find out if your local community school and Head Start are closed, tune in to the following:

WZPL 99.5 (Indianapolis)
WTPI 107.9 (Indianapolis)
WMDH 102.5 (New Castle)
WIFE 94.3 (Rush County)
WISH-Channel 8 (CBS)
WRTV-Channel 6 (ABC)
WTHR- Channel13 (NBC)

In the event of a delay or cancellation of Head Start classes, parents will need to listen to the radio and/or television. Furthermore, when your school system is delayed, cancelled or dismissed early this does not automatically apply to Head Start classrooms. The radio and television will list school closures and/or delays, including Head Start classes by counties. In the event the weather becomes severe during class hours the Head Start Director may dismiss classes early.

Field Trip Policy

All field trips are pre-planned and parents will be notified in advance and given place, time, and date. We encourage parents or guardians to participate in the field trips. Head Start will pay for all Head Start children attending the field trip. Head Start will provide a sack lunch for all Head Start children. All Head Start children will ride the Head Start bus to minimize liability. If space allows, one or two parents may also ride the bus. Parents will be responsible for paying their own way and providing their own lunch (i.e. lunch meat sandwich, veggies, chips, fruit, milk). Milroy parents will have the option to purchase a school made sack lunch. We encourage parents to carpool and Head Start will pay mileage for the parent who drives in the carpool. To ensure safety on field trips, we require a ratio of one adult to four children. Therefore, we ask that you do not bring siblings along in order to keep the class within the ratio. Also, we ask that you do not send money with your child for souvenirs.

School Lock Down

With the new Home Land Security in place, we reserve the right to lock doors to facilities as needed in the event of an emergency.



Mileage Reimbursement

To enable parents to participate in the many activities Head Start offers during the year, the Head Start program will reimburse parents for mileage incurred **for some Head Start sponsored activities**. Activities that parent mileage may be reimbursed for include: Policy Council monthly meetings, field trips, ICAP Board Meeting and Indiana Head Start Association Meetings. The following guidelines should be used:

1. Mileage will be paid for field trips. Two or more families **MUST** be riding together in order for mileage to be reimbursed. The only exception will be when only one parent from the classroom is traveling to a function.
2. If bus or van transportation is offered by ICAP Head Start, that vehicle must be filled before mileage will be paid for parent's vehicles.
3. Training on filling out mileage sheets will be offered during parent meetings. Mileage sheets incorrectly filled out will be returned to the parent for corrections. This may delay the issuing of a mileage check.
4. To be reimbursed, a valid driver's license and proof of current insurance must be on file at the ICAP office.

In an effort to help ICAP Head Start meet their in-kind requirements, parents may choose to in-kind their mileage rather than be reimbursed.



Celebrating Holidays



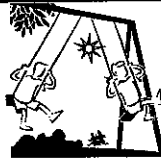
Holidays provide a special time and opportunity to teach young children about different traditions and cultures. You as a parent are encouraged to share with the teachers any information about your family tradition, custom and/or celebrations. If your family does not celebrate any holidays, please inform your child's teacher in order not to offend anyone.

Celebrating Birthdays



Your child's birthday may be celebrated at school. Please inform your child's teacher of your plans before the day arrives. Parents may provide a special birthday snack during lunchtime. All treats must be store bought. Please be sure to have enough treats for every child in your child's classroom. We encourage parents to participate in this activity.

Outdoor Play



Outside play is an extension of the classroom. Outdoor play is an important part of your child's growth and development. It allows the opportunity for exploration, creativity, socialization and strengthens gross motor skills. Children will go outside each day as weather permits (40 degrees or higher). Playing outside even in cold weather is healthy for your child. As weather changes please dress your child accordingly. If your child is unable to go outside for medical reasons, a doctor statement is required.

My Rights As A Head Start Parent

- ◆ To always be treated with respect and dignity.
- ◆ To take part in major policy decisions affecting the planning and operation of the program.
- ◆ To be informed regularly about my child's progress in Head Start.
- ◆ To be welcome in the classroom.
- ◆ To choose whether or not I participate without fear of endangering my child's right to be in the program.
- ◆ To expect guidance for my child from Head Start teachers and other staff, which will help his/her total individual development.
- ◆ To help develop adult programs enhancing daily living for me and my family.
- ◆ To take part in planning and carrying out programs designed to increase my skill in areas of possible employment.
- ◆ 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 be informed about all community resources concerned with health, education and the improvement of life.



Parents as Volunteers

The Classroom

When you come to class with your child, you can expect a very active day! Remember to wear comfortable clothes, because you will be taking part in many different activities. Younger siblings may accompany the parent/guardian in the classroom and participate in all the activities with his/her brother or sister, **AS LONG AS THE PARENT IS IN THE CLASSROOM AND MONITORS THE SIBLING'S PARTICIPATION.** THE TEACHER CANNOT BE DISTRACTED FROM THE CHILDREN ENROLLED IN THE CLASS.

One of the things your child will learn at Head Start is to be independent. It is very important that young children learn to do many things for themselves. Please allow the children to do as much for themselves as possible. Help them only when they need assistance.

Some of the activities you may wish to help with are:

- Read to a small group of children
- Help on field trips
- Help set up for meals and snacks
- Help with classroom parties
- Arrange bulletin boards
- Help with arts and crafts
- Sing songs
- Repair toys and books
- Help with brushing teeth
- Help in the kitchen
- Prepare classroom materials
- Help clean site or classroom

Your child's teacher will have many ideas and activities for you, if you wish to be a part of the class.



At Home

Some family situations such as work, health problems, and siblings make it difficult, if not impossible, for you to volunteer in the classroom.

If you are unable to participate in the classroom, your child's teacher will be able to give you many ideas for activities to do at home. Activities such as:

- Preparing classroom materials (These activities may be found in the Parent Activity Box).
- Calling parents to remind them of meetings and activities.
- Typing newsletters, notes, etc.
- Working on monthly developmental activities (listed in the in-kind directives handbook) with your child to help meet family goals.
- Child care for other Head Start parents during Policy Council.
- Help with recruitment.
- Help prepare for classroom parties.

The Importance of Parents as Volunteers

Many parents whose children are in the Head Start program for the first time know very little about Parent Involvement and why it is important. Everyone in the program benefits from involvement of parents, relatives and friends of the children enrolled.

By volunteering in the classroom, you will be showing your child that he/she is important to you and that you enjoy spending time with him/her. Studies have shown that children whose parents are actively involved in their child's education demonstrate higher academic achievement, verbal intelligence and self-concept than children whose parents are not involved. The same study concluded that parents who participated in their child's education saw themselves as more successful and skillful.

By spending time with your child in his/her classroom you will get to know the teachers and experience first-hand what activities he/she is doing with the children. This will allow you to reinforce those activities at home. Furthermore, the teacher will have the chance to get to know you and develop a positive relationship with you.

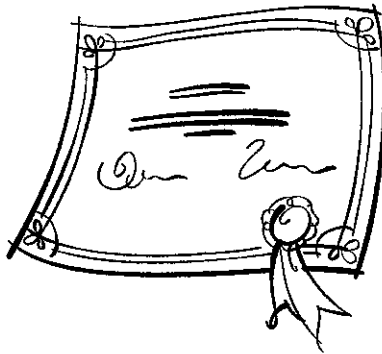
All volunteers (8 hours or more) in the classroom will be required to obtain a TB test, which is available through your county Health Department.

In-Kind: What Is It And Why Do I Need To Know About It?

You will be hearing this term many times in the coming months. In-Kind is the term for volunteer hours donated to the program by parents, relatives, friends, etc. The reason it is so important is that the amount of In-Kind hours we receive directly affects our funding. Head Start programs must obtain 20% of their funding from local sources. Most of this 20% comes from In-Kind hours. Without them – we could not have a Head Start program.

Your teacher will ask you to keep track of the number of hours each month that you spend on Head Start activities. She will then ask you to fill out an In-Kind card and turn it in. The Administrative Office keeps track of these hours. At the end of the year, the parent from each county who has donated the most hours will each receive an award at the Annual Parent Recognition Banquet.

An In-Kind Directives Handbook is posted in the Parent Corner.



Parent Involvement Does Make A Difference

“Studies overwhelmingly confirm that parent/family involvement increases a child’s achievement, and in addition, benefits schools and communities. Programs with a well-constructed, consistent parent/family involvement plan have demonstrated benefits for both the children and adults involved.” - National PTA

Benefits for the Child

Higher achievement and self-esteem

Better attitude toward learning

Better behavior

Better attendance in school

Better communication between parents and teachers, child care providers, etc.

Parents will be more involved in decisions that will affect the child’s education, health and safety

Parents become more accountable

Parents gain a stronger sense of competence in their role as parent

Involved parents strengthen the family

Involved parents set examples for their children

In short, motivated children become students with good chances for bright futures.

Benefits for the Program

Parents and teachers experience increased communication

Parents/families become partners in the program

Parents play a key role in all children’s education, not just their own child’s

Involved parents feel an ownership in the program

People involved in making decisions tend to back their own decisions, and make better decisions because they are the ones affected by them

Attendance will increase, and school will become a more interesting place for students

In schools with strong parent involvement, teachers improved their teaching and reported much greater job satisfaction

Involved parents develop more positive attitudes toward school and personnel, help gather support for the schools and bring in additional resources

Involved parents rate teachers higher in teaching ability and interpersonal skills

Benefits for the Communities

Involved parents take a more active role in the community as well

Persistent involvement makes a difference for all children

Parents help gather support in the community for schools, become more active in community affairs, develop increased self-confidence, enroll in other educational programs. They have more positive self-images.

Parents will become advocates for all children and youth in society

10 BLUEPRINTS FOR HEALTHY PARENT INVOLVEMENT

The ICAP Head Start's Blueprints for Healthy Parent Involvement are based on the belief that parents are their child's first and potentially best teachers. Studies have shown that parent involvement can greatly increase a child's rate of learning, and parents can serve as a vital resource. Parent involvement is a necessary component of any early intervention program if the child's gains are to be maintained for a long-term period. Based on this premise every family in ICAP Head Start – regardless of race, gender, ethnicity, physically challenging condition, or economic status – deserves an equal opportunity to attain their maximum potential. To assist with this, the Parent Involvement staff will use these 10 Blueprints as a foundation to build upon families' strengths.

1. BUILDING COMMUNICATION SKILLS

We will work to build bridges through active listening. Healthy connections begin with clarity, and enable ideas to flourish and actions to occur.

2. BUILDING POSITIVE RELATIONSHIPS

ICAP's families will experience care and concern from staff and other parents within the program. They will develop sound relationships while learning to work as a team with peers and staff.

3. BUILDING SELF-ACCEPTANCE

ICAP's families will see themselves as lovable and capable; they will learn self-confidence, self-reliance, self-direction and self-control. They will take pride in their accomplishments. As they develop self-esteem, they will have positive feelings about their own special qualities, as well as that of others.

4. BUILDING A CARING COMMUNITY

ICAP's families will be encouraged to participate within their communities to see themselves as valued members in community life.

5. BUILDING A HUMANE ENVIRONMENT

All ICAP Head Start children will have access to a physically safe environment. All children will have an opportunity to learn how to protect their environment for the future.

6. BUILDING A HEALTHY BODY

ICAP Head Start children will receive a well-balanced diet while in school to grow strong bodies. Parents will have access to training to teach them how to engage in healthy activities.

7. BUILDING ECONOMIC INDEPENDENCE

ICAP's families will be exposed to a variety of educational and volunteer experiences that will contribute to vocational and career options. Their formal and informal educational experiences will prepare them to contribute to the labor force.

8. BUILDING SPIRIT AND CHARACTER

Parents that volunteer in various parts of the program contribute ideas and thoughts which build up their self-confidence, strengthening their self-worth.

9. BUILDING LEADERSHIP

Parents will develop leadership skills in conjunction with decision-making roles in the program to increase their opportunities for transferring their acquired knowledge into their communities once they leave the ICAP Head Start program.

10. BUILDING A SUPPORT NETWORK

Staff and parents will share information and facilitate informal support networks that will build the partnership relationship.



Classroom Leadership Teams (Parent Groups)

Parent groups increase the opportunities for parents to make decisions about their child's classroom. The Parent Groups aim is to establish a partnership between Head Start staff and parents and form a sense of community among the parents in the Head Start program.

All parents are encouraged to be a part of their parent group. Childcare is provided during the meetings.

During the meetings you will be able to help plan many exciting activities for yourself and for your child, including, parties and special classroom activities.

At your first meeting you will elect three Leadership Team members. These people will lead your parent group and represent your group at Policy Council.

Responsibilities of the Leadership Team:

- Meeting with the Family Advocate, Teacher and set up an agenda for the Parent Meeting of things to be discussed. Agenda should include:
 - Call to order
 - Roll Call
 - Previous meeting's minutes
 - Reports
 - Old business
 - New business
 - Announcements
 - Adjourn
- Attending Parent Group Meeting each month.
- Conducting the Parent Meeting.
- Taking written minutes of Parent Meeting and signing name, date and position and turning them in to the Teacher within one week after the meeting.
- Writing a note to parents within one week after the meeting. Include in the note the business discussed, date and time of the next meeting, and invite parents to attend. Turn this note and original minutes in to the Teacher as soon as completed, but no longer than one week following the meeting.
- Send reminder notes one week before the next scheduled meeting.
- Attending Policy Council each month.

These responsibilities are to be shared among the classroom Leadership Team as each is willing and able.

Conducting And Attending A Parent Meeting

1. Start the meeting on time.
2. The Secretary will take roll call.
3. The Chairperson will discuss and report on all Old Business.
 - a) People should not talk amongst themselves during the meeting.
 - b) If you have a comment, raise your hand. When you are recognized by the Chairperson you may state your question or opinion.
 - c) After your statement there will be discussion.
 - d) Someone will make a motion to accept or reject, and the motion will then be seconded by another person. The group will then vote by saying "yes" or "no".
4. The Chairperson will present all New Business, getting approval or denial on each item discussed.
5. Announcements will be made by the Chairperson of upcoming Head Start or community events.
6. Scheduled date and time for the next meeting will be announced.
7. Someone will make a motion to adjourn the meeting which will be seconded by another person.

Parent meeting day and time will be determined by the advocate, based on the best time for maximum parent involvement. This responsibility has been given to the advocate due to the need to secure the location of the meeting. Our centers often have other events scheduled throughout the year and the advocates work with those schedules.

What Is Policy Council?

Policy Council is the governing board of Head Start. Policy Council is made up of at least 80% parents of children currently enrolled in the program. Professionals in the education, health, business, and social service fields also serve on the council as well as past parents and other interested people in the community. The Director and the Family Services Coordinator attend Policy Council but are not members and have no voting rights. Staff members may attend the meeting in a consultative non-voting capacity upon request of the council. Policy Council members have input into decisions made about the nature and overall operation of the program. Policy Council members assist in developing and approving all program goals each year. Policy Council members also have input into the recruitment, screening and hiring of all employees.

Policy Council members/groups need to have a clear understanding of what their responsibilities mean. The Head Start Director has the responsibility to direct the day-to-day operations of the program. There is no consultative nor oversight requirement for Policy Council in this activity, unless the Head Start Director chooses to involve them. "Decisions regarding program operations, supervisory activities, classroom activities, etc. are all the responsibility of the Head Start Director or those whom he/she might delegate." (Head Start Performance Standards, 45-CFR, 1304 AP.B-p4 e & f)

Policy Council meets once a month throughout the year with the exception of the month of July. Policy Council elects officers from within the Policy Council Group. To be an officer of Policy Council you must have been a member of Policy Council for one (1) year. (Exception: if no previous members return as officers or if previous members refuse to accept the office.)

Policy Council is a special time to....

1. Share your classroom and parent group experiences with other Head Start parents.
2. Meet new friends.
3. Listen to upcoming events in the Head Start program.
4. Share your ideas about the Head Start program.
5. Make decisions about the total operation of the Head Start program.
6. Affect your child's education in the Head Start program.
7. Grow as an individual.
8. Gain insight into other Social Service programs.
9. Represent ICAP Head Start at the local, state and national levels.

One Leadership Team member will attend Policy Council as a voting representative. All parents are welcome to attend Policy Council meetings. Past Policy Council members are encouraged to serve as Advisory Board members. These people can offer valuable insight and experience, but have no voting rights.

COMMUNITY REPRESENTATIVE

- Responsible for providing a link between the Head Start program and the community of their county.
- Responsible for sharing with Head Start and the community opportunities within each one to provide growth for both Head Start and the community.
- Responsible for attending Policy Council once a month.

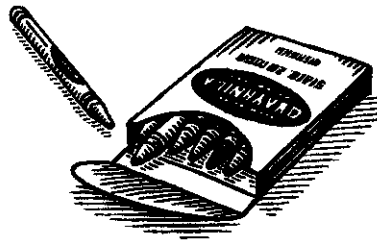
Education

Head Start uses the "Whole Child" approach in developing the child's physical, social, emotional and intellectual growth. Using a developmentally appropriate curriculum, lesson plans are created by the teacher with suggestive help from parents. Within the lesson plans there is a balance of free play, teacher directed activities and learning centers that help the teacher strengthen each child's developmental growth.

The Improvement Head Start for School Readiness Act of 2007 mandate that all children leaving Head Start for public school will be school ready.

The following concepts will be taught to your child throughout the school year:

Concept	3 Year Old	4 Year Old
Alphabet	Introduced	X
Numbers	X (1-10)	X (1-25)
Name	X (beginning letter)	X
Address		X
Telephone Number		X
Colors	X (4)	X (8)
Shapes	X (4)	X
Nutrition	X	X
Health/Hygiene	X	X
Safety	X	X
Calendar (months, days)	Introduced	X
Weather/Senses	Introduced	X
Nursery Rhymes	X	X
Gross Motor	X	X
Fine Motor	X	X
Multicultural Activities	X	X
Tie Shoes		X



Head Start Literacy Philosophy

Research shows that children who have a love for reading and who acquire the tools to unlock the wonderful world that is opened up to them by reading, have established a lifelong foundation for learning. With this in mind, ICAP Head Start strives to incorporate both of these aspects in our goals and objectives. We plan and work toward accomplishing growth in these eight domains:

- Listening and Understanding
- Speaking and Communication
- Phonological Awareness
- Book Knowledge and Appreciation
- Print Awareness and Concepts
- Early Writing
- Alphabet Knowledge
- Numbers and Operations

We use the Creative Curriculum enhanced by a locally developed scope and sequence chart and lesson plan guide. Our lesson plans are linked to the Foundations to the Indiana Academic Standards as well as the Head Start Framework. We also incorporate the Inclusive Classroom, which provides learning tools for all children. To plot our progress in these areas, we are using the Creative Curriculum Developmental Continuum Assessment Tool. The growth shown will be discussed with the parents at the home visits and parent teacher conferences.

We provide literate rich classrooms which foster learning without the fear of failure. We continue to work on social skills, emotional well-being, and modeling acceptable behavior as well as physical health and hygiene development. We also promote literacy in our classrooms by having a person in the community come into the classes and read each month. We feel it is important for the parents to set the example for reading at home as well.

We will help parents who wish to obtain a GED. We will provide assistance in referral to local Adult Basic Education programs, and we will provide reimbursement to parents who successfully pass the test.

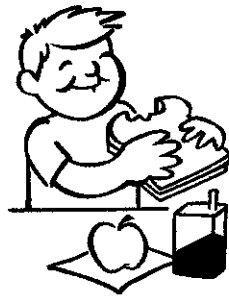
Please contact the Education Coordinator for further information on child literacy, or the Family Services Coordinator regarding adult literacy/GED at the Administrative office, (765) 529-4403 or (765) 593-2500.

Head Start Nutrition Policy

The information below was taken from Head Start Performance Standards:

1. Children and staff, including volunteers, eat together sharing the same menu and social experiences in a **relaxed atmosphere**. Head Start will provide meals for the teacher, assistant teacher, foster grandparent(s), cook, administrative staff and two volunteers.
2. Food is **not** to be used as punishment or reward, and children are encouraged but **not** forced to eat or taste.
3. Sufficient time is allowed for children to eat. Slow eaters should be allowed sufficient time to finish their food (no less than 30 minutes). If children become restless before the meal period is over, allow them to get up and move around, i.e., the children can take their plate to a cleaning area away from the table when finished. A leisurely mealtime pace should be encouraged.
4. Opportunities will be provided for the involvement of children in activities related to meal service. Example: cleaning up places, encouraging children to get their own cup, spoon and napkin.
5. Children, volunteers and staff will be required to use proper hand washing before meals and snacks. Children's hand washing will be supervised by an adult.
6. Please encourage proper use of napkins, eating utensils, table manners, etc.

***Children who arrive at the center fifteen minutes late may not be served breakfast and/or lunch.**



Nutrition

All children involved in the Head Start program receive healthy meals and snacks, which comply with USDA daily requirements. Parents are encouraged to talk about the meals with the child. Part of our nutrition plan is the development of a positive atmosphere at meal and snack times. Children will be encouraged to use good table manners: placing napkins on their laps, saying "please" and "thank you", and using proper utensils. Children are encouraged to carry on conversations appropriate for mealtime. No child is required to eat all or even part of the meal if he/she does not wish to do so. On special occasions (birthday/party), food may be brought in if purchased at the store and individually wrapped.

Health

All enrolled children are required to have a hearing, vision and speech screening within the first 45 days. All enrolled children are required to have a physical and dental exam within the first 90 days. If a problem is identified, the child will be referred for additional testing or treatment. The parents are strongly encouraged to be a part of this screening process. Not only is it beneficial to the parents to know what is going on with their child, but also the child will be more at ease if the parents are involved.

Mental Health

Head Start believes that the family is the main influence and educator of the child. It is important to promote good mental health in the entire family. Building and increasing self-esteem is one of the primary goals of the Head Start program. There are several procedures in place to help meet this goal.

The Devereux Early Childhood Assessment Program (DECA) is a standardized screen completed on all children within 45 days of their entry date. Each child's parent will complete a DECA screening for their child. The teacher will also complete a DECA for each child enrolled in the classroom. The DECA is designed to promote social and emotional growth in young child through building resiliency.

Smile-☺-Grams are used by the teacher to give positive feedback to students who exhibit behaviors that go beyond what is expected from them. The smile-o-grams are sent home with the children so they can proudly share positive school experiences with their family.

Classroom mental health observations are completed in the fall and spring by local mental health professionals. They observe classroom activities to determine if Head Start is providing a positive, nurturing, environment for the students and offer consultation if needed.

Special Needs

The ICAP Head Start Program collaborates with the public schools to provide services to children with varying disabilities including: Autism Spectrum Disorder, Communication Disorder, Deaf/Blind Disability, Emotional Disability, Hearing Impairment, Learning Disability, Mild Mental Disability, Moderate Mental Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Severe Mental Disability, Traumatic Brain Injury and Visual Impairment.

Described below are three ways that children with special needs can receive services in the Head Start program.

1. All Head Start children will receive a speech, hearing and other developmental screening at the beginning of the year to help identify any child who may have a delay in some area of their development. If a potential delay is detected, then a referral will be made to the **Local Education Agency (LEA)**. The LEA has 50 school days after parents sign permission to conduct additional testing and interview parents and teachers to obtain additional information about the child. After the evaluation has been completed, a **Case Conference** will be held. At the **Case Conference** a team of individuals that includes parents, the Local Education Agency staff (LEA), Head Start staff, and any other invited relevant professional will discuss the results of the evaluation and determine if the child is eligible for services according to state guidelines. If the child is eligible, then a specific plan is written with goals that address the individual needs of the child. This plan is called an Individualized Education Plan (IEP).

2. The second way children receive services at Head Start is when children with special needs enter the program already having a diagnosed disability. These children are able to participate in a fully inclusive environment. Head Start will make any necessary accommodations for children having a disability, as well as implement strategies for meeting the needs of the individual child. Head Start staff work closely with the local school system to coordinate any needed services that the special needs child requires to help them succeed in our program as well as prepare them for the transition to Kindergarten.

- 3. The third option for special needs children in our program to receive services is to be dually enrolled. Dual enrollment allows children to have maximum exposure to two learning environments. This means the child can be enrolled at Head Start for part of a day and also attend a special needs preschool operated by the Local School District for the other part of the day.**

All Special Needs children with an IEP in Head Start will be monitored on an ongoing basis by the teachers who will be working on the goals listed on the IEP and monitoring the child's progress. This information will be shared with the parent/guardian at Parent/Teacher conferences, home visits, and case conferences.

At the conclusion of the year children going to kindergarten who have an IEP will be invited to an annual case conference review. At this meeting the child's overall progress will be discussed. This allows the elementary school staff to meet with the family in advance, thus making the transition easier for you and your child when school starts in the Fall.

**If you have any questions regarding any of this information on Special Needs Services, please contact the Special Needs Coordinator at:
(765) 529-4403.**

Transition

Head Start is committed to making a smooth transition into the program from the time a family completes an application with all the correct information, documentation for eligibility has been completed, and a letter of acceptance to the program is sent to the family. The child's teacher will conduct an Initial Home Visit to discuss any other paperwork that needs to be filled out before the child starts school, and will answer any questions or concerns that the family may have. A Classroom Orientation is conducted at the beginning of the school year in all classrooms to allow time for the family to view the child's classroom and learning centers. It also gives families the opportunity to meet other families and Head Start staff. At the orientation, families will be given a copy of our Parent Handbook, and members of the Head Start staff will go over policies and procedures with parents and answer any questions they may have.

Head Start is committed to making a smooth transition from Head Start to kindergarten with the public schools. Preparation for transition occurs long before the actual move. Teachers will begin to talk to the children about their new school, new teachers and the activities in their new school several weeks in advance. The goal is to instill a sense of anticipation and excitement regarding the transition. Transition activities will take place between the Head Start classroom and the child's prospective school. When possible, ICAP Head Start staff will accompany parent/guardian to their child's Kindergarten Registration. Head Start will notify parents of the Kindergarten Registration dates for all schools. All parents will be asked to sign a release of information so a copy of their child's health records and other information may be sent to their prospective schools.

Another way Head Start transitions children is through working closely with the First Steps Program. The Head Start Special Needs Coordinator will attend the 30-33 month transition conference. Others in attendance may include Speech Therapist, Developmental Therapist, Occupational Therapist, Physical Therapist, and/or other invited specialist working with the child. The Head Start Special Needs Coordinator will provide families at the transition conference with information about our Head Start program in Hancock, Henry or Rush counties, as well as explain the services we offer children and families especially those who have children with Special Needs and require special services. We also encourage families when they are trying to decide which is the best preschool to fit their child's needs, they should set up a time to visit one of our classrooms in their county, or request to have their transition conference held at Head Start, and be able to observe or talk to the teachers to see how our program operates.

Incidents and Injuries



In non- life threatening instances (scraped knees, bumps, etc.) the Head Start staff will provide on-site first aid and the parents will sign an Incident Report when the child is picked up or transported home after school. If it seems possible the child might require further medical attention, the parents will be contacted, informed of the injury and asked to pick up the child to make a determination regarding seeking professional medical help for the child.

If a severe injury occurs and requires immediate medical attention, the local ambulance service will be called to transport the child to the emergency room. The teacher will then notify the parent or guardian.

A staff member who has observed the incident will fill out an Incident Report and a copy will be retained at the center and the original sent to the Head Start office. All Incident Reports must be signed by a parent or guardian.

All Head Start staff members are trained in CPR, First Aid and Universal Precautions. The Health Coordinator is responsible for risk management and periodic evaluations and training of staff. Parents are encouraged to discuss with the Health Coordinator or the teachers any perceived risk to a child's health and safety.

Risk Management

Every effort is made to provide a safe and secure environment for the children. A Health and Safety Checklist is conducted monthly. Fire and tornado evacuation routes are posted in the center, and evacuation drills are performed once a month.

Head Lice Procedure

Head lice are passed from person to person by direct contact or shared objects (combs, towels, headphones, etc.). When examining hair, look for tiny white eggs (nits) on hair shafts, near the scalp, especially at the back of the neck and behind the ears. If nits are present and are attached to the hair shaft and you are unable to remove them, the nits are alive. If a child is found to have head lice while at school the parents or guardian will be contacted to pick up the child. Parents or guardians will be given one half hour to pick up their child from school. A note will be sent home with the child explaining the problem and detailing treatment. The child must be given appropriate and effective treatment, and be lice-free before returning to school.

ICAP Head Start has a "no nit" policy. This means the child cannot be readmitted to school until all lice and nits (eggs) have been removed from the hair. A Head Start staff member must check the child's head before returning to school. A child also cannot ride the bus again until a Head Start staff member has checked the child's head. A maximum of three (3) days should be ample time for treatment and readmission to school.

All Head Start staff will be trained on head lice screening and treatment procedures as part of in-service training at the beginning of the school year. The Head Start staff will conduct weekly head lice checks.

Please contact the Health/Safety & Nutrition Coordinator for further information on head lice at the Administrative Office, 765-529-4403 or 765-593-2500.

Suggestions for the Treatment of Head Lice

1. Obtain a bottle of lice shampoo, which can be purchased over the counter.
2. Follow the instructions on the label.
3. Do not use lice shampoo in the shower or bathtub – **use over the sink.**
4. Use the shampoo on dry hair. Hair should be thoroughly saturated with shampoo.
5. Make sure to protect the eyes when using the shampoo.
6. Only persons infested with lice should use the shampoo.
7. DO NOT use the shampoo on children under the age of two – lice and nits should be removed by hand.
8. Follow the shampoo with $\frac{1}{4}$ cup of vinegar and $\frac{1}{2}$ cup warm water rinse. This seems to make the eggs easier to see.
9. Use the special comb to help comb out the eggs. The comb will not completely remove the nits! Nits that are not removed with the comb must be removed by hand and placed in a plastic bag, sealed and thrown away.
10. ALL NITS MUST BE REMOVED!!!

Household

1. Wash all bedclothes, towels, clothing, and other cloth items in hot soapy water. Dry items in the sun or in a dryer on high heat for at least 20 minutes. These items can also be ironed or boiled. Items that cannot be washed should be dry-cleaned or put in a hot dryer for at least 20 minutes.
2. Stuffed animals, toys, throw pillows, and rugs should be placed in a plastic bag and sealed for 30 days or put in a freezer for 10 days.
3. Everyday furniture, rugs, carpets, car seats, and car carpets should be vacuumed and contents in the vacuum bag discarded.
4. Insect sprays and exterminators are of no value. DO NOT USE.
5. Lice sprays are not recommended. Follow directions if used.
6. To clean washable areas, use 1 part bleach to 10 parts water.

Remember

1. Daily head checks should be continued at home for all household members.
2. The problem is not solved until the head is free of nits for 7 days in a row.
3. The head should be checked once a week.
4. **MOST IMPORTANT:** Lice products do not kill all of the live lice or the eggs. To solve the problem you must do the things listed on this paper and check heads frequently!
5. The application of head lice shampoo is to be limited. Always follow directions on the bottle. Too frequent use of the shampoo can cause health problems.

Multicultural/Anti-Bias Philosophy

ICAP Head Start's belief is that if children are to grow with the attitudes, knowledge and skills needed for successful living in a world where there are so many differences among people, then early childhood programs must help children to come to a better understanding of what being biased means and the impact this can have in their lives. Therefore, the following are goals that we will work on to help meet the needs of children in these areas:

Learning about Special Needs

- To include all children in an educational environment in which they can succeed.
- To help children with special needs to become independent, capable, and confident and to have pride in their accomplishments.
- To provide children with developmentally appropriate information about their own and others' disabilities and to foster understanding that a person with a disability may be different in one way, but like them in many other ways.
- To help children to interact comfortably and fairly with people having various disabilities.
- To teach children with disabilities how to handle and challenge name calling, stereotyping and physical barriers.
- To teach non-disabled children how to resist and challenge name calling and stereotyping which is directed against people with special needs.

Learning about Gender Identity

- To free children from thinking that "only boys can do this and girls do that," so that areas of development will not be closed to them simply because of their sex.
- To help children develop a positive identity and to understand that whether they are a boy or girl, they can succeed.
- To give all children the right and opportunity to participate in all activities necessary for physical, intellectual, emotional and social growth.
- To teach children to challenge people who stereotype others because of their sex.

Learning about Cultural Differences and Similarities

- To increase children's knowledge about and pride in their cultural identity.
- To increase children's curiosity, enjoyment and awareness of cultural differences and similarities.
- To teach children not to be biased against people with cultural differences but to accept everyone.

Taken from "Anti-Bias Curriculum – Tools for Empowering Children"
by Louise Derman-Sparks.

Smoke-Free Environment Policy

One goal of our program is to promote the healthy development of young children by establishing a smoke-free environment and to eliminate exposure to tobacco smoke to children, staff and parents in the ICAP Head Start program.

There has been a growing concern about the harmful effects of exposure to tobacco smoke on both young children and adults. Research has established that non-smokers can suffer health damage from exposure to tobacco smoke. This is known as passive smoking or environmental tobacco smoking (ETS) and comes from exposure to the smoke given off by burning cigarettes, cigars and pipes, and the smoke exhaled by someone who is smoking.

ICAP Head Start Smoke-Free Environment Policy provides a smoke-free environment for all Head Start program sites. Smoking is prohibited at all times in all space utilized by the program. This includes classrooms, staff offices, kitchens, restrooms, parent and staff meeting rooms, hallways, outdoor play areas and vehicles used for transporting children. The only designated area for smoking is private vehicles. This includes field trips and other outings.

The ICAP Head Start Smoke-Free Environment Policy will be posted in all Head Start sites.

All ICAP Head Start parents will be informed annually of the Smoke-Free Environment Policy through program written correspondence.

All ICAP Head Start staff hired at any time during the year and parents with children newly enrolled will be informed and provided a copy of the Smoke-Free Environment Policy.

All staff, visitors and volunteers who wish to smoke must do so before the arrival of children, or after the departure of children. All smoke breaks must take place within your personal automobile.



Parent/Community Member Grievance Procedure

It is the policy of ICAP that parents and community members should have an opportunity to present their program-related concerns and to appeal management decisions through a dispute resolution or grievance procedure. ICAP Head Start will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

An appropriated grievance is defined as a parent's or community member's expressed feeling of dissatisfaction concerning any interpretation or application of a program-related policy.

Parents/community members must notify ICAP Head Start, in a timely fashion, of any grievance under this policy. Parents/community members who feel they have an appropriate grievance should proceed as follows:

1. If a parent/community member has a concern regarding program operation or a Head Start staff member, the parent/community member has the right to request and schedule a meeting to address the concern with the staff member involved. The parent/ community member must do this within five (5) working days of a specific concern. The concern must be documented.
2. The parent/community member, if not satisfied with the response of the staff member, may seek corrective measures from the immediate supervisor. The parent/community member must do this within five (5) working days of a specific concern. The supervisor must respond in writing within five (5) working days.
3. The parent/community member, if not satisfied with the response of the immediate supervisor may seek corrective measures from the Director. The parent/community member must do this within five (5) working days of a specific concern. The Director must respond within five (5) working days.
4. If the parent/community member is not satisfied with the Director's response, the parent/community member will report the grievance to the Executive Director. The Executive Director must respond within five (5) working days.
5. If the parent/community member is not satisfied with the Executive Director's response, the parent/community member will report the grievance to the ICAP Head Start Policy Council Personnel Committee and ICAP Personnel Committee. If no decision is made, a hearing will be conducted within 14 days. The ICAP and Head Start Personnel Committees will render a decision within seven (7) working days.
6. The next step will be to report the grievance to the funding source of ICAP Head Start.
7. All grievances and reports must be in writing and must follow the necessary chain of command.

Appendix A
Hancock County Community Resource Guide

Alcohol & Drug Abuse			
Al-Anon and Alateen	4627 Carvel Avenue Indianapolis, IN 46205		317-257-2693
Alcoholics Anonymous	136 E. Market St. Suite 1030 Stockyards Bank Building Indianapolis, IN 46204		317-632-7864
Fairbanks	8102 Clearvista Parkway Indianapolis, IN 46256		317-849-8222
Greater Indianapolis Council on Alcoholism and Drug Dependence	2511 E. 46th Street, Building A-1 Indianapolis, IN 46205		317-542-7128
Hancock County Youth Council	715 E. Lincoln Street Greenfield, IN 46140		317-462-2947
NASA (Neighborhoods Against Substance Abuse)	98 E. North Street, Suite 1 Greenfield, IN 46140		317-468-0082
WAY OUT CLUB	209 W. Main Street Greenfield, IN 46140		
Basic Assistance			
American Red Cross-Hancock County Service Center	715 E. Lincoln St. Greenfield, IN 46140		317-462-4343
Birthline	n/a		317-462-4784
Department of Family Resources, Hancock County	1786 Melody Lane, Greenfield, IN 46140		317-467-6360
Hancock County Food Pantry	35 E. Pierson Street P.O. Box 244 Greenfield, IN 46140		317-468-0273
Hancock Hope House, Inc.	35 E. Pierson Street Greenfield, IN 46140		317-467-4991 or 317-498-0506
Hosier Healthwise- Hancock Regional Hospital	801 N State Street Greenfield, IN 46140		317-468-4531
Interlocal Community Action Program (ICAP)	1790 Melody Lane, Greenfield, IN 46140		317-462-2557
Lutheran Child & Family Services of INKY, Inc.	1525 N. Ritter Avenue Indianapolis, IN 46219		317-359-5467
Medical Assistance Program (MAP)- Hancock Regional Hospital	801 N. State Street Greenfield, IN 46140		317-468-4551
Santa's Helpers	P.O. Box 43 Greenfield, IN 46140		317-462-4343
Wesley's Closet (Bradley United Methodist Church Basement)	210 W. Main Street Greenfield, IN 46140		317-462-2662
Women, Infants and Children (WIC)	828 N. State Street Greenfield, IN 46140		317-462-3552
CHILD CARE			
Alpha and Omega	Trinity Park UMC 207 W. Park Ave. Greenfield, IN 46140		317-462-4303
Celebrations Child Care Ministry	New Palestine UMC 3565 S. 500 West P.O. Box 377 New Palestine, IN 46163		317-861-0635 cell-317-523-4765
Child Care Resource and Referral	2000 N. Elgin Street Muncie, IN 47303		765-284-0887 or 1-800-554-9331
Corner Kids Daycare	1225 W. Main Street Greenfield, IN 46140		317-462-9634
House of Kids, Inc.	190 Green Meadows Drive Greenfield, IN 46140		317-462-8478
Kid's Korner	779 W. New Road Greenfield, IN 46140		317-468-0225
Little Bear Daycare and Preschool	4147S. 600 West New Palestine, IN 461663		317-861-3939
Noahs Ark Daycare (A ministry of Calvary Baptist Church)	1450 W. Main Street Greenfield IN 46140		317-467-0744
CHILDREN AND YOUTH			
Big Brothers Big Sisters of Central Indiana	2960 N. Meridian St. Suite 150 Indianapolis, IN 46208		317-921-2201
Boys and Girls Club of Hancock County-Greenfield	P.O. Box 115 715 E. Lincoln St. Greenfield, IN 46140		317-462-3704
Children's Special Health Care Services (CSHCS)	120 W. McKenzie Road, Suite F Greenfield, IN 46140		317-467-6360
Christian Youth Home	800 W. Center Street Fortville, IN 46040		317-485-5161
Family Service-Hancock County Office	98 E. North Street, 2nd floor Greenfield, IN 46140		317-462-3733
Family Support Center	615 N. Alabama Street, Suite 320 Indianapolis, IN 46204		3317-634-6341
First Steps	1575 Dr. Martin Luther King Jr. St. Indianapolis, IN 46202		1-800-316-9800
Greenfield Parks and Recreation Department	225 N. High Street Muncie IN. 47305		317-477-4340
Hancock County Cooperative Extension Service/Purdue University	280 N. Apple Street Greenfield, IN 46140		317-462-1113
Hancock- South Madison Joint Services (Administrative Offices)	802 N Apple Street Greenfield, IN 46140		317-462-9219 or 1-800-439-5592
Hancock- South Madison Joint Services Preschool Center	1834 Fields Boulevard P.O. Box 718 Greenfield, IN 46140		317-462-9527 or 1-800-691-6007
Healthy Families	820 N. Broadway Street P.O.Box 718 Greenfield, IN 46140		317-467-1236
Mental Health Association in Hancock County	12 Walnut Street Greenfield, IN 46140		317-462-2877
Noble of Indiana (administrative Office)	89 E. North Street Greenfield, IN 46140		317-375-2700
Pregnancy Care Center of Greenfield	7701 E. 21st Street Indianapolis, IN 46219		317-467-9700(24 hour)
Shares Early Intervention Services	1254 N. State Street Greenfield, IN 46140		317-462-2407
The Villages	645 S. State Street Greenfield, IN 46140		317-273-7575
	652 N. Girls School Road, Suite 240 Indianapolis, IN 46214		

Appendix A
Hancock County Community Resource Guide

COMMUNITY ORGANIZATIONS		
Hancock County Citizens for Life	P.O. Box 995 Greenfield, IN 46140	317-462-6352 or 317-462-3729
Hear Indiana- The Association for Children with Hearing Impairments	10398 Carlise Way Fishers, IN 46038	317-773-8429
Maternity Outreach Ministry (MOM)	1325 N. German Church Road Indianapolis, IN 46229	317-891-2130
MOMs club of Greenfield	2841 E. Fairway Drive Greenfield, IN 46140	317-468-0487
Mothers of Preschoolers (M.O.P.S.)	see book for all locations	see book
Multiple Sclerosis Society-Indiana State Chapter	7301 Georgetown Road, Suite 112 Indianapolis, IN 46268	317-870-2500 or 1-800-344-4867
Muscular Dystrophy Association	3905 Vincennes Road Indianapolis, IN 46268	317-824-4800
Salvation Army Social Service Center	540 N. Alabama Street Indianapolis, IN 46204	317-637-5551
Social Security Office	117 S. Scatterfield Road Anderson, IN 46012	765-644-8885 or 1-800-772-1213
United Way of Central Indiana, Hancock County Office	One Courthouse Plaza P.O. Box 714 Greenfield, IN 46140	317-467-2346
Wheeler Mission Care Center	23 N. Rural Street Indianapolis, IN 46201	317-637-2916
Counseling & Mental Health		
Hancock Counseling and Psychiatric Services	180 W. Muskegon Drive Greenfield, IN 46140	317-468-6200
Julian Center, Inc.	2011 N. Meridian Street Indianapolis, IN 46202	317-941-2200(admin.) shelter 317-920-9320
CRISIS LINES		
Helpline- Information and Referral Network	3901 N. Meridian Street, Suite 300 P.O. Box 30530 Indianapolis, IN 46208	2-1-1 or 317-926-4357 (24 hour)
Domestic Violence Hotline	n/a	1-800-332-7385
EDUCATION		
Alliance for Community Education (ACE)	One Courthouse Plaza Greenfield, IN 46140	317-477-7700
Indiana school for the Blind	7725 N. College Avenue Indianapolis, IN 46240	317-253-1481
Indiana school for the Deaf	1200 E. 42nd Street Indianapolis, IN 46205	Voice/TTY 317-924-4374
Greenfield Learning Center- Adult Education	14 N. State Street Greenfield, IN 46140	317-462-7348
EMERGENCY LODGING		
Alternatives, Incorporated	120 W. Mckenzie Road, Suite D Greenfield, IN 46140	317-462-8777
Dayspring Center	P.O. Box 44105 Indianapolis, IN 46244-0105	317-635-6780 (24 hour)
EMPLOYMENT		
Goodwill Industries of Central Indiana, Inc.	1635 W. Michigan Street Indianapolis, IN 46222	317-524-3954
WorkOne Express, Hancock County	836 S. State Street Greenfield, IN 46140	317-462-7711
Vocational Rehabilitation Services	222 E. 10th Street, Suite A Anderson, IN 46016	765-643-7413 or 1-877-284-5052
FAMILY PLANNING		
Planned Parenthood	9385 E. Washington Street Indianapolis, IN 46229	317-899-4731
HEALTH		
Hancock County Health Department-Public Health Clinic	111 American Legion Place, Room 150 Greenfield, IN 46140	317-477-1128
Hancock Regional Hospital	801 N. State Street Greenfield, IN 46140	317-462-5544
Physicians Referral-Hancock Regional Hospital	801 N. State Street Greenfield, IN 46140	317-468-4663
HOUSING/SHELTER		
Good Shepherd Manors of the Valley	301 Green Meadows Drive Greenfield, IN 46140	317-462-8718
Holy Family Shelter	30 E. Palmer Street Indianapolis, IN 46225	317-635-7830
Peace Lutheran Manor	471 Green Meadows Drive Greenfield, IN 46140	317-462-8718
Section 8 Housing (ICAP, Hancock County)	120 W. Mckenzie Road, Suite D Greenfield, IN 46140	317-462-1477 or 317-462-2557
INFORMATION AND REFERRAL		
American Cancer Society	6030 W. 62nd St. Indianapolis, IN 46278	317-347-6670 or toll free 1-800-227-2345
The ARC of Hancock County, Inc.	802 N. Apple St. P.O. Box 93 Greenfield, IN 46140	317-462-3727
In*Source	1703 S. Ironwood Drive South Bend, IN 46613	574-234-7101 or 1-800-332-4433
Indiana Parent Information Network, Inc.	4755 Kingsway Drive, Suite 105 Indianapolis, IN 46205	317-257-8683 or 1-800-984-4746
LEGAL		
Indiana Legal Services, Inc.	151 N. Delaware Street #1800 Indianapolis, IN 46204	317-631-9410 or 1-800-889-0212
LIBRARIES		
Fortville-Vernon Township Public Library	625 E. Broadway Street Fortville, IN 46040	317-485-6402

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Hancock County Community Resource Guide

Hancock County Public Library	900 W. Mckenzi Road Greenfield, IN 46140	317-462-5141
PRESCHOOLS		
Bradley United Methodist Community Preschool	210 W. Main St. Greenfield, IN 46140	317-462-8858
Faith Lutheran Preschool	200 W. Mckenzie Road Greenfield, IN 46140	317-468-0610
Mount Comfort United Methodist Preschool	3179 N. Mt. Comfort Road (600 West) Greenfield, IN 46140	317-894-8965
Noahs Ark Preschool- Fortville United Methodist Church	125 E. Staat Street Fortville, IN 46040	317-485-5418
Zion Lutheran School	6513 W. 300 South New Palestine, IN 46163	317-861-4210
PROTECTION		
Department of Child Services, Hancock County	120 W. Mckenzie Road, Suite F Greenfield, IN 46140	317-467-6360
Prevent Child Abuse, Hancock County	P. O. Box 552 Greenfield, IN 46140	317-467-1236
SERVICES FOR INDIVIDUALS WITH DISABILITIES		
Special Education Advisory Council (S.E.A.C.)	810 N. Broadway Street Greenfield, IN 46140	317-462-8334
SUPPORT GROUPS		
Brooke's Place for Grieving Young People	50 E. 91st Street, Suite 103 Indianapolis, IN 46240	317-705-9650
FUSE (Families United for Support and Encouragement)	P. O. Box 314 Greenfield, IN 46140	317-462-9064
TRANSPORTATION		
Hancock Area Rural Transit	312 E. Main Street, Suite A Greenfield, IN 46140	317-462-1103
OTHERS		
Life Leads (Hancock Hope House)	35 E. Pierson Street Greenfield, IN 46140	317-467-4991
WEARhouse Thrift Store (A Hancock Hope House Program)	35 E. Pierson Street Greenfield, IN 46140	317-467-4991

Appendix B
Henry County Community Resource Guide

ABUSE/PROTECTIVE SERVICES			
Alcoholics Anonymous	n/a		n/a
A Better Way	P.O. Box 734 Muncie, IN 47308		765-747-9107
Adult Protective Services	Madison Co. Gov. Center #5 16 E 9th St. Anderson, IN 46061		765-641-9585
Alternatives, Inc	P.O. Box 1302 Anderson, IN 46015		765-643-0200 or 765-643-0208
SafeAtHome	101 S. Main Street New Castle, IN 47362		765-521-0647
Bilingual Services (spanish)			
First Baptist Church	505 S. 14th Street New Castle, IN 47362		765-529-2687
Childrens Services			
Interpid USA Healthcare Services	1010 W. Historical 8th, Suite 5 Anderson, IN 46016		(800)424-9311 or 765-649-1211
Big Brothers/Big Sisters of Henry County	1008 S 14th St. New Castle, IN 47362		765-529-4494 or 765-524-4529
Child Care Resource & Referral	2000 N. Elgin Street Muncie, IN 47303		(800) 554-9331 or 765-584-0887
Children's Special Health Care Services	Henry County OFC 1416 Broad St. (3rd floor) New Castle IN 47362		765-529-3450 or 765-521-2330
Girl Scouts of Wapahani Council, Inc	P.O. Box 587 Daleville, IN 47334		765-378-3373
Healthy Family Connections	1407 Walnut Street New Castle, IN 47362		765-521-7254
First Steps	225 N. High St. Muncie IN, 47306		1-866-316-9800
Henry County Heart Society	1000 N. 16th Street New Castle IN, 47362		765-521-1294 or 765-521-1496
Henry County Memorial Hospital	1000 N. 16th Street New Castle IN, 47362		765-521-0890
Henry County Pregnancy Care Center	415 S Main St. Suite A New Castle IN, 47362		765-529-7298
MOPS-Mothers of Preschoolers	505 S. 14th Street First Baptist Church New Castle, IN 47362		765-529-2687 or 765 593-0433
New Castle Area Special Services	1407 Walnut Street New Castle, IN 47362		765-521-7223
Sec. 8 Voucher Program (New Castle)	720 South 15th Street New Castle, IN 47362		765-529-7680
Social Security Administration	274 S. 14th Street, Maplewood Terrace 600 N. Walnut Muncie, IN 47305		(800)772-1213 or 765-747-5548
Henry County Department of Family Resources	503 New York Ave. New Castle, IN 47362		765-521-0413
Henry County Department of Child services	503 New York Ave. New Castle, IN 47362		765-529-3450
Indiana Legal Services	1106 Meridian Plaza, Suite 215 Anderson, IN 46016		(800)382-3541 or 765-644-2816
Interlocal Community Action Program	615 State Road 38 W. P.O. Box 449 New Castle, IN 47362		765-529-4403
Juvenile Aid Division, New Castle Police Dept.	227 N. Main Street New Castle, IN 47362		765-529-4890
Maternal & Child Health	1000 N. 16th St. (Henry Co. Memorial Hosp.) New Castle, IN 47362		765-521-1401
Salvation Army	2500 Washington Street P.O. Box 571 New Castle, IN 47362		765-529-1303 or 765-529-6211
Westminister Community Center	2600 C Avenue P.O. Box New Castle, IN 47362		765-529-5124 or 765-521-1016
Women, Infants & Children (WIC)	615 State Road 38 W. P.O. Box 449 New Castle, IN 47362		765-529-4403
Y.M.C.A	300 Wittenbraker Ave New Castle IN, 47362		765-529-3840
DISABILITIES SERVICES			
American Red Cross	363 Trojan Lane New Castle, IN 47362		765-529-1702 or 765-529-3252
Cerebral Palsy of Henry County	P.O. Box 6065 New Castle, IN 47362		765-529-3634
Division of Disability, Aging & Rehab Services	201 E. Charles Street, Suite 130 Muncie, IN 47305		(800) 847-9890 or 765-282-9863
Gemini, Forest Knoll & Thorncroft Apartments	New Castle IN 47362		765-529-1517
Henry County Diabetic Support Group	2244 Q Avenue New Castle In, 47362		765-836-4447 or 765-987-7846
Lifestream	1701 Pilgrim Blvd, Yorktown, IN 47396		765-759-1121 or 1-800-589-1121
Medicaid	1416 Broad Street New Castle, IN 47362		765-529-3450
New Castle on Wheels Transit System (NOW)	201 South 25th Street New Castle, IN 47362		765-529-6847 or 765-529-8113
EDUCATION SERVICES			
Adult Basic Education	1407 Walnut, Suite D New Castle, IN 47362		765-521-7227 or 765-521-7228
Henry County Literacy Coalition	1407 Walnut Street New Castle, IN 47362		765-521-7227 or 765-521-7228
Henry County Purdue Extension	210 South 12th Street, Suite 33 New Castle IN 47362		765-529-5002

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Henry County Community Resource Guide

IVY tech state college	4301 South Cowan Road Muncie, IN 47302	765-289-2291 or (800) 589-8324
Middletown Public Library	780 High Street Middletown, IN 47356	765-354-4071
New Castle Area Vocational School-Continuing Education	801 Parkview Drive New Castle, IN 47362	765-593-6680
New Castle-Henry County Public Library	P. O. Box J, (Corner of Indiana & South 15th Street) New Castle IN 47362	765-529-0362
Raintree Programs, Inc	403 Spring Street New Castle, IN 47362	765-529-3331
Henry County Work One Express	1416 Broad Street Suite, 1254 New Castle, IN 47362	765-529-3010
IU East-Danielson Center	300 Trojan Lane New Castle, IN 47362	765-521-9012 (800) 859-3278
HOUSING SERVICES		
Christian Love Help Center	402 South 18th Street New Castle, IN 47362	765-529-8935 or 765-521-2837
LEGAL SERVICES		
Henry County Probation Office	1215 Race Street New Castle IN 47362	765-529-6139 or 765-529-9174
MEDICAL SERVICES		
Ball Cancer Center at Forest Ridge Medical Pavilion	2200 Forest Ridge Parkway, Suite 120 New Castle, IN 47362	765-593-2960
Ball Dialysis Center at Forest Ridge Medical Pavilion	2200 Forest Ridge Parkway, Suite 320 New Castle, IN 47362	765-593-2977
Henry County Health Department	208 South 12th Street New Castle, IN 47362	765-521-7059
Physician Referral Service HCMH Social Services	1000 N. 16th Street New Castle IN, 47362	765-521-0890
Planned Parenthood	540 South Main Street, Suite D New Castle IN, 47362	765-521-4422 or (800) 662-8911
United Fund of Henry County	206 S. 12th St. P. O. Box 6082 New Castle, IN 47362	765-521-7410
MENTAL HEALTH SERVICES		
Comprehensive Mental Health Services	930 N. 14th Street New Castle In 47362	765-521-2450 or (800) 333-2647
Divorce Recovery Support Group	2263 Indiana Avenue New Castle IN 47362	n/a
Mental Health Association in Henry Co.	615 W. State Road 38 P.O. Box 449 New Castle, IN 47362	765-593-2505 or 765-529-4403
LOW-INCOME SERVICES		
East Central Indiana Food Bank	1417 Meridian Street Anderson, IN 46016	(800)886-0882 or 765-649-0292
Area Food Pantries, Henry County United Fund	206 S. 12th St. P.O.Box 6082 New Castle, IN 47362	765-521-7410
Other		
Consumer Credit Counseling Service	P.O.Box 55 Sulphur Springs, IN 47388	765-533-6390 or (888) 711-7227

Appendix C
Rush County Community Resources Guide

Alcohol/Substance Abuse Services		
Alcoholics Anonymous	246 North Main Street	938-1749 or 629-2029
Rush County Substance Abuse Service	246 N. Main st. P.O. box 475	765-938-1749 765-269-2029 home
Smart Moves	1590 N. Sexton Street	932-2765
Child Care Services		
Boys and Girls Club of Rush Co.	1590 N. Sexton Street	932-2765
Child Care Voucher Program	ICAP 525 E. 7th Street P.O. box 305	765-932-2863
Home Child Care Licensing	Rush County Office of Family and Children 1340 N. Cherry Street	932-2392
Counseling/Support Services		
Dunn Mental Health Center	201 Harcourt Way, P.O. Box 25	765-932-3974
Genesis/ YWCA	P.O. Box 2430	1-800-886-4508 or 765-935-3920
Grief Support Group	n/a	765-938-2243 or 765-938-4943
Harcourt Counseling Services, INC	121 E. 23rd Street	932-5905
Healthy Families	119 E. 3rd Street	765-938-1182
Planned Parenthood	Shelbyville Center 1600 East State Road 44, Suite #4 Shelbyville, IN 46176	1-317-398-0717
Rush County Victims Assistance	315 N. Main St. Rushville, In 46173	765-938-1555 or 765-561-3419
Rush County ARC	n/a	932-2170
Disabilities Services		
Centerville-Fayette-Rush	1200 Spartan Dr. Connersville, IN 47331	765-827-8400 or 1-877-420-8400
First Steps	225 N. High St. Muncie IN, 47306	1-866-316-9800
Rush County Health Department	Rush County Courthouse Room 5	932-3103
Vocational Rehabilitation	52 South 2nd Street Richmond, IN 47374	765-966-0932
Educational Services		
Health and Safety Classes	American Red Cross 121 E. third st.	765-932-5696
Rush Co. Employment and Training Center	A Division of River Valley Resources, Inc. 1340 N. Cherry Street	932-5921 or 1-800-596-9273
Rush Co. Purdue Cooperative Extension Services	Rush County Courthouse Room 103	932-5974
WorkOne - Shelby County	2325 Intelliplex Dr. Ste 204 Shelbyville, IN 46176	317-392-3279 or 317-39 3251
Whitewater Valley Technical Career Center	WTCC ADULT EDUCATION 1300 Spartan Drive Connersville, In 47331	765-827-0553
Emergency Services		
American Red Cross	121 E third st	765-932-5696
Child Protection Services	Rush County Office of Family and Children 1340 N. Cherry Street	932-2392 or 932-2931
Raleigh Fire Department	PO Box 156 Mays, IN 46156	645-5100 emergencies or 645-5041
Rush Co. Sheriff's Department	131 East 1st Street	932-2931
Rushville Police Department	270 W. 5th Street	932-3907
Rushville Fire Department	120 N. Perkins	911 emergency 932-3065
Weatherization & Heating Assistance	ICAP 525 E. 7th Street P.O. Box 305	765-932-2863
Financial Help Services		
Interlocal Community Action Program ICC (ICAP)	525 E. 7th Street P.O. Box 305	765-932-2863
Food/Clothing		
Women, Infants, and Children Supplemental Food Program (WIC)	201 Harcourt Way	765-938-5502
Housing		
Rush Co. Habitat for Humanity	P.O. Box 175	765-565-6532
Jobs/ Job Training		
Personnel Management, INC	1400 N. Cherry St.	938-5627

Appendix C
Rush County Community Resources Guide

Medical			
Family Health Services Community Health Center	201 Harcourt Way	765-932-3699	
Rush Memorial Hospital	1300 N. Main Street	932-4111	
Youth Services			
Rushville Public Library	130 West 3rd Street	932-3496	