



Head Start Parent Handbook

Wayne Metro Head start & Early Childhood Services
2025-2026



Wayne Metro Head start & Early Childhood Services

Our Commitment to Children and Families...

Creating a Culture of Safety

Dear Wayne Metro, Early Childhood Services Families,

Welcome to a brand-new school year—and welcome to the Wayne Metro family! We are so excited to have you with us, and we cannot wait to start on this incredible journey together.

This year is going to be amazing! We are looking forward to collaborating with you to support your child's learning, growth, and success. At Wayne Metro, we are here for your whole family. Whether it is reaching your personal goals, finding support, or just having someone to talk to, we are in this with you every step of the way.

Did you know Wayne Metro offers more than seventy-five (75) programs to help families with everything from housing and food to education and financial coaching? Check out www.waynemetro.org or talk to your Family Advocate to learn more. We are here to help!

Your voice matters. We truly value your ideas, your input, and your involvement. We would love to see you volunteer in the classroom, join Parent Committee meetings at your center, or be part of our program-wide Policy Council. Your participation makes an enormous difference!

Daily attendance is super important for your child's learning and growth. We ask that you bring your child each day, Monday through Friday, from 8:00 AM to 3:00 PM. Our classrooms are full of fun, learning, and discovery—and we do not want your child to miss a moment of it!

Thank you for choosing to be part of the Wayne Metro community. We are so glad you are here. Let us make this year full of learning, laughter, and great memories for you and your child.

Warmly,

The Wayne Metro Early Childhood Services Team

Martha Durhal

Head Start/GSRP Director



A handwritten signature in black ink that reads "Martha Durhal".

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PROGRAM OVERVIEW

Program Goals

Empower families to set and achieve goals.

Foster safe home environments and access to basic needs, including nutritious food, shelter, and healthcare.

Provide no cost, high-quality early childhood education services with a focus on mental well-being.

School Readiness Goals

Head Start's approach to school readiness means that children are ready for school, families are ready to support their child's learning, and schools are ready for children. Wayne Metro Early Childhood Services has established five school readiness goals within the five domains of child development. These goals are aligned with the HighScope curriculum and Head Start's Early Learning Outcomes Framework. **Children will demonstrate developmentally appropriate:**

Social and emotional skills.	Cognitive thinking skills
Approaches to learning.	Perceptual, motor, and physical development
Language and Literacy Skills	

A complete list of all goals, objectives, and indicators will be distributed to families at the first home visit.

Head Start/Early Head Start Full Day Option

This program option offers full-day classes for eligible families. Centers are open Monday–Friday from 8:00 a.m. to 3:00 p.m. (with the exception of national holidays and school breaks).

Head Start Part-Day Option

This program option offers both an AM and PM session for 3 ½ hours each day, Monday–Thursday (with the exception of national holidays and school breaks) at our Hamtramck location.

Great Start Readiness Program

The Great Start Readiness Program (GSRP) is a preschool program developed under a grant awarded by the Michigan Department of Education for 4 year olds. It is administered by the Michigan Department of Education, Office of Great Start. GSRP began in 1988 under the Department of Education Appropriation Act and the State School Aid Act to address factors that put pre-Kindergarten children at risk for educational failure. GSRP provides a high-quality preschool experience and promotes active and continuous involvement of parents/guardians in their child's learning process. Our GSRP program uses the same curriculum and aligns with our Head Start program.

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in, or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require special accommodations or alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities

may contact the USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may also be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination **Complaint Form**, (AD-3027) online and at any USDA office. You may also write a letter addressed to the USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Letters and forms can be submitted to the USDA by:

(1) Mail:

U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW, Washington, D.C. 20250-9410;

2) Fax: (202) 690-7442; or



(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider

Licensing Notebook

The Center does not keep a licensing notebook, but the internet is available onsite. Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at **www.michigan.gov/michildcare**.

STAFF INFORMATION

<u>Chief Executive Officer</u> Louis D. Piszker		
<u>Chief Programs Officer</u> Shama Mounzer		
<u>Whole Family Integration Executive Director</u> Carla Chinavere (313) 463-5491		
<u>Whole Family Early Childhood Director</u> Martha Durhal 313-202-0289		
	<u>Assistant Director Early Childhood Operations</u> Lisa Abdellaoui 313-203-1640	
<u>Assistant Director of Health and Nutrition</u> Leslie Kern 313-202-0270	<u>Director of Whole Family Integration</u> ReShonta Seays 313-202-0290	
<u>Health Manager</u> Alissar Tanana 313-203-1628	<u>ERSEA Manager</u> Elise Mitchell 313-203-1631	
<u>Mental Health/Disability Manager</u> Wanda Oputa 313-202-0320	<u>Education Manager</u> Janice Hill 313-998-0629	
<u>Nutrition Manager</u> Kimberly Roland (313) 552-6205	<u>Family Engagement Coordinator</u> Minuwawa Whitehead 313-463-7037	

SITE CONTACT INFORMATION

Wayne Metro Community Action Agency Administrative Offices

7310 Woodward, Suite 800; Detroit, MI 48202

313-388-9799

Wayne Metro Early Childhood Centers

<u>Dearborn - ACCESS</u> 2651 Saulino, Court Dearborn, MI 48120 (313) 297-4269 (313) 849-2243 fax	<u>Dearborn-Art Space</u> 13615 Michigan Ave Dearborn, MI 48126 313-324-0427	<u>Dearborn Heights</u> 4671 Parker Dearborn Heights, MI 48125 (313) 203-1632 (313) 278-0530 fax
<u>Dearborn South - Salina Intermediate School</u> 2623 Salina St. Dearborn, MI 48120 313-463-7040	<u>Ferry - GSRP</u> 748 Roslyn Rd, Grosse Pointe Woods, MI 48236 313-634-5562	<u>Garden City</u> 1751 Radcliff St. Garden City, MI 48135 313-463-7019
<u>Hamtramck Early</u> 12031 Mitchell Hamtramck, MI 48212 (313) 202-0255 (313) 369-4605 fax	<u>Harper Woods</u> 19258 Kelly Road, Harper Woods, MI 48225 (313) 202-0324 (313) 521-3560 fax	<u>Highland Park</u> 138 Cortland, Highland Park, MI 48203 (313) 202-0280 (313) 865-5940 fax
<u>Redford</u> 18255 Kinloch St. Redford, MI 48240 (313) 202-0553 (313) 538-3935 fax	<u>Sunnyside</u> 24820 Merriman Rd. New Boston, MI 48164 734-984-6610	<u>Taylor-Our Lady Of The Angels Church</u> 6451 Jackson St, Taylor, MI 48180 313-463-7039

Westland-Jefferson Barnes

32150 Dorsey St.
 Westland, MI 48186
 313-634-5459

SAMPLE CLASSROOM DAILY ROUTINES

Half-Day Program with Lunch- Preschool - AM 8:00 - 8:10 Arrival 8:10 - 8:20 Greeting Time/Message Board 8:20 - 8:50 Breakfast/Restroom 8:50 - 9:00 Large Group Time 9:00 - 9:10 Second Step 9:10 - 9:20 Read Aloud 9:20 - 9:30 Small Group Time 9:30 - 9:35 Planning Time 9:35 - 10:20 Work Time 10:20 -10:25 Clean-up Time 10:25 - 10:30 Recall Time 10:30 - 11:00 Gross Motor/Outside Time 11:00 - 11:30 Lunch Time 11:30 Dismissal	The PM half-day program follows the same daily schedule as the AM daily schedule. Lunch is served when children arrive, and they are served a snack before they go home. The rest of the daily components are the same. Arrival is at 12:00. Dismissal is at 3:30.
Full-Day Program- Preschool 8:00 – 8:10 Arrival 8:10– 8:20 Greeting Time/Message Board 8:20 – 9:00 Breakfast/Bathroom 9:00 – 9:15 Large Group Time 9:15 – 9:25 Read Aloud 9:25 -9:40 Small Group Time 9:40 – 10:10 Gross Motor/Outside 10:10 – 10:20 Planning Time 10:20 – 11:15 Work Time 11:15 – 11:25 Clean Up 11:25 – 11:35 Recall 11:35 – 12:10 Lunch 12:10 – 1:40 Rest Time 1:40 – 1:55 Wake up, use the bathroom 1:55 – 2:25 Snack 2:25 – 2:40 Small Group Time 2:40 - 2:50 Large Group Time 2:50 - 3:00 Dismissal	Full-Day Program- Infant/Toddlers 8:00 – 8:10 Arrival 8:10– 8:20 Greeting Time (for toddlers) 8:20 – 9:00 Breakfast/Bathroom 9:00 – 9:15 Large Group Time 9:15 – 10:15 AM Choice Time 10:15 -10:45 Snack 10:45 – 11:05 Small Group Time 11:05 – 11:35 Outside Time 11:35 – 11:50 Bodily Care 11:50 –12:20 Lunch 12:20 – 1:40 Nap 1:40 – 1:55 Wake up, use bathroom, and bodily Care 1:55 – 2:25 Snack 2:25 – 2:40 Small Group Time 2:40 - 2:50 Large Group Time 2:50 - 3:00 Dismissal

The **High Scope infant-toddler curriculum is designed to meet your child's needs. Because of this, we do not have a "set schedule" for infants. Infant schedules are "on demand," meaning that each day is based around your baby's individual needs rather than a group schedule. This type of individualization allows us to give your child the best care possible.**

POLICIES AND PROCEDURES

Enrollment

Eligible families include pregnant mothers and children between the ages of 0-5 years old. To begin the enrollment process, please contact our CONNECT Call Center at **(313) 388-9799** or **(734) 284-6999**. Online pre-applications can also be completed at **www.waynemetro.org/headstart**.

Withdrawal

The program is here to serve children and families, and will take all reasonable measures to maintain the enrollment of each family. In the event that you choose to withdraw from the program, please contact your Family Advocate. The Family Advocate may ask to meet with the parent, as they may be able to provide additional resources that could result in your child maintaining his/her enrollment. The person withdrawing the child from the program **must** be the legal parent/guardian of the child. Once you have withdrawn from the program, a new application will need to be processed. Advanced notification of plans to withdraw a child from the program is encouraged and appreciated.

Expulsion

Children are not excluded or expelled for any reason. Children will not be excluded or expelled because of the need for additional developmental, medical or behavioral support.

Reporting Absences

It is very important that your child has regular attendance in order to experience the greatest benefit from the program. It is the responsibility of the parent to inform their Family Advocate in the event of illness or other necessary absences of a child.

1. Parents should call their Family Advocate and give the child's name, the teacher's name, the reason for the absence, and the day the child is anticipated to return.
2. If you do not report a child's absence, it will result in a phone call or a home visit to determine the reason for the absence and to offer assistance as needed.

Excessive absences **may** result in the families being offered a different program option.

Arrival

When bringing your child to the center, please do not arrive before class begins unless previously instructed by the classroom teacher. In compliance with our State of Michigan Child Care License, children cannot be in classrooms prior to the start time.

Tardiness is defined as an arrival 30 minutes after the scheduled start time. It is very important for children to participate in all daily activities in the classroom with their peers.

Excessive tardiness may result in your child being placed in a different program option.

Emergency Cards

Parents must provide their Family Advocate with important emergency contact information, including names, addresses, and phone numbers of family members or neighbors living in the community.

If we are unable to reach you in an emergency situation, the people listed on your emergency card will be called. Complete and correct information is important; we will only release your child to persons listed on your child's emergency card. The person you have designated to pick up and drop off your child must be an adult (18 years or older) and provide photo identification before your child will be released for pick up.

Please update your emergency card with the family advocate when changes occur to your phone number, address, and emergency contact/release information.

Communication

Communication between staff and parents is ongoing. At a minimum, weekly communications will occur to share information about what your child is learning in their classrooms as well as center events.

Inclement Weather

Classes are canceled when our local public schools close due to bad weather conditions. School closings are announced **after 6:00 am**. Please check your local news station for school closing information. We will always do our best to contact you at the earliest time possible.

Toys

The classrooms are well stocked with a wide variety of materials and equipment. Therefore, your child should leave their favorite items at home.

Clothing

Classroom activities are high energy and often messy, so please dress your child in comfortable clothing suitable for play that will not stop his/her ability to explore the world of learning. For safety reasons, it is also important that beads and barrettes are secure and do not obstruct your child's vision.

Children in EHS classrooms may not wear beads or barrettes as they are choking hazards. An important part of your child's daily program may be outdoor play. They will enjoy it much more dressed in weather-appropriate, comfortable clothing.

For safety reasons, children must wear closed-heeled and closed-toe shoes. Sandals, flip-flops, or slip-on shoes are not appropriate classroom footwear. As suggested by the Michigan Child Care Licensing Division, please avoid sending children to school in clothing that has drawstrings and tie cords, which can also be a choking hazard.

It is necessary to have an extra change of clothing at school for your child. Please make sure extra clothing is marked with your child's name and kept in his/her cubby. In keeping with the requirements from the Centers for Disease Control, all clothing soiled with bodily fluids will be placed, un-rinsed, in a plastic bag inside of your child's cubby. Please check daily for clothes that need to be taken home for washing.

Birthdays/Holiday Celebrations

Birthdays and holiday celebrations are very special to young children. Due to the family heritage of our center families, we do not celebrate any specific holidays. Your child's birthday will be acknowledged. If you do not want your child's birthday recognized, please let your child's teacher know. Due to Child Care Licensing Regulations, no outside food, gifts, or treat bags are permitted in the classrooms or distributed at the Center.

Discipline Policy

To ensure that the Early Childhood Services experience is positive and pleasant for each child, physical punishment or name-calling is not permitted or tolerated.

BASIC RULES FOR CLASSROOM BEHAVIORS ARE:

- Be safe
- Be kind
- Be respectful

Staff use positive guidance techniques, which encourage self-control, self-esteem, and cooperation. Children are taught the HighScope Six Steps to Conflict Resolution, which helps them to build problem-solving skills and encourages working together to identify and solve problems.

THE FOLLOWING METHODS OF DISCIPLINE ARE PROHIBITED IN THE EARLY CHILDHOOD SERVICES PROGRAMS:

- Inflicting any form of corporal punishment, hitting, shaking, biting, punching, or the like
- Restricting a child's movement by binding or tying him/her
- Mental or emotional cruelty, such as humiliating, shaming, or frightening a child
- Depriving a child of meals, snacks, or necessary toilet use
- Confining a child in an enclosed area such as a closet, locked room, box, or similar cubicle

Confidentiality

Staff, families, and volunteers must adhere to our confidentiality policy that assures:

- Confidentiality is maintained regarding all child/family information and records
- Records are shared only with parent permission
- The importance of parents maintaining confidences as they learn about other families and children enrolled in the program

Right to Review Records

Parents have the right to read, review, and request revision of their child's record. If you are interested in reviewing your child's record, please notify your Family Advocate to make an appointment. Please allow up to 72 hours for an appointment.

Child Custody Conflicts

We recognize that divorce and child custody issues can result in conflicts. In the event a situation should arise, it will be handled in the following manner:

- Until custody has been established by a court action, one parent may not limit the other from picking the child up from the center as long as the parent is listed on the Birth Certificate. It is not within our legal right to withhold a child from a parent unless there has been a court action that limits parent's rights to the child.
- If you wish to restrict the other parent from picking up the child, you must provide a copy of a court order outlining parental rights. It will be maintained in the child's file.
- If a parent wishes to discuss his/her position on the custody issue, an appointment should be scheduled with a Family Advocate and/or the Site Manager, and the child should not be present.

Drug and Smoke-free Facilities

In compliance with the law, Wayne Metro prohibits the use of any and all tobacco products, including e-cigarettes in the building and on the premises, including the parking area. Selling or using alcohol, legal or illegal drugs, are not permitted in the center or on center grounds.

Center Safety

Wayne Metro Early Childhood Services sites are weapon-free, gun-free, and violence-free zones and workplaces. Police may be called for the following reasons:

- Verbal or physical threats against staff, children, or other parents
- Any act of violence
- Damaging or stealing of property
- Possession of any weapon
- Suspicion of drug/alcohol intoxication

Emergency Procedures

Emergency procedures that are practiced in the event of a fire, tornado, or other center emergencies will be posted in all rooms. Practice drills will be scheduled throughout the year.

Pest Control

Parents will receive notice of any pesticide applications. Advance notification will include information regarding the pesticide being used, the targeted pest, the location of the application, and the date of the application. Liquid spray and aerosol insecticide application will not be performed while children are in the center and no less than four hours before children are scheduled to arrive.

Program Evaluation

Families will be notified of program evaluation activities. In addition to Head Start and MDE reporting requirements, our program may be selected to participate in national, regional, and/or statewide data collection efforts. If selected, our program will cooperate with designated evaluation contractors. Cooperation includes, but is not limited to:

- Making classrooms available for observation
- Providing non-classroom space on-site for child assessment
- Allowing administrators and staff to take time to complete surveys and questionnaires
- Providing program information to the contractor, including children's unique identification numbers, as recorded in the Michigan State Data System (MSDS)
- Participating in project informational webinars, conference calls, and in-person meetings
- Distributing parent information letters

EDUCATION AND DISABILITIES

HighScope Curriculum

HighScope has a deep history of working to ensure that every child has the best chance at lifelong success.

Children establish a sense of control as daily routines are followed. These consistent experiences allow children to anticipate what will happen next. Children build literacy skills by engaging in meaningful reading and writing exercises through child-initiated experiences as well as teacher-guided instruction. This curriculum engages children in an active, movement-based learning process. As such, children build spatial awareness, self-confidence, physical coordination, focusing abilities, and social skills.

Math and science skills are developed through adult-guided experiences that accommodate children's concrete thinking and learning through exploration. Children are given opportunities to explore their interests and time to reflect and construct understandings of the math and science activities in which they engage.

Adults and Children – Partners in Learning

Teachers act as partners, working alongside children and communicating with them both verbally and nonverbally to encourage learning. Key strategies for adult-child interactions are sharing control with children, communicating as a partner with children, scaffolding children's play, using encouragement instead of praise, and taking a problem-solving approach to supporting children in resolving conflicts.

Active Learning

Active learning is at the center of the HighScope Curriculum. It's the foundation of young children gaining knowledge through their natural play and interactions with the environment, events, and other people.

Curriculum Content

The HighScope Preschool Curriculum is built around 58 developmental milestones called Key Developmental Indicators (KDI) in eight curriculum content areas that are closely aligned with state and professional standards. The KDIs define what HighScope teaches; the hows are provided by teaching practices for the classroom learning environment, daily routine, and adult-child interaction.

The Classroom and Daily Routine

A consistent framework for the day provides a balanced variety of experiences and learning opportunities. Children engage in both individual and social play, participate in small- and large-group activities, assist with cleanup, socialize during meals, develop self-care skills, and exercise their small and large muscles. The most important segment of the daily routine is the plan-do-review sequence, in which children make decisions about what they will do, carry out their ideas, and reflect upon their activities with adults and other children. These higher-

level thinking skills are linked to the development of executive functions, which are needed to be successful in school and life.

The Learning Environment

To create a predictable and active learning environment, teachers arrange and equip the classroom with various, open-ended materials that reflect children's home, family heritage, and language. The room is organized and labeled to promote independence and encourage children to carry out their intentions.

Conflict Resolution/Problem Solving

We use the HighScope Problem-Solving Approach to Conflict. As children resolve disputes with the support of adult mediators, they are actively learning a communication process that will be useful to them throughout their lives. This process can transform conflicts from angry, potentially violent exchanges to fruitful dialogues that nurture children's respect for and understanding of others.

The problem-solving approach includes six mediation steps for working with young children during emotionally charged conflict situations:

- Approach calmly, stopping any hurtful action.
- Acknowledge children's feelings.
- Gather information.
- Restate the problem.
- Ask for ideas for solutions and choose one together.
- Be prepared to give follow-up support.

Monitoring and Maintaining Quality – Program Quality Assessment (PQA)

Our program utilizes the PQA that focuses on helping build strong teacher-child interactions, effective learning environments, and supportive relationships with families that foster optimal child learning and development.

The PQA evaluates quality and aids in identifying teachers' strengths and where there are opportunities for growth and continuous improvement.

Child Outcomes Record (COR)

COR) is the assessment tool used to evaluate progress made by the children. It is a comprehensive tool that assesses program quality in the following areas: learning environment, daily routine, adult-child interaction, curriculum planning and assessment, parent involvement, and family services. Teachers record and input anecdotal notes daily on the computer using the online COR Advantage. Your child's teacher will review the assessment process with you at your child's first home visit and review your child's progress at each additional home visit and parent teacher conference.

COR data is compiled and analyzed by the Education Manager and shared with individual classrooms, teaching teams, policy council, Board, management, and administrative staff. The report is analyzed to look for children's growth and to develop individualized learning

plans for each child. After analyzing the report, recommendations, and short and long-term goals will be designed to improve educational services. The COR Outcome report is completed three (3) times per year for Head Start and (4) times per year for Early Head Start.

Home visits and Parent Teacher Conferences are a mandatory part of our program.

Throughout the school year, you will have the opportunity to participate in two home visits and two parent-teacher conferences. These can take place either in your home or at another agreed-upon location within the community. During these meetings, our staff and your family can get to know each other better and discuss common goals for your child. A member of our staff will contact you in advance to schedule the best date and time that works for you and your family.

Playground/Outdoor Play

The outdoor environment is an extension of the classroom. Outside learning experiences give children a chance to stretch large muscles, breathe fresh air, take in the sunshine and enjoy the freedom of open space. Young children sleep better, eat better, and learn better because the outside soothes and stimulates the senses. Playing outside promotes healthy habits and strengthens children's immune systems.

All children are expected to participate in outside play and activities unless noted by a doctor. Children will not go outside when the weather conditions are not safe. However, we go outdoors when it snows, so please dress your child appropriately with boots, hats, gloves/mittens, winter coats, and snow pants (if possible). The Early Childhood Services policy is that children will go outside if the temperature reads above 32 degrees Fahrenheit with the wind chill as long as the outside play space is free from ice or standing water. On hot days, children will be provided with shade and water.

Rest Time

Children enrolled in full day Head Start/GSRP will spend part of their afternoon (about 1 - 1.5 hours) resting on cots with a sheet and blanket that we provide.

Children enrolled in Early Head Start classrooms will nap or rest when they are tired. Children under 12 months of age will nap in cribs. For the safety of infants, soft objects such as blankets and pillows are prohibited in cribs.

Family-Centered Practices

The purpose of family- centered programming within the Early Childhood Services programs is to help staff and families learn more about themselves and their communities by learning to understand the family heritage of others. To encourage family participation, parents and other family members are invited to participate in Family sharing events, share stories and pictures in the classroom, at parent meetings and with staff.

Promoting a Respectful Environment

Creating a respectful environment is a critical success factor for Early Childhood Services. This includes recognizing and valuing individual strengths and experiences, fostering respect for all families and children, encouraging appreciation of individual background. Wayne Metro is committed to fostering a welcoming atmosphere for staff, families, and the community. All Wayne Metro employees are expected to demonstrate openness and respect in their interactions and professional conduct.

Screenings

Head Start programs are required to conduct developmental and social-emotional screenings for every enrolled child. Screenings are an opportunity to identify each child's strengths as well as address areas that may require further investigation and intervention. Wayne Metro uses the Ages and Stages Questionnaire, Third Edition (ASQ-3) for developmental screenings and the Ages and Stages Questionnaire: Social Emotional 2 (ASQ: SE 2) for social-emotional screenings. Both screenings are completed by the parent or guardian using the Ages & Stages Questionnaire online format. If a concern is identified with either screening, parents or guardians will be notified and provided additional information and activities to support their child's growth and development

Developmental Support Services

Wayne Metro Early Childhood Services is a supportive program. At least 10% of the total number of enrollment within a program year must be made available to children with special needs. Although Head Start is a trailblazer in including children with special needs, laws and regulations related to children's rights and protections have been enacted and must be followed in all early childhood programs.

Children with special needs may include those with speech and language impairments, vision or hearing difficulties, developmental delays, Down's syndrome, autism, and other developmental needs. Wayne Metro Early Childhood Services is responsible for assisting families with securing additional services for children with developmental challenges in cooperation with school districts or other agencies providing services to children with special needs. It is our goal to include children with special needs in all aspects of the program.

This "supportive" model benefits children with special needs in several ways, including:

- Learning in the company of peers
- Building friendships with typically-developing peers from their own neighborhoods and communities
- Receiving services and support in context of their regular classrooms without being isolated
- Developing the social competence they need to become active learners



If you have concerns regarding your child's development, please speak to your child's teacher. An action plan will be created to address your concerns. If it is determined that further evaluation is needed, we will work with you and your local school district. If your child is eligible for additional services, you will participate in developing an Individualized Education Plan (IEP) for children three and over or an Individualized Family Service Plan (IFSP) for children who are under three. This will ensure that your child's developmental needs are being met. Once IEP or IFSP goals have been established, your child's teacher will work with you to incorporate those goals into the classroom activities.

Parent involvement:

Parents are critical members of the team responsible for designing and carrying out a child's IEP or IFSP.

Transitioning Children into Early Childhood Services

Tips for helping your child adjust to preschool:

- Your child may get sick more often as they are being exposed to other children and new environments for the first time. Don't take it to heart.
- Make sure your child is well rested, up to date on immunizations, and washes his/her hands frequently to reduce the chances of sickness.
- Spend time talking to your child about preschool, what to expect before they start, and what to look forward to such as making new friends.
- Take your child to the center and meet the teacher before the first day.
- Try not to build up pressure and anxiety around the first day of school. It can elevate your child's fear of separation from you.
- Assure your child school is fun and safe and that you will return soon.
- Remain calm and smile. Your child will follow your lead.

- Develop a consistent routine at drop off time so your child knows what to expect each day. A predictable ritual such as a hug or high-five can make drop offs easier for you and your child.
- If your child is having difficulty at drop off, talk to your child's teacher. The teacher will help you to develop a plan to make separation easier for you and your child.

Transitioning from Early Head Start to Head Start

Making the transition from Early Head Start to Head Start is an important step for your child and family. Approximately six months prior to your child's third birthday, your Family Advocate will contact you to begin the process. You and your child will be invited to visit a Head Start classroom, look at program options, and complete a new enrollment package. It is important that you engage with your Family Advocate/Parent Educator to ensure that the next step in your child's learning experience is a positive next step for both of you.

Transitioning Children to Kindergarten

Wayne Metro will support families as their children leave Early Childhood Services to continue education with the School District or Local Education Agency (LEA) of their choice. Support will be offered in a variety of forms:

- Kindergarten classroom visits will be arranged to familiarize the children with their new classroom environment. Parents will be invited to accompany their child to the new and exciting environment. A Head Start/GSRP Kindergarten Parent Meeting will be arranged to discuss:
 - School District expectations and curriculums
 - Ideas for summer parent support of child development
 - Information of how parents can take an active role in their child's education
- Special Education Services
- In May, a Home Visit will take place to assist parents in understanding their child's progress over the year and identify areas of support for Kindergarten entry. A Transition Plan will be completed for all children.
- Parents will be made aware of pre-enrollment opportunities for Kindergarten bound students. With permission, Head Start and GSRP will facilitate the transition of necessary Kindergarten registration information.
- Also in May, Transition Packets of activities and information will be distributed for parent support of child development.



HEALTH AND NUTRITION

Health

Early Head Start/Head Start and GSRP guidelines and Michigan state law require that every child have a physical examination complete with needed immunizations before entering the program. Our program also requires that every child visit the dentist, wash their hands before meals, and brush their teeth after meals.

Nutrition

PLEASE DO NOT SEND ANY FOOD TO SCHOOL

Each session's meals will be at least 1/3 of the child's daily nutritional needs. Children in a full-day session will receive 2/3 of their daily nutritional needs. Parents must provide any information about their child's special dietary needs or food allergies. Head Start and GSRP is responsible for what is presented to eat and the manner in which it is presented and the children are responsible for how much and what they eat. We make every effort to accommodate ethnic and family food preferences.



Nutrition Curriculum

Regie's Rainbow Adventure® is a nutrition and physical activity classroom-based curriculum for preschool children. The seven-week program chronicles the adventures of Regie the superhero (who looks like a piece of broccoli). Regie travels to several islands that correspond with the colors of the rainbow. Each week children sample healthy fruits, vegetable, and foods they may not normally eat. Parents are also provided educational brochures and handouts on nutrition and wellness.

Mealtime and Nutrition assessments

A nutritious breakfast, lunch, and afternoon snack is served in a family-style setting each day in our centers. To help us meet the needs of your children, please provide Early Head Start/Head Start and GSRP with information about any special dietary needs or allergies your child might have. A Special Diet Statement must be filled out by your child's doctor to clarify the food restrictions due to medical concerns. Please see your Family Advocate to obtain a copy of the form.

Nutritious snacks are provided to the families enrolled in our Early Head Start home-based program during bi-weekly socializations.

What can you expect ?

- All children will be served a healthy lunch consisting of milk, a protein like meat, cheese, or beans, vegetable and/or fruit, and grain. Meals will meet the minimum nutritional requirements. All meals are served family style.
- Infants under age 1 will have individual menus that are updated daily based on their intake and will be fed on demand.
- Ready to feed formula will be provided for the infants under age 1.
- Breastfeeding mothers will be provided support, education, and a comfortable place to breastfeed.
- Expressed breast milk will be properly stored and handled.
- Menus will be dated, posted in classrooms, and sent home monthly to all parents. Substitutions will be noted on classroom menus. Parent input is welcome in menu planning.
- Foods served are low in sugar, salt, and fat.
- Parent volunteers are encouraged to participate in the nutrition program.
- Children will be encouraged, but not forced, to eat.
- Nutrition education and food experiences will be a part of the curriculum for children.
- Parent nutrition education classes may be offered throughout the school year based on the interest of the parents.

The goal at Wayne Metro Head Start and GSRP is to help children build the foundation for healthy eating habits and positive attitudes about nutrition that will last them a lifetime.

Illness

Please do not send your child to school if they have a fever, unexplained rash, diarrhea, vomiting, excessive coughing, or any other possible communicable disease. It is better for your child to rest at home than to come to school on these days. You must call the center if your child is going to be absent. Please refer to the Communicable Disease Policy in your Orientation Package or see the classroom staff for additional information. If your child becomes ill while in our care the centers will ensure that any child who is too ill to remain in the group is placed in a separate area and is cared for and supervised by program staff

Medication Policy

Wayne Metro Early Childhood services will follow the Michigan Association of School Nurses Medication Administration for Unlicensed School Personnel and State of Michigan Child Day Care Licensing Regulations. A current **Permission for Prescribed Medication** form must be on file. Parents can obtain a form from their Family Advocate. All medication dispensed (including topical ointments) must have a written order signed by the physician with signed parental consent for administration by Wayne Metro staff. Only physician prescribed medication will be accepted at Early Head Start and Head Start. All medication received for administration by HS staff members must be given to the Site Manager or assigned Family Advocate.

If a child requires life-saving medication (i.e. Asthma Inhalers, Diastat, or an Epi-Pen), the parent/guardian must:

- Have a written order signed by the physician and parent
- Bring the medication to the center for the first day of class
- Bring the medication in the original container with the current date, expiration date, the child's name, physician name, medication name, dosage, and method of administration
- Pick up all unused medication at the end of the school year or un-enrollment in the program

Hand Washing

Effective implementation of hand washing significantly reduces health risks to children and adults by limiting the spread of infectious germs. Staff, volunteers and children will wash their hands with soap and running water after toilet use, before food preparation, handling, consumption, or any other food-related activity. Hand washing will be repeated and monitored if contaminated with blood or other bodily fluids, and after handling pets or other animals. Staff must also wash their hands with soap and running water before and after giving medication, as well as before, and after assisting a child with toilet use.

Medical Emergency Procedures

Staff will inform parents of any minor injuries that occur while a child is in school. When an accident or injury occurs which requires professional attention, the parent or emergency person will be contacted immediately. Please make sure we have up to date contact information as well as current home, work, and cell telephone numbers for each person listed on the emergency card. A written accident report will be completed by the staff that witnessed the incident and placed in the child's file.

Health and Safety Policies and Procedures

Health practices and policies followed by Wayne Metro Head Start and GSRP comply with State of Michigan Child Care Licensing requirements as well as both federal Head Start Performance Standards and Wayne Metro Policies and Procedures. Health and safety of both children and staff are of paramount importance to us, including:

- Children and staff wash their hands prior to eating and after restroom use, exposure to discharge, blood, or urine/feces, and as necessary.
- Staff use disposable gloves whenever assisting with toileting or the cleanup of body fluids.
- Children who soil themselves are assisted immediately with cleanup and are given a change of clothes if available. Soiled clothing is placed in leak-proof bags and placed in the child's cubby. Parents are made aware of soiled clothing. Absolutely no rinsing out or laundering of children's clothing is done at Head Start or GSRP.
- Sheets and blankets will be provided to all center-based children.
- All table surfaces are washed and sanitized throughout the day using a 1:10 parts chlorine bleach solution prepared daily. Toys and manipulatives are sanitized weekly and as needed each day.
- Wayne Metro Early Childhood Services follows all recommendations of the Wayne County Health Dept to control communicable disease in schools, excluding infected children, and notifies all parents at an affected site.
- All staff are provided annual training on medication administration, universal precautions, and communicable disease prevention. In addition, staff receive CPR/First Aid certification annually.
- Children with severe health concerns will have a Health Care Plan put into place with the Health Manager, Site Manager, Site Coordinator, Family Advocate, Teaching Staff, and Parent to ensure the safety of the children.
- Age-appropriate sunscreen can be applied to children with written parent/guardian permission using the Sunscreen Authorization form. A physician's approval is not required for sunscreen. Please see your Family Advocate for the form.

If you have any questions regarding our nutritional or medical procedures, please consult the Health Manager, Alissar Tanana.

Mental Health Services

Wayne Metro Early Childhood Services embraces a vision of mental wellness. Our goal is to build collaborative, trusting relationships among children, families, staff, and mental health professionals in order to enhance awareness.

We support a culture of understanding around mental wellness and the contribution that mental health information and services can make to the wellness of all children and families, and staff.

Staff and Parent Consultations

Wayne Metro Early Childhood Services classrooms are observed by a Mental Health Consultant or a Licensed Social Worker twice a year. A Licensed Mental Health Consultant or Social Worker will be available throughout the school year to provide information and consultation for staff and families.

Wayne Metro has Mental Health Disability Coordinators (MHDS) who will provide guidance and strategies from information gleaned through observations at each site. During these classroom visits, the MHDS staff provides recommendations to help teaching staff in meeting the mental wellness needs of themselves and children, and assist in identifying children needing further assistance.

Second Step

Wayne Metro implements the Second Step Program for preschoolers enrolled in the Head Start Program option. Second Step addresses both the child and the family through the following guides:

- Second Step Early Learning
- Pedals(Positive Emotional Development and Learning Skills)

This is a classroom-based curriculum designed to decrease problem behaviors, increase students' school success, and promote social-emotional competence and self-regulation.



Second Step teaches children to identify and understand their emotions and the emotions of others. Second Step works to reduce impulsiveness, helps children choose positive goals, and learn to manage their emotional reactions. Strategies are provided for children daily and documented on the lesson plan.

PEDALS

Provide coaching to teachers and classroom staff on-site. This includes classroom observation and feedback; modeling of instruction; general consultation regarding effective application of social-emotional curriculum, classroom management, and use of the screening/assessment tool; and technical assistance on data collection and entry as needed.

Positive Behavior Intervention Support (PBIS)

Positive Behavior Intervention Support (PBIS) is an approach that is used by staff to work with children with challenging behaviors. PBIS supports children in achieving meaningful, long-term outcomes. Emphasis is on the prevention of challenging behaviors, developing prosocial skills, and the use of research-based strategies for addressing existing behavior concerns.

Trauma Smart

All Wayne Metro Head Start staff will continue to receive training in Trauma Smart. Trauma Smart is a program created by Crittenton Children's Center. It is a program that provides support to children who have experienced trauma as well as the caregivers and teachers who love them.

Unresolved trauma in childhood can have life-long effects and is linked to adult aggression, substance abuse, eating disorders, depression, and suicide.

Parent Informed Trauma- Smart Connections

Smart Connections for parents are educational meetings/training specifically designed to assist parents in implementing Trauma Smart concepts with their children at home.

Look for the meeting /training information in various platforms, such as on parent boards, in your emails, and through newsletters.

PARENT, FAMILY & COMMUNITY ENGAGEMENT

The Parent, Family, and Communication Engagement team is dedicated to building and maintaining strong, ongoing relationships with families and the community. Our goal is to move parents from a state of mere involvement to true engagement.

Early Head Start/Head Start is a collaborative initiative that unites parents, the community, and staff to support children's growth and education. Your active participation plays a crucial role in your child's success, as you are their first teacher. We encourage parents and guardians to volunteer for at least five hours each month, with various opportunities available to enhance your involvement in your child's early education. Some of the volunteer opportunities include:

- Parent Meetings
- Policy Council Meetings
- Parent Workshops
- Family Activities and Events
- Classroom Curriculum and Menu Planning
- Health Services Advisory Committee (HSAC)
- Classroom Volunteer Roles
- And many more opportunities

We look forward to your involvement!

The Family Partnership Agreement (FPA)

Within 45 days of enrolling your child, a Family Advocate will contact you to start working on a Family Partnership Agreement (FPA). Your family will work closely with your Family Advocate at the site to identify current and ongoing strengths in your family, short and long-term needs/goals, as well as any situation that requires resources and support. You may have a specific goal you want to accomplish. Your Family Advocate will help you develop an action plan that outlines the steps to achieve that goal. Over the school year, you will participate in three Family Service Needs Assessment (FSA) meetings with your Family Advocate. For your convenience, your Family Advocate will contact you in advance to schedule these meetings.

Child Abuse and Neglect

Wayne Metro is a mandated reporting agency. We are required by law to report any suspected child abuse or neglect to Children's Protective Services. Agency staff do not perform investigations. Our required procedures are:

1. Agency staff suspect a child has been abused or neglected, or a child states that they have been abused or neglected.
2. Agency staff report to Children's Protective Services per agency policies and procedures.
3. Agency staff are required to call 911 in emergencies.

If you suspect any abuse or neglect, you are to call 1-855-444-3911 to report it.

Behavior and Conduct

The following behaviors are considered to be unacceptable and will not be tolerated at any of our Early Childhood Centers or functions:

1. Loud and abusive behavior
2. Smoking
3. Being at the center while under the influence of drugs or alcohol
4. Illegal conduct such as stealing, assault, etc.
5. Gossiping or slandering of children, staff, or families
6. Behaviors that are detrimental to the Early Childhood Services Programs
7. Neighborhood menacing or violation of city/state public ordinances
8. Violation of Agency Policies and Procedures as related to the Early Childhood Services' Programs
9. Misrepresentation of the Agency and/or Early Childhood Services Programs

If the above behaviors are observed and substantiated by the Whole Family Early Director and/or the Whole Family Early Management Team, the following consequences may occur:

- 1. Oral and/or written reprimand by the Director of Early Childhood Services
- 2. Exclusion from future activities
- 3. Exclusion from the program

In-Kind Match & Volunteers
WE LOVE VOLUNTEERS!!!



Parent and community participation is vital to our Early Head Start/Head Start program. 75% of the funding needed to operate the program comes from the U.S. Department of Health and Human Services, which serves as our primary funding source. Our program is required to raise the remaining 25% through “in-kind” contributions, which include donations from community members and organizations, as well as volunteer hours contributed by parents and community members. These hours and donations help us meet our annual in-kind goals.

<u>Total Program Match-</u> <u>\$4,592,243</u>	<u>Program Match for our Families-</u> <u>\$2,296,121.50</u>
<u>Parent Volunteer Rate per Hour \$21.80</u> <u>Time + Volunteering =\$\$\$\$\$\$</u>	
<u>To meet this year's in-kind goal of \$2,296,121.50 at 100%, each child would need to have family members completing 14.5 hours of volunteer activities on a monthly basis, earning a total of \$314.58 of in-kind for their child's classroom.</u>	

Volunteer participation is essential for our Head Start and Early Head Start programs. Parents play a significant role in helping us meet our in-kind goals. By volunteering your time within the program, you can contribute to fulfilling the in-kind requirement. Family engagement is crucial for program funding, and your involvement as a volunteer enhances the Early Head Start and Head Start experience for all of our children. There are many ways you can volunteer in our program.

- **At home, you can:**
 - Repair classroom toys or equipment.
 - Work on or make things for the classroom (make playdough, cut out materials, etc.).
 - Recruit new families.
- **In the classroom, you can:**
 - Help children with daily activities, including outdoor play.
 - Assist the teacher and assistant teacher during rest time.
 - Help plan classroom activities with the teacher and assistant teacher.
 - Read a book or share a story with children.
 - Introduce a talent, family culture, or tradition.
 - Introduce songs and sing with the children.
- **At the site, you can:**
 - Work on newsletters, calendars, flyers, posters, or bulletin boards, etc.
 - Assist with building and playground safety.
 - Complete general office work (phones, buzzers, copies, etc.).
 - Volunteer as a greeter at the start of the day or site events.
 - Assist in menu planning.
 - Help with events such as Family Prom and Fatherhood Olympics.
 - Serve as a bilingual translator.
 - Attend parent meetings.
 - Participate in family activities and events.

- **And more.....**

Please ensure that you complete the Volunteer Time Sheet to accurately document all of your volunteer hours. You can fill out this form using the Wayne Metro App, or you can request a physical copy from any staff member. If you need assistance in finding or completing the form, please don't hesitate to ask a staff member for help.

Screening Volunteers

All volunteers interacting with children must complete a Public Sex Offenders Registry (PSOR) clearance as required by the Michigan Department of Lifelong Education, Advancement, and Potential (MiLeap) Child Care Licensing Bureau. To initiate this, fill out the Volunteer Application Form and submit it to your Site Manager or Family Advocate. The agency will securely keep the clearance on file. If disqualifying information is found, you will not be allowed to volunteer, but your child will remain enrolled. An approved volunteer list will be maintained on-site.

Volunteering in the Classroom (4 hours per week or more)

Volunteers who spend 4 or more hours in the classroom each week for 2 consecutive weeks must complete the volunteer application and screening process. This includes submitting a valid driver's license or state ID, obtaining a Central Registry Clearance from the Michigan Department of Health and Human Services (MDHHS), and passing a Tuberculosis (TB) test. Your Site Manager or Family Advocate can help with these steps. If any of the required clearances come back with information that may prove to be more serious than a minor traffic offense, it may result in the termination of your in-person volunteer status within our program.

To support a positive learning environment for all children, regular volunteers are not permitted to volunteer in their own child's classroom.

Parent Meetings

Parents and legal guardians are invited to meet monthly at each site. These meetings will share important information, focus on a specific topic, and include fun activities.

This is a great chance to connect with other parents, discuss concerns, help plan events, and learn about volunteer opportunities. Participating in these meetings allows parents and guardians to take an active role in their child's education and have a say in their site.

Policy Council

The Policy Council is made up of parents and legal guardians of enrolled Early Head Start and Head Start children, elected as representatives at each site. This group collaborates with management staff, community representatives, and WM Governing Board members to make decisions about program operations, ensuring children have a quality educational experience and that the needs of families are met.

Joining the Policy Council gives parents and guardians a leadership opportunity and ability to say, "Yes, I have a voice in what's happening in my community, my family's life, and in my child's education." Your participation allows you to:

- Have a voice in program decision-making and planning.
- Gain knowledge of program operations and budgets.
- Interact, establish relationships, and network with other parents/legal guardians and community members.
- Become an advocate for children and families within our program and communities.
- Gain Decision-making skills.

GSRP Advisory Council

GSRP meetings takes place three times per school year and is open to all GSRP parents. The meeting is hosted by Wayne RESA and provides GSRP parents an opportunity to learn more about the program. Meeting dates will be distributed to all GSRP parents.

Parent Trainings & Workshops

Make sure to take advantage of the FREE learning opportunities offered by our program. Our staff will work with you to provide many chances to attend valuable educational presentations, workshops, and training at no cost. Some of the most popular workshop topics include parenting, behavior support, family wellness, financial literacy, healthy lifestyles, leadership, and nutrition. We support our families with resources and referrals, with everything from emergency food to grandparents' rights and GED classes. Many of our programs offer Certificates of Completion, which can be included on your resume and improve your employability skills. We encourage parents and guardians to take advantage of all the resources that are available to you and your family

Parent Activities & Events

Each site will collaborate with families to offer a variety of events and activities that support learning and encourage volunteering. Please stay in touch with your child's teacher, family advocate, and site manager to learn more about these opportunities throughout the year. Additionally, you are welcome to attend your site's monthly parent meeting if you're interested in helping to plan these events and activities.

Positive Role Models

Our program warmly invites all fathers and father-figures to participate, offering the support needed to help them become stronger advocates, build better relationships, and promote their child's healthy development. Fathers and father-figures have a unique and essential influence in the lives of children. Whether you attend an event or spend a day in the classroom, we encourage you to share a smile, give a hug, or read a book. You might be the only male role model in that child's life, which can make a significant impact. We provide many fun and engaging opportunities to build Strong Fathers, Strong Families.

High Scope/School Readiness Parent Training is provided each month at site parent meetings. Additional training is provided throughout the year.

Community Complaints

Performance Objective:

Wayne Metro Early Childhood Services' Programs are committed to ensuring that every complaint is appropriately resolved.

Operational Procedure:

All Management Team members, Policy Council members, personnel, and volunteers shall uphold positive relations with parents, children, outside agencies, businesses, partners, and the community-at-large while interacting with Wayne Metro's Early Childhood Services Programs.

1. All groups listed above should welcome and solicit constructive suggestions from the community and seek positive relations with the community at all times.
2. Community complaints shall be resolved at the appropriate level and with the

appropriate supervisor in the Wayne Metro Early Childhood Services Programs. Complaints initiated at a higher level than is appropriate, or which have not been addressed to the appropriate party, will be referred to the proper party for review and resolution.

- a. Complaints shall be handled according to the policies and procedures in effect for Wayne Metro Early Childhood Services.
 - b. Wayne Metro staff may not intimidate, retaliate, threaten, coerce, or discriminate against a complainant, his/her witness, or anyone involved in the investigation of a complaint.
3. The decision of the highest level of recourse of the agency (normally the governing board) will be considered as a final disposition of the complaint. The only exception to this policy would be complaints having to do with any of the following:
 - a. Abuse of power by the agency governing board
 - b. Illegal activity not fully resolved by the agency governing board
 - c. Decisions by the agency governing board that conflict with Early Childhood Services regulations
4. Community complaints will be handled according to the following procedure:
 - a. The complaint must be received in writing and addressed to the Director of Early Childhood Services. The Director of Early Childhood Services (or his/her designee) will investigate the complaint and attempt to resolve the issue and satisfy the complainant. A written response will be provided to the complainant within five(5) business days of receiving the complaint.
 - b. If the issue is not resolved, the complainant shall request that the Director of Early Childhood Services forward all correspondence related to the complaint to the Chief Programs Officer for resolution within ten (10) business days.
 - c. If still not resolved, the complainant shall request that the Director of Early Childhood Services forward the complaint and all correspondence related to the complaint to the Chief Executive Officer for resolution within ten (10) business days.
 - d. If still not resolved, the complainant shall request that the Director of Early Childhood Services forward the complaint and all correspondence related to the complaint to the Governing Board for final resolution at their regularly scheduled meeting. A copy of the final written resolution shall be forwarded to the Director of Early Childhood Services for filing and distribution to the appropriate individuals and/or agencies within ten (10) business days. The decision of the governing board, the highest level of recourse of the agency, will be considered as a final disposition of the complaint.

The Policy Council shall be informed by the Director of Early Childhood Services of the

RESOLUTION PROTOCOL



The Policy Council is not involved in the resolution process; rather, the process of being informed and in communication with the Whole Family Early Director. The Policy Council will be kept informed of the resolution process.

Parent, Family, and Community Engagement at a Glance

	WHAT IS IT?	WHEN DOES IT TAKE PLACE?	HOW WILL I KNOW WHAT TO DO?	WHY SHOULD I GET INVOLVED?
PARENT COMMITTEE	Parent Committees are established for every center and combined home base programs. Every parent/guardian of an enrolled child is a member.	The Parent Committee meets once a month at each site or virtually.	A thorough training is provided in the fall. Head Start staff are available to help as needed.	You will have the opportunity to work with other parents at your center to make decisions, voice your opinion, become an officer, learn leadership skills, help plan parent events and be elected as a Policy Council Representative.
POLICY COUNCIL	The Policy Council is made up of parent representatives from each Parent Committee, community representatives and former parents.	The Policy Council meets once a month at a designated center or virtually.	A thorough training is provided in the fall. Head Start staff are available to help as needed.	You will have the opportunity to work with other parents and community representatives to make decisions for the Grantee program, voice your opinion, request changes to current policies, serve on subcommittees, become an officer, learn leadership skills, and help plan parent events and community projects.
GSRP ADVISORY COUNCIL	The GSRP Parent Advisory Committee meets to represent parent perspectives and make recommendations about reaching the GSRP's goals of student achievement, equitable access to opportunity, and accountability.	GSRP meets three times per year at a designated location. The meeting is hosted by Wayne RESA.	Meeting dates will be distributed to all GSRP parents via flyers and site newsletters.	You will assist all Wayne RESA GSRP families in providing a GREAT START for children and provides an opportunity to learn more about the program.
FAMILY PARTNERSHIPS	Through your Family Partnership Agreement (FPA), we help you identify needs, interests, and support you in developing and accomplishing goals.	The FPA is developed with your Family Advocate (FA) or Parent Educator (PE) on an individual basis.	Your FA/PE will explain and discuss it with you. You will work with your FA/PE to obtain resources/referrals to support you in achieving your goals.	Benefit your family. • Learn about community resources. • Work through difficult situations.
FAMILY AND FATHERHOOD EVENTS	• Informational meetings. Examples: ◦ Cultural Awareness Event ◦ School Readiness Events ◦ Father/Male Role Model Event	Events happen at various times throughout the year: days, afternoons, and evenings	• Check the Parent Board in the main hallway • Flyers sent home. • Site calendars/newsletters • Staff	• To gain important information & resources • To get to know other Head Start families • To spend quality time with your child
CLASSROOM VOLUNTEER TRICKED-OUT VOLUNTEERING, BACK VOLUNTEERING, BECOME A PUBLICist, ORANGE BRIGHT PRIDE CLEARANCE	• Helping out in different areas of the center. • Helping to bring more funding to our program. • Children w/ involved parents/families have greater academic success!	• During your child's classroom hours. • Volunteers are welcome at any time.	• Ask center staff • Follow daily classroom routine. • Attend Parent Committee Meetings. Input is valued. • Attend conferences, workshops, and seminars	• To support your child in their development. • To encourage the importance of education. • Support site/classroom.

CONNECT WITH WAYNE METRO COMMUNITY ACTION AGENCY

Wayne Metro is here to assist each family, child, and parent to identify and address his or her unique needs and goals. If you are seeking services or support, please contact your Family Advocate.

With the assistance of our Wayne Metro CONNECT™ Call Center, your Advocate can assist you to apply for additional Wayne Metro wrap around services.

If you have family members or friends seeking services...

1. Contact the CONNECT (™) Call Center at 313-388-9799. The Call Center is open Monday – Friday, from 8:00 a.m. to 6:00 p.m. and Saturday 9:00 a.m. to 12:00 p.m.



2. Or visit **www.waynemetro.org** on your computer or smart phone and

Click on the **Chat** icon:



After you complete the required fields, you will be connected to our friendly CONNECT™ Call Center staff members, who will be happy to assist you.

The CONNECT™ Call Center live Chat is available Monday–Friday, from 8:00 a.m. to

6:00 p.m. and Saturday, 9:00 a.m. to 12:00 p.m.





Wayne Metropolitan
Community Action Agency

CHECK OUT OUR PROGRAMS!

- After School & Summer Programs
- DV & Veteran Resources
- Family Literacy Program (LEAPS)
- Financial Coaching
- Free Income Tax Preparation
- Free Job Training Opportunities
- Head Start & Early Head Start
- Housing Stability and Counseling
- Property Tax Assistance
- Water Bill Assistance
- Water Conservation
- Weatherization
- Utility Bill Assistance
- & More!

ALL PROGRAMS WILL BE OFFERED AS FUNDING IS AVAILABLE.

TO VIEW A FULL LIST OF OUR PROGRAMS, PLEASE SCAN THE QR CODE:

SUBMIT AN APPLICATION TO WAYNE METRO



Fill out an application to see which programs you qualify for.



CONNECT WITH OUR TEAM!

(313) 388-9799

TTY: 7-1-1



wmconnectcenter@waynemetro.org



www.waynemetro.org