2026-27

NATIONAL HEAD START ASSOCIATION'S Program of Excellence

Early Childhood Education

Parent Handbook 2026-2027

COASTAL GEORGIA AREA
COMMUNITY ACTION AUTHORITY, INC.

BRYAN | CAMDEN | EVANS | GLYNN | LIBERTY | LONG | MCINTOSH | TATTNALL | WAYNE

Community Action promotes self-sufficiency and will strive to improve the quality of life for families through education, training, comprehensive services and advocacy.

AREAS OF SERVICE:

Case Management
Early Childhood Education
Educational Support
Employment Assistance
Housing Advocacy
LIHEAP
Meals on Wheels
Senior Services
Summer Lunch
Weatherization
Women Empowerment
WX PLUS
Youth Development

COASTAL GEORGIA AREA
COMMUNITY ACTION AUTHORITY, INC.

TRES HAMILTON
CGACAA Chief Executive Officer

MICHAEL HEISER
Board Chair

CoastalGaCAA.org

National Head Start Association's Program of Excellence

Head Start

Early Head Start

Georgia's Pre-K Program

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WELCOME

FROM OUR EARLY CHILDHOOD PROGRAMS

We are excited to welcome you and your family to our Early Childcare Education Programs!

Our goal is to provide a safe, nurturing, and engaging environment where every child can learn, grow, and thrive. We are more than an early childhood education program; Coastal Georgia Area Community Action Authority, Inc., is a partnership between families, educators, and the community to ensure your child's success.

Our Head Start Preschool, Early Head Start, and Pre-K programs are committed to serving all children.

QUALITY-RATED CENTERS AND LOCATIONS

Hours of Operation: 7:45 am-3:45 pm Monday thru Friday
Center Office Hours: 8:30 am-5:00 pm Monday thru Friday

Administration Office Hours: 8:30 am-5:00 pm Monday thru Friday
Administration Contact: (912) 264-3281 | Fax: (912) 265-7444

CAMDEN COUNTY
Head Start Preschool/Early Head Start/Pre-K
1501 Georgia Ave./P.O. Box 418, Woodbine, GA 31569
Tel: (912) 576-5923 or (912) 576-9410 | Fax: (912) 673-6957

EVANS COUNTY
Head Start Preschool/Early Head Start
720 Church St./P.O. Box 382, Claxton, GA 30417
Tel: (912) 739-4576 or (912) 739-9631 | Fax: (912) 739-8414

GLYNN COUNTY
Head Start Preschool/Early Head Start/Pre-K
One Community Action Dr., Suite D, Brunswick, GA 31520
Tel: (912) 262-1400 | Fax: (912) 261-8775

LIBERTY COUNTY
Head Start Preschool/Early Head Start/ Home-Based/Pre-K
5627 South Coastal Highway, Riceboro, GA 31323
Tel: (912) 442-0866

LONG COUNTY
Head Start Preschool
77 Thornton Dr./P.O. Box 685, Ludowici, GA 31316
Tel: (912) 545-2155 or (912) 545-2273 | Fax: (912)545-2821

MCINTOSH COUNTY
Head Start Preschool
1497 Highway 17 N./P.O. Box 1095, Darien, GA31305
Tel: (912) 437-3942 or (912) 437-6118 | Fax: (912) 437-7893

REIDSVILLE
Head Start Preschool/Early Head Start
26466 Highway #23, Collins, GA 30421
Tel: (912) 342-8230 | Fax: (912) 693-7014

WAYNE COUNTY
Head Start Preschool/Pre-K
724 N. Fourth St., Jesup, GA 31545
Tel: (912) 427-4527 or 427-2234 | Fax: (912) 427-6363

PROGRAM CALENDAR

JULY '26						
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PROGRAM CALENDAR

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- *Center Aides and Center Supervisors Return* 7/20-7/24
- *Pre-Service Training, Classroom Prep. and Staff Return* 7/27-8/4
- **Parent Orientation** 8/5
  Conference 11/13 and 5/7
- **First Day of School** 8/6
- **Home Visits**
  HS/EHS - 1st Home Visit
  9/17 and 9/18 (No School)
  HS/EHS - 2nd Home Visit
  3/11 and 3/12 (No School)
  EHS - 3rd Home Visit
  1/14 and 1/15 (EHS will be open)
- **Education Training** (No School)
- **Annual Meeting** (No School)
- **Winter Break** 12/21-1/1
  (No School, Staff and Children)
- *Teacher Prep* 1/4 (No School)
- **School Closed / Holidays**
- **Spring Breaks** (No School)
  Camden, Liberty, and Long 3/29-4/2
  Claxton, Glynn, Wayne, and McIntosh 4/5-4/9
  Reidsville 4/12-4/16
- **Last Day of School**
  HS 5/21
  Pre-K 5/21
  EHS 6/22
- *Last Work Day*
  HS Staff 5/25; 171 days
  Pre-K Staff 5/25; 1170 hours
  EHS Staff 6/24; 191 days

INTRODUCTION

Coastal Georgia Area Community Action Authority, Inc. is a nonprofit organization dedicated to serving the community through a variety of support programs.

Established as part of President Lyndon B. Johnson's "War on Poverty" initiative, Community Action Agencies like this one are designed to empower individuals and families toward self-sufficiency. The agency's operations are primarily funded through federal and state grants, supplemented by contributions from local partners and sponsors.

The Head Start Preschool, Early Head Start, and Pre-K share a common commitment to supporting young children and their families, but each has a specific focus:

Head Start Preschool

Promotes school readiness and high-quality early education of young children (ages 3 to 5), by enhancing their cognitive, social, and emotional development. The program provides comprehensive services, including education, health, nutrition, and family engagement.

Early Head Start

Promotes healthy prenatal outcomes to enhance the development of young children (birth to age 3) and supports healthy family functioning.

Home-Based (Early Head Start)

It is a unique option within Head Start Preschool and Early Head Start that delivers services directly to families in their homes. It's designed to support child development by empowering parents as their child's first and most important teachers.

Head Start Expectant Moms Program

Offered through Early Head Start (EHS), this program provides specialized support for pregnant women to promote healthy pregnancies and prepare families for the arrival of their baby.

Pre-K

Provides early education for young children who are four years old. It ensures access to developmentally appropriate learning experiences that build a strong foundation. It emphasizes literacy, math, and social-emotional skills.

"Through our collaboration with Head Start Preschool, Early Head Start, and Pre-K programs, we remain committed to fostering the positive development of infants, toddlers, and preschool children, while empowering families across all eight of our communities."

MISSION STATEMENT

Coastal Georgia Area Community Action Authority, Inc., promotes self-sufficiency and will strive to improve the quality of life in families through education, training, comprehensive services, and advocacy.

PHILOSOPHY

A child thrives best within a comprehensive, interdisciplinary program that supports development and addresses challenges through a wide range of integrated services. To be truly effective, this approach must actively involve the child's entire family and engage the broader community.

GOALS and OBJECTIVES

1. **Ensure that all children and families have ongoing, accessible medical care.**
   - Through ongoing communication with parents and continuous examination, monitoring, and follow-up of health records, and assessments.
2. **Enhance children's learning through creativity to assist in their development socially, intellectually, physically, and emotionally.**
   - Provide opportunities in a variety of interests that include activities developmentally appropriate for the children's age and individual needs.
3. **In collaboration with other agencies, Head Start Preschool, Early Head Start, and Pre-K will identify and provide necessary services to meet the nutritional needs of each child.**
   - The nutrition program will include parent education, food safety in addition to the nutritional development and socialization of all Head Start Preschool, Early Head Start, and Pre-K children.
4. **Collaborative Engagement with Children and Families**
   - Build strong, collaborative relationships with children and their families to identify individual goals and needs. Deliver targeted interventions and promote mental wellness through education, training, and consultation-proven strategies for achieving positive outcomes.
   - Empower families to recognize and build upon their strengths, interests, and available resources to enhance their overall quality of life. Serve as advocates and partners throughout the goal-setting and achievement process, offering consistent support and encouragement.
   - Encourage parents to take an active role in their child's development by participating in programs such as Head Start Preschool, Early Head Start, and Pre-K, among other enriching activities.

HEAD START PRESCHOOL/ EARLY HEAD START MANAGEMENT AND SUPERVISION TEAM

Administrative Staff

Tres Hamilton, Chief Executive Officer
Lisa Wright, Director of Administration
Latasha Woods, Director of Finance
Rheashontria Yearby, Jorreye Green, Administrative Assistants
Alneata Kemp, Community Services Director
Cornelious Richardson, Weatherization Director

Program Management

Amanda Tyson, Education & Children Services Coordinator
Anthony Fuller, Facilities Manager
Marcus Portley, Transportation Manager
Sherry Stoves, Health Services & QA Coordinator

Child Development Supervisors

Damon Thomas	HS/EHS/Pre-K at Camden
Tameka Smith	HS/EHS at Evans
	HS/EHS/Pre-K at Glynn
Selena Bing	HS/EHS/Pre-K at Liberty
Ntasha Buskey	HS at Long
Cari Grissom	HS at McIntosh
Abbie Diaz	HS/EHS at Reidsville
Kamau Dickerson	HS/Pre-K at Wayne

PARENT VOLUNTEERS

Join Us - Your Time Makes a Difference!

At **Coastal Georgia Area Community Action Authority**, we believe that every helping hand matters. Whether you can give **one hour, one day, one week, one month, one year, or more,** your time and talents help shape the future of our children, support our families, and strengthen our community.

We invite you to explore the many ways you can get involved:

- **Storyteller -** Spark imagination and create magical moments by reading to children. Help them explore the world through books and stories.
- **Field Trip Chaperone -** Join us on exciting adventures! Be a friendly face and a helping hand as children explore new places and experiences.
- **Office Assistant -** Support our staff by helping with filing, data entry, copying, and other daily tasks. It's a great way to build skills and stay connected.
- **Newsletter Contributor -** Help us keep families informed and engaged by writing or designing our program newsletters.
- **Classroom Assistant -** Work alongside teachers to support children as they learn, grow, and express themselves through play, music, and conversation.
- **Teacher Resource Assistant -** Create fun and educational materials for classroom use. Recycle everyday items into tools for learning and creativity.
- **Event Organizer -** Help plan, decorate, set up, or clean-up for school and community events that bring families together.
- **Training Facilitator -** Share your knowledge by leading a parent training session on a topic you're passionate about.
- **Center Maintenance Helper -** Keep our centers safe and beautiful by helping with light maintenance, gardening, or organizing.
- **In-Kind Donor -** Donate goods or services that support our program and reduce costs— every contribution counts!
- **Translator/Interpreter -** Help us connect with all families by translating materials or interpreting during meetings and events.
- **Advisory and Parent Committees -** Represent your center and help plan activities, provide feedback, and support program improvements.
- **Policy Council Member -** Be part of the decision-making team that helps guide our program's direction and success.

PARENT CURRICULUM

Parenting is one of life's most rewarding experiences— but it can also come with challenges. That's why our Head Start Preschool, Early Head Start, and Pre-K programs offer parenting classes designed to support families in raising cooperative, responsible, and confident children.

These classes are specially designed for parents of young children ages birth to six years old and are based on the **Systematic Training for Effective Parenting (STEP) Early Childhood curriculum**—a research-based program that offers practical tools and strategies for everyday parenting.

What You'll Learn

- Understanding Young Children
- Understanding Young Children's Behavior
- Building Self-Esteem in the Early Years
- Communicating with Young Children
- Helping Young Children Learn to Cooperate
- Effective Discipline
- Nurturing Social and Emotional Development

What to Expect

- Each participant will receive a Parent Handbook that follows the course.
- Upon completing the sessions, parents will receive a Certificate of Completion.
- Classes are offered during the school year and are led by trained facilitators in a supportive, welcoming environment.

Get Involved

If you're interested in joining a parenting class, please speak with your Center Supervisor or Family Service Worker. We're here to support you, and we look forward to learning and growing together!

PARENT, FAMILY AND COMMUNITY ENGAGEMENT

At Coastal Georgia Area Community Action Authority (CGACAA), we believe that strong partnerships with families are the foundation of a successful early childhood program. Our Head Start Preschool, Early Head Start, and Pre-K programs are committed to building meaningful relationships with families to support their goals, interests, and overall well-being.

From the moment a parent says, "I want to enroll my child," a partnership begins–one built on trust, respect, and ongoing support. This relationship continues throughout your time in the program and is guided by the Parent, Family and Community Engagement (PFCE) Framework and the Family Partnership Process.

How We Support Families

We recognize that all families need support at different times. Often, the only difference between families in our program and others is access to information or resources. That's why we work together to:

- Identify family strengths and build on them
- Support family pride and self-awareness
- Help families assess needs and set goals
- Remove barriers to success
- Connect families with community resources and services

Opportunities for Engagement

Our programs offer many ways for families to get involved and grow:

- Recognize parents as their child's first and most important teacher, with strategies to engage fathers and all caregivers
- Encourage two-way communication built on trust and mutual respect
- Provide volunteer opportunities and pathways to employment within the program
- Ensure services are accessible, confidential, and available in families' preferred languages
- Coordinate services internally, including support for children with disabilities

Community Partnerships

We work closely with local organizations, agencies, and businesses to ensure families receive services that meet their needs. These partnerships are formalized through agreements and contracts, allowing us to offer responsive, high-quality support for children and families.

Head Start Policy Council

A Policy Council must be set up for each Head Start program; one delegate and one alternate are elected from each program. Past parents and community representatives may also serve on the Policy Council. Training in the roles and responsibilities is provided to Policy Council members. Serving on Policy Council allows parents to develop skills in leadership and policy and to be directly involved in the program planning process.

Head Start Parent Committee

Head Start programs have a Parent Committee made up of parents whose children are enrolled in the program. Parent Committee meetings are held throughout the year. Attendance at Parent Meetings is highly encouraged to take full advantage of the resources and learning opportunities offered to families. Date, time and other important information will be provided to parents/guardians prior to each meeting.

Health and Mental Health Services Advisory Committee

This committee brings together parents, community representatives and staff with the purpose of improving the overall health functions of the Head Start program.

The Head Start family benefits the most with the participation of parents, guardians, and community representatives meeting to discuss current issues and updates on health. The committee meets twice a year, once in the fall and then again in the spring.

Education Advisory Committee

Education Advisory Committees are chosen every school year and meet quarterly to review school readiness and quality improvement.

Fatherhood Program

All men involved in the lives of children can significantly influence the children's social development, health, and emotional well-being. Children guided by responsible male caregivers can experience the unique male perspective. The program celebrates and enhances male parenting/role modeling. Fatherhood program is a parent-child relationship event in which a male figure and/or parent and their Head Start child can interact in a positive way through different projects and activities.

Employment Opportunities

Head Start parents are encouraged to apply for positions posted by Coastal Georgia Area Community Action Authority, Inc. for which they are qualified.

PARENT FAMILY AND COMMUNITY ENGAGEMENT (PFCE) FRAMEWORK

The PFCE Framework fits into the realm of school readiness through seven outcomes related to **Ready Parents/Families, Ready Community, Ready Staff, and Ready Children.** Children and families are equipped for school readiness by being involved with the seven outcome areas within the PFCE Framework. The seven outcomes are:

Parent and Family Engagement Outcomes: Ready Families	
1. FAMILY WELL-BEING	Parents and families are safe, healthy, and have increased financial security.
2. POSITIVE PARENT-CHILD RELATIONSHIPS	Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child's learning and development.
3. FAMILIES AS LIFELONG EDUCATORS	Parents and families observe, guide, promote, and participate in the everyday learning of their children at home, school, and in their communities.
4. FAMILIES AS LEARNERS	Parents and families advance their own learning interests through education, training, and other experiences that support their parenting, careers, and life goals.
5. FAMILY ENGAGEMENT IN TRANSITIONS	Parents and families support and advocate for their child's learning and development as they transition to new learning environments, including Early Head Start (EHS) to Head Start Preschool, EHS/HS to other early learning environments, and Head Start Preschool to kindergarten through elementary school.
6. FAMILY CONNECTIONS TO PEERS AND COMMUNITY	Parents and families form connections with peers and mentors in formal or informal social networks that are supportive and/or educational and that enhance social well-being and community life.
7. FAMILIES AS ADVOCATES AND LEADERS	Parents and families participate in leadership development, decision-making, program policy development, or in community and state organizing activities to improve children's development and learning.

Together, we build strong foundations for lifelong learning, family success, and community growth. We're honored to walk this journey with you.

EDUCATION

What is School Readiness?

The Head Start Approach - Head Start's approach to school readiness is that children are ready for school; families are ready to support their children's learning; schools are ready for children; and communities are ready to support children and families.

Ready Children - Ready Families - Ready Schools - Ready Communities

Children - School readiness goals are defined as "the expectations of children's status and progress across domains of social and emotional development, perceptual, motor, and physical development; cognition and general knowledge; language and literacy; and approaches to learning. These goals improve readiness for kindergarten preparedness and appropriately reflect the ages of children possessing the skills, knowledge, and attitudes necessary for success in school and for later learning in life.

Parents/Families - For parents and families, school readiness means they are engaged in the lifelong success of their children. Head Start has long recognized and continues to recognize parents as primary teachers and advocates of their children. Therefore, school readiness support is provided to parents and families through the Parent Family and Community (PFCE) Framework.

Partnerships/Collaborations - Engagements with schools (kindergarten teachers) and Head Start teachers are established to support a smooth transition for children and parents/families. Lastly, Head Start establishes partnerships with community providers to connect children and families to needed resources that support the goals of children, parents, and the entire family unit—**Positive child outcomes and parent/family self-sufficiency.**

Supporting Your Child's Growth and Readiness for School

At **Coastal Georgia Area CAA,** our **Head Start Preschool, Early Head Start, and Pre-K** programs are designed to support every area of your child's development. Through our **locally designed school readiness goals**, we help children build the skills they need to succeed in school and in life while encouraging independence and self-help skills along the way.

AREAS OF DEVELOPMENT

Cognitive Development

Children learn to solve problems and think critically through activities like puzzles, pretend play, exploration, and experimentation.

Social and Emotional Development

Group activities, mealtimes, and dramatic play help children build relationships, express emotions, and develop a sense of belonging.

Language Development

Children strengthen their communication skills through story time, group discussions, expressive and receptive language activities, computer use, and object classification.

Self-Help Skills

We encourage independence by teaching children to lace shoes, type, button clothing, brush their teeth, wash hands, and feed themselves.

Physical Development

- **Large Muscle Skills:** Daily outdoor play includes climbing, running, throwing, walking, kicking, sliding, and jumping.
- **Small Muscle Skills:** Indoor activities such as painting, cutting, threading, pouring, pulling, and using manipulatives help children develop fine motor control.

Learning Through Play

Play is a powerful tool for learning. Whether indoors or outdoors, our classrooms and playgrounds are designed to support hands-on experiences that help children grow in every developmental area.

HEAD START EARLY LEARNING OUTCOMES FRAMEWORK: BIRTH TO FIVE

Central Domains and Alignments

The Central Domains are broad areas of early learning and development from birth to 5 years that are essential for school and long-term success. The Domains are aligned with the curriculum (Creative Curriculum for Preschoolers and Creative Curriculum for Infants/Toddlers and Twos), child development assessment tool (Teaching Strategies GOLD), and State of Georgia Early Learning and Development Standards (GELDS).

Children with Disabilities–The Central Domains can be used for working with children with disabilities:

- To provide individualized instructions for children with disabilities to develop and learn the skills for developmental progression
- To use the Framework in collaboration with specialists identified on the child's IFSP and IEP
- To identify children's strengths and abilities to ensure that learning opportunities are maximized and that children are fully included in all educational experiences and activities

Children who are Dual Language Learners–The Central Domains can be used for working with dual language learners:

- To ensure children who are dual language learners (DLLs) progress toward all goals in the Framework, including the acquisition of English
- To ensure continued development of the home language across the birth-to-5 period to support learning and development, including acquisition of English

<table>
<tr><th></th><th colspan="5">Central Domains</th></tr>
<tr><th></th><th>Approaches to Learning</th><th>Social and Emotional Development</th><th>Language and Literacy</th><th>Cognition</th><th>Perceptual, Motor, and Physical Development</th></tr>
<tr><td>Infant / Toddler Domains</td><td>Approaches to Learning</td><td>Social and Emotional Development</td><td>Language and Communication</td><td>Cognition</td><td>Perceptual, Motor, and Physical Development</td></tr>
<tr><td rowspan="2">Preschooler Domains</td><td rowspan="2">Approaches to Learning</td><td rowspan="2">Social and Emotional Development</td><td>Language and Communication</td><td>Mathematics Development</td><td rowspan="2">Perceptual, Motor, and Physical Development</td></tr>
<tr><td>Literacy</td><td>Scientific Reasoning</td></tr>
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HEALTH AND WELLNESS: SUPPORTING YOUR CHILD'S WELL-BEING

One of the key goals of our **Head Start Preschool, Early Head Start, and Pre-K** programs is to promote and maintain the **complete health and wellness** of every child. We believe that children thrive best in safe, healthy environments where their physical, emotional, and developmental needs are supported.

We work closely with families to ensure children receive the health services they need while enrolled. Through ongoing communication and collaboration, we help connect families to healthcare providers and resources that support their long-term well-being.

Health Requirements for Enrollment

To meet federal guidelines and ensure your child's health and safety, the following services are **required** at recommended ages:

- **Medical History** (including medical/dental home and insurance) - Head Start Preschool and Early Head Start
- **Up-to-Date Immunizations** or notarized exemption - Head Start Preschool and Early Head Start
- **Physical Exam** (complete body check) - Head Start Preschool and Early Head Start
- **Hearing Screening** - Head Start Preschool
- **Vision Screening** - Head Start Preschool
- **Lead Test** - Head Start Preschool and Early Head Start
- **Hematocrit or Hemoglobin Test** - Head Start Preschool and Early Head Start
- **Height and Weight Measurement** - Head Start Preschool and Early Head Start
- **Blood Pressure Check** - Head Start Preschool
- **Dental Exam** - Head Start Preschool and Early Head Start
- **Speech and Language Screening** - Head Start Preschool
- **ASQ Developmental Screening** - (Brigance Social Emotional Parent Input form) Early Head Start

For Expectant Mothers (Early Head Start)

Expectant mothers enrolled in Early Head Start are required to:

- Complete **prenatal and postnatal evaluations**
- Submit documentation of **OB visits**
- Receive a **dental exam and treatment**, if approved by their obstetrician
- Participate in **bi-weekly home visits** scheduled by Family Service Workers (FSWs)

Ongoing Support

- Parents/guardians are expected to follow up on any recommended treatments promptly.
- **Family Service Workers (FSWs)** are available to assist with scheduling appointments, accessing services, and answering questions.
- Families are encouraged to participate in the **Health and Mental Services Advisory Committee (HMHSAC)** to help review and improve health services offered by the program.

Together, we can ensure your child grows up healthy, strong, and ready to learn. If you have questions or need support, please reach out to your Center Supervisor or Family Service Worker. We're here to help!

MEDICATION

Medication will not be given to any child unless the medication form is completed in advance by the parent with the following information:

- Name of medicine
- Telephone number
- Doctor's name
- Time medication will be administered, including dosage
- Symptoms must be listed if prescribed "as needed"

Medication will only be administered if prescribed by a health professional. Parents should be the first to administer medication to monitor adverse reactions. Emergency medications will be transported on the bus during regular Head Start routes. Bus staff will receive training in medication administration specific to emergencies that may occur during transportation. For field trips, teaching staff will be responsible for bringing and managing emergency rescue medications to ensure children's safety outside of the classroom.

NUTRITION

At **Coastal Georgia Area CAA**, our **Head Start Preschool, Early Head Start, and Pre-K** programs recognize that **good nutrition is essential** for your child's physical growth, brain development, and social-emotional well-being. Children need healthy meals to stay energized, focused, and ready to learn—and we are committed to providing just that.

Meals Provided

While in the classroom, children receive:

- **Breakfast 8:00 am-9:00 am**
- **Lunch 11:30 am-12:00 pm**
- **Afternoon Snack 2:00 pm-2:15 pm**

Our approach to nutrition is built on modeling, teaching, and experiencing healthy eating habits. We believe that healthy foods lead to healthy bodies, which support healthy minds.

Special Accommodations

We provide meal modifications for:

- **Breastfeeding mothers**
- **Children with special dietary needs or chronic conditions** (e.g., allergies, failure to thrive)

To ensure proper care, written medical documentation is required for any meal changes.

Mealtime Learning

Mealtimes are more than just eating —they're learning opportunities! Children are encouraged to:

- Participate in **meal preparation and clean-up**
- Practice **mealtime etiquette**
- Explore new foods in a **positive and relaxed environment**
- Transition from baby food to table food around **age one**

Food is also used to support learning in areas such as:

- **Cognitive development**
- **Fine and gross motor skills**
- **Social interaction**

Children are encouraged to try all food components but are **never forced to eat**.

Family Engagement in Nutrition

Parents and guardians can learn more about nutrition through:

- **Newsletters**
- **Workshops**
- **Parent meetings**

A **Nutrition Consultant** is available to provide counseling and educational materials for families of children with identified nutritional concerns.

Menus and Language Access

- Menus are **posted in each classroom** and available upon request.
- When possible, menus will be provided in your **preferred language**.

Our Commitment

We proudly participate in the **Child and Adult Care Food Program (CACFP)**, which helps ensure that all meals meet federal nutrition standards.

MENTAL HEALTH

At **Coastal Georgia Area CAA**, our **Head Start Preschool, Early Head Start, and Pre-K** programs are committed to supporting the **mental health and emotional well-being** of every child and family. We believe that strong mental health is essential for learning, growth, and lifelong success.

Our staff works collaboratively with families, mental health professionals, and community partners to build positive relationships and create a nurturing environment where children can thrive.

- We promote awareness and understanding of mental health services available to children and families.
- Parents and guardians are informed of the benefits of working with mental health professionals to support their child's development and overall wellness.
- We offer parent education opportunities, including workshops, training sessions, and individual or group conferences.
- Families are encouraged to participate in any needed mental health interventions, with support from our team every step of the way.

Our Mental Health Professional works closely with staff to:

- Help plan and implement mental health services
- Provide direct support or referrals to community resources
- Ensure services are confidential, respectful, and tailored to each family's needs

kidsmentalhealthinfo.com

DISABILITY SERVICES

At **Coastal Georgia Area CAA**, our **Head Start Preschool, Early Head Start, and Pre-K** programs are committed to providing inclusive, developmentally appropriate services for all children— including those with disabilities. Since 1972, Head Start programs have operated under a federal mandate to ensure that at least 10% of enrollment opportunities are available to children with disabilities. We are proud to consistently meet and exceed this goal both locally and nationally.

We work closely with families, local education agencies, and early intervention providers to ensure that children with disabilities receive the support they need in the least restrictive environment. Services are guided by each child's:

- Individualized Education Plan (IEP)
- Individualized Family Service Plan (IFSP)

These plans help us tailor classroom experiences and support services to meet each child's unique needs. To provide the best care and support for your child, we ask that families of children with disabilities submit the following:

1. A copy of the most current IEP, IFSP, or Treatment Plan
2. A doctor's statement including diagnosis, medical management details, and any recommended accommodations or modifications
3. Documentation of any therapy services your child is currently receiving
4. A list of current medications, if applicable

Our staff and mental health and disability professionals will work with you to:

- Plan and implement services
- Coordinate referrals
- Connect with community resources
- Ensure your child receives the support they need to thrive

ada.gov

gadoe.org/special-education

dph.georgia.gov/Babies-Cant-Wait

POLICIES AND PROCEDURES

Transportation

Our Head Start Preschool, Early Head Start, and Pre-K programs are committed to providing safe and reliable transportation for eligible children. To ensure the safety of all children and the efficiency of our transportation services, please review the following guidelines:

Responsible Person Requirements

- When transportation is provided by the center, a responsible person age 14 or older must:
  - Place the child on the bus in the morning
  - Receive the child from the bus in the afternoon
- If no responsible person is present at the afternoon stop, or if the person is not listed as an approved "Release To" contact on the child's application, the child will be returned to the center.
- Children who are returned to the center must be picked up by 4:30 p.m.
- The agency reserves the right to terminate bus services for children who are repeatedly returned due to missed pick-up.

Bus Route Guidelines

- Children may ride only one designated bus route.
- Bus stops are fixed and located at designated locations only. Buses will not stop between designated stops for pick-up or drop-off.
- Requests for changes to pick-up or drop-off locations must:
  - Be submitted in writing
  - Be signed by the parent or guardian
  - Be approved by the Center Supervisor
- Phone requests for transportation changes will not be accepted.
- Children enrolled in Early Head Start are not permitted to ride the bus.

Pick-Up and Drop-Off Expectations

- The responsible adult should arrive at the bus stop 10 minutes before the scheduled time and allow for a 10-minute delay if the bus is running late.
- The adult must assist the bus aide during loading and unloading using the "hand-to-hand" method:
  - In the morning, the adult must physically hand the child to the bus monitor.
  - In the afternoon, the adult must receive the child's hand directly from the bus monitor.
  - This method ensures that each child is safely transferred and accounted for during transportation.

If we have to cancel our buses, parents will receive a message from our "One Call Now" system or Family Service Worker.

Visiting the Center

Parents or guardians of a child attending the program have access during regular hours of operation. Upon entering the center, all visitors must sign in at the office.

Please turn off cell phones or set to vibrate upon entering the center.

Child Departure/Release of Child

Departure of Children: For the protection of the children, parents are required to complete and sign a release form giving the names of relationships to the child of any person(s) authorized to pick up the child from the center (Make sure to keep this information up to date).

Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home.

Gun-Free, Weapon-Free, and Smoke-Free Policy

To ensure the safety and well-being of all children, families, and staff, our Head Start Preschool, Early Head Start, and Pre-K programs strictly follow a Gun-Free, Weapon-Free, and Smoke-Free Policy in accordance with Georgia state regulations.

Prohibited Items and Activities:

- Firearms and weapons are not allowed:
  - Inside any facility
  - On playgrounds or outdoor areas
  - In program vehicles
  - During field trips or off-site activities
- Tobacco use is strictly prohibited:
  - Inside buildings and classrooms
  - On facility grounds
  - In vehicles used for child transport
  - During any program-sponsored activities
  - This includes smoking, vaping, chewing tobacco, and snuff.

Siblings in the Classroom

Children, including siblings, who are not enrolled in the program, are not permitted in the classroom.

Rest (Nap) Time

Children attending the program will nap in their classroom on an assigned cot/crib labeled with his/her name.

Children attending the program will be provided with a blanket during rest/nap time. The teachers will wash blankets weekly. *Children who do not nap are required to rest and/or do quiet activities on their cots.

Home Visits and Parent-Teacher Conferences

Each family will receive **two** home visits and **two** parent/teacher conferences during the school year. The first home visit will be conducted in September, and the second during the month of April. The first parent conference will be conducted in November, and the second in May. Your child's teacher will work with you to schedule home visits and parent/teacher conferences.

Confidentiality Policy

All forms/information on children and families are considered confidential and are seen only by the appropriate Head Start Preschool, Early Head Start, and Pre-K staff.

Attendance Matters: Build a Habit of Good Attendance

School success goes hand-in-hand with good attendance! Start building this habit now so children learn at an early age that going to school on time, every day, is important. Good attendance habits will help children well into kindergarten and beyond. When your child is absent, it is your responsibility to call the center to let the staff know why your child is absent and how long he/she is expected to be out.

For a successful school year, parents are asked to follow the attendance policy outlined below.

Daily Attendance

- Children are encouraged to attend daily or as scheduled.
- Class begins at the established time, as posted in the classroom.

Tardiness

- Instructions begin promptly at the established class time. It is important that your child arrives on time. We encourage children to be on time each day.

Absence and Notification of Absences

- If we do not receive a call from you about your child's absence after one hour of the classroom start time, we will reach out to you. **If your child is absent three (3) or more consecutive days,** a home visit will be made by staff to offer assistance and aid with improving regular attendance.
- **If your child is absent for ten (10) consecutive days** and we have had no success with parent contact or parents fail to engage in the development of an attendance plan, we reserve the right to fill your child's spot and place your child on the wait list.

Home-Based Operating Months and Ratio

Early Head Start infant/toddler home-based program is in operation September-July, Monday-Friday; ratio 1:10 (one Home-based Educator to 10 Families). Other staff support is provided based on the needs of the individual families.

Dress Code and Clothing Guidelines

To help your child feel comfortable, confident, and ready to learn and play, we ask that families follow these clothing guidelines:

- Dress your child in comfortable, easy-to-care-for clothing that allows freedom to explore, play, and participate in classroom activities without worry about getting dirty.
- Choose clothing that your child can easily pull up and down to support self-help skills and independence.
- Dress your child appropriately for the weather. Outdoor play is scheduled daily, weather permitting.
- **Please send an extra set of clothing to be kept at the center in case of accidents.**
- **Label all clothing items with your child's name, including hats, sweaters, jackets, and coats.**
- **For safety reasons, foam clogs (such as Crocs), open-toe sandals and flip-flops are not allowed in classrooms or outdoor play. This is for the safety of your child.**

Child Abuse and Neglect Reporting

In accordance with **Georgia law (O.C.G.A. §19-7-5)**, all staff members in our Head Start Preschool, Early Head Start, and Pre-K programs are considered mandated reporters.

This means they are legally required to report any known or suspected cases of child abuse or neglect to the Department of Family and Children Services (DFCS) **within 24 hours** of becoming aware of the concern. Reports are made to protect children and ensure their safety. All concerns are handled confidentially and professionally.

Head Lice

Children found with live lice will be sent home for treatment. Parents should notify the center if lice are discovered at home. Children may return to the center after treatment and upon inspection, confirming they are free of live lice. Regular checks may be conducted to prevent the spread of lice.

Immunization Policy

To attend our **Head Start Preschool, Early Head Start, and Pre-K** programs, children must have up-to-date immunizations and keep them current throughout the school year.

Immunization records are reviewed monthly. Parents will be notified in advance if any immunizations are due or have expired. Staying current with immunizations is required for continued enrollment (unless you complete an exemption form).

Sick Child Management

To protect the health of all children and staff, our **Head Start Preschool, Early Head Start, and Pre-K** programs follow Georgia's guidelines for managing illness in childcare settings.

Please keep your child home if they show any of the following symptoms:

- Fever of 100.4°F or higher
- Vomiting or diarrhea
- Unexplained rash
- Severe coughing or difficulty breathing
- Eye discharge or pink eye
- Head lice or other contagious conditions
- Children must be symptom-free for 24 hours (without medication) before returning to the center.

If a Child Becomes Sick at School

- The child will be **moved to a quiet area away from others** and supervised.
- Parents or guardians will be contacted to **pick up the child promptly**.
- A doctor's note may be required for return, depending on the illness.

Food Policy

We provide all children with healthy meals and snacks during the day. To keep everyone safe and avoid allergy risks, please do not send food from home or bring outside food to the center.

Severe Weather Notification

Our ECE programs are here to be a dependable and consistent place for children to come, grow, and learn, and a place parents/families can be supported while they engage in school, training programs, and/or work. Therefore, it is the general premise to keep classes open and available to children and their families. Should a closure or delay become necessary, parents will be notified through "One Call Now". Notification will be sent via phone call, text, and/or email address provided.

Parents are required to provide and maintain a workable contact that is their preferred method of notification. It is the parents' responsibility to inform their Site Supervisor or Family Support Worker of any changes.

PICK-UP AND DROP OFF POLICIES AND PROCEDURES

Dropping Off Your Child at the Center

It is required that parents make contact with the teacher when dropping off a child; never leave a child at the door of the center. By doing this, we will know that each child will arrive safely at his/her classroom. **Please Note: All visitors entering the Center, including those dropping off or picking up their child(ren), are required to sign in and out of the building.**

Parking Lot Expectations

Safety is our Number One Priority! Please...

Be patient - our parking lot can only hold so many cars at one time. We understand that the parking lot can get congested, and there might be some overlap and busy times. Your patience is greatly appreciated. If you have a parking lot issue, please see staff for assistance.

- Bring all children inside the school with you - never leave a child in a car unattended even for a minute during drop off or pick up.
- Have all children properly secured in appropriate child-age car seats. If you need help getting a car seat, please see your Family Service Worker for resources.
- Hold your child's hand in the parking lot while walking into and out of the building.

Release of Children

Upon the enrollment of your child, you are asked to complete a "Child Emergency/ Authorization to Release Form" indicating the names of adults to whom you authorize program staff to release your child to from the center or off the bus. Only parents/ guardians may complete or make changes to this authorization. A person is identified as a 'parent' if their name is on the application or if the applying parent placed them on the Child Emergency/Authorization to Release Form with the relationship listed as 'mother' or 'father'. The rights of both parents (as previously described) are recognized until we have a copy of a court order or legally binding document that specifically revokes or limits those rights.

We will not release your child to any person whose name is not on the form. If there is a change on the emergency/authorization form, please contact the center or your Family Service Worker immediately to complete a new form. **All changes must be documented on an updated Child Emergency/Authorization to Release Form; we will not accept changes made over the phone. A new release form will need to be completed in person or via email by DocuSign**. For children's safety, we must have this form completed and current before your child can attend the classroom and/or ride the bus. **Identification is required** before releasing a child. **There is no exception to this policy.**

REGISTRATION AND ENROLLMENT

Our **Head Start Preschool, Early Head Start, and Pre-K** programs support school readiness by promoting the cognitive, social, and emotional development of children ages **birth to 5 years**.

Age Eligibility

- **Head Start Preschool**: Children must be **3 or 4 years old by September 1** of the program year.
- **Pre-K:** Children must be **4 years old by September 1**.
- **Early Head Start:** Children must be **at least 6 weeks old and under 36 months**.

Required Documents to Apply For Head Start Preschool and Pre-K:

- Birth Certificate or Hospital Confirmation of Birth
- Up-to-date Immunization Record (Form 3231)
- Proof of Income (e.g., 3 recent check stubs, W-2, tax return, TANF/SNAP/SSI/child support)
- Special Needs Documentation (if applicable)
- Form 3300: Vision, Hearing, Dental and Nutrition Screening (Pre-K only)
- Proof of Residency **(Pre-K only)**

For Early Head Start:

- Birth Certificate or Hospital Confirmation of Birth
- Up-to-date Immunization Record (Form 3231)
- Proof of Income
- Special Needs Documentation (if applicable)

Additional Items Requested During Enrollment

- Social Security Card **(Pre-K only)**
- Medicaid or Health Insurance Information
- Physical or Well-Baby Check
- Dental Exam (starting at 12 months)
- Infant Formula (if applicable)
- Proof of Pregnancy and Due Date (for expectant mothers)

Our staff is here to help you through the application and enrollment process. Once your child is accepted, you'll be contacted to complete the enrollment packet.

Apply Online

You can start the application process online at: ***coastalgacaa.org***

CUSTOMER BEHAVIOR EXPECTATION POLICY

Policy

Coastal GA Area CAA, Inc., expects that all of its customers/clients will interact with its staff in an appropriate manner and will work to resolve any problems, conflicts, or issues in a manner that incorporates mutual respect.

Unreasonable and/or disorderly conduct, language, or mannerisms that threaten, intimidate, demean, harass, or provoke staff, or are generally considered vulgar or offensive, are not acceptable. Violence or threats of violence, displayed, plainly stated, or implied, will not be tolerated. This same code of conduct applies to spouses, boyfriends, girlfriends, relatives, or any other person who may have contact with Agency staff in relation to the enrollment of a particular child/children or client.

Any person determined by Agency management to have violated this policy will generally be notified of the violation and reminded of our positive and civil behavioral expectations. If, after notification, the problematic behavior, language, or situation continues, the Agency may take steps to terminate services to the person. The Agency, however, reserves the right to immediately terminate any or all services to the individual who management believes poses a threat to the health and safety of its customers and/or staff in violation of the policy.

Procedure

Based on the Agency policy above, Coastal GA Area CAA, Inc., has adopted the following procedures:

- The policy above is extended to include volunteers working in the centers or in the center-related activities as well as staff on behalf of Head Start Preschool/ Early Head Start.
- This policy will be posted in all centers and must be followed by all individuals involved in any activities on or off Head Start Preschool/ Early Head Start property, i.e. during home visits, field trips, parent trips, bus routes, etc.
- All parents/guardians of children enrolled will receive a copy of the Agency policy statement during the enrollment process.
- This will be further discussed with the parents during the Open House/Parent Orientation.
- All parents/guardians will be required to sign a statement acknowledging receipt and discussion of the policy.
- Parents/guardians will be advised that they are responsible for ensuring that others coming to the center, i.e. grandparents, relatives, significant others, understand and follow the policy.

YOUR RIGHTS AND RESPONSIBILITIES AS A HEAD START PRESCHOOL, EARLY HEAD START OR PRE-K PARENT

As a Head Start Parent, I have the RIGHT...

- To be welcomed in the classroom
- To be informed regularly about my child's progress in Head Start
- To receive guidance for my child's total development from Head Start teachers and staff
- To be treated with respect and dignity
- To learn about the operation of the program, including the budget
- To participate in major policy decisions by attending Parent Committee meetings and electing a representative to Policy Council
- To choose whether or not to participate without fear of endangering my child's rights to be in the program
- To help develop adult programs which will improve daily living for myself and my family
- To participate in planning and carrying out a program designed to increase my skills in areas of possible employment
- To learn about the level of education and experience required to fill various staff positions
- To be informed about community resources concerned with health, education and the improvement of daily life

As a Head Start Parent, I have the RESPONSIBILITY...

- To learn as much as possible about the program and to take part in major policy decisions
- To accept Head Start as an opportunity through which I can improve my life and my child's life
- To take part in the classroom as an observer or a volunteer and to contribute my services in whatever way I can toward enrichment of the total program
- To provide parent leadership by taking part in elections, to explain the program to other parents and encourage their full participation
- To welcome teachers and staff into my home to discuss ways in which parents can help their child's development at home in relation to school experience
- To work with the teacher, staff and other parents in a cooperative way
- To guide my children with firmness, which is both loving and protective
- To offer constructive criticism of the program, to defend it against unfair criticism and to share in evaluating it
- To become involved in community programs which help to improve health, education, and recreation for all
- To become an advocate for future Head Start children by recruiting others to the Head Start program
- To participate in programs designed to increase my knowledge about child development and develop skills which could lead to employment opportunities

IN-KIND

What is In-Kind?

Why Volunteer at Head Start? It's all about In-Kind! In-Kind is a word people associated with Head Start hear quite often. Head Start staff will frequently ask you to sign the In-Kind form – here is why we do this:

In-Kind is services and items of value donated by community organizations, parents, and other volunteers in Head Start.

When you become a part of our program, one of the words you begin to hear is "In-Kind." What is it? Head Start programs are funded by the federal government, but only to a certain point. We must raise 20% of our funds through community support; that support is known as In-Kind. In-Kind can be actual cash, donated goods, or donated services. In-Kind is the donation of time, space, or materials used in the program that would otherwise be purchased. A dollar amount is assigned to all volunteer hours whether in the classroom, within the program, or at home. The dollar amount is totaled and helps the program reach the required goals.

Volunteer participation is critical to the operation of a successful Head Start program. Head Start parents are relied on to participate in and have fun with activities that benefit the Head Start program and, most importantly, their child.

Head Start regulations define the limits and types of services that can be counted as part of the In-Kind match. A valid In-Kind contribution is one that specifically supports the program, not individual families, and is a service/donation for which Head Start funds would have been used if it had not been donated.

We can count time that you volunteer in the classroom, as well as time you spend working on your child's school readiness goals that are set by you and the teacher. The goal is to log as many hours for the program as possible, so please let a staff member know if you have any amount of time for us to put on our In-Kind log sheet. The time you spend helping Head Start not only benefits you and your child, but also the overall program. You'll have fun, make new friends, expand your skills, and most of all show your child that you care about their education and well-being.

We greatly appreciate your efforts! Our families make us great!

The following is a general list for what does and does not qualify as In-Kind. This list provides some examples of suggested activities that can count toward volunteerism (In-Kind). As you can see, there are many ways to volunteer inside and outside the classroom setting.

WE LOVE VOLUNTEERS!

QUALIFIES FOR IN-KIND	DOES NOT QUALIFY FOR IN-KIND
Parent and Community Volunteers (non-paid) • In classroom, on buses, and on field trips assistance • Preparing materials for classroom, program, or event • Time completing Ages and Stages Questionnaire • Storytelling • Training Facilitator • Center Maintenance help	**Parent and Community Volunteers (non-paid)** • Program/Classroom volunteers under the age of 14 years • Children transported to a program/event by their parents • Home Visits • Parent/Teacher Conferences
Parent Leadership • Policy Council Meetings • Health and Mental Health Services Advisory Committee Meetings	**Parent Leadership** • Orientation • Parent Education activities • Parent registration or time on application
Donated Services/Materials • Donation of goods: crayons, markers, paper, etc. (remain at center) • Donated Services: painting, cleaning, etc. • Medical professionals' services to the program • Unpaid speakers at meetings	**Donated Services/Materials** • Donations which benefit individual Head Start children or families, or that children/families take home • Speakers who typically don't charge for their services • Staff paid by Head Start funds who are donating additional hours to the program

COASTAL GEORGIA AREA
COMMUNITY ACTION AUTHORITY, INC.

Helping People ... Changing Lives ... Building Families

NATIONAL HEAD START ASSOCIATION'S Program of Excellence

P.O. Box 2016
1 Community Action Drive
Brunswick, Ga. 31520

(912) 264-3281

CoastalGaCAA.org

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