

reach  DANE

reach  GREEN

Home-Based Early Head Start & Head Start



Parent Handbook

My Program

Program Name: _____

Family Advocate: _____ Phone: _____

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PAC Executive Members and HSPC

Representatives: Ask your Family Advocate

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Dear Parents,

WELCOME to Reach Dane/Reach Green's Early Head Start and Head Start Home-Based Programs! Our entire staff is really looking forward to your child's enrollment and to getting to know you and involving you in our programs. This Parent Handbook is designed to help you become more familiar with Early Head Start/Head Start and the policies and procedures of Reach Dane/Reach Green. We hope that your child and family will take advantage of all the many opportunities for involvement that our programs provide.

Our agency's first priority is the same as yours, your child. You are your child's first and most important teacher and your involvement with staff will greatly enhance your success in the program. While participating in Early Head Start/Head Start, you and your child will learn many things. **The Early Head Start/Head Start Programs are designed to be a partnership with parents, supporting you to enjoy your child's development and to become the best parent you can be!**

Once enrolled in the program, you'll hear more about becoming involved in the partnership with staff. There will be special parent activities each month for your whole family. We strongly encourage you to come to these events to learn, grow, and meet other families. This Parent Handbook will provide you with more information about the ways you can become involved in Early Head Start/Head Start and other Reach Dane/Reach Green programs.

We look forward to getting to know you, your child, and family!

Sincerely,

A handwritten signature in black ink that reads "Jen Bailey".

Jen Bailey
Executive Director



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Mission Statement: *Reach Dane changes the lives of underserved children and families through education and supportive services.*



Reach Dane Core Values

We value healthy, creative, nurturing environments for children, families, and staff that model dignity and respect. Our agency is committed to responsive and respectful support to the diverse community we serve and staff we employ. As such, we build Environments, Relationships, Trust, Communication, Equity and Social Justice.



CORE VALUES

- **Environment**
Create a safe and welcoming environment every day with everyone.
- **Relationships**
We believe in the power of authentic and positive relationships.
- **Trust**
Trust is the foundation that holds all relationships.
- **Communication**
We value ongoing transparent communication that supports connection.
- **Equity and Social Justice**
Our charge is to lead with compassion for social justice. We strive to stand in the gap to support all those who are affected by inequity.



TRAUMA-INFORMED CARE

Treating Trauma First

Reach Dane is committed to adopting and applying Trauma Informed Care philosophies, practices, and principles at all program levels. The goals of Trauma Informed Care are to strengthen program foundations and improve outcomes for our children and families, while improving staff professional quality of life. Trauma-Informed Care is a culture change for our entire organization.

What is Trauma?

Trauma refers to extreme stress that overwhelms a person's ability to cope. It can be a single event, a series of events, or a chronic condition such as childhood neglect or domestic violence. According to a national study, 61 percent of men and 51 percent of women will experience at least one traumatic event in their lifetime.

What is the Impact of Trauma on an Adult or Child?

Research shows trauma disrupts the central nervous system and overwhelms a person's ability to cope. It often results in feeling vulnerable, helpless, and afraid. It interferes with relationships and fundamental beliefs about oneself, others, and one's place in the world. It also is linked to long-term health issues and generally poorer life outcomes. For children, it can result in increased hypervigilance and a lowered ability to be available for learning.



Staff shift from asking "What is wrong with you?" to "What happened to you?"

What are Early Head Start & Head Start Home-Based?

Early Head Start (EHS) and Head Start (HS) Home-Based (HB) programs are parent-driven programs that are designed to create the strongest possible relationship between you and your child. Relationships with parents and other important caregivers directly affect the way a child's brain develops. Our goal is to help support you in your role as a parent and to support your child's optimal development. Here are the primary services EHS & HS HB have to offer:

Home Visits

Home visits are an opportunity for you and your Family Advocate (FA) to partner on child or family goals, spending time in activities that support your child's development and your relationship with your child or working to support your own parenting and personal development. At the end of the visit or shortly after, you and the Family Advocate will complete a Home Visit Summary that describes accomplishments, tasks to be done, ideas to support and acknowledges your role as a parent. All follow-up questions are also addressed. Summaries, development information, and other important documents can be kept in your EHS/HS HB notebook and/or C+ to help you keep track of progress and next steps and to share your accomplishments and those of your child.

Family Support

EHS & HS HB programs will provide you with support and encouragement to accomplish goals for yourself, your child, and your family through developing a Family Partnership Agreement.

Child Health and Development

EHS & HS HB programs are dedicated to helping you understand and support your child's development. Your Family Advocate will provide opportunities to observe and discuss your child's development and to videotape with you and your child so that you have a record of your child's development. During home visits and other program activities your Family Advocate will help create specific experiences to enhance your child's development and health. Pediatric Nurse Practitioners (PNP) are also available to answer your health questions and advocate for health services and support.

Socializations

EHS & HS HB offer Family Fun Nights, Family Outings, and Fatherhood events. Head Start offers Child Clusters, to provide fun activities for you and your child. These groups offer a chance for you and your child to come together with other families to share experiences, enjoy a meal, participate in parent/child activities, support peer development, experience the classroom setting and just have fun!

Other EHS/HS HB Services Include:

- Support to finish school
- Resources to find employment
- Housing help
- Connection to mental health resources
- Addressing specific needs or concerns you have about your child's development
- Opportunities to participate in program leadership
- Connection to quality childcare



Early Head Start & Head Start Home-Based Include...

Curriculum

Home-Based Early Head Start and Head Start use Parents as Teachers (PAT) as our curriculum guide. PAT promotes the optimal early development, learning and health of children by supporting and engaging their parents/primary caregivers, and allows for individualization for children and families, including differences in learning and resources in other languages. PAT includes three areas of emphasis for each home visit (Parent-Child Interaction, Development Centered Parenting, and Family Well Being). It includes activities to support the language, cognition, social-emotional, and motor development of children. The PAT approach also explores five parenting behaviors with families (nurturing, designing/guiding, responding, communicating, and supporting learning).

EHS/HS HB and Reach Dane/Reach Green have selected DRDP (Desired Results Developmental Profile) for 0-5 assessment across programs. Checkpoints are set for each program year. Currently, EHS & HS have three 15-week checkpoints (Fall, Winter, and Spring) and EHS has a shorter summer goal setting/observation period. Child goals are completed at the end of each checkpoint after reviewing DRDP data and seeking parent input. Strengths and areas of growth are noted.

Family Advocates use PAT, DRDP and a variety of resources and materials to provide families with the most up-to-date information on child development and provide guidance for each individual child.

Services to Children with Special Needs

EHS and HS HB programs work in collaboration with the Bridges for Families and Birth to Three Connections early intervention programs and local school districts to provide comprehensive child development and support services for you and your child. Our childcare centers and staff are equipped and trained to support your child's needs and collaborate with other community partners. EHS will help to coordinate transition plans and goals when your child turns three and enters Head Start and/or the school district. We will work with you to find resources in the community to support you and your child.

Do EHS/HS HB Share Information About My Child and My Family with Anyone?

Information about your family is considered confidential. **We will not share information, including whether a child is enrolled or not, without a written release for you.** You have a right to read/review and request revision of your child's records. Reach Dane must respond to your request within forty-five days. If you want to see your child's records, please talk to your Family Advocate to make an appointment.

Health & Nutrition--Early Head Start & Head Start Home-Based Nutrition

EHS/HS HB are committed to providing the highest quality nutritional services and resources. Your Family Advocate (FA) will help you explore the nutritional needs of your child and family, set goals, and access resources to maintain nutritional health. Please make sure your Family Advocate and childcare providers know if you or your child has food allergies. EHS/HS HB will provide a nutritious meal or snack at Socializations. Baby food and formula will be provided for infants. EHS/HS childcare sites provide nutritious meals and snacks. Menus are posted in advance. If you have any questions related to nutritional needs or services, please talk with your Family Advocate or childcare staff.



EHS encourages breastfeeding for infants. Research has shown that breastfeeding has a positive effect on the health and emotional development of children. We educate during pregnancy and provide support after birth, providing. We may have resources to connect to a lactation consultant. We also educate and encourage fathers and any close family members to support the choice to breastfeed because of its benefits to both baby and mother. Research shows breastfeeding is beneficial to the mother's health and well-being.

Health, Dental, Vision & Hearing

Immunizations and well child visits are an important part of your child's health and development. EHS/HS HB will help you establish a medical home and find a pediatrician or Family Practice doctor. EHS/HS HB will work with you to meet the requirements for your child's checkup and immunizations, and to help you to advocate for your family's needs during medical visits. The Reach Dane Pediatric Nurse Practitioners (PNP) meet with all new EHS/HS families and are available to work closely with those children who have more significant medical needs. Your Family Advocate and a PNP will work with you to develop a Special Health Care Action Plan if your child has allergies, asthma, seizures, or other significant medical conditions.



Dental care is extremely important for your child and should begin when they are infants. EHS/HS HB encourage good dental practices for all children and will help you establish a dental home. Once or twice a year, EHS & HS will hold "Dental Days". Your child will be able to have a dental examination and screening and we will help you set up any necessary follow-up work.

At Reach Dane we are committed to your child's health and well-being. Another area of physical health is hearing and vision. We screen for hearing within 45 days of a new enrollment or between 9-36 months (EHS) depending on the age of your child upon enrollment. However, we can screen any kiddo at any time if you and your advocate have concerns about your child's hearing.



We will also screen for vision within 45 days of enrollment. If your child is under 12 months, your advocate will do a screener with you which involves answering questions at appropriate age timelines. If your child is over 12 months someone from our health team will use a screener which can more accurately determine if there is a vision concern. Again, you can have this screener done at any time if you feel your child could benefit.



Family Services in Early Head Start/Head Start

One of the major differences between Early Head Start/Head Start and other early childhood programs is our commitment to the family. We believe that you have the primary responsibility for your child's well-being and that you have the biggest influence on your child. Early Head Start/Head Start will work with you as you make your own choices for strengthening your family and working toward your goals.

How Do Early Head Start/Head Start Home-Based Support My Family?

Some ways we can work together...

- Your Family Advocate will help you develop a Family Partnership Agreement to explore interests or family concerns. The Family Partnership Agreement is a process to help you set goals for your family and your child.
- Some examples of the types of interests or concerns that may be discussed are:

Employment
Child Care
Adult Education
Financial Assistance
Transportation
Stress Management

Parent Stress
Health
Domestic Abuse
Housing
Single Parenting
Prenatal Care

Nutrition
Child Guidance
Clothing
Family Relationships
Child Development

- We will work together with you through problem-solving, information, referrals to community agencies, advocating for you to get needed services, and trainings, workshops, and support groups you desire.



Parent Involvement: Getting Involved in EHS and HS

Parent involvement is a very important part of the Early Head Start/Head Start Programs. Parent involvement benefits your child, you, and your program. We encourage you to get involved as much as you are able.

How Can I Be a Part of Planning and Making Decisions?

EHS/HS HB programs have a Parent Advisory Committee (PAC) that participates in planning and decision-making for the program. As a parent enrolled in EHS/HS, you are automatically a member of the PAC. Please feel free to talk to your Family Advocate about your ideas! Get involved in your PAC and be a part of the program planning.

What does the Parent Advisory Council do?

PAC meets monthly at socializations to help plan and carry out activities for you and your child and to share information about what's happening within EHS/HS HB and Reach Dane/Reach Green.

PAC meeting minutes are posted at Reach Dane Centers.

What does the Head Start/Early Head Start Policy Council do?

The Head Start/EHS Policy Council (HSPC) meets monthly throughout the year at Head Start's main office. Through HSPC, parents have input into agency wide policies and decisions. Ask your Family Advocate how you can get involved!

Why is being a Head Start/Early Head Start Policy Council representative so important?

If you are a member of the HSPC, you have two special jobs. When you attend the HSPC meetings you learn a lot and you represent the other parents in your PAC. You will also work with others on the HSPC to make decisions that will be best for the whole agency. This is a big job and a very important one. Your other job will be to take information back to the PAC/Executive PAC to inform them of decisions and other important information.

Can I Volunteer at Early Head Start/Head Start?

Of course, please do. The EHS/HS staff can tell you more about volunteering. You will receive training for whatever volunteer job you choose. Please remember your time is important to us and record it on an In-Kind form.

Volunteer Time Is a Donation to Early Head Start/Head Start!

In order to receive federal funds for Early Head Start and Head Start, we are required to get volunteer time and goods from our communities through volunteers in our program. Activities such as participating in home visits, transporting your children, volunteering in kitchens and classrooms, and donating material items are combined to meet this requirement. Your Family Advocate will provide you with forms for counting the time you contribute to your EHS/HS Program.

Parent Involvement: Getting Involved in EHS/HS cont'd

What Are Family Fun Events Like?

Our Family Fun Events for EHS and HS HB are offered approximately twice a month and include transportation, meals, and developmentally appropriate activities. EHS HB Family Fun Events include time to welcome all the children and families, as well as circle time, music and movement time, and time for parent-child interaction and parent discussion. For Head Start Home-Based, all of our programs offer Family Fun Events, with a focus on parent-child activities, as well as peer development, and parent connection and support. In addition to FFEs, some of our programs offer child *Clusters*, this is a typical half-day preschool experience once or twice monthly. Parents are welcome to join, however they do not have to. This is a time for children to engage in peer development and interaction, and to experience the classroom setting and flow of a part-day preschool day.

Family Fun Events are another way to give children a chance to learn through play and interact with other children around the same age. They also help support healthy early social-emotional development by providing opportunities for parent/caregiver-child interactions.

Family Fun Events support building positive relationships between the caregiver and child by providing opportunities for happy and fun interactions.

- We welcome and request parents' ideas about things to do at Family Fun Events!
- We do request that if your child is sick that you keep your child at home.
- You must talk with your Family Advocate if you need transportation.

What About Getting Fathers Involved?

Fathers and other father figures are also an important part of EHS/HS. Fathers are encouraged to participate in home visits, socializations, and all other EHS/HS activities! Reach Dane/Reach Green also encourages "male involvement" activities as a great way to get together with your child, have fun, enjoy being a father, meet other fathers, and be involved in your child's development from the start! Other male role models such as grandfathers, uncles, brothers are encouraged to participate!

Evaluation In EHS/HS

In EHS/HS, we sometimes are required to use different evaluation tools to make sure our program is helpful to you and your child. Your Family Advocate will explain more in-depth when presenting you with these tools on an individual basis. Some examples of things these tools can look at are your child's development, your home environment or parenting over a period of time, as well as your child's health.

In all these areas, we will get written permission from you to access information. You always have the right to decline the evaluation if you feel it is something that is not beneficial to your family. However, all this data greatly helps you to understand and support your child and helps the EHS/HS program stay funded; we have to prove we are successful! Thank you in advance for helping us with this.

Parents Often Ask...

Home Visit Attendance Policy

EHS/HS are voluntary programs with the focus on supporting parents and children. Therefore, it is important to have a home visit with your Family Advocate every week. The time and day will be set based on your schedule and the Family Advocate's schedule. It is important to call your Family Advocate if you are unable to make the visit. If you do not contact your Family Advocate or have a home visit for three continuous weeks, the Family Advocate must contact their supervisor to discuss the situation. Depending on each family's unique circumstances, it may be determined that action needs to be taken. You will receive a letter with a time period in which to contact your FA. If you fail to contact them, you will be dropped from the program. You are very valuable to our program and we sure hope this doesn't have to happen! Remember, if you are not taking advantage of what the program has to offer, you are also taking the opportunity for another family to participate.

Emergency Contacts

When you enroll your child, we will ask you to provide an emergency contact and include medical information. This information is needed if there is an emergency while at a Family Fun Event/Home Visit or an outing in the community.

When Is Early Head Start/Head Start Closed?

EHS/HS closes occasionally for training and closes on all the major holidays. Your Family Advocate will provide you with a monthly calendar indicating events and planned closures. EHS Family Advocates are also expected to participate in staff meetings on Friday mornings and will not be available during that time.

Sometimes EHS/HS closes due to bad weather. If the school district where your EHS/HS program is based cancels all classes or early childhood classes, all EHS/HS activities will be canceled including home visits and Family Fun Events. If the school district closes early, EHS/HS will also close early. Family Fun Events are also sometimes cancelled due to bad weather.

Reach Dane/Reach Green closings will be announced on the following radio stations:

FM Stations

WJJO – 94.1
WMLI – 96.3
WMGN – 98.1
WIBA – 101.5
Z104 – 104.1

AM Stations

WTSO – 1070
WIBA – 1310
WTDY – 1480

Monroe

WEKZ – 93.7 (FM)
WEKZ – 1260 (AM)

Television Stations

WISCTV – Channel 3
WMTV – Channel 15
WKOW – Channel 27



Parents Also Want to Know...

Does Early Head Start/Head Start Report Suspected Abuse and Neglect?

Yes, all Reach Dane/Reach Green staff are required by law to report any suspected abuse or neglect of children to the County Human Services Department. The purpose of this law is to protect children and identify children at risk of abuse or neglect. Reporting is meant to protect your children, not to punish you as parents. The County sometimes will not allow us to let a parent know that we have made a report until they have followed it up. In the event a report is made on you or your family, EHS/HS and your Family Advocate will do their best to support you. If you have any questions about this law, please ask your Family Advocate. Also, State Child Care Licensing Rules are posted on the Parent Bulletin Board at EHS Sites.

What Is Early Head Start/Head Start's Policy About Smoking, Alcohol, and Drugs?

For health and safety reasons, smoking, alcohol, and other drug use is strictly forbidden in Reach Dane/Reach Green vehicles or on any Reach Dane/Reach Green premises. When outside smoking please make certain you are not on Reach Dane/Reach Green premises. This is also a requirement of the State Day Care Regulations.

Transitions

There can be many transitions in your child's life. We work very hard to help you and your child make smooth transitions, whether it is when a child turns three and goes to Head Start or other programs, transitioning from HS HB to the 4k classroom, or when moving into public school. We will make visits to classrooms and centers, meet with the teachers, and make sure you and your child are feeling comfortable before starting something new.

What Should I Do If I Have a Concern?

You should feel free to ask any questions and let us know of any concerns that you have. Most concerns can be resolved easily when discussed directly with the staff involved.

Some steps to follow if you have a concern are...

1. Speak to your EHS/HS Family Advocate and tell them of your concern. At that time, they will discuss your concerns with you and try to resolve them. This is the preferred action.
2. If you are unable to resolve your concern after speaking to your Family Advocate, you may call your Family Advocate's supervisor.
3. If your concern is still not resolved, contact the Comprehensive Services Director, who will then help to resolve the issue. If needed, we will also contact the agency administration or the Head Start/Early Head Start Policy Council. These names and numbers are at the beginning of this handbook.

Parents Also Want to Know cont'd

Relationships

EHS/HS are relationship-based programs. We promote healthy relationships between:

- Parent/Caregiver to child
- Parent/Caregiver to Parent/Caregiver
- Family to Home Visitor
- Family to Community

A healthy relationship is defined as a relationship where neither person tries to gain power or control over the other person. A relationship where there is mutual respect.

Unhealthy Relationships can include:

- Physical abuse
- Neglect
- Emotional abuse
- Sexual abuse
- Reproductive coercion
- Witness abuse of a parent

We can provide support and resources when changes are desired in an unhealthy relationship.

Community Resources

- **UNIDOS (608) 256-9195**
- **Green Haven (608) 325-7711 (Monroe)**
- **Domestic Abuse Intervention Services (DAIS), (608) 251-4445**
- **Parental Stress Line (608) 241-2221**
- **Rape, Abuse & Incest National Network (RAINN) 1-800-656-4673**
- **Green County SARP (Sexual Abuse Recovery Program) (608) 325-3142**



Safety - Home Safety Checklist for Parents of Children 0-3 Years

In your child's bedroom

Changing Table:

- ☐ Never leave your child unattended. Keep supplies within arm's reach and always use the safety belt to help prevent falls.
- ☐ Use cordless window coverings on all windows. If this is not possible, make sure drapery and blind cords are tied up high with no loops.

Crib:

- ☐ Safe sleep: babies younger than 1 should sleep on their backs. The safest place to sleep is in a crib with a firm mattress with a fitted sheet. Infants should NEVER sleep in an adult bed or on a couch. Keep pillows, quilts, bumpers, comforters, and stuffed toys OUT of your baby's crib.
- ☐ Don't hang anything with strings or ribbon over cribs. Keep monitor cords well away from the crib.
- ☐ Use a crib that meets current standards. It should not have a drop side or any raised corner posts or cutouts. The slats should be no more than 2 3/8 inches apart.

In the bathroom

- ☐ Always stay within arm's reach of your infant or young child when he is in the bathtub.
- ☐ Keep the bathroom door closed when not in use. Keep the toilet seat cover down and consider using a toilet lid latch.
- ☐ Use nonskid mats or strips in the shower or tub to avoid falls. Use bathmats to keep the floor dry.
- ☐ Unplug and store hair dryers, curling irons, and other electrical appliances out of your child's reach.
- ☐ Turn the water heater down to 120 degrees Fahrenheit to prevent burns.

In the family room

- ☐ Pad edges and corners of tables
- ☐ Keep houseplants out of your child's reach
- ☐ Use brackets, braces, or wall straps to secure unstable or top-heavy furniture to the wall to prevent furniture or TVs from falling on children.
- ☐ Place a barrier around the fireplace or other heat sources
- ☐ Block all stairs with gates.

In the kitchen

- ☐ Store sharp knives or other sharp utensils and dishwasher detergent and other cleaning supplies in a cabinet with child locks.
- ☐ Keep chairs and stools away from counters and the stove where a child could climb up and get hurt.
- ☐ Use the back burners and point pot handles toward the back of the stove to keep them out of your child's reach. Keep your child away from the stove when someone is cooking.
- ☐ Use a highchair that is sturdy and has a seat belt with a crotch strap.



Safety cont'd

Home Safety Checklist for Parents of Children 0-3 Years cont.

Preventing choking and strangulation

- ☐ Keep small parts, plastic bags, small toys, coins, and balloons out of reach of children.
- ☐ Keep cords and strings out of reach of children, including those attached to window blinds.
- ☐ Make sure that batteries are installed in toys correctly. Small button batteries can be swallowed which can cause choking and/or poisoning.

Poison Prevention

- ☐ Store all household cleaning product and chemicals in their original containers, out of reach and sight of children.
- ☐ Keep all medications locked and out of reach of children.
- ☐ Keep laundry pods out of reach of children.
- ☐ Clearly post or pre-program the Poison Control Center on your phone. (The number for Poison Control is 1-800-222-1222.)

Fire and Carbon Monoxide Safety

- ☐ Make sure there is a working smoke alarm and carbon monoxide detector on every level of your home. Test the batteries every month.
- ☐ Create and practice a home fire escape plan with your family.
- ☐ Make sure you have a working fire extinguisher available.
- ☐ Keep all matches and lighters out of reach of children.

Firearms

- ☐ If firearms are stored in the home, keep them locked and out of children's reach and sight. Lock and unload guns individually before storing them. Store ammunition separate from firearms.

Tobacco

- ☐ Exposure to secondhand smoke greatly increases the risk of heart and lung disease in your child. For your health and your child's health, please keep your home and vehicles smoke-free.
- ☐ Keep all tobacco products out of reach and sight of children.
- ☐ If you would like help quitting smoking, call 1-800-QUIT-NOW



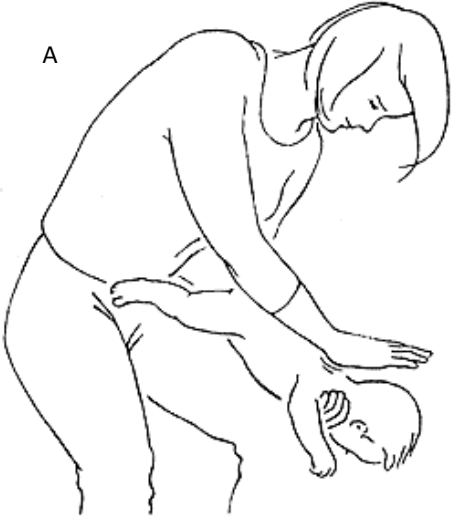
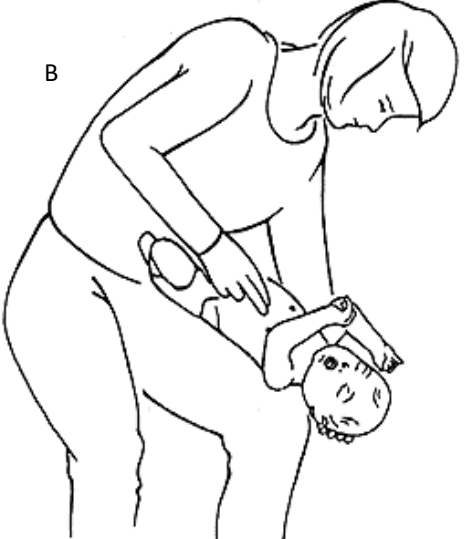
Safety cont'd

Basic First Aid

Emergency Situation:	What to do:
Cuts/Bleeding/Lacerations 	1. Wash the wound thoroughly with water. 2. Place a piece of sterile gauze or a clean cloth over the entire wound. 3. Apply steady, direct pressure to the wound for 5 minutes 4. Call your doctor or seek immediate medical attention for all large cuts, or if: a. you're unable to stop the bleeding after 5 minutes of pressure, or if the wound begins bleeding again (continue applying pressure until help arrives) b. you're unable to clean out dirt thoroughly, or there's something else stuck in the wound c. the wound is on the child's face or neck d. the injury was caused by an animal or human bite, burn, electrical injury, or puncture wound (e.g., a nail) e. the cut is more than half an inch long or appears to be deep
Choking for Children 12 Months and Older 	Choking Signs • Unable to breathe, talk, make noise, or skin turning bright red or blue. • If the child is coughing or gagging, the airway is only partially blocked. In this situation, let the child continue to cough. What to do: 1. Back Blows (Picture A): Firmly strike the child between the shoulder blades with the heel of your other hand. Each back blow should be separate. Give 5 of these. 2. Then do abdominal thrusts (Picture B): Make a fist with one hand and place the thumb side against the middle of the child's belly, just above the belly button. Grab your fist with your other hand and give 5 quick, upward thrusts into the abdomen. 3. Repeat alternating back blows and abdominal thrusts until the object is forced out or if the child becomes unresponsive. 4. Call 911

Safety cont'd

Basic First Aid

Emergency Situation:	What to do:
Choking for Infants Under 12 months A  B 	Signs of choking: • Unable to breathe, talk, make noise, or skin turning bright red or blue. • If the infant is coughing or gagging, the airway is only partially blocked. In this situation, let the infant continue to cough. Do not attempt to get the object. What to do: 1. Back blows (Picture A): Using the heel of your hand, deliver 5 first back blows between baby's shoulder blades. 2. Then do chest thrusts (Picture B): Place the pads of two or three fingers in the center of the baby's chest, just below an imaginary line running between his nipples. To do a chest thrust, push straight down on the chest about 1 1/2 inches. Then allow the chest to come back to its normal position. Do 5, smooth, chest thrusts. 3. Continue alternating five back blows and five chest thrusts until the object is forced out or until the baby starts to cough forcefully, cry, breathe, or becomes unresponsive. 4. Call 911

Safety cont'd

Basic First Aid

Emergency Situation:	What to do:
Burns First degree burn  Second degree burn  Third degree burn 	First degree burns (Signs: Pain, redness, swelling) 1. Remove the child from the heat source. 2. Remove clothing from the burned area immediately. 3. Run cool (not cold) water over the burned area or hold a clean, cold compress on the burn for approximately 3-5 minutes (do not use ice, as it may cause more destruction to the injured skin). 4. Do not apply butter, grease, powder, or any other remedies to the burn, as these can make the burn deeper and increase the risk of infection. 5. Apply aloe gel or cream to the affected area. This may be done a few times during the day. Second and Third Degree (Signs: Pain, redness, swelling, blistering, white or blackened charred skin) 1. Call for emergency medical care, then follow these steps until medical personnel arrive: 2. Keep your child lying down with the burned area elevated. 3. Remove all jewelry and clothing from around the burn (in case there's any swelling after the injury), except for clothing that's stuck to the skin. If you're having difficulty removing clothing, you may need to cut it off or wait until medical assistance arrives. 4. Do not break any blisters. 5. Apply cool water over the area for at least 3-5 minutes, then cover the area with a clean dry cloth or sheet until help arrives.
Poisoning 	If you suspect your child has ingested a poison, contact POISON CONTROL right away for advice. 1-800-222-1222 Symptoms: drowsiness, sudden change in behavior, unusual odor, pill fragments on lips or clothes, excessive drooling, vomiting, confusion. Do NOT force the child to vomit. Think prevention: Keep medicines, cleaning products, alcohol, and all other items that are potentially poisonous locked and out of reach of children.

Safety cont'd

Basic First Aid

Emergency Situation:	What to do:
Serious Allergic Reactions/ Anaphylaxis 	Anaphylaxis is a severe allergic reaction and potentially life threatening. It is a medical emergency, requiring immediate treatment. Symptoms of anaphylaxis include difficulty breathing, swelling of tongue, swelling/tightness of throat, difficulty talking, wheezing, dizziness, and/or fainting. If you suspect a child is having an anaphylactic reaction, CALL 911. Lay the child flat. If breathing is difficult, you can allow them to sit. If the child has an EpiPen, give it right away.

Emergency Phone Numbers:

Emergency Medical Services: 9-1-1

Poison Control Center: 1-800-222-1222

Fire Department Phone: _____

Police Department Phone: _____

Child's Doctor's Name: _____ **Phone:** _____

Nearby Hospitals: _____

Emergency Contact: _____ **Phone:** _____

How to get CPR training:

Check out the Dane County Emergency Management – CPR Training Classes for a list of local options:

<https://em.countyofdane.com/CPR/classes>



Welcome to the program! We are excited to get to know you and your child! We look forward to encouraging you on your parenting journey and partnering with you to celebrate your beautiful child!

- Early Head Start and Head Start Staff



Show you care by treating children with respect.

Use every opportunity to guide and inspire children.

Commit to excellence to guide and inspire children.

Choose to make the most of each day.

Express praise to children and co-workers for their good deeds.

Share your enthusiasm for the value of education.

Strive to build a team spirit among children, parents, and staff.