YOUR STAFF HANDBOOK

Dear ECP Employee,

Whether you are a new or returning staff member, we welcome you and are beyond excited to have you as part of our very special family! As an employee of the Charlotte County Early Childhood Programs, we are providing you with this handbook, that we hope you find helpful. It contains information designed to orient you to o ur program, helpful details about day-to-day operations, as well asany approved policies and procedures that will help inform your work.

As regulatory standards, guidelines, and/or program needs change, we will adapt the information as necessary. Pleaserefer to the handbook often, and let us know if you notice necessary edits or updates, based on your experience in your position. Let's have a fabulous year supporting our children, families and each other.

Thank you,

The ECP Leadership team

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Program History, Philosophy & Mission Statement

Currently, the Charlotte County School Board Head Start and Early Head Start Programs are the flagships of the district's "Early Childhood Programs". The programs are funded for 205 center-based, Head Start enrollment slots, 56 center-based, Early Head Start enrollment slots and four slots for pregnant women, with a priority on expectant teens. With classrooms across the county in two dedicated early childhood buildings and nine elementary schools, the programs are blended and/or partnered with multiple other birth to five programs. Head Start, Early Head Start, Voluntary Pre-Kindergarten, the Teen Parent Program, Pre-Kindergarten Exceptional Student Education and Tuition-based programming all operate under the supervision of the same leadership team, and adhere to the same high-quality standards of care and operations.

As a grantee with a school board that truly values early education and school readiness, the program benefits from a high percentage of non-federal match in the form of comprehensive ancillary services. High dollar, professional services such as fiscal, human resources, facilities maintenance and operations, safety and security, and nutrition and wellness are all provided by a grantee that understands the importance of investing in early education. This advantage allows more federal program dollars to be allocated to quality direct services for children and families. Both Head Start and Early Head Start offer center-based, full day services, with Early Head Start operating all year. Extended day services are available before and after school for families with such need.

Head Start promotes the school readiness of children from birth to age five from low-income families by enhancing their cognitive, social, and emotional development. Head Start programs provide learning environments that support children's growth in many areas such as language, literacy, and social and emotional development. Head Start emphasizes the role of parents as their child's first and most important teacher. These programs help build relationships with families that support family well-being.

CCPS also provides Early Head Start, which serves infants and toddlers under the age of 3, and pregnant women. EHS programs provide intensive comprehensive child development and family support services to low-income infants and toddlers and their

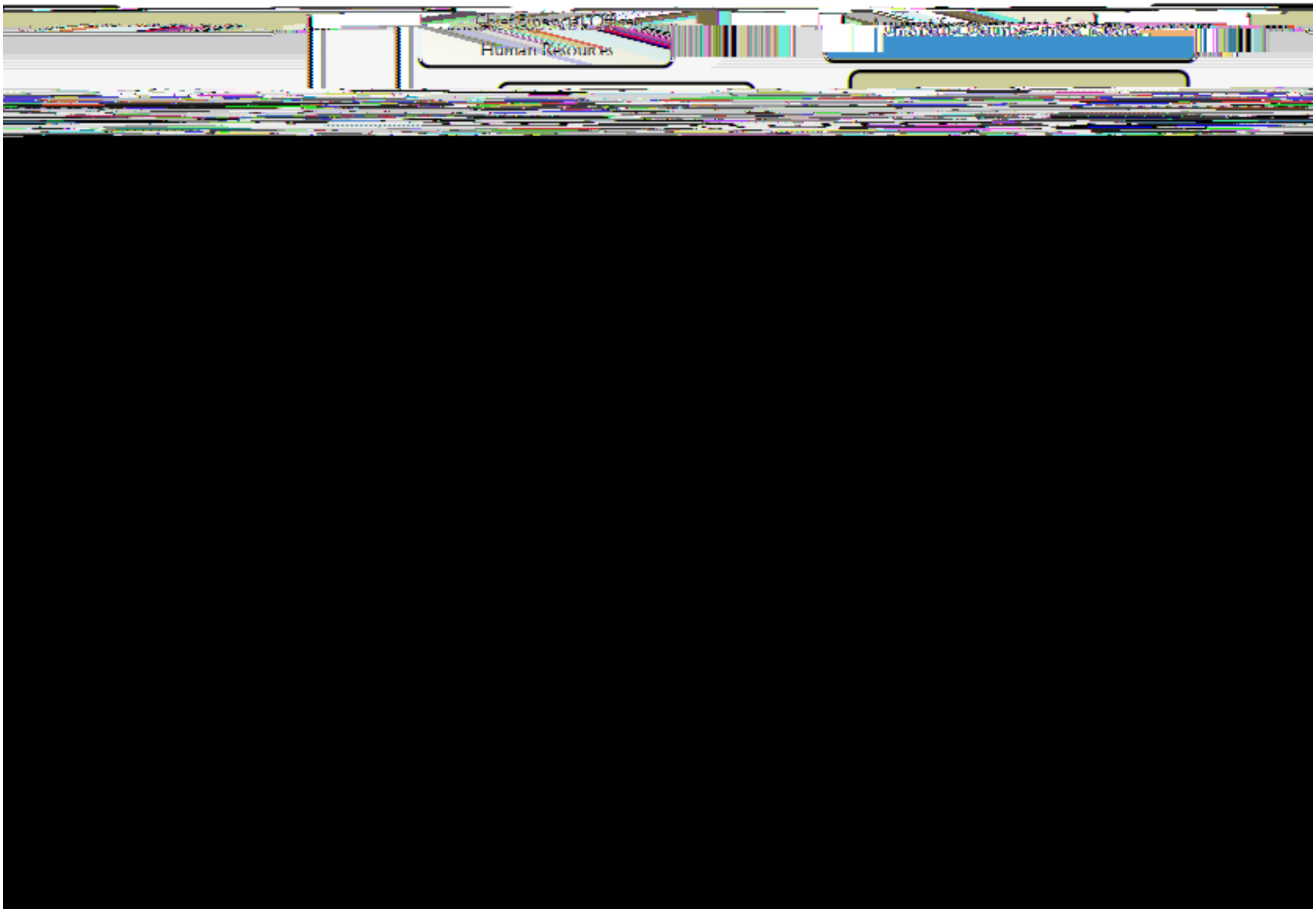
families, and to pregnant women and their families. EHS programs are designed to nurture healthy attachments between parent and child (and child and caregiver). Services encompass the full range of a family's needs from pregnancy through a child's third birthday.

All programs provide a comprehensive service model. By partnering with community agencies or by providing direct services, the program assists families with family support & parenting, accessing nutrition, health & dental services, and with promoting positive mental health outcomes. This is, of course in addition to the high-quality childcare services that are the cornerstone of every Head Start program.

Charlotte County Early Childhood Programs also boast rich, productive relationships with a broad variety of community agencies. Many community partners provide direct services to families at Head Start facilities, making access to resources easier for families. Dental Screenings, GED classes, and crisis intervention are just a few of the services that can be accessed at the centers. The program also serves as a lab school for Early Childhood Education Technical College students and as Harry Chapin Food Bank distribution site, as a start.

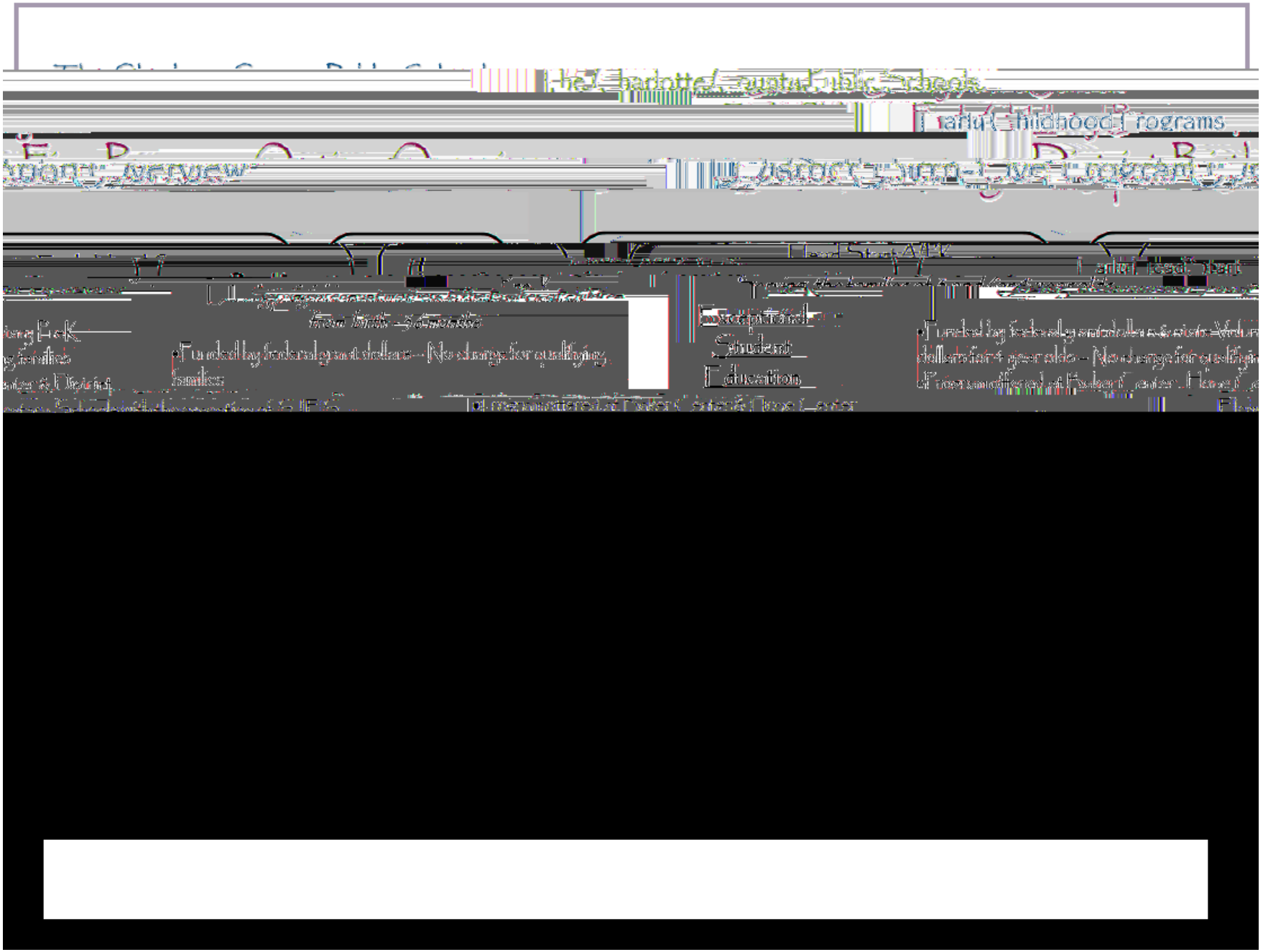
As one of the country’s original Head Start grantees, the Charlotte County School Board has a long history of providing the highest quality early childhood services to the families of young children in Port Charlotte, Punta Gorda and Englewood, Florida. As a source of pride and joy in the community, the new of the

The ECP Organizational Chart



WHO'S WHO: ECPLeadership & Administrative Staff

NAME	TITLE
Nicole Hansen	Coordinator , ECP
Cleo Presley	CMa76


Early Childhood Programs
Exceptional Student Education

Workplace Health & Safety

Staff Accidents/Injury

All injuries that occur while you are working for the Charlotte County School District need to be reported to your supervisor immediately. Workers' comp insurance may not pay the medical bills if you don't report your injury promptly to your employer. *Baker & Hope Center employees report all injuries to Kelly Monteleone.*

The administrative staff at all schools and sites have the appropriate forms for completion and will require your signature. He or she will be able to answer most questions, however if you still have concerns about your claim contact Risk Management at 941-255-0808 Ext. 3046.

Note: First Report of Accident Forms are required to be completed even if you choose to not receive medical attention.

Building and Site Security

Each school/site has a district approved Crisis Plan. Each work area/classroom should have a copy of the plan. It is your responsibility to review and become knowledgeable about the contents of the plan and how it relates to you and your professional role. Please follow the following basic safety and security guidelines:

- Do not let anyone in to the building. There is a security procedure for visitor entry, please allow the front office staff to handle this task.
- If you see a visitor in the building or on campus without a badge, please refer the person to the front desk to check in.
- IF YOU SEE SOMETHING, SAY SOMETHING

Mandated Reporter/Suspected Abuse

All public school employees are mandated reporters of suspected child abuse. Details about your responsibilities are outlined in the required,

annual training provided by CCPS. You may also refer to the DCF website for more information.

If you suspect abuse or neglect, it is your responsibility to determine whether it warrants reporting the concern. If it does, you must make the report yourself. After making the report, you may let a member of Leadership and/or your Family Advocate know about the situation.

Needs, Budgets and Purchasing

CLASSROOM BUDGETS

Each classroom receives an allocation of funds to enhance educational experiences. These discretionary funds are dispersed twice per year and are to be used for materials and supplies needed to supplement the curriculum. Our strong preference is that early learning vendors are utilized. The program has the option of considering Amazon and Walmart online orders, but quality assurance is much easier with EC vendors. Leadership Team members must review all orders to ensure that items align with program standards and goals. Program Coordinator or manager will formally approve purchases. Please submit orders as early as possible after funds are released.

Fund amount per classroom: Provided via email Fall/Spring

SUPPLEMENTAL REQUESTS

Larger, more expensive items, such as furniture and technology are usually purchased during the summer months and on a rotating schedule. If there are classroom needs outside of the normal budget/cycle, please speak with your Education Specialist

Wal-Mart in-store purchases require the completion and approval of the form, *Prior Approval Form for In-store Purchases*. Wal-Mart credit cards are available at each site. Send original receipt to: Baker Center attn; Marisa Doherty, Fiscal Specialist. If receipts are being sent from off-site location, please make a copy of the receipt for your records. Off-site locations do not need to provide the bookkeeper with a receipt as all purchases are coded to the program.

Professionalism, Training & Leadership

Confidentiality & Professionalism

Program staff should maintain the ideals of the professional standards of conduct at all times. It is especially impoc.013 TwlemD [(c)13 0n (i)1 (m)68Tj ET EMC

other identifiable information about children enrolled in Charlotte County Pre-K Programs per Charlotte County's Social Media policy (PO7540.04).

Cell Phones/Tablets

Cell phones are to remain in a locked cabinet during work hours except for personal breaks outside of the classroom. During an emergency situation or drill, staff are required to use the provided laptops or tablets for our Raptor procedure. Tablets are to be taken outside during playground time in the event that an emergency occurs while outside. Pictures taken of children should only be taken on the tablets provided by Baker Center.

Technology in the classroom

Children in zero to three-year-old classrooms are not to have any screen time during the school day – this includes watching songs/videos on IPads. Children in Head Start classrooms screen time should be limited to use of Math & Reading Academy instruction and assessment prep/completion.

“Don’t do that!”

- NO cell phones during work time. They must be kept on silent and in a teacher cabinet or closet unless on break, this includes during student rest/nap time. Should an emergency arise, staff should use the classroom phones or walkies. Additionally, headphones/earbuds are strictly prohibited during work hours, as they cause safety and supervision issues.
- NO snacking or containers with company logos (Starbucks, Coke, Dunkin’ Donuts, etc.) Only drinks in closed covered cups are permitted when working with children.
- Don’t use technology for personal use during work hours. Homework should be completed AT HOME.
- Limit parent contact to in-person, and program/district sanctioned methods. NO TEXTING. NO (additional) APPS.
- Avoid the use of terms such as “dude”, “girlfriend”, “bro”, etc. when addressing students. While these labels may be considered playful, at school children’s names should be used the great majority of the time.

“Do this!”

- Love our children and families, and take pride in everything you do for and with them.
- Please dress comfortably, yet professionally.
- Staff may eat their own food outside of classrooms during their breaks or program provided food during student mealtimes.
- Have your classroom set up when the children arrive, and make sure it’s picked up at the end of the day.
- Do remove broken items and make sure you let your Education Specialist know!
- Support one another, form friendships and share ideas. Be someone that you would like to work with.
- Lean on your leadership team. Ask for help when you need it and offer ideas when you have them.
- **Have the best year ever!**

SECTION 7:

POLICIES & PROCEDURES

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Disability Services

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Family Services

Community Engagement

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- SchoolReadiness Goals/Action Plan
- Selfassessment/Program Improvement Plan