



FAMILY HANDBOOK

2025-2026

Contact us:

York County Community Action Corporation
Head Start
P.O. Box 72, 6 Spruce Street, Sanford, ME 04073
(207) 324-5762 | 1-800-965-5762 | FAX (207) 324-4197

Website: headstart.yccac.org

Follow us on Facebook and Instagram: @yorkcountyheadstartme

*This institution is an equal opportunity provider.
Full CACFP Non-Discrimination Statement included in the Appendix.*

Last review of the Family Handbook: August 2025

Table of Contents

Page 1: Welcome to Head Start

About York County Head Start
Our Mission
Our Staff

Page 3: Program Policies

Transportation
Drop-off and Pick-up

Page 4: Attendance and Absences

Suspension and Expulsion
Cancellations and Delays

Page 5: Outdoor Activities

Field Trips
Celebrations
Open Door Policy

Page 6: Education Services

Curriculum and Assessment
Learning Genie
School Readiness

Page 7: Educational Home Visits

Dual Language Learners
Special Services
Behavioral Health Policy and Services

Page 8: Transitions

Family Services

Page 9: Parent and Family Engagement

Policy Council
Parent Meeting
Family Engagement

Page 10: Volunteer

In-Kind

Nutrition and Health

Nutrition
Breastfeeding

Page 11: Special Diets

“No Food IN – No Food OUT” Policy

Page 12: Health

Page 13: Sleeping

Pacifiers
Diapering

Page 14: Toilet training

Exclusion due to Illness
Management of Communicable Diseases

Page 15: Medications

Over-the-Counter Products and Medication
Head Lice/Fleas
Emergency Preparedness Procedures

Page 17: Serious Injury

Incident Reporting

Additional Program Information

Rights of Children

Page 18: Tobacco-Free Policy

Weapons Policy
Car Seat Safety
Mandatory Reporting: Child Abuse and Neglect

Mandatory Reporting: Domestic Violence

Page 19: Use of Pesticides

Lead Testing
Professional Boundaries
Confidentiality

Page 20: Appendixes

Centers’ Capacity
Classrooms’ Location and Hours of Operation

Page 21: Temporary Exclusion Criteria

Page 22: CACFP

Page 23: CACFP Non-Discrimination Statement

Page 24: Sample Daily Schedule

In-Kind Ideas

Page 26: Sample Monthly Menu

Page 27: Oral Health Tips

Page 28: Lead Poisoning Prevention

Welcome to York County Head Start

This Handbook is an overview of the services, opportunities, and safety policies we have in place to keep children, staff, and parents healthy and happy while in the Program.

About York County Head Start

York County Community Action Corporation through its Head Start program has been providing high-quality early childhood care and education to children 6-weeks to 5-years-old across York County for more than 57 years.

York County Head Start is funded through State and Federal Head Start funds. The Program is free to qualifying families. We operate in accordance with the **Head Start Program Performance Standards** (HSPPS) and we are licensed by the **State of Maine Child Care Licensing Unit** in all locations.

Head Start is one of the many programs of York County Community Action Corporation (YCCAC) which offers a wide variety of services including Economic Opportunity, Energy Services, Housing and Economic Development, Health Services, Transportation, and WIC.

Head Start does not discriminate against any child or family because of race, color, national origin, sex, sexual orientation, gender identity, disability, or religion.

Our Mission

“We partner with families of young children, helping them achieve their self-identified family goals with a focus on their child’s health, education and well-being.”

The Head Start program is built upon a holistic family approach. We believe that families are their child’s first and most important teacher and we encourage each family to participate in all aspects of the Program!

Teachers, Family Liaisons, and parents work together to make sure every child is prepared to succeed in school and in life. Our lessons match each child’s social, emotional, physical, and educational development. This way, they will feel confident and excited as they get ready for kindergarten and beyond!

Our Staff

York County Head Start has Early Childhood Education Centers in the two most populous areas of York County – Biddeford/Saco and Sanford/Springvale. The Centers are managed by a **Center Manager** (one for Sanford/Springvale and one for Biddeford/Saco), responsible for the safety and comfort of children, staff, and parents while on the premises. For classroom locations and hours of operation, please, review our [APPENDIX: Centers and classrooms’ location and hours of operation.](#)

We have nutrition staff in each center preparing age-appropriate and diet-specific fresh and nutritious meals.

Our **Early Head Start (EHS)** rooms provide year-round, 6.25 hours per day, Monday through Friday, childcare and education to children 6 weeks to 3 years old. Each classroom has 3 staff members. Some of our Early Head Start classrooms also have a Teacher-in-Training who is working towards their Child Development Associate degree (CDA) through hands-on learning. Our EHS classrooms offer:

- Small group size of 8 children with staff trained in infant/toddler development;
- Individualized infant feeding and sleeping routines;
- Diapers, wipes, formula, and many other items provided as needed during school time;
- Nutritious meals and snacks;
- Daily written communications to parents;
- Family engagement events to connect learning between home and school;
- Age-appropriate classroom activities that support the child's social, emotional, and cognitive growth.



Our **Head Start Preschool** classrooms are for children 3 to 5 years old. With a focus on school readiness, the daily schedule includes activities promoting social, emotional, physical, and educational growth and skills. Each classroom has 3 staff members.

- Every classroom has no more than 15 students;
- School-year schedule;
- Nutritious meals and snacks;
- Individualized curriculum to support literacy, math, creativity, health, and nutrition;
- Social-emotional learning program focused on child's well-being;
- Full-day Pre-K classroom in partnership with Biddeford School Department (transportation provided).

Family Liaisons: Family Liaisons will connect you and your family with wrap-around services and resources that will support you and your family to live better. They will partner with you to meet the goals you set up for you and your family and can refer you to emergency assistance if needed. They are your trusted partner who will work with you to prepare you and your child for school and beyond.

Program Policies

Transportation

York County Head Start does not provide transportation to the children in the Program. Parents/Guardians are responsible for transporting their child in a safe manner (see Child Seat Safety information on p. 18).

The only transportation provided is for the Head Start classroom, which is in Partnership with the Biddeford School Department.

Drop-off and Pick-up

It is important for each child to participate in our full day routine and transitions. To support your child and build their routines, we encourage your timely arrivals and pick-ups. Check with the Teacher or the Family Liaison if you are unsure about the drop-off and pick-up times of your child's classroom.

! Chronic tardiness to drop off or pick up will result in a need for an Attendance Plan.

We value the relationship between teachers and parents/guardians and, at the same time, we know drop off and pick up times are busy for the teachers and they may not be able to give you their full attention. We encourage you to plan alternative ways/times to communicate necessary information regarding your child with the teacher.

Drop-off

When you bring your child to the Center, please remember the following:

- When entering an EHS classroom, you must put on shoe covers;
- **Assist your child in washing their hands;**
- You, or the person dropping off your child, must sign your child in every day.

Pick-up

You **must** notify the Center of any changes in who is authorized to pick up your child and ensure that these changes are reflected on the Emergency Contact and Parent Authorization form. In a situation where someone else needs to pick up your child, you must notify the teacher ahead of time.

- We will only allow a child to leave the Center with an authorized person listed on the Emergency Contact and Parent Authorization. If the authorized person picking up your child is unfamiliar to the staff, they will be asked to show a valid photo identification before the child is released; they will also be asked to sign your child out.
- Children will only be allowed to be released to adults over **18** years old.

Occasionally, a situation may arise in your schedule that changes your child's pick-up time; under such circumstances, please let the teacher know in advance when possible. In this case, it is an expectation that you will arrange for someone else on the Emergency Authorization form to pick-up your child.

Head Start does NOT collect late pick-up fees.

! The following steps will be taken when a child is not picked up at classroom closing:

- Attempts to contact parent(s)/guardian(s) will be made. If parent/guardian cannot be reached, emergency contact numbers will be called;
- If parent/guardian or emergency contacts cannot be reached within 30 minutes, staff will call the police. After the child has been picked up, a second call will be made to update the police and in some situations, to a call to DHHS.

Attendance and Absences

As a guardian, you hold the key to your child's success in school and life. Kindergarten readiness is the key to your child's school success throughout their educational career and systematic absence predicts low levels of academic achievement throughout high school.

To provide the best possible Program we need staff and families to work together. Head Start Program Performance Standards (HSPPS) require us to closely monitor your child's attendance. If your child is absent **for 3 or more days in a month**, staff will set up a meeting with you to discuss their attendance. During this meeting, an Attendance Improvement Plan may be developed to identify barriers to their attendance. Head Start limits the practice of withdrawing children from the Program due to attendance and tardiness to drop off and pick up; however, if a barrier to attending on a regular basis is not resolved, a child may be withdrawn until attendance limitations are addressed. Addressing limitations does not result in an automatic enrollment back into the Program.

! If your child will be absent because of unforeseen circumstances or planned family events, it is your responsibility to inform your Family Liaison and Teacher **before** class begins. You can call your child's classroom or send a message through Learning Genie. **Failure to report your child's absence will result in phone calls to you or your emergency contacts; if we do not establish a contact with you in 3 days, we will do a Child's Well-Being Visit to your home to inquire why your child was absent.**

Planned vacations and other family events are still considered absences and counted towards the number of missed days in a month.

Suspension and Expulsion

York County Head Start prohibits the practice of suspension or expulsion of enrolled children but may limit participation in the Program for children on Attendance Plans.

Cancellations and Delays

The Annual Program calendar provided to families includes planned closures, such as holidays, school vacations, and staff events. However, for the safety of children and staff and the quality of care we provide, occasionally, we will have to close or change the hours of operation of a classroom, one or more of our Centers, or the whole Program. The changes will be promptly communicated with the impacted families and we will have ongoing communication when the classroom, Center, or Program will reopen.

Inclement weather: We follow the school district in which the Center is located for closures, delays, and early dismissals. When the schools in the Sanford or Biddeford area are cancelled due to bad weather, the Head Start classrooms in that school district will also be cancelled. If York County Community Action Corporation (our parent organization) is closed but your school district is open, the classroom will follow the school system in the town where your child's center is located.

Outdoor Activities and Dressing for School



Children will spend 45-60 minutes each day outside (weather conditions permitting).

Make sure that your child:

- Wears comfortable play clothes that are easy to wash;
- Has suitable seasonal clothes. This includes hats, mittens, and boots;
- Has one extra set of clothes to be left at the classroom with their name clearly marked. The clothes can remain in the classroom. Talk to your Liaison if your child needs outerwear;
- Wears shoes that are safe for running, climbing, and playing.

Please note that we will make all attempts to go outside each day. If your child is too sick to play outside, we ask that you keep them at home until they are feeling better.

Field Trips

We aim to enhance the curriculum with occasional field trips that include both staff and parents.

Celebrations

Holidays and birthdays are not celebrated as part of our Program. As a Program, we plan events that all children and families are able to participate in. Some of these special days may include celebrations of learning, children and families, the change in seasons, and more.

Open Door Policy

York County Head Start maintains an open-door policy for families. Families are welcome to visit or call anytime during operational hours.

Education Services

Curriculum and Assessment

We welcome all children at their own developmental level, and support their growth in each stage, realizing that this is a unique and individual process for each child. We believe that growth occurs best in a safe, supportive environment where children are free to learn and explore their world and develop through active learning experiences. We also believe that parents are their child's first and most important teacher, and should be partners with teachers and children in this educational process.

Our Program follows Teaching Strategies: The Creative Curriculum (*Infants, Toddlers and Twos* and *Revised Preschool* Editions) which is a developmentally appropriate, research-based curriculum that supports children as active participants in their learning. The curriculum is supported by Maine's Early Learning Development Standards, Maine DHHS Rules for Licensing of Child Care Facilities, and The Head Start Early Learning Outcomes Framework Birth to Five.

Learning Genie

We are using the Learning Genie app (<https://www.learning-genie.com/>) in our classrooms. **Learning Genie** provides two-way communication between home and school. Some of the information we will communicate with you through Learning Genie includes:

- Classroom and Program closures and delays;
- Program/Center updates and Family Services event reminders;
- Updates on your child's day at school: pictures/videos, activities, mood, books, songs, school reminders, and daily routines (diapering, meal, nap for our EHS classrooms);
- Weekly School Readiness Goal activity assignments.

Learning Genie is also a quick way to communicate with your child(ren)'s teachers and notify them if your child(ren) will be absent or late, ask questions, schedule a meeting, or share a wonderful experience about your child (such as first tooth, walking, reading full sentences, etc.).

A staff member will help you set up the app on your phone. If you have any questions about how to access different parts of the app, please talk to your Liaison or Teacher.

School Readiness

The Office of Head Start defines school readiness as "children possessing the skills, knowledge, and attitudes necessary for success in school and for later learning and life." York County Head Start established School Readiness goals through a partnership with the parents on the Policy Council, local School Districts, and Program staff. For us, School Readiness means that children are ready for school, families are ready to support their children's learning, and schools are ready for children from birth to age five.

Educational Home Visits

You and your family will receive **2 Educational Home Visits** from your child's classroom teacher to discuss School Readiness Goals and ideas and activities in the home to enhance school readiness. These visits are an opportunity for the teacher, child, and family to get to know each other and for the teachers to learn about the child's strengths both at home and at school.

Teachers will also complete **2 Center visits (Family Conferences)** with you throughout the year; as things evolve, our teachers will keep you up-to-date on how these visits will be conducted. During these visits, teachers will discuss classroom progress, your child's strengths, observations (both in the classroom and at home), and plan together how to meet the child's goals for School Readiness.



Dual Language Learners

For Dual Language Learners, who participate in our programs, as per Office of Head Start Performance Standards, every effort will be made to support the development of the child's home language and to stress the child's connection to their family as well as their learning of the English language. Staff members working with Dual Language Learners will be supported in locating and using resources based on the needs of the child and those of their family. Resources may include but are not limited to: translators from community agencies, volunteers and/or family members who can translate; written materials translated into the primary language, training opportunities in topics such as language development and instructional strategies.

Special Services

Teachers conduct developmental screenings within 45 days of your child starting in the Program. The screenings are called Ages and Stages Questionnaire (ASQ) and the Social-Emotional screening tool is called e-DECA. Your teacher will ask for your input and will ask you different questions related to your child's development while administering the screenings. Occasionally, a child may be identified for further screening or may need additional services. Teachers will collaborate with you to complete a referral to Child Development Services (CDS) if needed. CDS provides Early Intervention Services for children from birth to age two, and free and appropriate education for children ages three to five. CDS for York County is located in Arundel, Phone number: 207-624-6660.

Behavioral Health Policy and Services

York County Head Start program uses Conscious Discipline as a social-emotional curriculum. Conscious Discipline is an approach to discipline and guidance that emphasizes respect for each child, developmentally appropriate expectations of children's behavior, and the use of positive discipline and guidance strategies.

Our staff members strive to create a relaxed, positive environment that enables children to explore and experiment while remaining safe and feeling well-supported. Through positive guidance strategies and modeling social skills, staff help children learn pro-social behaviors, build confidence and self-

esteem, and develop greater respect for others' rights and feelings, as well as a sense that they are themselves respected.

Discipline concerns are handled by staff in a way that encourages children to solve problems and develop a sense of inner self-control. Children are given choices and the opportunity to be an active part of decision-making in their environment, thus fostering a sense of personal responsibility. Staff help children to understand the reasons for rules and limits and to feel good about the choices they make.

York County Head Start has a Child Behavior Specialist on staff to implement strategies that support children with mental health and social-emotional concerns, and assist teachers in improving classroom management and teacher practices. These strategies include classroom observations and consultations are used to address teacher and individual child needs and create environments that promote mental health and social-emotional functioning. Individual child observations may occur only with your permission as a parent/guardian. While we do not suspend or expel students, the Child Behavior Specialist in collaboration with the teaching staff and you may create and implement a Behavior Support Plan/Safety Plan/Prescriptive Program Plan if your child needs extra support in the classroom.

Transitions

We will support you and your child through all the transitions your child(ren) will go through – from starting at the Center for the first time to transitioning from Early Head Start to Head Start Preschool at the age of 3, and then transitioning to Kindergarten at age 5. Some of the ways we will support you may include:

- Share information about registration and screenings;
- Share your child's educational and assessment information, only with your permission, with the public school;
- Participate in IFSP/IEP meetings, if your child has an identified disability;
- Visit your child's new school;
- Welcome Kindergarten teachers to your child's classroom;
- Support Kindergarten screenings.

We find that, in most cases, children adjust well to our Program. If your child has some difficulty, we will talk to you to figure out ways to best support your child's needs.

Family Services

We embrace the child's family as their first and most important educator; we work to build off of this philosophy by encouraging families to take part in their child's educational experiences.

Within the first few months of your child's enrollment, you will meet with your Family Liaison to start the Family Partnership process. At these meetings, the Family Liaison will help you create your own Family Partnership Agreement that identifies: strengths, interests, needs, and goals. The Family Liaison will also be available to provide support in taking steps towards achieving identified goals and needs.

Some ways we can support you and your family include but are not limited to:

- Refer you to other community resources;
- Assist you to obtain household needs and clothing;
- Contact services to help with crisis situations;
- Ensure that your family receives all services to which it is entitled;
- Link your family to other YCCAC support services.

Parent and Family Engagement

Family engagement is the backbone of our Program. The success of our Program comes from our commitment to building partnerships with families, and families committing to actively supporting their child(ren)'s learning.

! There are many ways to be actively involved in the Program and thus, to support your child's education.

Policy Council

The **Policy Council** is our governing body that helps to guide the direction of our Program!

As a Policy Council representative of your child's classroom, you will have the opportunity to share ideas for your classroom, home activities, the Program in general, thus:

- Shaping the Program's direction;
- Ensuring that we are meeting the needs of children, families, and Program Performance Standards.

Parent Meeting

Parent Meeting are a great opportunity for families to:

- Meet other parents;
- Share ideas, thoughts, and feedback about the Program;
- Give input to Program decisions;
- Plan activities for your child(ren) and their classroom;
- Plan activities for your family and community;
- Hear about Policy Council and other Program updates.

Family Engagement Events

Family Engagement events are fun gatherings that occur throughout the year. They provide all family members and caregivers an opportunity to actively engage in the child's learning while making connections with other families and Program staff.



In-Kind Contributions

Head Start programs receive 80% of their funding from the Federal Government. The remaining 20% must come from In-Kind contributions provided by families and the community. In-Kind contributions include goods, services, or volunteer time that support the Program's operations and enhance children's educational experiences. This requirement fosters community engagement, stretches Program funds, and ensures accountability in the use of federal funds. It encourages a collaborative partnership between the Head Start program, families, and local communities to support children's development effectively. Check out [APPENDIX: In-Kind Ideas](#) for ways you can contribute In-Kind.

Volunteer

Talk to your Family Liaison on how you can volunteer with us as often as you would like. Any time you volunteer with the Program, you support the Program, staff, and most of all – the children.

Nutrition and Health

Nutrition

This Head Start program participates in the Child and Adult Care Food Program (CACFP), a federal program that provides healthy meals and snacks to children receiving care. For more information on CACFP, read [APPENDIX: CACFP and CACFP Non-Discrimination Statement](#).

All enrolled children in our Program are served nutritious meals during their day. Children attending four (4) hours per day will receive breakfast and lunch; if your child attends five (5) hours or more will receive breakfast, lunch, and snack. Children are encouraged to serve themselves and pour their own milk and water. We will send the monthly menu to keep you informed on what is being served to your children. See sample monthly menu in [APPENDIX: Sample Monthly Menu](#).

Much of the learning for children takes place during meal times. Sometimes familiar foods are prepared in different ways or new foods are introduced. Children and adults talk about healthy eating along with likes and dislikes. Children are encouraged to try each food; however, they are never forced.

Breastfeeding Your Child

The Program accepts breast milk in ready-to-feed sanitary containers labeled with the infant's name on them, and the date it was expressed. It must be used within 96 hours or discarded. If you do not breastfeed your child, formula is provided by the Program. Only sanitized bottles (BPA free) will be used and will be provided by the Program. Solids such as cereal will not be added to the bottle unless



your doctor supplies written information and a medical reason for this practice. Bottles will never be warmed in the microwave oven, since it is a dangerous practice. Children will be fed bottles and food as it is introduced, on demand. Only formula or breast milk will be served up to the age of 12 months.

Breastfeeding mothers are welcome to come in to breastfeed their child. Accommodations will be made for breastfeeding mothers to nurse in rooms outside the classroom. Contact will need to be made with the child's teacher or the Center Manager prior to arrival, or a plan with determined times can be pre-arranged.

Frozen Breast Milk: Previously frozen, then thawed in the refrigerator breast milk, must be used within 24 hours. In accordance with the American Academy of Pediatrics recommendations, frozen, labeled, and dated breast milk may be kept for 6 months in classroom freezer compartments. Frozen breast milk shall be thawed under running cold water or in the refrigerator.

Special Diets

If your child has any dietary restrictions or accommodations, our Health/Nutrition Manager will help to create a Special Diet Care Plan with you before your child begins attending the Program. The Special Diet Care Plan identifies if the child has any food allergies, intolerances, or any other special diet needs. A physician-signed medical statement stating the reason for a dietary restriction or accommodation, and substitutions/modifications, is needed for any child that has a special diet due to medical reasons.

Any food requested to be withheld because of medical or personal preference must be listed as a dietary need on the Special Diet Care Plan form, and signed by you, your child's teacher, and the Health/Nutrition Manager, prior to implementation. After the Special Diet Care Plan form is completed, the Health/Nutrition Manager will modify the menu and inform classroom and kitchen staff.

Families and children will learn about healthy foods and good nutrition at Head Start through weekly nutrition activities and monthly newsletters. The WIC program helps to support our nutritional services throughout the county. If your child(ren) and family are not enrolled in WIC, talk to your Liaison about how to enroll. When appropriate, children are involved with meal preparation and clean-up.

! Your input in planning the monthly menus is a great way to contribute In-Kind time!

“No Food IN-No Food OUT” Policy

York County Head Start has a food policy that protects children and staff against foodborne illnesses and allergies. **Food cannot be brought in or taken home from Head Start centers.** For more information please contact the Health/Nutrition Manager at 207-459-2948.

Health Services

Our goal is good health for your child and your entire family. We will work with you to help your child learn how to keep their body healthy and safe. Healthy eating, getting medical and dental checkups, and taking medicine are some of the topics that we teach the children in the Program.

Head Start provides the following screenings within 45 days of your child's enrollment and as needed throughout the school year: hearing, vision, blood pressure (if there is information on file), height, and weight.

Upon joining the Program, you will be asked to sign a release of information form. This release lets our staff talk with your child's doctor and dentist's office and to request necessary documentation, so that they remain up-to-date throughout the school year.



If you do not have a doctor or dentist for your child, or lack insurance, then our staff will help you and your family. We will support you through the process of obtaining MaineCare services. If MaineCare or other sources of funding are not available, the program may use Program funds for professional medical and oral health services. When Program funds are used for such services, it is required to have written documentation of efforts to access other available sources of funding.

EHS requirements – All children must have on file:

1. Immunization (shot) Records

Maine State Licensing requires that every child has up-to-date immunization records. Children who do not have immunization records received by the Program, or proof of exemption will not be able to attend school after 30 days, and may be in jeopardy of losing their slot. If an immunization record is received, but the child is not up-to-date based on their age, documentation from the primary care physician showing the child is on a 'catch-up' schedule will be required. * Yearly Influenza and COVID vaccines are recommended.

2. Age-appropriate Well Child Check (including height, weight, and documentation of lead test results at 12 months and 24 months) will be obtained. Well-Child Visit exams will be requested at predetermined intervals based on the child's age throughout the Program year.

3. Dental Exam Record

We will request dental records if available. If a child needs a dentist but does not have one, we will help find available dental providers in the area. A clinical oral exam is recommended at the eruption of the first tooth, and no later than 12 months.

HS Preschool requirements – All children must have on file:

1. Immunization (shot) Records

Maine State Licensing requires that every child has up-to-date immunization records. Children who do not have immunization records received by the Program, or proof of exemption may not be able to attend school after 30 days, and may be in jeopardy of losing their slot. If an immunization record is received, but the child is not up to date based on their age,

documentation showing the child is on a 'catch-up' schedule will be required. Yearly Influenza and COVID-19 vaccines are recommended.

2. Physical Exam Records

Records for the most recent physical exam for every child will be obtained.

3. Dental Exam Records

We will request dental records if available. All children are required to have a dental exam at 12 months of age. If a child needs a dentist but does not have one, we will help find available dental providers in the area.

Visit the CDC's site to view a list of recommended immunizations, including COVID-19 vaccines, for children birth to six years (<https://www.cdc.gov/vaccines/schedules/easy-to-read/child-easyread.html>)

Sleeping

EHS: Infants and toddlers have unique needs. All infants will be placed on their backs to sleep in accordance with Safe Sleep, and will not have stuffed toys or soft objects in the crib. Each child up to 18 months will have a crib available; toddlers will have a mat available. Individual care will be given to each child's sleeping patterns. Blankets are not permitted in cribs; however, sleep sacks are available for each child.

HS Preschool: All of our full-day Head Start Preschool classrooms allow children time to nap/rest each day. Classrooms operating four (4) hours per day are not required to have nap/rest time. By following the Rules for the Licensing of Child Care Facilities for the State of Maine and Office of Head Start Performance Standards, children are supervised at all times by staff.



When hours of operation permit nap (rest) time, each child has their own cot for rest that is disinfected daily. Cozy items from home that your child would like to bring for a nap are wonderful, but we are limited on space so plan to only bring items that can be stored neatly in your child's backpack or cubby.

Rest time activities are offered to children who do not nap/rest.

Pacifiers

Pacifiers may only be used with written permission and instructions from parents/guardians. Pacifiers will be used in accordance with Caring for our Children Standards. Should you want your child to use a pacifier during Program hours, please request a copy of our Pacifier Policy for further information.

Diapering

The Program will provide diapers and wipes for children enrolled in our Program. We use **Up & Up**, **Member's Mark**, and **Pampers** brand wipes. If your child has an allergy to the brand that the Program uses and medical documentation is provided, we will accommodate the doctor's recommendation.

Toilet Training

Teachers always follow the parents' lead. We can help you look for signs that your child is ready to begin toilet training. Children who are being toilet trained will need a few full changes of clothes in their backpack, as well as extra underwear and clothes at school.

Exclusion due to Illness

Children with symptoms will be excluded. Depending on the symptoms presented, you will need to contact your medical provider to determine the exclusion period and class return. This is not at the discretion of the school staff. Documentation of the medical determination will be required upon returning to the classroom. The following strategies are in place and follow most updated CDC guidance:

- Staff and children are required to remain home when experiencing symptoms of illness (see [APPENDIX: Exclusion Criteria](#)) and away from others until at least 24 hours after
 - Symptoms are getting better overall, AND
 - The child does not have a fever without the use of fever-reducing medication.

! If your child is going to be absent, please notify your Teacher either via Learning Genie or by calling the classroom. Failure to call puts your child at risk of being placed on an Attendance Plan.

All children presenting general signs of illness such as fever, diarrhea, vomiting, rash, sore throat, coughing, shortness of breath, lethargy will be treated as follows:

- The child will be immediately isolated from other children and any adults not necessary for care;
- We will call you or a person on your Emergency Contact to pick them up immediately (within 30 minutes);
- In case of an emergency, we will call 911 for guidance and assistance.

If your child is exposed to anything contagious at school, staff will notify you with instructions to follow.

Management of Communicable Diseases

In the event that a child is diagnosed with a communicable disease, York County Head Start follows the State of Maine's procedures for exclusion and readmission. To learn more, visit the State of Maine website (maine.gov) and search for the "Communicable Diseases Quick Guide for Schools and Child-Care Centers in Maine" (click this [link](#) if accessing this document in a digital format).

York County Head Start follows the Rules for the Licensing of Child Care Facilities. Section 17.1.3 states: "In the event of a disease outbreak, children not vaccinated for medical reasons must be excluded from the Program until the outbreak no longer exists or until the child receives the necessary immunization."

Medications



In accordance with the York County Head Start Medical Policy and Head Start Performance Standard 1304.22(c)(3), a facility must “obtain physician’s instruction and written parental or guardian authorizations for all medications administered by staff.”

If, at any point during the program year, your child needs to take a prescription for a short-term illness, please coordinate with your child’s doctor to administer the medication before and/or after the school day, whenever possible.

If your child regularly takes medication for ongoing health needs, we follow an established Medication Policy and an **Individualized Health Plan** will be set up by the Health/Nutrition Manager. Your input is required at this meeting. No medication can be given at Head Start without a current Individualized Health Plan. An Authorization to Distribute Medication, signed by the child’s provider, will be required for all medications to be administered in the classroom.

Please remember that we will NOT administer any medicine without either doctor’s instructions (for prescription and/or topical medication) and parental consent (for non-medicated over-the-counter products).

Over-the-Counter Products and Medication

In accordance with the Rules for the Licensing of Child Care Facilities, York County Head Start cannot administer any non-prescription medications to a child without a signed and dated “Over-the-Counter” form from the child’s parent or guardian. Staff will use this form to record the application of over-the-counter products.

Over-the-counter products (petroleum jelly, non-medicated lotion for dry skin, lip balm) supplied by the family must be:

- In their original container;
- Clearly marked with child’s name;
- The manufacturer of the product must have an established Material Safety Data Sheet;
- Products must only be used for their intended use;
- Product will be applied in accordance with the label instructions at all times.

Topical products containing active ingredients (including diaper cream) will be considered medications and will require medical documentation and an Individual Health Plan.

If the medicine is provided by the parent, it must be labeled with the child’s full name and will be stored in a locked cabinet.

Head Lice/Fleas

Head lice are common in settings where large groups of children come together, and are not a sign of poor hygiene. Transmission occurs by direct contact with hair of infested people and less commonly by direct contact with personal items of infested people. Head lice survive less than one to two days if they fall off a person and cannot feed. Even though head lice may cause discomfort, **they are not responsible for the spread of any disease.**

Should live lice be found on a child:

- Parents/guardians of affected children will be notified of their presence. It will be left up to the discretion of the individual family whether the child is picked up early, or at the end of the day;
- Parents/guardians will be informed the child can return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice;
- Upon returning to the classroom, the child must be accompanied by a parent/guardian or emergency contact for a recheck to ensure treatment has occurred and no live lice are present. Rechecking of children will be done outside of the classroom in a private setting;
- Reaching out to the child's primary physician for guidance on appropriate and effective treatments will be encouraged. Lice kits can be provided upon request.

Fleas can be a problem in classrooms, and even if there are no pets in the centers, they can be brought in on the clothing of staff, students, or visitors. **Fleas can be responsible for the spread of certain diseases, cause irritation, and cause serious allergies.** They are typically smaller than 1/8 in size and are able to jump from host to host.

Should fleas be found on a child:

- Staff will discourage activities that encourage contact with other children;
- Parents/guardians of affected children will be notified of their presence. It will be left up to the discretion of the individual family whether the child is picked up early, or at the end of the day;
- Parents/guardians will be informed the child can return to class after appropriate treatment has begun;
- Reaching out to the child's primary physician for guidance on appropriate and effective treatments will be encouraged.

Emergency Preparedness Procedures

A child's health and safety are important both in the home and at our Program. Emergency policies, procedures, evacuation routes, and local emergency phone numbers are posted in each classroom.

Emergency preparedness and fire safety are an important part of our curriculum. By following Rules for the Licensing of Child Care Facilities for the State of Maine and Head Start Performance Standards, each center will practice monthly fire drills using alternative routes and biannual evacuation/lockdown drills. Families will be notified before our first evacuation/lockdown drill and teachers will have conversations and lessons with the students to help prepare them before these happen. All of our Centers' doors are locked at all times, but it is important to practice and prepare for any emergency situation that could arise.

In case of emergency:

- Our teachers are CPR and First Aid certified;
- We will provide emergency First Aid and call 911, if needed;
- We will call you at home, school, or at work. If you are not available, we will call an emergency contact that you have listed on your Emergency form. This form **! must** be updated immediately if phone numbers for you or your emergency contacts, doctors, or dentists change. This form also states that your child may be treated in a hospital in case of serious injury or illness when we are unable to reach you or your emergency contacts.

You can contact your Center Manager for more information about the Center's Emergency Plan, as well as for more information on Child Care Licensing, Pesticides and the Health Care Plans. If parents are interested in developing their own plans for their home, please let the Liaison know. For any questions, concerns, or information regarding our health services please contact the Health/Nutrition Manager at 207-459-2948.

Serious Injury

York County Head Start will notify the Maine Department of Health and Human Services of serious injuries within 24 hours of the occurrence. A serious injury is an injury or illness which requires medical attention from a physician or other medical personnel.

Incident Reporting

All accidents and incidents are reported to the Health and Nutrition Manager. Teachers review them with the parents who will review and sign them as soon as possible. The forms must be reviewed and signed by the Health and Nutrition Manager within 48 hours.

Additional Program Information

Rights of Children:

Children receiving Child care from Child Care Facilities have the following rights.

1. Children must be free from emotional, physical and/or sexual abuse, neglect and exploitation.
2. Each Child has the right to freedom from harmful actions or practices that are detrimental to the Child's welfare, and to practices that are potentially harmful to the Child.
3. Each Child has a right to an environment that meets the health and safety standards in this rule.
4. Each Child must be provided Child care services without discrimination to race, age, national origin, religion, disability, sex or family composition.
5. Children must be treated with dignity, consideration and respect in full recognition of their individuality. This includes the use of developmentally appropriate practices by the Child Care Facility.
6. Each Child has the right to the implementation of any plan of service that has been developed for that Child in conjunction with community or state agencies by the Child Care Facility.
7. Each Child has the right to Developmentally Appropriate activities, materials, and equipment.

8. Children with disabilities have the right to reasonable modifications to Child Care Facility policies and practices.

Tobacco-Free, Drug-Free and Alcohol-Free Environment Policy

The purpose of the Tobacco-Free, Drug-Free, and Alcohol-Free Environment Policy is to remove exposure for children, staff, and families while in the Head Start program. There will be no smoking or use of tobacco products in or within a 50-foot radius of Head Start Centers, including leased spaces where the Program operates. This also includes entry areas, parking lots, grassed areas, woods, sidewalks, vehicles, and driveways. Head Start Centers will assure that children are not exposed to secondhand smoke by establishing a “Tobacco-Free-Zone” around all areas used by Head Start. When we come to your home, please consider the staff member’s health by not smoking during the visit and keeping pets secured until the staff member has left. **It is against the law to smoke in a motor vehicle when a minor under 16 years of age is present.** The law applies even if the windows are open.

Weapons Policy

In accordance with York County Community Action Corporation’s policy, deadly weapons, including concealed firearms, are prohibited on all YCCAC premises.

Car Seat Safety

Head Start staff are required by both policy and Maine State law to assure that children are secured correctly in the vehicle as they arrive and depart from the Center. When a staff member observes that lack of, or improper use of, a restraining device threatens a child’s safety, they will:

- Provide you with educational materials and resource information, including where to get free or low-cost devices and a car seat inspection;
- Remind you that proper use of child restraint is the law. Staff members are directed by the Department of Health and Human Services (DHHS) to notify the police when a child is not properly secured in a vehicle. This offense is reportable to DHHS.

Mandatory Reporting: Child Abuse and Neglect Reporting

There are laws in place for the safety and protection of your child. If any Head Start staff has reasonable cause to suspect that any child has been or is likely to be abused or neglected, staff are mandated to report their concerns to the Department of Health and Human Services (DHHS). This includes cases of domestic violence. If a report is made, either by our Program or an outside source, our staff will assist you through the process. Together we will work with you and Child Protective Services.

Mandatory Reporting: Domestic Violence and Order for Protection from Abuse

Head Start recognizes that domestic violence affects not only the victim, but also children and other family members. As part of Head Start’s family-focused belief, we are committed to supporting children and families in achieving safe, self-sufficient lives free of family violence and promoting a zero-tolerance policy for domestic violence. Our commitment includes being informed of and adhering to any Order for Protection from Abuse.

This will ensure that:

- Children do not have contact with any person prohibited from being around them at any Head Start center/function;
- Children enrolled in our Program are not released to any person who is prohibited from having contact with them as ordered by the court;
- When staff are aware of any violation of an Order for Protection from Abuse, either in the home or at the Center, they are responsible for reporting it to their immediate supervisor, and that person will determine the next step..

As stated above, domestic violence is reportable to DHHS. This policy is consistent with the written agreement between DHHS and York County Community Action Head Start.

Use of Pesticides

Pests can pose significant problems to people, property, and the environment. Pesticides pose similar risks. Children face a greater potential for health effects resulting from pest and pesticide exposure. By reducing reliance on pesticides and practicing low risk control options, everyone will benefit. When it is determined that pesticides must be used, the least hazardous materials and methods of application will be chosen. All pesticides will be handled by professionals, following State and Federal law, and all parents will be notified.

Lead Testing

Growing up in a healthy home is an important part of your child's development. Test your child and home for lead to prevent lead poisoning. Learn more about the impact of lead poisoning on your child's development in the [APPENDIX: Lead Poisoning](#). Talk to your Family Liaison to receive a Lead Testing Kit, provided for free from the State of Maine.

Professional Boundaries

Staff members have professional boundaries and are not allowed to participate in your personal life, including but not limited too:

- Providing private care for your child(ren);
- Attending non-work-related functions;
- Engaging in romantic relationships;
- Writing letters regarding child custody issues;
- Becoming your social media 'friends' and 'followers' while your child(ren) is enrolled in the program;
- Providing personal contact information;
- Receiving gifts of any value unless it is something made by your child for their Teacher or Liaison.

Confidentiality

Families participate in our Program in many ways; we ask that as you participate, you respect the privacy of the children, families, and staff, both at the Center and in your conversations out in the community. Sometimes, specific child or family information shared in an innocent exchange may be harmful or damaging (e.g., a conversation in the grocery store about a child who attends the program

when the family does not want that information shared). While at our Centers, if you hear or see something that is concerning to you, please speak to the teacher privately and share your concern with them immediately. **We appreciate your sensitivity to the rights and needs of our Head Start community.**

Staff members are also bound by confidentiality and are unable to discuss any information with parents and volunteers about other children and families in the Program.

Data gathered by teachers and parents is used:

- To show the growth of our classrooms in meeting School Readiness Goals program-wide;
- For reports to Administration, Policy Council, and YCCAC Board of Directors;
- To guide our Program for continuous program improvement.

To ensure confidentiality, the Program will:

- Keep all records in locked file cabinets and/or secure computer systems;
- Not release any information verbally or in writing to anyone outside of York County Head Start unless the parent/guardian has given written permission;
- Only disclose records without written permission if ordered by the court or in the case of reporting suspected child abuse or neglect.

Appendixes:

Centers' Capacity

Capacity of each Center in accordance with Rules for the Licensing of Child Care Facilities:

- Emery - 84 Children
- Biddeford Preschool - 32 Children
- Stone - 49 Children
- Springvale - 20 Children

Centers' Locations and Hours of Operation*

*Below are the hours of operations of our Centers. The teacher of your child will let you know when their classroom opens and the drop-off/pick-up times.

Early Head Start:

- Biddeford (2 Stone St.): M-F 7:45am - 2:30pm
- Sanford (114 Emery St.): M-F 7:45am - 2:30pm
- Saco (temporary operating at Stone St. in Biddeford): M-F 7:45am - 2:30pm
- Springvale (14 King St.): M-F 7:45am - 2:30pm

Head Start Preschool:

- Biddeford Head Start Preschool (1 Enterprise Dr.): M-F 7:45am - 2:30pm
- Saco (temporarily closed): M-F 7:45am - 2:30pm
- Sanford (114 Emery St.): M-F 7:45am - 2:30pm

Temporary Exclusion Criteria:

A child may temporarily be excluded if:

- The illness prevents the child from participating comfortably in activities.
- The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.
- A severely ill appearance—this could include lethargy/lack of responsiveness, irritability, persistent crying, difficult breathing, or having a quickly spreading rash.
- The child presents with a fever over 100.4.
- Diarrhea: Stool frequency is more than 2 times in a program day: for diapered children whose stool is not contained in the diaper and toilet-trained children if the diarrhea is causing “accidents” omitting: More than two times in the previous twenty-four hours unless known cause is not by an infectious condition and child can be kept hydrated.
- Vomiting: More than two times in the previous twenty-four hours unless the known cause is not by an infectious condition and the child can be kept hydrated.
- Abdominal pain: That continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness.
- Rash: With fever or behavioral change, until the primary care provider has determined that the illness is not an infectious disease.
- Mouth sores: With drooling that the child cannot control unless the child’s primary health care provider or local health department authority states that the child is noninfectious.
- Active tuberculosis: Until the child’s primary health care provider or local health department states the child is on appropriate treatment and can return.
- Impetigo: Only if the child has not been treated after notifying family at the end of the prior program day. Exclusion is not necessary before the end of the day as long as the lesions can be covered.
- Streptococcal pharyngitis: (i.e., strep throat) until the child has 2 doses of antibiotic (one may be taken the day of exclusion and the second just before returning the next day).
- Head lice: Only if the child has not been treated after notifying the family at the end of the prior program day. **Note:** Exclusion is **not** necessary before the end of the program day.
- Scabies: Only if the child has not been treated after notifying the family at the end of the prior program day. **Note:** Exclusion is **not** necessary before the end of the program day.
- Chickenpox (varicella): Until all lesions have dried or crusted (usually 6 days after onset of rash and no new lesions have appeared for at least 24 hours).
- Rubella: Until 7 days after the rash appears.
- Pertussis: Until antibiotic treatment is complete.
- Mumps: Return date is at the discretion of the CDC.
- Measles: Until 4 days after onset of rash.

- Hepatitis A: Virus infection, until 1 week after onset of illness or jaundice if the child's symptoms are mild or as directed by the health department. **Note:** Protection of the others in the group should be checked to be sure everyone who was exposed has received the vaccine or receives the vaccine immediately.
- Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

CACFP

York Head Start Program participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving care.

Each day more than 3.3 million children participate in CACFP at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The Program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

Meals: CACFP homes and centers follow meal requirements established by USDA:

Breakfast	Lunch or Supper	Snacks (Two of the five groups:)
Milk Fruit, Vegetables, or portions of both Grains or Bread	Milk Meat or meat alternate Vegetable Fruit Grains or bread	Milk Meat or meat alternate Vegetable Fruit Grains or bread

Participating Facilities: Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- Child Care Centers: Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- Family Day Care Homes: Licensed or approved private homes.
- Afterschool Care programs: Centers in low-income areas provide free snacks to school-age children and youth.
- Homeless Shelters: Emergency shelters provide food services to homeless children.

Eligibility:

State agencies reimburse facilities that offer non-residential day care to the following children:

- Children age 12 and under;
- Migrant children age 15 and younger, and
- Youths through age 18 in afterschool care programs in needy areas.

Contact Information:

If you have questions about CACFP, please contact one of the following:

Sponsoring Organization/Center:

YCCAC Health and Nutrition Manager
York County Community Action Corp.

State CACFP Agency

Paula Nadeau
Child and Adult Care Food Program

Head Start
P.O. Box 72
Sanford, ME 04073
(207) 324-5762

Maine DOE Child Nutrition
136 State House Station
Augusta, ME 04333-0136
(207) 624-6842

CACFP Non-Discrimination Statement

Federal

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **Mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **Fax:**
(833) 256-1665 or (202) 690-7442; or
3. **Email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

State

The Maine Human Rights Act prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin.

Complaints of discrimination must be filed at the office of the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333-0051. If you wish to file a discrimination complaint

electronically, visit the Human Rights Commission website at <https://www.maine.gov/mhrc/file/instructions> and complete an intake questionnaire.

This institution is an equal opportunity provider.

Sample Daily Schedule

Early Head Start

8:00- Arrival/diapers/potty
8:30- Breakfast
9:00-Brush teeth
9:10-9:30 Music and Movement (IMIL) & Free play/Individual activities
9:30-Check diapers/potty
9:30-10:30- Outside play
10:30-10:45- Circle time
10:45- Diaper/potty
10:45- 11:15- Small/large group activities
11:15- Diapers/potty
11:15-11:30- Transition to lunch activity
11:30- Lunch
12:15-Nap time
1:45- Snack/diapers
2:15-Pick up

Head Start Preschool

8:30- Arrival and check in
8:45-9:00- Sign in, Greetings, hand washing, individual or playground play
9:00-9:25- Breakfast
9:25-9:30 - Brush teeth
9:30- First Group /Circle
9:45-10:40- Centers, Small group work, potty
10:40- cleanup
10:45- Second Group Circle
11:00- cleanup/outside
12:00- handwashing, lunch
12:30- Potty time, calming activity
1:00-2:00- Rest
2:00- Snack
2:30- Departure

In-Kind Ideas

1. Assist teachers in rotating books and materials in the classroom
2. Prepare seasonal decorations for your child's classroom or center
3. Check out a book at the library and share with your child's teacher/circle time in your child's classroom
4. Visit a classroom to play an instrument for the children
5. Volunteer as a classroom reader to share your favorite children's book or theme-related story
6. Serve as your classroom Policy Council Representative
7. Assist in a playground clean-up day
8. Assist with cleaning/sanitizing classrooms
9. Work with your child's classroom teacher/liaison to gather topical resources to share at Parent Meeting Meetings
10. Visit the playground during outdoor time to bring fresh energy to group play
11. Decorate a table for refreshments and information at your center Parent Meeting Events
12. Visit your child's classroom to share about a unique job or hobby you have done
13. Pitch in to help clean up after a staff wellness day, Parent Meeting Meeting etc.
14. Organize a book drive to collect books to donate to the classroom or send home with each child

15. Host a parent coffee break one morning at your child's center, encouraging parents to come visit the classroom
16. Come in for lunch and help us make the most of mealtime conversation
17. Set up a "car wash" to help children "wash" vehicles they use in outdoor play
18. Demonstrate how to cook a favorite recipe for a parent group or your child's classroom
19. Be a "coat and hat" helper in the winter when everyone prepares for outdoor play
20. Recruit another member of the community to come in and volunteer their time
21. Organize a cleanup day around your center at the change of each season
22. Attend a parent education opportunity
23. Know your child's learning goals and reinforce growth at home

Sample Monthly Food Menu

SEPTEMBER 2025 York County Head Start Programs					ALL Cereals are WIC Approved!				
Monday	Tuesday	Wednesday	Thursday	Friday					
1 Holiday	2 Breakfast WG French Toast Sticks, Applesauce Lunch Ground Turkey Wraps on WG Tortilla with Cheese, Peas/Carrots, Pineapple Tidbits Snack Muffin, Hard Boiled Egg	3 Breakfast WG English Muffin with Sun Butter, Diced Peas Lunch Breaded Pollock Filet, WG Brown Rice, Green Beans, Diced Peaches Snack Cheese Stick, WG Goldfish Crackers	4 Breakfast WG Corn Chex Cereal, Banana Lunch Chicken Nuggets, WG Rice, Green Beans, Diced Mangos Snack Apple Slices, WG Animal Crackers	5 Breakfast Yogurt, Strawberries, WG Rice Krispies Cereal Lunch Sliced Ham/Turkey, Cheese Stick, Sliced Cucumbers, Orange Smiles, Ritz Crackers Snack Banana, WG Graham Snacks					
8 Breakfast WG Cheerios, Diced Peas Lunch Cheeseburger Pizza, Pepper Slices, Orange Smiles Snack Hard Boiled Egg, WG Graham Crackers	9 Breakfast Hard Boiled Egg, Saline Crackers, Mandarin Oranges Lunch Tuna on WG Bread, Sliced Cucumber, Apricot Halves Snack Watermelon, WG Goldfish	10 Breakfast Yogurt, Peaches, WG Rice Krispies Cereal Lunch Chicken Noodle Soup with Ritz Crackers, Green Beans, Corn Snack Apple Slices, WG Animal Crackers	11 Breakfast Egg and Cheese on WG English Muffin, Mandarin Oranges Lunch Chicken Salad on WG Bread, Sliced Cucumbers, Sliced Tomatoes Snack Sun Butter, Ritz Crackers	12 Breakfast WG Life Cereal, Banana Lunch Bean Burrito Bowl, WG Brown Rice, Corn, Salsa, Mango Cubes Snack Cheese Cubes and Saltines					
15 Breakfast WG Cheerios Cereal, Banana Lunch Cheese Quesadillas on WG Tortilla, Salsa, Baked Beans, Corn, Mango Cubes Snack Turkey Roll-Ups, Ritz Crackers	16 Breakfast WG Kix Cereal, Orange Smiles Lunch Shepherd's Pie, WG Dinner Roll, Corn, Diced Peaches Snack Hard Boiled Egg, WG Graham Crackers	17 Breakfast Yogurt with Pineapple Tidbits and WG Rice Krispies Cereal Lunch Pork Loin Roast, WG Brown Rice, Peas/Carrots, Applesauce Snack Cottage Cheese and Ritz Crackers	18 Breakfast WG Life Cereal, Mandarin Oranges Lunch Egg Salad on WG Bread, Cucumber Slices, Diced Peaches Snack Cheese Stick, WG Animal Crackers	19 Breakfast WG French Toast Sticks, Applesauce Lunch Sun Butter Sandwiches on WG Bread, Cottage Cheese, Pepper Slices, Bananas Snack Strawberry and Cream Cheese Pinwheels					
22 Breakfast WG Cheerios, Diced Peas Lunch Cheeseburger Pizza, Pepper Slices, Orange Smiles Snack Hard Boiled Egg, WG Graham Crackers	23 Breakfast Blueberry Muffin, Mango Cubes Lunch Grilled Cheese on WG Bread, Tomato Soup, Cottage Cheese with Diced Peaches Snack Cucumbers, WG Animal Crackers	24 Breakfast WG Corn Chex Cereal, Diced Peas Lunch Jackfruit Chili, Yogurt, Corn, Orange Smiles, WG Dinner Roll Snack Apple Slices, Cheese Stick	25 Breakfast WG Kix Cereal, Apricot Halves Lunch Banana Sushi Rolls (sun butter and sliced banana on WG tortilla), Cheese Stick, Carrots Snack Cheese Cubes, Ritz Crackers	26 Breakfast WG Blueberry Muffin, Applesauce Lunch Spaghetti with Meat Sauce, Tossed Salad, Diced Peas Snack Cheese Stick, WG Goldfish Crackers					
29 Breakfast Hard Boiled Egg, Ritz Crackers, Mandarin Oranges Lunch Tuna on WG Bread, Sliced Cucumber, Apricot Halves Snack Sun Butter, Saltines	30 Breakfast WG Life Cereal, Banana Lunch Chicken Nuggets, WG Brown Rice, Broccoli, Applesauce Snack Cucumbers, WG Animal Crackers								

Milk is served at all breakfasts and lunches

Unflavored Whole Milk served to children 12 through 23 months old

Unflavored Skim Milk served to children over the age of 2 years old

WG = Whole Grain

This institution is an equal opportunity provider.

ORAL HEALTH

Tips for Families from the National Center on Early Childhood Health and Wellness

You Can Promote Good Oral Health By:

- Knowing how to make sure you and your family have healthy mouths and teeth
- Helping your children learn good mouth and teeth habits

Why Is It Important?

When Children Have a Healthy Mouth, They:

- Can speak clearly
- Can eat healthy foods
- Feel good about themselves

Having a Healthy Mouth Also Means:

- Healthy growth and development
- Being able to focus and learn
- A pain-free mouth
- Lower dental care costs for your family



Things You Can Do to Help Your Child

- Brush your child's teeth with fluoride toothpaste twice a day.
- If your child is younger than 3 years, brush with a smear of fluoride toothpaste.
- If your child is age 3 to 6 years, brush with a pea-size amount of fluoride toothpaste.
- Young children will want to brush their own teeth, but they need help until their hand skills are better. Brush children's teeth or help children brush their teeth until they are about 7 or 8 years old.
- Be a role model for oral health! Brush your teeth with fluoride toothpaste twice a day (in the morning and at bedtime) and floss once a day.
- Serve healthy meals and snacks like fruits, vegetables, low-fat milk and milk products, whole-grain products, meat, fish, chicken, eggs, and beans.
- Limit the number of snacks your child has in a day.
- Do not give your child food for rewards.
- Take your child to the dentist for a check up by her first birthday and keep taking her.
- If your child has not gone to the dentist take him.
- Ask your dentist what you can do to keep your mouth and your child's mouth healthy.
- Make sure to go to the dentist as often as your dentist would like you to go.
- Let your child care, Early Head Start, or Head Start program know if you need help or have questions about oral health.



ADMINISTRATION FOR
CHILDREN & FAMILIES



NATIONAL CENTER ON
Early Childhood Health and Wellness

Lead Poisoning Information

Childhood Lead Poisoning

What You Need to Know

Growing up in a healthy home is an important part of your child's development. Test your child and home for lead to prevent lead poisoning.

What's So Bad About Lead?

Lead can cause:

Behavior
Problems

Learning
Disabilities

Hearing
Damage

Speech
Delays

Lower
Intelligence

How Do I Know if My Child Has Lead Poisoning?

- Most young children with lead poisoning do not look or act sick.
- The only way to tell for sure if your child has lead poisoning is to have their blood tested.
- Talk to your child's doctor about a blood lead test for your child. Maine requires all children be tested at 1 and 2 years of age.

What Causes Lead Poisoning in Children?

Lead dust comes from old lead paint as it breaks down, is damaged, or disturbed during everyday use or home repairs.



Lead dust gets on children's hands, toys, and pacifiers which they then put in their mouths.



It's easy for dust from lead paint, lead-based paint chips, and soil with lead in it to end up in a child's mouth.



Dust from lead paint in older homes is the most common cause of childhood lead poisoning in Maine.

Why are Young Children at Greatest Risk?

- Lead dust can be on floors, windowsills, and places where kids put their hands and play.
- Children, especially those under age 3, often put their hands in their mouths and crawl on the floor. This makes it very easy for lead dust to get into their mouths.
- A tiny amount of lead dust can harm a young child. Children are more likely to be harmed by lead because their bodies and brains are still growing.

Protect your family. Test your child. Test your home.

- Check out this website: maine.gov/healthyhomes
- Call for advice: 866-292-3474, TTY: Call Maine Relay 711



January 2023

Childhood Lead Poisoning

Simple Steps to Keep Your Child Safe from Lead

Find the Lead in Your Home

- ☐ If you live in a home built before 1950, order a free lead dust test kit from maine.gov/healthyhomes. This will help you find out if you have lead dust in your home.
- ☐ Check painted windows, doors, and floors for peeling, flaking, or chipping paint. Keep children away from any areas with damaged paint. Use furniture to block areas.
- ☐ Tell your property manager or owner about damaged paint so that it can be fixed safely.
- ☐ Learn how to control lead dust before you begin any home repair or painting project.
- ☐ Hire an "EPA-certified RRP contractor" to do the work. Learn more at epa.gov/lead.

Wash Away Lead Dust

- ☐ Clean floors, windowsills, and tabletops with wet mops or disposable rags once a week. Brooms, dry cloths, and vacuums without HEPA filters spread lead dust.
- ☐ Wash your child's hands with soap and water before eating or sleeping.
- ☐ Wash toys once a week and keep toys away from areas with chipping paint.
- ☐ Wash pacifiers and bottles if they fall on the floor before giving them to your child.

Don't Bring Lead Into Your Home

- ☐ If you work with lead at your job, change your shoes and clothes right away. Wash work clothes separately from family laundry. Take a shower before touching your child.
- ☐ Use a doormat to keep the dust out of your home and leave your shoes at the door.
- ☐ Make sure any antiques or painted old toys are in good condition and keep them out of reach of children. Avoid using folk or herbal remedies that may contain lead.

Protect your family. Test your child. Test your home.

- Check out this website: maine.gov/healthyhomes
- Call for advice: 866-292-3474, TTY: Call Maine Relay 711



January 2023