



# Northwest Montana Head Start

*We are an equal opportunity provider and employer*



## 2021-2022 Program Calendar And Information



# Mission Statement:

Northwest Montana Head Start promotes the well-being and self-sufficiency of children and their whole family by providing opportunities in a nurturing environment.

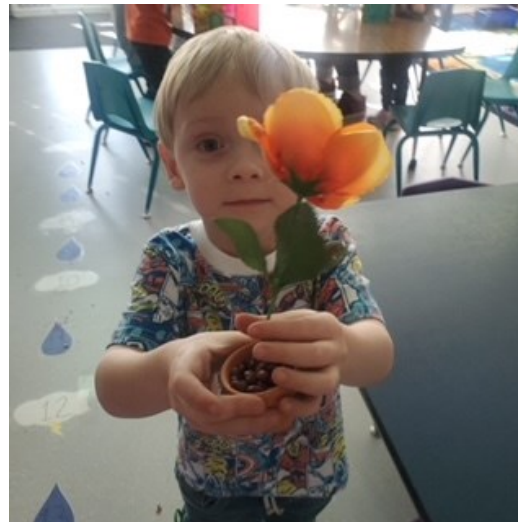


# Vision:

NWMT Head Start Board of Directors, staff and families collaborate with community agencies to provide quality services that empower families and advocate for children.

NWMT Head Start is focused on strengthening the social, nutritional, emotional, physical and educational well being of the whole family.

NWMT Head Start strives to create positive and fulfilling environments, thereby encouraging the continuity of qualified, competent staff.





# August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
					Remember to bring your photo ID when picking up your child!	
15	16	17	18	19	20	21
22	23	24 Open House	25 First Day of School	26	27	28
29	30	31				

# What is Head Start?

Head Start receives funding from a federal grant to provide preschool services for eligible children and support for their families. Northwest Montana Head Start provides the following services and programs:



- Education
- Family Services
- Health Services
- Nutrition Services
- Family Involvement
- Family Involvement
- Educational Trainings
- Mental Health Consultation Services
- Referrals To Community Agencies
- Services to children with disabilities



## Program Governance and Administration

**Board of Directors (BOD):** Has legal and financial responsibility for the program and consists of professional community members who volunteer their time at Head Start.

**Policy Council (PC):** Helps with program planning, program activities, curriculum, policies, grants, and staff employment decisions. The PC is made up of Parent Center Committee elected family members from each classroom, and volunteer community representatives.

**Parent Center Committee (PCC):** ALL families are members, and everyone is invited. PCC helps plan family events, special guest speakers, lesson plans, and much more!





# September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
			Don't forget to turn in your child's completed Well Child and Dental Exam form			
5	6 No School	7	8	9	10	11
12	13	14	15	16	17 Full Day Classes in Session	18
			Call the center if your child is going to be absent from school			
19	20	21	22	23	24	25
26	27	28	29	30	Don't forget to do your Take and Make projects with your child	

# Head Start Health Requirements



Every child at NWMT Head Start receives screening in:  
●VISION ●SPEECH ●HEARING ●HEIGHT/WEIGHT ●DEVELOPMENTAL SKILLS

Families are responsible for obtaining the following health exams and records :

- YEARLY WELL CHILD EXAM
- YEARLY DENTAL EXAM
- BLOOD LEAD TEST
- UP TO DATE IMMUNIZATION RECORDS


Contact your child's Teacher Advocate, Family Advocate or the Health and Nutrition Manager if you have any questions or concerns.

Our goal is to make sure each child is healthy, that preventative measures are taken, and that follow-up treatment is received for any detected health condition.





# October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Need to change who can pick up your child? Ask for a Change of Status form					1	2
3	4	5	6	7 Join us for Stone Soup	8 	9
10	11 Don't forget to turn in your Literacy Trackers	12	13	14	15 Full Day Classes in Session	16
17	18 REMINDER: NORTHWEST MONTANA HEAD START DOES NOT CELEBRATE HOLIDAYS.	19	20	21	22	23
24	25	26	27	28	29	30 Questions? Call 752-7011 or your local center
31						



# EDUCATION

Northwest Montana Head Start helps each child get ready for school. We help improve reading, math, social and emotional development skills. Weekly lesson plans and daily schedules are posted in each classroom.



## **Curricula Used:**

Head Start uses developmentally-appropriate, research based curricula to support the learning experience of pre-school age children.

### **•Creative Curriculum**

Offers small and large group activities giving children opportunities to explore, experiment, and play to develop academically, socially, physically and emotionally.



## ***Positive Discipline:***

Head Start uses positive discipline to teach children problem solving, language and social skills. The way Head Start staff applies this is through:

- Positive language
- Setting Clear Limits
- 2-Choice Discipline
- Redirection
- Respect
- Clear and Concise Classroom Rules







# November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
		Does your child need a winter coat? Ask your Teacher Advocate for resources!				
7	8	9	10	11	12	13
	Parent Teacher Conference Week					
14	15	16	17	18	19	20
	Parent Teacher Conference Week					
21	22	23	24	25	26	27
			No School	No School	No School	
28	29	30				
Don't forget to do your Take and Make project with your child						

# It is the ***FAMILY*** that makes a difference in a child's life!

At Head Start, we feel honored to be a part of the support system for your family.



## How do we do this?

- Home Visits
- Creating Family Goals
- Providing Resources and Referrals to other Agencies
- Family Training Events
- Support in an Emergency or Crisis
- Support with Family Issues and Child Development



The true Head Start experience occurs when we partner with families. Contact your Teacher Advocate, Family Advocate or the Family Services Manager with questions, comments, or concerns.





# December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Don't forget to turn in your Literacy Trackers</b>			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
	<b>Winter Break 12/20/21—1/3/22</b>					
26	27	28	29	30	31	
	<b>Winter Break 12/20/21—1/3/22</b>					

# Family Involvement

## Wondering how you can be involved in our program???

There are many ways to be involved in your local Head Start center!

### ***Volunteering with children:***

- Sharing a special skill (music, art, etc)
- Reading stories
- Helping in the classroom
- Sharing cultural practices
- Helping with meals

### ***Volunteering in other program areas:***

- Family Events
- Kitchen
- Clothing exchanges
- Policy Council
- Parent Center Committee

Contact the Volunteer Coordinator,  
Teacher Advocate , or Family Advocate  
about how to get started!





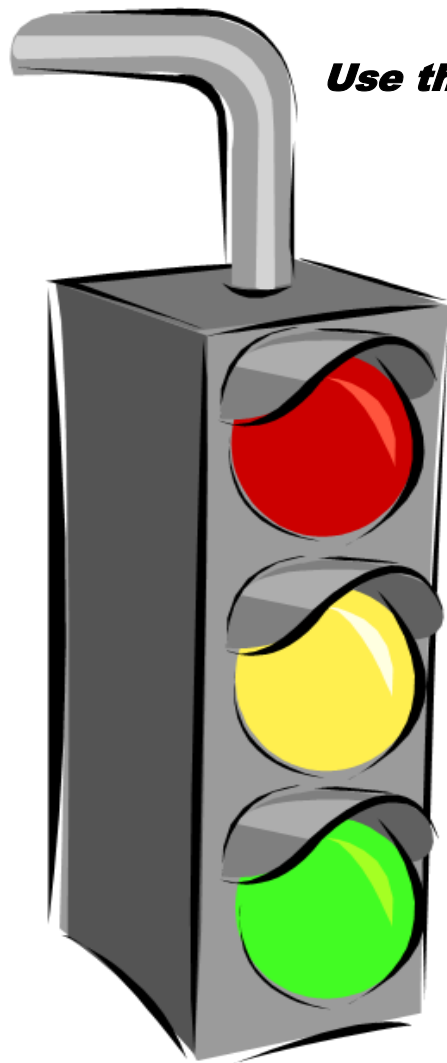
# January 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 School Back in Session	4	5	6	7	8
9	10	11	12 Dudes' Day! Come celebrate with us!!	13	14	15
				Don't forget to do your Take and Make project with your child		
16	17 No School	18	19	20	21	22
23	24	25	26	27	28	29
		Home Visit Week				
30	31					

# IS YOUR CHILD WELL ENOUGH TO BE IN SCHOOL TODAY?



***Use this guide to help you determine when to send your child to school:***



←

Fever over 100 degrees  
Open/infected sores not easily covered  
Vomiting more than twice in 24 hours  
Diarrhea  
Earache  
Red eyes with discharge  
Live Lice  
Not feeling well enough to participate in school activities

←

Runny nose  
Cough  
Rash  
Been to the doctor, hospital, or emergency room  
Is not acting like usual

←

Feeling well today  
Has been well for the last 24 hours without use of fever medication

## ***Attendance:***

In order for your child to get the most out of Head Start, he/she must attend daily. If your child is sick or unable to attend class, call Head Start right away.

**Working together to keep children, families, and staff healthy!**





# February 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
		Home Visit Week				
6	7	8	9	10	11	12
13	14	15	16	17	18	19
	REMINDER: NORTHWEST MONTANA HEAD START DOES NOT CELEBRATE HOLIDAYS.					
20	21 No School	22	23	24	25 Full Day Classes in Session	26
27	28					
				Don't forget to turn in your Literacy Trackers		

# Getting ready for Kindergarten:



## Transition Paperwork

This includes information about your child's time at Head Start. With your permission, we can share this with your child's Kindergarten Teacher.

## Enrolling For Kindergarten

You will need a copy of your child's birth certificate and an updated immunization record. Ask your Teacher Advocate or Family Advocate about Kindergarten Round Up dates! Questions, comments, or concerns? Talk to your Teacher Advocate or Family Advocate.





# March 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Don't forget to do your Take and Make projects with your child</b>		1	2	3	4	5
6	7	8	<b>Call the center if your child is going to miss school</b>		11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
	<b>Spring Break No School All Classes</b>					
27	28	29	30	31		

# Why is being involved important???

- Your child sees that you care about their education and you think it's important.
- Your participation strengthens the partnership between family and staff.
- You develop meeting skills, job skills and leadership skills.
- You can learn about grants and budgeting.
- You get to meet other families.
- You voice concerns, share ideas, and offer solutions to program issues.



**Head Start provides training for Parent Center Committees and Policy Council, so don't hesitate to join!**





# April 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Don't forget to turn in your Literacy Trackers				1	2
3	4	5	6	7	8	9
Week of the Young Child! Join us in celebrating young children all over the world					Full Day Classes in Session	
10	11	12	13	14	15	16
				Join Us for Muffins for Moms		
17	18	19	20	21	22	23
	Parent Teacher Conference Week					
24	25	26	27	28	29	30
	Parent Teacher Conference Week					



# \$\$\$ In-Kind \$\$\$

## What is In-Kind?

For every dollar we receive from our Federal Grant, we are required to collect 20 cents in donated goods or services.

This means that every time you volunteer, turn in a Literacy Tracker or a Take and Make Project, we convert your time into dollars. Every little bit helps us reach our goal.

Without these family generated activities we could not run our program. The Literacy Trackers are filled with activities that help you prepare your child for kindergarten.

Be sure to sign in and out when you volunteer in the classroom.







# May 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Last Day of School for Part Day Classes	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 Full Day Classes in Session	21
22	23	24	25	26 Last Day of School for Full Day Classes	27	28
29	30	31				

Don't forget to do your Take and Make projects with your child

## Family Relations

To keep Head Start a positive environment for children, staff and families,  
please act in a non-disruptive respectful manner.

If there are concerns about staff or families, please talk to the staff member or family at a time that does not disrupt the classroom or Head Start business. You may also fill out a Family/Community Comment Form.

Staff members may ask a family to leave the setting if they believe the situation is inappropriate or disruptive. Staff may refer the incident to the Director or other appropriate authorities, if a family does not comply with the request to leave.

## Family Comments or Concerns

We help to solve any issue as directly as possible. We encourage open communication between the person with the concern and the staff member to resolve the issue. If this does not work, families should contact the department supervisor. Families are able to have a staff member present during the process.

AREA OF CONCERN:	FIRST TALK TO:	IF NOT SATISFIED, THEN TALK TO:
Classroom	Education Manager	Director
Family Services or Family Involvement	Family Services Manager	Director
Transportation	Family Services Manager	Director
Nutrition or Health	Health-Nutrition Manager	Director
Child Development or Behavioral Concerns	Disabilities	Director
Management	Director	Board of Directors Chair
Director	Board of Directors Chair	

Northwest Montana Head Start is committed to ensuring the safety of children, families, visitors, and staff in all our centers. In order to maintain an open, safe, respectful and positive for children, staff, and families it is essential that everyone is aware of their responsibilities and adhere to the Northwest Montana Head Start Family Conduct Policy FS18 below.



**POLICY: Head Start will provide a safe, positive environment for children, staff and parents.**

- I. **Families are expected to act in a non-disruptive and non-threatening manner.**
  - A. If families have concerns with staff or other families they should talk to the staff member or family at an appropriate time that is not disruptive to classroom routine or other Head Start business.
  - B. Families will follow the family complaint process described in the Family Orientation Calendar.
  - C. All types of weapons are prohibited on agency premises, at events sponsored by the agency, and at bus stops (see also PP 45).
- II. **Staff members are permitted to ask a family to leave the setting if they believe the situation is disruptive or inappropriate or may refer the situation to the Director or other appropriate authorities.**
  - A. When a family has demonstrated behavior that is disruptive or threatening towards staff, other families, or the program, staff is encouraged to first speak directly to the family.
  - B. If speaking directly to the family would be counter productive, unsafe, or does not produce a positive result, the staff member may complete a Staff Comment Form.
  - C. The Staff Comment Form is given to the Family Services Manager with a copy to the Director.
  - D. The Family Services Manager will gather the facts and contact the family for their input and contact the staff member's supervisor.
  - E. If the staff member is found at fault, their supervisor will address their conduct. If the family is at fault, there is a progression of steps that can be taken.
  - F. Steps to promote a positive resolution include mediation, a referral for family assistance, a written/signed statement of proper family conduct, and a written/signed family conduct plan.
  - G. If a parent refuses to comply, the parent's access to staff and the program may be limited.

# Northwest Montana Head Start ORGANIZATIONAL CHART 2021-2022

## Program Committees

- Program Design/Management
- Health Advisory
- Family Services
- Education
- Personnel
- Safety

*Committees are comprised of representatives from Board, Policy Council, program management and staff*

