



# Northwest Montana Head Start

*We are an equal opportunity provider and employer*



## 2022-2023

## 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 2022

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

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

## 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 2022

| Sun | Mon            | Tue   | Wed  | Thu  | Fri                               | Sat |
|-----|----------------|---|--|--|-----------------------------------|-----|
|     |                |   |  | 1  | 2                                 | 3   |
|     |                |   | Don't forget to turn in your child's completed Well Child and Dental Exam form |  |                                   |     |
| 4   | 5<br>No School | 6   | 7  | 8  | 9                                 | 10  |
| 11  | 12             | 13  | 14   | 15   | 16<br>Full Day Classes in Session | 17  |
|     |                | Call the center if your child is going to be absent from school |  |  |                                   |     |
| 18  | 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 |                                   |     |



# \$\$\$ 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 an Individualized Education Goal Tracker, 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 Individualized Education Goal Tacker and 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.





# October 2022

| 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<br> | 6<br>Join us for Stone Soup | 7<br>Full Day Classes in Session | 8   |
| 9  | 10  | 11  | 12  | 13                          | 14                               | 15  |
| Don't forget to turn in your Literacy Trackers                             |     |   |   |                             |                                  |   |
| 16   | 17  | 18  | 19  | 20                          | 21                               | 22  |
| 23   | 24  | 25  | 26  | 27                          | 28                               | 29  |
|  |     | REMINDER: NORTHWEST MONTANA HEAD START DOES NOT CELEBRATE HOLIDAYS. |   |                             |                                  | Questions? Call 752-7011 or your local center |
| 30   | 31  |   |   |                             |                                  |   |

# 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.





# November 2022

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

# 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





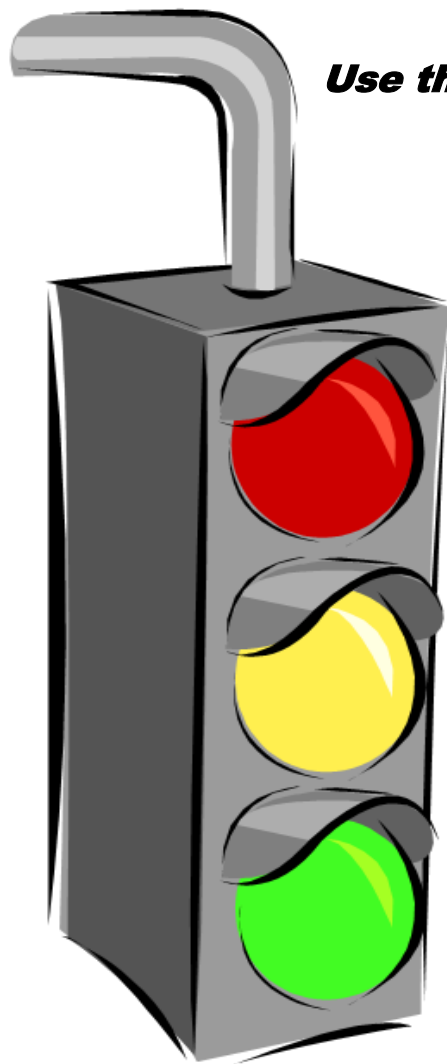
# December 2022

| 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  |
|   | <b>Winter Break for Part Day<br/>12/19/22—1/2/23</b> |     |     | <b>Winter Break for Full Day<br/>12/22/22—1/2/23</b> |     |     |
| 25  | 26   | 27  | 28  | 29   | 30  | 31  |
|   | <b>Winter Break for Part Day<br/>12/19/22—1/2/23</b> |     |     | <b>Winter Break for Full Day<br/>12/22/22—1/2/23</b> |     |     |

# 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!**



# January 2023

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



# 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!





# February 2023

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

# 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.





# March 2023

| 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  | 9   | 10  | 11  |
|   |   |     | <b>Call the center if your child is going to miss school</b> |     |     |     |
| 12  | 13  | 14  | 15   | 16  | 17  | 18  |
| 19  | 20  | 21  | 22   | 23  | 24  | 25  |
| 26  | 27  | 28  | 29   | 30  | 31  |     |
|   | <b>Spring Break<br/>No School All Classes</b> |     |  |     |     |     |

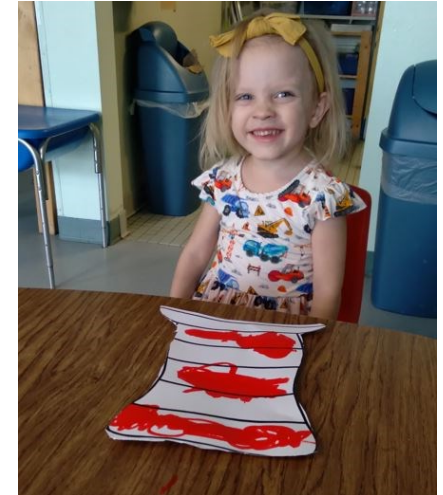


# Getting ready for Kindergarten:



## 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.







# April 2023

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



# May 2023

| Sun | Mon | Tue | Wed | Thu   | Fri                                  | Sat |
|-----|-----|-----|-----|---|--------------------------------------|-----|
|     | 1   | 2   | 3   | 4   | 5                                    | 6   |
| 7   | 8   | 9   | 10  | 11<br>Last Day of<br>School for Part<br>Day Classes | 12                                   | 13  |
| 14  | 15  | 16  | 17  | 18  | 19<br>Full Day Classes<br>in Session | 20  |
| 21  | 22  | 23  | 24  | 25<br>Last Day of<br>School for Full<br>Day Classes | 26                                   | 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                        |
| Developmental Concerns                | Disabilities Manager     | Director                        |
| Behavioral Concerns and Mental Health | Mental Health Specialist | 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 2022-2023

## 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*

