Macon-Bibb County
Economic Opportunity
Council, Inc.

Head Start

2026-2027 Family Engagement Handbook

Save This Information

My child attends *(name of center)*:

_____

The center's telephone number:

_____

My child's Teacher/Room Number:

_____

My child's Family Advocate:

_____

My child's Center Manager:

_____

My child's Assistant Center Manager:

_____

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Macon-Bibb County
Economic Opportunity
Council, Inc.

Welcome

Welcome to the Macon-Bibb Economic Opportunity Council, Inc. Head Start/Early Head Start Program, which provides center-based services to 648 children (Head Start: 456, ages 3 – 5; Early Head Start: 96, birth – age 2; Expansion: 64, birth – age 2; Child Care Partnership: 32, birth – age 2), as well as a prenatal and postnatal program for expectant mothers and their families.

Head Start has been, and continues to be, a model early childhood program for young children and their families. The latest research reveals that children are more likely to succeed in school— and in life—when parents or guardians are actively engaged in their education. Macon-Bibb Economic Opportunity Council, Inc. (MBEOCI) is committed to providing a variety of opportunities for you to become further involved with your child's success.

Within the next few weeks, you will become familiar with our early childhood curriculum. It is a developmentally appropriate approach to learning that is child-centered and purposed to build children's self-esteem as well as early reading, math, and problem-solving skills. It is our goal that you and our staff become active partners in these early learning experiences in that your engagement is critical to the success of this program.

We strongly encourage and expect parents to volunteer at one of the Head Start/Early Head Start Centers and participate in our parent/child activities. Your volunteer hours help our program continue to thrive. It is necessary to read this Family Engagement Handbook carefully. It contains some of our program policies and procedures along with additional important information you may need throughout the year.

Again, welcome to the Macon-Bibb EOC, Inc. Head Start/Early Head Start Program. We are looking forward to a successful year.

Sincerely,

Sarita R. Hill

Chief Executive Officer

Mission Statement

Macon-Bibb Economic Opportunity Council, Inc. Head Start/Early Head Start Program will provide high-quality, and comprehensive early childhood services for children and their families to ensure school readiness and positive family outcomes.

Philosophy

The Macon-Bibb Economic Opportunity Council, Inc. Head Start/Early Head Start Program respects and values parents as their children's first and primary teacher. We are invested in providing high-quality child-development experiences for children while supporting and encouraging positive parent-child interactions. Family support will assist parents with the ability to set and reach personal, family, and career goals that are attainable.

Vision

Here at MBEOC, Inc., Head Start/Early Head Start is striving for excellence in "Helping People/Changing Lives/Building Families.

Funding Sources

The federal government, through the U.S. Department of Health and Human Services, provides 80% of the funding for Head Start programs. The balance of our funding comes from parents and others volunteering time as well as in-kind donations, state, and individual contributions.

Macon-Bibb County
Economic Opportunity
Council, Inc.

LOCATION OF CENTERS

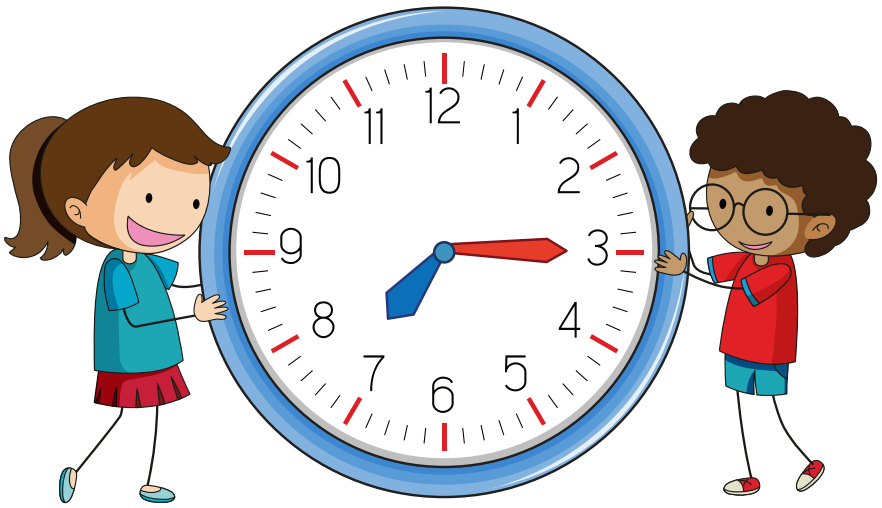
HEAD START/EARLY HEAD START PROGRAM CENTERS

1. **Jimmie Samuel @ Agnes Barden Head Start/Early Head Start Center**
   Center Manager, Twanna Williams
   Assistant Center Manager, Kamilah Joyner
   2521 Anderson Drive, Macon, GA 31206
   Office: (478) 471-1486
   Fax: (478) 471-0588

2. **Monroe County Head Start Center**
   Center Manager, Twanna Williams
   Assistant Center Manager, Danielle Jenkins
   525 Highway 83 South, Forsyth, GA 31029
   Office: (478) 994-5271
   Fax: (478) 994-1849

3. **Sarita Hill Head Start/Early Head Start Center**
   2312 Shurling Drive, Macon, GA 31211
   Office: (478) 738-3245

4. **Childcare Network #227 (4 EHS Classrooms)**
   Center Director, Sabrina Harper
   Assistant Center Manager, Fran McCarthy
   524 Pine Street, Macon, GA 31201
   Office: (478) 314-2678



PROGRAM SERVICES: Days And Hours Of Operation

Program Services

Head Start is a Full Day/Preschool Program serving children 3 – 5 years old.
Early Head Start is a Full Day Program serving children 6 weeks – 2 years old.

Center-Based Programs

The Early Head Start/Head Start programs operate August through May.

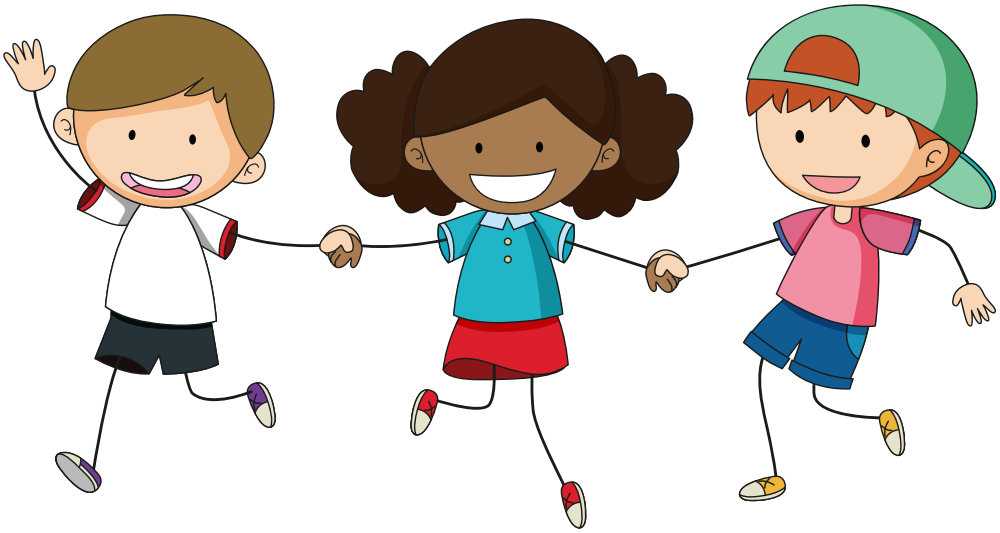
Days of Operation

Children are enrolled Monday through Friday for a minimum of 35 hours per week to meet the child development and educational needs of children.

Hours of Operation

MBEOCI Head Start/Early Head Start program is center-based.

Head Start: 7:45 a.m. – 2:45 p.m.
Early Head Start: 7:45 a.m. – 3:15 p.m.



CENTER HOLIDAY CLOSINGS

Macon Bibb EOC, Incorporated will observe the following holidays and the centers will be closed on:

Monday, September 7, 2026 - Labor Day

Tuesday, November 24, 2026 – Thanksgiving Break

Wednesday, November 25, 2026 – Thanksgiving Break

Thursday, November 26, 2026 – Thanksgiving Day

Friday, November 27, 2026 – Thanksgiving Break

Thursday, December 24, 2026 – Christmas Eve

Friday, December 25, 2026 – Christmas Day

Thursday, December 31, 2026 – New Year's Eve

Friday, January 1, 2027 – New Year's Day

Monday, January 18, 2027 – Martin Luther King Day

Monday, February 15, 2027 – President's Day

Monday, May 31, 2027 – Memorial Day

Friday, June 18, 2027 – Juneteenth Independence Day

PROGRAM OPTIONS

Center-Based Program

Young children are enrolled Monday through Friday for a minimum of 35 hours per week. The focus is on providing high quality services to children, birth through five years of age, in a secure and nurturing environment that promotes physical, social, emotional, cognitive, and language development of infants and toddlers. Each year, families are asked to participate in three educational home visits and two parent conferences with the classroom staff and one family services home visit with the Family Advocate. Visits are scheduled at times most convenient for the family. This allows the families and staff the opportunity to get to know one another and to talk about some of the learning and developmental experiences that will occur while their child attends Head Start.

Pregnant Moms Program - Full Year (Prenatal and Postnatal)

This option supports, educates, and provides effective resources to young expectant mothers during and after pregnancy in the areas of health, nutrition, parenting, relationships, and child development.

Program Services

Children enrolled in the Macon-Bibb EOC, Inc. Head Start/Early Head Start will be given opportunities to acquire the basic tools of discovery and learning. The growth of each individual child to reach his/her full potential is the central purpose of the program. The children will participate in small and large group activities to enhance social skills. They will also be encouraged to develop listening and reading skills, and each child will be provided with activities to promote his or her intellectual skills. In our program, the children will be provided with comprehensive health services, and nutritious meals. Beyond the direct services to Head Start/Early Head Start children, we also provide comprehensive services to their families. We work to develop unique relationships with each family to support their individual family development. The Family Partnership Agreement (FPA) process is one of the ways Head Start works jointly with each family to set and progress monitor goals. The FPA is purposed to equip families with resources to thrive beyond their year(s) enrolled in our program. Parent Meetings and Policy Council are a few opportunities available to parent/guardians to become actively involved in our program.

ELIGIBILITY CRITERIA

Children are age eligible – birth to five years of age (year prior to kindergarten).

At least 90 percent of the enrolled children must be from families who meet the Federal income guidelines or receive public assistance.

Public assistance is defined as regular (not episodic) benefits funded by Temporary Assistance to Needy Families (TANF)/ Supplement Income Program (SSI).

According to the Office of Head Start guidelines, at least 10 percent of the total number of funded enrollment opportunities are made available to children diagnosed with a disability and who meet the definition for children with disabilities.

Up to thirty-five (35%) percent of the families enrolled may be from families with incomes of up to 130% above the poverty guidelines.

Up to ten percent of the enrolled children may be from families with incomes that exceed 130% of the income guidelines but meet established criteria for selection.

ENROLLMENT/ADMISSION REQUIREMENTS

All requirements for enrollment are based on Head Start/Early Head Start Performance Standards mandates. As necessary, the Family Advocate can assist the family in gathering required documentation, finding healthcare providers, and scheduling appointments.

During an initial enrollment intake period, parents will be asked to provide specific documentation and to complete enrollment forms either prior to their child participating in the program, and/or within a set timeline from the date their child enters the program. It is a requirement that parents are responsible for supplying and maintaining accurate and required record information. Additionally, parents are responsible for escorting children to and from the center at specified times.

Verification of the child's date of birth and family income is required. A birth certificate or a current passport may serve as legal documentation of age. Documents to verify income include but are not limited to **W-2**, and **paycheck stubs** (see family support staff for a complete list of approved documents). It is required that the child's immunizations be up-to-date or completed prior to the child entering the group setting. Parents will be required to provide proof of immunization status. Immunization documentation must be stamped and signed by a healthcare provider.

If a child is dropped from the program and the parent wishes to re-enroll the child, a new application must be completed. Once the application is completed, the child's name will be re-entered to the Head Start priority waiting list and the child will be considered for enrollment when a vacancy occurs.

Each child admitted into the program requires a current (within the past 12 months) and comprehensive well-child physical examination. This examination must be signed and dated by a medical doctor.

Parents are required to schedule an appointment with his/her child's healthcare provider and be ready to provide the appointment date on or before the first day of class. The physical examination must be updated every 12 months. Dental exams will also be required at a minimum of every 12 months for children over 1 year of age. Dental screenings are not required for children younger than 12 months old. It is expected for both physical and dental appointments to be made on or before the first day of class.

If a family intends to leave the program, a change of status should be submitted within two weeks of withdrawal, and a two-week prior notice must be provided. Parents may communicate verbally with their Center Supervisor/Family Advocate about pending changes to their child's enrollment status.

SCHOOL READINESS GOALS

Aligned to The Head Start Early Learning Outcomes Framework

	PHYSICAL DEVELOPMENT AND MOTOR SKILLS (PDM)	SOCIAL AND EMOTIONAL DEVELOPMENT (SED)	APPROACHES TO PLAY AND LEARNING (APL)	COMMUNICATION, LANGUAGE, AND LITERACY (CLL)	COGNITIVE DEVELOPMENT & GENERAL KNOWLEDGE (CD)
Goal	The children will demonstrate fine & gross motor skills. (PDM5)	The children develop relationships and social skills with adults. (SED4) The children develop relationships and social skills with peers. (SED5)	The children will sustain attention to a specific activity and demonstrate persistence. (APL3)	The children will acquire meaning from a variety of materials read to them. (CLL5)	The children will demonstrate problem-solving skills. (CD-CP3)
Standards Assessed **(GELDS)**	GELDS: • PDM5.0a, PDM5.1a, PDM5.2a, PDM5.3a, PDM5.4a • PDM5.0b, PDM5.1b, PDM5.2b, PDM5.3b, PDM5.4b GKIDS: Motor Skills: • Gross Motor Skills	GELDS: • SED4.0a, SED4.1a, SED4.2a, SED4.3a, SED4.4a • SED5.0b, SED5.1b, SED5.2b, SED5.3b, SED5.4b GKIDS: Personal/Social Development: • Works cooperatively with others • Shows caring for others	GELDS: • APL3.0a, APL3.1a, APL3.2a, APL3.3a, APL3.4a • APL3.0c, APL3.1c, APL3.2c, APL3.3c, APL3.4c GKIDS: Approaches to Learning: • Attention, Engagement, & Persistence	GELDS: • CLL5.0a-CLL5.4a • CLL5.1b-CLL5.4b • CLL5.1c-CLL5.4c • CLL5.4d, CLL5.4e GA Standards of Excellence: • ELAGSEKRI.1, 2, 3 • ELAGSEKRL.1, 2, 3	GELDS: • CD-CP3.0a, CD-CP3.1a, CD-CP3.2a, CD-CP3.3a, CD-CP3.4a GKIDS: • Express emotions and needs through appropriate words and actions
Teaching Strategies Gold (TSG) Assessment Obj.	• TSG 5, 6, 7	• TSG 2a, 2c, 2d	• TSG 11a, 11b, 11c, 11d, 11e	• TSG 9a, 18a, 18c	• TSG 11a, 11c, 12a, 12b

Birth to Five

http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/GKIDS.aspx

http://www.gelds.decal.ga.gov/Search.aspx

http://www.frazercenter.org/files/2014/09/Teaching-Strategies-GOLD-Assessment-Touring-Guide-.pdf

http://www.decal.ga.gov/Prek/SchoolReadiness.aspx

IMPORTANT THINGS TO KNOW

Head Start/Early Head Start Parents and Staff Working Together

CENTER-BASED PROGRAM

Attendance

1. Daily attendance and participation in the program **are required** and beneficial to gaining the most from program services. If your child is going to be absent, it is necessary to contact your child's Family Advocate and/or center office staff. The program may drop your child from the program after three (3) unexcused absences in a month.

   THE PROGRAM REQUIRES AT LEAST 85% ATTENDANCE. For example, in a month with 20 possible days to attend, the child would need to be present 17 days to meet 85% attendance.

2. Children and their families receive the full benefits of the Head Start/Early Head Start Program when the children attend school, families participate in home visits on a regular basis, and parents/guardians are actively involved in the program. Parents/guardians are responsible for getting their child to school on time, and for ensuring their child attends each day services are provided. Regular attendance is strictly monitored; **irregular attendance may result in the loss of services.**

3. If a child is going to miss school for any reason, the parent/guardian must call their child's center and explain the reason for the absence. **Parents/guardians must call each day their child will be absent.** If the parent/guardian does not notify their child's center, the Family Advocate will call within the first hour of school or possibly visit the family's home to find out why the child missed school. The absence will be considered unexcused if there has been no contact. **A family may lose services if: a child/ren has three (3) unexcused absences in a month.**

4. Before school starts, your child must have up-to-date immunizations that are signed by a Physician/Medical Doctor (MD). **Religious/medical** exemptions for immunizations will be accepted based upon the state of Georgia's Immunization Law. Your child will not be allowed to attend school without up-to-date immunization records. The parent/guardian has no more than 30 days upon entry into the program to produce an up-to-date immunization record. At 31 days, a child will not be allowed to attend school and will be placed on the waiting list.

5. Parents/Families are encouraged to support the Head Start/Early Head Start program by volunteering their time each month. Parent Volunteer Orientation is scheduled to assist with becoming a volunteer.

6. Tuberculosis (TB) tests are required for all parents who volunteer in the classroom on a consistent basis.

7. Family Advocates will develop a Family Partnership Agreement (FPA) with each family to set yearly goals for the family. As **required**, Family Advocates will meet with parents/families in the home or a safe environment to develop the FPA.

8. The teacher and family advocate will make at least two (2) home visits. Head Start teachers will schedule three (3) parent conferences and Early Head Start teachers will schedule four (4) parent conferences per program year to discuss the child's progress and work with families/parents to develop goals to support child development.

9. Each child has an opportunity to receive breakfast, lunch, and a PM snack, daily. Parent Volunteers are invited to dine with the children while they eat their meals to encourage good meal habits.

10. Parents and Parent Volunteers should feel free to share ideas and activities to be included in the classroom.

11. All children receive developmental screenings. Families will receive progress reports throughout the school year and are encouraged to participate in activities to help their child achieve educational goals and developmental milestones.

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Attendance *(continued)*

12. Parents/guardians are encouraged to attend monthly **Parent Meetings**. Parents/guardians may participate as a **volunteer** for your center and/or as a representative of the **Policy Council**. **(If interested, additional information should be requested.)**

13. Parents/guardians are responsible for making medical/dental appointments and following through with treatments.

14. For safety, at the staffs' discretion, a child will not be released from class to anyone who appears to be under the influence of drugs including, but not limited to, medicinal or alcoholic substances.

15. For the safety of your child, it is required that a person must be at least 18 years old to pick up your child from the bus stop or center. A valid picture identification is required.

16. All the MBEOCI Head Start/Early Head Start Centers will open at **7:30 A.M.** Monday-Friday, to allow staff planning time. However, no child will be permitted into the building before **7:45 A.M.**

17. Valid identification is required when picking up a child/ren from the bus stop and Head Start/Early Head Start Centers. The child **will not be released without the proper identification.**

18. Child/ren must be picked up by **2:45 P.M.** daily. Children who are not picked up by **3:00 P.M**. will be considered abandoned and the appropriate actions will be taken to ensure the safety of the child/ren.

19. Transportation is available **only** to the Head Start children. **Transportation for the Early Head Start Centers will not be provided.**

20. Transportation personnel must remain on a daily schedule; therefore, the bus driver will not be available to wait for your child to arrive at the assigned bus stop. It is imperative that you arrive at the bus stop at least **ten (10)** minutes before the scheduled pick up and drop off time.

21. If parents/guardians fail to pick up their child/ren from the assigned bus stop, the child/ren will remain on the bus and be returned to the center for parent pick-up.

When To Keep A Child At Home

To protect the health of the children, families, and staff in the Head Start program, it is very important to contact your child's teacher/family advocate if your child comes down with a suspected or diagnosed contagious condition. To protect the health and well-being of others, please keep your child at home and refrain from participation in Home Visits and Socialization. Call your child's center each day that your child will be staying home.

KEEP ME HOME IF...

- The child has been vomiting two or more times in 24 hours.
- The child has a body rash, especially with a fever or itching lice or nits.
- The child has three or more watery stools in 24 hours.
- The child has an infection (thick mucus or pus draining from the eye).
- **A child must remain out of school for at least 24 hours if they have any of the following symptoms:**
  - A temperature of 100°F (37.8°C) or higher when taken under the arm/forehead (axillary temperature)
  - Sore throat
  - Rash
  - Diarrhea
  - Earache
  - Vomiting
  - General illness or not feeling well enough to participate in normal activities
- **The child may return after they have been symptom-free for at least 24 hours** (without the use of fever-reducing medication, vomiting or diarrhea if applicable) or when cleared by a healthcare provider.
- Children who are absent from the Center with a contagious illness **will not** be re-admitted into the center without a signed physician's statement that states the child is no longer contagious.

ARRIVAL, DROP OFF, AND RELEASE PROCEDURES

Arrival

All Head Start students are gathered curbside during morning drop off by a MBEOCI employee. Upon arrival, a parent/guardian **MUST** sign the child in at the start of the school day and sign the child out at the end of the school day. It is important to complete the sign-in/out form properly by recording all requested information (i.e., Student Name, Arrival/Departure Time, Parent/Guardian Printed Name and Signature, etc.). Upon morning arrivals, full body checks are conducted in designated areas at the center locations.

Release

CHILDREN WILL ONLY BE RELEASED TO PARENTS, GUARDIANS OR TO AUTHORIZED INDIVIDUALS. The staff will ask for a picture identification from individuals listed on the release form daily prior to releasing a child/ren from school.

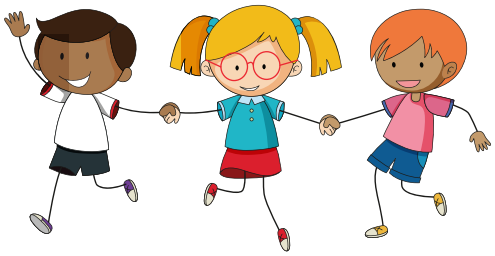
Note: The staff may refuse to release a child to a parent or authorized person if the adult appears to be under the influence of drugs or alcohol, or physically and/or mentally unable to escort the child home safely.

- Upon presentation of a valid picture identification, a child will be released from the Center to the person designated **in writing** on the **Parent Authorization Form.** Parents/Guardians are responsible for informing individuals listed on the Parent Authorization Form that a valid picture identification is always REQUIRED to pick up a child/ren from the facility. A child/ren **will not** be released without proper identification. Additionally, a child/ren **will not** be released by parent/guardian request over the telephone.
- Program staff must have on file signed copies of **all documentation** relating to the release of your child/ren. Addresses and telephone numbers must be kept updated by parents/guardians. For child health, safety, and emergency reasons, blocked numbers MUST be released to the Head Start and Early Head Start Program. Parents/Guardian must always be available. This requirement is also important for people listed as authorized to pick up your child or to be called in case of an emergency.
- It is imperative for parents/guardians to complete and submit to the Head Start/Early Head Start program updated information pertaining to the child's medical history, current personal telephone numbers and addresses, and telephone numbers of the doctor, clinic, or hospital with admitting privileges.
- Telephone numbers and addresses must be kept updated by parents/guardians. Updated information is utilized for multiple purposes including but not limited to providing phone messaging system notifications regarding any emergency and/or school closings for inclement weather, etc.

Centers are open Monday through Friday from 7:45 a.m. to 3:15 p.m. It is important for every family to practice arriving on time before and after hours. Schools are closed on holidays and breaks as shown on the Program Calendar.

Drop-off

While on-site for any reason (i.e., drop-off/pick up, office visit, etc.), vehicles must legally park and be free of noise (e.g. loud music, yelling, etc.). **ALL** children under age 12 must be brought into the building or left in the vehicle under the supervision of a responsible adult. It is illegal and inappropriate to leave a child/ren (especially under the age of 12) in a vehicle with improper supervision for any length of time. Therefore, as mandated reporters of child abuse and neglect, it is the legal responsibility of MBEOCI employees to warn and/or inform the appropriate authorities of any such incidents. To drop children off, everyone must be over the age of 18. (TB)



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Arrival, Drop-off, and Release Procedures *(continued)*

Late Pick Up

First Occurrence (Verbal Warning):

- On the day of the first occurrence, Head Start/Early Head Start staff will instruct the parent to sign a late pick-up form and explain the importance of picking up the child on time.
- Head Start/Early Head Start staff will be supportive of the parent while determining the situation that caused the late pick-up. Once the problem is defined, Head Start/Early Head Start staff will try to assist the parent/guardian with finding a satisfactory solution. Nevertheless, ultimately, it is the parent/guardian's responsibility to find a practical solution for prompt pick-up.

Second Occurrence (Written Warning):

- The Head Start/Early Head Start staff will instruct the parent to sign the second occurrence late pick-up form and schedule a conference with the Center Manager.
- The Center Manager will have a second conference with the parent to help determine why the first problem-solving effort did not work and try to help the parent develop a more viable solution. The Center Manager will again emphasize the importance of picking the child up on time. This meeting will be documented, and the parent/guardian will be asked to sign. The documentation will be forwarded to the Family Advocate and Head Start/Early Head Start Director and Assistant Head Start/Early Head Start Director for a resolution.

Change In Information

- For the child's safety, changing a name on your Parent Authorization Form simply by calling the Center is not permitted. To allow someone other than the persons listed to be able to pick up a child, the Parent Authorization Form must be updated by the Center Manager or Family Advocate. Written requests are **not accepted**, in person only.
- It is very important to think carefully about whose name (s) should be on the release list for your child. Everyone on the list **must be age 18** years or older.

INFORMATION AND PROGRAM RULES

Parents' Right to File a Grievance

1. Parents/Community volunteers have the right to express their grievances without fear of restraint, interference, coercion, discrimination reprisal, or retaliatory action. This principle also applies to any parent taking part in the presentation of a grievance, either as a complainant, witness, and/or parent representative.
2. The Family Engagement Health Services Manager will review all grievances registered in good faith by parents/community volunteers and attempt to clarify misunderstandings and make reasonable adjustments of any compliant(s) that occurs in day-to-day relationships. It is our goal to settle all matters in a timely manner.

Procedures to Follow When Filing a Grievance

1. The parent/community volunteer will discuss his/her grievance with the **Center Manager** within five (5) days of the grievance occurrence; if the grievance cannot be settled at this level or if the parent is not satisfied with the results of the discussion, he/she will submit it in writing to the **Head Start/Early Head Start Director** within five (5) days of meeting with the Center Manager. The **Head Start/Early Head Start Director** will notify the **Chief Executive Officer (CEO) and the Policy Council Chairperson** of the complaint and proceed as outlined within five (5) workdays of receiving the written grievance from the parent.

STANDARDS OF CONDUCT

All Macon-Bibb County Economic Opportunity Council, Inc. Head Start/Early Head Start/Child Care Partnership staff, consultants, contractors, and volunteers shall abide by a standard of conduct that promotes professionalism and quality and provides for a nurturing environment that protects the health, safety and well-being of children and families, including, at a minimum, that above-named individuals **WILL**:

- Implement positive strategies to support children's well-being and prevent and address challenging behavior.
- Not engage in behaviors that maltreat or endanger the health or safety of children, including, at a minimum:
  - **Corporal punishment** or physically abusive behavior, defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples include, but are not limited to, hitting, kicking, shaking, biting, pushing, pinching, restraining, force feeding, or dragging.
  - **Sexually abusive behavior**, defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities.
  - **Emotionally harmful or abusive behavior**, defined as behaviors that harm a child's self-worth or emotional well-being. Examples include, but are not limited to, using seclusion, using or exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child; and
  - **Neglectful behavior**, defined as the failure to meet a child's basic physical and emotional needs including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments. Examples include, but are not limited to, leaving a child unattended on a bus, withholding food as punishment or refusing to change soiled diapers as punishment.
- Report reasonably suspected or known incidents of child abuse and neglect, as defined by the Federal Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C. 5101 note) and in compliance with federal, state, local, and tribal laws.
- Respect and promote the unique identity of each individual and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.
- Comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members.
- Ensure no child is left alone or unsupervised.

Violations of the Standards of Conduct will result in disciplinary action up to and including termination. The nature of discipline imposed will depend on the facts of the incident, seriousness of the problem and the prior record of the employee's performance, behavior problems, or safety violations. The agency reserves the right to forgo the steps of progressive disciplinary procedures at any time when deemed necessary.

CHILD GUIDANCE

Head Start/Early Head Start program is designed to help each child identify his or her feelings, learn self-control, learn to choose alternative behaviors, and develop an understanding of and respect for the feelings of other children. Head Start/Early Head Start staff shall not redirect a child/ren in ways that cause embarrassment or shame. Instead, staff members will always try to involve the child/ren in positive behavior interventions and conflict resolution best practices.

Teachers and staff will always...

(continued on next page)

Child Guidance *(continued)*

Preschool

- Treat all children fairly
- Acknowledge appropriate behavior
- Listen carefully to children
- Create a warm and trusting classroom environment
- Model the behavior they expect from children
- Allow the child to express negative feelings in an acceptable manner
- Enforce rules consistently
- Provide enough materials and activities that are at the child's developmental level

Toddlers

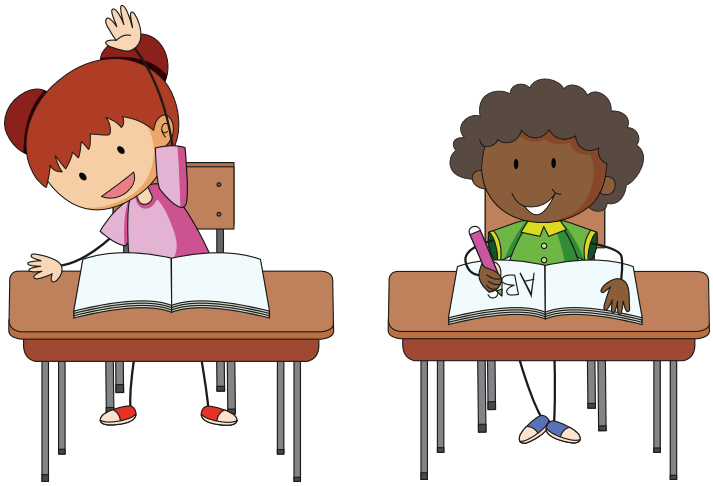
- Treat all children fairly
- Acknowledge appropriate behavior
- Listen carefully to children
- Create a warm and trusting classroom environment
- Practice redirection in a positive way to guide and redirect their behavior
- Offer alternatives
- Encourage decision making
- Set limits

Infants

- Treat all children fairly
- Create a warm and trusting classroom environment
- Change infants' wet diapers as needed
- Feed infants on demand
- Allow infants to sleep on demand
- Burp infants to get rid of gas bubbles
- Offer water
- Check clothing to ensure infants are comfortable
- Respond to infants cries immediately
- Walk to sooth a crying infant
- Interact with infants by talking, cuddling, and rocking to build trust
- Provide soft multicultural music
- Wrap young infants in a snuggling blanket to provide a sense of security

Teachers and staff will never...

- Spank, swat, hit, shake a child, or use any form of corporal punishment
- Be verbally abusive, threaten, or make derogatory remarks to or about a child or his/her family
- Tie or bind a child or place him/her in a confined space
- Withhold or force meals, snacks, or naps
- Punish accidents or lapses in toilet training



CHILD ABUSE AND NEGLECT REPORTING LAW

Head Start/Early Head Start has the responsibility for the prevention, identification, and reporting of child abuse or neglect. Under Georgia law, HS/EHS staff is required to report suspected child abuse, neglect, or deprivation to the Child Protective Services Division. Also, cases of possible child abuse and neglect are reported to the Department of Family and Children Services (DFCS).

All staff of Macon-Bibb Economic Opportunity Council, Inc. Head Start/Early Head Start are mandated reporters of child abuse and neglect and therefore are bound by a duty to warn law enforcement. The law requires mandated reporters to report every instance of abuse which is known or suspected. The intent of the law is to ensure the protection of children and to aid parents and families. As a mandated reporter, staff must file a Suspected Child Abuse Report form when it is known or suspected that a child under the age of 18 is being abused. Generally, the types of abuse that require reporting include, but are not limited to, physical abuse, severe verbal abuse, sexual abuse and exploitation, neglect, willful cruelty, unjustifiable punishment, or unlawful corporal punishment and injury. When abuse is known or suspected, a report by phone must be made immediately followed by a written report within 24 hours.

These laws are the primary tools for protecting children from harm and we want parents to partner with MBEOCI Head Start/ Early Head Start to prevent child abuse. **Talking about abuse and stopping the secrecy of child abuse will reduce the number of children who are abused.** Because of secrecy, the abuse goes on and so does the pain. If you have concerns that you or someone you know is "stressed-out" and may hurt a child, talk to someone about it. The Head Start staff is here to help you. There is also other support within your community available to assist you. Your Family Advocate has resources available.

EMERGENCY CLOSING AND PROCEDURES

Inclement and Severe Weather

In the event of bad weather, special opening or closing information will be announced on WMAZ (Channel 13) TV, social media platforms and Parents/Guardians will receive a phone call from the Administration.

MBEOCI centers will follow the Bibb County Public School District closing notices for severe weather or environmental emergency.

In case bad weather occurs after school has started or if there is a problem that forces us to close the center early, parents will be called to pick up their children. If parents cannot be contacted, emergency authorized contacts will be notified.

In extreme cases, if the weather or some other emergency occurs, and we must move children to a different location before we can contact you, provisions will be made for your child's safety and well-being. **For these reasons, it is imperative that current and accurate phone numbers for parents and emergency contact persons be maintained at your child's center. Please make sure to inform the center staff (in writing) of any number and address changes as soon as they occur.

Tornado and fire drills are practiced monthly with the children in each center. The staff have been trained to ensure the safety of the children during such events. Posted evacuation plans and alternate shelter have been prearranged to aid in the event of such an occurrence.

In the event of a crisis such as tornado, fire, natural disaster, or civil disturbance:

- All parents/guardians or designated individuals who come for children must sign them out in the classroom or at a temporary release station.
- No child will be dismissed from school unless a parent/guardian (or individual designated on the Emergency Form) comes for him/her and has proper identification.
- We are prepared to care for your children in times of critical situations. We have several staff with first aid certificates, and we will be in communication with various local emergency services.

(continued on next page)

Inclement and Severe Weather (continued)

We ask for your help in the following areas:

- Do not call the school; we must have the lines open for emergency calls.
- Following a crisis, do not immediately drive to the center; streets and access to the center may be cluttered with debris and the center access route and street entrance areas must remain clear for emergency vehicles.

Loss of Heating, Cooling, Water, Electricity or Structural Damage

Loss of Heating or Cooling

The Center Manager and/or Site Supervisor will determine the time length of outage by contacting the utility company and/or service provider. The HS/EHS Director will be notified if parents must pick up children from the Center. The parents will be required to pick up children if there is a loss for more than a **three (3)** -hour period. If loss of heating occurs, staff will dress children in additional layers of clothing. If loss of heating is long enough to result in a temperature lower than 65 degrees Fahrenheit, or if loss of cooling occurs long enough to result in a temperature higher than 85 degrees Fahrenheit, the parents will be notified to come and pick up their child. If the parents are unable to get to the school, staff members will maintain proper supervision of the child/ren until they are picked up within a reasonable time.

Loss of Water

If the loss of water service is longer than an hour, bottled water will be used for drinking, hand washing and flushing toilets. Parents may be contacted to pick up their child/ren. The parent is **required** to pick up their child when there is loss of water for more than 3 hours.

Structural Damage

Any conditions resulting in major or minor structural damage will automatically necessitate using the standard evacuation procedures listed below and designated in the Emergency Procedures.

The staff will have their roster always in a class notebook containing the following information:

- Roster of children who are present.
- Medical consent and emergency contact information for each child in their care. In addition, each member of staff should have a basic first aid kit.

When faced with an emergency that requires evacuation of the facility, staff should follow the evacuation route posted in their classroom. The teacher should implement the following steps:

- Line up the children for exit from the facility in a calm and orderly fashion.
- Take a head count.
- Use the classroom attendance roster to verify head count.
- Move the children to the predetermined off-site location.
- Take attendance using classroom roster.
- Remain with the group, maintaining proper supervision, reassuring the children, and attending to their needs.
- Staff with no classroom responsibilities should assist the Teaching staff.
- No one is to re-enter the building until the fire department says it is safe to do so. If unable to re-enter, a parent will be notified by telephone to pick their children from the school or at a predetermined emergency evacuation site.

Serious Emergencies

In case of serious injury to a child,

- Staff will call 911.
- Staff will assess the injury to the child.
- Staff will apply First Aid or CPR
- Families Services staff will call parents to report emergencies.
- Child will be transported to the nearest medical facility (Central Ga. Or Med Center East).

Loss of a Child from the Facility

- Notify Authorities of missing child (Give full name, description of child)
- Staff will contact the parent/guardian of the missing child as directed by law enforcement.
- Contact Bright from the Start, Health and Human Services (Regional Office)
- Complete Incident Report

Death of a Child

- Staff will follow all procedures of Serious Injury.
- Administer first aid to the extent possible.
- Proper authorities will be notified (911).
- Notify Chief Executive Officer (CEO).
- Act based on parent consent to transport child to Medical Center. A staff member will accompany the child (i.e., Center Supervisor and/or Family Advocate/s)

If the family cannot be contacted immediately, act in accordance with documenting the incident that has taken place.

TOBACCO-FREE POLICY

Smoke-Free Environment

Due to acknowledged hazards to young children and adults arising from exposure to secondhand smoke, it is the policy of MBEOC, Inc. Head Start/Early Head Start to provide a smoke-free environment for staff, children, and parents.

- There will be no smoking in any MBEOC, Inc. Head Start/Early Head Start facility or parking lot at any time.
- There will be no tobacco use in any MBEOC, Inc. Head Start/Early Head Start vehicle at any time.
- There will be no tobacco use by staff or volunteers when children are present. This includes indoor and outdoor activities. Field trips, walks, and all other off-site activities and functions will be tobacco-free.

All Head Start/Early Head Start Facilities are considered smoke-free environments. Parents, staff, and visitors are expected to avoid smoking on the premises, which include the parking lot area.

SCHOOL DRESS CODE

What to Wear to School

An important part of your child's experience in Head Start/Early Head Start classrooms is the opportunity to explore, experiment, try new things, and interact with the environment. Such "hands-on" experiences are essential for your child's development of skills and self-esteem.

Many activities in the classroom are "messy" ones. Sand and water play, finger painting and other art activities, even mealtimes, are activities in which children cannot be expected to stay clean and neat. Since ***all*** children will be allowed to participate in ***all*** activities, appropriate clothing is necessary.

Children should attend school in clean, comfortable clothes that will withstand active play and repeated washing. "Dressy" clothes are not appropriate for school. Staff members may prevent your child from participating because of his/her fear of ruining formal attire (i.e. dress, skirt, or pants). It is important to remember to have a change of clothes kept at school for those occasional extra "messy" days. Comfortable, sturdy shoes, such as tennis shoes, are important, too. They allow your child the freedom to run, skip, jump, and climb safely. The following shoes increase the chances of accidents and or injuries. Therefore, children are not allowed to wear them to the Head Start/Early Head Start program.

*** Sandals *Flip Flops *Open-Toed Shoes *Boots *Hard Heels *Jellies *Crocs**

Hair bonnets, bedroom shoes and robes are not permitted in the center.

Grooming

MBEOC, Inc. HS/EHS staff are not allowed to perform any personal grooming such as clipping nails or combing the hair of any child enrolled in the program. If the situation is neglectful, staff will follow proper protocol.

Parents/guardians must also dress appropriately when entering the center; pajamas and nightgowns are not appropriate attire at the center.

Choking Hazards

One of the greatest hazards to babies and toddlers is choking. Choking can be prevented by ensuring that anything that poses a choking hazard is out of the baby or toddler's reach. Accessories worn by young children also can be hazardous. Necklaces, bracelets, rings, and earrings may catch on equipment, causing strangulation. Rings, pins, buttons, hair beads, small barrettes, and other accessories are additional choking hazards for young children. They are prohibited items. Young children are exploring the world through their mouths and contact with these prohibited items can present a choking hazard.

There are two major choking hazards associated with jewelry. First, any item that can come apart into pieces small enough to fit into a child's mouth represents a choking hazard. Second, even if a child does not choke on a small item, it could contain sharp edges that might cause an internal perforation or blockage. Since most jewelry items are small enough to fit into a child's mouth, it is imperative to refrain from providing and/or dressing children under age 3 in jewelry and other prohibited items.

Early Head Start Infant/Toddler Program

*BEADS AND/OR ANY SMALL JEWELRY PROHIBITED IN THE CLASSROOM. THEY ARE CONSIDERED A CHOKING HAZARD TO YOUR CHILD AND OTHERS**

School personnel will not be responsible or accountable for prohibited items that are lost, stolen, or damaged, etc.

If a child wears any of the prohibited items, he/she may be dismissed for the day.

HOLIDAYS AND CELEBRATIONS

Macon-Bibb Economic Opportunity Council, Inc. Head Start/Early Head Start recognizes and respects the holidays and celebrations culturally relevant to children enrolled in the program. Celebrations and holidays will be included in the lesson plans that encompass a variety of developmentally appropriate activities. Holiday activities, as well as the introduction of new holidays and celebrations, will reflect the customs of the children enrolled in the MBEOC, Inc. Activities/celebrations are designed to focus on the similarities and differences between families and culture and the way they are celebrated.

FIELD TRIPS (On-Site/Virtual)

To enrich our curriculum, spark the child's interest, and provide an opportunity for children to practice and develop social skills in a variety of settings, virtual/on-site field trips are included in our teaching instructional program. Virtual/on-site field trips may be scheduled throughout the year. Parents are welcome to attend field trips.

Field trips will be preplanned and approved prior to the scheduled trip. Parental Consent forms must be signed at least five (5) days before the scheduled field trip. The Parent Consent form will include the name and the address of the field trip destination.

Each child will wear a name tag identifying information including the center name and address. No child will attend any field trip without the signed Field Trip Parent Consent Form. Children must be present to school and must ride transportation from school to be included in the field trip.

All children will be checked on and off the bus using the bus roster. The staff will conduct a head count before and after the field trip. (See Transportation Plan). Also, a list of children and adults participating in the field trip will be left at the center.

On-site/virtual field trips may include visits from a variety of presenters, including but not limited to visitors from Child Abuse Prevention, fire stations, police stations, libraries, and museums.

SCREENINGS

Head Start is mandated to provide health and educational screenings to all children enrolled within our program options. Head Start is obligated to receive parental permission and inform parents prior to screenings. Screenings will take place **within 45 days of the first day of attendance**. Children receive screenings relating to speech and language, developmental skills, social emotional development, hearing/vision, height/weight, and lead. Results of your child's screenings are provided to you and kept confidential.

CHILD OUTCOMES

Your child's progress will be assessed throughout the school year in five (5) domains of learning. Teachers work with your child to complete checklists, collect work samplings, and record observations. Results from these assessments are shared with you throughout the year and are used to plan educational experiences based on your child's strengths, needs, and interests.

VOLUNTEER AND IN-KIND

Did you know? For every hour spent volunteering for Head Start or working with your child on educational activities, you are donating $10 to your child's program!

To operate the Program in compliance with the Head Start federal regulations, each local program is required to generate 20% of its annual funding through volunteer hours and donations. This is called IN-KIND **(That means services or goods that our program would regularly provide, or give, are given to us from outside sources at no cost to us).** Every time you volunteer or donate needed items, you help us to reach our 20%. Parent participation is strongly encouraged. Time contributed by helping teachers in classrooms, assisting Center Supervisor, attending meetings, preparing materials at home, and contributing items to the program are considered as an "in-kind" donation. Parents are to complete and submit an in-kind sheet upon services rendered.

Volunteer Requirements

We hope you are interested! There is a volunteer handbook and packet of information to be completed if you are interested in becoming a regular volunteer. Volunteer opportunities are available throughout the program. Head Start staff support and supervise all parent volunteers, working closely with parents to make sure that standards are followed, and parents succeed with volunteer experiences. Parent/community volunteers interacting with children at least 20 hours per week with consistency and regularity must obtain a required tuberculosis (TB) test, finger printing, and a criminal background check.

Be considerate when you volunteer

- Be dependable and arrive on time.
- Do not use your classroom time to confer with the teacher. Instead, make an appointment with your child's teacher to discuss his/her progress.
- Follow the staff person's lead in working with children and conducting activities. If you disagree with the way something is done, wait until the day is over to discuss it with the classroom teacher.
- Remember to sign in and out on the In-Kind form.
- Plan to attend one of the parent workshops on volunteering.
- Demonstrate respect for all children and adults.
- Seek guidance from the Center Manager/Teacher/Family Advocate.
- Remember Head Start/Early Head Start puts a high priority on keeping family information confidential. Strict confidentiality becomes your responsibility when you volunteer. Information overheard, discovered, or observed, about children should never be discussed outside of the program or with other parents.

Parents may, when qualified, be considered for employment in positions in the Head Start program. Former and current parents are encouraged to apply for vacant positions, and their Head Start background will be given consideration when positions are filled.

Ways to Volunteer at Head Start Centers

In the Classroom

- Help teachers with children in the classroom during group time, center time, playground time, mealtime, etc. to carry out daily activities.
- Serve as an additional adult supervising children on field trips.
- Present cultural activities to children.
- Assist teachers with bulletin boards.
- Assist teachers in the preparation of classroom materials, i.e., cleaning toys, labeling items, organizing classroom materials, and preparing classroom displays for teachers.
- Read stories to the children.
- Assist with restroom breaks.
- Assist with setting up meals.
- Assist with cleaning in classroom.
- Assist with all other duties as available.

In the Office

- Assist with copying.
- Assist with answering the telephones.
- Assist with filing.
- Prepare parent bulletin boards.
- Use computers for assigned tasks.
- Help with preparing the monthly newsletters.
- Assist with other duties as available.

In the Community

- Help recruit children for Head Start/Early Head Start by telling other parents of preschool children about Head Start.
- Assist staff in posting flyers in the community.
- Recruit community representatives for the Policy Council, and as program/center sponsors.

The educational training and skill level of a parent does not make a difference in whether a parent can volunteer at Head Start/Early Head Start. Parents come from diverse backgrounds and have a variety of educational training levels and skills. If interested in volunteering in activities, contact the Center Supervisor, Family Advocate, or your child's teacher.

Note: Unless offered, center staff do not provide childcare services to Head Start/Early Head Start children or their siblings while parents/guardians volunteer. Volunteer parents/guardians must provide external childcare for their Head Start child/ren and their siblings care during volunteer time.

HEAD START/EARLY HEAD START SERVICES

Disabilities/Mental Health

Children with Disabilities

It is a federal requirement that every Head Start/Early Head Start program has at least 10% of its enrollment slots reserved for children with disabilities. Our Mental/Health Disabilities Specialist works closely with the families who have children with special needs to make certain they receive the full range of Head Start/Early Head Start services as well as access to community resources.

A child with a diagnosed and documented disability is given services appropriate to his/her Individualized Education Plan (IEP), Individualized Family Service Plan (IFSP), or 504 Plan. Classroom teachers follow the child's IEP/IFSP/504 in consultation with Local Education Agency (LEA) providers, Early Intervention providers, and the Education Manager. Referrals are made within the program for children who are identified as needing additional special services such as speech pathology, behavioral intervention, and/or mental health supports, etc.

EDUCATION

Curriculum

The teaching staff consists of highly qualified educators who work with you and your child. Oftentimes, a foster grandparent is assigned to each classroom.

MBEOC, Inc. HS/EHS implements ***Creative Curriculum*** as its foundation, with a series of well-planned units promoting language, literacy, math, science, creative arts, social emotional development, approaches to learning, physical health, and development. The development of good health and nutritional habits, personal safety habits, and self-help skills are individualized. The classroom curriculum is designed to meet your child's individual needs. Children will receive a variety of learning experiences to foster their intellectual, social, emotional, and physical growth. Children also participate in indoor and outdoor play, as well as virtual and on-site field trips. Children are encouraged to express their feelings, develop a good self-concept, interact, and get along with other children.

Children are free to choose activities from a variety of learning interest centers located in each classroom. Some of the centers included in the classroom are listed:

- Block center
- Dramatic play center
- Computer center
- Manipulative center
- Math center
- Book center
- Art center
- Science center
- Sensory center
- Music and movement center

Play and Nap

Helping your child grow to his/her full potential is our main goal, and we accomplish it by providing a rich variety of activities every day. Children participate in small-group and large-group activities designed to enhance their social skills, language abilities and motor skills, listening and reading skills, as well as self-control and self-esteem. Children have outdoor playtime every day unless the weather prohibits it and have an afternoon rest period/nap for a minimum of one hour.

Items from Home

To support learning, the classroom teacher will inform you of any personal items needed from home. These items may include a change of clothing. The classroom teacher will inform you of these days in advance. **For safety reasons, diaper bags, large blankets, book bags and backpacks are not allowed in the classroom**. However, the program does allow small blankets which are the length of the child or bath towel to accommodate children during nap time. If a parent/guardian has questions about the appropriate size of the blanket, please discuss it with the Classroom Teacher and/or Center Manager/Assistant Center Manager.

Toys, food, personal items are not allowed. Lost belongings, inappropriate play items, and disputes are reasons children must not bring personal items to school.

Clothing

Children are expected to run, play, climb on playground surfaces, and participate in art projects. Protecting your children and their clothing is important to us. Nevertheless, when getting your child dressed for school:

- Ensure shoes are protective covering for entire feet (i.e., toes, heels, and soles of feet).
- Clothes should be easily washable.
- Provide simple clothing that is free of complicated fastenings.
- Provide weather-appropriate clothing for your child throughout the school year.
- Be sure your child has a jacket, hat, and gloves available when he/she needs them.
- Provide a full set of extra clothing to be kept at school in case of soiling or accidental spills.
- Make sure extra clothes at school are seasonally appropriate.

If your child brings home soiled clothing or wears home any extra Head Start/Early Head Start clothing, it is necessary to send clean replacements. Clothing supplies at the school are limited.

HOME VISITS/PARENT-TEACHER CONFERENCES

Parents of children enrolled in the center-based programs will receive a minimum of two (2) home visits by teaching staff during the year for discussing your child's development and progress. Parents will also receive at least two (2) home visits from the Family Advocates during the year for determining, developing, and following through on family goals and resources. Whenever possible, home visits by the Family Advocates and teaching staff will be conducted at the same time for the convenience of the family. Parents will be contacted to schedule a mutually agreeable time for the home visit. At least three (3) parent conferences for Head Start and four (4) parent conferences for Early Head Start will be held each year to help both staff and parents get a better understanding of the child's educational and developmental progress.

HEALTH SERVICES

Your child's health impacts his/her total development and ability to benefit from the Head Start/Early Head Start experience. The program's goals are to ensure each child is optimally healthy; therefore, preventative health measures are taken and follow up treatment and services are obtained for any health condition detected. HS/EHS requires each child to have a complete **annual physical exam, an up-to-date immunization record, blood lead test with results, a hemoglobin/hematocrit blood test with results, and a yearly dental exam.** Head Start will provide **vision and hearing** screenings for every child attending the program. The results will be provided to parents.

Health Exams and Records

Parents are responsible for obtaining health exams and record as follows:

Complete Physical Exam

All children must have a physical exam on file. The exam cannot be more than a year old prior to the date of enrollment. If a child is enrolled for a second year, an updated physical exam will be required. Children enrolled in Early Head Start are required to have the following:

Baby Well Check

- 2 months
- 4 months
- 6 months
- 9 months
- 12 months
- 15 months
- 18 months
- 24 months
- 30 months
- 36 months

Health Screenings

- Blood lead test with results
- Hemoglobin or Hematocrit blood test with results

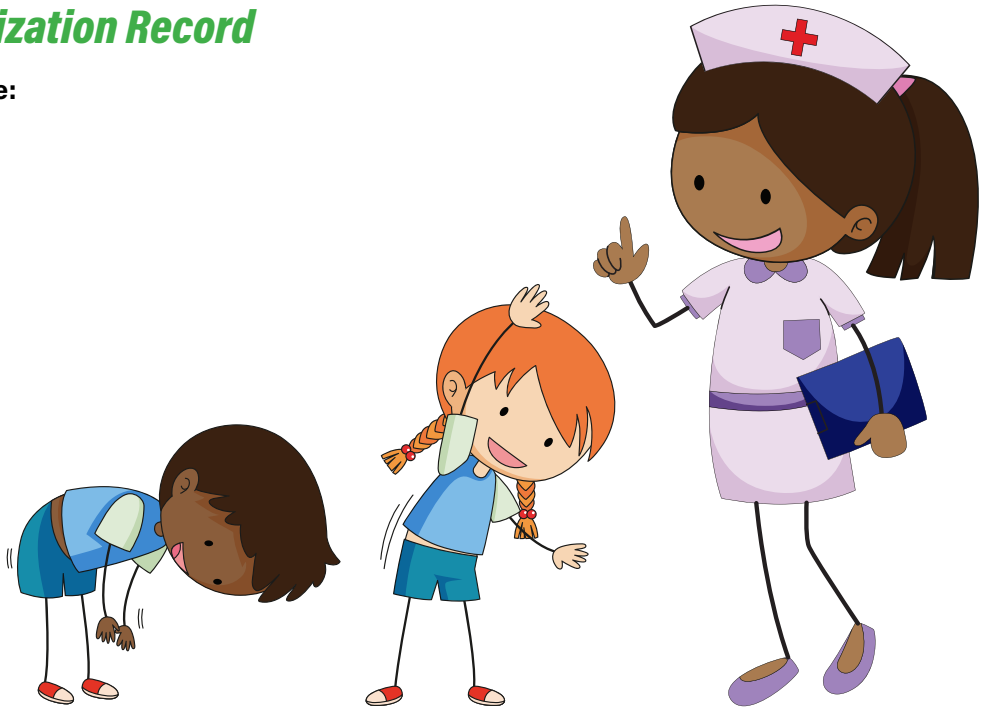
Current (Up to Date) Immunization Record

By the age of three, children should have:

- 4 – DPT
- 3 – OPV
- 1 – MMR
- 3 – HepB
- 1 to 4 – HIB (depending on age child began series)

Yearly Dental Exam

Each child must have an annual dental exam performed by a dentist. Dental exams are valid for one (1) year.



MEDICATION

HANDLING OF MEDICATION: If your child needs to be given prescribed medication, we must have written authorization from **you and your child's doctor** to do so. Medicine must be provided in the original container, clearly labeled with the child's name, dosage and time of day medication must be given to the child. Parents must present form/s with the medicine and reclaim the medicine every day. Staff will record noticeable adverse reactions and will immediately notify the parents. It is our preference that parents, in accordance with doctor's orders, administer medication at home, as opposed to staff administering it. However, the staff will work with parents whenever possible to administer medication. Whenever this option is not possible, the parent/guardian will administer medication on site. The assigned staff will not administer medication more than once per day.

Notes: Over-the-counter medication will not be administered by school staff unless it is included in the written authorization from the medical doctor.

Children with asthma or other persistent health conditions requiring medical monitoring must have documentation and approval for services before the first day of class.

Children with known allergies (including food allergies) must have yearly updated documentation of those allergies from a doctor on file with the center.

If your child becomes ill during the school day, you will be notified to pick him/her up immediately.

Children who are absent from the Center with a contagious illness will not be re-admitted into the center without a signed physician's statement that the child is no longer contagious. All parents will be notified if children have been exposed to a communicable disease.

Note: It is the parent/guardian's responsibility to inform the school if his/her child has been exposed to such a disease outside the Center. A chart of communicable diseases is included in this handbook and posted on the Parent Board at each Center.

In the event of a medical emergency, children will be transported, if necessary, to the nearest hospital by an emergency vehicle and parents will be notified as quickly as possible.

COMMUNICABLE DISEASES

It is to be expected that your child will be exposed to common communicable diseases during the year. Keep in mind, it is about age six when a child's immunities seem to become fully established. The illness your child may be experiencing now actually provides a means for his/her body to recognize and fight infections as he/she grows. A notice will be posted whenever there is evidence of a communicable disease outbreak at the center.

ACCIDENT/INJURY

At least 50 percent of all staff with each center have been certified in cardiopulmonary resuscitation (CPR) and First Aid. A staff member trained in first aid will handle all injuries. Minor injuries (bumps, scrapes, bruises) will be reported to parents by the Incident/Injury Report, which will be sent home with your child or given to you at the time of student release. Should your child receive an injury that requires medical care, Head Start will provide you with an MBEOC, Inc. Incident/Injury form. Notify your Center Manager that you are taking your child to see a doctor. He/she will guide you through the process. Should your child be involved in a medical or dental emergency, the staff is trained to follow the steps in the emergency plan of action. Nevertheless, the Program's official's decision will be made on whether the accident/illness requires an ambulance to transport a child for emergency medical care, or if a parent/guardian can transport the child. A parent/guardian will be contacted immediately.

If a parent/guardian cannot be reached, attempts will be made to contact a designated person on the Emergency Contact Form.

NUTRITION

Meals and Snacks

Macon-Bibb Economic Opportunity Council, Inc. Head Start/Early Head Start emphasizes good nutrition and healthy eating habits because proper habits contribute to healthy child development. All children in the HS/EHS are served breakfast, lunch, and snacks. These meals must be consumed at the center**. No outside food provided at any time.** The meals provide two-thirds of the child's daily nutritional needs. The meal-time activity is a part of the children's classroom routine. Children eat breakfast and lunch in their classrooms. Weekly menus are posted on the parent board and sent home to parents. Snacks are provided in the afternoon. Parents should work with their center manager if they would like to bring healthy snacks for birthdays and holidays.

Infant Bottles/Formula

The program works closely with parents to ensure that infants, toddlers, and preschoolers receive food that meets the nutritional and feeding requirements, including provision for children with special dietary needs or disabilities.

MBEOC, Inc. HS/EHS must provide clean, empty bottles; sanitation will be completed by the center cafeteria staff. In accordance with USDA regulation and Early Head Start Performance Standards and as an institution participating in the Child and Adult Care Food Program (CACFP), the program will provide an iron-fortified formula and infant cereal.

Women, Infant, and Children (WIC) Food and Nutrition Service

If a child requires a powder base, soy base, dairy free, or soy free formula, you must provide written documentation from your WIC/medical provider.

The agency and program encourage breastfeeding mothers to continue breastfeeding when returning to work or school. Babies in the Early Head Start program who are breastfed may be breastfed by their mothers during visits to the facility.

If the mother wishes to breastfeed her baby when she comes to the facility, we will offer or provide to her...

- A place to wash her hands.
- A glass/bottle of water or other liquid.
- A quiet, comfortable, and private place to breastfeed.
- A pillow to support her baby on her lap while nursing.
- A nursing stool or step stool for her feet.

We encourage the mother to provide a back-up supply of frozen or refrigerated expressed breast milk in case the baby needs to eat more often than usual, or her visit is delayed.

According to the United States Department of Agriculture (USDA) regulations, the Macon-Bibb Economic Opportunity Council, Inc. Head Start/Early Head Start Program, as an institution participating in the Child and Adult Care Food Program (CACFP), must provide meals to all infants enrolled for care in our Program. The agency will provide **Enfamil Gentlease Formula** daily to all enrolled infants (under the age of 12 months). The Program will also provide all bottles, nipples, sippy cups, and any other items needed for meals.

WOMEN, INFANTS, AND CHILDREN (WIC) PROGRAM

WIC stands for Women, Infants and Children. The WIC program serves pregnant, postpartum, and breastfeeding women and infants and children under age five (5) who have health or nutrition risks.

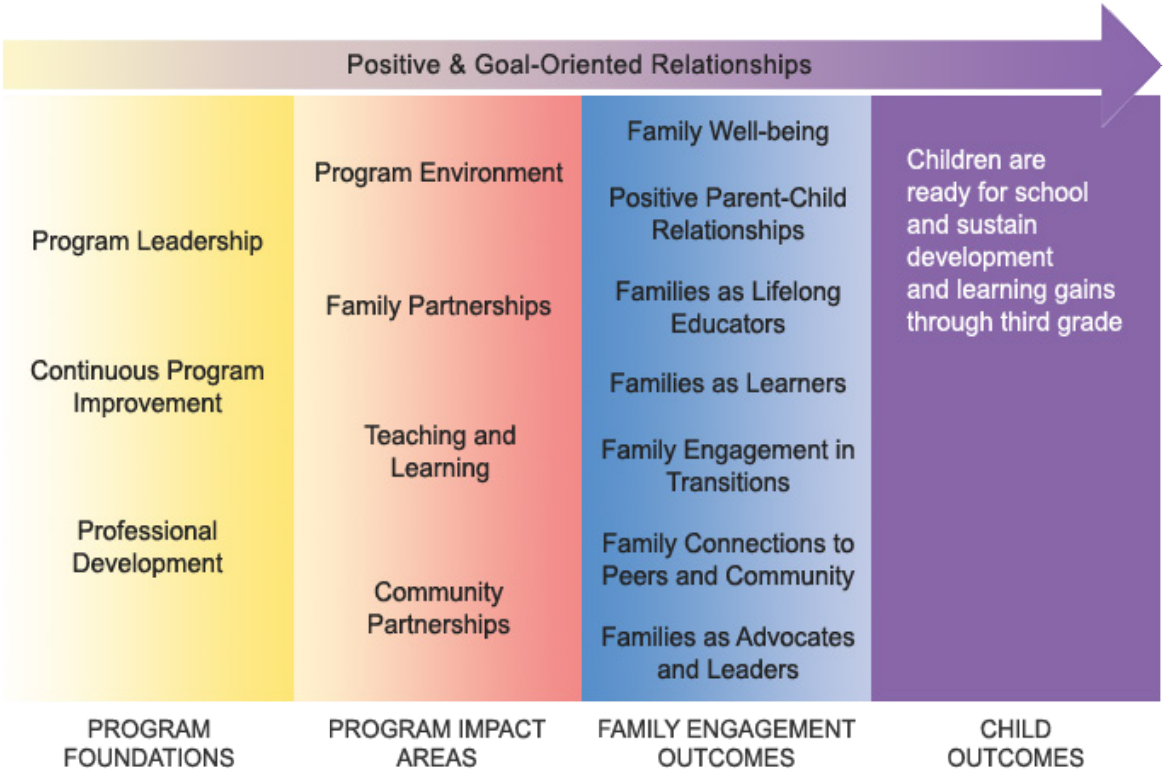
What does WIC provide to families?

The following benefits are provided to **WIC** participants:

- Supplemental nutritious foods.
- Nutrition education and counseling at **WIC** clinics.
- A Registered Dietitian is available for high-risk counseling.
- Lactation education and support.
- Screening and referrals to other health, welfare, and social services.

The parent will be required to sign an Infant Affidavit and an Infant Feeding Plan when needed based on the child's nutritional needs. The program supplies infant formula and bottles as needed. Each bottle must be labeled with the child's full name, time, and date of preparation.

PARENT, FAMILY AND COMMUNITY ENGAGEMENT FRAMEWORK



Parent, Family, And Community Engagement

The primary role of the Family Engagement staff is to support families in their growth and development. The Head Start program serves as a link between families and the community. Every family enrolled in MBEOC, Inc. HS/EHS is assigned a Family Advocate who will:

- Assist the family with obtaining health requirements for Head Start enrollment and attendance.
- Support the family in setting and reaching goals and overcoming challenges.
- Inform the family about community resources and accessing them.
- Encourage parents/guardians to volunteer in the program.
- Help families experiencing crisis or emergency situations – please call in times of crisis.
- Help families obtain special Head Start services related to nutrition, good health, appropriate childhood development, etc.
- Keep you informed of parent involvement and volunteer and employment opportunities at Head Start.
- Plan with families to promote and increase student attendance.
- Provide information about early childhood development.

The Family Advocate will meet with the family, in the home or a safe environment, at least twice during the program year. The purpose of the visit is to: (a) build a relationship, (b) capitalize on the family's strengths, and (c) identify between all parties any areas of challenge. All families are encouraged to develop at least one personal and/or family goal with their Family Advocate to work together toward achieving it during the year. The home visits will be scheduled at times most convenient for both the parents and the staff.

CONFIDENTIALITY

All family information and children's files are kept strictly confidential and secure. All Program staff are bound by confidentiality policies and procedures. Head Start is obligated to receive written consent from parents prior to sharing information with anyone.

RECORDS

Parents and legal guardians who wish to **review** or obtain copies of their child's file should contact the Center Manager to make the request and to complete necessary paperwork. All requests to review the child's folder will be processed within 72 hours. All requests to **copy** the child's folder will be processed within two (2) weeks.

No records will be released to any outside agency without the express written consent of a child's parent and/or guardian.

REFERRALS

Referrals requesting services for children and their families may come from Head Start staff and/or our agency to other community agencies. Head Start/Early Head Start must receive a Release of Information authorization from parents before sharing any information with any outside community agency. ALL information is considered confidential. Family Advocates will follow up with families about their satisfaction with referrals and the need for additional services.

Parents are their child's first teachers! The Head Start/Early Head Start Program is family centered and designed to support parents as the most important influence in their child's life. Head Start encourages parents to become actively involved in their child's education, including direct involvement in decision-making groups with the Program. The HS program strives to meet the needs and interests of the families enrolled. The Program works with the family and provides opportunities for parents to learn and grow. Workshops and training sessions for parents are held on a regular basis throughout the year. Staff will work with families on achieving more formal individual goals, such as receiving a high school diploma/GED, learning English as a second language (ESL), or obtaining employment.

PARENT PARTICIPATION

Parents are highly encouraged to volunteer anytime the center is open. However, volunteering by parents is not required for a child to attend. In addition to children achieving higher levels when families become involved in their education, Head Start programs depend on parent involvement to match funding requirements. Some ways parents can choose to participate are:

- Working in your own home with your child.
- Participating in home visits and parent teacher conferences.
- Planning, developing, and attending parent activities.
- Participating in the governance of Head Start program by:
- Attending and supporting the monthly Parent Committee meetings.
- Serving as officers of the Parent Committee.
- Serving as elected members of the Policy Council.
- Electing parents to represent them at Parent Committee meetings and Head Start Policy Council meetings.

Parent Committees

All parents who have children enrolled in the program are members of the Parent Committee. A parent at Head Start is defined as the child's mother or father, other family member who is a primary caregiver, foster parent, guardian, or the person with whom the child has been placed for purposes of adoption, pending a final adoption decree, of a child currently enrolled in the program. Each Head Start/Early Head Start Center and Child Care Partnership has a Parent Committee which meets regularly to plan and implement activities for the Center. The Parent Committee's officers are elected by the parents. Parent Committee meetings are held once a month beginning September and ending May of each Program Year. The Family Advocate and/or Center Supervisor provides information on meeting dates and times. Elections for officers take place in September. The meeting dates are also scheduled.

The three main functions of the Parent Committees are:

- Participate in the governance of the Head Start/Early Head Start program by:
- Attending and supporting the Parent Committee meetings.
- Serving as officers of the Parent Committee.
- Serving as elected members of Policy Council.
- Electing representative (s) to the Policy Council per the above established guidelines.
- Advise staff in developing and implementing local program policies, activities, and services.
- Plan, conduct and participate in informal as well as formal programs and activities for parents and staff.

At the September parent meeting, parents will elect officers for the remainder of the year and select their representative(s) to the Policy Council. Officers include the Chairperson, Vice Chairperson, and Secretary.

POLICY COUNCIL

Macon-Bibb Economic Opportunity Council, Inc. Head Start/Early Head Start Policy Council is one of the Program's governing bodies. Both the Policy Council and Board of Directors help to shape the services and direction of the program. Specifically, the Policy Council approves or disapproves program plans, proposals, budgets, personnel decisions, and selection priorities. The governing board sets policy for the Head Start/Early Head Start program and approves the hiring and termination of staff members when warranted.

The direct functions of the Policy Council are:

- Serve as a link to the Parent Committees, grantee governing body, public and private organizations, and the communities they serve.
- Assist Parent Committees in communicating with parents enrolled in all program options to ensure they understand their rights, responsibilities, and opportunities in Head Start and to encourage participation in the program.
- Assist Parent Committees in planning, coordinating, and organizing program activities for parents with staff assistance and ensuring funds set aside from program budgets are used to support parent activities.
- Assist in recruiting volunteer service from parents, community residents, and community organizations and assist in the mobilization of community resources to meet identified needs.
- Establish and maintain procedures for working with the grantee agency to resolve community complaints about the program.

How are Policy Council members elected?

At least 51% of the Council's membership is current parents. A representative and an alternate from each HS/EHS Center and program are annually elected by other parents. The remaining members, not to exceed 49% of the body, are comprised of local community representatives. All members are to serve a one-year term or up to a cumulative total of three terms. Community representatives must complete an interest application and then have it reviewed and voted on by current Program parents. Community representatives may live or work within Macon-Bibb County and may include former Head Start/Early Head Start parents who have not previously exceeded three service terms on the Council.

The Policy Council meets once a month, usually for one hour. Meals and childcare are provided. Sometimes special called meetings are held if there is an issue to be addressed that cannot wait until the next regular meeting and will be held by the AD HOC Committee during the Program Year.

NOTIFICATION

Parents/guardians are responsible for keeping the MBEOC, Inc. Head Start/Early Head Start Center Manager advised of any changes in information provided on your application, such as authorization for pick up, emergency contact information, and change of address. Any such changes are to be made **IN WRITING.**

DRUG-FREE ENVIRONMENT

Macon-Bibb Economic Opportunity Council, Inc. Head Start/Early Head centers operate a healthy environment that is free from alcohol, illegal drugs, and any type of tobacco products. Georgia State laws and policies regarding these items are strictly enforced.

PROGRAM INFORMATION OVERVIEW

Posted notices to include current licensing rules and regulations, communicable disease, parental access, weekly menu, emergency plan for severe weather and fire, and statements for visitors and administrative staff list are located on the Parent Information Board in the front lobby.

APPENDICES

Macon-Bibb EOC Head Start 2026-2027 CALENDAR

Approvals: Policy Council (March 20, 2026) Board of Directors (March 19, 2026) 178 Days/1,246 Hours (160 Days / 1,170 Hours needed)

Jul

S	M	T	W	T	F	S
			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
26	27	28	29	30	31	

03 Observed Holiday
04 Independence Day

July 22 - 31
Pre-Service & Parent Orientation

Aug

S	M	T	W	T	F	S
						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	26	27	28	29
30	31					

August 3-4
Pre-Service & Parent Orientation

05 First Day of School

19 Instructional Days (133 hours)

Sep

S	M	T	W	T	F	S
		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	26
27	28	29	30			

07 Labor Day
08 Remote Learning
20 45-Day Deadline

21 Instructional Days (147 hours)

Oct

S	M	T	W	T	F	S
				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	26	27	28	29	30	31

12 Columbus Day (observed Nov 25)

October 5-9
Fall Break (no students)
In-Service (staff)

17 Instructional Days (119 hours)

Nov

S	M	T	W	T	F	S
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	26	27	28
29	30					

04 90-Day Deadline
11 Veterans Day (Obs 11.24)
23 Thanksgiving Break (Students & Teaching Staff)

Nov 24-27
Thanksgiving Holiday (All)

16 Instructional Days (112 hours)

Dec

S	M	T	W	T	F	S
		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	26
27	28	29	30	31		

18 Last Day (Students/Teaching Staff)

Dec 21 – 31
Christmas Break/Holiday
(Students/Teaching Staff)

14 Instructional Days (98 hours)

Jan

S	M	T	W	T	F	S
					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	26	27	28	29	30
31						

01 New Year's Holiday
04 Staff In-Service
05 Students Return
18 M L King Day

18 Instructional Days (126 hours)

Feb

S	M	T	W	T	F	S
	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	26	27
28						

15 Presidents' Day
16 Staff In-Service
17 Remote Learning

18 Instructional Days (126 hours)

Mar

S	M	T	W	T	F	S
	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	26	27
28	29	30	31			

26 Good Friday (not Obs.)
28 Easter Sunday

March 29-31
Spring Break (Bibb)
(Students/Teaching Staff)

20/23 Instructional Days (140/161 hours)

Apr

S	M	T	W	T	F	S
				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	26	27	28	29	30	

April 1-2
Spring Break (Bibb)
(Students/Teaching Staff)
April 5-9
Spring Break (Monroe)
(Students/Teaching Staff)

20/17 Instructional Days (140/119 hours)

May

S	M	T	W	T	F	S
						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	26	27	28	29
30	31					

21 Last Day (HS only)
26 Last Day (HS Teachers only)
31 Memorial Day

27-28 Summer Break (HS T/TA)

15 Instructional Days (105 hours)

Jun

S	M	T	W	T	F	S
		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	26
27	28	29	30			

1-30 Summer Break (HS T/TA)
18 Juneteenth Holiday
19 Juneteenth

Macon-Bibb EOC Early Head Start 2026-2027 CALENDAR

Approvals: Policy Council (March 20, 2026) Board of Directors (March 19, 2026) 184 Days/1,380 Hours (1,380 Hours needed)

Jul

S	M	T	W	T	F	S
			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
26	27	28	29	30	31	

03 Observed Holiday
04 Independence Day

July 22 - 31
Pre-Service & Parent Orientation

Aug

S	M	T	W	T	F	S
						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	26	27	28	29
30	31					

August 3-4
Pre-Service & Parent Orientation

05 First Day of School

19 Instructional Days (142.5 hours)

Sep

S	M	T	W	T	F	S
		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	26
27	28	29	30			

07 Labor Day
08 Remote Learning
20 45-Day Deadline

21 Instructional Days (157.5 hours)

Oct

S	M	T	W	T	F	S
				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	26	27	28	29	30	31

12 Columbus Day (observed Nov 25)

October 5-9
Fall Break (no students)
In-Service (staff)

17 Instructional Days (127.5 hours)

Nov

S	M	T	W	T	F	S
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	26	27	28
29	30					

04 90-Day Deadline
11 Veterans Day (Obs 11.24)
23 Thanksgiving Break (Students & Teaching Staff)

Nov 24-27
Thanksgiving Holiday (All)

16 Instructional Days (120 hours)

Dec

S	M	T	W	T	F	S
		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	26
27	28	29	30	31		

18 Last Day (Students/Teaching Staff)

Dec 21 – 31
Christmas Break/Holiday (Students/Teaching Staff)

14 Instructional Days (105 hours)

Jan

S	M	T	W	T	F	S
					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	26	27	28	29	30
31						

01 New Year's Holiday
04 Staff In-Service
05 Students Return
18 M L King Day

18 Instructional Days (135 hours)

Feb

S	M	T	W	T	F	S
	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	26	27
28						

15 Presidents' Day
16 Staff In-Service
17 Remote Learning

18 Instructional Days (135 hours)

Mar

S	M	T	W	T	F	S
	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	26	27
28	29	30	31			

26 Good Friday (not Obs.)
28 Easter Sunday

March 29-31
Spring Break (Bibb)
(Students/Teaching Staff)

20/23 Instructional Days (150/172.5 hours)

Apr

S	M	T	W	T	F	S
				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	26	27	28	29	30	

April 1-2
Spring Break (Bibb)
(Students/Teaching Staff)
April 5-9
Spring Break (Monroe)
(Students/Teaching Staff)

20/17 Instructional Days (150/127.5 hours)

May

S	M	T	W	T	F	S
						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	26	27	28	29
30	31					

31 Memorial Day

20 Instructional Days (150 hours)

Jun

S	M	T	W	T	F	S
		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	26
27	28	29	30			

1 Last Day (EHS)
2 Last Day (EHS T)
18 Juneteenth Holiday
19 Juneteenth

1 Instructional Days (7.5 hours)

COMMUNITY RESOURCES

Non-Emergency Numbers

- **211, Telephone Referrals**: Provides general information and referrals for service agencies in Central Georgia.
- **Alcoholics Anonymous**: Meeting Information (478) 746-6652
- **Middle GA Ambulance**: (478) 741-4141
- **Crisis Line on Middle GA:** (478) 745-9292
- **Fire Department**: Emergency 911 / Administration - (478) 751-9180
- **Bibb County Sheriff**: 668 Oglethorpe St., Emergency 911 / Switchboard (478) 746-9441
- **Narcotics Anonymous**: Meeting Information (478) 741-8613
- **One Step at Goodwill**: Meet with representatives from several agencies in one place.
  (478) 785-0998 – CGTC Tech Blvd – Karen Pierson
  (478) 475-9995 – Eisenhower Main Office
- **Poison Center**: 1-800-282-5846
- **TANF and Food Stamps**- DFACS: Contact Al Collins (478) 751-6558
- **Monroe County Police Department**: 200 S Kimbell St., Forsyth, GA 31029, (478) 993-1005
  Monroe County Sheriff Department: 145 L Cary Bittick Dr., Forsyth, GA 31029, (478) 994-7048 (TB)
  Monroe County Care Cottage: 36 Langston Ave., Forsyth, GA 31029, (478) 994-7287 (TB)

Healthcare

- **First Choice Primary Care** offers preventive and primary care to anyone, regardless of insurance status. Medicaid, Medicare, Peach Care, commercial insurance accepted. Uninsured can apply for discount based on family income. Assistance with prescriptions, labs, screening, and treatment of chronic disease, well childcare, and more. (478) 787-4266, 770 Walnut St., Downtown Macon.

Housing

Emergency Shelters

- **Salvation Army - Emergency Shelter**: Shelter opens at 4pm. Apply in person, 1955 Broadway, (478) 746-8572
- **Macon Rescue Mission**: Shelter for single men and battered and homeless women. 744 Hazel St., (478) 743-5445

Transitional Housing

- **Homeless Services Center - EOC**: Preference extended to multiple-member families. 1877 Houston Ave., (478) 750-8689 – Ms. Ashmore (Manager)
- **Loaves and Fishes**: Program for **single** men, women, and **families**. Apply Monday through Friday 10am- 2pm at 651 MLK Jr. Blvd., (478) 741-1007.
- **The Lighthouse Missions, Inc**.: Program for men only. PO Box 23806, (478) 475-4244
- **The Rainbow Center**: For persons with HIV. Contact Johnny Fambro, 2020 Ingleside Ave., (478) 750-0668
- **Yellow Ribbon Home**: Group home for homeless men and women with HIV. 4175 Houston Ave., (478) 731-0668

Permanent Housing

- **Dempsey Apartments**: Housing for seniors 62+ years or disabled 50+, rent based income. 523 Cherry St., Macon, GA 31201, (478) 741-1769, Housing Number (478) 741-4471
- **Macon Housing Authority**: Public housing and section 8 housing. Public Housing Applications taken Monday-Friday. Apply in person. 2015 Felton Ave., (478) 752-5000 or 752-5097 – Karen Middleton (Program Director)
- **Macon Urban Ministries**: Affordable Housing Development for non-profit agencies, 2525 Beech Ave., Macon, GA 31204, (478) 745-2366, vldaughtery@aol.com

Meals

- **Christ Episcopal Church**: Lunch Saturday and Sunday 12pm-1pm, 538 Walnut St., (478) 745-0427
- **Loaves and Fishes Ministries**: Sack Lunch Tuesday 12pm- 1pm. Snacks Monday-Friday 8:30am-3pm, 651 MLK Jr. Blvd., (478) 741-1007
- **Macon Outreach at Mulberry**: Breakfast Tuesdays 7am. Lunch served Monday-Friday (except Tuesday) 11am-12pm., 267 First St., (478) 743-8026
- **Meals on Wheels**: Elderly Homebound - fee required
- **The Salvation Army**: Lunch Tuesday, 1pm., Supper 6pm every day including holidays, 1955 Broadway, (478) 743-8572
- **The Rainbow Center**: Friday only - HIV individuals only. Contact Johnny Fambro, 2020 Ingleside Ave., (478) 750-8080

Groceries

- **DFACS Neighborhood Outreach Centers**: Every 90 days, two locations: Allen Chapel at 269 Pursley St., (478) 738-0707, 4150 Roy Ave., (478) 784-7800
- **Shift Program**: (478) 751-3024 – Marilyn Jackson
- **Loaves and Fishes Ministries**: Call Friday 1pm for an appt. Limit 1 visit every 30 days, 651 MLK Jr. Blvd, (478) 741-1007
- **Macon Baptist Ministry Center**: To receive groceries you need a state ID or GA driver's license and a social security card. Tuesday and Thursday 9am-12pm, 1080 Second St., (478) 750-9573
- **Macon Outreach on Mulberry**: Tuesday & Wednesday 12:30pm & 1:15pm. By appointment only. Limit to 1 visit every 90 days. Must bring Social Security card, picture ID, and proof of residence. Must call on Wednesday between 2:30pm-4pm to schedule an appointment. 267 First St., (478) 743-8026
- **The Salvation Army**: Monday-Friday 8am-11pm, 1955 Broadway, (478) 746-8572 - Naomi

Clothing

- **Loaves and Fishes Ministries**: Tuesday, Thursday, Friday 8:30am-3pm 651 MLK Jr. Blvd., (478) 741-1007

- **Macon Baptist Ministries**: To receive clothing, you need a state ID or a GA driver's license and a social security card. Monday–Friday 9am-12pm., 267 First St., (478) 743-8026
- **Family Advancement Ministries (Formerly Mother and Child)**: 570 High Place, (478) 745-7165, Fax: (478) 745-9662. Any person over the age of 18 who is **pregnant or parenting** a child 6-year-old or younger living in Bibb, Crawford, Jones, Monroe, Peach, or Twiggs counties. Children's clothes, maternity clothes, layettes, diapers, car seats and cribs. Mon.-Fri. 9am-3pm. Call for appointment. Please leave a message if there is no answer. **Must meet eligibility criteria**.
- **The Salvation Army**: Clothing available to first five clients requesting clothing vouchers., 1955 Broadway, (478) 746-8572
- **Macon Outreach at Mulberry:** Tuesdays 9:30am-12 noon. Every 90 days. Bring picture ID & social security card. 267 First St., (478) 743-8026

Laundry

- **Loaves and Fishes Ministries**: Tues., Thurs., and Friday 8:30am-3pm, 651 MLK Jr. Blvd., (478) 741-1007
- **Macon Rescue Mission**: First come, first served basis. 744 Hazel St., (478) 743-5445
- **The Salvation Army**: Clients only. Men wash Monday and Thursday, women wash Tuesday and Friday, 1955 Broadway, (478) 746-8572

Showers

- **Loaves and Fishes Ministries**: Monday-Friday 8:30am-3pm, 651 MLK Jr. Blvd., (478) 741-1007

Employment Services

- **Domiciliary Care for Homeless Veterans**: 1826 Veterans Blvd., Dublin, GA 31021. Toby Rose (478) 272-1210 ext. 2684
- **Goodwill Job Connection**: Shawanda Wells, HUD Case Manager, 174 Walnut St., Office: (478) 216-9119 ext. 06, Work Cell: (478) 960-8393 Fax: (478) 238-4532
- **Georgia Dept. of Labor**: Career Center Registration required, (478) 751-6164
- **Experience Works** – (478) 781-0377, Toni Howard
- **Mayor's Office of Workforce Development** – (478) 751-7333, Job training

Financial Assistance

- **DFACS:** General assistance, food stamps, Medicaid, TANF, dental appts., and glasses. Contact Chris Babbs, (478) 751-3041
- **DFACS:** 107 Martin Luther King Blvd., Forsyth GA, (770) 532-5233
- **Homeless Services Center**: Will assist with prescriptions. Need a clinic card. Must be homeless. 1877 Houston Ave., (478) 750-8689
- **Loaves and Fishes Ministries**: Will assist with prescriptions - need a Med Center Anderson clinic card. Thursdays 9am-1pm. First come, first served. 651 MLK Jr. Blvd., (478) 741-1007
- **Macon-Bibb EOC through Neighborhood Outreach Centers**: East Macon: (478) 752-5194, South Macon: (478) 738-3251
- **Family Advancement Ministries** (Formerly Mother and Child): 570 High Place, (478) 745-7165, Fax: (478) 745-9662. Any person over the age of 18 who is **pregnant or parenting** a child 6-year-old or younger living in Bibb, Crawford, Jones, Monroe, Peach, or Twiggs counties. Assistance with utility disconnections and evictions. Limited funds. Mon.-Thurs. 9am-3pm. Call for appointment. Please leave a message if there is no answer. **Must meet eligibility criteria.**
- **The Salvation Army**: Strict Criteria to qualify; must be employed or have proof of self-sufficiency. Appt. made every Friday at 8am for the upcoming week. 1955 Broadway, (478) 746-8572
- **Neighborhood Service Center**: 700 Spruce St., Fort Valley, GA, (478) 825-3193
- **Circle of Care**: 52 W Adams St., Forsyth, GA, (478) 994-4939
- **Forsyth Methodist Church**: 68 W Johnson Street, Forsyth GA

Identification

- **Loaves and Fishes Ministries**: Thursday – 9am-1pm, 651 MLK Jr. Blvd., (478) 741-1007

Rehabilitation

- **Domiciliary Care for the Homeless Veteran**: 1826 Veterans Blvd., Dublin, GA 31021. Toby Rose (478)-272-1210 ext., 2684
- **River Edge Behavioral Health Center**: 175 Emery Hwy., (478) 751-4519. **Recovery Center**: Fulton Mill Rd., (478) 471-5389
- **Crisis Stabilization Detox** - 5-7-day outpatient program. 3575 Fulton Mill Rd., (478) 471-5388
- **The Salvation Army**: Counselor for assessment and evaluation, 1955 Broadway, (478) 746-8572
- **Project Connect**: Meet required criteria, Female with children and have an addiction, 543 Second St., (478) 751-4452
- **Teen Challenge of Middle GA**: Christian drug and alcohol residential program for men 18 yrs. and older, 1976 Houston Ave., (478) 745-5688, (478) 984-5252

Legal Services

- **Georgia Legal Services:** Assist homeless individuals in civil matters Please call to make an appt. or walk-in if necessary. 241 Third St., (478) 751-6261
- **Indigent Defense Office**: Assist homeless and indigent people in felony matters, (478) 621-6639

Education, Counseling

- **Family Advancement Ministries** (Formerly Nazareth Home) 538 Orange St., (478) 746-9803, Fax: (478) 745-0847. Case Management/ Counseling services, Education Program offering **Parenting, Finance & Budget, Crib & Car seat, and Nutrition classes.** These programs are a free service provided by Family Advancement Ministries. All clients living in Bibb, Crawford, Jones, Monroe, Peach, or Twiggs counties are eligible. Mon.-Fri. 9am-3pm. Call for an appointment or to register for a class. Please leave a message if there is no answer.

One-Stop Resource Centers:

- Karen Middleton, Chief of Resident Initiatives Facilities Director, FIC & BMC, Macon Housing Authority, (478) 752-5097, Fax: (478) 752-5161

Macon-Bibb County
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ACKNOWLEDGMENT OF RECEIPT

Family Engagement Handbook
Macon-Bibb EOCI, Head Start/Early Head Start Program

I hereby acknowledge that information was provided from the **Family Engagement Handbook** during Parent Orientation. In addition, I have been informed that the electronic version of the handbook can be found on the website at: MaconBibbEOC.com. I understand the changes contained herein are legally binding.

_____

Child Name (Please Print)

_____	_____
Parent Name (Please Print)	**Staff Name (Please Print)**
_____	_____
Parent Signature	**Staff Signature**
_____	_____
Date	**Date**

Macon-Bibb County
Economic Opportunity
Council, Inc.

PARENT/VOLUNTEER CODE OF ETHICS

To ensure positive relationships with parents and members of staff that benefit each child's learning, development, and sense of security as well as to ensure mutual respect between staff and parents is always maintained, Macon-Bibb EOC, Inc. Head Start/ Early Head Start has adapted these policies and standards of conduct. Macon-Bibb EOC, Inc. Head Start/Early Head Start requires that parents of enrolled children behave in a manner consistent with decency, courtesy, and respect always. One of our most important goals is to provide the most appropriate and secure environment for children that encourages growth, learning and development. Any concerns a parent may have regarding a member of staff will be listened to outside of the classroom and where needed, acted upon. However, it is both the parents and the staff member's responsibility to ensure that personal disagreements and general dislikes of each other must be kept outside of the classroom setting.

- **Swearing/Cursing:** No parent or adult shall be permitted to curse or use any other inappropriate language when working in the classroom, playground, or on the center premises. Such language **WILL NOT** be tolerated in the presence of the children, or Head Start/Early Head Start staff.
- **Inappropriate Attire:** Parents and staff members are expected to dress appropriately when working in the classroom. Revealing clothing, pajamas/lingerie, and beachwear should be avoided.
- **Threats and Confrontation:** Threats of any kind **WILL NOT** be tolerated. It is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

With these policies in place, we hope to provide your child and family with a comfortable and safe environment as we help set the stage for a life full of learning ahead. We can only truly provide this with the help of each parent and adult who walks into our center locations and classrooms. Macon-Bibb EOC, Inc. Head Start/Early Head Start promises to continue to work in partnership with parents to make learning fun. By signing this document, you are ensuring that you agree to uphold these policies and standards for the 2026-2027 school year.

Signature	**Date**
Child's Name	**Class**