

Kickapoo Traditional Tribe of Texas

HEAD START PROGRAM

Parent Handbook

2022-2023

MODIFIED VERSION DUE TO
COVID – 19



**PLEASE REMEMBER TO WEAR
YOUR MASK!**

Kickapoo Traditional Tribe of Texas

Head Start Program

Center Information



MODIFIED VERSION DUE TO
COVID – 19

Center/School Kickapoo Head Start Program
Address 194 Nakai Breed Rd. Eagle Pass, TX 78852
Class Days & Time Monday through Friday 8:00am to 3:00pm
Center/Class Phone 830-421-5306 (Office) 830-757-3015 (fax)

Please note the KTTT reserves the right to make modifications to the policies or procedures or information found herein, including but not limited to the center meals, hours of operation, instruction, staff schedules, and other services in an effort to mitigate the spread of Covid-19.

Virtual instruction, office staff, and center opening times and/or dates may be modified at any time by the center director in an effort to mitigate the spread of Covid-19. Parents will be notified virtually if the center offices will be closed or if there are changes to the schedule of the family services staff or instructional team.

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KTTT Head Start at Notice to Parent/Guardians and Head Start Families Program Modifications for Safety and Mitigation of Spread of Covid-19

The 2022-2023 School Year Start date was impacted by the global Covid-19 Pandemic, and classes were approved to begin virtually for Head Start Students.

The KTTT Tribal Council and Head Start recognizes that Tribal Members may have existing health conditions that can place them at increased risk for complications due to Covid-19.

We also understand that many of our families and the Tribe share homes with elders and we want to play our part in mitigating the spread of this disease.

The Tribal Council has determined that until further notice, all in-person classes will be suspended, and the center is to provide modified virtual instruction.

Although we are all eager to resume face-to-face instruction, we believe that it is important that we take necessary precautions to help ensure the safety and wellbeing of our children, families, tribal community, and employees.

The Head Start program staff have worked together with Tribal Students Services, Food Services, and Child Care to develop new ways to continue to service families and provide them with distance educational services.

Throughout the handbook you will find sections in TURQUOISE to highlight some of the modifications and steps taken by KTTT Head Start Program to help keep Head Start Children and KTTT families safe.

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What is Head Start?

Federally Funded, Community-Based Programs for Qualifying Families

- Head Start Grant serves three- and four-year-olds based on selection criteria
- KTTT may fund additional enrollment for three- and four-year-olds when funds permit

Comprehensive Services

- Education/School Readiness
- Disabilities
- Health
- Mental Wellness
- Nutrition
- Family Engagement
- Social Services

Head Start is for ALL Children

- Children with special needs learn and play with other children in the program
- Children with disabilities, foster and homeless children, and other at risk populations receive priority enrollment
- Returning students KTTT Head Start Students receive priority enrollment
- Head Start helps families provide services for their children
- Head Start may work with outside agencies that are working with your child or family
- Head Start provides transition services to all children as they transition in and out of our center/program

Center-Based Program Option – COVID-19 Modifications

- Two [virtual](#) home visits by teacher
- Two [virtual](#) parent-teacher conferences

[Remote Instruction](#) - until further notice as per KTTT Tribal Council

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Education Services & Support Information

Head Start Provides Educational Services and Support by providing children (and families):

- A safe, accepting environment
- Opportunities for school readiness
- Developmentally appropriate goals
- Opportunities to build positive relationships
- Support for students with disabilities we have a staff certified in Special Education who are available to advocate and develop instructional educational plans for students with disabilities

Some examples of COVID-19 Modifications to support the safety and wellbeing of children and in an effort to help stop the spread of Covid-19:

- Hands-on experiences through home curriculum supply materials and kits
 - Remote or Virtual Instruction
 - Technology Support meetings with parents
 - New Technology Equipment for children
 - New Computer or web-based Software and Curriculum materials
 - Home library resources
 - Material and Supply Kits for at home instruction
 - Classrooms supplies and materials
 - Virtual Parent Teacher Conferences
 - Electronic Notifications to Parents
 - Contactless and drive through curbside support services for pick up materials, drop off, or when virtual or teleconference is not applicable
 - Coordination with Food Services for delivery of student meals
 - Contactless or Curbside materials drop off or pick up (when applicable)

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Parents/Guardians here are some ways you can Get Engaged in Your Child's Education

- **LISTEN** to and talk with your child
- **PLAY** with your child
- **READ** with your child
- **ATTEND** your child's **virtual** parent/teacher conferences or center parent meetings, or trainings.
- Be **INVOLVED** in your child's education
- Encourage **INDEPENDENCE**
- Have **OPEN COMMUNICATION** with your child's teacher
- **SHARE** any information with Head Start Director and teacher that might be helpful for your child's development
- **TALK POSITIVELY** about and to your child
- Spend family time **TOGETHER**
- Remember, **Virtual ATTENDANCE** is very important
- A regular bedtime routine and **sufficient SLEEP** are important to your child's school success
- Let us know if you will be out on **Tribal Leave** so we can track and update attendance. Call (830) 421-5304

Contact the Family Services worker if you need assistance with coordinating support for your child's healthcare needs.

Talk to your child's teacher if you have any questions or concerns about your child.



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Family Services & Support Information

Head Start **supports each family** to build on their individual strengths and to meet their own needs to become self-sufficient.

Due to Covid-19 our family services and support may be provided until further notice to families using **virtual, phone based, or social distancing/curbside*** assistance (when applicable).

The Family Services Worker will collaborate with you to develop a Family Partnership Agreement (FPA). The FPA is a process that will help identify your family's strengths and assist you in setting goals and developing skills that will prepare your family for the future. You will have continued support to meet your goals during regular contact with the family services staff.

Family Services Staff can support parents and provide families to:

- **Assist in identifying the family's interests and needs**
- **Link families to community resources**
- **Provide assistance and referrals for adult education: GED, ESL, and College information**
- **Serve as an advocate or spokesperson**
- **Provide emergency assistance or crisis intervention referrals**
- **Provide assistance with Medicaid, CHIP and SNAP application process**
- **COVID-19 Modifications**
 - Assist with online enrollment
 - Online Family Needs Assessment
 - Virtual Follow-Up Home-Visit for Family Goals
 - Zoom or phone conferences
 - Curbside pickup* when necessary

The KTTT Head Start Program is working with KCHC and other programs to develop and define processes and safe ways of providing Health Services at a distance during the global pandemic.

Note Regarding Curbside Pick Up: Please note, that there may be times when curbside drop off is not available, due to the pandemic and the high spread of cases in Eagle Pass, Maverick County, and/ or on the Reservation.

In general curbside* pickup/drop off is not recommended, unless staff document reason and there is no other contactless option. Staff are encouraged to exhaust all contactless options for obtaining proof or parent documentation prior to taking an appointment for curbside.

All staff who come into contact with the community or who are scheduled to work on site at KTTT are required to wear masks and/or PPE as their job requires, and in an effort to mitigate the spread of Covid-19.

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Family Services & Support Continued

Virtual Attendance Reporting Covid 19 Modified Process

The Kickapoo Head Start Program encourages the [virtual](#) attendance of every child on a daily schedule (outside of Tribal Leave) for the full advantage of the Head Start experience.

- [Family Service Worker will call/text parent to remind to help child log on to an Remote Educational Program in order to be counted present for the day.](#)
- [Child can log in virtually any time before midnight to be given credit for attending school for that particular day.](#)

Parents/Guardians must notify the center when their child is absent due to academic, personal family reasons, illness, Tribal Leave or otherwise.

When a child is absent without prior guardian and parent notice, the Family Services Worker will follow up.

If a child is absent for more than three unreported days (not including reported Tribal Leave), a follow-up phone call will be made, and teacher and language aide, may conduct a home visit to determine reason for absence.

****Tribal Leave will be respected and will not affect student's attendance record for purposes of continued enrollment in the program.***

Tribal Leave Request and Attendance Reporting

In the event that a student will be out of the center due to Tribal Leave:

- It is the parents' responsibility to call in Tribal Leave request to the Family Services Worker/ Tribal Member Leave Representative ("TMLR").
- The Family Services Worker is responsible for assisting parents with Tribal Leave Request Forms and contacting the TMLR for excuse forms.

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Excused Absences

Absences will be considered excused only for the following reasons and only if there is documentation or written evidence from the child's parent/guardian at appropriate office. [All excuses will be sent via email, text, or schedule curbside drop off* with family services worker.](#)

1. A child is participating in a Tribal Leave- Religious Holiday/Ceremony (see Tribal Leave Request and Attendance Reporting Section).
2. A child is hospitalized or proof of doctor's appointment
3. A parent provides written excuse for sick child.
4. A child is incapacitated due to a serious illness or injury.
5. A child develops a communicable disease.
6. A child has other ailments, which temporarily prevents attendance (e.g., asthma, etc.)
7. There is a death in the child's family.
8. A child cannot attend class because he/she has to receive medical treatment or therapy at a time when class is being held.
9. [A child cannot attend remote classes due to having a quarantined parent because of Covid-19.](#)
10. [Child cannot attend class because they are sick and have Covid-19, Influenza, or other medical health concern.](#)

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Health Support & Services Information

Head Start supports our children and families' health and well-being by providing the following services:

- Assistance with referral to KCHC Medicaid, chip, or snap worker and advocacy support in **virtually** applying for and maintaining Medicaid, CHIP or SNAP
- Referrals to Healthcare professionals for early identification of health problems/risks
- Assistance with scheduling initial medical exams and dental exams
- Establishment of a “medical home” at KCHC
- Establishment of a “dental home” at KCHC
- Referrals for medical and dental care
- Assistance scheduling follow-up care
- Screenings/Assessments provided:
 - *Vision*
 - *Hearing*
 - *Dental*
 - *Medical*
 - *Lead*
 - *Hemoglobin*
 - *Growth (Height/Weight)*
 - *Mental Wellness*

Good Morning Health Check

Each child receives a visual check-up for:

- General Appearance
- Obvious Signs of Illness
- Complaint of Illness by Child/Parent
- Hair (clean, free of lice)
- Eyes (red, matted)
- Runny Nose
- Severe Cough
- Rash
- Bruises, Cuts, Sores
- Vomiting or Diarrhea
- Appetite Change
- Bowel/Bladder Concerns
- Changes in Behavior

If the staff has any concerns, you will be notified.

*For any of the appointments for screenings and assessment provided at KCHC, **Covid- 19** policies and or procedures will apply. The Head Start program may also have modified policies and/or procedures to minimize the spread of Covid-19.*

- **Virtual Presentations or other no contact** Health education for children and parents
- Daily tooth brushing in the classroom (**parents are encouraged to perform this activity with their child at home during the distance/virtual education period**)

During the **Covid-19 Pandemic** parents, and guardians are encouraged to perform a Good Morning Health Check for their child.

When classes resume on- site and face-to-face instruction and services are provided, staff will continue with the Good Morning Health Check, as found in the box.

If you or child is ill, please notify the family services worker at the center so they can assist to coordinate with community health workers from KCHC to assist you to pick up prescriptions or other health related needs.

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Mental Wellness Support & Services Information

Supporting Children's and families' positive mental health

In early childhood, children learn to:

- Build attachments and relationships with others
- Explore and try new things on their own
- Understand and manage emotions

How do children LEARN these life SKILLS?

PARENTS AND GUARDIANS are the most important role-model in your child's life.

At Head Start, ask the Director or Family Services Worker, there are licensed or certified mental health professionals that you may be referred to and are available to support you and your family in developing these lifelong skills.

Parents may discuss any questions or concerns. These services provided through our Head Start Center are at no cost to our families!

For more information, please contact your Family Services Worker or your child's teacher.

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Nutrition Support & Services Information

Meal Service at Head Start:

- Head Start provides nutritious meals and snacks in accordance with USDA Child Nutrition Programs.
- During school, staff, volunteers, and children may be provided the same meal.
- [Meals may be delivered](#) to eligible families by the local school district or the KTTT CACFP/ Food Services Program
- [No family services dining will be open at the center until further notice.](#)

Food Allergies and Special Diets:

For your child's safety:

- If your child has a food allergy, please notify the center. It is the parent/guardians responsibility to provide a care plan to the center:
 - [Acceptable methods to provide the center with a care plan signed by your primary care provided during pandemic are as follows:](#)
 - *Fax*
 - *Electronic copy*
 - *Provide release to the center to obtain copy of plan from KCHC*
- Once the center has these documents, the Food Services Director will be provided with the information and will make plans to meet these needs as applicable. The food services director may contact you regarding care plans or special diets, or intolerances.
- Special diets and food intolerances require a doctor's note and menus will be substituted.
- Please note that we CANNOT change your child's menu without appropriate documentation from your doctor.

If there are any nutritional concerns, the Family Services Worker may contact you directly. You know your child best and we want to work together to ensure your child has a healthy and successful school year.

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Nutrition Support & Services Information Continued

KTTT and Religious Dietary Accommodations:

- All religious dietary restrictions will be honored and accommodations will be made accordingly. If you have specific cultural or religious modifications to diet, please provide notice to food services director and Head Start Manager.
- Food services staff will make necessary to modifications to menus to accommodate during specific times of the year, during which KTTT members have religious dietary restrictions without medical documentation.
- Please note that food services staff will take all steps within their control to be sure that they consult with designated staff regarding cultural modifications regarding the student meals.

Nutrition Education:

- All nutrition classes offered to parents to encourage healthy eating habits for themselves and their families.
- Due to the pandemic all family engagement classes or group gatherings will be suspended until further notice.
- Any parent education classes will be held virtually or parents will be provided with links and access to healthy eating resources.
- Your child is also involved in virtual experiences and lessons that teach general nutrition principles appropriate for their age.

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Parent Engagement Support & Services Information

*Prior to the **Covid-19 Global Pandemic**, the KTTT Head Start encouraged on center experiences and a number of opportunities for family engagement. Due to the pandemic, however, **restrictions* and modifications will apply until further notice**:*

Family Partnership Agreement:

- Staff build goal-oriented relationships with families
- Identify your family's needs, interests, strengths, and goals
- Receive support from staff to meet your needs and goals

Parent Leadership:

- Parents Elected to Policy Council **attend virtual or teleconference** Policy Council meetings or activities
- Attend other program **virtual meetings, and trainings**
- **Help parents understand the importance of Covid-19 safety measures**
- **Work as a center leadership advocate and help share positive center updates**
- Translate for a **virtual** meeting, presentation or activity
- Work on the parent bulletin board (**once the center re-opens**)
- Work on the parent newsletter (**from home** if you would like to help from home, call the center director)
- Serve as a Policy Council member or officer
- **Coordinate with teacher to read to children in virtual session story time to students**

Other Opportunities for Engagement:

- Participate in your teacher **virtual** home visits
- Participate in **virtual** parent-teacher conferences
- Volunteer in your child's classroom (**when center re-opens** and cleared as per policy)
- Attend **Virtual** Parent Trainings
- Attend your child's medical/dental appointments or try and **set up telemedicine appointments for follow up**
- Use the **take-home library** and read to your child
- Enroll in **an online** adult education/ GED (General Educational Development) **class**
- **Parent Engagement Trainings via ZOOM**
- **Stay updated with Head Start Center flyers and announcements via Class DOJO**
- **Family Needs Follow-up via phone calls & text message.**

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Federal Educational Rights and Privacy Act (FERPA)

Kickapoo Head Start Program follows the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA is a federal law that protects the privacy of student education records. Under FERPA, parents have the right to look at and review their student's education records.

If a parent would like to view or obtain information regarding their child's education record, they must complete the DATA RELEASE FORM.

The KTTT Head Start Center must have written/documented permission from the parent to release any information from a student's education record unless it is requested by the following parties or under the following conditions:

- School officials with a legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with services for families and students KTTT Community Health Center (clinic)
- Appropriate parties in connection with financial aid to a student
- Organizations conducting studies on behalf of the school
- Accrediting organizations
- To comply with judicial order or lawfully issues subpoena
- Appropriate officials in cases of health and safety emergencies
- State, Tribal, and local authorities, within a juvenile justice system (specific to state law)

Without parent consent, schools may disclose "directory" information. However, schools must allow parents a reasonable amount of time to request that the school not disclose directory information about them.

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Reporting & Communicating Concerns

The Head Start Program believes in working with parents and staff to address any concerns a parent may have with the program.

Whenever a parent has any concern regarding the child or staff, the parent should bring it to the attention of the Program Management in writing. If the parent needs assistance with documenting the concern, they may set up a meeting with the Head Start Director. During the meeting, parent(s) may state their concerns, at this time the Head Start Director will document the concerns.

Parents must allow Program Management to investigate any grievances and collect all necessary statements from Program Staff.

All Center Staff must document any parent grievances in writing and submit to Center Management, CC Head Start Director.

The Program Management will follow up with parents or direct them to designee to correct the issue or provide findings and recommendations to Tribal Education Administration to proceed with further investigation and or follow up. Tribal Education Administration will make all reasonable attempt to close out the grievance, and take appropriate action (if and when applicable). If the Tribal Education Administration is unable to close out the event, the event will be referred to the Tribal Operations/Interim Tribal Administrator and other appropriate KTTT officials.

Parent Grievances and Concerns should be addressed at the Center, in the following order, with the individuals outlined below:

1. Center Management/Program Coordinators
2. Head Start Director /Senior Director of Academic Services
3. Tribal Education Administrator
4. Tribal Administrator
5. Tribal Council

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2022-2023 KTTT Head Start Program Calendar

The Head Start Calendar has been designed to meet the unique educational needs of Tribal Students. The program and educational leadership has developed the calendar using data from community assessment, self-assessment, student attendance data, and other relevant student data to ensure the program meets the needs of the Kickapoo Traditional Tribe of Texas and adheres to the Head Start Program Performance Standards.

(To be inserted upon Tribal Council approval)

The calendar is subject to revisions and updates upon Tribal Education Administration approval. All changes to calendar, program, or other schedules will be made in the best interest of the program, upon approval changes and updates will be provided in writing by center management. Please note that due to the pandemic staff may be required to work from home to help mitigate the spread of Covid-19.

Holidays

The Kickapoo Head Start Program will observe all KTTT approved Holidays, and in addition, any day designated by the Tribal Council, and Tribal Administration (see KTTT Human Resources Holiday Schedule and Head Start Calendar). Head Start Policy Council may also choose to approve additional Holidays on the yearly calendar subject to KTTT approval.

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Appendix A. Directory

Main Office	830-421-5306 830-325-2492
Family Service Worker	830-421-5304 830- 513-3327
Tribal Leave	830-513-6064 830-513-3327
Senior Director of Academic Services	830-421-5907 830-213-6268

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Appendix B. KTTT Holiday Schedule

2022 KTTT Federal Holiday Schedule

The Tribal Council has approved the following 2022 Tribal Holiday Schedule

New Year's Day	Saturday, January 1, 2022
Martin Luther King Day	Monday, January 17, 2022
President's Day	Monday, February 21, 2022
Good Friday	Friday, April 15, 2022
Memorial Day	Monday, May 30, 2022
Independence Day Observance	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Indigenous Day	Monday, October 10, 2022
Kickapoo Indian Democracy Day	Friday, October 28, 2022
Veterans Day	Friday, November 11, 2022
Thanksgiving Day	Thursday & Friday November 24 & November 25, 2022 o (2) additional days at the discretion of the Tribal Council/TA
Christmas Eve	Friday, December 23, 2022 (Saturday, December 24, 2022)
Christmas Day	Monday, December 26, 2022 (Sunday, December 25, 2022)
New Year's Eve	Friday, December 30, 2022 (Saturday, December 31, 2022)

Two (2) additional days at the discretion of the Tribal Administrator