

2023-2024 PARENT  
**Handbook**



Upper East Tennessee  
**Human Development Agency**

# Table of Contents

<b>Welcome</b>	<b>1</b>
<b>Family Agreement</b>	<b>2</b>
<b>Your First Day at Head Start</b>	<b>3</b>
<b>Release of Children Procedure</b>	<b>4</b>
<b>Facebook</b>	<b>5</b>
<b>Learning</b>	<b>6</b>
<b>School Readiness Goals</b>	<b>7</b>
<b>Family Support</b>	<b>9</b>
<b>Family Engagement</b>	<b>10</b>
<b>Make a Difference - Volunteer</b>	<b>11</b>
<b>Health</b>	<b>12</b>
<b>COVID-19</b>	<b>13</b>
<b>Safety</b>	<b>14</b>
<b>Nutrition</b>	<b>15</b>
<b>Mental Health</b>	<b>16</b>
<b>Disability and Special Services</b>	<b>17</b>
<b>Transportation</b>	<b>18</b>
<b>Contact Information</b>	<b>19</b>



# Welcome To The Head Start Family

Dear Parents/Guardians,

Thank you for choosing Upper East Tennessee Human Development Agency (UETHDA) Head Start Program! We are excited to serve your family. At UETHDA Head Start, we prioritize creating a nurturing and welcoming environment for students and their families. Our team of staff is committed to providing your child with high quality education and care that encompasses social, emotional, cognitive, and physical development. We will regularly provide updates on your child's progress and are always available to address any questions or concerns you have.

In addition to academic growth, we value the partnership between parents and educators. We encourage open communication and collaboration to ensure the best possible experience for your family. There will be many opportunities for you to become involved in your child's education. We will offer parent meetings, parenting curriculum training, and family engagement events throughout the year. We also work alongside parents/guardians to help them achieve their own life goals.

Please use this handbook to become familiar with our policies and procedures and use it to refer back to as needed. Once again, welcome to UETHDA Head Start, and we are looking forward to a great school year!

Sincerely,  
UETHDA Head Start Staff



## OUR MISSION

Our Mission is to provide education, direction and support to individuals, families and organizations in order to strengthen and stabilize the community through collaborative efforts of agency programs and cooperative partnerships.

## OUR VISION

The vision of UETHDA, Inc. is to be the model agency for the community, state, and nation by:

- Valuing the intrinsic worth of each individual, family and organization
- Supporting the community through exemplary, essential and distinct services
- Empowering consumers to reach their greatest potential
- Enhancing community partnerships through collaborative efforts
- Fostering a seamless continuum of care to consumers

## DHS MISSION

To strengthen the community through human services investments, resources, and partnerships.

# Family Agreement

The Upper East Tennessee Human Development Agency, Inc. (UETHDA) Head Start Program is developmentally appropriate for your child. The level of your child's success relies upon a strong link between home and school.

As a Head Start parent, you are highly encouraged to follow the guidelines listed below:

## ATTENDANCE

- ✓ I will have my child at Head Start on time each day.
- ✓ I will make sure my child will attend school on a regular basis.
- ✓ I will call my child's teacher before school starts if he/she is going to be absent.

## PARENT VOLUNTEER

- ✓ I will sign up for the days and times I plan to volunteer in the classroom.
- ✓ I understand if I cancel my volunteer time, it is my responsibility to inform the teacher and reschedule.

## HOME VISITS AND PARENT MEETINGS

- ✓ I will agree to participate in home visits.
- ✓ I agree to attend parent/teacher conferences.
- ✓ I will attend scheduled parent meetings when possible.

## CLASSROOM AND TRANSPORTATION BEHAVIOR EXPECTATIONS

- ✓ I understand that sometimes a child's behavior becomes severe enough, that actions must be taken by teachers and staff to keep all children safe. All reasonable efforts will be made to assist the child to regain control in a timely manner. However, if a behavior becomes extremely violent and unsafe, families may be asked to come pick up their child for the remainder of that day.
- ✓ I agree that when any child in the Head Start program presents with aggressive physical and/or verbal behaviors that create an unsafe or hostile environment on the bus, transportation staff **MUST** pull over to a safe place as soon as possible. Children who create an unsafe environment on the bus and prohibit the bus from traveling for more than 5 minutes on more than 2 occasions may be subject temporarily to removal from the bus, until behavior concerns are resolved.

Young children need meaningful learning opportunities to develop skills, competencies, a sense of self, and a foundation for learning throughout life. I agree to fulfill the requirements listed above, become a team player, and help in preparing my child for success.

# Your First Day at Head Start

## **DROPPING OFF AND PICKING UP YOUR CHILD**

- Walk your child to his or her classroom. If you have small children in the car or if it is difficult for you to walk into the building, let us know and we will assist you as best as we can.
- Do not park in the bus or handicapped zones.
- Smoking and vaping are not permitted within 50 feet of the buildings.
- Doors to classrooms do not open until 5 minutes prior to the start of class. If you need to bring your child early, please wait with your child outside the classroom. Never leave your child alone in a classroom.
- Sign your child in and out in the classroom. Make sure your Emergency Contact/Release to Permission Form is current with persons authorized to pick up your child. Feel free to stay for a meal or observe the classroom in action! You are always welcome!

## **ATTENDANCE EXPECTATIONS**

It is very important for your child to attend school every day. Your child's teacher plans activities that depend on skills developed in class. Sending your child to Head Start every day is an important first step in preparing your child for school and life.

Children can fall behind by missing just a day or two each month.

Regular attendance of children is critical to maintaining services in our area. If your child is sick, or you have another reason why your child cannot come to Head Start for the day, please call within one hour of class start time. If we do not hear from you, we will notify you that your child is not at school that day to make sure your child is safe.

If a child has two or more consecutive unexcused absences or has a pattern of irregular attendance, we will work with you to get your child back in school by offering assistance to address attendance challenges, but if we are unable to work out a solution to persistent attendance problems, we may consider the spot vacant.

**For inclement weather and school closings, follow your local school system's schedule.**





# Release of Children Procedure

There are many Head Start procedures regarding the pick-up and release of the Head Start children. These procedures are in place in order to ensure the safety of the Head Start children.

- A parent (or authorized adult) must be seen by the teaching staff at the pick-up point in the morning before a child or children can get on the bus.
- A parent (or authorized adult) must be seen at the drop off site in the afternoon before a Head Start child or children will be left at a drop off site in the afternoon.
- A parent (or authorized adult) must sign a log when dropping off or picking up his/her child or children from a Head Start center.

## IF GUARDIANS WANT ANOTHER ADULT TO PICK UP THEIR CHILD:

- Guardians will list all approved “release to” people on the Emergency Contact/Release to Permission Form (3.03c)
- If an occasion arises where guardians need for someone other than who is listed on the Emergency Contact/Release to Permission Form (3.03c) to pick up their child, guardians must provide a written notice to the Head Start teaching staff. This written notice should include:
  1. The child’s name.
  2. Statement giving the parent/parents’ permission for another adult to pick up his/her child or children.
  3. The reason for the request.
  4. The date that the authorized adult has permission to pick up the child.
  5. The full name of the authorized adult, his/her address, and his/her phone number.
  6. The parent’s or legal guardian’s signature.

Parents must complete an “Emergency Contact/Release to Permission” before their child or children enter a Head Start classroom. It is the parents’ responsibility to notify the teaching staff of any changes in the emergency list.

**Children will not be released to an adult who appears to be intoxicated or who otherwise appears incapable of caring for children.**

# Find us on facebook

## JOIN YOUR CHILD'S CLASSROOM FACEBOOK GROUP:

By joining the classroom group, you will be able to keep up to date on any information shared by Teaching staff and Family Engagement Specialists. This is a private group that only immediate family members have access to for the duration of the school year.

## TO JOIN THE CLASSROOM GROUP:

1. Go into Facebook and click on the magnifying glass to search for 23-24 (your child's classroom name) Head Start  
For example: 23-24 Dunbar A Head Start
2. Select "Join." You will be accepted into the group if you meet the requirement of immediate family, and you can stay up to date with what is going on in your child's classroom!





# Learning

You are your child's first teacher!

We partner with you to educate your child.

## PARENT/TEACHER COMMUNICATION

- Home Visits
- Parent/Teacher Conferences
- Phone Calls
- Notes/Information Sent Home
- Newsletters
- Parent Committee Meetings

## OUR PHILOSOPHY

Our program is individualized to meet the needs of every child in our program. We screen and observe your child to determine the level of his or her core school readiness skills, and we work with you as parents to establish individual goals for your child's growth and development. We are a strengths-based program that builds on the areas where your child already succeeds to help him or her move to the next level. Our learning is child-driven and play-based, intentionally designed to encourage your child to learn and explore.

We hope you will call any time you have a question or concern. We also encourage you to come into your child's classroom to visit or to volunteer. We value your contributions to our program and the children enjoy showing family members what they have been learning!

## WHAT WE TEACH

- Social & Emotional Skills
- Literacy & Language Development
- Mathematic Knowledge and Skills
- Logic & Reasoning
- Science & Social Studies
- Creative Arts
- Music & Movement
- Physical Development & Health
- Approaches to Learning

We do this through a variety of research-based curricula that use age-appropriate activities and intentional design of class and outdoor space. **PARENTS HAVE A VOICE!** Head Start parents have a right to influence the educational materials we use, and to expect that our program will respond to your child's individual background and needs. Talk with your child's teacher or your classroom Policy Council Representative.



# School Readiness Goals

## APPROACHES TO LEARNING GOALS

1. Children will demonstrate an eagerness to learn in varied topics and activities.
2. Children will demonstrate independence and creativity in their interactions with information, materials, and activities.
3. Children will demonstrate the ability to maintain attention and persistence when engaged and involved in activities and tasks.

## SOCIAL AND EMOTIONAL GOALS

1. Children will maintain, develop, and/or display positive growth in their positive interactions with peers and adults.
2. Children will understand their relationship and roles to the family and the community.
3. Children will continually develop and display appropriate levels of attention, emotional regulation and behavior in the classroom.
4. Children will continually develop and display growth in their sense of self, confidence in their abilities, and a strong identity that is rooted in their family and culture.

## LANGUAGE AND LITERACY GOALS

1. Children will build, use, and comprehend increasingly complex oral language and varied vocabulary for conversation and communication.
2. Children will begin to identify letters of the alphabet and discriminate those sounds within words.
3. Children will recognize and understand the structure of print and use print as a system that represents the sounds within words.
4. Children will show the ability to comprehend storylines through outward expressions.
5. Children who are dual language learners (DLLs) will demonstrate increased competency while developing proficiency in English.

## COGNITION GOALS

### Math Development:

1. Children will understand that numbers represent quantities.
2. Children will use math regularly and in everyday routines to count, compare, relate, identify patterns, measure, classify, and problem-solve.
3. Children will understand the dimensions, attributes, and orientations that define various objects and shapes.



# School Readiness Goals

## Science Reasoning:

1. Children will use observation and manipulation, ask questions, make predictions, and develop hypotheses to gain a better understanding of information and in being aware of their own thinking.
2. Children will be curious, explore, use tools and technology, ask questions, and develop their own theories about how the world works.

## PERCEPTUAL, MOTOR, AND PHYSICAL DEVELOPMENT GOALS

1. Children will demonstrate control of large muscles for movement, navigation, and balance.
2. Children will demonstrate control of small muscles for such purposes as using utensils, self-care, building, writing and manipulation.
3. Children will demonstrate personal hygiene and self-care skills.
4. Children will identify and follow basic safety rules with adult guidance and support.
5. Children will understand the ways in which foods and nutrition help the body grow and be healthy.

## HEALTH AND PHYSICAL WELL-BEING GOALS

1. Children and their families will identify and practice healthy and safe habits by following basic health and safety practices, and by participating in their own preventive healthcare.
2. Children will possess good overall health, including oral, visual, auditory health, and recommended immunizations within Tennessee Department of Health guidelines.
3. Children will maintain physical growth within recommended ranges for height and weight by age according to EPSDT guidelines by being served nutritious meals.

## FAMILY ENGAGEMENT GOALS

1. Parents and families will advance their own learning through training, education and other experiences.
2. Parents and families will participate in, promote, and nurture their child's everyday learning at home, school and in their communities.
3. Parents and families will gain knowledge to support and advocate for their child's learning and development that will transition with them to new learning environments.
4. Parents and families will increase their knowledge of community resources.
5. Parents and families will participate in leadership development, decision making, program policy development to improve children's development and learning experiences.





# Family Support

## Family Engagement Specialists (FES)

Family Engagement Specialists support families in their efforts to achieve self-identified goals that support their child's school readiness. FES' stay in contact with families to develop Family Partnership Agreements, offer follow-up services and referrals to achieve goals, and to check on issues identified by families.

## Family Partnership Agreement

When parents/guardians think about what they would like to achieve for their child and family in the future, they are thinking about family goals. Our FES' work collaboratively with each family to identify strengths and challenges, set goals for the future, and make plans to meet those goals. Goals may include assistance with utilities, job training, increase parenting skills and knowledge, connecting with community resources and opportunities. FES' will check in with families throughout the year as they make progress toward completing their goals.

# Family Engagement

Strong, healthy families are crucial to school readiness for young children. At Head Start, we work with children and their families to get ready for success in school—parents are a child’s first and most endearing teacher, so parents are welcomed as partners in their child’s education at Head Start.

Parents have an important role in shaping their child’s education at Head Start. We encourage you to share your goals for your child’s growth, as well as any observations, changes, or concerns that might help us meet your child’s needs. Throughout the year, we will ask you to partner with us to evaluate your child’s progress, do learning activities at home, and participate in program activities. We strive to build a mutually beneficial partnership with you, so please let us know how we can grow together!

## POLICY COUNCIL

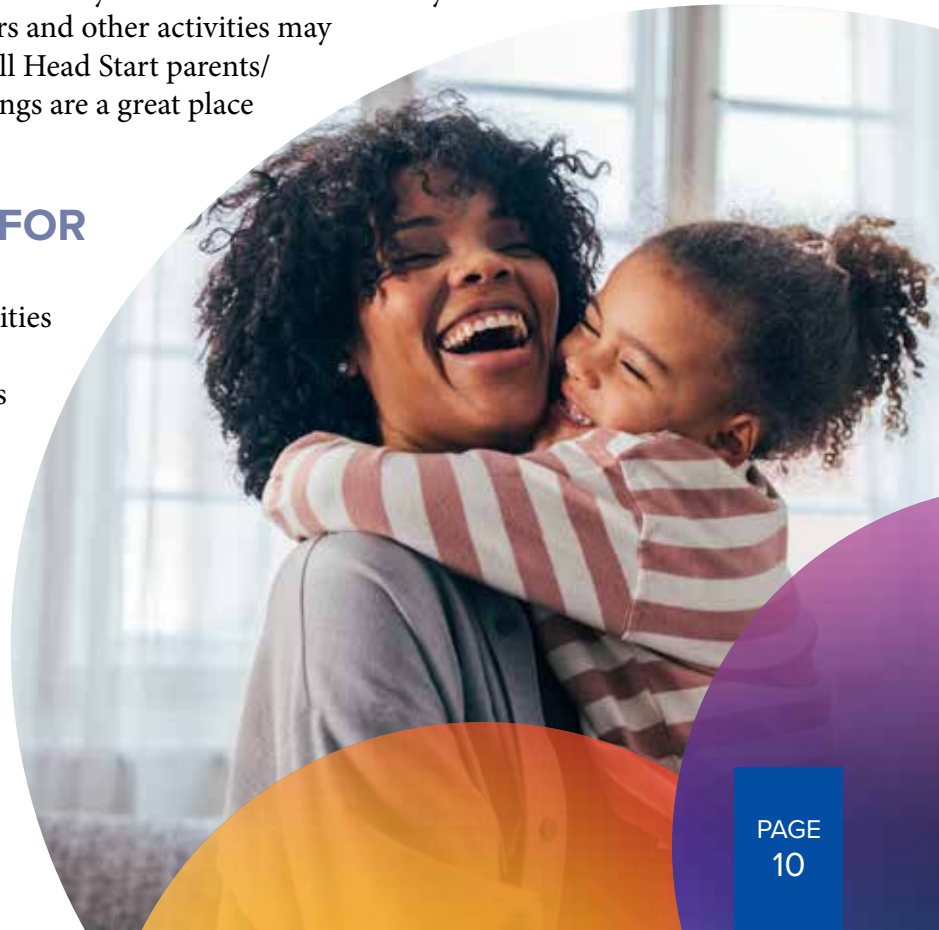
The Head Start Policy Council is a shared governance committee made up of Head Start Program parents/guardians and community members. Policy Council helps to shape the direction of the program by making decisions including recruitment and selection policies, program funding and budgets, and making recommendations to the Board of Directors. Elected Policy Council representatives are informed of matters facing the Head Start program and share the information with other parents in their child’s classroom. Policy Council meets monthly during the school year.

## PARENT COMMITTEE MEETINGS

Parent Committee Meetings are held throughout the school year. During these meetings, parents/guardians are encouraged to participate in discussions and make suggestions for program improvements. Parents are also updated on Policy Council activities and any classroom announcements. Guest speakers and other activities may also be planned during these meetings. All Head Start parents/guardians are invited to join. These meetings are a great place to connect with other parents.

## OTHER OPPORTUNITIES FOR ENGAGEMENT

- **Family Engagement Events:** Fun activities that are designed to provide quality family time and engage in your child’s learning experience.
- **Parent Curriculum:** Sessions that equip parents/guardians with positive parenting skills and knowledge.
- **Other Training Opportunities:** Head Start offers a variety of training opportunities for parents/guardians throughout the year based on interest and need.



# Make a Difference - Volunteer!

Head Start relies on volunteers to help operate the program. Whether you come once or twice to classroom events or spend time on a regular basis all year, we welcome your participation. You can contact your classroom teacher, Family Engagement Specialist, or Family Engagement Coordinator for more information.

## HERE ARE SOME WAYS YOU CAN VOLUNTEER

- Attend Family Engagement Events in the classroom
- Help serve meals in the classroom
- Read with the children
- Attend the Parenting Curriculum classes
- Share a family tradition with the class
- Help plan activities for the classroom or program
- Join Policy Council
- Participate in Parent Committee Meetings
- Help with special projects around the building, grounds, and playground

## VOLUNTEERING AND IN-KIND: KEEP HEAD START IN OUR COMMUNITY!

Head Start is a federally funded program, but not all of our program's dollars come from the government. Head Start documents federal In-Kind by recording volunteer hours. YOU can help! Volunteering your time in our program is considered an in-kind donation to our organization. Throughout the year, there will be opportunities for you to volunteer your time. We need your help to keep Head Start going... and your child benefits from your participation!





# Health

Illness can spread quickly among small children, but Head Start uses robust cleaning practices to minimize the spread of illness. We need your help to keep everyone healthy. Practice proper hand washing often and please do not send your child to school if he or she is sick. Children who do not feel well do not learn well. Don't forget to call us and let us know if your child is sick and will not be coming to school.

## SYMPTOMS YOUR CHILD MAY HAVE THAT WOULD KEEP THEM FROM COMING TO SCHOOL

- A fever of 100.4 degrees or more (99.4 when taken under the arm). Your child should be fever free for 24 hours without the use of fever reducing medication before returning to class.
- Vomiting or diarrhea two or more times in a 24 hour period.
- Very decreased activity level
- Irritability or persistent crying
- Trouble breathing

If your child becomes sick during class, we will call you to pick up your child.

## TEMPORARY EXCLUSION FOR ILLNESS

- Chicken pox - Student may return after he/she is fever free for 24 hours without the use of fever controlling medications, after all blisters are dry scabs and no new bumps have appeared for 48 hours.
- Cough - Student should stay home if fever greater than 100.4 degrees, cough is severe, there is shortness of breath, and/or thick, constant nasal mucus that is yellow, green, or gray in color.
- Head lice– Head Start has a “no live bug” lice procedure. Students with live bugs should stay home until they have been treated successfully and are completely bug free. Head Start students who are in a Pre-K collaborative classroom should follow their school's policy or guidelines regarding head lice. Student should not be sent/kept home for nits because nits are not contagious.
- Bacterial infections, such as strep, pink eye, or impetigo – student should be on antibiotics for at least 24 hours and fever free before returning to their classroom
- Viral infections that cause vomiting & diarrhea - 24 hours after vomiting has ceased and stools are no longer liquid, in addition to being fever free for 24 hours
- COVID - After exposure and/or confirmed COVID-19 infections, student should follow our COVID Mitigation Plan regarding isolation and returning to class. Full guidance follows this page.
- Flu - For confirmed Flu cases, student can typically return after symptoms improve (3-4 days) and they are fever free for 24 hours without the use of fever reducing medication

As part of our goal to help you keep your child healthy, your child needs an up to date well-child physical and dental check ups twice per year. If your child is new to our program, we ask that you complete these exams before classes start in the fall. If you need health insurance, we can help, and we can assist you in finding a medical and dental home. Please let your Family Engagement Specialist know if your child must take medications, including inhalers, epi pens, etc. during school time. We conduct regular health observations to partner with you in keeping your children healthy!

# COVID-19

UETHDA follows the latest and most up to date COVID-19 exposure and testing plans from the Center for Disease Control. Under UETHDA's Head Start Procedure for Short Term Exclusion, COVID-19 is an excludable illness based on the following guidance.

1. Anyone exposed to COVID-19 and not experiencing signs and symptoms of COVID do not need to quarantine. Your child may come to school. Masking may be recommended. However, you should refer to the CDC's website for current COVID recommendations.
2. If your child tests positive for COVID or you are waiting for their COVID results and they are experiencing symptoms, then you should isolate at home for 5 days with returning to normal practices (back to school) on day 6 as long as your child is fever free for 24 hours without the aid of fever reducing medications. Masking may be recommended for 10 days following the onset of the COVID infection.
3. As always, refer to your Primary Care Provider or your local Health Department for further guidance.

The most up to date guidance for the CDC can be found at <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>



# Safety

## KEEPING YOUR CHILD SAFE IS OUR NUMBER ONE PRIORITY AT HEAD START— HELP US CARE FOR THEM!

One of the most important things we can do to keep your child safe is ensure that he or she is released only to people that you have authorized in advance. Please be sure to complete the Emergency Contact/Release to Permission Form to give us permission to release your child to others — including child cares, grandparents, and relatives.

- Please make sure that you have one or two people that you trust on the Release Form, in case of emergency.
- Contacts must be adults, have valid identification, and be able to care for your child if needed.
- Keep your contact information current! If you move, change phone numbers, or want to modify the Child Release Form, please communicate those changes to us immediately. Changes to the Child Release Form must be made in person.
- Please note that if you have a Parenting Plan in place, we need a copy!

## SAFE PRACTICES FOR YOUR CHILD!

- We design our classrooms and playgrounds with preschoolers in mind. Our environment is designed to let children grow and play safely. That doesn't mean that bumps and scrapes won't happen, but it does mean that we work every day to create an appropriate environment for your child.
- If your child is injured while in our care, you will be notified by your child's teacher and be asked to sign an accident report for agency records. A copy can be provided upon request. If you have concerns, please feel free to discuss those with us.
- We practice fire drills and other emergency procedures, so that your child knows what to do in case of emergency.
- Our staff are certified in first aid and CPR, and retrained regularly.
- As a part of our curriculum, we include lessons on personal safety. Topics include appropriate touch, learning to ask for help, and fire safety. Ask your teacher for more information!

**If you have any concerns about your child's safety, or your own personal safety, please speak with our staff. We are here to help.**





# Nutrition

At Head Start we want to work with your family to make healthy food choices, try new foods, and develop good meal time habits. We will send home a menu every month and we will introduce your child to a variety of foods and tastes. We will play outside every day possible and we will dance and move inside.

- Every child at Head Start receives at least two meals—breakfast and lunch or lunch and a snack, at no charge to you. You are welcome to eat a meal with your child in his or her classroom—please let us know in advance so we can be sure to have enough food available.
- If your child is unable to eat certain foods because of allergies, religious or other health reasons, please let us know. If your child does have food allergies, we need your healthcare provider to fill out a Special Diet Statement so we know what he or she can or cannot eat. This **MUST** be done prior to your child entering our classrooms.
- If you have questions about food and nutrition, please contact us. We will be glad to work with you and your family.

## MEAL TIMES AT HEAD START INCLUDE:

- Eating Together - Teachers and children sit down together.
- Meal Variety - Children are encouraged, but never forced, to try a little bit of everything
- Not rushing - Children eat at their own pace
- Talking - Teachers encourage pleasant discussions about food, nutrition and other topics
- Cleaning up - Children clear their own dishes and help clean up the tables

**You are the most important role model for your child at mealtime. Children will do what they see.**



The Head Start Program is committed to serving meals that meet or exceed the dietary guidelines established by the Child and Adult Care Food Program (CACFP). Children enrolled in the Part Day/Part-Year option are served breakfast and lunch or lunch and snack depending on the classroom hours. Children enrolled in the Full-Day/Full-Year option receive breakfast, lunch, and an afternoon snack. Parents who sign up with the teacher to volunteer in the classroom will also receive free meals for that day. We do our best to provide meals that everyone will enjoy. If you have concerns or suggestions involving meals you may ask to speak with your center's food service worker, your child's teacher, or the Head Start Nutrition Coordinator.

# Mental Health

Mental Health affects every Head Start participant– children, parents and staff. UETHDA Head Start approaches mental health in a positive way– in terms of wellness. We can help parents meet mental health goals for their children as well as themselves.

## How We Support You and Your Family

- Every classroom has a licensed mental health consultant available to them throughout the school year.
- UETHDA Head Start has a team of Behavioral Health Specialists on staff to provide support to children and families. Reach out to your Family Engagement Specialist to get connected.
- Let your Behavioral Health Specialist or Teacher know if you have any behavior concerns for your child. We can problemsolve possible solutions with you and make referrals to appropriate mental health professionals.
- Head Start partners with community mental health providers to support children and their caregivers as they begin to navigate the world of emotional regulation and developmentally appropriate school expectations.

The DECA Program helps our staff work with you to come up with specific strategies to support your child's social and emotional development.

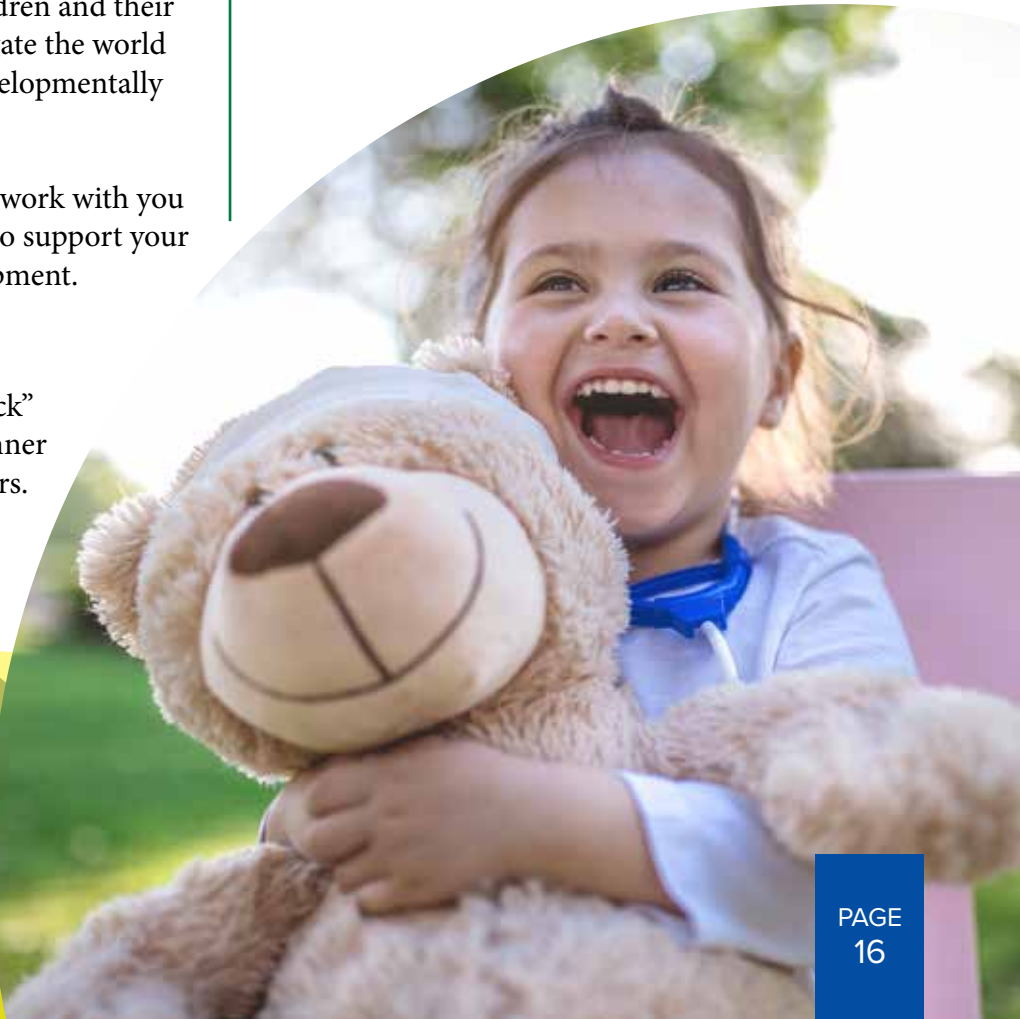
## Resilience

Resilience helps people “bounce back” when faced with problems. These inner strengths are called Protective factors.

## Protective Factors

There are three protective factors.

1. Attachment– the long-lasting, caring relationships a child builds with important adults in his/her life (parents, teachers, caregivers...). Secure attachments help build trust that the world is a safe place.
2. Self-Regulation– the ability to tell right from wrong and behave in ways that are appropriate, allowing children to make decisions, solve problems and cooperate with each other.
3. Initiative– the ability to use independent thought and actions to meet one's needs. Children show initiative by asking questions, experimenting and using creativity.



# Disability & Special Services

At Head Start, we strive to provide an inclusive learning environment for children, regardless of developmental skill level. All children in the program are evaluated within their first 45 days of starting school to identify any concerns with developmental, sensory (visual and auditory), behavioral, motor, language, social, cognitive, perceptual, or emotional skills. Special education, speech and language, and intervention services can be provided to your child while at Head Start.

At least 10% of the children in program services have a diagnosed disability. Head Start staff work closely with special needs professionals to provide services to each child. Parents of children with special needs, or with concerns about their child's development, may contact Shyann Bowman, the Behavioral Health Coordinator at (423) 480-2665 for information.

## What Kind of Screenings are Done to Identify Special Needs?

- Speech and Language
- Developmental
- Social/Emotional

## Why is The Screening Done?

- To assess each child's unique needs
- To find out if further evaluations need to be completed
- To identify the need for special services

## What Services are Provided if a Disability is Diagnosed?

- Inclusion in regular classrooms with special education services provided by the local school district
- Speech and Language therapy as needed
- Other therapies and evaluation as needed
- Referral to community or state resources
- Transition assistance to the child's next school setting



# Transportation

## RIDING THE BUS...

Some of our Head Start classrooms offer bus transportation. If your child is in a classroom that offers transportation, please review the following. If your child is in a classroom that does NOT provide transportation and this is a need for your family, please call your Family Engagement Specialist to review your options.

## BE SAFE ON AND AROUND THE BUS!

## THE BUS IS ARRIVING!

- You will be assigned a bus pick up and drop off time.
- The bus will wait at your stop for no more than two minutes and will be there at the same time every day. If you are unsure of the pickup/drop-off time, please contact your teacher or FES.
- Walk with your child to and from the bus stop holding his/her hand.
- The bus monitor will ask you to sign your child on and off the bus.
- Only persons identified on the Release to Permission Form may take your child off the bus. Please keep this list current, and let your authorized persons know that they may need to show identification.
- If there is no one authorized to take your child off the bus at the bus stop, your child will be brought back to their classroom and you will be contacted to pick your child up in a timely manner.
- There is no eating or drinking allowed on the bus.
- If your child does not ride the bus regularly, we will attempt to contact you to resolve the concern.

## LET US KNOW IF...

- Your child will not be riding the bus for a short period of time due to illness or other absence.
- You no longer need bus transportation.
- You think you will be moving, since this may affect your child's ability to ride the bus.



# Contact Information

**UETHDA Executive Director**  
**Head Start Director**  
**Education Manager**  
**Family Engagement Manager**  
**Health and Nutrition Manager**  
**Operations Manager**

Tim Jaynes  
Eliot Hicks  
Anne Cox  
Megan Miller  
Tiffany Pierce  
Joshua Ruff

tjaynes@uethda.org  
ehicks@uethda.org  
acox@uethda.org  
mmiller@uethda.org  
tpierce@uethda.org  
jruff@uethda.org

**Central Office Hours:** 8:00am - 4:30pm  
**Telephone:** (423) 246-6180  
**Address:** 301 Louis St. Kingsport, TN 37660

Your Classroom is:

Your Teacher's name and number is:

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Your Family Engagement Specialist's name and number is:

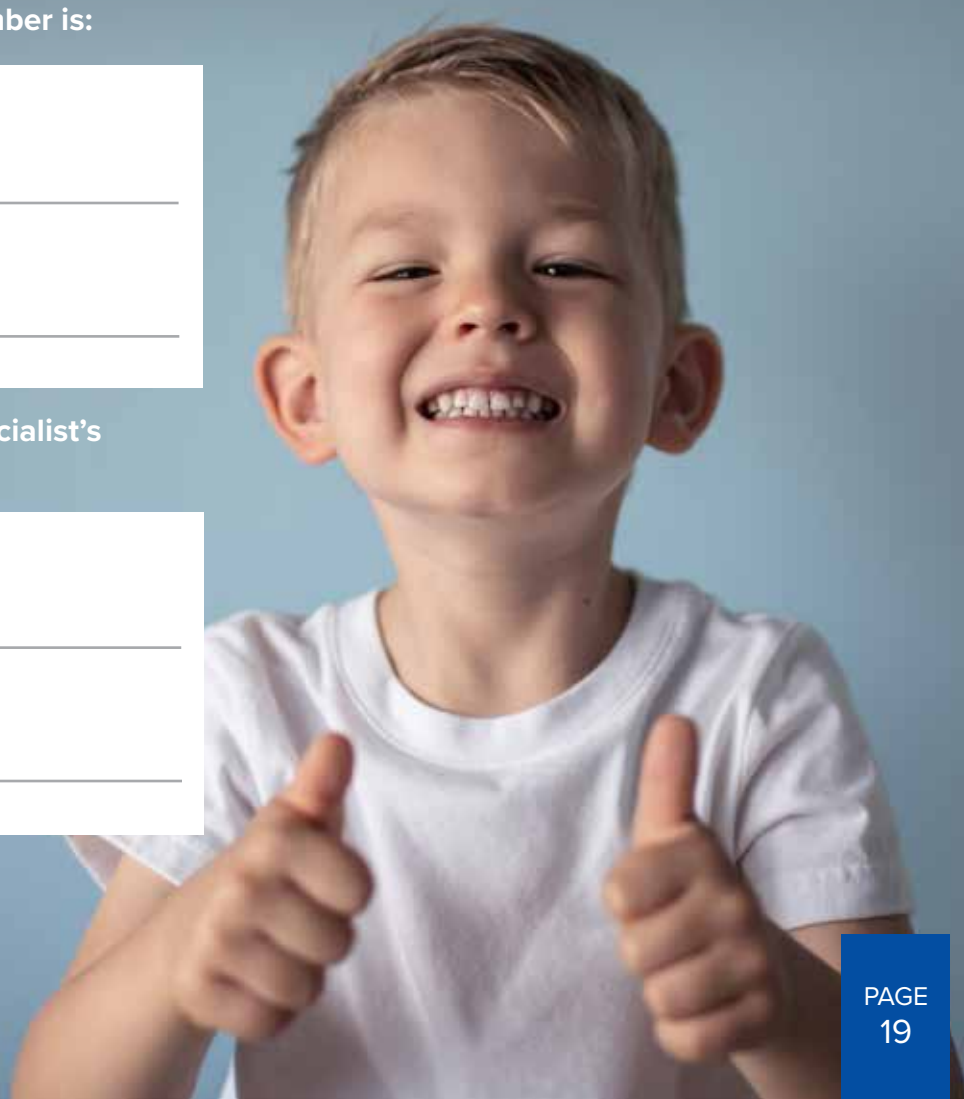
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# Contact Information By County

**Carter County**  
(423) 547-4009

**Greene County**  
(423) 677-8469  
(423) 963-0782

**Hancock County**  
(423) 384-8606

**Hawkins County**  
(423) 408-9289  
(423) 677-1884

**Johnson County**  
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**Sullivan County**  
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**Unicoi County**  
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