



2020-2021
Highland Rim Head Start
Parent Handbook

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SECTION (1) Introduction to Head Start

A. What is Head Start?

Head Start is a federally funded, community-based program for families. The program is available for children three to five years of age that are ineligible for kindergarten. Families are selected according to federal income guidelines and determined by need and not on a first-come, first-served basis.

Head Start seeks to develop partnerships with the child, their family and the community in which they live in order to enhance the social, emotional, cognitive and physical development of the child. These partnerships are designed to ensure that the program and family goals are implemented to promote future success in school.

Children and families who enroll in Head Start participate in family-centered services, which include a variety of educational and social activities that can span the entire academic year. Health screenings are provided for all children. Children receive healthy meals and snacks and enjoy indoor and outdoor activities in a safe environment. These services facilitate child development, support parental goals and promote family self-sufficiency.

The Head Start Program serves to guide all children toward success. The program recognizes that the parent is the child's first and most important teacher. Head Start values each family involved within the program activities and agrees to work with families as a partner in each child's development. The program needs everyone's participation in every aspect of each child's care.

B. Who can be part of Head Start?

Children from ages three to five whom are from families with incomes below the poverty guidelines are eligible for Head Start. Children from homeless families, and families receiving public assistance such as TANF or SSI are also eligible. Foster children are eligible regardless of their foster family's income.

C. Head Start Core Values

- Establish a supportive learning environment for children, parents, and staff in which the processes of enhancing awareness, refining skills, and increasing understanding are valued and promoted.
- Recognize that the members of the Head Start community—children, families, and staff—have roots in many cultures [and languages]. Head Start families and staff, working together as a team, can effectively promote respectful, sensitive and proactive approaches to diversity.
- Understand that the empowerment of families occurs when program governance is a responsibility shared by families, governing bodies and staff and when the ideas and opinions for families are heard and respected.
- Embrace a comprehensive vision of health for children, families and staff that: ensures basic health needs are met; encourages practices that prevent future illnesses and injuries; promotes positive, culturally relevant health behaviors that enhance life-long well-being.
- Respect the importance of all aspects of an individual's development, including social, emotional, cognitive, and physical growth.

- Build a community in which each child and adult is treated as an individual while at the same time, a sense of belonging to the group is reinforced.
- Foster a relationship with the larger community so that families and staff are respected and served by a network of community agencies that work in partnership with one another.
- Develop a continuum of care, education, and services that allows stable, uninterrupted support to families and children during and after their Head Start experience

D. Mission Statement

The mission statement for Highland Rim Economic Corporation is to coordinate resources to empower and inspire people to reach their full potential.

E. The Organization

Highland Rim Head Start began operation in the summer of 1966 under the umbrella of Highland Rim Economic Corporation. The program provides services to four rural counties in west central Tennessee. In Dickson County there are 3 centers and 6 classrooms. In Houston County there is 1 center and 2 classrooms. Humphreys County there are 2 centers and 2 classrooms. In Stewart County there is 1 center with 2 classrooms. Highland Rim also collaborates with North Stewart Elementary in 1 Pre-K classroom.

F. Highland Rim Head Start Locations

Charlotte Head Start

125 Doyle Hill
Charlotte, TN 37036
Phone: 615.789.3316
Fax: 615.789.0214

Dickson Head Start

119 W. Broad St.
Dickson, TN 37055
Phone: 615.446.2576 or
615.446.2821
Fax: 615.446.6017

Highland Rim Economic Corporation

213 College St., P.O. Box 208
Erin, TN 37061
Phone: 931.289.4101
Fax: 931.289.5311

Highland Rim Head Start/ Central Office

3215 Hwy. 149, P.O. Box 208
Erin, TN 37061
Phone: 931.289.4133, 4135,
4136 or 4137
Fax: 931.289.3220

Stewart Head Start

500 Williams Rd.
Big Rock, TN 37023
Phone: 931.232.7965
Fax: 931.232.5198

McEwen Head Start

220 E. Swift St.
McEwen, TN 37101
Phone: 931.582.3278
Fax: 931.582.8997

Waverly Head Start

612 E. Main St.
Waverly, TN. 37185
Phone: 931.296.7401
Fax: 931.296.9071

SECTION (2) Classroom Options

A. Full Day Classroom

Hours are 7:45 - 2:00 Monday - Friday.

B. Extended Care Classroom

Only Available at Dickson Complex. Hours are determined by needs of parents.

SECTION (3) Highland Rim Policies & Procedures

A. Confidentiality:

All child and family records are confidential (private) and in locked locations. We do not share any information about you or your child with anyone outside of Highland Rim Head Start without your permission, unless subpoenaed by court.

B. Standards of Conduct All Highland Rim Head Start Staff will maintain a standard of conduct provided by Highland Rim Economic Corporation that specifies:

1. Highland Rim Head Start Staff will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;
2. Highland Rim Head Start staff will sign a confidentiality agreement stating the confidentiality policies concerning information about children, families, and other staff members;
3. Two Highland Rim Head Start staff will supervise children at all times;
4. Highland Rim Head Start staff will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. Isolation, food as punishment or reward, or denial of basic needs will not be used as methods of discipline;
5. Confidential information will be seen by and discussed only with staff members who can demonstrate a need for the information in order to perform their jobs;
6. Each Director, Officer, Policy Council member, and employee of HREC shall receive a copy of the Code of Conduct. Each person will be required to complete the disclosure statement and must certify that he or she has read the Code and agrees to comply with all standards and requirements set forth therein annually.

C. Behavior Support and Management Policy

All children learn and develop at their own pace. Some children need extra support in working on challenging behaviors. By this we mean behavior that isn't working for the child, occurs often, and impacts their ability to learn and play. Head Start partners with agencies for behavior services.

We work with children to help them have better self-control. We use positive methods to do this. We might:

- show them how to behave

- redirect them to a better activity
- set limits
- provide the space or time needed to get back in control

Adverse Childhood Experiences

Adverse Childhood Experiences (ACES) is one of several socio-emotional screeners used at Highland Rim Head Start. ACES are defined as “stressful or traumatic events that occur during childhood”. ACES have been linked to a number of negative outcomes; including increased risk taking behaviors, poor physical health decisions, and emotional deregulation. At Highland Rim Head Start, we use an ACES screener to determine the adverse events that a child is exposed to as well as the parent. Using this information, we are able to refer parents to services based upon need so the entire family is able to conquer these detrimental events as early as possible.

Highland Rim Head Start will work with you and others involved in supporting your family to make a plan about how we will help your child. If at any time you have concerns about your child’s behavior at home or school, please talk with your child’s Teacher and/or Family Advocate.

D. Guidelines for Attendance:

It is important your child attends school every day. Regular attendance will help get him/her ready for Kindergarten! The school day will consist of educational opportunities provided by a teacher and assistant which are designed to be appropriate for their age and development. Your child's learning will be tracked by the classroom staff. Be sure to ask the staff to show you how much they are learning! For these reasons, please try and **have your child dropped off at school on time at 7:45 a.m. and picked up no later than 2:00 p.m.**

- ✓ Regular attendance helps your child reach their full potential.
- ✓ Regular attendance helps your child feel secure and independent
- ✓ Regular attendance prepares your child for public education.
- ✓ Regular attendance reduces the risk of your child experiencing learning "gaps".
- ✓ Regular attendance helps your child feel confident and excited about learning.
- ✓ Regular attendance helps to eliminate the possibility of termination from the program.

Absences from School:

Should your child have a need to be absent from school please call the center to inform the child's Teacher or Family Advocate. If the absence is due to illness, your child must be symptom free for 72 hours before returning to the classroom. This means without fever, vomiting, diarrhea or rash for a complete 72 hours without medication before they can reenter the classroom. If child returns before 72 hours they must have a doctor's statement clearing them to return to school.

If, however, the absences result from other factors, including temporary family problems that affect a child's regular attendance, the Family Services department will initiate appropriate family support procedures for all children with four or more consecutive unexcused absences. These procedures will include home visits, direct contact with you or any other form of communication necessary. In circumstances where chronic absenteeism persists and it does not seem feasible to include your child in the program, your child's slot will be considered an enrollment vacancy. This means that your child may potentially be removed the program.

E. Emergency Contacts:

Please make certain we always have three current emergency phone numbers. If your child will be absent, call the center and let staff know. The best times to communicate with teachers are before and after class hours. Should your child be absent and we are unable to make contact with you, a home visit could be conducted. Primary Adult's contact information **MUST** be kept current at all times.

F. Release of Children:

1. You must sign your child in upon arrival at the center or at the bus stop and you must sign your child out each afternoon with the correct departure time. This must be a complete, legible signature, no initials.
2. **All changes or updates to the Child's Emergency Card must be made in person. These changes can only be made by the person listed as the Primary Adult. ABSOLUTELY NO CHANGES WILL BE ACCEPTED IN ANY OTHER FORM OR VIA TELEPHONE.**
3. The name, telephone number and address of at least 3 adults, **18 years of age or older**, other than yourself: who can be contacted in an emergency to pick-up your child must be provided to staff.
4. The name listed as the emergency contact must be listed as it appears on the contact's photo ID or driver's license otherwise we will not release the child into their custody. Until the teacher and staff become familiar with each parent/guardian/authorized person, **a photo ID will be required at pick up**. Center staff will not release your child to anyone who is not authorized for pick up on your emergency contact list.
5. The name, address and telephone number of your employer or the school that you attend must be provided to staff. If you are attending school, please also list the department where your classes are held.

In the event of a local threat, for example a lockdown the children will be released only once an officer is on site.

G. Alcohol, Other Drugs and Impaired Drivers

Alcohol or illegal drugs are not allowed at any Head Start activity. If anyone comes to a Head Start event while using alcohol or drugs, they will be asked to leave. If the person does not leave, staff will call the police to assist.

H. No Smoking Policy

Head Start is smoke free. There is no smoking or vaping allowed within 50 feet of any Head Start function. This includes classrooms, group activities, parent meetings and offices.

I. Shots (Immunization Policy)

Head Start believes that healthy children are up to date with their shots. Head Start staff will work with you and your child's doctor to make this happen if your child does not have the shots they need.

State certified shot record form must be on file with Head Start by the first day of class or home visit. Exceptions to this immunization record requirement may be made only if the child's physician or the health department provides a signed and dated statement, giving a medical reason why the child should not be given a specified immunization or the child's parent provides a signed written statement that such immunizations conflict with his/her religious tenets and practices.

J. Sick Policy

Children and staff who have any of the following symptoms or conditions will be excluded until either the condition subsides or communication is received from a medical provider stating the child/staff is no longer contagious:

- Upset stomach with diarrhea (runny, watery or bloody stools) or vomiting (more than one time) within the past 72 hours;
- Runny nose, sniffles, unusual cough affecting their ability to function in the classroom;
- Fever of 100° or higher, must be fever-free and un-medicated for 72 hours;
- Complaints of unusual pain affecting their ability to function in the classroom;
- Indications of signs of a communicable disease or an unexplained rash (chicken pox, pink eye etc.)
- Lice or live scabies;
- Cuts or openings on the skin that are pus-filled or oozing;
- Short term injury/accident.

K. Medications at School:

Whenever possible, please arrange with your child's medical provider, to schedule medications to be given before and/or after school. They will assist you in a medication schedule that works around your schedule at home. We understand that sometimes medication will have to be given during class time. In these specific instances the following guidelines will apply:

An individualized health action plan must be signed by you and your child's doctor for any medications to be administered at school. If you need a form please ask your Family Advocate or Teacher.

Medication must be in the up-to-date original container and properly labeled by the pharmacist. The labeled information must include the child's name, frequency, dosage amount, medication name, and duration of administration, method of administration, expiration date, storage instructions, date filled and name of prescribing physician.

L. Siblings at School:

We strive to make all activities at Highland Rim Head Start as family friendly as possible. There will

be activities planned specifically designed for the entire family. However, we ask that you make other arrangements for your child's siblings when you participate in a classroom activity or volunteer at the center.

Siblings are welcome to attend field trips and activities outside the classroom but the parent must attend as well. Provisions for a sibling's participation in a school activity will not be provided by Head Start if they are not enrolled within the program.

M. Food at School:

Food may be brought into school to share but it must not be homemade. You may purchase pre-packaged food with ingredients listed or bring in store bought ingredients to prepare in our kitchens.

Before each celebration, holiday, or birthday your teacher will post an approved food list that will allow parents to sign up. Please refer to our Planning Holiday, Celebrations, And Party Activities section for further information.

N. Complaint Procedure for Highland Rim Head Start Families:

Highland Rim Economic Corporation (HREC) recognizes the importance of the community and parents/guardians in voicing their concerns and complaints about the Head Start Program. Although the Head Start Policy Council and the Head Start Director have the utmost respect for the Head Start Administration and Staff, we realize that mistakes can and sometimes do occur.

1. An informal complaint/concern by a parent (or community member) should be addressed to the immediate staff-person that has direct control of the issue at hand. If these staff are unable to handle the situation to the satisfaction of the parent, then the Area Coordinator will be contacted. If they are unable to satisfy the parent, then the Family Service Manager will become involved.
2. A formal Comment and Complaint form by a parent (or community member) should be submitted to the Family Service Manager.
3. The Family Service Manager will investigate the issue fully, and he/she (or qualified designee) will respond within 5 days.
4. If the parent (or community member) is dissatisfied with the response, the Family Services Manager will then forward the complaint and corresponding documentation to the Head Start Director.
5. If the parent (or community member) is dissatisfied with the response of the Head Start Director, the complaint and corresponding documentation will be forwarded to the Executive Director.
6. If dissatisfied with the response of the Executive Director, the parent (or community member) may make a written request to the Policy Council Chairperson asking permission to address the Council at its next meeting.
 - a. The request must outline the complaint/concerns in detail.
 - b. The Council shall determine if they will allow the request and the amount of time allotted.
 - c. The Council may elect to answer the complaint/concern itself.
7. If the claimant is not satisfied with the decision of the Council, then the matter will be conveyed to the Board of Directors for review and decision. The decision of the Policy Council and/or Board of Directors is final and binding.

TENNESSEE DEPARTMENT OF HUMAN SERVICES SUMMARY OF LICENSING REQUIREMENTS FOR CHILD CARE AGENCIES

This summary is a guide for parents of children in licensed child care agencies. It outlines some of the requirements child care agencies must meet in order to be licensed. The Department of Human Services licenses child care agencies with five (5) or more unrelated children operating for three (3) or more hours per day unless exempt. **The purpose of licensing is to help maintain healthy, safe, and developmentally appropriate environments for your child.** Questions about these requirements or concerns about an agency's compliance should be referred to the local DHS office. You may ask your agency to see the complete set of licensure rules for child care agencies or you can access the rules through the Department's website at:

<https://www.tn.gov/humanservices/for-families/child-care-services.html>

Ownership, Organization, and Administration

- General liability, automobile liability and medical payment insurance coverage shall be maintained on the operations of the child care agency's facilities and vehicles.
- Enrollment of children less than six (6) weeks of age is prohibited.
- Children shall not be in care for more than twelve (12) hours in a twenty-four (24) hour period except in special circumstances.
- Written documentation that the parent performed an on-site visit to the agency to review the agency's facility and parent engagement strategies prior to enrolling the child (not required for children of homeless families).
- Child care agencies shall establish a drug testing policy for all staff having direct contact with children.
- A copy of the agency's policies, procedures, and the Department's Summary of Licensing Requirements shall be supplied to the parent upon admission of the child.
- Parents shall be permitted to see the professional credential(s) of staff upon request.
- During operating hours, parents shall be permitted immediate access to their children, unless legal documents prohibit or restrict access.
- Children's Records
 - ✓ Written consent for emergency medical care.
 - ✓ Written plan stating to whom the child shall be released.
 - ✓ Written transportation agreement between parent and the center regarding daily transportation.
 - ✓ Daily attendance that includes time in and time out for each child.
 - ✓ Prior written permission of parent for each off-site activity.
- The agency or agency staff shall not disclose or knowingly permit the use by other persons of any information concerning a child or family except as required by law.
- The child care agency's current license and agency report card shall be posted near the main entrance.
- Written expulsion policy clearly shared with parents and staff.

Staff

- Family and group home child care agencies must notify parents in advance of the person in charge during primary educator's absence.
- A staff member shall be designated in charge in the absence of the primary educator / director and the name of the person in authority shall be posted.
- At all times, one (1) adult educator with at least a high school diploma shall be on the premises.
- Pre-service training for all staff prior to assuming duties.
- Substitutes providing services for more than 36 hours in a calendar year shall meet background check requirements and

have a physical exam prior to beginning duties.

- Volunteers cannot be counted to meet the adult: child ratios and shall never be left alone with children.

Criminal Background Check

- Criminal background checks are required for all staff at least every five (5) years.

Record Keeping

- A record for each child shall be maintained within the child care agency.
- Written plan of action must be endorsed by a physician for a child with life threatening allergies.
- Parent must provide written consent for emergency medical care/treatment.
- Written statement must be on file that lists to whom the child shall be released
- Written transportation agreement between parent and the child care agency regarding daily transportation.
- Maintain daily attendance records that include the full name and time in and time out for each child.
- Written permission slips from the parent for each field trip prior to the activity.
- Each child shall have a written transition plan for moving from one age group to another.
- The records of any child who is five (5) years old in an agency which lacks approved kindergarten status shall include a signed acknowledgment by the child's parents that recognizes that the child's attendance does not satisfy the mandatory kindergarten prerequisite for the child's enrollment in first grade.
- Children of homeless families and/or children in state custody may receive care for up to sixty (60) days prior to providing documentation of immunizations and well-child examinations.

Incident Reporting

- Incidents, accidents, injuries and signs of illness shall be reported to the parent no later than the child's release on the date of occurrence.
- Incidents, accidents, injuries and signs of serious illness to children shall be documented immediately and must include: child's name and date of birth, name of person writing report, date & time of occurrence and completion of incident report, description of incident and circumstances, and actions taken by agency.
- The child care agency shall notify the Department of all serious incidents the same day of the incident by contacting the Complaint Hotline at 1-800-462-8261.

Duty to Report Child Abuse and Neglect

- Every operator, owner, licensee, director, primary educator or staff member of, or substitute staff member or volunteer in, a child care agency licensed by the Department of Human Services is individually responsible and required to

immediately report any reasonable suspicion of child abuse or neglect to either the Department of Children's Services and/or local law enforcement or the judge of the juvenile court in the county of the child's residence, pursuant to T.C.A. §§ 37-1-403 and 37-1-605.

- All child care agency staff shall receive annual training regarding proper procedures to report child abuse and neglect.

Supervision

- All areas of the building and grounds shall be visually inspected after closing the child care agency for the day to ensure no children have been unintentionally left in any part of the child care agency's facilities.
- Children shall be released to only the child's parent, or other person authorized by the parent in accordance with child care agency's policies.
- Child care agencies shall maintain a daily sign-in and sign-out sheet that includes each child's printed full name, date, time of entry, time of departure and space for the printed name and signature of parent or authorized representative.
- Educators providing supervision to children during meal and snack times are prohibited from performing activities/ duties unrelated to food service.
- Child care agencies shall develop, follow and post a written mealtime supervision plan.
- Child care agencies shall develop and follow a written playground supervision plan.
- During field trips, the adult:child ratios shall be doubled and attendance shall be checked upon departure and arrival at each destination and at the beginning and end of each activity (in family and group homes the adult:child ratio shall be increased by one (1) during field trips).
- When children are engaged in activities in or near a body of water, the following requirements shall be met:

Age Group	Adult:Child Ratio
6 weeks–12 months	1:1
13 months – 35months	1:2
Three (3) years	1:4
Four (4) years	1:6
Five (5) years	1:8
School-age (Kindergarten and above)	1:10

- One (1) adult present shall have a current certificate in advanced aquatics lifesaving skills and shall supervise above the level of the swimmers.
- Safe sleep supervision procedures must be followed to prevent suffocation and deaths in infants:
 - ✓ Infants shall sleep in cribs or play yards.
 - ✓ Infants shall not sleep on a sofa, soft mattress, adult bed, in a car seat, swing or other restraining devices.
 - ✓ Bibs shall be removed prior to placing a child in a crib for sleeping.
 - ✓ Soft bedding, mobile toys and other toys that attach to any part of the crib are prohibited.
 - ✓ Infants that arrive asleep in car seats or fall asleep in any piece of equipment other than a crib must be immediately removed and placed on their back in a crib.
- Any practice that is an exception to the Department's safe sleep supervision procedures shall not be used without written authorization from a physician.

Health and Safety

- Children shall be checked upon arrival each day for signs of illness and injury.
- The receiving educator shall document any obvious marks or injuries and shall note any comments from the parents pertaining to the marks or injuries.
- A child showing signs of illness shall be cared for apart from other children to the extent that supervision can be

maintained for all children, and the parent shall be contacted and arrangements made for pick up.

- At least one staff with certification in first aid and one certified in CPR on duty at all times.
- Impetigo and diagnosed strep shall be treated according to a licensed medical professional's instructions prior to readmission to the child care agency.
- Children diagnosed with scabies or lice shall have proof of treatment prior to readmission.
- All medications and preventative products such as non-prescription diaper cream, sun screen and insect repellent, shall be received from the parent by a designated staff person and administered by a designated staff person.
- Unused medication shall be returned to the parent.
- Medication shall never be handled by children or administered in bottles or infant feeders unless authorized by a physician.
- All medications shall be inaccessible to children unless a physician's authorization for the current school year is on file that allows a school-age child to have self-administered medication.
- Smoking is not permitted in any indoor area or vehicle of the child care agency at any time.
- The use of alcoholic beverages is not permitted in a child care agency during the hours of operation.
- Firearms shall not be on the premises of a child care agency, in any vehicle used to transport children or in the presence of a child. (In a private residence, these items must be locked, out of sight and inaccessible to children).
- All items labeled "keep out of reach of children" shall be stored so that they are inaccessible to children.
- Personal belongings of residents and staff (purses, backpacks, coats, etc.) shall be inaccessible to children at all times.
- Children's diapers should be checked throughout the day to determine if they are wet or soiled.
- Educators shall provide rich social interchanges and engaging eye contact during diapering.
- Educators shall utilize sanitary diapering procedures.
- Pre-school and school-age children requiring assistance with toileting needs, shall receive assistance in a location designated for that purpose which provides privacy from other children and adults.
- Staff members with signs of a communicable disease shall not be present.

Food and Food Service

- Educators and children shall wash their hands with soap and water.
- At mealtime, children shall be seated at tables and chairs of appropriate size, and an educator shall be near any table or high chair where a child is eating.
- Educators shall ensure that infants have completed feeding and swallowed all milk/formula prior to being laid down.
- Bottles shall not be propped or given to a child while lying flat.
- Children shall not be permitted to carry a bottle with them throughout the day.
- Children shall not have food or drink while in beds, cots, cribs or on mats.
- In order to prevent injuries related to bottle warmers and microwaves:
 - ✓ Crock pots are prohibited as bottle warmers.
 - ✓ Crock pots shall be kept in kitchen and inaccessible.
 - ✓ Microwave ovens and surrounding area, including cords, shall not be accessible to children.
 - ✓ School-age children shall use microwaves only under direct supervision.
- In order to prevent choking:
 - ✓ Solid foods, including cereal, shall not be given in bottles

or infant feeders to children with normal eating abilities unless written authorization from doctor.

- ✓ Food shall not be accessible/served until cut, chopped, diced, mashed for each child's age, chewing and swallowing ability.
- ✓ Educators shall check to ensure that no food is left in the mouth of a child prior to placing down for nap.
- ✓ Educator is prohibited from performing classroom duties unrelated to food service during mealtime.
- ✓ Children shall not wear teething necklaces, pacifiers, or any item around their neck or attached to their clothing.
- All contents remaining in bottles after feeding shall be discarded immediately after feeding.
- Frozen breast milk shall be labeled with date expressed and name of child.
- Food, formula, milk or breast milk brought from home shall be labeled with the child's name; the date received and shall be refrigerated immediately.
- Previously opened baby food jars shall not be accepted in the child care agency.
- If food is fed directly from the jar by the educator, the jar shall be used for only one feeding and discarded.
- If the child care agency provides food, it shall be in accordance with the USDA's Child and Adult Care Food Program (CACFP) nutritional guidelines.
- Breakfast shall be provided to children who arrive before 7:00 a.m. and have not had breakfast at home. (Not required if received at school)
- Children shall be given adequate time to eat.
- Food shall not be used as a reward and should not be forced or withheld.
- Each child's food allergies shall be posted where food is prepared and served.
- For a child with life threatening allergies, a written plan of action should be posted where the educator has immediate access.
- Staff shall support and facilitate a parent's decision to continue breast feeding.
- Home preserved food and raw milk are prohibited.

Equipment for Children

- Developmentally appropriate equipment and furnishings shall be available for each age group.
- All indoor and outdoor large and heavy equipment, appliances and furnishings shall be secured to prevent falling or tipping over.
- Electrical cords and cords on window blinds or curtains shall be inaccessible to children.
- Indoor equipment, materials, and toys shall be available to provide a variety of developmentally appropriate activities so that each child has at least two (2) choices during play time.
- In infant/toddler rooms, equipment and a safe space shall be provided for climbing, crawling, pulling up and exploring without the use of confining equipment.
- Trampolines are prohibited.
- Climbers, swings and other heavy equipment that could cause injury if toppled shall be securely anchored.
- Climbers and swings shall have a protective fall zone surface recognized by CPSC as a shock absorbing, resilient material maintained at a minimum depth of six (6) inches. (Effective for family and group homes by 7/30/2019).
- Portable equipment shall be securely anchored or rendered immobile if required by manufacturer.
- A quiet rest area and cots or mats shall be available for all children who want to rest or nap.
- For health and safety reasons each crib, cot, bed or mat shall be labeled to assure that each child naps on his/her own

bedding.

- Cribs and play yards must comply with CPSC requirements.
- Mattresses and foam pads shall fit the crib without any gaps or spaces.
- A blanket or covering shall be available to each child age thirteen (13) months and older.

Program, Language and Literacy

- The educator(s) shall give individual attention to each child throughout the day (activities are specified for infant/toddler, pre-school, and school-age children). These activities include, but are not limited to, reading to infants, toddlers and preschool age children individually or in a group daily.
- Every child should have an opportunity to participate in program activities.
- Upon arrival, infants and toddlers shall be removed from car seats immediately.
- Child shall never be left unattended in any restraining device and shall not be kept in any restraining device longer than fifteen (15) minutes, except when eating while in a high chair.
- The use of electronic media and other electronic devices is prohibited for children less than two (2) years of age.
- Programs, movies, computer games, and music with violent or adult content shall not be permitted in children's presence.
- Child care agencies shall inform parents in writing of any scheduled media program viewing.
- Other activity choices shall be available to children who do not wish to participate in media time.
- An opportunity for outdoor play shall be extended to children of all ages who are in care for more than three (3) daylight hours unless outdoor play is prohibitive or dangerous.
- Children of all ages who are in care more than three (3) daylight hours shall have a daily opportunity for outdoor play when the temperature range, after adjustment for wind chill and heat index, is between thirty-two (32) degrees and ninety-five (95) degrees Fahrenheit and not raining; children shall be properly dressed and the length of time outside adjusted according to the conditions and the age of the child.
- During outdoor play educators shall be alert for signs of weather related distress such as, dehydration, heat stroke, etc.
- Children in care for more six (6) hours or more shall have an opportunity for a reclining rest period.
- No child shall be forced to lay down/nap or stay on a cot/mat for an extended period of time.
- Nap areas shall have adequate lighting to allow the educator to see each child with a quick glance and respond appropriately to the child's physical and emotional needs.
- If music is played in areas where children sleep, it should be soothing and soft enough so children can be heard.
- Potentially shaming, humiliating, frightening, verbally abusive, injurious discipline methods/techniques that isolate children are prohibited.
- Discipline shall not be related to food, rest, or toileting.
- Spanking and all types of corporal punishment are prohibited.
- Staff shall not restrain a child by any means other than holding and then for only as long as necessary for the child to regain control.
- Toilet learning shall be done in cooperation with the parents, and communication with parents maintained throughout the process.
- Activities shall be intentionally planned based upon the developmental age of the child.
- Infants, less than six (6) months of age shall have direct supervised tummy time every day when they are awake.
- For ages three (3) through school-age, a personal safety curriculum shall be provided annually.

- For school-age children the curriculum shall include instruction on reporting physical, verbal or sexual abuse.
- Parents shall be consulted in developing a plan to meet the individual needs of a child with special needs.

Physical Facilities

- All facilities shall annually pass an inspection verifying compliance with all applicable state and local fire and environmental requirements.
- At least one (1) working telephone shall be available in the agency and the number made available to parents.
- Outdoor play areas shall contain a minimum of fifty (50) square feet of usable play space for each child using the area at one time.
- The outdoor play area shall be enclosed by fence or barrier at least four (4) feet in height.
- Pre-play inspection of outdoor play area prior to use.
- Children shall not be present if an adequate water supply is not available.
- Children shall not be present if the sewage system is not operating.
- All rooms used by children shall be maintained at a temperature of between 68 to 78 degrees by means of heating, cooling or ventilation sources approved for use.
- Children shall not be present if indoor temperature cannot be maintained between 68 to 78 degrees.
- Unvented fuel burning heaters and portable heaters are prohibited.
- Swimming pools made inaccessible to children by use of fences and locked gates.
- Swimming is prohibited in drop-in care.
- Swimming pools and/or wading pools shall not be used without prior approval by the Health Department.
- If animals or birds are kept in classrooms as pets, they shall be caged away from the food storage and preparation area, and cages kept clean.
- Reptiles and amphibians shall not be kept as pets.

Transportation

- Child care agencies shall not transport children without prior written approval by the Department.
- Vehicle emergency evacuation drills conducted quarterly.
- Use of cell phones and texting is prohibited while driving.
- Routine transportation is limited to forty-five (45) minutes each way (does not apply to field trips for school-agers).
- Maintain documentation of daily inspections and necessary repairs
- The interior temperature of the vehicle shall be monitored during extreme weather to ensure child safety.
- An adult must be in the vehicle whenever a child is in the vehicle.
- A passenger log with the first and last name of each child shall be used to track the loading and unloading of children during transport.
- If the child was loaded from home, the parent or other authorized person will additionally sign the log indicating that the child was placed on the vehicle.
- The log shall be updated as children are released from the vehicle.
- When the child is released to a parent or other authorized person, that person must sign the log indicating the release of that child to them.
- Immediately upon unloading the last child the driver must walk through the vehicle to confirm that all the children are off the vehicle.
- A staff person designated as reviewer shall walk through the vehicle to confirm that all the children are off the vehicle. The reviewer shall have no other responsibilities during the walk

through of the vehicle.

- Family and group homes with a single educator shall develop a Department approved alternative system for ensuring all children are off the vehicle.
- When children are transported to school, they shall be unloaded only at the location designated by the school and only at the time the school is officially open with staff present to receive them.
- Drivers must submit to an annual health examination and pass a drug screening test.
- Drivers and monitors shall hold current certification in CPR and First Aid.
- The following equipment shall be maintained in the vehicle and stored in a manner which is not readily accessible to children: fire extinguisher, emergency reflective triangles; first aid kit; seat-belt cutter or similar device manufactured and designed to immediately release the vehicle's child restraint system(s) in an emergency; blood borne pathogenic clean-up kit; and working flashlight.
- All child care vehicles designed to carry ten (10) or more passengers must conform to the Federal Motor Vehicle Safety Standards for school buses.
- All child care vehicles designed by the manufacturer to carry ten (10) or more passengers must be inspected by the Department of Safety.
- Child passenger restraints must be used in accordance with state law and federal law.
- Signage that includes the agency name, phone number and the Department's toll-free Child Care Complaint phone number must be on child care vehicles.

Emergency Preparedness

- The agency, in consultation with appropriate local authorities, shall develop a written plan to protect children in the event of disaster.

Specific Requirements For Family Child Care Homes

- Adult:Child ratios shall be maintained at all times.
- Licensed capacity shall not be exceeded.
- Family Child Care Home Ratios and Group Size Chart

Maximum Number of Children and Ages (Including children "related" to the primary educator under nine (9) years of age)	Educators Required
Seven (7) or fewer children; and no more than four (4) under two (2) years	1
Seven (7) or fewer children; and five (5) or more under two (2) years	2
More than seven (7) children; and no more than four (4) under two (2) years	3
More than seven (7) children; and five (5) or more under two (2) years	3

- Effective 7/30/2018, primary educators receiving an initial license shall have a high school diploma or equivalent.
- The primary educator shall not be employed or engaged in any other full-time activities during hours of operation.
- A qualified educator shall be on site any time the primary educator is not on site during child care operating hours.
- Ongoing training required in specific health and safety topics.
- The maximum number of children present inside a physical space shall be determined by minimum square footage requirements.
- If the number of children exceeds seven (7) at one time or care is provided in one room of the home, the area shall provide thirty (30) square feet per child of usable play space.

Specific Requirements For Group Child Care Homes

- Adult:Child ratios shall be maintained at all times.
- The maximum number of children present shall not exceed twelve (12). Exception: Three (3) additional school-age children may be in care before/after school, school holidays/snow days

and during summer vacation.

• **Group Home Ratio and Group Size Chart:**

Number of Children	Ages of Children	Educators Required
Twelve (12) – Fifteen (15) (any number over twelve (12) must be school-age)	No more than twelve (12) children three (3) years of age or older	1
Twelve (12) – Fifteen (15) (any number over twelve (12) must be school-age)	Up to nine (9) children under three (3) years of age; and no more than four (4) present under two (2) years of age	2
Twelve (12) – Fifteen (15) (any number over twelve (12) must be school-age)	Ten (10) or more under three (3) years of age	3

- If school-age children are enrolled, a school-age program shall be provided.
- If four (4) or more infants/toddlers attend a group child care home, they shall have a separate and distinct space and their own educator.
- When children are sleeping or resting, there shall be at least one (1) adult awake and supervising and adult to child ratios shall be maintained.
- Primary educators shall have a high school diploma or equivalent.
- Owners who are employed elsewhere shall ensure that a primary educator is always on-site.
- The primary educator shall not be employed at any other job during the hours of operation unless the Department has approved the primary educator's employment in an official capacity in a program sponsored or recognized by the Department.
- An educator shall be on-site any time that the primary educator is not on-site during child care operating hours.
- Ongoing training required in specific health and safety topics.
- A minimum of thirty (30) square feet of useable indoor play space shall be provided for each child.
- The maximum number of children who may be present inside a physical space shall be determined in accordance with the minimum square footage requirements.

Specific Requirements For Child Care Centers

- Adult: child ratios must be maintained at all times.
- When more than twelve (12) children are present on the premises a second adult must be physically available on the premises.
- **Child Care Ratio and Group Size Charts**

Age of Children	Adult:Child Ratio	Maximum Group Size
6 weeks – 15 months	1:4	8
12 months – 30 months	1:6	12
24 months – 35 months	1:7	14
3 years	1:9	18
4 years	1:13	20
5 years	1:16	20
School-age (Kindergarten and above)	1:20	No max

Age of Children	Adult: Child Ratio	Maximum Group Size
6 weeks – 30 months	1:5	10
2 years – 4 years	1:8	16
2 ½ years – 3 years	1:9	18
2 ½ years – 5 years	1:11	20
2 ½ years – 12 years	1:10	10
3 years – 5 years	1:13	22
4 years – 5 years	1:16	24
5 years – 12 years	1:20	No max

• **Ratio Chart first/last hour and one-half (½) of each day only:**

Age of Children	Adult: Child Ratio	Maximum Group Size
2 ½ years – 5 years	1:10	10
3 years – 12 years	1:15	15
4 years – 12 years	1:20	20

- Each child must be on roll in a defined group and assigned to that group with a specific caregiver(s).
- Infants shall never be grouped with children older than thirty (30) months, and a separate area shall be provided for them.
- Children shall not be promoted to a new group until required based upon the age and developmental needs of the child.
- Groups, excluding infants & toddlers may be combined for short periods for a special activity of no more than sixty (60) minutes duration per day as long as adult:child ratios are met.
- Each group must have a designated classroom with enough space for the entire group.
- Child care centers shall provide written lesson plans for each group of children.
- When more than twelve (12) children in first grade and above are present, a separate educator, group, space and program shall be provided for them.
- Ratios can be relaxed during naptime and nighttime care but one (1) adult must be awake and supervising the children in each nap/sleeping area (infant/toddler ratios must be maintained).
- Ongoing training required in specific health and safety topics.
- The director of a single site child care center shall be at least twenty-one (21) years of age.
- The assistant director of a single child care center shall be at least eighteen (18) years of age.
- Each group of children shall have at least one (1) educator present who has a high school diploma or equivalent.
- The maximum number of children who may be present inside a physical space shall be determined in accordance with the minimum square footage requirements.
- A minimum of thirty (30) square feet of useable indoor play space shall be provided for each child.
- Each nap room shall contain a minimum of thirty (30) square feet of floor space per child.
- Individual lockers or cubbies, separate hooks and shelves or other containers, placed so that children may reach them, shall be provided for each child's belongings.
- In an infant or toddler room with more than one educator, each educator shall be responsible for providing consistent care for a specific infant(s)/toddler(s) which includes but is not limited to: planning, and record- keeping for the child, communication, general interaction with and routine care of the child.
- Following the issuance of an annual license, a child care center may operate without an on-site director for a period of not more than sixty (60) days total within the licensing year.

Specific Requirements For Drop-In Child Care Centers

- Before accepting a child for care, the parent shall provide a statement regarding the estimated amount of time that the parent anticipates that the child will be in attendance.
- The child care agency shall familiarize staff with personal safety material and be prepared to discuss those materials with parents.
- The drop-in center shall have an on-site director and the director shall be at least twenty-one (21) years of age.
- The director shall have earned a high school diploma or its equivalent and one (1) year of full-time work experience with children in a group setting.
- Ongoing training required in specific health and safety topics.
- Each educator who is used to meet the minimum required

adult:child ratio shall have a high school diploma.

- Children shall be placed in age appropriate groups and with adequate adult educator supervision:

Age Grouping:	
Age of Children	Adult:Child Ratio
Six (6) weeks –Fifteen (15) months	1:4
Twelve (12) months – Thirty (30) month	1:8
Two (2) years	1:12
Three (3) years	1:15
Four (4) years	1:18
Five (5) years (not in Kindergarten)	1:20
School-age (Kindergarten and above)	1:22

- The adult:child ratio for a multi-age group containing infants:

Majority Age of Children Present	One Infant	Two Infants
12 months – 30 months	1:8	1:6
2 years	1:10	1:8
3 years	1:12	1:10
4 years	1:15	1:12
5 years (not in Kindergarten)	1:17	1:13
School-age (Kindergarten and above)	1:19	1:15

- If the child care agency provides food, it shall be in accordance with the USDA's Child and Adult Care Food Program nutritional guidelines.
- The maximum number of children who may be present inside a physical space shall be determined in accordance with the minimum square footage requirements.
- A minimum of thirty (30) square feet of useable indoor play space shall be provided for each child.
- Each nap room shall contain a minimum of thirty (30) square feet of floor space per child.
- Staff shall have documentation of all children's allergies and how to deal with any allergic reaction.
- Staff shall review emergency preparedness and fire procedures and shall physically walk through the evacuation process every year.
- Prohibited activities include swimming, transportation and the provision of specialized services.

You can access the Department's website at:

<http://tn.gov/humanservices>

A wealth of child care information can be found on the Department's website.

You can:

- ✓ Learn more about the rules
 - ✓ Learn more about the types of regulated care
 - ✓ Locate a child care provider
 - ✓ Learn more about the Report Card and Star Quality Program
 - ✓ Locate the local child care licensing office
 - ✓ Review the current personal safety curriculum
 - ✓ Read about new initiatives in child care
 - ✓ Locate the nearest child care certificate office
 - ✓ Find info on choosing child care
 - ✓ Locate a resource and referral center
- And much more!

Report Card and Star Quality Program

<http://tnstarquality.org>

Child Care Resource and Referral Centers

Currently, there are eight (8) CCR&R service delivery areas located throughout the state. Child Care Resource and Referral helps parents find the type of care that is best for their child / children. These community resources also give providers technical assistance to better serve the children in their care. Contact information for the CCR&R centers can be found on the Child Care Services website.

Child Care Complaint Hotline

NASHVILLE AREA: (615) 313-4820

TOLL FREE: 1-800-462-8261

If you have a concern about an existing child care agency or wish to report an illegal operation call the Department's complaint hotline.

Department of Children's Services Hotline

Report Child Abuse or Neglect

1-877-237-0004

Information about child health, education, and development as well as available state services:

<https://www.kidcentraltn.com/>

SECTION (4) Family Engagement: The Foundation of Head Start

Parent Involvement



Head Start recognizes that parents are their child's first and most valuable teacher. The parent-child bond is the child's most significant relationship because it is the basis for all future relationships. Your child learns from what you say, what you do and what you believe and value. The relationship that develops between staff and family is based on respect for the child and family's home culture. This is why the program provides a number of experiences and opportunities for family participation both at school and at home. Through the utilization of these opportunities your family can grow in many ways as described below.

A. Volunteer Training:

Being involved with your child's classroom can be beneficial, not only for the little one you enrolled, but others as well. Training is provided to assist you and others who volunteer in understanding policies and procedures of Head Start. Consistency is crucial at this age and we always want to put our best foot forward for the children in our care. Training is provided at the beginning of the year and at additional times throughout.

Volunteer opportunities are listed in the Volunteer Orientation Handbook. Additional volunteer opportunities will be posted on the parent board at your child's center. Volunteers may be used to provide services and supplement the regular caregivers or substitutes without payment, but are not counted to meet the adult: child ratios.

B. Parent Committee Meetings:

The purpose of the Parent Committee includes, but is not limited to: 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.

As the parent, you are a member of the Parent Committee of the center your child attends. This committee is organized in August and continues throughout the year. This committee carries out formal and informal activities for the parents and staff through planning and participation. At the initial meeting, the committee can elect Policy Council Representatives and plan special activities with staff guidance. A governance training for Policy Council Representatives is held early in the school year.

All members of the family are invited to attend parent committee meetings, however; only parents/guardians will serve as officers and have the right to vote. If you are elected and you do not participate regularly, you will be replaced. All constructive input is welcome. Head Start assists families participating in the Parent Committee by providing care for your children during the meetings and establishes the meeting times based on parent feedback. Make plans to attend your program's monthly Parent Committee meetings.

C. Head Start Policy Council:

The Policy Council is a part of the governing body of the Head Start Program. Parents are encouraged to serve on the Policy Council. During the first Parent Committee Meeting, Policy Council parent representatives and alternates are elected. Only parents or legal guardians of currently enrolled children may serve on Policy Council. This Council meets for the entire year until

the newly elected Council comes on board in September. Representatives are provided an agenda prior to each meeting. **Any additional topics of discussion must be cleared with the Head Start Director prior to the meeting in order to be placed on the agenda.**

Transportation and childcare will be provided if needed. Policy Council members learn leadership skills and make suggestions to improve the Head Start program. All parents are invited to attend Policy Council meetings, however; voting privileges are restricted to elected representatives. Each Parent Committee President will receive Policy Council minutes to report at the monthly meetings. If you are interested in being a Parent Committee or a Policy Council representative, see your child's teacher or Family Advocate.

D. Health Advisory Committee:

Health, Nutrition, Mental Health and Safety policies and procedures are developed utilizing federal, state and county guidelines with the assistance of medical and dental providers and community representatives. This is accomplished through the meetings of the Health Advisory Committee. If you are interested in becoming a parent representative on the Health Advisory Committee, see your child's Teacher, Family Advocate, or Health Services Manager.

E. In-Kind Contributions

Donating your time is important, but there are other ways to be involved with your child and his/her classroom, such as making or donating items for the classroom. You will be asked to fill out in-kind forms for the various services and goods you donate to the program; this is because 25 percent of the Head Start program is funded locally through volunteer services and donations, called In-Kind. Any time or services you donate to your child's classroom is matched as money that the classroom and program can use.

F. Field Trips:

Head Start children are given opportunities to explore the world around them in a safe and educational environment. We encourage parents to participate in these opportunities as well. Provisions for a sibling's participation in a school activity will not be provided by Head Start staff if the child is not enrolled within the program.

G. Child's Care

All family members are encouraged to participate in the care of their child by attending medical/dental exams/screenings, and learning the basics of raising a healthy child. Through ongoing communication with staff, families also participate in the detection of physical, emotional and developmental concerns.

H. Parent Training:

You will be invited to attend training opportunities and learn more about your child's developmental needs. This includes educational, social, mental and physical needs. Individualized home trainings will also be offered as requested. We offer trainings that can help in the work place, as well as, home. Examples are: CPR, Basic First Aid, Personal Safety, Budgeting/Couponing, Nutrition Oriented Classes, Financial Planning and Advocacy Opportunity Activities. Collaborations will occur throughout

the year with other agencies in our area to bring you the most productive trainings possible.

SECTION (5) Family Services

A. Family Services

Although a family may share similar interests or backgrounds, each family that walks through Head Start doors locally or nationwide is different from the other. Realizing this, the Office of Head Start has given each program the task of assisting families in recognizing their own strengths and building upon them by setting a specific Parent, Family, and Community Engagement Framework (PFCE) to implement on an individualized family basis. There are seven common outcomes in which the PFCE framework encourages growth and they are as follows:

- Family Well Being
- Positive Parent – Child Relationships
- Families as Lifelong Educators
- Families as Learners
- Family Engagement in Transitions
- Family Connections to Peers and Community
- Families as Advocates and Leaders

The Head Start Parent, Family, and Community Engagement (PFCE) Framework is ultimately a road map for progress. These outcomes will mean different things to each family based on their own experiences. Family Services is designed to provide our families with the opportunity to reach each of these outcomes at their own pace. Whether it be establishing a medical home for your child which aids family well-being or volunteering in your child's classroom as family engagement, to serving on the policy council which provides family connections to peers and community; all of these are areas of development we can give to your family through training, reading material, small group activities and participation.

The key to a successful Head Start Parent, Family, and Community Engagement Framework is building a relationship between not only the child, but the entire family. The PFCE Framework can also be used as a guiding tool for goal setting. This goal setting is accomplished through the Family Partnership Agreement.

Please also keep in mind that the Family Services Staff is always available to assist you with any need you may have. We work to build relationships within the community so if a need arises we will do our best to connect you with the resource that is of most value to you.

B. Family Goals:

Each family will have the opportunity to participate in developing a family action plan called the Family Partnership Agreement. The Family Partnership Agreement is an ongoing opportunity for your family to build a positive relationship with the program staff on a volunteer basis, while identifying your family's goals and planning strategies for achieving those goals. This Family Partnership Agreement is a goal-setting process throughout the program year. Your family advocate will meet with your family periodically to complete and follow-up with this agreement either in the home, center, or community location depending on your preference.

SECTION (6) Education Services and Classroom Program Logistics

Education

In Head Start, our goal is to help your child grow and develop. We know that you are your child's first and most important teacher. We believe that young children learn best by playing. Children learn by exploring, trying new things and asking questions. When children play, they use their imaginations, bodies, power of choice, and problem solving skills. This helps them to become good learners.

Ways for Parents to be involved in their Child's Education:

- ✓ Listen to your child and talk with them about their day.
- ✓ Play with your child
- ✓ Read with your child and have them retell the story back to you.
- ✓ Get involved in the education planning
- ✓ Participate in monthly parent meetings
- ✓ Attend your child's Parent/Teacher Conferences
- ✓ Volunteer in your child's classroom



Head Start works to provide:

- ✓ Experiences that enable children to construct their own knowledge by working directly with people, materials, and ideas
- ✓ Activities that align with the Head Start Early Learning Outcomes Framework (HSELOF), School Districts, and Tennessee Early Learning Developmental Standards (TN-ELDS) to help develop children's love of learning and nurture their curiosity
- ✓ An environment of acceptance that supports and respects each child's individual rate of development and personal interests.

Our Head Start Program uses the following Curriculum and Supplemental Curriculum:

I'm Safe
Keeping Kids Safe
Conscious Discipline

Creative Curriculum
Handwriting Without Tears
ReadyRosie



School Readiness goals are defined as the expectations of children's status and progress across domains of: language and literacy development, cognition and general knowledge, approaches to learning, physical health and well-being and motor development, and social and emotional development that will improve readiness for kindergarten.

B. Classroom Closings

- 1) Check the classroom calendar for days your child will not have class.
- 2) Mark your calendar to note changes to the normal class schedule.
- 3) Each classroom follows the local public school's schedule, unless determined otherwise by Highland Rim Head Start.

C. Things to Bring and Not to Bring to Classrooms

- 1) Please keep an extra set of clothing for your child at school at all times. If your child gets wet or very dirty, he/she can change right away for comfort. Include a pair of pants, a shirt, a pair of underpants, and socks. Please label the clothing.
- 2) Please send a tote bag or backpack with your child every day. Your child's name needs to be marked on the bag. The bag is used to send artwork and notes home, so make sure to check it every day.
- 3) It is important to dress your child for weather conditions. When it is winter, please remember mittens, boots, hat, warm coat, and snow pants. Children will be playing outside each day unless there are severe weather conditions. Please do not dress your child in sandals, clogs, or slippery dress shoes. Sneakers are much safer.
- 4) Children are not allowed to bring pillows, covers, stuffed animals, toys, money, food, drinks or candy to school. Napping items are provided by Head Start. We will make every effort to accommodate children who are comforted by a stuffed animal or blanket; however, these items will remain in the classroom and cleaned each day by Head Start staff.

D. Outdoor Play

Children have 60 minutes of outdoor play daily, weather permitting. It is important to dress your child appropriately in accordance with the weather.

E. Sickness and Injury

If your child becomes sick or injured while at school, we will ask you to pick him/her up immediately. If we cannot reach you, we will call your emergency contact person (ID may be requested). If your child needs emergency care, we will take him/her to the hospital while trying to find you.

F. Early Childhood Screening & Assessment

Soon after your child starts in our program, your Highland Rim Head Start Teacher or Family Advocate will do a screening with you and/or your child. There are questionnaires that you will fill out letting us know about the things your child can already do. This short screening is to help show any areas where he/she may need some help or more practice.

G. Ready for Kindergarten?

Children are more likely to do well in kindergarten (and beyond) if they have been with a group of children and learned from adults outside of the family. They will have practiced things like joining a group, taking turns, or getting help from others. In Head Start, your child will have the chance to do these things. The skills that most affect how well a child learns in school are:

Self-Control:

The ability to make decisions about how and when to express feelings and control our actions; developing inner control

Confidence:

Believing in oneself and feeling successful

Curiosity:

A sense that finding out about things is good and fun

Intentionality:

Setting a goal and working on it

Relatedness:

A sense of belonging; connecting to others

Capacity to Communicate:

Having the ability and desire to share ideas and feelings with others either with words, gestures, or movements

Cooperativeness:

The ability to balance one's own needs with someone else's needs.

**H. Planning Holiday, Celebrations and Party Activities**

Holidays provide a special time and opportunity to teach young children about different traditions and cultures. You are encouraged to share with the teachers and/or family advocate any information about your family traditions, customs and other celebrations. If your family does not celebrate any holidays, please inform your child's teacher.

Your child's birthday may be celebrated at school. One day a month will be set aside to celebrate birthdays in the classroom.

Before each celebration your teacher will post an approved food list that will allow parents to sign up. We encourage healthy alternative treats for celebrations. When signing up to bring in treats, please have enough treats for every child in your child's classroom. Food brought into school to share must not be homemade. You may purchase pre-packaged food or bring in store bought ingredients to prepare in our kitchens.

Lending Library

**"The more you read
the more things you know.
The more that you learn
the more places you'll go."
-Dr. Seuss**

One of the most important things you can do for your child is to spend time reading with them daily. Children who are read to are more successful in school than children who are not. Take 5-10 minutes each day to read to your child. Check out books from your child's classroom or the lending library located in each center.

- ✓ Read aloud to your child every day.
- ✓ Take your child to the library.
- ✓ Let your child select the book
- ✓ Sit close to your child.



- ✓ Let your child hold the book and turn the pages.
- ✓ Discuss the title of the book with your child.
- ✓ Tell your child the author's and illustrator's names and explain what they do.

(The author writes the words and the illustrator draws the pictures.)

- ✓ Look at the cover and let your child tell you what they think the book is about.
- ✓ Use expression and change your voice tone while reading.
- ✓ Ask at least a few questions during the story.
- ✓ Talk about the pictures.
- ✓ After reading the story, try one of the following:
- ✓ Have your child draw a picture.
- ✓ Make a sock or paper bag puppet.
- ✓ Have your child retell the story.
- ✓ Have your child make up their own story according to the pictures.



SECTION (7) Health Services

Health

Head Start emphasizes the importance of the early identification of any health problems a child might have. Head Start assists every child to receive, if needed, comprehensive healthcare, including medical, dental, mental and nutritional assessment. One of our classroom programs is "I Am Moving, I Am Learning," which helps children learn about making healthy choices at meal and snack times, along with movement and exercise activities. Learning to make good choices early in life will help them live healthy for a lifetime!

Good Morning Health Check/ Wellness Check for Staff and Children:

Each Head Start child upon arrival each morning receives a visual check-up for:

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

If the classroom staff has any concerns, you will be notified immediately and if necessary asked to pick up your child. Please make certain we always have **three current** emergency phone numbers in addition to the primary and secondary adult. If your child is ill, please call in to the center and let staff know. Please make certain your child is symptom free for 72 hours and/or has a doctor's statement before returning to the classroom.

A. Medical:

Head Start will promote the establishment of a "medical home" by supporting you in finding a medical provider. Head Start will provide various screenings to help identify health problems. We will be happy to assist in scheduling follow-up care whenever needed.

B. Health Screenings:

Head Start requires the following screenings:

- ✓ Vision
- ✓ Hearing
- ✓ Nutrition
- ✓ Growth - height and weight
- ✓ Speech and language
- ✓ Developmental Screenings
- ✓ Mental Wellness

C. Dental:

Dental education is an important part of the Head Start program. If you do not have a dentist, you will be assisted in establishing a "dental home" to receive routine care. We will provide toothpaste and tooth brushes for all children to promote health oral hygiene in the classroom. Children will brush their teeth one time during the day in conjunction with a meal.

D. Mental Wellness:

Early childhood mental health is learning to understand, manage and express emotions well; forming close and secure relationships with others; exploring the environment and gaining knowledge about the world; healthy social and emotional development. Children in Head Start are taught age-appropriate skills to promote social and emotional development. We work hand in hand with parents to support a classroom environment where every child has a voice and every child is heard. Learning social and emotional skills in the classroom are essential to being able to learn academically in the classroom.

Mental Wellness services are available to families and can include the following:

- Mental health screening and observation of enrolled children.
- Individual counseling services for enrolled children with identified needs.
- Mental health education and consultation for parents or guardians.
- Newsletters with mental health topics relevant to families of young children.
- Access to the mental health resources.
- Referrals for mental health needs of family members.

For more information please contact your child's Teacher or Family Advocate.

E. Nutrition:

Your Teachers and Family Advocate are available to help you with any questions or concerns you may have regarding nutrition for your child. Menus are approved by a licensed nutritionist. The following

information should be helpful in preparing you and your child for the year ahead.

Meal Service at Head Start:

- Head Start provides nutritious meals and snacks. Food sent from home isn't allowed.
- Foods low in fat, salt and sugar will be served to your child to encourage a healthy body and healthy teeth.
- Staff volunteers and children share the same menu to the fullest extent possible.
- Please bring your child on time and ready to eat, so that they may enjoy the meal with classmates.
- Children are encouraged, but not forced, to taste each food.
- Food is not used as a reward or punishment

Nutrition Education is offered to parents to encourage healthy eating habits for themselves and their families to include breastfeeding. Your child is also involved in classroom experiences that teach general nutrition principles appropriate for their age. If there are any nutrition concerns, the Nutritionist and/or Health Services Manager may contact you directly. Some children may have severe allergic reactions to specific food ingredients. We request parent notify staff and have the child's doctor complete a special diet request form so accommodations can be made. You know your child best and we want to work together so your child will have a healthy and successful school year

F. Health Promotion:

You can help your child maintain good health by doing the following:

- ✓ Tell the Head Start staff if your child is ill and if assistance is needed
- ✓ Tell the Head Start staff if your child is taking medication. (FORM MUST BE COMPLETED)
- ✓ Dress your child appropriately for school with comfortable clothes and shoes (no sandals or flip flops, tennis shoes please!) Send a jacket or coat when needed .
- ✓ Please send an extra set of clothing for any accidents so your child can change into dry clothes.
- ✓ Encourage adequate rest with naps and an early bedtime.
- ✓ Please give your child a daily bath, shampoo his/her hair and assist your child with brushing his/her teeth.
- ✓ Provide healthy meals and snacks. Limit sweetened and carbonated drinks.
- ✓ Let your child see you washing your hands for 20 seconds often. You will see the Head Start staff washing their hands for 20 seconds and wearing gloves when needed. These practices protect the health of your child and the staff.
- ✓ Remember, smoking around children causes childhood health problems.
- ✓ Should your child have a medical or dental appointment, always be on time and if you cannot keep the appointment as scheduled, please call so it can be cancelled and rescheduled.
- ✓ If you need assistance in making appointments or transportation to appointments, please contact your Family Advocate.

G. Disabilities:

Talk to your child's Teacher or Family Advocate if you have any concerns or questions about your child's development. Preschool children with disabilities interact with all children in the Head Start

program. Head Start offers assistance to families to provide services needed for their children. Head Start works with any agency that is currently serving your child. Head Start provides transition services for all children.

H. Food Allergies:

If your child has food allergies or special dietary needs, please check with your Teacher/Family Advocate to obtain the necessary forms for completion by your child's medical provider.

Please realize that **we CAN NOT change your child's menu without a signed medical provider's note on file.** We may accommodate meals due to religious reasons or parent concerns with a special diet request signed by a healthcare professional. Please see your Teacher/Family Advocate for more information.

SECTION (8) Child's Safety

A. Keeping Kids Safe:

School - Your child's school practices emergency drills regularly. These drills may include fire drills, tornado drills, lockdown drills and bus evacuation drills. In the interest of your child's safety, be sure your child's teacher has your current phone number!

Home - Your children need you! They don't know when there is danger unless you show them. They need their parents' help to get safely through each day by:

- ✓ Help them stay away from things that are not safe: traffic, hot stoves and electric outlets. Explain what can happen and why they should be careful.
- ✓ Hold your child's hand when walking!
- ✓ Look both ways before crossing the street!
- ✓ When any child rides a bike, make certain they wear head gear!
- ✓ LOCK UP GUNS. Children won't recognize the difference between a real or toy gun.
- ✓ LOCK UP POISONS. Examples are liquor, gas, bug spray, bleach, cleansers and detergents.
- ✓ LOCK UP MEDICINES. Some medicines look just like candy! Move all medicines so children can't climb and reach it. Even aspirin and vitamins can be very dangerous.
- ✓ Do not leave young children alone in a bathtub, swimming pool or car even for a minute!
- ✓ Seat belts are not designed for children. Around age 4, children are too large for car seats but too small for adult safety belts. All children shorter than 4'9" are safest riding in a car seat or booster seat. Go to www.safekids.org or www.nhtsa.com for more information.
- ✓ Make sure you really know the people who take care of your children when you can't be with them.
- ✓ If an adult in your family is in any kind of trouble (for example: abuse, drugs, alcohol or depression) the children may not be safe. Protect your family by getting help.

Taking care of your children is a hard job; one which only becomes harder if you feel all alone. Talk with someone who will listen like your child's Family Advocate or a Teacher. We can assist you in getting assistance only if we are aware there is a concern or need.

B. Child Abuse and Neglect Reporting

Many of us look back on our childhood as a time when we had no worries in the world. Unfortunately, for an increasing number of children, this is not true because they are victims of child abuse. Children are a vital part of our future. It is up to us as a community to make a difference in our children's lives. It is up to all of us to keep all children safe from abuse and neglect. You need to know and watch for physical and emotional signs of abuse.

The law says that any mark or injury from discipline is considered abuse. The child may also show changes in behavior or changes in the way they respond to their friends. Sometimes you may feel that something is different or out of place. Just remember; if it doesn't seem right, it usually isn't. Listen to what children are saying. They may speak directly to you or they may tell a friend that there is something wrong. Children may also speak through their play, drawing or reactions to books, movies or stories. If a reaction or statement seems odd or causes concern encourage your child to express what they are feeling.

If you sense a child has a problem but is having a hard time telling you about it, try to:

- Sit down with the child and start a simple project - coloring or puzzle.
- Let the child know you will believe and help him/her with any problem.
- Believe the child and reassure him that he has done the right thing by telling you.
- Don't promise not to tell.
- Assure the child that he is not in trouble for telling you.
- Respect the child's privacy by discussing the situation only with those who have a need to know.
- Don't coerce or give your opinion about what has happened.
- Don't give your opinion about what needs to happen to the person who may have committed the act.

Your observations may lead you to suspect child abuse or neglect. State laws require that anyone, including Head Start employees, who see or know about child abuse or neglect, must report it immediately by calling **1-877-237-0004 Abuse Hotline** or visit the website **<https://apps.tn.gov/carat/>**. Training on "Keeping Kids Safe" will be provided to all parents/guardians. Lessons from this curriculum will be used in the classroom.

For more information, attend the Keeping Kids Safe training or talk with your Family Advocate or your child's Teacher. The abuse hotline is answered 24-hours a day, 7-days a week. By reporting, you are requesting help for the child. It is not up to you to prove there is abuse. You are only reporting the facts as are suspected. Should you need any further information, please contact your Family Advocate or child's Teacher.

SECTION (9) Transportation Safety



A. Bus Rules

The following policy is in action in order to protect your child. **Please follow these guidelines:**

1. Head Start children will be returned to the place from where they were picked up. If there is to be a change in pick-up or drop-off location, notice must be given in **WRITING** at least five days in advance.
2. Parents should notify the Head Start center when their child will be absent.
3. Parents should notify Head Start a week in advance of moving.
4. Children should be dressed and ready when the bus arrives. The driver will not go to the door. If your child misses the bus, it will be the parents' responsibility to take the child to the Head Start center.
5. When a child is picked up or delivered to the bus stop, the parent or designated person **MUST** sign the child on and off the bus.
6. If no one is at the stop, the child will be returned to the center, and the parent will be responsible for coming to the center and getting the child. The child will not be transported again until the parent confers with the Head Start Facilities Manager.
7. If a child has to cross the street to get on or off the bus, they must be accompanied by an adult. The child must cross in front of the bus.
8. Only Head Start children and monitor will ride the bus to and from the Head Start Center.
9. There is **NO EATING, DRINKING, OR SMOKING** on the bus.
10. Toys should not be sent with the child.
11. We will ensure two adults to be on the bus at all times to meet Federal Performance Standards and Daycare Licensing Mandate.
12. All bus passengers will wear seatbelts, and appropriate height and weight restraints. The only exception is when the monitor is assisting a child.
13. Parents who transport their child to the Head Start center must accompany their child into the building and sign them in. Children must not arrive at the center more than 15 minutes before class begins.
14. The bus driver may determine if a child is ill at the time they board the bus. A sick child will not be transported.
15. Bus transportation is a privilege. If a child is disruptive or putting others at risk, a child can lose their bus privilege.
16. Parents should be prepared to give the bus driver 15 minutes lead way either at pick-up or drop-off each day.
17. These are the offenses if your child is not at the bus point and/or bus rules are not followed throughout the year.

The First Offense: If the child is not at the pick-up point after three attempts the bus will not return to that destination until the parent has contacted the Facilities Manager.

The Second Offense: Bus services will be suspended for three days and parents must contact the Facilities Manager to have the services reinstated.

The Third Offense: Bus services will be terminated for the remainder of the program year. No Exceptions!

IF YOUR CHILD WILL NOT BE RIDING THE BUS, PLEASE CALL BY 6:30 A.M.

Scheduled Bus Routes:

Fixed bus routes with approved stops and arrival and departure times are planned for each bus. Scheduled bus routes cannot be changed without prior approval from the Transportation Manager or Head Start Director by calling Central Office at (931) 289-4135.

B. Safety Procedures in Crossing the Street to & from the Vehicle at Stops

The National Highway Traffic Safety Administration recommends the following:

1. If you have to cross the street in front of the bus, walk on the sidewalk or along the road to a point at least five giant steps ahead of the bus before you cross.
2. Be sure that the bus driver can see you and you can see the bus driver when crossing the street.
3. Stop at the edge of the bus and look left-right-left before crossing.

The U.S. Dept. of Transportation also recommends that parents help their children practice crossing the street and teach children to:

1. Cross at the corner
2. Look left, right, and left again before crossing
3. Watch for on-coming and turning cars
4. Stay in crosswalks
5. If there is a traffic light, cross only when the facing light is green or when the walk sign is on
6. Always follow the directions of the crossing guard or safety patrol.

**Thank you for enrolling
your child with
Highland Rim
Head Start!**



2020-2021
Highland Rim Head Start
Volunteer Handbook

Highland Rim Head Start

As a Head Start parent, we invite you to be a part of an exciting program involving you and your family as Head Start VOLUNTEERS.

Volunteering is rewarding and beneficial. Children benefit when parents and community members know about and support what is happening in their child's education. By volunteering, you get to know the staff and become familiar with the program. It also opens up career opportunities for you.

Volunteering is *essential* to our Head Start program. Time, services, or goods from parents or the community is considered "In-Kind". The federal government matches your time in dollars toward our grant requirements. 20% of our Head Start grant must be matched with In-Kind every year to continue to receive funding. We generate dollars through time that parents and community members spend with our Head Start children.

The success of the program depends upon active participation of parents and others in the community. Your knowledge, time, and talent can all contribute to this effort.

We look forward to assisting you, as a volunteer, in becoming successful in your area of interest and skill development. We are enthusiastic, energetic, and willing to offer encouragement and support.

Volunteer often! We appreciate it, and it's valuable to you and our program.

** During the COVID-19 Pandemic, Highland Rim Head Start asks that there not be any visitors or volunteers in the classrooms to help ensure the safety and well-being of our staff and children. However, during this time HRHS is encouraging virtual or at home classroom engagement activities. Please call your child's teacher or Family Advocate for more information.*



McEwen Head Start
220 East Swift
McEwen, TN 37101
(931) 582-3278

Stewart Head Start
500 Williams Rd.
Big Rock, TN 37023
(931) 232-7965

Waverly Head Start
612 E. Main St.
Waverly, TN 37185
(931) 296-7401

Houston Head Start 3215
Hwy. 149
Erin, TN 37061
(931) 289-4135

Charlotte Head Start
125 Doyle Hill
Charlotte, TN 37036
(615) 789-3316

Dickson Head Start
119 West Broad St.
Dickson, TN 37055
(615) 446-2576

Volunteer Guidelines

Parents are encouraged to volunteer and assist the Teacher in the classroom during class time. Guidelines will be posted in the classroom to help volunteers. As a volunteer, you will interact with all of the children, following the guidelines listed below:

1. Be alert to dangerous situations. Broken equipment should be repaired, toys should be put away when not being used, and open doors should be monitored closely.
2. Tell children what to do instead of what not to do. Say, "Put the bead on the string," instead of, "Don't put the bead in your mouth."
3. Know what children are capable of at each age level. We expect three-year olds to play alone. Four and five-year olds often play in small groups.
4. Avoid situations which encourage competition. To suggest being the "first one through" or painting the "best picture" is poor procedure.
5. Let the children play in their own way. Instead of making pictures for them, or showing them what to draw, paint, or build; we encourage them to do these things for themselves. We want them to develop initiative, imagination, and self-reliance.
6. We may show disapproval of a child's actions, but never of the child. You may say, "That is not a good thing to do," but never, "You are not a good boy/girl."
7. Be alert to individual differences. No two children are the same. There are no standard methods that apply to all children in all situations. We cannot say that when a child does certain things, we must not do *so and so*.
8. Be consistent. If more than one person is responsible for a child, try to see that they all set the same standards for that child.
9. Do not flatter a child by telling him/her that he/she is a "big boy/big girl," nor blame him/her by saying he/she is "too big" for such behavior. Do not put a premium on being "big." There should be just as much satisfaction in being three as in being six.
10. When a child shows you art work, say, "Tell me about it," instead of, "What is it?" This gives the child the opportunity to express him/herself by telling a story about the picture.
11. Try to see the situation through the child's eyes. When talking to a child, it is good practice to sit beside him/her or stoop to eye level.
12. When children play together, be slow to solve their problems. Let them try to affect a solution themselves. Learning how to play is a step in social adjustment.

13. Praise the behavior you want continued. Praising a child's desirable behavior emphasizes it and the undesirable will gradually drop out of sight.
14. Give a child a choice of two courses of action when feasible. Asking, "Would you like to park your tricycle by the door of the shed?" often brings more successful results than a command. It gives the child a personal interest in the situation and develops independence and initiative.
15. Be sure to offer the child a choice only when you are prepared to accept the answer. If the child must do a thing, tell them to do it; if you ask a child whether or not they want to, you must be ready to accept either yes or no as an answer.
16. Allow a child plenty of time to perform and to change activities. Small children become confused when hurried. Forcing a child to perform too quickly or turn abruptly from one activity to another often causes conflict.
17. Redirect negative activities whenever possible.
18. Avoid discussing children's negative behavior in front of them.



Volunteer Opportunities

Family and community involvement are vital components of a successful program. Head Start benefits each year from the invaluable support of volunteers. By Volunteering, you will become acquainted with our Head Start program, see its strengths and goals, and help staff make it a fun learning experience for all. There are many ways that volunteers can contribute and each volunteer comes into the program with different experiences, skills, and talents. Each has a unique contribution to make.

Please review the opportunities listed below and learn some of the ways you can become involved with Head Start.

Opportunities to be involved as a volunteer

- Interact and develop positive relationships with young children in a Head Start classroom
- Assist staff and families at various events throughout the year
- Assist with various activities in support of the program
- Engage in literacy events for children and their families
- Serve as a Policy Council Representative
- Provide childcare for another parent who is volunteering at the center or attending a Head Start meeting
- Repair damaged toys/furniture, assemble new toys, or build shelves
- Mending/Sewing (cot covers, costumes, puppets, etc.)
- Call the other parents to remind them of meetings or special events
- Read with individual children or groups
- Work in the art area (cutting, painting, gluing)
- Assist children with learning self-help skills
- Share a special talent, hobby, interest
- Take home materials to prepare for classroom projects/die cuts
- Help with facilities maintenance projects Ex: playground clean-up, spreading mulch, yard work, routine maintenance (after hours)
- Virtual Story time (Head Start staff can provide assistance)
- Recruit Head Start eligible children while out in the community
- Lesson plan oriented crafts
- Assist with community involvement

Areas of Assistance

Circle Time

- Sit on the floor, side by side, or behind the children during circle time
- Encourage participation.
- Redirect child's attention, use appropriate voice volume when redirecting or encouraging children.
- Participate and have fun too!

Meal Time

- Help with hand washing and standing in line, assist with fork and napkin settings.
- Sit and talk with children during meals.
- Model good table manners.
- Assist with clean up after meals.
- Settle children down after meals.

Center Time

- Observe and/or interact with children.
- Redirect negative behavior.
- Remember safety for the students as well as yourself.

Outdoor Play

- Maintain a safe environment.
- Interact and/or redirect children to appropriate areas of play.




IN-KIND

IN-KIND CONTRIBUTIONS FORM: This form will be used for all in-kind activities/donations. This form may be utilized on numerous days for any one volunteer.

INSTRUCTIONS FOR COMPLETING

1. When you volunteer or donate items an in-kind form must be completed in order for it to be counted as in-kind.
2. Print your name at the top of page.
3. Enter the center/classroom (staff can enter this information)
4. Contributor Profile: Check whether you are first time or returning volunteer/donor.
5. Representing: Check current parent, former parent, or other, etc.
6. Activity: Enter type of activity (At-Home, fatherhood activity, classroom aide, etc.)
7. Volunteer Hours/Donations: Enter date, purpose or activity description and hours. For donations simply list items donated, quantity and dollar value. If a receipt is available, please attach. If mileage is utilized, utilize this space to record number of miles/purpose of miles.
8. Volunteer/Contributor must sign and date.
9. Center staff must sign and date.
10. For business office only: DO NOT ENTER ANYTHING HERE.

Please remember to complete and return your forms to your child's teacher by the 5th of the next month.

 Policy #: A-1	Page #: 1 of 4
Ref #: 1302.47(b)(5)(i); 1302.47(b)(4)(i)(k); 1302.92(b)(2); 1302.90(b)(2)(ii) DCL 1240-04-01-10	Policy Council Approval Date: 9/26/19

COMPONENT: ADMINISTRATION

SUBJECT: PREVENTION, IDENTIFICATION, AND REPORTING OF CHILD ABUSE, NEGLECT, OR CORPORAL PUNISHMENT

PERFORMANCE OBJECTIVE: To develop a plan for responding to suspected or known child abuse whether it occurs inside or outside the program.

POLICY AND PROCEDURE:

Highland Rim Head Start is required by law to act as a child abuse and neglect reporting agency. All staff are required by Tennessee code annotated and to immediately report any reasonable suspicion of child abuse or neglect to the Department of Children's services. All staff will be trained on how to identify and report child abuse or neglect. Head Start staff will not intervene or investigate cases of known or suspected child abuse or neglect. Head Start staff will fully co-operate with all agencies involved in an investigation of child abuse or neglect, in an effort to provide protection for children enrolled in the program in the program.

Children will be supervised by **two staff** persons at all times. At no time will a staff person, volunteer, parent/guardian, etc. be left alone with a child.

All staff will be trained on how to prevent, identify, and report child abuse or neglect at a minimum of two times annually. Staff will sign off they have read and understand this policy after each training.

Staff will be trained on Active Supervision to ensure there will be no child neglect occur in the Head Start Center. The staff will utilize the Strategies to Active Supervision. Strategies to Active Supervision will be posted at each site.

Head Start will provide annual orientation to parents/guardians concerning the prevention of child abuse and neglect. Parents/guardians will be provided information on the state approved personal safety curriculum, currently knowns as "Keeping Kids Safe."

All centers/classrooms will have the number posted in a conspicuous place for reporting child abuse or neglect. To make a report by phone regarding suspected abuse or neglect call:

1-877-237-0004 or 1-877-542-2873.

To make a report you may also visit the Tennessee Departments of Children's Services website at <https://apps.tn.gov/carat/>, and follow the steps provided, print out confirmation page at the end of this report.

The first step in helping abused or neglected children is learning to recognize the signs of child abuse and neglect. The presence of a single sign does not prove child abuse is occurring in a family, but a closer look at the situation may be warranted when these signs appear repeatedly or in combination. Staff should also take cultural differences into consideration.

Signs of Physical Abuse

Consider the possibility of physical abuse when the child:

- Has unexplained burns, bites, bruises, broken bones, or black eyes
- Has fading bruises or other marks noticeable after an absence from school
- Seems frightened of the parents/guardians or caregivers, cries when it is time to go home
- Shrinks at the approach of adults
- Reports injury by a parent or another adult caregiver

Consider the possibility of physical abuse when the parent/guardian or other adult caregiver:

- Offers conflicting, unconvincing, or no explanation for the child's injury
- Describes child in a negative way
- Uses harsh physical discipline with the child
- Has history of abuse as a child

Signs of Neglect

Consider the possibility of neglect when the child:

- Is frequently absent from school
- Begs or steals food or money
- Lacks needed medical or dental care, immunization, or glasses
- Is consistently dirty and/or has severe body odor
- Lacks sufficient clothing for the weather
- States that there is no one at home to provide care

Consider the possibility of neglect when the parent/guardian and/or care giver:

- Appears to be indifferent to the child
- Seems apathetic or depressed
- Behaves irrationally or in a bizarre manner

- Abusing drugs and/or alcohol

Signs of Sexual Abuse

Consider the possibility of sexual abuse when the child:

- Has difficulty walking or sitting
- Suddenly refuse to participate in physical activities
- Report nightmares or bedwetting
- Experiences sudden change in appetite
- Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior
- Contracts sexually transmitted diseases
- Runs away
- Reports sexual abuse

Consider the possibility of sexual abuse when the parent/guardian and/or caregiver:

- Is unduly protective of the child or severely limits the child's contact with other children, especially of the opposite sex
- Is secretive or isolated
- Is jealous or controlling with family members

Signs of Emotional Maltreatment

Consider the possibility of emotional maltreatment when the child:

- Shows extremes in behavior, such as overly compliant or demanding behavior, extreme passivity, or aggression
- Is either inappropriately acting as an adult (ex: parenting other children) or inappropriately infantile (ex: rocking or head banging)
- Is delayed in physical or emotional development
- Has attempted or talked about suicide
- Reports lack of attachment to the parent/guardian

Consider the possibility of emotional maltreatment when the parent/guardian and/or caregiver:

- Constantly blames, belittles, or berates the child
- Is unconcerned about the child and refuses to consider offers of help for the child's problems
- Overly rejects the child

*Information listed above was provided from the U.S. Department of Health and Human Services Administration for Children and Families website:
www.childwelfare.gov/pubs/factsheets/signs.cfm*

When there are formal allegations regarding staff, the agency shall enter into a Safety Plan with the Department of Human Services regarding the individual's access to the agency and to children in the care of the agency. The alleged staff person or persons will be immediately removed from the classroom pending implementation of the Safety Plan.

See Personnel Policies for further clarification regarding Employee misconduct.

Before employees are hired part of the background check process includes a Child Abuse and Neglect State Registry check. Monthly, a check process of the Child Abuse and Neglect State Registry will be completed on all staff, by the IT Coordinator.

Failure to comply with this policy and the severity of the incident will result in staff counseling, suspension without pay, or immediate termination.

Child Abuse, Neglect and Corporal Punishment

- There will be **TWO** staff with the children **AT ALL TIMES**.
- All Volunteers will be trained on how to prevent, identify, and report child abuse, neglect, or corporal punishment.
- Child abuse reporting information is posted in every classroom.
- Head Start will provide annual orientation to parents concerning the prevention of child neglect, the need to provide protection for abused and neglected children and a personal safety curriculum to be taught to the children throughout the program year. Curricula currently in use include: "Keeping Kids Safe". Trainer resources include personnel from the licensing unit of the State Department of Children's Services, private consultants, personnel from the Department of Corrections, and Highland Rim Head Start staff. Group and/or individual consultation for parents and staff will be provided by the program's Mental Health Consultant. The Family Services Manager will be the primary staff member responsible for coordinating orientation and training efforts. Consultation services will be coordinated by the Family Services Manager.

Corporal punishment is defined as the use of physical force as a discipline measure and will not be tolerated. This includes, but is not limited to:

<ul style="list-style-type: none">• spanking• hitting a child with a hand or instrument• putting anything into a child's mouth• threatening• humiliating• ridiculing• rejecting• yelling• subjecting a child to harsh, abusive or profane language	<ul style="list-style-type: none">• requiring the child to remain silent or inactive for inappropriately long periods of time for the child's age• shaking• biting• pinching• pulling of hair• using punishment associated with food, naps, or toilet training
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Isolation refers to separating the child from the group, as a punishment measure. Isolation includes, but is not restricted to:

- confining the child to a small area
- retaining the child in the classroom when other children go to play
- restricting the child from eating meals with his/her classmates
- placing a child in a locked or dark room, bathroom, or closet with the door closed

The utilization of corporal punishment and total isolation is not consistent with the Performance Standards and cannot be tolerated in Head Start programs. In the event of isolation in which the child is left from a group, adult supervision will be maintained and the isolation period will be minimal. Performance Standards prohibit the use of meals as punishment, thus isolation at meal times is forbidden.

MANDATORY REPORTING

To report child abuse call **1-877-237-0004 or 1-877-542-2873 (1-877-54ABUSE)**. Tennessee law requires any person who has knowledge of, or is called upon to render aid, to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition shall report such harm immediately, if the harm is of such a nature as to reasonably indicate that it has been caused by brutality, abuse or neglect, or that, on the basis of available information, reasonably appears to have been caused by brutality, abuse, or neglect. Any person required to report known or suspected child abuse that, knowingly and willfully, fails to do so or prevents another person from doing so is guilty of a misdemeanor.

CONFIDENTIALITY

Volunteers

Classroom volunteers **do not** have access to classroom files. In the case where a volunteer is assigned to a specific child to work with: the classroom staff (teacher or assistant) will review the child's file to determine what specific objectives the volunteer is to do with that child. The classroom staff can then give this information to the volunteer as to what task should be worked on and how to do so.

Recording child information into the classroom records **is not** to be assigned to a volunteer.

Volunteers should be 18 years of age, unless they are mainstreaming from the county school system.

Volunteers may be used to provide services and supplement the regular caregivers or substitutes without payment, but **are not** counted to meet the adult:child ratios. If counted in the adult:child ratio, or provide service for more than twenty (20) hours per calendar week, volunteers shall meet the qualifications for substitutes. They **must** submit to a criminal background check, which includes fingerprinting by an agency chosen by the Department of Human Services. They also **must** pass a Department of Human Services physical, and **must** attend new staff orientation training.

Siblings, not enrolled in the Head Start program **should not be present in the center.** This also applies to the time a parent spends at a Head Start party or other activity.



SMOKE FREE ENVIRONMENT

Federal law requires that there is no smoking in any of our facilities or at any function where children or parents are in attendance. We would appreciate your cooperation in adhering to this policy.

ATTIRE

Appropriate dress should be observed while volunteering in the centers. If you have any questions, please direct them to your Area Coordinator.

EMERGENCY AND FIRST AID PROCEDURES

In the centers, there are maps of exit routes in case of an emergency. You can check with Area Coordinator and she will explain the routes to you and the procedures used for emergencies. There are staff that are certified in First Aid and CPR in each center. Your Area Coordinator can tell you who these are.

PERFORMANCE STANDARDS

Head Start Programs are federally mandated by “Performance Standards” which address all components of the program. There is a copy available in each center.

TRANSPORTATION

Transportation will be provided for you to come to the center to volunteer. You may request transportation through the Area Coordinator.

STATEMENT OF VOLUNTEER RIGHTS

1. The right to be treated with respect.
2. The right to have the same working conditions as staff doing similar tasks.
3. The right to receive feedback on the quality of work, including areas needing improvement.
4. The right to participate in training that will enhance job performance and personal development.
5. The right to be kept informed about program activities and calendar changes.
6. The right to receive recognition for contributions to the program on an ongoing basis.
7. The right to state grievances in an appropriate forum.
8. The right to be given meaningful work.
9. The right to apply for and receive preference for Head Start paid positions for which they are qualified.

STATEMENT OF VOLUNTEER RESPONSIBILITIES

1. The responsibility to arrive on time, report absences, and perform assigned tasks.
2. The responsibility to accept and advocate for program goals and aims, particularly for the children.
3. The responsibility to respect children, staff, and family member confidentiality.
4. The responsibility to adhere to program policies and regulations.
5. The responsibility to attend in-service training sessions.
6. The responsibility to make constructive suggestions for improvement.
7. The responsibility to be free of communicable diseases when you are at the center.

When you visit, please remember:

... To sign the in-kind sheet.

... To sign in with the Lead Teacher.

... To request that the teacher assign you meaningful duties in which you are comfortable.

... To make suggestions about other activities for parents to assist with and

... To come often, we need your help to make the program a success!

PARENT RESOURCE MANUAL

Highland Rim Economic Corporation



Program Year 2020-2021

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DICKSON COUNTY RESOURCES

EMERGENCY SERVICES

American Red Cross-

615-250-4300

Burns Police Department-

615-446-3635

2715 Church St., Burns, TN 37029

Burns Volunteer Fire Department-

615-446-7911

2717 Church St., Burns, TN 37029

Charlotte Fire Department-

615-789-4578

3575 TN Hwy. 48, Charlotte, TN 37036

Clay Lick Fire Department-

615-797-9925

1625 Claylick Rd., White Bluff, TN 37187

Child Abuse Hotline-

1-877-234-0004

Dickson County Sheriff's Department-

615-789-5850/615-446-8041

140 County Jail Dr., Charlotte, TN 37036

Dickson County Ambulance Services-

615-446-3701

284 Cowan Rd., Dickson, TN 37055

.....

Dickson Fire Department-

Emergency: 615-446-2116, Non-Emergency- 615-446-6331

101 Church St., Dickson, TN 37055

.....

Dickson Police Department-

615-446-5403

202 S Main St., Dickson, TN 37055

.....

Domestic Abuse Hotline-

1-800-799-7233

.....

Dickson County Rescue Squad-

615-446-9278

195 Taylor St., Dickson, TN 37055

.....

Elder Abuse Hotline-

888-222-8000

.....

Hope Line (NCADD)-

1-800-622-2255

217 Broadway, Ste. 712 New York, NY 10007

.....

Poison Control-

1-800-222-1222

.....

National Domestic Violence Hotline-

800-799-SAFE (7233)

.....

National Suicide Prevention Hotline-

1-800-273-8255

.....

Sylvia Yellow Creek Fire Hall-

615-763-0701

105 Edgewood Cemetery Rd., Dickson, TN 37055

.....

TAMHO (Tennessee Association of Mental Health Organizations)-

855-274-7471 (Behavioral Health Services)

.....

Tennessee City Fire Department-

615-446-0639

4605 Hwy. 70W, Dickson, TN 37055

.....

Tennessee 2-1-1 Connect-

615-279-1410

211 Provides information for obtaining assistance with food, clothing, housing and depression.

.....

Vanleer Fire Department-

615-763-2800

4455 TN Hwy. 49, Vanleer, TN 37181

.....

White Bluff Fire Department-

615-797-2781

2185 TN Hwy. 47, White Bluff, TN 37187

.....

White Bluff Police Department-

615-797-3131

52 Graham St., White Bluff, TN 37187

.....

Women Are Safe-

931-729-5730

24 HR Crisis Hotline- 800-470-1117

www.womenaresafe.org

.....

AUTO BODY/REPAIR

Andy's Auto Clinic-

615-441-9997

101 Villa Cir., Dickson, TN 37055

.....

Berry Automotive LLC-

615-446-8959

108 Weaver Dr., Dickson, TN 37055

.....

Bill's Tire Services-

615-446-2562

322 E College St., Dickson, TN 37055

.....

Buster's Garage-

615-375-8800

203 E College St., Dickson, TN 37055

.....

Carl's Collision Center-

615-446-4134

525 TN-46, Dickson, TN 37055

.....

Choate's Auto Collision Repair-

615-446-9343

3302 Church St., Burns, TN 37029

.....

Corky's Auto Repair-

615-740-8772

1206 Old Columbia Rd., Dickson, TN 37055

.....

Dickson Car Care-

615-740-8221

645 TN-46, Dickson, TN 37055

.....

Dickson County Auto Repair-

615-446-0007

100 Villa Cir., Dickson, TN 37055

.....

Dickson County Tire & Oil-

615-446-5173

461 TN-46, Dickson, TN 37055

.....

Dickson Transmission-

615-441-5592

1050 TN-47, Dickson, TN 37055

.....

Edney Auto Services Center-

615-441-3800

501 Henslee Dr., Dickson, TN 37055

.....

Eleazer Auto Repair-

615-446-8906

1205 TN-47, Dickson, TN 37055

.....

Grisham's Transmission & Auto Repair & Towing-

615-446-5545

2610 TN-46, Dickson, TN 37055

.....

Joel's Body Shop, LLC-

615-441-6156

120 Circle U Dr., Unit A, Dickson, TN 37055

.....

K & S Auto Body-

615-740-9061

307 N Main St., Dickson, TN 37055

.....

Mighty Muffler-

615-446-7541

209 US-70, Dickson, TN 37055

.....

PDR Specialist-

615-560-5146

558 TN-46, Dickson, TN 37055

.....

Skyline Auto Care-

615-441-0040

216 Skyline Cir., Dickson, TN 37055

.....

The Tire Shop-

615-326-7090

2925 TN-46, Dickson, TN 37055

.....

Underwood Tire and Repair-

615-446-3393

2202 Hwy. 48N, Dickson, TN 37055

.....

Unlimited Automotive-

615-446-5255

102 Skyline Cir., Dickson, TN 37055

.....

CHILD CARE

First Baptist Church Child Development Center-

615- 446-5225

2501 Hwy. 70E, Dickson, TN 37055

.....

My Daddy's Daycare-

615- 740-5138

103 Blue Rd., Dickson, TN 37055

.....

New Adventures Academy-

615- 450-6543

1103 Herchel St., Burns, TN 37029

.....

Stepping Stone of Whitebluff-

615-797-5707

5040 Hwy. 70 East, White Bluff, TN 37187

.....

The Learning Loft-

615- 375-8090

2 Reserve Dr., Dickson, TN 37055

.....

Walnut Street Christian Child Care Center-

615- 441-3410

201 Center Ave., Dickson, TN 37055

.....

White Bluff Imagination Station C.C.C.-

615- 797-9658

4447 Highway 70E, White Bluff, TN 37187

.....

EDUCATION SERVICES

Burns Middle School-

615-740-1860

88 Bobcat Trail, Burns, TN 37029

.....

Dickson County Board of Education-

615-446-7571

817 N. Charlotte St., Dickson, TN 37055

.....

Dickson Adventist Elementary School-

615-446-4131

746 Hwy. 46S, Dickson, TN 37055

.....

Dickson County Elementary School-

615-740-5837

120 W Broad St., Dickson, TN 37055

.....

Dickson County High School-

615-446-9003

509 Henslee Dr., Dickson, TN 37055

.....

Dickson County Middle School-

615-446-2273

401 E College St., Dickson, TN 37055

.....

Dickson County Middle School, Sullivan Annex-

615-740-5829

507 Henslee Dr., Dickson, TN 37055

.....

Dickson County Special Education-

615-446-2085

115 Academy St., Dickson, TN 37055

.....

Discovery School-

615-441-4163

101 Henslee Dr., Dickson, TN 37055

.....

Freed-Hardeman University-

615-740-5600

855 Hwy. 46S, Dickson, TN 37055

.....

Greater Things Christian School-

615-441-4822

2612 White Bluff Rd, Burns, TN 37029

.....

Highland Rim Head Start- Charlotte-

615-789-3316

125 Doyles Hill, Charlotte, TN 37036

.....

Highland Rim Head Start- Dickson Complex-

615-446-2576

119 West Broad St., Dickson, TN 37055

.....

Nashville State Community College of Dickson-

615-740-5998

855 Hwy. 46S, Dickson, TN 37055

.....

New Directions Academy-

615-740-6070

4000 Hwy. 48N, Charlotte, TN 37036

.....

Oakmont Elementary School-

615-446-2435

630 Hwy. 46 South, Dickson, TN 37055

.....

Stuart Burns Elementary School-

615-446-2791

3201 Hwy. 96, Burns, TN 37029

.....

Sullivan Central Elementary School-

615-740-5829

507 Henslee Dr., Dickson, TN 37055

.....

Tennessee College of Applied Technology Dickson, Main Campus-

615-441-6220

740 Hwy. 46, Dickson, TN 37055

.....

United Christian Academy-

615-446-0322

784 TN-46, Dickson, TN 37055

.....

University of Tennessee Extension Office Dickson County-

615-446-2788

204 Henslee Dr., Dickson, TN 37055

.....

Vanleer Elementary School-

615-740-5760

4456 Hwy. 49W, Vanleer, TN 37181

.....

White Bluff Elementary School-

615-740-5775

376 School Rd., White Bluff, TN 37187

.....

William James Middle School-

615-740.5770

3030 Trace Creek Rd., White Bluff, TN 37187

.....

EMPLOYMENT ASSISTANCE

American Job Center / Workforce Essentials-

615-446-0229

250 Beasley Dr. #2812 Dickson, TN 37055

.....

Development Services- Dickson-

615-446-5402

218 1/2 N Main St., Dickson, TN 37055

.....

Express Employment-

615-441-8898

432 Hwy. 46 South, Dickson, TN 37055

.....

Nettnx Labor and Workforce-

615-441-6210

250 Beasley Dr., Dickson, TN 37055

.....

Onin Staffing-

615-713-2959

100 South Mulberry St., Dickson, TN 37055

.....

People Ready-

615-446-0072

712 East College St., Dickson, TN 37055

.....

TalentForce-

615-446-9696

210 Skyline Cir., Suite C, Dickson, TN 37055

.....

EXTERMINATORS

Arrow Exterminators-

615- 446-5181

802 W College St., Dickson, TN 37055

.....

Butler's Pest Solutions-

615- 441-1093

.....

Cook's Pest Control-

615-446-8184

.....

Mosquito Authority-

615-326-5213

Servicing Middle TN

.....

Servall Termite & Pest Control-

615- 446-0288

721 Henslee Dr., Dickson, TN 37055

.....

FINANCIAL SERVICES

Advance Financial-

615-696-6282

119 Mathis Dr., Dickson, TN 37055

.....

Ascend Federal Credit Union-

800-342-3086

412 Thornton Dr., Dickson, TN 37055

.....

Bank of Dickson-

615-446-3732

101 N Main St., Dickson, TN 37055

.....

Blankenship CPA Group, PLLC-

615-446-5106

308 E. College St., Dickson, TN 37055

.....

Check into Cash-

615-446-1003

8 Mathis Dr., Dickson, TN 37055

.....

Cornerstone Financial Credit Union-

615-740-4442

650 Hwy 46, Dickson, TN 37055

.....

D. Wilson Overton, CPA and Consultant-

615-740-8788

116 US Hwy. 70, Dickson, TN 37055

.....

David H. England CPA and Consulting-

615-446-6686

303 Center Ave., Dickson, TN 37055

.....

Debbie's Tax and Bookkeeping-

615-740-0577

104 Center Ave., Dickson, TN 37055

.....

Dickson Insurance Agency-

615-446-3742

455 Henslee Dr., Dickson, TN 37055

.....

Direct Auto Insurance-

615-441-9999

418 Hwy 46 S. Suite C, Dickson, TN 37055

.....

Edward Jones-

615-446-1776

Mid-Town Center, 320 E College St. Unit E., Dickson, TN 37055

.....

Family Cash Advance-

615-740-9990

594 Hwy 46, Dickson, TN 37055

.....

Farm Bureau Insurance-

615-446-2804

700 Henslee Dr., Dickson, TN, 37055

.....

Farmers Insurance-

615-441-4010

98 Church St., Suite 3, Dickson, TN 37055

.....

First Bank-

615-446-4445

345 Hwy. 46 S, Dickson, TN 37055

.....

First Farmers and Merchants Bank-

615-797-3153

2011 Hwy. 47 N., White Bluff, TN 37187

.....

First Federal Bank-

615-446-4444

2310 TN-96, Burns, TN 37029

.....

First Federal Bank-

615-446-9091

601 Hwy 46, Dickson, TN 37055

.....

First Federal Bank-

615-446-9092

200 Henslee Dr., Dickson, TN 37055

.....

First Federal Bank-

615-789- 4103

2 Court Square C, Charlotte, TN 37036

.....

First Federal Bank-

615-763-0500

4701 Hwy. 49, Vanleer, TN, 37181

.....

First Federal Bank-

615-797-2334

4363 Hwy. 70 E., White Bluff, TN 37187

.....

First Insurance Partners-

615-446-2814

110 Mathis Dr. #105, Dickson, TN 37055

.....

Heights Finance-

615-441-3000

261 Dickson Plaza Dr., Dickson, TN 37055

.....

H&R Block-

615-446-6718

93 Mathis Dr., Dickson, TN 37055

.....

H&R Block-

615-446-7713

102 E College St., Dickson, TN 37055

.....

Ivy Insurance, Inc.-

615-441-8900

110 Mathis Dr. #106, Dickson, TN 37055

.....

Jackson Hewitt Tax Service-

615-740-0338

175 Beasley Dr., Dickson, TN 37055

.....

Knights of Columbus Insurance-

615- 441-8588

102 Hwy. 70 E. Suite 1, Dickson, TN 37055

.....

Lendmark Financial Services-

615-326-1834

205 Thornton Dr., Dickson, TN 37055

.....

Liberty Tax Service-

615-375-3577

418 Hwy. 46 S., Suite D, Dickson, TN 37055

.....

Linda D's Income Tax Services-

615-719-5239

2714 Hwy. 48N, Dickson, TN 37055

.....

Middle Tennessee Insurance Services-

615-446-1015

91 Mathis Dr. Suite A., Dickson, TN 37055

.....

OneMain Financial-

615-441-4765

137 Henslee Dr., Dickson, TN 37055

.....

PFF Insurance-

615-446-7494

106 Hwy. 70, Dickson, TN 37055

.....

Pinnacle Financial Partners-

615-740-8240

501 Hwy 46 South, Dickson, TN 37055

.....

Regen Financial Services-

615-441-1274

318 E College St. #H, Dickson, TN 37055

.....

Security Finance-

615-446-1144

251 Dickson Plaza Dr., Dickson, TN 37055

.....

Shelter Insurance-

615-446-7590

313 E. College St., Dickson, TN 37055

.....

State Farm Insurance-

615-446-6070

7103 Ramsey Way, Dickson, TN 37055

.....

Sunbelt Insurance-

615-446-9292

2004 TN-46, Dickson, TN 37055

.....

TriStar Bank-

615-446-7100

719 E College St., Dickson, TN 37055

.....

TriStar Bank-

615-740-5090

1901 TN-46, Dickson, TN 37055

.....

TriStar Bank-

615-789-3999

3416 Hwy. 48 N, Charlotte, TN 37036

.....

Traditions First Bank-

615-446-7664

500 Henslee Dr., Dickson, TN 37055

.....

US Bank-

615-740-1800

723 E. College St., Dickson, TN 37055

.....

Walnut St. Church of Christ-

615-446-2909

201 Center Ave., Dickson, TN 37055

.....

Weatherspoon & Page, CPA's-

615-446-3138

1517 Hwy. 47, Dickson, TN 37055

.....

FOOD AND MEAL ASSISTANCE

Dickson County Help Center-

615-441-0076

103 W College St., Dickson, TN 37055

.....

Highland Rim Economic Corporation-

615-441-1153

707 Colonial Village, Hwy. 70E, Dickson, TN 37055

.....

HEALTH SERVICES

Accent Smile Center-

615-800-2747

320 E College St., Dickson, TN 37055

.....

Aspen Dental-

615-375-3060

445 TN-46 S, Dickson, TN 37055

.....

Care Net Pregnancy Medical Center-

615-446-0701

305 S Main St., Dickson, TN 37055

.....

Cataract and Eye Care Center of Dickson-

615-446-9988

10100 Ramsey Way, Dickson, TN 37055

.....

Centerstone-

615-446-3797

6000 Ramsey Way Dr., Dickson, TN 37055

.....

Center for Dental Excellence-

615-763-9154

212 E. College St., Dickson, TN 37055

.....

Church Street Medical LLC-

615-446-0522

219 Church St., Dickson, TN 37055

.....

Covenant Medical Group LLC-

615-441-6140

200 Creekside Dr., Dickson, TN 37055

.....

Counseling Center for Columbia-

615-441-2311

111 Hwy. 70 E, Dickson, TN 37055

.....

Counseling for Living-

615-446-2134

402 Center Ave., Dickson, TN 37055

.....

Creekside Dental Center-

615-446-0106

493 Henslee Dr., Dickson 37055

.....

Dental Partners of Dickson College-

615-283-4653

306 E College St., Dickson, TN 37055

.....

Dickson County Health Department-

615-446-2839

301 West End Ave., Dickson, TN 37055

.....

Dickson County Health Department/Dental Services

615-797-5056

200 School Rd., White Bluff, TN 37187

.....

Dickson Dental-

615-446-7050

1926 Hwy. 46S, Dickson, TN 37055

.....

Dickson Family Dentistry & Oral Surgery-

615-446-2816

306 E College St, Dickson, TN 37055

.....

Dickson Pediatric Dentistry-

615-740-8812

134 US Hwy. 70, Dickson, TN 37055

.....

Dickson Community Clinic-

615-441-1486

114 US Hwy. 70, Dickson, TN 37055

.....

Dickson Eye Health-

615-446-8089

110 Mathis Dr., Dickson, TN 37055

.....

Discovery Place-

800-725-0922

1635 Spencer Mill Rd., Burns, TN 37029

.....

DMA Crestview-

615-446-5121

127 Crewview Park Dr., Dickson, TN 37055

.....

DMA Mathis Drive-

615-441-4400

110 Mathis Dr., Suite 103, Dickson, TN 37055

.....

DMA Pediatric Clinic-

615-441-4411

125 Crestview Park Drive, Suite 1, Dickson, TN 37055

.....

DMA Physical Therapy-

615-560-5112

766 Hwy. 46S, Dickson, TN 37055

.....

DMA Radiology-

615-441-4441

758 Hwy. 46S, Dickson, TN 37055

.....

DMA South and Express Care-

615-446-2708

758 Hwy. 46S, Dickson, TN 37055

.....

DMA Sleep Center-

615-441-4556

127 Crestview Park Drive, Suite 101, Dickson, TN 37055

.....

DMA White Bluff-

615-908-3680

2004 Hwy. 47N, White Bluff, TN 37187

.....

Donald Davisson-

615-441-3908

175 Beasley Drive, Dickson, TN 37055

.....

East Hill Dental Center-

615-446-4644

102 Hwy. 70E, Suite 2, Dickson, TN 37055

.....

ENT, Sinus and Allergy of Dickson-

615-740-5233

125 Crestview Park Dr., Suite 2, Dickson, TN 37055

.....

Fast Pace Health Urgent Care-

615-560-7016

718 E College St., Dickson, TN 37055

.....

Island Breeze Orthodontics-

615-375-8380

217 Hwy. 46 South, Suite D, Dickson, TN 37055

.....

Leah Patrick DDS-

615-446-7878

320 E College St. STE C, Dickson, TN 37055

.....

McClure Eye Center-

615-740-8003

114 Hwy. 70, Dickson, TN 37055

.....

Mental Health Co-Op-

615-446-3061

220 Skyline Cr., Dickson, TN 37055

.....

Pinewood Medical-

615-326-8121

3499 Hwy. 70W, Dickson, TN 37055

.....

Reconnect Peer Support Center-

615-441-6178

15 Valley W., Dickson, TN 37055

.....

Speight Family Medical-

615-740-9977

403 Henslee Dr., Dickson, TN 37055

.....

Southern Smiles Dentistry-

615-446-4967

304 E College St, Dickson, TN 37055

.....

Tidwell and Faulk-

615-446-2020

610 Henslee Drive, Dickson, TN 37055

.....

Tristar Pediatric Dentistry-

615-570-1011

215 Thornton Drive, Dickson, TN 37055

.....

HOUSING SERVICES

Dickson Group Home-

615-446-7660

907 W 5th St., Dickson, TN 37055

.....

Dickson Housing Authority-

615-446-4708

333 Martin Luther King Jr. Blvd., Dickson, TN 37055

.....

Dickson Restore Habitat for Humanity-

615-446-4385

223 Dickson Plaza Dr., Dickson, TN 37055

.....

Hidden Valley Apartments-

615-446-5340

405 Spring St., Dickson, TN 37055

.....

High House Village Apartments-

615-446-5340

105 Jones Creek Rd., Dickson, TN 37055

.....

Madison Ridge Apartments-

615-697-4103

301 Madison Ridge Blvd., Dickson, TN 37055

.....

Spring Haven Apartments-

615-446-5340

405 Spring St., Dickson, TN 37055

.....

Walnut Street Church of Christ-

615-446-2909

201 Center Ave., Dickson, TN 37055

.....

Walnut Street Apartments-

615-636-8494

104 Suggs St., Dickson, TN 37055

.....

LAUNDROMATS

National Laundry-

615- 855-1115

93 Mathis Dr., Dickson, TN

.....

Washland Coin Laundry-

615- 441-1888

547 Hwy. 46, Dickson, TN 37055

.....

Classic Cleaners-

615- 446-3000

112 Sylvis St., Dickson, TN 37055

.....

Washco Laundry-

615- 852-6413

101 Main St., White Bluff, TN 37187

.....

Top Alterations & Cleaners-

615- 326-7128

213 Dickson Plaza Dr., Dickson, TN 37055

.....

LOCAL SERVICES

Burns City Hall-

615-446-2851

2715 Church St., Burns, TN 37029

.....

Charlotte City Hall-

615-789-4184

22 Court Sq., Charlotte, TN 37036

.....

Dickson County Chamber of Commerce-

615-446-2349

205 S. Main St., Dickson, TN 37055

.....

Dickson County Clerk-

615-446-2543

106 N. Main St., Dickson, TN 37055

.....

Dickson County Public Library-

615-446-8293

303 Henslee Dr., Dickson, TN 37055

.....

Dickson County Solid Waste-

615-446-0019

100 Virgil Bellar Rd., Dickson, TN 37055

.....

Dickson Electric System-

615-446-9051

236 Cowan Rd., Dickson, TN 37055

.....

Dickson Mayor's Office-

615-441-9508

600 E. Walnut St., Dickson, TN 37055

.....

Dolly's Imagination Library-

615-326-7070

225 Henslee Dr., Dickson, Tennessee 37055

.....

Greater Dickson Gas Authority-

615-441-2830

605 E Walnut St., Dickson, TN 37055

.....

Jennie Woodworth Library-

615-797-9553

1054 Old Charlotte Rd., White Bluff, TN 37187

.....

Legal Aid Society of Middle Tennessee-

(615) 244-6610

1321 Murfreesboro Pike, Suite 400, Nashville, TN 37217

.....

US Post Office- Burns-

800-275-8777

2312 Hwy. 96, Burns, TN 37029

.....

US Post Office- Charlotte-

800-275-8777

7 Court Sq., Charlotte, TN 37036

.....

US Post Office- Cumberland Furnace-

800-275-8777

2985 New Dry Hollow Rd., Cumberland Furnace, TN 37051

.....

US Post Office- Dickson-

800-275-8777

206 Skyline Cr., Dickson, TN 37055

.....

US Post Office- Vanleer-

800-275-8777

4460 TN-49 W., Vanleer, TN 37181

.....

US Post Office- White Bluff-

800-275-8777

4401 E Hwy. 70, White Bluff, TN 37187

.....

Vanleer Mayor's Office-

615-763-2843

4455 Hwy. 49, Vanleer, TN 37181

.....

Water Authority of Dickson County-

615-441-4188

101 Cowan Rd., Dickson, TN 37055

.....

SENIOR SERVICES

Dickson County Senior Center-

615-446-9350

206 W Walnut St., Dickson, TN 37055

.....

Meals On Wheels (Mid Cumberland)-

615-740-7400

500 Hwy. 70W, Dickson, TN 37055

.....

Olive Branch Assisted Living-

615-446-5017

110 Luther Rd., Dickson, TN 37055

.....

SOCIAL SERVICES

Boys and Girls Club of Middle Tennessee-

615-983-6836

1704 Charlotte Ave., Suite 200, Nashville, TN 37203

.....

CASA of Dickson County-

615-509-5501

111 Hwy. 70 East, Suite 200 Dickson, TN 37055

.....

Child Advocacy Center-

615-789-3035

604 Spring St., Charlotte, TN 37036

.....

Department of Human Services- Dickson

615-740-2251

250 State St., Dickson, TN 37055

.....

Dickson County Health and Rehab-

615-446-5171

901 N Charlotte St., Dickson, TN 37055

.....

Dickson County Help Center-

615-446-0076

103 W College St., Dickson, TN 37055

.....

Dickson YMCA-

615-326-7070

225 Henslee Dr., Dickson, TN 37055

.....

Highland Rim Economic Corporation-

615-441-1153

707 Colonial Village, Hwy. 70E, Dickson, TN 37055

.....

Jewish Family Service of Nashville and Middle Tennessee, Inc.-

615-356-4234

801 Percy Warner Blvd. #103, Nashville, TN 37205

.....

New Visions, Relative Caregiver Program-

615-445-8711

5213 Linbar Dr., Suite 410, Nashville, TN 37211

.....

NHC Health Care- Dickson-

615-446-8046

802 N Charlotte St., Dickson, TN 37055

.....

Old Firehouse Day Shelter-

931-542-0381

1498 Golf Club Ln., Clarksville, TN 37040

.....

Safe Baby Court-

615-789-0250

4000 Hwy. 48 N, Suite 1, Charlotte, TN 37036

.....

Support and Training for Exceptional Parents-

615-463-2310

955 Woodland St. #104, Nashville, TN 37206

.....

TEIS-Greater Nashville-

615-532-7237

1232 Foster Ave., Nashville, TN 37243

.....

Tennessee Disability Coalition-

615-383-9442

955 Woodland St., Nashville, TN 37206

.....

Tennessee Voices for Children-

615-269-7751

2200 21st Ave. South, Nashville, TN 37212

.....

TN Department of Children's Services-

615-441-6204

213 Beasley Dr., Dickson, TN 37055

.....

United Way of Dickson County Horizon Medical Center -

615-418-7452

111 Hwy. 70E, Suite 205, Dickson, TN 37055

.....

SUBSTANCE ABUSE

Bradford Health Services-

866-977-7158

235 Dunbar Cave Rd., Suite A, Clarksville, TN 37040

.....

Freeman Recovery Center-

615-645-3677

410 Center Ave., Dickson, TN 37055

.....

Forever Well-

615-375-1188

118 US-70, Unit 1, Dickson, TN 37055

.....

Hope Center Ministries – Dickson Center-

866-396-4673

167 Woody Crest Rd., Dickson, TN 37055

.....

Hillview Baptist Church-

615-446-3652

920 Hwy. 70W, Dickson, TN 37055

.....

Long Term Recovery Center (A Discovery Place Facility)-

800-587-0172

206 Pump Hill Rd., Dickson, TN 37055

.....

Main St. Interventions-

615-740-7100

100 N Main St., Dickson, TN 37055

.....

Mirror Lake Recovery-

615-570-4105

999 Girl Scout Rd., Burns, TN 37029

.....

Tri-Star Horizon Medical Center-

615-446-0446

111 Hwy. 70E, Dickson, TN 37055

.....

Youth Villages-

615-740-5330

2043 Hwy. 70, Valley West Park, Dickson, TN 37055

.....

VETERAN SERVICES

Dickson Veterans Affairs-

615-441-6224

250 Beasley Dr., Dickson, TN 37055

.....

Easter Seals Tennessee-

615-292-6640

750 Old Hickory Blvd. #2-260, Brentwood, TN 37024

.....

Military One Source-

800-342-9647

.....

National Call Center for Homeless Veterans-

1-877-424-3838

.....

Operation Stand Down-

615-248-1981

1125 12th Ave. South, Nashville, TN 37203

.....

Property Tax Relief for Disabled Veterans and Surviving Spouses-

<https://www.tn.gov/veteran/veteran-benefits/tn-state-benefits/homeowners/property-tax-relief-for-surviving-spouses.html>

.....

Supportive Services for Veteran Families-

<https://ssvfonline.org/>

.....

Veterans Hotline-

1-800-273-8255

.....

Veterans Services-Benefits-Dept. of Veterans Affairs-

800-827-1000

110 9th Ave. South, Ste. A361, Nashville, TN 37023

.....

Wounded Warriors Project-

615-782-7226

223 Rosa L. Parks Ave., Suite 301, Nashville, TN 37023

.....

HOUSTON COUNTY RESOURCES

EMERGENCY SERVICES

American Red Cross-

931-645-6401

Elder Abuse Hotline-

1-888-222-8000

Child Abuse Hotline-

1-877-234-0004

Clarksville Crisis Center-

931-552-4636, 800-639-5370, Text: 931-648-1000

Serving Houston, Montgomery, and Stewart Counties

City of Erin Police-

931-289-2727

15 Hill St., Erin, TN 37061

Erin Fire Department-

931-289-3210

15 Hill St. Erin, TN 37061

Hope Line (NCADD)-

1-800-622-2255

217 Broadway, Ste. 712 New York, NY 10007

Houston County Community Hospital-

931-289-4211

5001 E Main St., Erin, TN 37061

.....

Houston County Dispatch-

931-289-4019

1107-1433 W. Main St., Erin, TN 37061

.....

Houston County Sheriff Department-

931-289-4614

3330 Hwy. 149, Erin, TN 37061

.....

National Domestic Abuse Hotline-

1-800-799-7233

.....

National Suicide Prevention Hotline-

1-800-273-8255

.....

Poison Control-

1-800-222-1222

.....

Tennessee 2-1-1 Connect

615-279-1410

211 provides information for obtaining assistance with food, clothing, housing and depression.

.....

Women Are Safe Local-

1-800-470-1117

.....

AUTO BODY/REPAIR

Barrett Tire-

931-289-3746

111 Store Front Dr., Erin, TN 37061

.....

County Line Tire & Auto-

931-721-2200

5325 Hwy. 49 Tennessee Ridge, TN 37178

.....

Crossroads Auto Repair-

931-289-3334

6828 Hwy. 13, Erin, TN 37061

.....

Houston County Tire-

931-289-4282

222 Old Hwy. 149, Erin, TN 37061

.....

Rye's Automotive-

931-289-5451

3787 W. Main St., Erin, TN 37051

.....

Shamrock Motors-

931-289-5175

5799 E. Main St., Erin, TN 37061

.....

Shelden Auto Repair-

931-289-3976

103 E. Front St., Erin, TN 37061

.....

CHILD CARE

BB's Playhouse-

931-348-9152

57 Store Front Dr., Erin, TN 37061

.....

Little Munchkins 2-

931-289-4484

70 Fussell Hill Loop, Erin, TN 37061

.....

EDUCATION SERVICES

Erin Elementary School-

931-289-3127

6500 Hwy. 13, Erin, TN 37061

.....

FAFSA Assistance -

800-433-3243

<https://studentaid.gov/>

.....

Highland Rim Head Start-

Phone: 931- 289-4135, Fax: 931- 289-3220

3215 Hwy. 149 Erin, TN 37061

.....

Houston County Board of Education-

Phone: 931- 289-4148 Fax: 931- 289-5543

6420 Hwy. 13, Erin, TN 37061

.....

Houston County High School-

931-289-4447

2500 Hwy. 149, Erin, TN 37061

.....

Houston County Middle School-

931-289-5591

3460 W. Main St. Erin, TN 37061

.....

Tennessee Ridge Elementary School-

Phone: 931-721-3780 Fax: 931-721-4029

135 School St., Tennessee Ridge, TN 37178

.....

EMPLOYMENT ASSISTANCE

Crossroads Employee Assistance-

931-553-2995

130 Hillcrest Dr., Clarksville, TN 37043

.....

Workforce Essentials Inc. / American Job Center-

Phone: 931-289-4127 Fax: 931- 289-4238

155 W. Front St., Erin, TN 37061

.....

EXTERMINATORS

Critter Gitters (Pest, Termite, Mosquito Control)-

931-801-0210

.....

Servall Termite & Pest Control-

931-648-8620

2518 US 41 Alt. Bypass, Clarksville, TN 37043

.....

FINANCIAL SERVICES

AE Reynolds Insurance Agency-

Phone: 931-721-3301 Fax: 931-721-4155

1887 N Main St., Tennessee Ridge, TN 37178

.....

Barnes Tax Services-

931-289-4649

1518 Hwy. 49, Erin, TN 37061

.....

Cash Express-

931-241-6437

55 Store Front Dr., Erin, TN 37061

.....

Farm Bureau Insurance-

931-289-4171

6388 Hwy. 13, Erin, TN 37061

.....

First Financial Bank

931 289-5000

3711 W Main St., Erin, TN 37061

.....

Johnsonville TVA Employees Credit Union-

931-827-6266

815 Cumberland City Rd. Cumberland City, TN 37050

.....

Regions Bank-

931-289-4224

4657 W Main St., Erin, TN 37061

.....

Sills Insurance Agency-

931-289-3612

4680 E Main St., Erin, TN 37061

.....

Traditions First Bank-

931-289-5500

5745 E. Main St., Erin, TN 37061

.....

Western Union-

931-289-4224

4657 W. Main St., Erin, TN 37061

.....

FOOD & MEAL ASSISTANCE

Bethesda Community Mission-

931-289-4044,

405 W. Front St., Erin, TN 37061

.....

HREC Houston County Neighborhood Service Center-

Phone: 931-289-4101 Fax: 931-289-5311

213 College St., Erin, TN 37061

.....

HEALTH SERVICES

360 Total Rehab-

931-289-5460

3507 W. Main St., Erin, TN 37061

.....

Centerstone-

888-291-4357

1330 N Main St., Tennessee Ridge, TN 37178

.....

Centerstone Clarksville – Regional Intervention Program-

Phone: 931-920-7200 Fax: 931-553-8742

404 Pageant Ln., Clarksville, TN 37040

.....

Covenant Care-

Phone: 931-289-2450 Fax: 931-289-2453

21 Roby Dr., Erin, TN 37061

.....

Erin Drugs-

931-289-5995

5897 E. Main St., Erin, TN 37061

.....

French Family Chiropractic-

931-289-5800

4891 E. Main St., Erin, TN 37061

.....

Full Spectrum-

931-289-4005

6981 Hwy. 13, Erin, TN 37061

.....

Healing Hope Family Medicine-

931-289-4235

5917 E. Main St. Erin, TN 37061

.....

Hillcrest Clinic-

Phone: 931-289-4201 Fax: 931-289-1947

4891 E Main St., Erin, TN 37061

.....

Houston County Health Department-

Phone: 931-289-3463 Fax: 931-289-3499

60 Court Square, Erin, TN 37061

.....

Mitchum's Drug-

931-289-4231

18 Spring St., Erin, TN 37061

.....

The Ross Center-

615-338-6341 Ext. 240

2295 Raleigh Ct., Suite B Clarksville, TN 37040

.....

HOUSING SERVICES

Crye-Leike Realtors-

615-446-8840

1904 Hwy. 46S, Dickson, TN 37055

.....

Erin Housing Authority-

Phone: 931-289-4261 Fax: 931-289-4262

44 Griffin Dr., Erin, TN 37061

.....

Shamrock Apartments-

931-289-3901

11 Shamrock Dr., Erin, TN 37061

.....

LAUNDROMATS

A&M Laundry (24 Hour Self Service)-

327 Cumberland City Hwy., Erin, TN 37061

.....

LOCAL SERVICES

Brake's Recycling-

931-289-4162

4640 W. Main St., Erin, TN 37061

.....

Computer One-

931-289-2299

5781 E. Main St., Erin, TN 37061

.....

Deerfield Inn-

931-289-2550

6875 TN-13, Erin, TN 37061

.....

Erin City Hall/Water Department-

931-289-4108

15 Hill St., Erin, TN 37061

.....

Gill Markley Runyon, Attorney-

931-289-5900

4751 E. Main St., Erin, TN 37061

.....

Houston County Animal Clinic-

931-289-4138

4050 W. Main St., Erin, TN 37061

.....

Houston County Chamber of Commerce-

931-289-5100

4 Court Square Erin, TN 37061

.....

Houston County Chancery Court-

931-289-3870

4725 E. Main St., Erin, TN 37061

.....

Houston County Circuit Court Clerk-

931-289-4673

4725 E. Main St., Erin, TN 37061

.....

Houston County- County Clerk-

931-289-3141

4725 E. Main St., Erin, TN 37061

.....

Houston County Election Commission-

931-289-3047

4760 E. Main St., Erin, TN 37061

.....

Houston County Highway Department-

931-289-4151

3340 TN-149, Erin, TN 37061

.....

Houston County Landfill-

931-289-4595

1136 Fire Tower Rd., Erin, TN 37061

.....

Houston County Public Library-

931-289-3858

24 Spring St., Erin, TN 37061

.....

Houston UT Extension Office-

Phone: 931- 289-3242, Fax: 931-289-3987

4725 E. Main St., Erin, TN 37061

.....

Jean's Trash Services-

931-289-5412

5825 Bateman Branch Rd., Erin, TN 37061

.....

Legal Aid Society of Middle Tennessee-

(615) 244-6610

300 Deaderick St., Nashville, TN 37201

.....

Meriwether Lewis Electric Cooperative-

931-289-3311

31 Industrial Park Rd., Erin, TN 37061

.....

TEC-

931-289-4221

4587 W. Main St., Erin, TN 37061

.....

Tennessee Ridge City Hall/Water Department-

931-721-3385

2300 S. Main St., Tennessee Ridge, TN 37178

.....

Tennessee Ridge Fire Department-

931-721-3382

14335 N. Main St., Tennessee Ridge, TN 37178

.....

US Post Office- Erin-

931-289-4540

30 Arlington St., Erin, TN 37061

.....

US Post Office- TN Ridge-

931-721-4120

940 Hwy. 49, Tennessee Ridge, TN 37178

.....

Waste Patrol-

931-348-8005

.....

SENIOR SERVICES

JD Lewis Senior Center-

931-289-3848

241 Arlington Dr., Erin, TN 37061

.....

Meals on Wheels (Mid-Cumberland)-

931-289-3848

241 Arlington Dr., Erin, TN 37061

.....

Mid-Cumberland Transportation-

615-446-4943

110 Mathis Dr. #204, Dickson, TN 37055

.....

Signature Healthcare-

931-289-4141

278 Rocky Hollow Rd., Erin, TN 37061

.....

SOCIAL SERVICES

Centerstone Clarksville – Regional Intervention Program-

Phone: 931-920-2347 Fax: 931-553-8742

404 Pageant Ln., Clarksville, TN 37040

.....

Department of Children Services- Houston-

931-296-4550

Located in Humphreys County

.....

Houston County Department of Human Services-

Phone: 931-289-4105 Fax: 931-289-4104

21 Store Front Dr., Erin, TN 37061

.....

Houston County UT Extension-

931-289-3242, Fax: 931-289-3987

4725 E Main St., Erin, TN 37061

.....

Highland Rim Economic Corporation-

P: 931-289-4101 F: 931-289-5311

213 College St., Erin, TN 37061

.....

Workforce Essentials Inc. / American Job Center

Phone: 931-289-4127 Fax: 931-289-4238

155 Front St., Erin, TN 37061

.....

SUBSTANCE ABUSE

Safe Harbor of Erin-

931-289-2929

179 Substation Loop, Erin, TN 37061

.....

SAMHSA- Substance Abuse and Mental Health Services Administration-

800-662-4357, TTY: 800-487-4889

.....

VETERAN SERVICES

National Call Center for Homeless Veterans-

877-424-3838

.....

Veterans Hotline-

1-800-273-8255

.....

Veterans Services-Benefits-Dept. of Veterans Affairs-

800-827-1000

110 9th Ave. South, Ste. A361, Nashville, TN 37023

.....

Wounded Warriors Project-

615-782-7226

223 Rosa L. Parks Ave., Suite 301, Nashville, TN 37023

.....

HUMPREYS COUNTY RESOURCES

EMERGENCY SERVICES

Adult Protective Services and Elder Abuse Hotline-

888-222-8000

Child Abuse Hotline-

1-877-234-0004

Crisis Number-

855-274-7471

Provides suicide and crisis intervention through 24-hour crisis line counseling at no charge.

Hope Line (NCADD)-

1-800-622-2255

Humphreys County 911 Center-

931-296-7792

103 E. Main St., Waverly, TN 37185

Humphreys County Sherriff Department-

931-296-2301, ext. 100

112 Thompson St Waverly, TN 37185

McEwen Police Department-

931-582-6922

9586 Hwy. 70E, PO Box 236, McEwen, TN 37101

McEwen Fire Department-

931-582-3374

68 Wilkie St., McEwen, TN 37101

National Domestic Violence Hotline-

800-799-SAFE (7233)

National Suicide Prevention Hotline-

1-800-273-8255

New Johnsonville Fire Department-

931-535-2700

323 Long St., New Johnsonville, TN 37134

New Johnsonville Police Department-

931-535-2700

323 Long St., New Johnsonville, TN 37134

Poison Control-

1-800-222-1222

Tennessee 2-1-1 Connect-

615-279-1410

211 Provides information for obtaining assistance with food, clothing, housing and depression.

Waverly Fire Department-

931-296-4300

103 E Main St., Waverly, TN 37185

Waverly City Police Department-

931-296-4300

103 E Main St., Waverly, TN 37185

Women Are Safe-

931-729-9885, 24 Hour Crisis Hotline 800-470-1117

womenaresafe.org

AUTO BODY/REPAIR

AA Auto Salvage-

931-582-6918

13800 Hwy. 70E, McEwen, TN 37101

.....

Barnett's Wrecker Service & Repair-

931-296-9765

15899 TN-13, Hurricane Mills, TN 37078

.....

Buck's Automotive-

931-582-6007

41 Peeler Rd., McEwen 37101

.....

Hull Tire & Oil-

931-582-9965

8849 Hwy. 70E, McEwen, TN 37101

.....

Rochelle Tire and Oil-

931-582-3190

9961 Hwy. 70E, McEwen, TN 37101

.....

Stanfield's Tire & Alignment-

931-296-5093

204 Mill St., Waverly, TN 37185

.....

Waverly Express Lube & Tire-

931-299-7543

395 Holly Ln., Waverly, TN 37185

.....

Waverly Tire & Auto-

931-296-9901

407 W Main St., Waverly, TN 37185

.....

CHILD CARE

Small Steps Preschool-

931-296-5020

703 E Railroad St., Waverly, TN 37185

.....

Bright Beginnings Child Care-

931-645-0677/931-228-8067

9158 Hwy. 70E McEwen, TN 37101

.....

EDUCATION SERVICES

Highland Rim Head Start – McEwen-

931-582-3278

220 East Swift St., McEwen, TN 37101

.....

Highland Rim Head Start – Waverly-

931-296-7401

612 E Main St., Waverly, TN 37185

.....

Humphreys County Board of Education-

931-296-2568

2443 Hwy. 70E, Waverly, TN 37185

.....

James Developmental Center Inc.-

931-296-7755

200 Matthews Hollow Rd., Waverly, TN 37185

.....

McEwen Elementary School-

931-582-6913

220 Swift St. E, McEwen, TN 37101

.....

McEwen High School-

931-582-6950

335 Melrose St., McEwen, TN 37101

.....

McEwen Junior High School-

931-582-8417

365 Melrose St., McEwen, TN 37101

.....

Nashville State Community College-

931-296-1739

695 Holly Ln., Waverly, TN 37185

.....

Natchez Trace Youth Academy-

931-296-1183

4157 Hawks Ln., Waverly, TN 37185

.....

TEIS-

731-421-6830

225 Dr. Martin Luther King Jr. Dr., Jackson, TN 38301

.....

Waverly Elementary School-

931-296-2371

612 E Main St., Waverly, TN 37185

.....

Waverly Junior High School-

931-296-4514

520 E Main St., Waverly, TN 37185

.....

Waverly Central High School-

931-296-3911

1325 US-70, Waverly, TN 37185

.....

EMPLOYMENT ASSISTANCE

Workforce Essentials Inc. American Job Center-

931-296-5872

711 Holly Ln., Waverly, TN 37185

.....

EXTERMINATORS

Critter Gitters, Pest Termite and Mosquito Control-

931-801-0210

.....

Servall Termite and Pest Control-

615-446-0288

721 Henslee Dr., Dickson, TN 37055

.....

FINANCIAL SERVICES

Advantage Tax and Bookkeeping-

931-582-3715

9248 Hwy. 70 E, McEwen, TN 37101

.....

Apex Bank-

931-582-2739

95 Main St., McEwen, TN 37101

.....

Apex Bank-

931-296-2739

201 W Main St., Waverly, TN 37185

.....

Durham, Nunnery & Brooks-

931-296-3107

1040 W Main St., Waverly, TN 37185

.....

Farm Bureau Insurance-

931-296-4219

210 Holly Ln., Waverly, TN 37185

.....

Federal Government-

844-872-4681

.....

First Bank-

931-296-5747

416 W Main St., Waverly, TN 37185

.....

First Horizon Bank-

931-582-3330 / 931-296-4264

122 W Main St., Waverly, TN 37185

.....

First Tennessee Bank-

931-296-4214

210 W Main St., Waverly, TN 37185

.....

Ford & Associates-

931-582-6591

11375 N. Hurricane Creek Rd., McEwen, TN 37101

.....

Humphreys County Tax & Bookkeeping-

931-296-4433

103 Mill St., Waverly, TN 37185

.....

Lakeside Credit Union-

931-535-3750

1008 Broadway Ave., New Johnsonville, TN 37134

.....

Nationwide Insurance –

931-296-9840 / Fax: 931-296-9844

121 Waverly Plaza, Waverly, TN, 37185

.....

Porch-Stribling-Webb Insurance-

931-296-4271

132 E Main St., Waverly, TN 37185

.....

Proctor Insurance-

931-582-3615

50 Main St., McEwen, TN 37101

.....

Shelter Insurance –

931-296-2528

714 E Main St., Waverly, TN 37185

.....

State Farm Insurance-

931-296-2464

115 Waverly Plaza, Waverly, TN 37185

.....

St. Vincent DePaul Society-

931-582-8454

175 St. Patrick St., McEwen, TN 37101

.....

FOOD & MEAL ASSISTANCE

Helping Hands of Humphreys Co.-

931-209-5721

912 W Main St., Waverly, TN 37185

.....

Highland Rim Economic Corporation-

931-296-4098

107 Mill St., Waverly, TN 37185

.....

HEALTH SERVICES

Baker Dental-

931-296-2748

103 S. Church St., Waverly, TN 37185

.....

Dr. George T. Mathai, MD-

931-535-3734

224 Long St., New Johnsonville, TN 37134

.....

Family Health LLC-

931-228-9040

106 Main St., McEwen, TN 37101

.....

Fast Pace-

931-299-7378

301 W Main St., Waverly, TN 37185

.....

Humphreys County Health Department-

931-296-6531

222 Holly Ln., Waverly, TN 37185

.....

James Developmental Center Inc.-

931-296-7755

200 Matthews Hollow Rd., Waverly, TN 37185

.....

King Family Medical-

931-296-9969

215 Holly Ln., Waverly TN 37185

.....

Main Street Drug-

931-296-3703

211 W Main St., Waverly, TN 37185

.....

McEwen Dental Associates-

931-582-6997

9437 Hwy 70E, McEwen, TN 37101

.....

Memorial Clinic-

931-296-5833

203 E Commerce St., Waverly, TN 37185

.....

Three Rivers Hospital-

931-296-4203

451 TN-13, Waverly, TN 37185

.....

Trull Family Pharmacy-

931-299-7181

306 W Main St., Waverly, TN 37185

.....

Waverly Clinic-

931-296-7788

806 E Main St., Waverly, TN 37185

.....

Waverly Medical Center-

931-296-4225

209 W Main St., Waverly, TN 37185

.....

Waverly Pediatric Clinic-

931-296-7000

1034 W Main St., Waverly, TN 37185

.....

HOUSING SERVICES

Bill Collier Realty & Auction-

931-296-2766

198 S Clydeton Rd., Waverly, TN 37185

.....

Briarwood Apartments-

931-296-9252

116 Guy Barnett Dr., Waverly, TN 37185

.....

Creekview Manor Apartments-

931-296-4034

204 N. Clydeton Rd., Waverly, TN 37185

.....

Exit Now Realty-

931-582-6555

9760 Hwy. 70E, McEwen, TN 37101

.....

Irish Apartments-

931-582-6239

40 Irish Dr., McEwen, TN 37101

.....

Neighborhood Realtors-

931-296-3131

102 W Main St., Waverly, TN 37185

.....

Rushton & Co. Real Estate-

931-296-3507

205 E Main St., Waverly, TN 37185

.....

Waverly Housing Authority-

931-296-2256

35 W. Brookside Dr., Waverly, TN 37185

.....

LAUNDROMATS

McEwen Laundry-

931-582-3610

Hwy. 70E, McEwen, TN 37101

.....

Quickwash Coin Laundry, Waverly-

731-220-4457

107 Waverly Plaza, Waverly, TN 37185

.....

Quickwash Coin Laundry, New Johnsonville-

731-220-4457

586 Broadway Ave., New Johnsonville, TN 37134

.....

LOCAL SERVICES

AT&T Phone Services-

800-288-2020- Customer Service

855-579-3106-New Service

.....

Couldn't Afford Main Street-

931-623-7778

105 Pavo Ave., Waverly, TN 37185

.....

Fast Forward Broadband-

931-264-1029

715 E Main St., Waverly, TN 37185

.....

Gimme Thrift Shop-

9423 US 70, McEwen, TN 37101

.....

Hilltop Thrift Shop-

931-296-1485

102 Young Rd., Waverly, TN 37185

.....

Humphreys County Chamber of Commerce-

931-296-4865

124 E Main St., Waverly, TN 37185

.....

Humphreys County Public Library-

931-296-2143

201 Pavo Ave., Waverly, TN 37185

.....

Humphreys County Utility District-

931-296-3204

1311 Hwy. 70W, Waverly, TN 3718

.....

Legal Aid Society of Middle Tennessee-

(615) 244-6610

300 Deaderick St., Nashville, TN 37201

.....

McEwen City Hall-

931-582-6211,

9586 Hwy. 70E, McEwen, TN 37101

.....

McEwen Water Department-

931-582-6211

9586 Hwy. 70E PO Box 236, McEwen, TN 37101

.....

Meriwether Lewis Electric Cooperative-

931-296-2581

200 E Commerce St., Waverly, TN 37185

.....

New Johnsonville City Hall-

931-535-2715

323 Long St., New Johnsonville, TN 37134

.....

US Post Office- Hurricane Mills-

800-275-8777

1855 Hurricane Mills Rd., Hurricane Mills, TN 37078

.....

US Post Office – McEwen-

800-275-8777

32 Long St. W E, McEwen, TN 37101

.....

US Post Office – New Johnsonville-

800-275-8777

556 Broadway Ave., New Johnsonville, TN 37134

.....

US Post Office – Waverly-

800-275-8777

403 W Main St., Waverly, TN 37185

.....

SENIOR SERVICES

Humphreys County Nursing Home-

931-296-2532

104 Fort Hill Rd., Waverly, TN 37185

.....

McEwen Senior Center-

931-582-6037

23 Fortner Rd., McEwen, TN 37101

.....

Meals on Wheels (Mid-Cumberland)

931-296-2979

206 N Church St., Waverly, TN 37185

.....

Mid-Cumberland Human Resource Agency – Humphreys Co.-

931-296-2871

125 Mill St., Waverly, TN 37185

.....

Waverly Health Care & Rehabilitation-

931-296-7552

896 E Powers Blvd., Waverly, TN 37185

.....

Waverly Senior Citizens Center-

931-296-2979

206 North Church St., Waverly, TN 37185

.....

SOCIAL SERVICES

Humphreys County DHS-

931-296-4227

1203 Hwy 70, Waverly, TN 37185

.....

Highland Rim Economic Corporation-

931-296-4098

107 Mill St., Waverly, TN 37185

.....

Mid-Cumberland Community Services Agency-

931-296-7753

206 N Church St., Waverly TN 37185

.....

St. Vincent DePaul Society-

931-582-8454

175 St. Patrick St., McEwen, TN 37101

.....

United Way of Humphreys County-

931-296-4588

122 W Main St., Waverly, TN 37185

.....

UT Extension Office Humphreys County-

931-296-2543

108 Thompson Ave., Waverly, TN 37185

.....

SUBSTANCE ABUSE

Christ Community Church-

931-582-8676

635 St. Patrick St., McEwen, TN 37101

.....

Friendship World Outreach (FWO)-

931-582-3346

1880 Mt Zion Rd., McEwen, TN 37101

.....

SAMHSA- Substance Abuse and Mental Health Services Administration-

800-662-4357 / TTY: 800-487-4889

.....

Hope Center Ministries-

931-296-9711

1510 N Clydeton Rd., Waverly, TN 37185

.....

VETERAN SERVICES

National Call Center for Homeless Veterans-

877-4AID-VET (800-424-3838)

.....

Supportive Services for Veteran Families-

<https://ssvfonline.org/>

.....

Veterans Hotline-

1-800-273-8255

.....

STEWART COUNTY RESOURCES

EMERGENCY SERVICES

American Red Cross-

931-645-6401

Child Abuse Hotline-

1-877-234-0004

Clarksville Crisis Center-

931-552-4636/800-639-5370/Text: 931-648-1000

Elder Abuse Hotline-

888-222-8000

Hope Line (NCADD)

800-622-2255

National Domestic Abuse Hotline-

800-799-7233

National Suicide Prevention Hotline-

800-273-8255

Poison Control-

800-222-1222

Stewart County EMS-

931-232-6222

719 Spring St., Dover, TN 37058

Stewart County Fire Department (Big Rock, Bumpus Mills, Indian Mound)-

931-232-3014

405 Leatherwood Bay Rd., Dover, TN 37058

.....

Stewart County Sheriff Department-

931-232-4053

314 Cedar St., Dover, TN 37058

.....

Suicide and Crisis Intervention-

855-274-7471

.....

Tennessee 2-1-1 Connect-

211 Provides information for obtaining assistance with food, clothing, housing and depression.

.....

Women Are Safe-

931-729-5730

24 HR Crisis Hotline- 800-470-1117

www.womenaresafe.org

.....

AUTO BODY/REPAIR

1st Choice Collision Center-

931-232-8200

1627 US-79, Dover, TN 37058

.....

Barrett Tire & Automotive-

931-232-9425

1554 Donelson Pkwy, Dover, TN 37058

.....

Big C's Automotive, Small Engine-

931-305-0143

1206 Highway 46, Indian Mound, TN 37079

.....

Big Rock Automotive-

931-232-4499

1701 US-79, Big Rock, TN 37023

.....

Dover Auto Body and Towing-

931-32-0016

108 Adkins Rd, Dover, TN 37058

.....

GT Automotive-

931-232-7463

815 US-79, Dover, TN 37058

.....

Gray's Garage-

931-232-7872

420 US-79, Dover, TN 37058

.....

CHILD CARE

Homestead-

931-232-0354

119 Robertson Hill Rd., Dover, TN 37058

.....

Miss. Debbie's Group Child Care-

931-232-6446

1202 Spring St., Dover TN 37058

.....

EDUCATION SERVICES

Dover Elementary School-

931-232-5442

1024 Moore Rd., Dover, TN 37058

Highland Rim Head Start- Stewart Complex-

931-232-7965

500 Williams Rd., Big Rock, TN 37023

North Stewart Elementary-

931-232-5505

2201 US-79, Big Rock, TN 37023

Stewart County Board of Education-

931-232-5176

1031 Spring St., Dover, TN 37058

Stewart County Friends of the Library-

931-232-3127

102 Natcor Dr., Dover, TN 37058

Stewart County High School-

931-232-5179

120 Robertson Hill Rd., Dover, TN 37058

Stewart County Middle School-

931-232-9112

723 Spring St., Dover, TN 37058

Sylvan Learning Center-

931-538-1641

220 Forbes Ave. Ste. A, Clarksville, TN 37040

.....

EMPLOYMENT ASSISTANCE

Workforce Essentials Inc. / American Job Center-

931-232-5035

1356 Donelson Pkwy., Dover, TN 37058

.....

EXTERMINATORS

On Target Home Inspections-

931-205-5533

1325 Old Hwy. 79, Dover, TN 37058

.....

Servall Termite Control-

931-232-0866

2518 US-41 Alt. Bypass, Clarksville, TN 37043

.....

FINANCIAL SERVICES

Campbell Insurance Agency-

931-232-2277

1115 Donelson Pkwy., Dover, TN 37058

.....

Cash Express-

931-232-2294

1113 Donelson Pkwy., Dover, TN 37058

.....

Cheryl's Bookkeeping Services-

931-305-0242

476 E. Fork Leatherwood Rd., Stewart, TN 37175

.....

Christina Porter Tax Preparation and Accounting, Under the Sun Florist-

931-305-4218

260 Walker Ridge Rd., Big Rock, TN 37023

.....

Donna Patrick Services-

931-232-4787

3412 Hwy. 79, Indian Mound, TN 37070

.....

Eileen Wirsig, CPA-

931-232-6756

179 Timbertops Dr., Dover, TN 37058

.....

Farm Bureau Insurance-

931-232-5112

313 Spring St., Dover, TN 37058

.....

Farm Bureau Tax Services-

931-232-7988

441 Hwy. 79, Dover, TN 37058

.....

F&M Bank-

931-232-5178

100 Donelson Pkwy., Dover, TN 37058

.....

F&M Bank- Bumpus Mills-

931-232-5978

3029 Hwy. 120, Bumpus Mills, TN 37028

.....

Herndon Financial Service-

931-534-4624

324 Spring St., Dover, TN 37055

.....

Johnsonville TVA Employees Credit Union-

931-827-6266

815 Cumberland City Rd. Cumberland City, TN 37050

.....

Parks & Associates Insurance-

931-232-9919

803 Donelson Pkwy., Suite A, Dover, TN 37055

.....

Regions Bank-

800-734-4667

705 Donelson Pkwy., Dover, TN 37058

.....

Sills Insurance Agency-

931-232-5462

211 Donelson Pkwy., Dover, TN 37058

.....

Tonya Gaboriault Accounting Services-

931-305-3875

356 Norris Hancock Rd., Big Rock, TN 37023

.....

Traditions First Bank-

931-232-7107

300 Donelson Pkwy., Dover, TN 37058

.....

FOOD & MEAL ASSISTANCE

Bumpus Mills Church of Christ-

931-232-2435

111 Old Hwy. 120, Bumpus Mills, TN 37028

.....

Dover Church of Christ Food Pantry-

931-232-5152

511 Natcor Dr., Dover, TN 37058

.....

Good Samaritans-

931-232-5956

303 Donelson Pkwy., Dover, TN 37058

.....

Highland Rim Economic Corporation-

931-232-5184

225 Donelson Pkwy., Dover, TN 37058

.....

Manna Café-

208 Church St., Dover, TN 37058

Every Tuesday 10am-3pm

.....

New Haven United Methodist Church-

931-305-4656

107 Crains Landing Rd., Dover, TN 37058

.....

New Hope Church of God Food Pantry-

931-232-4488

1439 Hwy. 120, Big Rock, TN 37023

.....

Stewart County Visitors Center Meal Ministry-

117 Visitors Center Ln., Dover, TN 37058

.....

HEALTH SERVICES

Dover Dental Clinic-

931-232-8287

445 US-79, Dover, TN 37058

.....

Dover Eye Clinic-

931-232-5118

1306 Donelson Pkwy., Dover, TN 37058

.....

Dover Family Pharmacy-

931-232-0123

1307 Donelson Pkwy., Dover, TN 37058

.....

Dover VA Clinic-

931-232-5138

1406 Donelson Pkwy., Dover, TN 37058

.....

For Your Family Health Care-

931-232-5555

1511 Donelson Pkwy., Dover, TN 37058

.....

Renfroe Family Dental-

931-232-7105

311 Spring St., Dover, TN 37058

.....

Stewart County Health Department-

931-232-5329

1021 Spring St., Dover, TN 37058

.....

Tennova Family Medicine-Dover-

931-232-5141

1020 Dr. Robert H. Lee Dr., Dover, TN 37058

.....

TrueCare Pharmacy-

931-232-4008

2235 US-79, Big Rock, TN 37023

.....

HOUSING SERVICES

Cambridge Apartments-

931-232-8115

300 Main St., Dover, TN 37058

.....

Colonial Apartments-

931-827-2914

215 Thomas Ave. #1, Cumberland City, TN 37050

.....

Hidden Hollow-

931-232-8631

172 Hidden Hollow, Dover, TN 37058

.....

Patty Page Properties-

931-232-5082

609 Spring St., Dover, TN 37058

.....

Ridgecrest Apartments-

931-232-7960

200 Forge Rd., Dover, TN 37058

.....

Rosa Ella Village-

931-232-0561

201 Rose Ella Dr., Dover, TN 37058

.....

Spotlight Properties-

931-232-7222

333 US-79, Dover, TN 37058

.....

Twin Oaks Apartments-

931-627-0080

.....

Urban Ministries Safe House-

931-648-9090

217 3rd St., Clarksville, TN 37040

.....

LOCAL SERVICES

E-Z Money Pawn & Gun-

931-232-7296

698 US-79, Dover, TN 37058

.....

Freebird Bonding-

931-232-2364

807 Donelson Pkwy., Dover, TN 37058

.....

Good Neighbor Cleaning-

931-627-3691

108 Boat Dock Rd., Dover, TN 37058

.....

Good Samaritans, Inc.-

931-232-5956

303 Donelson Pkwy., Dover, TN 37058

.....

Legal Aid Society of Middle Tennessee-

(615) 244-6610

300 Deaderick St., Nashville, TN 37201

.....

Mid-Cumberland Transport-

615-331-6033

402 Church St #D., Dover, TN 37058

.....

Mid-Cumberland Human Resource Agency- Stewart-

931-232-6416

111 General Rice St., Dover, TN 37058

.....

Stinky Pinky Septic Service-

931-232-5992

4576 Old Clarksville Pike, Clarksville, TN 37043

.....

Stewart County Propane-

931-232-4632

1571 Hwy. 79N, Dover, TN 37058

.....

Stewart County Public Library-

931-232-3127

102 Natcor Dr., Dover, TN 37058

.....

SENIOR SERVICES

Diversicare of Dover-

931-232-6902

537 Spring St., Dover, TN 37058

.....

Mid-Cumberland: Meals on Wheels-

931-232-4983

111 General Rice St., Dover, TN 37058

.....

Stewart County Senior Citizens-

931-232-7663

111 General Rice St., Dover, TN 37058

.....

SOCIAL SERVICES

CASA of Stewart County-

931-305-1315

110 Natcor Dr., Dover, TN 37058

.....

Centerstone-

Sarah L Perez-Seysock (Services North Stewart County)-

931-305-1162

1820 Memorial Cir., Clarksville, TN 37043

.....

Department of Children Services-

931-232 8555

1007 Spring St., Dover, TN 37058

.....

Everlasting Hope Counseling Center-

931-232-3811

1302 Donelson Pkwy., Dover, TN 37058

.....

Legal Aid Society of Middle Tennessee-

109 South 3rd St., Clarksville, TN 37040

.....

Progressive Directions Inc.-

931-232-8801

305 Church St., Dover, TN 37058

.....

Safe House: Clarksville-

931-552-6900

Christybussell@clarksvillesafehouse.com

.....

Salvation Army of Clarksville-

931-553-8494

210 Kraft St., Clarksville, TN 37040

.....

Stewart County Department of Human Services-

931-232-5304

1011 Spring St., Dover, TN 37058

.....

Tennessee 2-1-1 Connect-

211 Provides information for obtaining assistance with food, clothing, housing and depression.

.....

UT Extension-

931-627-3989

Stewart County Court House

.....

SUBSTANCE ABUSE

Alcoholics Anonymous-

931-801-9236

Old Hwy. 79, Dover, TN 37058

.....

Everlasting Hope Counseling Center-

931-232-3811

1302 Donelson Pkwy, Dover, TN 37058

.....

Stewart County Substance Abuse-

931-249-3501

.....

VETERAN SERVICES

National Call Center for Homeless Veterans-

877-424-3838

.....

Soldiers and Families Embraced-

931-591-3241

1812 Haynes St., Clarksville, TN 37040

.....

Supportive Services for Veteran Families-

615-460-4385

<https://ssvfonline.org/>

.....

Veterans Hotline-

800-273-8255

.....

Veterans Services-Benefits-Dept. of Veterans Affairs-

800-827-1000

110 9th Ave. South, Ste. A361, Nashville, TN 37023

.....

Wounded Warriors Project-

615-782-7226

223 Rosa L. Parks Ave., Suite 301, Nashville, TN 37023

.....

Highland Rim Head Start Parent/Guardian Declaration

- I have received a summary of the Daycare Licensing Requirements, along with a copy of Highland Rim Head Start's Parent Handbook. I have signed for this statement below, verifying by receipt my understanding and agreement of their content.
- The Highland Rim Head Start Confidentiality Policy has been reviewed with me and I understand my responsibilities to uphold confidentiality concerning enrolled children and families.
- I have been trained on Child Abuse and Neglect, including mandated reporting and have been provided the Child Abuse Hotline phone number.
- I have received a copy, and been trained on the Volunteer Orientation Handbook.
- I have received a copy of the Parent Resource Manual.
- I have visited the Highland Rim Head Start facility prior to enrolling my child.
- I give permission for Highland Rim Head Start staff members to sign my child in and out of the program for the 2020-2021 school year. I understand that the person's name who drops off or picks up my child will be recorded.

Pre enrollment Visit Date: _____

If I have further questions, I understand that I can ask my family advocate or teacher at my child's Head Start Center.

Parent/Guardian Signature

Date

Staff Signature

Date