

**2022/2023**  
**Parent Handbook**  
**Palo Verde**  
**Head Start Program**



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## **Palo Verde Unified School District**

Vision—To guide families on the pathway to hope, change, and independence through community collaboration that promotes family pride, respect and responsibility.

Mission – In partnership with parents and the community, Palo Verde Head Start helps families connect to comprehensive services for eligible children three to five and their families. These programs provide a foundation for early childhood education, parental awareness, training in the areas of children’s health, growth, and development, and ensures an environment of responsive care giving that lead toward school readiness.

The Palo Verde Unified School District encourages self-sufficiency, growth, and independence for all children and families within their community, as well as acceptance and respect for diversity.

Welcome to the Palo Verde Head Start Program. This booklet will provide you with helpful information and important reminders to maximize the opportunities the program provides to you and your family. It is important to keep this handbook with the copies of your enrollment documents so that you can refer back to them throughout the year.

We believe that communication is the key to a successful relationship between the family and the Palo Verde Head Start Program. Whenever you have any questions or concerns, please bring them to your child's teacher. Parents may also speak with the Director, if needed. When questions or concerns cannot be addressed at the school site. Remember, we are your partners in helping your child succeed.

Palo Verde Head Start Program understand that you, the parent, are your child's first and most important teacher. We welcome and need your participation in the classroom and other areas of the program. Your involvement strengthens the success of the program. You will find that parent involvement is fun and rewarding.

We look forward to working with you and your child this year!



## **Vision and Mission Statement**

Vision— To guide families on the pathway to hope, change and independence through community collaboration that promotes family pride, respect, and responsibility.

Mission— In partnership with parents and the community, Palo Verde Head Start helps families connect to comprehensive services for eligible children three to five and their families. These programs provide a foundation for early childhood education, parental awareness, training in the areas of children’s health, growth, and development, and ensures an environment of responsive care giving that leads toward school readiness.

We encourage self-sufficiency, growth, and independence for all children and families within their community, as well as acceptance and respect for diversity.

## **Philosophy**

Palo Verde Head Start’s philosophy is to provide a program in the classroom that helps children grow: physically, intellectually, socially and emotionally.

Our staff provides a variety of classroom and outdoor learning experiences that help children express themselves creatively.

Children are encouraged to discover and solve problems through interactions with adults, peers and their environment.

Palo Verde Head Start promotes school readiness.

## **School Readiness Goals**

In 2007, the Federal Government required that Head Start programs established School Readiness Goals. The School Readiness Goals for Palo Verde Head Start are to provide an environment of learning and socialization for our children. We provide activities that are age and developmentally appropriate for the children we serve. We also provide for experiences that promote positive self-esteem, language development, hands on learning, physical development, and cognitive development.

Parents are encouraged to review the School Readiness Goals for Head Start. Copies are available at our office per request.



## **Options**

Palo Verde Head Start is a fully licensed program that provide full-day or part-day services. Site is open Monday through Friday from 7:30 a.m. until 4:30 p.m.

\* Palo Verde Head Start Part-Day Classes (3.5 hours per day, Monday, Tuesday, Thursday, and Friday) the area where the family lives will determine if the child will be placed in the morning or afternoon session.

Morning session is 8:00 a.m. to 11:30 a.m.

Afternoon session 12:30 p.m. to 4:00 p.m.

\* Palo Verde Head Start Full Day (7.5 hours per day Monday through Friday, with early release every Wednesday.) In order to be prioritized for full-day session must present documented need for childcare by submitting verification of employment, training verification status, parent incapacity by written professional note, homelessness, or foster care.

Full Day Session is Monday, Tuesday, Thursday, Friday 8:00 a.m. to 3:30 p.m. and Wednesdays 8:00 a.m. to 12:00 p.m.

## **Parent Participation**

Parent Involvement and Family Engagement are elements that make Palo Verde Head Start unique from other early childhood programs.

### **Family Partnership Agreement (FPA):**

To offer families an opportunity to become involved in individualized family partnership agreement that include family goals, responsibilities, timelines, and strategies to attain goals. To encourage ongoing two-way communication between staff and parents in a welcoming and culturally responsive approach to support what is best for children and families both individually and collectively.

Staff will use the Family Need Assessment, the Parent Interest and Volunteer Survey, other pre-existing goals and other enrollment family information to assist families in the development of the FPA.

Families are encouraged to engage in the collaborative partnership process with staff to identify the goals or needs, determine the necessary services as well as participate in follow up actions to define the goals outcome.

### **Home Visits & Parent Conferences:**

To provide teachers and parents the opportunity for an in-depth discussion of each child's development, adjustment and progress or accomplishment in the program.

Home Visits and Parent Conferences are a vital part of the Head Start experience for both children and families. These meetings with parents and caregivers reinforce the partnership between teacher and parent in promoting positive outcomes for the child.

A minimum of two parent conferences and two home visits must be conducted with each family during the program year.

**Classroom Volunteer:**

A variety of opportunities are available for parents to become involved. They can volunteer in the classroom once they are cleared through the school district. Parents can also work with their children at home, become members of the site Parent Committee, and/or elected to the Parent Policy council at the grantee level. Parents/caregivers are encouraged to volunteer, as they are an important influence in the lives of their children.

Classroom volunteers must be in good health physically and mentally, and capable of performing assigned tasks. All volunteers must fill out the volunteer interest form, have it signed by the Director and take it to the School District. Fingerprint screening is conducted using the Federal Bureau of Investigation and the Department of Justice. It is also required that all volunteers be tested for Tuberculosis, evidence of a negative tuberculosis (TB) test is required. Volunteers must present a copy of the Measles, Pertussis and Influenza vaccination card. If you use the District's preferred provider, the charges for fingerprinting and Tuberculosis screening will be paid by the District. The vaccinations are at the volunteer's out of pocket. All volunteers must attend a volunteer orientation.

**In-Kind Contributions:**

Volunteer time, services, and donations are considered an in-kind contribution if they are a service or donation which would normally be purchased by the program.

Without parent participation and volunteer efforts, the program may not meet its in-kind goals and future funding for the program may be jeopardized.

**Parent Volunteer Dress Code:**

Parents who volunteer to participate in the Palo Verde head Start Program are required to wear clothing and accessories that support safety and health practices, honor cultural/religious traditions, and are appropriate in an early childhood setting.

Volunteers are not permitted to wear sexually provocative or suggestive clothing such as fitting pants, shorts, t-shirts, tank tops, blouses or shirts that expose underwear, breasts or midriffs and private area or buttocks.

For safety reasons footwear such as shower shoes and slippers are not permitted while on the school site. Body jewelry and tattoos that attract attention must be covered. In doing so, we become role models for children in creating a community that has a safe and respectful environment.

**Transition:**

Palo Verde Head Start Program is a place where children and parents can expect to find opportunities for growth and development regardless what starting point the child brings to the new setting.

Early childhood educators build a foundation of social, emotional, and learning experiences that prepare children to transition into new learning environments. Parents are an important element in this process as they learn how to support their child's learning and become familiar with the educational setting as their child transitions. They are not only their child's first teacher; they are their best advocate for school success.

## **Enrollment Process**

Palo Verde Head Start is a program for low income families with children ages 3-5 years. These programs provide comprehensive services as needed, and curriculum that promotes child development, school readiness, and family engagement. Families must meet age, income, health requirements and other eligibility criteria.

### **Age:**

To be age eligible for Head Start services, a child must not yet be three years old by the date used to determine eligibility for public school (September 1st). To be age eligible for Head Start services a child must be at least three years old or not yet Kindergarten age by the date used to determine eligibility for public school (September 1st). The program may enroll a student who was not three by the school cut-off date but not sooner than the child's 3rd birthday should said student be selected for enrollment and if such a placement seems appropriate.

Program staff may verify a child's age using any of the following documents: birth certificate; legal document; passport; or other official documentation with a printed birth date such as public benefits identification card, immunization record, and hospital record or like documents.

### **Income Eligibility:**

A child is income eligible for Head Start services if the family's gross annual income is equal to or below the federal poverty guidelines.

The program may enroll over-income families (no income ceiling) up to 10% of its total funded enrollment; however, the grantee has restricted use of this allowance to applicants that have a valid IEP (Head Start) issued by Local Education Agency (LEA) or Inland Regional Center. For over-income eligibility and selection point awards, a valid (current and fully executed) IEP is required for Head Start.

The program may enroll an additional 35 percent of participants whose families are neither income nor categorically eligible and whose family incomes are between 101—130% of the federal poverty guidelines. When doing so, the program will satisfy all subsections of 1302.12(d) and will enroll children within said income category only after determining that there are no other waitlisted students who are income, over-income with an IEP (as part of the 10% allowance), public assistance or categorically eligible. In this sense, the 101—130% income eligibility status will act as an emergency waitlist.

Additional information includes up-to-date application, proof of residency, emergency contact card, current physical (includes tuberculosis clearance, lead levels, hemoglobin screen), immunization records, and insurance card

Once a family's information is received, they are placed on a prioritized wait list and will be considered for acceptance for the enrollment opening. The prioritized wait list is regularly reviewed and vacancies are filled by the neediest family, not by date of application.

## **Disabilities Services**

### **Children with Special Needs:**

Palo Verde Head Start Program welcome children with special needs and believes in providing an enriched preschool environment for all children.

Comprehensive screenings and other related services are provided to children that are suspected of having a disability, in addition to children with previously identified disabilities. The goal of services is to support each child's individuality, development, learning, and above all, educational achievement.

Palo Verde Head Start staff work with the parent and appropriate personnel to ensure that the child is promptly referred to the appropriate local education agency, in order to access Early Intervention/Special Education services.

The Palo Verde Head Start Program collaborates with parents and the appropriate local education agencies to both monitor and support the growth and development of children identified with disabilities or who are found eligible to receive specialized services.

Through partnerships with the Palo Verde Unified School District, preschool children with disabilities, including children with severe disabilities have the opportunities to learn and play alongside typical peers enrolled in the Palo Verde Head Start Program

Individualized Education Program/Individual Family Services Plan (IEP/IFSP) records, if in place, are required to determine the best placement for the child.

## **Fraud Policy**

Intentionally providing false or inaccurate information in order to access services is considered fraud. Fraud is grounds for termination from the program and legal actions will result. Some examples of fraud include, but are not limited to:

- Failure to report the actual number of family members living in the household

- Failure to report the actual gross monthly income for the family.

- Submitting falsified documentation of income.

- Submitting falsified documentation of employment.

Palo Verde Head Start reserves the right to verify the accuracy of any information/documentation submitted by the parent/guardian for the purposes of accessing the Palo Verde Head Start Program. If it is found that the parent/guardian provided inaccurate or false information during enrollment, the family will be terminated from the program and will be responsible for repayment. The authorities will be contacted of investigative services and to assist Palo Verde Head Start in collecting the repayment of unauthorized services by the parent/guardian.

**PRIVATE & CONFIDENTIAL**

### **Confidentiality of Information:**

Release of information regarding a family's financial status and a child's records will be limited to the program's site and administrative staff. Documents are subject to review by auditors, representatives of the Riverside Office of Education (RCOE), Community Care Licensing (CCL), the Office of Head Start (OHS), and Palo Verde Unified School District (PVUSD). The program may have unannounced visits from CCL and OHS who may speak to staff, parents, and children, as well as examine files and records. No other use of this information shall be made without prior written consent from parent(s) and / or guardian(s).

### **Arrival and Departure:**

For your child's protection and in compliance with state law, you **must sign-in** your child when he/she arrives at the school site/classroom **and sign-out** your child when picked up at departure. Your full legal signature is required. (*Community Care Licensing does not allow initials.*)

### **Sign-In Cards:**

All students must be signed in and out daily.

Requirements:

- A) Signature in ink
- B) If your child is absent, write the reason for the absence, such as: Flu, Cough, Out of town, Etc., and then sign your complete name to the right
- C) Sign your full signature at the bottom of the card at the end of each month
- D) Bus Riders—will be signed in/out by the teacher or staff receiving child from the bus, but it is still the parent responsibility to come into the classroom and sign the end of the month.
- E) Bus Riders—the teacher or staff assigned getting child off of bus will provide a health check in classroom before signing the child into the classroom

**Only people 18 years or older, authorized by you, will be allowed to drop off / pick up your child.** If someone comes for your child and they are not listed on the emergency card, your child will not be release to that person. Phone calls or notes from you will not be accepted under any circumstances. You may add or delete people, as needed, from the emergency card any time but enrolling parent must come into office to do so. Staff will ask all unfamiliar persons for picture identification when they pick a child up.

### **Early Pick-Up:**

If circumstances arise that require picking up your child before the end of the regular school day, please let the teacher know as soon as possible.

When picking up your child early you must come into the office and sign your child out. The office staff will go into the classroom and pick up the child and bring to the responsible person picking up child.

## **Continue Arrival and Departure:**

### **Late Drop-Off / Late Pick-Up Policy:**

If your child will be arriving late to school, please call the Head Start office by 8:00 a.m. so the office staff can notify the teacher before entering the classroom. Any student late after 15 minutes of school start time must report to the office for a tardy slip. The gates will be locked by 8:30 a.m.. Entrance to campus will only be allowed through the office.

### **Effects of Arriving Late:**

- A) Your child may have a difficult time feeling comfortable joining the group that is already involved in their daily routines.
- B) The meal count may be affected resulting in less food being sent to the classroom
- C) The child may miss learning activities
- D) Interrupt instruction for the classroom

Please remember you are establishing your child's value system for a lifetime. Arriving on time for school during the preschool years sets an example for responsibility and for honoring work hours and appointment times later in their life. The program will take the following steps when children arrive or are picked up late.

When a child is dropped off late and / or picked up after the end of class, a Late Drop-Off/Picked-Up notice will be issued. For the first and second notice the parent will meet with the site director or teacher. The parent conference will include a review of the late Drop / late Pick-up policy and will be asked to update the emergency contact sheet. On the third notice given, a plan of action will be developed with parent / guardian.

In the event that a child is not picked up within 30 minutes after the end of their class and all attempts to contact the parent/guardian or other emergency card designee have been unsuccessful, this will constitute as an "emergency situation". The site Director will take steps to ensure the safety of the child which may include contact with Child Protective services and / or the local police. The incident will be documented and the Director will meet with the parent.

## **Attendance**

Each enrollment opportunity is precious and consistent daily attendance is a requirement of the program for all students to achieve maximum benefit from carefully planned daily activities. In addition, Head Start regulations require the program closely monitor student attendance for compliance all of the following areas:

- A) Each student is expected to attend at least ninety-one percent of the time
- B) Parent / Guardian must call the school office to report an absence no later than one hour after the designated start time.
- C) The program must contact a family anytime a student has two or more consecutive unexplained/unexcused or chronic absences.

## **Continue Attendance**

### **Absences that are considered excused: (verification may be requested/required)**

- A) Student or parent/guardian illness
- B) Family or medical emergency
- C) Death in immediate family
- D) Court hearing or court ordered visitation
- E) Medical/dental appointments for child
- F) Public assistance appointments (e.g. CalWorks, WIC, social security, Medical)
- G) Extended absences due to medical or family emergencies for child or parent (must be requested in writing, in advance with proper documentation and approved by program director)

### **All other absences are considered Unexcused**

#### **Chronic Absenteeism / Attendance Follow-Up:**

Chronic absenteeism is defined as overall absences in excess of ten percent or more school days during a student's enrollment (for example, when a student attends ninety percent or less of the time). The program will issue written notices for chronic absenteeism and may require participation in establishing a Family Partnership Agreement (FPA) and/or Case Management in its effort to assist families for improved student attendance. As part of its outreach efforts, the program will also conduct home visits in association with written notices and other forms of direct contact.

**Failure to improve student attendance despite the program's best efforts to assist the family may result in a program transfer or may otherwise jeopardize continued enrollment in the program.**

## **Student Behavior and Discipline**

Palo Verde head Start staff uses a variety of constructive activities to guide children into appropriate behaviors during the program day.

Discipline means teaching children appropriate behaviors through role-modeling and guidance.

Children need consistency and structure in their lives. When this is missing, they may exhibit challenging behaviors.

Through guidance and role-modeling children learn to: show empathy, problem solve independently, follow directions, express his/her feelings, follow routines, play appropriately with others, develop positive self-esteem, and self-regulate.

**Discipline does not mean spanking, swatting, removing food, blaming, shaming, or any other form of physical or emotional punishment.**

Violence is never permitted by children or adults. If a child poses a threat to themselves and/or other children, or if the child's behavior negatively impacts the personal rights of other children, they may be excluded from participation in their program option (Title 22, regulation 101223) and (PVUSD BP 5131, 5144, 5144.1).

The director will schedule case management meeting with the child's parent/guardian and the teacher to develop a Plan of Action. This will include parent volunteering in the classroom to provide staff support, modifying the child's schedule and any additional support as needed. Palo Verde Head Start's primary goal is to ensure all children's success and well-being.

## **Parent Exclusion From the Program**

One of the founding principles of the Palo Verde Head Start Program is parents' involvement with their children at home and in the classroom.

In an effort to ensure the safety and well-being of children, parents, and staff members, and be in compliance with all the federal, state, and local regulations regarding safety, Palo Verde Head Start has the right to exclude parents who willingly interfere with the discipline, good order, lawful conduct or administration of any school class or activity of its child development programs.

When a child's parent/guardian or other family member threatens another parent and/or a staff member in any way, including intimidations, bullying, belittling, yelling, and/or disregards the agency's policies and procedures, this will be cause for immediate exclusion from the program.

If the parent still feels that the exclusion is unwarranted, he/she may appeal to the program director by requesting an appointment. Parents that are excluded also have a right to appeal that exclusion through the Palo Verde Unified School District complain procedure which can be requested at the office.

## **Clothing**

The early years are a fun time for children as they explore, discover, and create. During class time, your child may be provided an opportunity to paint, play outdoors, and even enjoy shaving cream and/or mud. It is important that your child is dressed in play clothes and is able to have fun and get dirty. Daily backpack will be brought to and from school daily.

### **What should be in your backpack?**

**Half-Day Session**— a second set of clothing for emergencies or accidents is needed. Please provide a clean shirt, shorts, socks, underwear/panties, and any toiletry products. Palo Verde Head Start does provide toiletry products but parent/guardians are allowed to provide their own.

**Full-Day Session**—a second set of clothing for emergencies or accidents is needed. Please provide a clean shirt, shorts, socks, underwear/panties, and any toiletry products. Palo Verde Head Start does provide toiletry products but parent/guardians are allowed to provide their own. Child will also need to bring in a small blanket and a crib size sheet or two blankets. No stuffed animals or pillows are allowed.

Child must wear sturdy closed toed shoes at all times while at the site. Sturdy shoes help a child's sense of balance.

**Toileting:** Toileting is an important stage. Your child may also be learning to use the toilet independently. We will assist and support you as your child gains this skill. For time like this, easy on and off clothing would be best.

**Footwear:** For the health and safety of your child, it is important to consider the type of shoes your child wears to school. Open sandals, open shoes, and flip-flops are not permitted. Slippery soled (dress boots or party shoes) can also be a safety risk and are not permitted.

**Jewelry:** Parents should seriously evaluate letting children wear jewelry to school. These items pose health risk as children go about their normal classroom activities and use the playground.

## Continued Clothing

**Acrylic Nails:** For the health and safety of your child, do not allow your to wear acrylic nails while playing as it may cause injury to another child.

**Chapstick / Sunscreen:** Chapstick and sunscreen are not allowed in the classroom. Parents are allowed to put these items on their own child at drop-off.

## Celebrations / Holidays

Palo Verde Head Start Program prohibit the use of any even that is designed to provide individual or group recognition, prizes, and awards when they or their family participate in a Head Start event.

Placing children in roles in which they receive individual recognition for an activity or event in which they have little or no direct involvement is not a developmentally appropriate practice.

Holiday themes are not part of the classroom curriculum in the Palo Verde Head Start Program. The curriculum is designed to help children gain social competence and the skills necessary to prepare them to succeed and foster school readiness. The focus of children’s learning is narrowed when a holiday driven calendar defines the curriculum.

Palo Verde Head Start Program prohibits “graduation” ceremonies or “cap and gown” ceremonies, because these are not developmentally appropriate practices. There are appropriate celebration activities that children and families can be involved in as they transition from Head Start to Kindergarten. Please work with your child’s teaching team and Director to plan for an appropriate celebration activity.

## Health Care

**Health Checks:** The health and well-being of all enrolled children is our greatest concern; therefore, we conduct daily health checks. These health checks include a visual evaluation of your child’s eyes, ears, nose, skin, and hair/scalp upon their arrival to school. You are required to stay with your child until the health check is completed, and ten you can sign your child into his/her classroom. Daily health checks are required by licensing.

**Dental Care:** Children will be given toothbrushes and guided in daily tooth brushing. A dental screening by a dentist is required at the beginning of the program year. If follow up is necessary, parents are responsible to make sure it is completed.



## **Continue Health Care**

**Medication:** Most medication can be taken at home in the morning and in the evening. Please check with your doctor. However, if medications are needed during school hours a Care Plan and the following are required:

- A) Prescription medication must be labeled with the child's name, the doctor's name, the name of the medicine, have a note from the doctor stating the amount to be given, any side effects to watch for, and what to do if they are observed, the time schedule for the child to have the medication, and the date the medicine expires.
- B) Medication must come to school in the original container. Ask the Health Tech for the paperwork the doctor needs to complete.
- C) Sample medication shall not be accepted at any time.
- D) The child cannot attend school until the medication paperwork is complete and medication on site.
- E) Parents will be notified of any medication that will be expiring and will be responsible for replacing with current medication.

We make the following request of all parents/guardians: **Please do not bring a sick child to school. If a child comes to school ill, he/she will be sent home.**

If your child becomes ill while at the site, he/she will not be able to stay. If your child has been exposed to a contagious illness, please inform the site staff. A child should be fever and/or symptom free for 24-hours before returning to the site.

Below are some signs of illness:

- A) Fever—a temperature of 100 degrees or higher
- B) Nausea or vomiting
- C) Diarrhea
- D) Unusual tiredness or quietness
- E) Persistent crying
- F) Persistent coughing
- G) Eye drainage
- H) Skin infections (open, runny, and oozy sores, blisters, parch-like scaling, eruptions, scaly crusty lesions, itching, or skin rash).
- J) Scabies, Head Lice—must be nit free

**When your child is sick, staff will request a note from the doctor after two days out stating it is okay for your child to be in the classroom. This is for the safety of all children.**

**If your child is ill and unable to attend school, please call the office by 8:00 a.m. as this affects the meal count for the day.**

**Permission for Medical Treatment:** Administrative procedures vary among medical personnel and medical facilities with regard to provision of medical care for a child in the absence of the parent. The exact procedure required by the physician or hospital to be used in emergencies should be verified in advance.

## **45-Day Screening / Treatment**

**Health Screenings:** The program provides screenings in vision, hearing, dental, height, weight, and developmental areas for all enrolled children.

**Dental Follow-Up:** It is your responsibility to take your child to the dentist for treatment and check-ups. If you do not have a dentist, see the list enclosed in the handbook. You will be asked to select one for your child.

Our program requires that all participants have a regular dentist for dental care needs. Head Start refers to this as a “dental home”.

**Medical Follow-Up:** It is your responsibility to take your child to the doctor for treatment and/or checkups. If you do not have a doctor, see the list enclosed in the handbook. You will be asked to select one for your child.

Our program requires that all participants have a regular doctor for medical care needs. Head Start refers to this as a “medical home”.

You will receive the results of the screenings and are responsible to do all required follow-ups, and bring the documentation to the Health Tech.

## **Nutrition**

Nutritional meals are served on site, family-style. Palo Verde Head Start contracts with PVUSD Nutritional Services. **All food served in the classroom is to be eaten in the classroom and cannot leave the building.**

Food from home is not permitted in classrooms for safety and nutrition reasons. This includes parents bringing in food for staff and/or children.

**If your child has any food allergies or dietary restrictions, please inform the Health Technician and Senior Clerk at enrollment time so you can obtain a Medical Statement for your doctor verifying dietary accommodations. This information is required before your child enters the program. Accommodations are made for children with medical needs and preferences.**

Children in the Palo Verde Head Start Program are taught to choose nutritious foods and develop eating habits that minimize dental cavities. Candy or other sweets at the sites are not allowed.

## **Mental Health**

Mental health is how we think, feel, and act in order to face life’s situations. It is how we look at ourselves, our lives, and the circumstances that prevent us from developing a healthy state of mind. It is taking care of our own needs in order to be emotionally available to those we love and care about.

Often times, life stressors can impede or hinder our ability to make sound decisions or solve issues that may be affecting our personal lives. Mental health services serve as resources to assist with exploring other options in solving and coping with everyday life stressors.

Mental health services and/or support are available for all children and their families enrolled in Palo Verde Head Start. These services are provided by qualified mental health clinicians with experience and knowledge in children, marriage and family therapy, and/or social work. Clinicians’ expertise include, but are not limited to, early childhood development, postpartum depression, stress, anxiety, community resources, case management, challenging behaviors, and many other areas that may arise within the family dynamics.

## **Continued Mental Health**

Contact information for mental health services is posted in the office or you may contact the Director for further resources. Palo Verde Head Start programs follow strict guidelines to protect the privacy and confidentiality of all enrolled children and families.

## **Child Abuse**

All staff members are required by law to report any suspected child abuse or neglect. As mandated by the California Child Abuse Reporting Law Penal Code sections 11165-11174.3, each staff member must report any incident of known or suspected child abuse. As required by law, a report will be made to the appropriate authorities. Reports are confidential and will only be disclosed to the appropriate agencies. Staff is not legally required to inform the parent/guardian when a report is made.

### **Categories of Child Abuse include the following:**

**Physical Abuse**—Any act resulting in non-accidental injury, including burning, biting, cutting, poking, or twisting limbs.

**Physical Neglect**—Withholding basic necessities of life, including adequate food, clothing, shelter, proper hygiene, or medical care.

**Emotional Abuse**—Includes verbal assault; (i.e., belittling, screaming, threats, blaming, and sarcasm), continual negative moods, and constant family discord.

**Sexual Abuse**—Rape, incest, sodomy, oral, copulation, penetration of genital/anal opening by a foreign object, and child molestation.

**Kaitlyn's Law**— Never leave children in your car unattended or unsupervised.

## **Safety**

**Emergency Preparedness:** For the safety of all children, Palo Verde Head Start plan and prepare for emergencies and disasters. **(Emergency Card is required for each child).**

- A) In the event of a natural disaster, site staff will remain with the children until parents, guardians, or an authorized adult comes to pick up their child.
- B) Children are taught the procedure for fire and earthquake drills (monthly).
- C) Emergency packets, which include the following items, must be updated as needed:

Family Photo

Up-to-Date emergency contact person

**Transportation:** Please observe safety practices when parking your vehicle and walking to and from school. Never leave your children in a car unattended and unsupervised. Pedestrian safety tips will be shared with parents and children to help them be more aware of good practices when walking and/or crossing streets.

**Pest Management:** Palo Verde Head Start is committed to providing a safe environment for children, staff, parents, and visitors. The PVUSD maintenance department monitors the site for insects, rodents, and other pests that can create safety issues at the site.

## **Continue Safety**

### **Pest Management:**

From time to time, it may be necessary to use chemicals to control the problem. When this occurs, notices will be posted seventy-two (72) hours prior to an application and two (2) days afterwards. No pesticide applications will take place while children are present.

If parent have any concerns about these actions, then contact the Director who can help them get answers to their questions.

# Resources

## County Services

Riverside County Department of Public Social Services—  
Children Services Division

1267 W. Hobsonway Blythe, Ca 92225  
760921-5800

Riverside County Department of Public Social Services—  
Adult Protective Services

1267 W. Hobsonway Blythe, Ca 92225  
760-922-5800

Riverside County Department of Public Social Services  
Self—Sufficiency

1225 W. Hobsonway Blythe, Ca 92225  
760-921-5700

Riverside County Department of Mental Health-Crisis

1267 W. Hobsonway Blythe, Ca 92225  
760-921-7870

Riverside County Department of Public Health  
Adolescent Family Life Program

1225 W. Hobsonway Blythe, Ca 92225  
916-650-0366

Riverside County District Attorney—Victim Services

220 N. Broadway Blythe, Ca 92225  
760-921-5840

**24-Hour Child Abuse Hotline**

**1-800-442-4918**

**24-Hour Adult Protective Services**

**1-800-491-7123**

## Education

Felix J. Appleby Elementary K-8  
10321 E. Vernon Ave. Blythe, Ca 92225  
760-922-7174

Margaret White Elementary K-8  
610 N. Broadway Blythe, Ca 92225  
760-922-5159

Ruth Brown Elementary K-8  
241 N. 7th Blythe, Ca 92225  
760-922-7164

Palo Verde High School  
667 N. Lovekin Blvd. Blythe, Ca 92225  
760-922-7148

Twin Palms Continuation High School  
811 W. Chanslorway Blythe, Ca 92225  
760-922-4884

Blythe Community School  
260 N. Main Street Blythe, Ca 92225  
760-922-7304

Palo Verde College  
One College Drive Blythe, Ca 92225  
760-921-5500  
[www.paloverde.edu](http://www.paloverde.edu)

Palo Verde Unified School District  
295 N. 1st Blythe, Ca 92225  
760-922-7164  
[www.pvusd.us](http://www.pvusd.us)

## **Child Care**

Child Development Center  
550 N. Lovekin Blvd. Blythe, Ca 92225  
760-922-8714

Flores Family Child Care  
396 Chanslorway Blythe, Ca 92225  
760-922-4583

McCarthy Family  
Eunice Circle Blythe, Ca 92225  
760-922-9261

Escuela De La Raza Unida  
137 N. Broadway Blythe, Ca 92225  
760-922-2582

Primeros Pasos  
405 N. 7th St. Blythe, Ca 92225  
760-922-4808

Escuela De La Raza Unida Early Learning Center  
316 N. Carlton Blythe, Ca 92225  
760-922-9080

Watts Family Child Care  
312 Cottonwood Blythe, Ca 92225  
760-922-5053

Teresitas Child Care  
301 First Street Blythe, Ca 92225  
760-278-5257

## **Community Assistance**

Blythe Emergency Food Pantry  
181 S. Main St. Blythe, Ca 92225  
760-922-8836

Blythe Community Center –Senior Center  
445 N. Broadway Blythe, Ca 92225  
760-922-6161

Harmony Kitchen  
219 S. Main Street Blythe, Ca 92225  
760-921-4508

Sheltering Wings Corp. Day Program  
701 E. Hobsonway Blythe, Ca 92225  
760-922-0399

WIC (Woman, Infants and Children)  
1293 W. Hobsonway Blythe, Ca 92225  
1-800-455-4942

Escuela De La Raza Unida (IEP&IFSP Advocacy)  
137 N. Broadway Blythe, Ca 92225  
760-922-2582

Grandparents Raising Grandchildren  
AARP's Grandparent Information Center  
1-888-687-2277

Community Action Partnership  
260 Broadway Blythe, Ca 92225  
760-921-5080

Employment Development Department (EDD) of Ca  
One College Dr. Blythe, Ca 92225  
760-640-3144

## **Mental Health Services**

Riverside University Health System  
1297 W. Hobsonway Blythe, Ca 92225  
760-921-5000

Blythe Family Health Clinic  
321 W. Hobsonway Ste. C Blythe, Ca 92225  
760-922-4981

Caufield Counseling and Education Inc.  
134 W. Hobsonway Ste. 5 Blythe, Ca 92225  
760-442-9842

**CARES Line**  
**1-800-706-7500**

## **Substance Abuse Recovery**

Casa de Esperanza  
421 Avenue A Blythe, Ca 92225  
760-278-5076 or 760-777-5780

3-Step Christ Centered Recovery  
141 S. Willow St. Blythe, Ca 92225  
760-922-9675

Victory Outreach Blythe  
140 S. Willow St. Blythe, Ca 92225  
760-619-4787

Riverside County Substance Abuse Program  
1297 W. Hobsonway Blythe, Ca 92225  
760-921-5000

Metcalf Recovery Ranch  
9826 18th Ave. Blythe, Ca 92225  
760-922-8625

## **Shelters**

Colorado River Regional Shelter  
1301 Joshua Ave. Ste. C Parker, Az 85344  
888-499-0911

Martha's Village and Kitchen  
83791 Date Ave. Indio, Ca  
760-347-4741

Safe House of the Desert  
72-710 E. Lynn Street Thousand Palms, Ca  
760-343-3211

Coachella Valley Rescue Mission  
47-518 Van Buren Indio, Ca  
760-347-3512

## **Domestic Violence**

**Immediate Danger Call 911**  
24—Hour Crisis Hotline  
1-800-799-7233

Colorado River Regional Crisis Services  
24-hour Crisis Hotline  
1-888-499-0911 or 1-928-669-0107

Eve's Place Community Services  
623-537-5380 or 844-301-7908

## **Transportation Services**

Palo Verde Valley Transit Agency  
425 N. Main Street Blythe, Ca 92225  
760-922-1140

TRIP Program and ADA Special Services  
760-922-4900

Greyhound Bus Lines  
400 S. Lovekin Ave. Blythe, Ca 92225  
760-922-5401

## **Animal Shelter**

Blythe Animal Shelter  
245 S. Carlton Ave. Blythe, Ca 92225  
760-921-7857

City of Blythe Animal Control  
240 N. Spring St. Blythe, Ca 92225  
760-922-6111

Circle H Veterinary Hospital  
2828 W. Hobsonway Blythe, Ca 92225  
760-922-3136

## **Medical Services**

Palo Verde Hospital  
250 N. First St. Blythe, Ca 92225  
760-922-4115

Blythe Family Health Clinic-Clinicas De Salud  
321 W. Hobsonway Ste. G Blythe, Ca 92225  
760-922-4981

SAC Health  
322 West Hobsonway  
Blythe, Ca 92225  
760- 477-0733

## **Dental Services**

Smile First Dental—Dr. Epofania V. Nicocas DDS  
301 E. Hobsonway Blythe, Ca 92225  
760-922-2300

Pristine Dental Hygiene  
115 E Hobsonway,  
Blythe, Ca 92225

Western Dental—Indo  
81735 CA-111 Indio, Ca 92201  
760-238-4533

Indio Surgery Center  
46900 Monroe St. #201 Indio, Ca 92201  
760-396-5733

# **City / Government Services**

Blythe Police Department

240 N. Spring Street Blythe, Ca 92225

760-922-6111

Department of Veteran Affairs

1273 W. Hobsonway Blythe, Ca 92225

760-921-1224

Riverside County Sherriff's Department

260 N. Spring Street Blythe, Ca 92225

760-921-7900

County of Riverside Assessors Offcie

270 N. Broadway Ave. Blythe, Ca 92225

760-921-5050

Riverside County Fire Department Station #43

140 W. Barnard Blythe, Ca 92225

760-922-7822

Blythe Volunteer Fire Department

201 N. Commercial Blythe, Ca 92225

760-922-6117

Blythe Chamber of Commerce

207 E. Hobsonway Blythe, Ca 92225

760-922-8166

United States Postal Service

200 E. Murphey Blythe, Ca 92225

1-800-275-8777

Palo Verde Valley Times

400 W. Hobsonway Blythe, Ca 92225

760-922-3181

Social Security Administration

1287 W. Hobsonway Blythe, Ca 92225

1-800-772-1213

# **Legal Assistance**

Blythe Family Law Court  
265 N. Broadway Blythe, Ca 92225  
760-921-7981

Larson Justice Center  
46-200 Oasis Street Indio, Ca 92201  
760-393-2433

Law Offices of Shaffer Cornell Traffice—Blythe  
1130 W. Hobsonway Blythe, Ca 92225  
760-621-8040

Robin Curtis Woods  
230 N. Broadway Blythe, Ca 92225  
760-921-1720

Danny's Process Serving  
PO Box 2308 Blythe, Ca 92226  
760-922-2000

Jerry Steven Morgan  
220 N. Broadway Blythe, Ca 92225  
760-921-5845

Thomas Robert Daly  
220 N. Broadway Blythe, Ca 92225  
760-921-7881

Federal Court Civil Cases  
Indio Office  
760-347-9456

Superior Court of California  
265 N. Broadway Blythe, Ca 92225  
760921-7982

Indio Juvenile  
47-671 Oasis Street Indio, Ca 92201  
760-393-2433

