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Dear Parents and Guardians,

We look forward to an exciting year and want to extend a warm welcome to you and your child as you begin your journey in Early Head Start.

You, as a parent or guardian, are your child’s first and best teacher. You play the most vital role in your child’s development and success. Early Head Start provides families opportunities for growth and support. The more that you participate, the more rewarding the experience will be for you and your child. We encourage you to interact in all aspects of your child’s experience in the program and offer this handbook so you may become familiar with our procedures and expectations.

Our program adheres to the highest performance standards to ensure your child receives quality learning opportunities and life lessons to prepare them for a smooth transition to kindergarten. A primary program goal is school readiness and attendance is a critical part to its success. It is important that your family meet weekly with your Family Partner. We want to lay the foundation for good attendance habits for life.

Play is critical to the growth and development of children. Toys and play materials are tools that help children learn about themselves and the world around them. As children play, they learn how to get along with others, become proficient in problem solving, and develop their fine and gross motor skills. The best part is they will have a whole bunch of fun doing it!

We recognize that this experience will be new and different in most cases. You should never hesitate to ask any questions you have about your child or the program. Your Family Partner is more than happy to field any suggestions, comments, or concerns that you may have.

As we embark on this journey together, we know that the Early Head Start program will have a positive and meaningful impact in your child’s life, and yours as well. We look forward to working with you and your family this year!

Sincerely,

[Signature]

Amy Monsalve

Head Start Director
Introduction

Early Head Start provides educational and social activities to **promote your child's overall learning and development for School Readiness.** The Early Head Start home-based program offers weekly home visits and two socialization experiences each month. We believe the parent is the child’s first and most important teacher, and through positive interactions and guidance from staff, you and your child will form a love of learning that will last a lifetime. School readiness is a key goal of the Early Head Start program. All children develop at individual rates and learning in the early years is enhanced through exploratory play and social experiences.

Early Head Start knows the major responsibility of raising children rests with parents. The Early Head Start program is staffed with qualified individuals providing a program based on early child development needs. Young children learn best by using all their senses through play and “hands on” experiences. Parents and staff will plan activities for the child to explore and stimulate the following areas of development: fine motor skills, gross motor skills, thinking skills, language/literacy development, and social and emotional competence.

**Early Head Start not only provides services to your child but to you – the caregiver – as well.** Family Partners can help you find support to promote your family’s overall health, lead you on a path to self-sufficiency, and help you reach your goals.

Home Visiting

The Early Head Start home-based program serves pregnant women and children birth to 3 years of age, offering weekly home visits and two socializations per month. The program is staffed with Family Partners who provide services based on each family’s strengths and goals. Family Partners work with parents to nurture positive parent-child interactions, provide developmentally appropriate activities for infants and toddlers, and to promote healthy child growth and development.

Family Partners can also help families meet their needs by providing referrals to community services, including but not limited to, medical providers, prenatal health specialists, and nutrition specialists. The Family Partner is always available to discuss any questions or concerns a family may have.

Home visits are effective and most enjoyable when the family and the Family Partner are prepared and organized for each home visit. In order to provide a healthy and focused learning experience, families are expected to turn off televisions/radios, refrain from smoking, and maintain active participation in the visit. Families may be asked to secure pets or move them to another room during the visit. Parents are expected to be involved in each activity, as well as the clean up that follows. The next week’s activities will be planned together by both you and your Family Partner.

Socializations

Socializations are a time for you, your child, and other parents and children to come together. Socializations are scheduled two times a month and are planned between parents and Family Partners. Socializations promote parent-child interaction and can be a learning experience for both the parent and child. Through socializations, you will have the opportunity to build positive and supportive relationships with other parents. During socializations, children are to be supervised by their own parents through observation and active participation.

Socializations are provided in addition to weekly home visits and are not a substitute for them. Socializations give children the chance to be part of many new experiences through activities such as music and movement, books, finger plays, and healthy meals and snacks. Hand washing and tooth brushing are healthy habits practiced at socializations. Informational handouts on nutrition and recipes are also available.

Like socializations, Fatherhood Initiative events encourage parent or family participation. These opportunities promote healthy relationships for the participating adult and child and support all areas of the child’s growth and development with
long-term impact on positive outcomes for the child. Parents or other family members will not only provide the necessary supervision, but by learning along with the child, families will be ready to participate in a variety of expanded learning experiences which further enriches child development, family engagement, and program goals.

If needed, your Family Partner can provide transportation to socializations or Fatherhood Initiative activities.

**Attendance**

Home-based hours are determined between the family and the Family Partner. If you need to cancel or reschedule your home visit, please call your Family Partner to let them know with as much advanced notice as possible. In order for home visits to be effective, they will last a minimum of 90 minutes per week. It is the responsibility of the Family Partner to keep home visits at scheduled times. If your Family Partner is unable to keep a scheduled home visit, they will call to let you know and reschedule your visit. If you are not at home at the time of your scheduled home visit, the Family Partner will wait 15 minutes for you to arrive.

If a visit is cancelled or missed by the Family Partner, they will contact the family to arrange another visit within the same week or schedule two visits for the following week. If the family cancels or the child and parent are not home for a scheduled visit, the Family Partner will make contact to determine the reason for the missed visit. Consistently missed visits may jeopardize your spot in the Early Head Start program. In case of an emergency closing, due to inclement weather or any other unavoidable circumstance, home visits may be cancelled and parents will be notified. If you cannot be reached, your emergency contact persons will be notified.

**CURRICULUM AND ASSESSMENT**

Early Head Start utilizes research-based curriculum and assessment tools to promote each child’s individual growth and development. The curriculum used in the program is *Partners for a Healthy Baby Home Visiting Curriculum* and is specifically designed for use by Family Partners to support families with young children. Every child in our program is an individual, and our goal is to plan with parents to guide learning and build on strengths. Family Partners and parents use *Teaching Strategies (TS) GOLD*, an online assessment system, to track each child’s learning and development over time through observations of activities and interactions during home visits and socializations. Three times during the program year parents and Family Partners review the child’s progress together and plan for the next steps to reaching developmental goals.

**CELEBRATING HOLIDAYS**

Early Head Start welcomes families to share their own culture, traditions, and celebrations. Please talk with your child’s Family Partner if you would like to schedule a special event during a home visit. Seasonal celebrations may be scheduled at socializations during certain times of the year.

**GUIDANCE AND DISCIPLINE**

We all learn best in a positive climate where we feel safe and supported. Positive guidance, such as reinforcing the behaviors we do want to see, builds social skills, mutual respect, and self-esteem. The use of corporal punishment or verbal or emotional mistreatment is strictly prohibited in the Early Head Start program. Opportunities for Otsego’s Policy FS6 states in part, “This means no slapping, spanking, hitting, hair pulling, pushing, dragging, yelling or demeaning actions are allowed at any time. Alternative means of discipline or control must be used.”

When Early Head Start is Open

Our Early Head Start home-based program operates as a 12-month program and is closed for recognized holidays, staff development days, and for one week in December.
UNPLANNED CLOSINGS
Snow Days - If the school district in which you live is closed for bad weather, the Family Partner may cancel their home visit for that day. EHS home-based services will continue if a center is closed due to facility problems.

Notification of school closings will be announced on:
- WZOZ (103.1FM or www.wzozfm.com)
- WSRK (103.9FM or www.wsrkfms.com)
- WCDO (100.9FM or www.wcodonline.com)
- The Daily Star online (www.thedailystar.com)
- WDOS (730AM or www.cnynews.com)
- WKTV (Channel 2 or www.wktv.com)
- WBNG (Channel 12 or www.wbng.com)

Support Services
TRANSPORTATION
Early Head Start will provide an appropriate car/booster seat for children transported in agency vehicles under special circumstances (e.g., doctor/dentist appointments, parent groups, socializations). If one is not available, you may be asked to provide one.

NUTRITION
Special Diets/Needs:
It is your responsibility to inform Early Head Start staff of any food allergies, special/medical dietary needs, or religious food preferences your child might have. Children with special dietary needs will be served food at socializations appropriate for their individual needs. Documentation must be provided stating the special dietary/medical needs and alternatives. If your child's diet resumes “back to normal”, or has any other changes, we must receive notification in writing.

HEALTH/DENTAL SERVICES
We believe that parents are their children’s most important teachers, and we strive to involve them in all aspects of the Early Head Start program. The first five years of a child’s life are important to emotional, physical, and social growth. Parents provide love, nutrition, health, and social growth to their child. Early Head Start provides education to parents on the importance of preventive health measures and assists to link them to an on-going health care system in their community. The Family Partner is the primary contact with the family and supports them in seeking health services.

Early Head Start stresses the importance of identifying and treating health and dental problems early and strives to improve and maintain the health of your entire family. As part of program participation, your child is required to be up-to-date on recommended health care visits. These visits need to include height, weight, head circumference, hearing and vision assessment, hemoglobin (at age 9 months or older), lead (at age 12 and 24 months), and current immunizations. You will need to provide documentation of this care within 45 days of enrollment, 90 days if you need assistance in securing a Healthcare Provider. Your child will also receive screenings by trained Early Head Start staff to monitor their health and development. These small but important steps will ensure your child is in tip-top shape for learning.

Due to the recommendation of The American Academy of Pediatric Dentistry, Early Head Start requires that all children in the program receive their first oral exam by their first birthday. Prenatal mothers are required to receive a dental exam during their pregnancy. Signed documentation of these oral exams is required. Family Partners are available to connect families with a dental home and can provide transportation to scheduled appointments.

Required Medical Documents:
Before your child can participate in Early Head Start activities or socializations, you must submit the following documents to the Health Specialist for review:
• A current physical which includes: head circumference, height, weight, a check of your child’s development, hematocrit/hemoglobin (a blood test for anemia) completed at age 9 months or later, lead level results (a blood test for lead poisoning) completed at ages 12 and 24 months or older, vision and hearing screenings.

• A copy of an up-to-date immunization record provided by your child’s health care provider or a statement and schedule of immunizations “in-process” verified by your child’s health care provider.

** Physical exams and immunizations must be kept up-to-date as per the American Academy of Pediatrics Well Care Schedule (Newborn – 1 month – 2 months – 4 months – 6 months – 9 months – 12 months – 15 months – 18 months – 24 months – 30 months – 3 years).**

Should 30 days go by and an updated exam is not complete and forms submitted, your Family Partner will notify you that your child will not be able to participate in any group activities or socializations. In this case, weekly home visits will continue with your Family Partner. As soon as documentation of the physical and immunizations is submitted and reviewed by the Health Specialist, your child may return to full activities.

**Please talk to your Family Partner if you need the name of a doctor or dentist or help in getting health insurance coverage for you or your child.**

**Screenings:**
As part of our program, we provide screenings to identify any issues with your child’s hearing, vision, non-invasive hemoglobin, physical, cognitive, language, and social and emotional development. We will talk with you and your child ahead of time and make it fun. Results of these screenings will be shared with you upon completion. If there are any concerns, we will help you find the resources to meet your child’s needs.

**Immunizations:**
Immunizations protect your child from preventable diseases. Early Head Start must keep a record of your child’s immunizations on file. Below is the schedule of when and what immunizations your child will receive. We will be glad to help if you have any questions or need assistance.
Keeping Appointments is Important:
Early Head Start is a partnership. Keeping all doctor and dental appointments for your child is a part of your responsibility in the partnership. Early Head Start will help by reminding you of appointment due dates and providing transportation if needed. If you are unable to keep an appointment, please reschedule it and inform your Family Partner of the new scheduled date. Because many dental offices will cancel an appointment if you do not confirm that your child is coming, please be certain to have contact with the dental office to avoid unnecessary travel or inconvenience. Early Head Start will assist with making follow-up appointments as well.

Dental Documents:
Additionally, the Dental/Nutrition Specialist will need to review your child’s dental examination within 90 days of enrollment. Dental exams are due each year or as recommended by your child’s dentist. The expectation is that you will follow-up on any dental treatment recommendations.

Preparing Your Child to Visit the Doctor and Dentist:
Before going to the doctor or dentist, please be sure you have a Head Start/Early Head Start child physical exam and/or dental examination form, with the top portion filled out with your child’s information. Your Family Partner can provide you with the forms if needed.

Doctor Visit:
1. Prepare your child by explaining the purpose of the visit. Explain that the doctor examines them to make sure their body is healthy and that all children go to the doctor for these visits.
2. Explain how the doctor/nurse will measure and weigh them, and how the doctor will look inside their mouth, eyes, ears, and listen to their chest and back with a stethoscope. Explain that the doctor may press on their tummy and listen and feel what is inside, tap on their knee, and may look quickly to see that the ‘private area’ is healthy. TIP: You can use a doll or a teddy bear to show your child what to expect during their doctor visit.

3. Above all, let your child know that you are okay and comfortable with what will happen when they visit the doctor, and that you will be right there.

Dentist Visit:
1. Prepare your child by telling them what to expect when they visit the dentist. Explain how the dentist will examine their teeth with a light and mirror to see if they are healthy.
2. It is important that you do not over-explain the dental visit or pass your fear of the dentist onto your child.
3. When at the dental visit, let the dentist talk to your child and allow your child to answer; this gives your child a sense of control. The dentist will address you directly for information that your child is not able to provide.

Healthy Habits:
At Early Head Start, we believe in supporting your child’s good health. Your child will experience healthy habits on home visits and at socializations such as healthy eating, washing hands, and brushing teeth.

“Care for Their Air”:
Early Head Start promotes a national campaign called “Care for Their Air”. Children are greatly affected by second hand smoke. It can cause asthma, ear infections, and is a cancer risk for later life. If you would like to pledge to have a smoke free car, smoke free home, or you would like to stop smoking, let your Family Partner help you find the resources.

Communicable/Childhood Diseases:
If your child has a communicable or “catchy” childhood disease such as those listed below, please let your home visitor know prior to a visit or an event. We care about the health of all Early Head Start children. Letting us know when your child is ill will help prevent the spread of disease to others. Early Head Start home visits and group events are busy times and it is hard for your child to keep up if he/she is not feeling well. Please call to reschedule your visit and do not attend group events if your child has any of the following conditions:

- Chicken Pox – Not all of the lesions are crusted over or the child has a fever;
- Vomiting – He/she has had two or more episodes of vomiting in the last 24 hours;
- Diarrhea – He/she has had two or more abnormally loose stools in the last 24 hours;
- Conjunctivitis (pinkeye) – White or yellow pus draining from the eye, often with matted eyelids after sleep, and including eye pain or redness of the eyelids or skin surrounding the eye. He/she has not completed 24 hours of antibiotics;
- Strep Throat – He/she has not completed 24 hours of antibiotics;
- Impetigo – He/she has not completed 24 hours of antibiotics;
- Lice – He/she has live lice in the hair. The hair should be treated and free of live lice;
- Ringworm, Scabies – It has not been 24 hours since treatment began;
- Fever – Of any degree accompanied by behavior changes, rash, or other symptoms of illness;
- Rash – He/she has an undiagnosed rash or a rash caused by an illness or condition;
- A Contagious Disease – He/she has a contagious (catchy) condition as told by the doctor and has not had sufficient treatment to reduce the health risk to others;
- Other – He/she cannot participate in the program with reasonable comfort, or he/she requires care limiting parent participation in the home-visit/socialization.
If your child is ill and a home visit is scheduled for that day, please call your Family Partner to reschedule.

**PRE AND POSTNATAL FAMILIES**

Your Family Partner will work with you to complete a Prenatal Health Information Packet and a Prenatal Nutrition Assessment at one of the first home visits. These forms assess what providers/services (medical, dental, WIC) are being utilized and what other services might benefit you and your family.

If you are in need of assistance in locating a provider, referral provider lists are available and your Family Partner will assist you to schedule an appointment as needed. The packet also contains a Pre/Postnatal Support - Guidance Services Assessment so interventions and follow-up treatment services can be arranged for as needed, or the Mental Health Consultant may be contacted for advice and/or intervention.

Within two weeks of the birth of your child, the Family Partner or Maternal and Child Health Nurse will visit with you, your family, and your newborn to identify any needs or concerns you may have. The Health Specialist is also available if needed.

**MENTAL HEALTH**

Opportunities for Otsego Head Start/Early Head Start contracts with a mental health professional who is available to assist and support children and families as needed. Contact your Family Partner if you would like more information on how to use our Mental Health Consultant services.

- Mental health services available:
  - Social and emotional strategies
  - Mental wellness screening and observation of enrolled children
  - Mental wellness education and consultation for parents/guardians
  - Access to mental wellness resources
  - Referrals for mental health needs of family members

**BEHAVIORAL HEALTH**

One goal of Early Head Start is to help children cope with little problems and emotional concerns before they become bigger issues. Staff recognizes that behavioral and emotional problems can interfere with your child's learning and development and believe that extra help in learning to manage emotions and behavior is simply another type of education. This education gives your child greater opportunities and prepares him/her for learning when they reach kindergarten.

**FAMILY SERVICES**

Each family in Early Head Start is assigned a Family Partner whose role is to support your family during your time with the program. This staff is available to help with:

- Enrolling your child in the program/transitioning your child into Head Start
- Communicating with program Specialists
- Setting goals and working towards them
- Providing referrals to community services
- Finding and accessing medical and dental providers, including assisting with getting insurance and transportation
- Organizing parent education workshops and parent committee activities
- Emergency needs like food, housing, or clothing

In home-based programming, Family Partners visit your home on a weekly basis.
TRANSITIONING
Early Head Start provides opportunities for you and your child to prepare for the transition to preschool. Activities like visits to the Head Start preschool classroom and reading books about preschool are some of the ways children learn what to expect when they enter a new environment. You will have opportunities to participate in transitioning through meetings and activities that support your role as your child’s primary educator.

Parent Involvement
Early Head Start acknowledges that you know your child best, are your child’s primary educator, and should be involved in all decisions about their education and health.

VOLUNTEERING
You are an important part of Early Head Start and are encouraged to participate in programming any way your schedule allows. Some people choose to work directly with children, others like to work on support activities (e.g., cutting, copying, coloring, etc.), or some may want to be involved in various parent committees.

Volunteering your time not only gets you more involved in your child’s education, but it also helps the program meet funding requirements. Early Head Start is required to match 20% of its Federal funding with local dollars and donations (also known as “in-kind”). Each time you or a community member volunteer your time, the program is able to claim an hourly rate towards meeting this requirement. Donated time means Early Head Start can continue to provide future services to children and families in our community. Early Head Start also welcomes other family members, such as grandparents, aunts, or uncles, to volunteer. *Please discuss with your Family Partner how to donate or volunteer in the Early Head Start program.*

VOLUNTEER OPPORTUNITIES
Parent Groups: Early Head Start parents will automatically become a member of a center’s parent group once your child is enrolled in Early Head Start. Parent groups, with support from the Family Partner, plan activities and events that are of interest to families, and elect parent and community representatives to serve on Policy Council. Only parents/guardians of currently enrolled children are eligible to be members of that parent group, however, invited guests may attend.

Parent Group Fundraising: Parent groups may choose to engage in fundraising activities that result in cash and non-cash donations to the HS/EHS program. HS/EHS cannot, in any way, be involved in fundraising, including, but not limited to, posting fundraisers on the agency Facebook page or using the agency logo. Parent groups are excluded from using OFOs Federal Identification Number and New York State Sales Tax exemption for fundraising purposes unless their center’s parent group elects to hold money raised in an OFO account. All fundraisers must be presented to and approved by Policy Council prior to the fundraiser taking place.

Policy Council: Policy Council is the governing body of Early Head Start/Head Start and helps make decisions concerning the entire program. Policy Council approves budgets, funding applications, program policies, selection/termination of program staff, and participates in the annual self-assessment process.

Policy Council is composed of representatives from each Early Head Start/Head Start center, both program options, and community members. Representatives are elected to Policy Council, by majority parent vote, at the beginning of the
program year. It is expected that Policy Council will have parent representatives and a community representative for each center and program option.

Health and Nutrition Advisory Committee: The Early Head Start/Head Start Health and Nutrition Advisory Committee (HNAC) meets three times a year to discuss health issues (mental, nutrition, oral, and physical) that affect families in our community. The committee consists of the Health Specialist, Dental/Nutrition Specialist, Health Consultant, Mental Health Consultant, Nutrition Consultant, professional members of the health community, and parents.

The HNAC strives to maintain primary intervention and health promotion measures for the families and community we serve. The committee reviews program policies and procedures to ensure compliance with state and federal regulations and explores opportunities to provide health education and services to the community. If you are interested in participating on the HNAC, let your Family Partner know or contact the Health or Dental/Nutrition Specialists at Early Head Start/Head Start.

COMMUNICATING WITH YOUR EARLY HEAD START FAMILY PARTNER
Early Head Start offers many opportunities to discuss your child’s education, growth, development, and any concerns you may have. Means of communication include:

- In-person/Phone Calls: Your Family Partner is your best source for information and resources about the program and the community. Home visits are a great time to talk to your Family Partner about questions or concerns you may have. Each Family Partner has an agency cell phone should you need to contact them during program hours about an emergency or if you need to reschedule a visit.
- Notes and Flyers: These will be distributed many times throughout the year to notify you of upcoming activities, announcements, and special events.
- Curriculum & Assessment Tools: During each home visit, you will be asked to give input for the next week’s plans. You will also be invited to participate in planning for your child through Teaching Strategies GOLD, a web-based program that allows parents and Family Partners to work together for ongoing curriculum development.
- Parent/Teacher Conferences: Conferences will be conducted two times a year as a more formal way for parents and Family Partners to review the child’s ongoing progress and to include parent/family goals and activity ideas for the next steps in development.

HEARING PARENT CONCERNS
Should you have a concern about the functioning of the program, please follow the steps below:
1. Discuss the issue with the person/persons involved. If that does not resolve the problem…
2. Talk to the Home-based Specialist. If the problem persists…
3. Additional steps may be made through the Head Start/Early Head Start management team.

Your opinion and viewpoint are important to us and we invite you to share your suggestions.

Family Code of Conduct
It is the role of every person involved in Opportunities for Otsego’s Head Start and Early Head Start programs to treat staff, families, and children with respect and dignity. It is expected that all adults will conduct themselves in the following manner in all program settings:

- With courtesy;
- With respect;
- With patience;
- By treating people the way you want to be treated;
- By modeling how we want our children to treat others;
• By acknowledging and celebrating the cultures and practices of other people and families;
• By dressing appropriately.

**Under no circumstances will the following behaviors be tolerated:**

• Physical or verbal punishment of children;
• Threats to staff or parents/guardians;
• Swearing or cursing;
• Smoking;
• Quarreling, verbal fighting, raising of voices with staff or parents/guardians;
• Violation of center/program safety practices and policies;
• Bringing drugs, alcohol, or weapons to centers or events.

If these behaviors occur, the person in violation will be asked (privately if possible) by a staff person to stop the inappropriate behavior. If individuals continue to quarrel, verbally fight, or threaten, staff will call the police. Head Start and Early Head Start reserves the right to terminate service to any client who violates this code of conduct.

We encourage families to be part of daily and special activities and understand that parents/guardians may be taking photographs of their child during these times, however, we ask that you respect the confidentiality of other children attending the program by only taking photographs of your child.

**Child Abuse and Neglect & Domestic Violence**

It is the responsibility of the Early Head Start staff to help keep children safe. Sometimes a staff member may suspect that a child has been abused or neglected. Sometimes children will tell a teacher, other staff members, or other adults that they have been abused.

NYS Law requires that any Early Head Start staff member who **suspects** that a child has been abused or neglected **must** report the circumstances to the proper authorities. Opportunities for Otsego’s Early Head Start employees are mandated reporters of child abuse and neglect. By law, a mandated reporter is required to report any suspected incidences of child abuse or neglect. All reports are kept confidential.

Being a parent is a tough job and sometimes it becomes overwhelming. If you feel that you or someone in your family needs help to avoid abusing your child, or if you have issues of domestic violence in your home, talk to your Family Partner who can direct you to someone who can help you.

If you or someone in your family has been reported to Child Protective Services and you feel that you need support, please contact your Family Partner or Family Services Specialist for assistance, information, and guidance.

If you are suspicious that a child is either being neglected, abused, or is present during a domestic violence incidence, it is your responsibility to call and make a report. Remember that all reports are kept confidential.

Early Head Start staff will offer training for parents in the area of child abuse and neglect.

**Notification of Disclosure of Personally Identifiable Information**

Early Head Start/Head Start is required to collect personal information about yourself, your child, and other members of your household. The purpose of requesting this information is to determine program eligibility, identify household needs, satisfy state and federal reporting requirements, and get needed services in place. There may be times the program is required to share personally identifiable information with outside parties. Typically, we seek written consent before
disclosing information. Consent is voluntary and may be revoked at any time. Occasionally Early Head Start/Head Start may disclose information without parental consent to:

- Officials within the program or acting for the program to deliver necessary services;
- Officials within the program, acting for the program, or from a federal or state entity to conduct program audits or evaluations, or for enforcement of or compliance with federal legal requirements of the program;
- Officials within the program, acting for the program or from a federal or state entity to conduct studies of child/family outcomes and improve the quality of programs;
- Appropriate parties in order to address a disaster, health or safety emergency during the period of the emergency, or a serious health and safety risk;
- Comply with a judicial order or lawfully issued subpoena;
- The Secretary of Agriculture or an authorized representative from the Food and Nutrition Service to conduct program monitoring, evaluations, and performance measurements for the Child and Adult Care Food Program;
- A caseworker or other representative from a child welfare agency who is legally responsible for a child who is in foster care placement;
- Appropriate parties in order to address suspected or known child abuse and neglect.

Parent Resources
For additional information pertaining to ensuring your child’s safety, please see the resources listed below:

- New York State’s Sex Offender Registry: [http://www.ny.gov/services/search-sex-offender-registry](http://www.ny.gov/services/search-sex-offender-registry)
- Kidpower Stranger Safety and Kidnapping Prevention Skills: [https://www.kidpower.org/stranger-safety/](https://www.kidpower.org/stranger-safety/)
- Child Abuse and Neglect Prevention: [http://americanspcc.org/parenting-caretaking/positive-parenting/?gclid=CKSsr7X7nscCFQoTHwodiuUAzw](http://americanspcc.org/parenting-caretaking/positive-parenting/?gclid=CKSsr7X7nscCFQoTHwodiuUAzw)
- Internet Safety: [http://www.gcflearnfree.org/internetsafetyforkids/1](http://www.gcflearnfree.org/internetsafetyforkids/1)

My Family Partner’s Contact Information

Family Partner: ____________________________________________

Office Number: ____________________________________________

Cell Number: ____________________________________________

Home-based Specialist: ____________________________________

Phone Number: __________________________________________