

Head Start

Birth to Five Program



Head Start Parent Handbook



**COMMUNITY
ACTION** CORPORATION
OF SOUTH TEXAS



Executive Director

Ann Awalt

Head Start Director

Elena Esquivel

HISTORY

Incorporated in 1971, Community Action Corporation of South Texas (CACOST) is a private 501(c)(3) nonprofit with over 50 years of progressive and uninterrupted experience providing high quality services to South Texans.

As one of the largest and leading multi-service Community Action Agencies (CAA) in Texas, CACOST provides services across a 16-county service area that stretches over 18,000 square miles.

VISION

We envision a vibrant community where everyone has access to quality health care, education, housing and employment.

MISSION

Our mission is to continuously improve the lives of South Texans by providing high quality health care, education, housing and economic opportunities to reduce poverty through services and partnerships.

WEBSITE

Learn more about Community Action Corporation of South Texas by visiting our website at cacost.org.

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2025-2026 HEAD START BIRTH TO FIVE CALENDAR 3

August 2025

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★	Meet the Teacher
	Staff Development
📏	1/2 Day Staff Development
	Week of the Young Child
🍎	1st Day-School
	Parent Teacher Conference
	Family Connections
	Parent Committee Meeting
	Red Ribbon Week
🏠	Home Visit
	Abriendo Puertas Parenting
📈	EHS Last Day School
📏	HS Last Day School
	Engaging Mom/Dad Activity
★	Dr. Seuss Birthday Activities
👨👩👧👦	In Service/Wellness Day
	Teacher Work Day
	Jan 5-Children return
🎓	Graduation Day
📏	End of Year Celebrations

Holidays

9/1/2025	Labor Day
10/13/2025	Columbus Day
12/24-1/2/26	Winter Break
1/19/2026	M. Luther King
2/16/2026	President's Day
3/9-13/26 or 3/16-20/26	Spring Break 1 & 2
4/3-6/26	Easter Holiday
5/25/2026	Memorial Day

In-Kind Forms

Document daily.
Complete and submit by the end of each month.



CENTER INFORMATION/HOURS OF OPERATION 4

FACILITY NAME	ADDRESS	CITY	PHONE #	HOURS OF OPERATION
Alfredo Arriola Sr., CDC	602 S. King St.	Alice	361-488-6209	7:30 AM-3:00 PM
Arco Iris, CDC	958 N. Reynolds	Alice	361-664-9737	7:30 AM-3:00 PM
Hector Serna, CDC	125 Olmito Apt. 153	Alice	361-664-3329	7:30 AM-3:00 PM
Mary R. Garcia Learning Center	3051 Old Kingsville Rd.	Alice	361-717-1132	7:30 AM-3:00 PM
Nolan Boyd Early Learning Center	420 N. Texas Blvd.	Alice	361-396-0025	7:30 AM -3:00 PM
Faulk Elementary School	902 W. Nelson	Aransas Pass	361-758-3141	7:45 AM-3:15 PM
Aransas Pass EHS Learning Center	254 N. 13th St.	Aransas Pass	361-758-6325	7:30 AM-3:00 PM
Kieberger Prek-3 Head Start	748 West Goodnight Ave.	Aransas Pass	361-758-4200	7:30 AM-3:00 PM
Houston/G.B., CDC	600 E. Houston/Ste.B	Falfurrias	361-488-6236	7:30 AM-3:00 PM
Brooks Pre-Kindergarten Academy	200 N. Nava	Falfurrias	361-317-3083	7:30 AM-3:00 PM
Ramiro Davila, CDC	608/610 San Saba	Falfurrias	361-488-6241	7:30 AM-3:00 PM
Norman M. Thomas Learning Center	1404 S. Norton Ave.	Freer	361-394-6800	7:30 AM-3:00 PM
Gregory Head Start Ctr.	107 Church St.	Gregory	361-488-6091	7:30 AM-3:00 PM
El Cenizo Ctr.	511 E. Santa Clara	Hebbronville	361-717-1562	7:30 AM-3:00 PM
Alice GK Kleberg Learning Ctr	900 N. Sixth St.	Kingsville	361-221-8937	7:30 AM-3:00 PM
Courts of Las Palomas CDC	600 E. General Cavazos Blvd.	Kingsville	361-516-0667	7:30 AM-3:00 PM
King's Crossing, CDC	1505 E. Corral Bldg. 7	Kingsville	361-592-0435	7:30 AM-3:00 PM
Mathis Pre-K/Kindergarten Academy	516 E. St. Marys St.	Mathis	361-562-6919	7:30 AM-3:00 PM
Odem Early Learning Center	1615 Voss Ave.	Odem	361-717-1551	7:30 AM-3:00 PM
Mario Ramirez, CDC	207 W. Pundt	Orange Grove	361-336-0139	7:30 AM-3:00 PM
Portland Head Start Ctr.	518 Elm St.	Portland	361-704-3165	7:30 AM-3:00 PM
Amanda Cardenas Pre-K Academy	410 SE 3RD St.	Premont	361-717-1522	7:30 AM-3:00 PM
Live Oak Learning Center	31 Griffith Dr.	Rockport	361-790-2260	7:30 AM-3:30 PM
Collins-Parr Early Learning Center	600 S. Reforma	San Diego	361-279-3382	7:30 AM-3:45 PM
New Discoveries HS Ctr.	624 Avenue B.	Sinton	361-364-5975	7:30 AM-3:00 PM
Taft Learning Center	221 Walnut St.	Taft	361-756-0249	7:30 AM-3:00 PM

Dear Parents and Guardians,

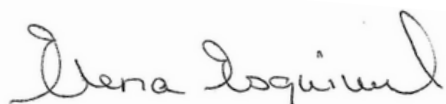
As the Head Start Director, I'm excited to welcome you and your family to the Community Action Corporation of South Texas Head Start Birth to Five Program. This handbook provides an overview of the services we offer and outlines the guidelines for the 2025–2026 school year.

Inside, you'll find important information about our program areas, as well as updates to policies and procedures. If you've had children enrolled in our program before, you may notice some changes — these reflect our ongoing efforts to improve safety, quality, and overall program effectiveness. We continue to follow the latest health and safety guidelines and will keep you informed through phone calls, emails, or text messages.

I encourage you to take an active role in your child's education. The Office of Head Start defines School Readiness as preparing children for school, empowering families to support their child's learning, and ensuring schools are ready to meet the needs of all children. Your involvement plays a vital role in your child's success.

By working together, we can make a meaningful impact on your child's development — giving them a true “Head Start” toward a bright and successful future.

Warm regards,



Elena Esquivel
Director of Head Start Birth to Five





Head Start

Birth to Five Program

CACOST HEAD START BIRTH TO FIVE

The Head Start Birth to Five Program promotes the school readiness of children from eligible families by providing a comprehensive program that addresses their cognitive, nutritional, health, social, and emotional needs. The program offers a learning environment that supports children's growth in literacy, language, mathematics, science, and social/emotional development. Head Start emphasizes the parent's role as the child's first and most important teacher and builds strong relationships with parents and families to increase the child's chances for success.

CACOST's program combines Early Head Start (EHS) funding, which serves pregnant women, infants, toddlers, and their families, with Head Start (HS) funding, which serves preschool-aged children (ages 3-5) and their families. The Expectant Mothers Program assists pregnant women in accessing comprehensive prenatal and postpartum care.

PROGRAM SERVICES

CACOST's Head Start Birth to Five Program offers a variety of services to children and their families. In addition to educational services provided by trained professionals, all children receive health and development screenings, time for physical activity, nutritious meals, and oral and mental health support. For children with disabilities, the program coordinates in-class strategies and referrals to local service providers to ensure children and families receive appropriate and timely services to meet their developmental needs. Transition activities are also in place to help children and their families move between different environments, such as from home to an EHS/HS classroom, from a toddler to a preschool setting, or from preschool to kindergarten. Parents/guardians and family members are encouraged to volunteer in the classroom, attend program-sponsored family engagement activities, and participate in educational opportunities, including the *Abriendo Puertas/Opening Doors* parenting sessions. Additionally, program staff assist families in identifying their needs and support them in achieving their goals by connecting them to local community resources. More information about these services are included within this guide.

WELCOME NOTICE

The Head Start Birth to Five Program staff welcomes parents/guardians and emphasizes the importance of parental participation to the success of the Head Start Birth to Five Program. Parents and guardians are invited to visit the facilities anytime throughout the day. We encourage Parents/Guardians to observe as often as possible and to participate with children in group activities. For volunteer requirements, please contact the Parent, Family and Community Engagement Manager, Sylvia Cuevas, at 361-664-0145 ext. 2057.

ENROLLMENT

To enroll a child in the Head Start Birth to Five Program, certain eligibility criteria must be met, and a slot must be available for the age group. Federal guidelines specify that eligible children include those from families with incomes below the federal poverty guidelines, those who are homeless, and/or those who receive TANF, SNAP, or SSI benefits; foster children are eligible regardless of their foster family's income. For specific information regarding eligibility, call Head Start or visit our website at www.cacost.org.

REQUIRED ENROLLMENT DOCUMENTS

Head Start requires the following documents before a child may be enrolled in the program:

- Proof of Income
- Proof of Age
- Parent ID
- Proof of Guardianship
- Proof of Residency
- Proof of Benefits (SNAP/WIC)
- Immunizations
- Medical Insurance

PARENT NOTIFICATION OF POLICY CHANGES

Parents/guardians will be informed of Operational Policy changes in writing. The center staff will provide them with a copy of the updated policy during the children's daily drop off or pick up.

OPERATIONAL SCHEDULE

Regular center hours may differ by site; however, all are operational Monday through Friday. For a detailed schedule, **please refer to page 4**. Head Start Centers, in collaboration with the local ISD, will follow that specific ISD's hours of operation. Head Start will provide services from August 2025 to May 2026. Early Head Start classrooms will provide services from August 2025 to June 2026. Staff will communicate all notifications with parents/guardians via phone, email, and/or in person. In the event that service locations, hours, or dates of service change due a natural disaster, parents/guardians will be notified by program administration. In case of bad weather, the center will follow the closing policy of the local school district.

EMERGENCY PLANS

The Head Start Director will decide to close the facility if there are threats such as fire, gas leaks, bombs, hurricanes, flooding, chemical spills, toxic fumes, or random acts of violence. A notice will be sent to all classrooms and parents. All staff will assist the children in following safety procedures and/or leaving the center as quickly as possible. See pages 52-58 for the emergency preparedness plan and procedures, along with center relocation sites.

SANITATION OF CENTERS

In an effort to reduce the possibility of spreading infectious illnesses, all classroom staff will routinely sanitize classrooms, high-traffic areas, and frequently used materials. Materials and toys that cannot be cleaned and sanitized will not be used. If toys or materials are contaminated by body secretions or excretions, they will be set aside until they are disinfected. Children's bedding will be kept separate and stored individually. Sleeping mats or cots will be wiped down daily.

HAND WASHING

Washing hands frequently with soap and water for at least 20 seconds is a simple but effective preventative measure to help remove germs, avoid getting sick, and prevent the spread of germs to others. Staff and children will wash their hands before and after arriving at the center, eating breakfast, lunch, and snacks, using the bathroom, going to outdoor activities, and after coughing, sneezing, or blowing their nose. Hand sanitizer will be used when hand washing is not possible.

ATTENDANCE

Attendance is vital to each child's school readiness, and by making it a priority, you will be taking an important step in supporting your child's success. Children must arrive no earlier than 7:30 am and no later than 10:00 am if enrolled in an ISD classroom, or they will not be counted present for the day. Children are encouraged to arrive by 8:00 am and are required to be picked up by 3:00 pm.

If your child will be absent, please notify your child's teacher and provide a note or excuse for each day your child is not in attendance, including an explanation for the absence. Extended absences must be requested and approved in advance. Chronic unexcused absences or chronic tardiness may result in losing your placement in the center-based program.

Excused absences include:

- Illnesses
- Serious injury
- Communicable disease
- Hospitalization
- Health ailments (ex. Asthma)
- Temporary family crisis situations
- Severe Weather Conditions
- Cultural and Religious family activities
- Death in the family
- Medical or Dental Appointments

Classrooms in the ISD Head Start model will collaborate with the district to ensure attendance of child enrolled.

SUSPENSION & EXPULSION OF CHILDREN

CACOST Head Start Birth to Five Program does not practice suspension or expulsion of enrolled children.



DROP-OFF & PICK-UP PROCEDURES

Send Your Child With:

- Comfortable clothing and shoes that allow them to run, climb, jump and skip.
- A set of clothes to keep in the classroom that is labeled, to be used in the event of a bathroom accident, paint spill, etc.
- Jacket/coat, hat and gloves when the weather is cold; children go outside daily on clear days when weather permits.

Do Not Send Your Child With:

- School supplies
- Toys from home
- Snacks
- Lunch food
- Clothing that has complicated fastening

DROP-OFF/PICK-UP

Only one authorized parent/guardian/adult per child will be allowed to pick up and drop off their child(ren). They will sign their child out in the classroom's designated area. To ensure active supervision of all children in our care, please refrain from picking up your child during transition periods (e.g., moving from indoors to outdoor play, moving from outdoor play to indoors, etc.). If you do arrive to pick up your child during a transition, please be patient with the staff as we ensure that all children have been accounted for before releasing your child.

RELEASE OF CHILDREN - SAFETY PRACTICES

Each child must be signed in and out on the Sign-In/Out sheet upon arrival and departure. Teaching staff will release children only to a parent or an authorized adult who is 18 years or older. Staff will check the driver's license or DPS identification card to confirm that the person picking up the child is listed on the authorization form. Please keep the authorization contacts up-to-date.

HEAD START INFECTIOUS ILLNESS MITIGATION PLAN

Purpose

Community Action Corporation of South Texas (CACOST) Head Start Birth to Five Program (HSBFP) provides a safe learning environment for our children and families. CACOST continuously monitors the health and safety measures recommended by the Centers for Disease Control and Prevention and will update infectious illness safety measures appropriately. While no school plan can eliminate all risks, CACOST has adopted numerous health and safety measures, in consultation with our Health & Mental Health Services Advisory Committee (HMHSAC), that prioritize the health and safety of all children, staff, and families.

Evidence-Based Strategies

Evidence-based is an umbrella term that refers to using the best research evidence (e.g., found in health sciences literature) and clinical expertise (e.g., what healthcare providers know) in content development. Integrating the best available science with the knowledge and considering judgments from stakeholders and experts benefits Head Start children, families, and staff.

Roles and Responsibilities

CACOST's goal is to mitigate the risk of transmission of infectious illness in our Head Start facilities. Managers, non-managerial employees, and their representatives are all responsible for supporting, complying with, and providing recommendations to improve this infectious illness mitigation plan further.

The infectious illness Safety Coordinator(s) listed below implements and monitors this infectious illness plan in the Head Start facilities. The infectious illness Safety Coordinator(s) has CACOST's full support in implementing and monitoring this infectious illness mitigation plan and has the authority to ensure compliance with all aspects of this plan.

The safety coordinators will ensure compliance with the infectious illness mitigation plan and review the plan annually, or as deemed necessary.

Infectious Illness Safety Coordinator(s):

Crystal Jaramillo

LVN

REGION I

(361) 664-0145 Ext. 3719

crystal.jaramillo@cacost.org

Bianca Saldana

Health & Nutrition Mgr.

REGION II

(361) 664-0145 Ext. 2003

bianca.saldana@cacost.org

Head Start Infectious Illness Mitigation Plan - Cont'd

Program Mitigation Strategies

A. Vaccination

All CACOST Head Start facilities will continue to follow the organization's *Immunization policy*.

B. CACOST Support for vaccination of students

CACOST will continue to educate families regarding the benefit of infectious illness vaccination for children attending Head Start facilities.

C. Employee and Child Symptom Management

CACOST will implement consistent measures for symptom management. All children and employees must stay at home when sick. CACOST shall follow Minimum Standards for Child-Care Centers Subchapter R, Health Practices Illness and Injury §746.3601, and HSBFP Health Program Services Policy HPS5, Conditions of Short-Term Exclusion and Admittance which can be found in the Head Start Birth to Five Program Handbook.

D. Management of Exposures and Positive Cases

CACOST is committed to ensuring the health, safety, and well-being of our employees, clients, and children. All employees shall report any of the symptoms below to their supervisor prior to reporting to work or immediately if symptom onset occurs during working hours. Children and employees experiencing any of these symptoms should be tested for infectious illness, and if needed, evaluated by a healthcare provider. If the employee/child is exposed to family members/friends at home, they may come to work/class unless they develop symptoms.

- Fever (temperature of 100 or greater)
- Body Aches
- Body Chills
- Sore Throat

New onset that is unrelated to chronic illness of the following:

- Diarrhea
- Vomiting
- Cough and congestion

Head Start Infectious Illness Mitigation Plan - Cont'd**ALL EMPLOYEES & CHILDREN:****Return to Work/Class After Positive COVID-19 Test**

The following conditions must be met to return to work/Class in accordance with CDC guidelines:

- Fever free (temperature less than 100) for 24 hours without the use of any fever-reducing medications.
- Improvement of symptoms

Employees who have returned to work after isolation should take additional prevention strategies for the next five days, such as covering coughs and sneezes, washing hands often, cleaning frequently touched services, and wearing a well fitted facemask.

INFECTION CONTROL POLICY AND PROCEDURES**A. Disinfection**

CACOST Head Start requires the cleaning of high-touch surfaces and equipment at least once a day, following manufacturers' instructions for the application of cleaners. When a person who is COVID-19 positive has been in the facility within the last 24 hours, CACOST requires cleaning and disinfection, in accordance with CDC's "Cleaning and Disinfecting Guidance," of any areas, materials, and equipment that have likely been contaminated by that person (e.g., rooms they occupied, items they touched).

B. Hand Hygiene and Respiratory Etiquette

CACOST Head Start will provide alcohol-based hand rub that is at least 60% alcohol or provide readily accessible hand washing facilities. In addition, signs will be posted throughout CACOST Head Start facilities encouraging frequent handwashing and use of hand sanitizers.

CACOST Head Start will continue to teach and reinforce proper hand washing to lower the risk of spreading illnesses Head Start programs should monitor and reinforce these behaviors, especially during key times in the day (for example, before and after eating, after using the restroom, and after recess). CACOST Head Start will also teach and reinforce covering coughs and sneezes to minimize the spread of infectious illnesses.

C. Masking

It is the policy of CACOST to comply with all local, state, and federal laws, ordinances, Centers for Disease Control (CDC) health guidance and Program specific requirements. In times of pandemic, epidemic, or local disease outbreak CACOST may require all persons during working hours to wear a face mask that covers the nose and mouth. CACOST programs may require face masks during times of local outbreak or high community infection levels in accordance with program specific infection control plans.

Head Start Infectious Illness Mitigation Plan - Cont'd

While the mask requirement is in place, all employees in vehicles with another individual during working hours will be required to wear a mask. Employees and visitors will be notified upon implementation of face mask requirements and appropriate signage will be posted. Employees will be notified when face mask requirements are rescinded.

CACOST Visitors (HSBFP students, volunteers, vendors and contractors)

While the mask requirement is in place, all students/visitors over the age of two will be required to wear a face mask that covers the nose and mouth. This face mask may be a cloth mask or medical grade mask. An exemption will be made for any visitor with a documented disability that prohibits the wearing of a face mask.

CACOST Employees

While the mask requirement is in place, all CACOST employees will be required to wear a mask during working hours or when in a vehicle with another individual during working hours.

Employees may remove their mask while in an office alone, for the purpose of eating, drinking, or in the restroom. Face masks are to be immediately replaced after eating, drinking, or leaving the restroom.

Employees who violate this policy will be subject to disciplinary action. CACOST visitors who violate this policy may be asked to leave the premises.

Mask requirement exceptions:

- When the individual cannot wear a mask, or cannot safely wear a mask, due to a disability as defined by the ADA; and
- When a child's health care provider advises an alternative face covering to accommodate the child's special health care needs;
- For children, when they are napping;
- When individuals are eating or drinking.

Head Start Infectious Illness Mitigation Plan - Cont'd

Exemption process and protocol:

1. Exemption from masking policy may be granted for medical conditions. All individuals are required to submit a Request for Medical Exemption Form and any additional required certification that verifies the reason for the requested exemption. The material will be submitted to exemptions@cacost.org in order to be reviewed by the Agency's Chief Medical Officer, Dr. Vandana Kamat, MD and/or the Agency's attorney. All requests will be reviewed and a determination will be made if the request should be granted.
2. Individuals requesting exemption will be notified within seven (7) days of submission if their request for exemption is approved or denied and, if approved, of any restrictions or requirements that individuals will be required to follow. If additional clarification is needed, individuals will be contacted within the same period and are expected to provide the requested clarification within five (5) days.
3. Approved exemptions will only be valid for the year in which they were requested and/or the period for which the exemption is approved or the reason for the exemption persists. Exemptions for any or all future years will require completion and submission of the Request for Medical Exemption Form each year an exemption is requested

D. COVID-19 MITIGATION PLAN

COVID-19 Community Levels

COVID-19 mitigation efforts shall be scaled up or down based on the impact of COVID-19 infections at the classroom level in order to protect staff, children, and families from COVID-19 infection.

Low COVID-19 Level = < 30% of classroom children and/or staff confirmed to have COVID-19 per classroom

At Low COVID-19 Classroom Levels, Head Start classrooms will:

- Encourage staff, parents, and students to stay up to date on vaccination, including recommended booster doses
- Follow Infection Control Policy and Procedures
- Avoid contact with people who have suspected or confirmed COVID-19.

Medium COVID-19 Level = 30% - 50% of classroom children and/or staff to have COVID-19 per classroom

At Medium COVID-19 Classroom Levels, Head Start classrooms will:

- Continue with low classroom level recommendations as well as;
- Recommend the use of a well-fitting face mask.

Head Start Infectious Illness Mitigation Plan - Cont'd

High COVID-19 Level = > 50% of classroom children and/or staff to have COVID-19 per classroom

At High COVID-19 Classroom Levels, Head Start classrooms will:

- Continue with medium classroom level recommendations as well as;
- Require daily temperature checks of all students, staff members, and visitors.

Response to Changing Conditions

Community Action Head Start safety coordinators will cooperate with the Health & Mental Health Services Advisory Committee (HMHSAC), which meets bi-annually. However, COVID-19 conditions may change rapidly; therefore, the safety coordinators and the Head Start director(s) may make changes regarding COVID-19 and infectious illness mitigation strategies without the approval of the HMHSAC to respond promptly. CACOST Board approved policies relating to infectious illness may be adopted while pending PC approval of revisions to the Infectious Illness Mitigation Plan, as necessary.

Communication Plan

The safety coordinators will notify Head Start Operations Managers of any new changes, and the Operation Managers will notify parents and staff of their respective clusters. Any new changes concerning COVID-19 or other infectious illness will be shared via Child Plus with all parents and staff.

Procedures for Staff and Parent Notification

If masking is required or recommended due to one of the criteria mentioned in this plan, the Head Start Safety Coordinator will inform the Operations Manager, and a parent notice will be posted in a prominent place at the Head Start center. Masks will be provided by the CACOST HSBFP.

AUDIO/VIDEO SURVEILLANCE POLICY

CACOST Head Start Program Policies and Procedures

Program Design and Management

Policy ID: 1

Subject: Audio /Video Surveillance Policy

Performance Objective: To monitor the educational activities at the Head Start Birth to Five centers and to ensure the health and safety of the children and employees of CACOST.

Operational Procedures: CACOST Head Start shall install video cameras in the Head Start classrooms, **where reasonable**, as a safety measure to provide the best childcare and learning environment possible.

1. Camera Locations and Time of Operations
 - a. Surveillance cameras shall be installed at Head Start Birth to Five classrooms within the service areas of CACOST Head Start, as approved by collaborating partners, landlords, and when budgets allow.
 - b. Cameras may be installed in the classrooms, outdoor play areas, and hallways to monitor the activities of the classroom and to ensure the safety of children, staff, visitors, and facility.
 - c. Cameras will record images 24 hours a day, seven days per week.
 - d. All areas subject to surveillance will be identified by signs that are clearly posted.
2. Parents/guardians and staff will be provided with a copy of the Video Surveillance Notification and audio/video surveillance policy. An acknowledgement form will be signed by the parent/guardian and staff that they received and understand the policy. The refusal of a parent/guardian or staff to acknowledge the facilities are subject to video surveillance will not preclude CACOST from using surveillance cameras.
3. Use and Retention of Footage
 - a. Surveillance cameras will be used for the sole purpose of monitoring the activities of the classroom and surrounding areas and to ensure the safety of the children, visitors, staff, and the facility. The surveillance cameras will also be used for on-going observations, behavior modification planning, educational purposes, in-house training, and staff development.
 - b. In the event of a reported or observed incident, the recorded footage may be used to assist in the investigation of the incident and may be turned over to law enforcement personnel, if appropriate.
 - c. Except as set forth in this policy, at no time will a person other than the Executive Director or its designated representative have access to the footage made in the course of surveillance, unless there is an alleged incident of abuse or neglect, as defined by Texas Family Code 261.001. In the event there is an alleged incident of abuse or neglect, as defined by Texas Family Code 261.001, only the parent or guardian of the child shall be allowed to view the video recording with CACOST personnel designated by the Executive Director. CACOST shall ensure that if any other child is captured in the video recording, the program must provide written notice from the facility before allowing a parent to inspect a recording. Personal information contained in the footage will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.

Audio/Video Surveillance - Cont'd

- d. Footage from the surveillance cameras will be kept for 7-14 days unless required for the purposes outlined in this policy. If video footage has been used to investigate an incident, that footage will be retained for one (1) year after a final decision is reached concerning the incident.
- e. Video footage that is not reused or recycled for surveillance will be shredded, burned, magnetically erased, or otherwise made permanently unreadable.
- 4. Sanctions
 - a. Individuals who fail to follow this policy or who use surveillance camera footage inappropriately will be subject to disciplinary sanctions, up to and including termination.
- 5. Video Surveillance Management, Monitoring and Recording
 - a. The Technology Department shall be responsible for the management of all video surveillance systems used at the CACOST Head Start Birth to Five centers.
 - b. The video surveillance systems shall be capable of being monitored by staff designated in writing by the Executive Director.
 - c. Designated staff members authorized to monitor the video footage will have an identified username and password and will be able to access any video footage by utilizing the CACOST Portal.
 - d. The video surveillance system will be monitored on a continuous basis.
 - e. All video surveillance cameras will be capable of being recorded continuously by a digital video recording system.
 - f. The Executive Director shall have exclusive control of the release of video recordings produced by the video surveillance system.
 - g. Requests to provide video recordings to non-employees or members of the general public will not be permitted. If criminal activity is suspected, non-employees will be encouraged to report it to local law enforcement. If it is suspected that recorded video footage will assist in the investigation of suspected criminal activity, the police will contact the Executive Director.
- 6. Limitations of Video Surveillance Systems
 - a. Video cameras will not be installed in restrooms and places designed for privacy. CACOST recognizes a “reasonable expectation of privacy” when considering surveillance issues.

Related Regulations: [Minimum Standard 746.3705](#)

Approved by Policy Council: 8/15/2024

Approved by Board: 8/29/2024

APPROACH TO ROUTINES AND PHYSICAL ACTIVITY

CACOST HEAD START BIRTH TO FIVE PROGRAM POLICIES & PROCEDURES

Education and Child Development Program Services

Policy: Approach to routines and physical activity

Purpose: Head Start Birth to Five Program supports social and emotional development by planning for routines, transitions, and physical activities according to each child's needs.

Operational Procedures:

1. Daily routines shall be consistent and predictable.
 - a. Children will be involved in activities from arrival until departure. Teachers will provide daily activities for children to be involved in throughout the day; this includes the moment of arrival until departure. Daily routines shall be consistent and predictable and children shall be familiar with the daily routine. A daily schedule will remain posted in all classrooms. Teachers shall keep the daily routine flexible and individualized.
 - b. Children will be given plenty of time to eat. Infants shall be on an individual schedule of sleeping and eating on demand. Infants will be held during feedings to promote socialization. Snack and meal times shall be structured and used as learning opportunities. Staff-Child interactions, conversations and communication shall support children's learning, development and socialization. Family style meals shall be implemented and an important part of this process. Food shall never be used as a reward or punishment and children are never forced to finish their meal.
 - c. Provisions shall be made for napping. Children who are early risers and non-nappers will be provided quiet activities until nap time is over. Children will not be forced to nap. Toddlers can have an early nap if needed. Cribs and cots shall be placed in the same location with cribs placed three feet apart. Comfort items, such as a specific blanket, shall be made available for children over one year of age. Children shall be gently patted to sleep. Pacifiers are used as appropriate for each child.
 - d. Diapering shall be done according to each child's daily needs. Records of diaper changes should be recorded on the Daily Activity Report for all infants and toddlers.
 - e. Handwashing will be an integral part of the daily routine and will be completed within the context of transitions.
2. Physical activity is an important part of children's development and shall be embedded and promoted throughout the daily schedule. Physical activities will be integrated throughout the curriculum activities and daily routines. Physical activity shall never be used as a reward or punishment for children. Physical play is necessary for learning. Teaching staff will support children's physical development by providing them continuous movement opportunities and are not limited to scheduled times. Physical activities can be done by the child individually, as well as with the teacher.

Approach to Routines and Physical Activity - Cont'd

3. Teaching staff will conduct two daily opportunities for outdoor play, weather permitting, in which a child makes use of both small and large muscles.
4. Toddlers will engage for a minimum of 60 total minutes daily of moderate to vigorous active play; preschool children will engage for a minimum of 90 minutes of moderate to vigorous active play.
5. Physical activities will include a balance of active and quiet play that incorporates group and individual activities, both indoors and outdoors. The staff will encourage daily active play through structured and unstructured play and will be balanced between child-led and teacher-led activities. The Birth to Five Program will provide a safe environment for infants, toddlers and preschoolers that encourages movement and exploration.
 - a. Physical activities opportunities for infants and toddlers will include traveling skills, balancing skills, gross motor manipulative skills and fine motor strength and coordination outlined in the Intentional Teaching Cards from the Creative Curriculum for Infants, Toddler and Twos curriculum.
 - b. Infants, toddlers and preschoolers will be carefully supervised as they explore materials using their hands and mouths to prevent injury.
 - c. There will be unstructured opportunities for infants aged 0-12 months to explore and develop skills like reaching, rolling, sitting up, crawling, moving and lifting the head, playing with blocks, coloring, drawing, painting, pulling-up and walking. Structured activities for infants birth to 12 months may include, but not limited to the teacher offering objects such as rattles and bells of various sizes for infants to grasp. Teachers will provide balancing support as needed. Teachers will model how to make bubbles, paint, dance, drink from a cup, balance games using pillows, follow the leader, tummy time, sing and move around the room, musical games, etc.
 - d. Infants birth to 12 months will engage in supervised tummy time for 30 minutes daily. Time will be spread throughout the day when infants are awake. Once babies can move around, teachers will encourage them to be as active as possible in a safe and supervised environment.
 - e. Unstructured toddler activities will take place outdoors in the playground and include standing up, moving around, rolling and playing, hopping, running, jumping, drawing, painting, riding a bike, and ball games. These activities are encouraged for this age group to get moving.
 - f. Structured toddler activities will take place outside in the playground and in the classroom setting. Teachers will demonstrate the movements as he/she explains activities. Structured, teacher led activities for toddler can include, but are not limited to: painting, bean bag catching and throwing, rolling and molding dough, squeezing sponges, tapping and shaking musical instruments, rolling balls, kicking balls, marching, pounding pegs into a pegboard, pushing wagons and carts, clapping, dancing, singing, and follow the leader, etc.

Approach to Routines and Physical Activity - Cont'd

- g. Unstructured activities for preschoolers will take place outdoors in the playground and can include, but are not limited to: jumping, walking, drawing, painting, riding bicycling, skipping, hide and seek, throwing and catching, hopping, etc.
- h. Structured preschool activities conducted by teaching staff will take place outside, in the playground, and in the classroom setting. Teachers will demonstrate the movements as he/she explains activities. Structured teacher led activities can include, but are not limited to: bean bag catching and throwing, rolling and molding dough, squeezing sponges, tapping and shaking musical instruments, rolling balls, kicking balls, pounding pegs into a pegboard, using crayons or markers, pushing wagons and carts, clapping, dancing, singing, follow the leader, shaking, galloping, leaping, sliding, rolling, marching, etc.
- i. The teachers will provide daily opportunities for infants, toddlers and preschoolers to be outside, weather permitting. On the days when extreme weather conditions prohibit or limit outdoor play activities, they will be done in the classroom and it will be noted on their lesson plans.
- j. Comfortable clothing and footwear that allows a child to participate freely and safely in physical activities includes socks and tennis shoes. This attire must be worn at all times when participating in physical activities. A pair of tennis shoes with Velcro closures is recommended for infants, toddler and preschoolers. Crocs, flip flops, boots, and sandals are not appropriate for physical activities.

Related Regulations: 1302.31(e)

Approved by the Policy Council on: 6-17-21

Approved by the Board on: 6-24-21



CURRICULUM

Head Start will provide your child with a quality educational program utilizing a research-based curriculum. Infants and toddlers learn through play and exploration of their environment. Your child's teacher will provide a daily report about your child's day to allow parents to track their child's developmental progress.

HOME VISITS

Head Start strives to build relationships with families that support daily well-being, strong parent-child relationships, and the ongoing learning and development of both parents and children. Two home visits will be conducted for all Head Start and Early Head Start families within the time frame listed below. As these dates approach, a staff member will reach out to you to schedule the visits.

1ST HOME VISIT WILL BE DURING THIS TIME FRAME:

- November 13, 2025 - December 4, 2025

2ND HOME VISIT WILL BE DURING THIS TIME FRAME:

- April 7, 2026 - May 1, 2026

TRANSITION SERVICES

The goal of the transition content area is to establish and maintain procedures to support successful transitions for enrolled children and their families, from a previous child care program into the Head Start Birth to Five Program, from Early Head Start to Head Start, and from Head Start to Kindergarten. As your child approaches a transition to another classroom or site, program staff will reach out to you to discuss the transition and plan activities, including visits to the new location. Parents will be responsible for transporting their child to transition visit locations.

OUTDOOR ACTIVITIES

All children enrolled will be provided with outdoor activities. Weather permitting, children will participate in outdoor activities twice a day. In the following situations, children will not participate in outdoor activities:

- The outside temperature or heat index is above 100 degrees or below 60 degrees.
- Severe weather warnings are in effect.
- Lightning is present.

The CACOST Head Start Birth to Five Program does **NOT**:

- Provide or apply insect repellent and sunscreen to children.
- Participate in outdoor water activities.

Field trips will not be conducted during the program year.

PARENT ENGAGEMENT

Parents and guardians of children currently enrolled in the program are invited and encouraged to participate in parent meetings, activities, and committees at their centers. Family Advocates will work with families to create an individualized Family Partnership Agreement, focusing on each family's strengths and goals. Parent involvement is also encouraged through the *Abriendo Puertas/Opening Doors* curriculum, which includes 10 parent education sessions designed to support school readiness and family well-being.

VOLUNTEERS

Parent involvement is an important part of our program. You are encouraged to take an active role in your child's education by volunteering at their center. All volunteers must follow Head Start policies, pass a criminal background check, meet Child Care Regulation requirements, and follow the CACOST dress code. If you are interested in volunteering, please contact your child's Teacher, PFCE Specialist, Family Advocate, or Operational Manager.

IN-KIND

What is In-Kind? Why does your help matter?

In-Kind is a vital part of your child's Head Start/Early Head Start experience. To receive federal funds, Head Start/Early Head Start programs are required to match 20% of their funds through community support and volunteering, which is known as 'In-Kind'.

Ways you can help:

- Volunteering in your child's classroom
- Completing Family Connection Daily Reading Activities
- Preparing materials at home for use in the classroom
- Completing Engaging Dad/Mom School Readiness Activities
- Attending Parent Committee Meetings
- Completing the weekly take-home activities provided by your child's teacher

All donations are documented on 'In-Kind' sheets provided by Head Start staff. The time you spend reading and volunteering not only benefits you and your child(ren) but also helps contribute to the overall program.

PARENT COMMITTEE MEETINGS

All parents/guardians of children in the center are encouraged to attend the parent committee meetings held bi-monthly. During these meetings, parents are informed of center/school activities and updated on Policy Council meetings. Parents are also encouraged to advocate and make recommendations for program improvements. During the first meeting in September, parents at each center will elect one representative and one alternate to represent their center and be eligible to participate as a Policy Council representative.

POLICY COUNCIL

The Policy Council is made up of parents/guardians whose children are currently enrolled in the program and participants in the Expectant Mothers Program, along with community representatives appointed by the Executive Director. The Policy Council members meet monthly (the third Thursday of each month) to help lead the program and participate in important decision-making that governs the Head Start Birth to Five Program. Elections for Policy Council parent representatives are held during the Cluster Meeting in October following the recommendations from the first Parent Committee Meeting.

How to become a member?

- Attend the first parent committee meeting at your child's center held in September.
- Inform the parents that you are interested in becoming a member.
- Be a center representative for your center.
- Be able to participate in monthly meetings to make informed decisions (e.g., reading through the information, asking questions, etc.)

**CACOST employees or their immediate family members cannot serve on the Policy Council. For more information regarding Policy Council, contact your child's teacher.*



NUTRITION

The goal of child nutrition services is to design and implement healthy nutrition services that are culturally and developmentally appropriate. The nutritional needs of each child will be accommodated, including those with special dietary needs and disabilities who have received a medical statement from a licensed professional. Breakfast, lunch, and afternoon snacks are provided daily. **No outside food** may be brought into the classroom. For additional information, **please refer to pages 58-59 in this handbook.**

Centers will be serving cafeteria pre-plated style meals. Meal times will offer a pleasant atmosphere that promotes a variety of different foods and creates a positive attitude towards eating. Each child will be provided with individual meals and snacks while spaced apart from others. Staff will assist the children with washing their hands before and after each meal and snack.

BREAST FEEDING

Formula and infant foods are provided for children under 12 months of age based on the baby's nutritional needs. Bottles and feeding utensils are provided by the program. Nursing mothers who choose to breastfeed are provided with a comfortable place with an adult-sized chair in the Early Head Start Center or within a classroom that allows the mother to breastfeed her child. Nursing mothers have the right to breastfeed or provide breast milk for their child while in care.

HEALTH SCREENINGS

A thorough health check will be conducted on all children upon arrival at the center by the teaching staff. Staff will gently check the child's overall condition, using positive language and reassurance throughout the process. Staff will check for cuts, sores, or rashes; breathing (normal or abnormal); coughing; discharge from the eyes, nose, or ears; changes in skin color; fever; bruising or swelling. Any concerns about the child's condition will be addressed immediately with the parent or guardian.

Head Start staff will provide multiple health screenings throughout the year. Head Start is required to track growth, hearing, vision, nutrition, lead levels, developmental progress, speech/language development, as well as behavioral and emotional skills. The Texas Health Steps Medical Checkup Periodicity Schedule on **page 69** outlines the required components of preventive medical checkups for eligible infants, children, and adolescents. The results of these screenings will be provided to you. It is your responsibility as a parent to review the results for your child and follow up with necessary referrals or appointments. Staff will be available to help answer questions and provide links to resources.

IMMUNIZATIONS

Each child must be current on immunizations. If your child cannot be immunized for medical reasons, you must provide a written statement from your child's doctor. If your child cannot be immunized for religious reasons or reasons of conscience, you must apply in writing to the Texas Department of State Health Services (TDSHS) for a Certificate of Exemption. Visit the CDC's site or **refer to pages 67-68** to view a list of recommended immunizations, including COVID-19 vaccines, for children from birth to 6 years of age:

<https://www.cdc.gov/vaccines/imz-schedules/downloads/parent-ver-sch-0-6yrs.pdf>

VISION

Beginning in the fall, the Health and Nutrition Specialist and the Family Advocate will conduct vision screenings. Referrals are made to the child's pediatrician and/or optometrist. For Early Head Start, the teachers conduct the screenings, and referrals are made to the child's physician with a copy of the results and parental permission. Vision screenings are conducted within 45 days of the child's entry into the program.

HEARING

The Head Start Family Advocate conducts the hearing screening using the 119-Beltone audiometer within 45 days of the child's entry into the program. Results of all screenings are recorded and filed in the child's file. Referrals are made to the child's physician. For children enrolled in Early Head Start, the Health & Nutrition Manager and/or designated staff conduct screenings using the OAE Screening Tool and refer to the child's physician with a copy of the results and parental permission.

TOOTH BRUSHING

Tooth brushing at the centers will be implemented once daily. Staff will continue to promote oral health and tooth decay prevention and encourage brushing at home twice daily. Information, materials, and parent training will be provided to parents on the importance of oral hygiene.

DIAPERING FOR INFANTS AND TODDLERS

Diapers are provided by CACOST and are checked every 2 hours or as needed for individual children. When diapering a child, staff will wash their hands and the child's hands before and after changing the child's diaper. Staff will wear gloves and follow safe diaper-changing procedures.

INSECT REPELLENT AND SUNSCREEN

CACOST Head Start Birth to Five does **NOT** provide nor apply insect repellent or sunscreen.

SAFE SLEEPING FOR INFANTS AND TODDLERS

All babies under 12 months of age will be placed on their backs for sleeping. Babies may sleep in their preferred position once they are able to roll over independently. For children under 12 months of age, loose blankets, stuffed toys, soft objects, and positioning device aids are not permitted in cribs due to child care regulation rules and safe sleep guidelines.

MEDICATION ADMINISTRATION

Authorization to administer medication to a child must be obtained from the child's parent. Authorization is not required for a staff member to administer medication to a child in a medical emergency to prevent death or serious bodily injury, provided that the medication is administered as prescribed or intended. Over-the-counter medication will not be administered. Notify Head Start staff at your center if your child is taking any medications so that arrangements can be made for their administration while they are at the center.

UNASSIGNED EPINEPHRINE AUTO-INJECTOR

CACOST Head Start Birth to Five centers do not maintain or administer unassigned epinephrine auto-injectors. For the students who do not have a Special Care Plan for Anaphylaxis and develop severe allergic reactions, staff will call 911.

BEHAVIORAL GUIDELINES

Teachers will use only positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. The following rules apply to staff, parents, volunteers, or anyone who comes into contact with the children:

- Discipline is individualized for each child and will be used to help teach the child social skills, self-control, appropriate interactions, and natural consequences.
- Staff will praise and encourage good behavior instead of focusing on unacceptable behavior.
- Children will be redirected to positive activities.
- Teachers may choose to engage the child in quiet or calming one-on-one time.
- There will be no harsh, cruel, or unusual treatment of any child. No one will be allowed to yell, put down, or call a child an inappropriate name.
- Food or drink will not be withheld from a child as a form of punishment nor used as a reward.
- Children will not be denied their basic needs.
- No child will be left alone or unsupervised at any time.
- Spanking, hitting, slapping, shaking, threatening, or yanking a child will not be allowed.

CACOST Head Start Birth to Five Program does not practice suspension or expulsion of enrolled children.

ACCIDENTS/ILLNESS

In the event of an accident, illness, or emergency involving your child, the staff will notify you and provide detailed information, including a written report. If a critical illness or emergency requires the immediate attention of a physician, the staff will:

- Call 911 for emergency medical services to assess and transport your child to the nearest emergency room if required;
- Give your child first aid treatment or CPR if needed;
- Ensure supervision of all other children in your child's group.

CHILDREN WITH DISABILITIES

Children with disabilities shall make up at least 10% or more of the children enrolled in Head Start. The program coordinates with local school districts and private entities in the identification, referral, and evaluation of disabilities. All staff members are trained to provide services for children with disabilities, and training for parents is available. Parents and staff will participate in the school districts' Admission, Review, and Dismissal (ARD) and Individualized Education Program (IEP) processes. Early Head Start also partners with Early Childhood Intervention (ECI) to support infants and toddlers who qualify for disability services and an Individualized Family Service Plan (IFSP). Staff will ensure the implementation of modifications necessary to meet the needs of children in the least restrictive environment and will provide inclusive participation of all children in the group, incorporating goals and objectives from the child's IEP/IFSP. Services for children enrolled in Head Start will be conducted on a case-by-case basis to provide the safest means of service.

The Texas Project First website, created by parents for parents through the Texas Education Agency, provides information to parents who have questions about disabilities and need more information about the ARD process, parental rights, and laws, rules, and regulations related to children with disabilities.

Texas Project First: <http://www.texasprojectfirst.org> or toll free line 1-800-252-9688

CHILD'S MENTAL HEALTH & SOCIAL EMOTIONAL WELL-BEING

It is within a child's capacity to learn how to express and regulate emotions with guidance from families and staff and through exposure to trusting relationships. Children will learn how to understand and manage their feelings, make and be friends, and solve problems with others. Daily classroom activities are designed to develop these skills.

Mental health professionals are assigned to each center and are available to support children, families, and staff. Parents and children may receive referrals to community agencies or mental health professionals when needed. Parents are given the opportunity to consent to these services at the time of enrollment. Mental health professionals provide activities that promote social-emotional development and positive adult-child interactions.

OPERATIONAL POLICY ON INFANT SLEEP

CACOST Head Start Program Policies and Procedures

Child Health Status and Care

Policy ID: HS14

Subject: Safe Sleep Practices for Infants

Performance Objective: CACOST Head Start Birth to Five Program implements procedures that promote safe sleeping practices for the prevention of Sudden Infant Death Syndrome (SIDS), Sudden Unexpected Infant Death Syndrome (SUIDS) and the spread of contagious diseases.

Operational Procedures:

CACOST Head Start Birth to Five Program practices will follow safe sleep recommendations for infants (children under 18 months of age) to reduce the risk of Sudden Infant Death Syndrome (SIDS), Sudden Unexpected Infant Death Syndrome (SUIDS), and the spread of contagious diseases.

1. Infants will always be put to sleep on their backs.
2. Infants will be placed on a firm mattress, with a fitted crib sheet, in a crib that meets the Consumer Product Safety Commission safety standards.
3. No toys, soft objects, stuffed animals, pillows, bumper pads, blankets, positioning devices or extra bedding will be in the crib or draped over the side of the crib.
4. Sleeping areas will be ventilated and at a temperature that is comfortable for a lightly clothed adult. Infants will not be dressed in more than one extra layer than an adult.
5. If additional warmth is needed, a one-piece blanket sleeper or sleep sack may be used.
6. The infant's head will remain uncovered for sleep. Bibs and hoods will be removed.
7. Sleeping infants will be actively observed every five minutes by sight and sound following the Safe Sleep Chart. (See attached)
8. Infants will not be allowed to sleep on a couch, chair cushion, bed, pillow, or in a car seat, swing or bouncy chair. If an infant falls asleep anyplace other than a crib, the infant will be moved to a crib right away.
9. An infant who arrives asleep in a car seat will be moved to a crib.
10. Infants will not share cribs, and cribs will be spaced 3 feet apart.
11. Infants may be offered a pacifier for sleep, if provided by the parent.
12. Pacifiers will not be attached by a string to the infant's clothing and will not be reinserted

OPERATIONAL POLICY ON INFANT SLEEP

if they fall out after the infant is asleep.

13. When able to roll back and forth from back to front, the infant will be put to sleep on his back and allowed to assume a preferred sleep position.
14. In the rare case of a medical condition requiring a sleep position other than on the back, the parent must provide a signed Infant Sleep Exception - Health Care Professional Recommendation. (See attached)
15. CACOST Head Start Birth to Five is a smoke-free environment.
16. Our child care program supports breastfeeding.
17. Awake infants will have supervised “Tummy Time”.
18. Do not swaddle an infant for sleep or rest unless you provide a signed Infant Sleep Exception - Health Care Professional Recommendation.

Child's name: _____

Signature - Director/Owner

Date

Signature - Staff Member

Date

Signature - Parent

Date

Related Regulations: PS1302.47 (4)(i)(A) & (B) Minimum Standards 746.1305 (a) (7) and (b) (2); 746.501 (9)

Approved by Policy Council on: 07/20/2023

TOILETING, DIAPERING AND TOILET TRAINING

CACOST Head Start Program Policies and Procedures

Health Program Services: Safety Practices

Policy ID: HS-TD

Subject: Toileting, Diapering and Toilet Training

Performance Objective: Community Action Corporation of South Texas, Head Start Birth to Five Program has established and adopted sanitation and hygiene procedures for diapering that adequately protect the health and safety of children served by the program.

Operational Procedures: The Toileting, Diapering and Toilet Training procedures are implemented to ensure the health and safety in the classroom.

1. Diapering Procedures for Early Head Start are posted in the diaper changing area.
2. Brand and type of specific diaper request must be accompanied by a physician's prescription with specific diaper brand/type.
3. **Diaper cream/ointment will be applied if provided by the parent with a parent's written permission and according to the product label. The ointment must be labeled with the individual child's first and last name.**
4. Head Start 3-5 classrooms will review each child's needs in the event that disposable paper diapers or baby wipes are needed while a child is in care at a facility.
5. Gloving and hand washing requirements are included in the Health Manual and posted in the diaper changing area.
6. Staff members meet with the parent/guardian to discuss toilet training, ideas, perceptions and goals for their child.

Related Regulations: [Minimum Standard Rule – 746.3501 – 746.3503, 746.3505, 746.3801 \(2\)](#)
[Head Start Performance Standard 1302.47 6 \(i\) \(ii\) \(iii\)](#)

Reviewed by Health Services Advisory Committee on: 6/2/21

Approved by Policy Council on: 5/20/21; **7/22/2021**

CONDITIONS OF SHORT-TERM EXCLUSION AND ADMITTANCE

CACOST Head Start Birth to Five Program Policies and Procedures

Health Program Services

Policy ID: HPS5

Subject: Conditions of Short-Term Exclusion and Admittance

Performance Objective: CACOST Head Start Birth to Five Program does not deny program admission to nor exclude any child from program attendance solely on the basis of his or her health care needs or medication requirements.

Operational Procedures:

1. CACOST Head Start temporarily excludes a child with a short-term injury or an acute or short-term contagious illness, that cannot be readily accommodated from program participation in center-based activities or group experiences, but only for that generally short-term period when keeping the child in care poses a significant risk to the health or safety of the child or anyone in contact with the child. Each child will be assessed on a case-by-case issue; noting all standards must be implemented (Minimum Standard 746.3601).
 - a) CACOST Head Start Birth to Five Registered Nurse or Health and Nutrition Manager is responsible for making this determination.
2. Criteria for Excluding Children Who Are Acutely Ill or Injured include:
 - a) Ability to Participate: The child's condition prevents the child from participating comfortably in activities that the facility routinely offers for well children or children who are mildly ill or injured;
 - b) Need for More Care: The condition requires more care than teachers/caregivers can provide without compromising the needs of the other children in the group, and
 - c) Risk to Others: Keeping the child in care poses an increased risk to the child or other children or adults with whom the child comes in contact as defined in Managing Infectious Diseases in Child Care and Schools.
 - d) The CACOST Head Start Birth to Five Registered Nurse or Health and Nutrition Manager are responsible for making the determination for excluding children.
3. Criteria for Permitted Attendance and Care for Mild Illness: The following conditions or symptoms do not require exclusion:
 - a) Common colds, runny noses (regardless of color or consistency of nasal discharge);
 - b) A cough not associated with an infectious disease (eg, pertussis/whooping cough) or a fever (temperature of 100°F axillary/in an armpit, 101°F orally, 102°F rectally or equivalent reading with another type of thermometer). Rectal temperature taking requires specialized training and caution about possible concerns of child abuse;
 - c) Watery yellow or white discharge or crusting eye discharge without fever, eye pain, or eyelid redness;
 - d) Yellow or white eye drainage that is not associated with pink or red conjunctiva (i.e., whites of the eyes);
 - e) Rash without fever and behavioral changes;
 - f) Lice or nits (exclusion for treatment of an active lice infestation may be delayed until the end of the day);
 - g) Ringworm (exclusion for treatment may be delayed until the end of the day);
 - h) Thrush (i.e., white spots or patches in the mouth or on the cheeks or gums).

Conditions of Short-Term Exclusion and Admittance - Cont'd

CACOST Head Start Birth to Five Program Policies and Procedures

- i) Fifth disease (slapped cheek disease, parvovirus B19) once the rash has appeared, and
 - j) Children and adults who had diarrhea and are now able to confine their stool to the toilet or diaper may return to care. For some infectious organisms, exclusion is required until certain guidelines have been met. These agents are not common, and teachers/caregivers usually do not know the cause of most cases of diarrhea.
4. CACOST Head Start does request that parents inform staff of any health or safety needs of the child that the program may be required to address. Head Start shares information, as necessary, with appropriate staff regarding accommodations needed in accordance with the program's confidentiality policy.
 - a) Information about children's health or safety needs is kept confidential in the child files;
 - b) The Health and Nutrition Services Manager and/or Health and Nutrition Specialists inform staff of accommodations that must be made for identified children (Minimum Standard 746.3605).
 5. Children excluded from services because of a communicable disease may be re-admitted with a doctor's or the local health authority note (Minimum Standard 746.3603).
 6. The Communicable Disease Chart for Schools and Child Care Centers from the Texas Department of Family and Protective Services Minimum Rule will be utilized at all facilities. The charts are posted at each facility (Minimum Standard 746.3603).
 7. In developing strategies for maintaining optimum health requirements, staff reviews the Rehabilitation Act of Section 504 and the American and Disabilities Act, which prohibit discrimination against persons with disabilities, including those with chronic health conditions.
 8. A Health Plan will be developed in partnership with the child's health care provider and the parent when a chronic health condition that limits the participation of a child. Health Care Plans Include Asthma, Seizure, Epi-Pen, and Food Allergies.
 - a) A Health Care Plan to accommodate a child's health or safety needs is in place by the class start date or as soon as possible after a need is identified.
 - b) A Health Care Plan is implemented as identified by the health care provider unless an expiration date has been noted or if the treatment need of a child has been modified by the health care provider.
 - c) In exceptional cases, brief delay from the time of acceptance to attendance may be appropriate if the multi-disciplinary team and/or health professional recommend this as necessary to make accommodations needed to reduce or eliminate significant risks to the child's health or safety.
 - d) CACOST staff work with services providers and the family to promptly obtain and apply the information needed to support the child's successful attendance in the program. CACOST Head Start staff will document the recommendations and the schedule of activities the program undertook to make necessary accommodations promptly.

Related Regulations: 1302.47 (7) (iii); MS- 746.3601, 746.3603; 746.3605; Section 504 of the Rehabilitation Act of 1973 & Americans with Disabilities Act

OPERATIONAL DISCIPLINE AND GUIDANCE POLICY



Operational Discipline and Guidance Policy

Form 1099
August 2025

This form provides the required information per 26 Texas Administrative Code (TAC) minimum standards Sections 744.501(7), 746.501(a)(7), and 747.501(5).

Directions: Parents will review this policy when enrolling their child. Employees, household members and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.

Section 1 – Discipline and Guidance Policy

Discipline must be:

- 1) individualized and consistent for each child;
- 2) appropriate to the child's level of understanding; and
- 3) directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, which include at least the following:

- 1) using praise and encouragement of good behavior instead of focusing only on unacceptable behavior;
- 2) reminding a child of behavior expectations daily by using clear, positive statements;
- 3) redirecting behavior using positive statements; and
- 4) using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- 1) corporal punishment or threats of corporal punishment;
- 2) punishment associated with food, naps, or toilet training;
- 3) grabbing or pulling a child;
- 5) Putting anything in or on a child's mouth;
- 6) humiliating, ridiculing, rejecting, or yelling at a child;
- 7) subjecting a child to harsh, abusive, or profane language;
- 8) placing a child in a restrictive device for time out;
- 9) withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with 746.2803(4)(D); and
- 10) requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Section 2 – Additional Discipline and Guidance Measures

Only applies to Before or After School Program (BAP) or School Age Program (SAP) that operates under 26 TAC Chapter 744.

A program must take the following steps if it uses disciplinary measures for teaching a skill, talent, ability, expertise, or proficiency:

- make sure the measures are considered commonly accepted teaching or training techniques;
- describe the training and disciplinary measures in writing to parents and employees and include the following information:
 - (A) the disciplinary measures that may be used, such as physical exercise or sparring used in martial arts programs;
 - (B) what behaviors would warrant the use of these measures; and
 - (C) the maximum amount of time the measures would be imposed;
- inform parents that they have the right to ask for more information; and
- make sure that the disciplinary measures used are not considered abuse, neglect, or exploitation as specified in Texas Family Code Section 261.001.

Section 3 – Effective Date, Signature and Role

This policy is effective on the following date

Signed by

Role: ☐ Parent ☐ Caregiver or Employee ☐ Household Member, Chapter 747 only

Section 4 – Minimum Standards Related to Discipline

- [Title 26, Chapter 744 Subchapter G](#)
- [Title 26, Chapter 746 Subchapter L](#)
- [Title 26, Chapter 747 Subchapter L](#)

TUBERCULOSIS (TB) AND VACCINE PREVENTABLE DISEASE

Health Program Services

Policy ID: HPS13

Subject: Tuberculosis (TB) and Vaccine Preventable Disease

Performance Objective: To protect the health and safety of staff, children and the community as a whole from vaccine preventable diseases and to comply with the Minimum Standards for Child Care Licensing.

Operational Procedures: CACOST Head Start Birth to Five staff will obtain the tuberculosis (TB) skin test and health certificate upon employment and thereafter annually. Influenza (annually) and tetanus, diphtheria, pertussis (Td/Tdap – every 10 years) are recommended adult immunizations from the Texas Department of Health and Human Services, but not required.

Procedure:

1. Head Start Birth to Five staff must have a health certificate or TB test on record when hired and obtain annually thereafter, showing the prospective or current employee is free of contagious TB.
 - CACOST will pay for the health certificate and TB testing for new employees; employees thereafter are responsible for all costs associated with future required health certificate and/or TB testing (CACOST Personnel Manual and Employee Guidelines, Section 2.15).
 - If a staff is allergic to the skin test and has had a positive purified protein derivative (PPD) before, a chest x-ray must be performed (at no cost to the newly hired employee) or the newly hired employee can submit an x-ray that indicates the employee is negative for TB (CACOST Personnel Manual and Employee Guidelines); a chest x-ray is good for 3 years.
 - A copy of the health certificate and/or TB results received at the time of hire are safeguarded separately from an employee's personnel file and maintained in a medical file located at the Human Resources Department.
 - A copy of the health certificate and/or TB results will be available as per Minimum Standard 746.901 at the employee's designated childcare center and available for review during hours of operation by the Child Care Licensing Representative. Such records will be under lock and key and safeguarded from other staff records. Head Start staff will also be required to obtain a health certificate and/or TB test annually.

Tuberculosis (TB) and Vaccine Preventable Disease - Cont'd

2. If a pending hire has a reaction to the TB skin test, the CACOST Health Center will refer the pending hire to receive a chest x-ray at no cost to the potential staff member.
 - The approved provider will provide the results to CACOST Health Center.
 - CACOST Health Center reviews and meets with the pending hire to notify of the results; if the results are positive, the Health Center will instruct the pending hire to follow up with their physician.
3. Head Start employees are responsible for all costs associated with future required health certificate and/or TB testing (CACOST Personnel Manual and Employee Guidelines);
 - If a Head Start employee has a reaction to the TB skin test during yearly TB testing, the employee will be responsible for all costs: such as a chest x-ray and the physician's fees.
 - The physician will provide the TB test results to the Human Resource Department.
4. A Head Start staff can be exempt due to medical conditions identified as contraindications or if it poses a significant risk to the health and well-being of the individual or for reasons of conscience, including a religious belief. Exemption requests must be submitted in writing and approved by the Executive Director.
5. A Head Start staff can be exempt due to medical conditions identified as contraindications or if it poses a significant risk to the health and well-being of the individual or for reasons of conscience, including a religious belief. Exemption requests must be submitted in writing and approved by the Executive Director.
 - For medical conditions, acceptable documentation may include a note from the employee's health care professional providing a statement that the required vaccine is medically contraindicated or poses a significant risk to the health and well-being of the individual, and
 - For reasons of conscience, acceptable documentation may include a signed and dated statement from the employee that states the employee is exempt for reasons of conscience, including the person's religious belief.
6. All Head Start staff, even staff that are exempt as per #5, must follow universal precaution procedures, hand washing policy, wear disposable, nonporous gloves as appropriate and follow communicable disease exclusions from attending school to protect children from exposure.
7. Immediate supervisors ensure assigned Head Start staff comply with the annual health certificate and/or TB skin testing. Immediate supervisors will follow Section 5. from the CACOST Manual and Employee Guidelines to address violation of CACOST policies, rules and standards of conduct that may warrant disciplinary action.

Tuberculosis (TB) and Vaccine Preventable Disease - Cont'd

8. CACOST's policy prohibits unlawful discrimination based on race, color, national origin, gender, age, disability, religion, marital status, medical condition, sexual orientation or political affiliation or belief.

Related Regulations: Minimum Standard 745.3609; 746.3611; 746.3601; 746.3415; 746.3425; CACOST Personnel Manual & Employee Guidelines 2.15 & 5.

Reviewed by Health & Mental Health Services Advisory:

Approved by Policy Council: 8/15/24

Approved by Board: 8/29/24



HOLIDAYS

CACOST Head Start recognizes and respects traditional holidays and celebrations. These celebrations and holidays will be included in lesson plans and will cover a variety of developmentally appropriate activities that reflect the customs of the children enrolled. The centers, in collaboration with local ISDs, will follow their academic calendars.

BIRTHDAYS

Your child's birthday will be acknowledged; however, parents will **NOT** be allowed to bring or hand out any cupcakes, slices of cake, or party favors for birthday celebrations from home or the store. For additional information, **please refer to pages 58-59.**

PARENT CONCERNS

Parents with concerns or questions should follow these steps:

- Request a meeting with the appropriate Teacher or Operations Manager to discuss your concern and work as a team to resolve the concern.
- Meetings may need to be held via phone, virtually or in person. We ask that you communicate the concern in a calm and polite manner.
- If you are not satisfied with the solution after meeting with the Operations Manager, the concern will be forwarded to the Regional Manager and Program Director.

LICENSING INFORMATION

Head Start center-based services are licensed as child care centers by the Texas Health and Human Services Child Care Regulation. The Minimum Standards for Child Care Centers, the Center's Emergency Preparedness Plan, the most recent Texas Health and Human Services Inspection/Investigation Report, Documentation of Liability Insurance that complies with Human Resources Code, section 42.049, the most recent Fire Marshal's Inspection Report, the most recent Health Department Sanitation Inspection Report, the most recent Gas Pipe Inspection Report and the Licensed Center's Operational Policies are available on-site for your review. Ask your child's teacher or any staff member if you wish to view this information, which can be found online. Website: [hhs.texas.gov](https://www.hhs.texas.gov)

Important Contacts:

Child-Care Regulation: 361-878-3451 / 956-316-8275 / 210-337-3399

Minimum Standards: <https://www.hhs.texas.gov/providers/child-care-regulation/minimum-standards>

PREVENTING AND RESPONDING TO ABUSE AND NEGLECT OF CHILDREN

CACOST Head Start is committed to preventing and responding to abuse and neglect of children. Texas law requires that all teachers, social workers, health care professionals, child care providers, law enforcement, and select other professionals report suspected child abuse or neglect to the Texas Department of Family and Protective Services and/or law enforcement. CACOST provides annual training to all Head Start Birth to Five staff on the effects and warning signs of abuse, as well as documentation requirements. Staff will report suspected child abuse and/or neglect to 1-800-252-5400 or online at <https://www.txabusehotline.org>.

We will coordinate with the local TDFPS agency in response to any reported child abuse or neglect.

Parent awareness activities are provided to identify and prevent child abuse. These activities are conducted through Parent, Family & Community Engagement meetings held throughout the year. In April, during National Child Abuse Prevention Month, staff and parents are provided with awareness of prevention techniques for child abuse and neglect, as well as warning signs that a child may be a victim of abuse or neglect and factors indicating a child is at risk. Staff coordinates referrals as needed to local community organizations such as the Purple Door, Texas Department of Family and Protective Services, and the local hospital or police department.

GANG FREE ZONE

A gang-free zone is an area where illegal gang-related activity is prohibited by law. Under the Texas Penal Code, CACOST Head Start centers are designated as gang-free zones, where criminal offenses related to organized criminal activity within 1,000 feet of the center are prohibited. Activity within 1,000 feet of any CACOST Head Start center is a violation of the law and is therefore subject to increased penalties under state law.



Join Texas WIC

We're here for you

"Thanks to WIC,
I now have the tools
I need to make
sure my family
stays on the path to
a healthy lifestyle."

—Roxie, WIC Client



As a WIC Client, you'll get:

- Delicious food
- One-on-one counseling with nutritionists
- Easy recipes
- Nutrition classes
- Breastfeeding support
- Health and immunization screenings
- Cooking demonstrations
- Personalized support
- Children's activities

Are you eligible?

Eight million women, infants, and children get WIC benefits. WIC is for pregnant women, new parents, infants, and children under five. If you are on Medicaid, TANF, or SNAP you already qualify.

Texas WIC Income Guidelines

Number of people in the home*	Monthly Income	Annual Income
2	\$ 3,261	\$ 39,128
3	\$ 4,109	\$ 49,303
4	\$ 4,957	\$ 59,478
5	\$ 5,805	\$ 69,653
6	\$ 6,653	\$ 79,828

Effective May 1, 2025

* A pregnant woman's household can be increased by the number of infants she is expecting. For more than 6 household members, call your local WIC office.

** Income can also be determined on a weekly or biweekly basis.

Start now. Call 1-800-942-3678 or visit TexasWIC.org



This institution is an equal opportunity provider.

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Income Eligibility Guidelines
for Determining Free or Reduced-Price Benefits
July 1, 2025 – June 30, 2026

Children from households whose incomes are at or below the levels shown below, or who receive Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) benefits, are eligible for free or reduced-price meals.

Adult Day Care participants whose household incomes are at or below the levels shown below, or who receive Medicaid, Supplemental Security Income (SSI), or SNAP benefits, are eligible for free or reduced-price meals.

Ingresos máximos para determinar la elegibilidad
para beneficios gratuitos o a precio reducido
1 de julio de 2025 - 30 de junio de 2026

Los niños de hogares con ingresos iguales o menores a los niveles que se muestran a continuación, o que reciben Asistencia Temporal para Familias Necesitadas (TANF), ayuda del Programa Suplementario de Asistencia Nutricional (SNAP), o del Programa de Distribución de Alimentos en Reservaciones Indígenas (FDPIR) califican para recibir comidas gratuitas o a precio reducido.

Las personas que participan en programas de Cuidado Diario para Adultos cuyos ingresos familiares son iguales o por debajo de los niveles que se muestran a continuación, o que reciben Medicaid, Seguridad de Ingreso Suplementario (SSI), TANF, o beneficios de SNAP o FDPIR califican para recibir comidas gratuitas o a precio reducido.

FAMILY SIZE	ANNUAL	MONTHLY	TWICE MONTHLY	BI-WEEKLY	WEEKLY
1	\$28,593	\$2,413	\$1,207	\$1,114	\$557
2	\$39,128	\$3,261	\$1,631	\$1,505	\$753
3	\$49,303	\$4,109	\$2,055	\$1,897	\$949
4	\$59,478	\$4,957	\$2,479	\$2,288	\$1,144
5	\$69,653	\$5,805	\$2,903	\$2,679	\$1,340
6	\$79,828	\$6,653	\$3,327	\$3,071	\$1,536
7	\$90,003	\$7,501	\$3,751	\$3,462	\$1,731
8	\$100,178	\$8,349	\$4,175	\$3,853	\$1,927
For each additional family member add:	\$10,175	+\$848	+\$424	+\$392	+\$196

U.S. Department of Agriculture
USDA Program Discrimination Complaint Form

Complainant Information		
First name	Middle Initial	Last Name
Mailing Address (Include Full City, State and Zip Code)		
Primary Phone Number	Alternate Phone Number	Email
Best way to reach you: <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Other		
If you have difficulty understanding the English language, you may request language assistance services by calling 866-632-9992. Assistance will be available for individuals who are not proficient in English. Persons with disabilities who require alternative means of communication (e.g., braille, large print, American Sign Language) should contact the responsible State or local Agency that administers the program or contact the United States Department of Agriculture (USDA) through the Federal Telecommunications Relay Service at 711 (voice TTY).		
Representative Information		
Do you have a representative? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have written authorization from representative? If so, please attach. <input type="checkbox"/> Yes <input type="checkbox"/> No
First name	Last Name	
Mailing address (Include Full City, State and Zip Code)		
Phone	Email	
Complaint Information		
<i>(attach additional pages and supporting documentation as needed)</i>		
1. Provide the name of the program you applied for (if known/applicable).		
2. Select the USDA agency that conducts the program or provides Federal financial assistance for the program. <input type="checkbox"/> Agricultural Marketing Service, AMS <input type="checkbox"/> Foreign Agricultural Service, FAS/Trade and Foreign Agricultural Affairs, TFAA <input type="checkbox"/> Food and Nutrition Service, FNS <input type="checkbox"/> Forest Service, FS <input type="checkbox"/> Farm Service Agency, FSA <input type="checkbox"/> National Institute of Food and Agriculture, NIFA <input type="checkbox"/> Natural Resources Conservation Service, NRCS <input type="checkbox"/> Rural Development, RD <input type="checkbox"/> Other <input type="checkbox"/> Unknown		
3. Date of recent alleged discrimination (mm/dd/yyyy)	4. Location and/or address of the office where discrimination occurred	
5. Who do you believe discriminated against you? Include the name(s) of person(s) involved in the alleged discrimination (if known).		

U.S. Department of Agriculture
USDA Program Discrimination Complaint Form

6. What happened to you (please include dates of each allegation)?

7. It is a violation of the law to discriminate against you based on the following: race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, and political beliefs. (Not all bases apply to all programs). Reprisal is prohibited based on prior civil rights activity.

I believe I was discriminated against based on:

- | | | |
|--|-------------------------------------|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Sex | <input type="checkbox"/> Marital Status |
| <input type="checkbox"/> Color | <input type="checkbox"/> Disability | <input type="checkbox"/> Family/Parental Status |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Age | <input type="checkbox"/> Income from Public Assistance |
| <input type="checkbox"/> Political Beliefs | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation (prior civil rights activity) |

Remedies

8. How would you like to see this complaint resolved?

9. Have you filed a complaint about the incident(s) with another federal, state, or local agency or with a court?

10. If yes, with what agency or court did you file?

11. If yes, when did you file?
(mm/dd/yyyy)

Complainant Signature

Date

Representative Signature

Date

INSTRUCTIONS

PURPOSE: The Agriculture Department 3027(AD 3027) Program Discrimination Complaint Form may be used to file a complaint if you believe you have experienced discrimination in any USDA program or activity, and you wish to file a complaint of discrimination. The form can be used to file a complaint of discrimination based on race, color, national origin (including limited English proficiency), religion, sex, disability, age, marital status, family/parental status, income derived from public assistance program and political beliefs. You may also use this form to file a program complaint alleging an adverse environmental impact to your health or the environment of a protected group caused by the program or activities of USDA, its Mission Areas or agencies.

You are not required to use this form to file a discrimination complaint, you may send a letter or email instead of this form. The letter or email must include the information requested in items 1-11 on this form. If you decide to use this form, please type or print all information in items 1-11 of this form and use additional pages if more space is needed. If you need assistance completing this form, call 866-632-9992.

Pursuant to 7 CFR 16.4(d), beneficiaries and prospective beneficiaries in programs supported by indirect financial assistance from USDA may file written complaints with USDA alleging violations of the rule's religious freedom protections by contacting or filing a written complaint with USDA's Office of the Assistant Secretary for Civil Rights (OASCR).

If you need assistance filling out this form (including translation services), you may call (866) 632-9992; assistance will be available in English and for individuals who are not proficient in English or in other languages. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, and American Sign Language) should contact the responsible State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY)

We must have a signed copy of your complaint. An incomplete or unsigned form or letter will delay processing of your complaint.

FILING DEADLINE: A program discrimination complaint must be filed within 180 days from the date you knew or should have known of the alleged discrimination unless the time for filing is extended by USDA. Complaints sent by mail are considered filed on the date the complaint is received by USDA. Complaint documentation or Complaint Forms sent by email will be considered filed on the date the complaint is received. Complaints filed after the 180-day deadline must include a 'good cause' explanation for the delay. For example, if:

1. You could not reasonably have been expected to know of the discriminatory act within the 180-day period;
2. You were seriously ill or incapacitated; or
3. The same complaint was filed with another Federal, state, or local agency and that agency failed to act on your complaint.

USDA POLICY: Federal law and policy prohibit discrimination against you based on race, color, and national origin includes discrimination based on shared ancestry or ethnic characteristics or based on citizenship in a country with a dominant religion. Discrimination based on race, color, and national origin also includes discrimination, including harassment, because you and/or another individual are, for example, Jewish, Muslim, Arab, Hindu, or Sikh; or based on other ethnic and religious characteristics. For example, individuals who have been subjected to ethnic slurs (such as antisemitic or anti-Muslim harassment); harassed for how they look, dress, or speak in ways related to their ethnic background (such as skin color, religious attire, or language spoken); or stereotyped based on their perceived ethnic characteristics. USDA will determine if it has jurisdiction under the law to process the complaint on the basis identified in the complaint and in the programs indicated in the complaint. Reprisal that is based on prior civil rights activity is prohibited.

OMB Control No: 0508-0002

Expiration Date: 09/30/2027

WHERE TO FILE YOUR COMPLAINT: You may submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence, Ave, SW, Mail Stop 9410, Washington, DC 20250-9410.

e-Mail: program.intake@usda.gov.

For more information visit: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>.

LEGAL INFORMATION

CONSENT: This USDA Program Discrimination Complaint Form is provided in accordance with the Privacy Act of 1974 (5 U.S.C. §552a) and is used to solicit information for processing complaints of discrimination. USDA requests this information pursuant to 7 CFR Part 15.

If the completed form is accepted as a complaint, the information collected during the investigation will be used to process your program discrimination complaint.

RETALIATION PROHIBITED: No Agency, officer, employee, or agent of the USDA, including persons representing the USDA and its programs, shall intimidate, threaten, harass, coerce, discriminate against, or otherwise retaliate against anyone who has filed a complaint of alleged discrimination or who participates in any manner in an investigation or other proceeding raising claims of discrimination.

PRIVACY ACT STATEMENT (5 U.S.C. § 552a)

AUTHORITIES: Collection of this information is authorized by Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); and Sections 504 and 508 of the Rehabilitation Act of 1973 (29 U.S.C. §§ 794; 794d) and any other anti-discrimination statutes, rules and regulations.

PURPOSE: The information solicited on this form is used for processing complaints of discrimination under the statutes listed in the "Authorities" section of this notice. Any information obtained from this form will be maintained in our system of record.

ROUTINE USES: More information on the routine uses for the system can be found in the System of Records Notice USDA-2021-0007 records maintained by OASCR can be seen via the internet at <https://www.usda.gov/home/privacy-policy/system-records-notice>.

DISCLOSURE: Providing this information is voluntary. Failure to complete this form may lead to a delay in processing of the complaint or rejection of the complaint due to an inadequate information to continue processing.

PAPERWORK REDUCTION ACT STATEMENT

The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et seq.) requires us to inform you that this information is being collected to ensure that your complaint contains all the information required to process it fully. OASCR will use the information to process your discrimination complaint.

Response to this request is voluntary. The information you provide on this form will only be shared with persons who have an official need to know and will be protected from public disclosure pursuant to the provisions of the Privacy Act, (5 U.S.C. § 552a(b)). The estimated time required to complete this form is 60 minutes. You may send comments regarding the accuracy of this estimate and any suggestions for reducing the time for completion of the form to the U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, DC 20250-9410. An agency may not conduct or sponsor, nor is a person required to respond to, a collection of information unless it displays a currently valid OMB Control Number. **The OMB Control Number for this form is 0508-0002.**

TITLE VI

Title VI of the Civil Rights Act of 1964 requires federal agencies to ensure that programs or activities receiving federal funding, including those that affect human health, do not use discriminatory criteria, methods, or practices that adversely impact protected groups. USDA is advancing justice by carrying out its responsibilities under the law to identify and address disproportionate and adverse public and cumulative impacts on communities with concerns. USDA invites the public to bring to its attention possible violations of our nation's laws. Please understand that submitting this complaint form has no effect on any statute of limitations or other filing requirements that might apply to any complaint you may have. Further, by submitting this complaint you have not commenced a lawsuit or other legal proceeding, and this office has not initiated a lawsuit or proceeding on your behalf.

NATIONAL ORIGIN DISCRIMINATION

Discrimination based on national origin includes discrimination based on the country, world region, or place where a person or their ancestors come from; a person's limited English proficiency or English learner status; and a person's actual or perceived shared ancestry or ethnic characteristics, including membership in a religion that may be perceived to exhibit such characteristics (e.g., Hindu, Jewish, Muslim, and Sikh students).

USDA ACCESSIBILITY STATEMENT

Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) authorizes individuals to file administrative complaints and civil actions against the Department, limited to the Department's alleged failure to procure accessible technology. The statute requires federal agencies to process Section 508 complaints according to the same complaint procedures used to process Section 504 complaints. USDA is committed to making its digital content accessible. USDA customers, employees, job applicants, and members of the public with disabilities must have access to information and communication technology (ICT) comparable to the access available to those without disabilities.



This child care receives Federal cash assistance to serve healthy meals to your children.
Good nutrition today means a stronger tomorrow!

Meals served here must meet nutrition requirements established by USDA's
Child and Adult Care Food Program.

Questions? Concerns?

Call USDA at
1-866-873-2263

Food and Nutrition Division at
1-800-TELL-TDA
(835-5832)

OR

Your child care at

Contact Information:

Address:

Phone Number:

Email Address:

Other Necessary Information:



Food and Nutrition Division
Child and Adult Care Food Program

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

This product was funded by USDA.
This institution is an equal opportunity provider.



www.SquareMeals.org

USDA Nondiscrimination Statement

Community Action Corporation of South Texas

For all other FNS nutrition assistance programs, state or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

Program.Intake@usda.gov

This institution is an equal opportunity provider.

Serving the counties of Aransas, Brooks, Duval, Jim Hogg, Jim Wells, Kleberg and San Patricio

07/25/2022



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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Food and Nutrition Division
Child and Adult Care Food Program

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To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:

program.intake@usda.gov.

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Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en <https://www.usda.gov/sites/default/files/documents/ad-3027s.pdf>, en cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

correo postal:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; o

fax:

(833) 256-1665 o (202) 690-7442; o

correo electrónico:

program.intake@usda.gov.

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NUTRITION SERVICES

CACOST Head Start Birth to Five Program Policies and Procedure

Nutrition Services

Policy ID: NS1008

Subject: Nutrition Services at a Glance

Performance Objective: The CACOST Head Start Birth to Five Program promotes child wellness by providing nutrition services that supplement and complete those of the home and the community.

Operational Procedures:

Guidelines:

1. CACOST Head Start Birth to Five Program will follow the Child and Adult Care Food Program (CACFP) Guideline meals and snacks served to children that meet the USDA meal pattern requirements.
2. All toddlers and preschool children and assigned classroom staff, including volunteers, eat together family style/(Cafeteria Style) and share the same menu to the extent possible. Infants are held while being fed and not laid down to sleep with a bottle.
3. CACFP meal patterns ensure participating children and adults have access to healthy, balanced meals, laying the foundation for a healthy eating pattern for children and adults in care.
4. Medically based diets or other dietary requirements must have a Physician Statement that is completed by a physician with full details/instructions. The Physician Statement should be submitted in a timely manner and allow the program to make the appropriate accommodations within 48 to 72 hours of receipt.
5. No outside foods are to be brought in unless required by a physician statement for children that require special accommodations. Foods brought in must not include: peanuts, wheat, soy, tree nuts, fish, and shellfish, which are the most common causes of food allergies in children. Peanuts, tree nuts, fish, and shellfish commonly cause the most severe reactions.
6. Foods posing a high risk of choking, will not be served to infants, toddlers and preschoolers.
7. Hands are always washed before all meals and after Breakfast, Lunch and Snack.

Nutrition Services At A Glance - Cont'd

8. Children and Staff are not allowed to bring in foods such as candy, chips, soft drinks, punch and cokes into the centers/classrooms. Teaching Staff have been educated on CACFP requirements.
9. Home prepared meals/outside foods (fast food) are not allowed in the classroom, or at any functions held by the Head Start Program, unless approved by the Health Nutrition Manager. A sack lunch is not permitted unless a Physician Statement is in place and follows the CACFP Requirements.
10. Head Start/ISD Collaboration Classrooms will follow the National Lunch Program guidelines. Head Start will provide snacks meeting the CACFP Guidelines.

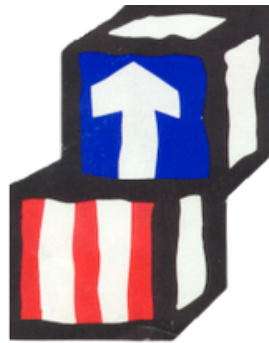
Celebration Guidelines

1. All classrooms have their designated snack as per regulation and will be served as scheduled. Approved celebrations, Halloween, Christmas, Valentines, Easter and End of the Year, are to be held the last fifteen (15) minutes before dismissal.
2. Goody bags are limited to fresh fruit, individually wrapped crackers, animal crackers, party favors (age appropriate) and stickers (age appropriate) upon approval from the Nutrition Department.
3. Celebration items will only consist of 1 of the 3 following: 1.) 100% juice and two (2) oatmeal cookies; 2.) 100% juice with a store purchased cupcake (H-E-B or Wal-Mart) with elite icing; or 3.) 8 oz. Fresh fruit cup to include one more more of the following: apples, bananas, melon, watermelon and pineapple.
4. Prior approval is required from the Nutrition Department. Staff must submit the request on an Intra-agency Referral form to the Nutrition Department. The request must be received two (2) weeks prior to the scheduled event. Timely submission will allow compliance with the daily requirements specified by the Child and Adult Care Food Program and ensure there are no food allergies to the above approved items within the specified classroom.

Related Regulations: CACFP CCC2007-5; 1302.44(2)(iii)(iv)

Reviewed by Health Services Advisory Committee:
Approved by Policy Council: 10/20/2022
Approved by Board of Directors: 10/27/2022

Community Action Corporation of South Texas Head Start Birth to Five Program



Emergency Preparedness Plan and Procedure

INTRODUCTION

The intent of this emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing staff responsibility and facility readiness. The director and staff of each center are considered responsible for the safety of children and for implementing the emergency preparedness plan. Each center displays an Emergency Preparedness Plan. The plan is posted on the licensing board of each facility. The plan addresses the types of emergencies and guides the staff on the process. Each classroom has an emergency evacuation and relocation diagram posted; a floor plan outlines the exit routes from each classroom licensed as child space. Emergency telephone numbers are posted by each telephone located in the facility. Staff and children practice fire drills every month, sheltering drills for severe weather at least four times a year and lockdown drills for volatile or endangering persons on the premises or in the area at least four times a year. When exiting the facility, the staff and children exit to the designated location which allows at least 50 feet away from the building, not requiring the children and staff to cross the street. Drills are documented on the Emergency Practices Form to include the date, time and length of time to exit the building.

MEDICAL EMERGENCIES

In the event of an accident in the classroom or on the playground, the person attending to the injured or ill child shall remain calm, render first aid, and call for help. They will not move the injured or sick child unless his/her safety and health are at risk. The teacher is responsible for notifying the responsible parent/guardian and Head Start / Early Head Start Administration immediately. She/he will then return to the classroom and remain with other children; the volunteer is to remain with children at all times. If the child needs to go to the emergency room, the Center Director/Person will accompany them. Staff will notify Child Care Licensing of the injury requiring medical attention.

EMERGENCY PLAN FOR FIRE

In the event of a fire at a Head Start/Early Head Start Center, the Center Director/Person in Charge will direct the safe evacuation of the children. Children will be told to evacuate in the manner that is practiced at least monthly. Children will evacuate the building by means of the nearest safest exit. When possible, the Center Director/Person in Charge will call the fire department and Administrative office of the situation. Staff and children at this center will evacuate to:

Refer to page 58 Emergency Relocation Sites

The relocation site is within walking distance of the center. In the event that transportation is required, the Police and/or Fire Department will be contacted for assistance. Staff will take the daily sign in sheet, Authorization for Emergency Care and Enrollment Roster (which contains parents' names and addresses) to the new site. Parents will be called from the new site. Staff will remain with the children until parents pick them up.

EMERGENCY PLAN FOR HURRICANE

In the event that an area is threatened by a hurricane, the media will be the main source of information for the Head Start/Early Head Start Centers. When a hurricane watch is issued, staff will closely monitor advisories. The Head Start Director will authorize the closing of the center due to hurricane threat. Generally, Head Start/Early Head Start centers will shut down when the local Independent School District shuts down. Staff will provide parents with information such as locations of local shelters, etc. while centers are still in operation. Children's records will remain at the center under lock and key. Staff will move cabinets away from windows facing the wall and remove all loose objects from the room. Staff will unplug electronic equipment and cover it with plastic bags. Staff will move computers and smaller equipment to the middle of the room.

EMERGENCY PLAN FOR FLOODING

The Center Director/Person in Charge will notify the Police/Fire Department of flooding in the area. Children will remain at the center under the supervision of Head Start staff. The Police or Fire Department will determine whether the center is in immediate danger, and will advise the Center Director/Person in Charge to evacuate the building if necessary. Staff and children at this center will evacuate to:

Refer to page 58 Emergency Relocation Sites

EMERGENCY PLAN FOR TORNADO

In the event of a Tornado, all children remain in the classroom with the center staff. Teacher will move all children to their designated tornado shelter. Teachers and children should kneel on the floor with their heads down in an area away from the windows and doors until danger of flying objects has ended. Following the danger, staff will reassure the children, recheck attendance, supervise children at all times, arrange for treatment if needed, provide First Aid if needed, assess all damages and report any injuries and damages to the Area Manager/Central Office, arrange for the release of children to parents or designated adult and if there are no injuries or damages, return to scheduled activities.

EMERGENCY PLAN FOR THUNDERSTORM AND LIGHTNING

In the event of a thunderstorm and lightning, all children will remain in the classroom. Teacher will move all children to their designated shelter. Teachers and children will place their hands on their knees and put their head down in an area away from windows and doors until the danger of heavy winds and lightning has ended. Telephones and/or electrical appliances will not be used while lightning is taking place. Following the danger, staff will reassure the children, recheck attendance, supervise children at all times, arrange for treatment if needed, provide for First Aid if needed, report any injuries or damages to the Area Manager /Central office, arrange for the release of children to parents or designated adult and if there are no injuries or damages, return to scheduled activities.

EMERGENCY PLAN FOR CHEMICAL SPILLS AND TOXIC FUMES

If the spill is near the center, the Center Director/Person in Charge will call the fire and police departments immediately. Staff and the children will remain at the center until the fire/police departments issue further instructions. Supervising teacher will remain in charge of the center and will notify Head Start/Early Head Start Administration of the situation. Contact with the fire/police departments will be maintained until chemical is identified and emergency procedures are placed in operation. Center evacuation will take place when the fire or police department notifies the center director. Staff and children at this center will evacuate to:

Refer to page 58 Emergency Relocation Sites

This relocation site is within walking distance of the center. In the event that transportation is required, the Police and/or Fire Department will be contacted for assistance. Staff will take the daily sign in sheet, Authorization for Emergency Care and Enrollment Roster (which contains parents' names and addresses) to the new site. Teachers will notify all parents by telephone, and will remain with the children until parents arrive to pick them up.

TOXIC FUMES IN THE BUILDING

In the event that toxic fumes are present in the building, the Center Director/Person in Charge will immediately notify the fire department, and will determine if the playground is safe from fumes. Staff will remove the children from the building. Children will remain in the playground area until the building is determined to be safe by the fire department.

In the event that the Center Director/Person in Charge determines that the playground is not safe for the children, staff and children at this center will evacuate to:

Refer to page 58 Emergency Relocation Sites

This location is within walking distance of the center. In the event that transportation is required, the Police and/or Fire Department will be contacted for assistance. Staff will take the daily sign in sheet, Authorization for Emergency Care and Enrollment Roster (which contains parents' names and addresses) to the new site. Teachers will notify all parents by telephone, and will remain with the children until parents arrive to pick them up.

EMERGENCY PLAN FOR RANDOM ACTS OF VIOLENCE

If a center is affected by random acts of violence, for example an intruder or a drive-by shooting, the staff is to remain calm. They are to immediately contact 911 and inform them of the situation. At any time if the situation requires an emergency lockdown the staff is to quickly check the hall and restrooms to their classroom to get children into the room. Staff is to lock all doors, close and lock all windows, cover all windows and doors, and turn off lights. Children will be kept away from windows and doors. Staff will position children in a safe place against the walls or on the floor. Staff will maintain, as best as they can, a calm atmosphere in the room, keeping alert to the emotional needs of children. Teachers will keep all children in the classroom until an "all clear" signal has been given. Children will not be released to parents until an "all clear" has been called. When the threat has been eliminated, normal activities should be resumed as soon as possible as instructed by the Center Director/Person in Charge. The Center Director/Person in Charge will report the incident to Child Care Licensing.

EMERGENCY PLAN FOR IMPAIRED PARENTS/GUARDIANS, OR PARENT'S/GUARDIAN'S AUTHORIZED REPRESENTATIVE

Minimum Standard 746.4101

If CACOST suspects a person picking up a child is under the influence of drugs or alcohol, staff may call local police and request their assistance. CACOST staff may not legally prevent the child from being picked up by a parent or an adult designated by the parent; however, they may address this issue at enrollment by asking parents what they would like for staff to do if they do not feel comfortable releasing the child to one of the parents and signing an agreement to this effect.

Law Enforcement officers and DFPS Child Protective Services staff have the authority by law to remove a child without a parent's permission. CACOST staff will always ask to see identification of persons they do not know.

EVACUATION OF CHILDREN WITH SPECIAL NEEDS AND CHILDREN UNDER 24 MONTHS

Minimum Standard 746.5202 (1) (B)

Planning for evacuation of children with special needs is an important factor in the successful evacuation of all children and staff during an emergency. Staff educated on the specific disability and trained on emergency procedures will assist in the evacuation of children with special needs. Appropriate staff will account for all children with disabilities immediately after notification that an emergency exists. In most cases, staff will delay exiting children with disabilities until the exit route is clear. Once the exit route is clear, appropriate staff will assist children with disabilities in moving to the predetermined evacuation area. Staff will remain with the children until the emergency is over and children are returned to the classroom or reunited with their parent/guardian. Children under 24 months of age will be evacuated in designated evacuation cribs.

HEALTH ALERTS

Outbreaks of pandemic influenza or other infectious diseases. CACOST Head Start Birth to Five Program will follow the guidelines and recommendations of the Center of Disease Control and the Texas Department of State Health Services for example: posting health alerts, fact sheets, etc.

Weather that poses a significant health risk will be followed as identified by the National Weather Service.

UTILITY DISRUPTION (Water, Heat, Electricity)

If utilities are disrupted in the center, the center will make every effort to remain open. The decision to close the center or delay opening will be based on the following factors:

- The amount of natural light in the center
- The temperature in the center
- The ability and necessity of heating formula
- The risk to the health and well-being of children and staff

The staff will begin calling parents/guardians to inform them of the situation upon approval by the Head Start Director.

RECOVERING FROM DISASTER

Recovery from disaster means efforts to return the facility, staff and children to normal as soon as possible. There may be extensive visible damage to a facility, requiring a series of repairs. Depending on the amount of damage, returning to normal operations could be a long-term process.

If a facility sustains structural damage, access may be limited or prohibited and this will impact the clean-up and initial repairs that the program can do. Be sure that the facility has been inspected and staff has received approval to return to their work site.

As soon as possible after the disaster, staff will perform an initial damage inspection of the facility. Accurate documentation of the costs associated with the disaster will be maintained. Designated staff will make the appropriate contacts to the program's insurance for further assistance. Identified families and staff will be referred to the appropriate agencies in charge of specific needs (e.g., housing, medical supplies, utility assistance, etc.).

CARING FOR THE CHILDREN

In the event of an emergency, teachers and teacher aides will provide additional activities such as coloring books and crayons to ensure that children are engaged and occupied while waiting to be released to their designated parent/guardian. Children will be supervised at all times by the Head Start staff.

TRAINING AND SKILLS FOR STAFF:

CACOST Head Start Birth to Five staff receives annual training on the Emergency Preparedness Plan and Procedures and drills. A sign-in and agenda is prepared by the Health Services Staff. The local Fire Department may be contacted for possible training topics needed.

Emergency Relocation Sites

FACILITY NAME	LOCATION	ADDRESS	TOWN	PHONE #
Alfredo Arriola Sr., CDC	Mauro P. Garcia Funeral Home	600 S. Wright St.	Alice	361-664-6041
Arco Iris, CDC	Primera Asamblea De Dios	944 N. Adams	Alice	361-664-0468
Hector Serna, CDC	Housing Authority Office Building	125 Olmito	Alice	361-664-3435
Mary R. Garcia Learning Center	Alviar Kitchen	806 Alviar	Alice	361-664-0099
Nolan Boyd Early Learning Center	Kids Connect Counseling Services	408 N Texas Blvd.	Alice	361-396-0499
Faulk Elementary School	Kieberger PreK-3 Head Start	748 West Goodnight Ave.	Aransas Pass	361-758-4200
Aransas Pass Birth to Five Learning Ctr.	Aransas Pass Housing Authority	254 N. 13Th	Aransas Pass	361-758-3032
Kieberger PreK-3 Head Start	Faulk Elementary School	902 W. Nelson	Aransas Pass	361-758-3141
Houston/G.B., CDC	Stepping Stone	516 N. Miller Blvd.	Falfurrias	361-323-2200
Brooks Pre-Kindergarten Academy	Travis Kitchen	200 W. Travis	Falfurrias	361-488-6319
Ramiro Davila, CDC	Falfurrias High School	100 W. Jersey Dr.	Falfurrias	361-325-8000
Norman M. Thomas Learning Ctr	Football Field To The North	1005-1007 East Ave.	Freer	N/A
Gregory Head Start Ctr.	Immaculate Conception Church Parish Hall	107 Church St.	Gregory	361-643-4505
El Cenizo HS Ctr.	Nuestra Senora De Guadalupe Catholic Church	502 E. Santa Clara	Hebbronville	361-527-3865
Alice GK Kleberg Learning Ctr	Km King High School	2210 Brahma Blvd.	Kingsville	361-595-8600
COLP, CDC	Courts Of Las Palomas Office	600 E. General Cavazos Blvd.	Kingsville	361-516-0114
King's Crossing, CDC	King's Crossing Office	1505 E. Corral St.	Kingsville	361-592-7128
Mathis Pre-K/Kindergarten Acad.	Pavilion Basketball Court Area	516 E. St. Marys St.	Mathis	N/A
Odem Early Learning Center	Larson Plumbing And Utility Company	1601 Voss Ave.	Odem	361-887-6234
Mario Ramirez, CDC	Community Action Senior Services	116 S. Eugenia St.	Orange Grove	361-384-9522
Portland Head Start Ctr.	Edward Jones	523 Elm St.	Portland	361-704-6112
Amanda Cardenas Pre-K Academy	Hidalgo Park Baptist Church	335 SE 4Th St	Premont	361-474-1096
Live Oak Learning Center	Rockport-Fulton High School	1801 Omohundro St.	Rockport	361-790-2220
Collins-Parr Early Learning Center	Bernarda Jaime Junior High or San Diego H.S.	609 Labbe St./235 S. HWY 358	San Diego	361-279-3382
New Discoveries HS Ctr.	Speck Aiken Park	201 First St.	Sinton	N/A
Taft Learning Center	Taft Housing Authority Office	223 Ave. C	Taft	361-528-3000

Your child needs vaccines as they grow!

2025 Recommended Immunizations for Birth Through 6 Years Old

Want to learn more?
Scan this QR code to find out which
vaccines your child might need. Or visit
www2.cdc.gov/vaccines/childquiz/



VACCINE OR PREVENTIVE ANTIBODY	BIRTH	1 MONTH	2 MONTHS	4 MONTHS	6 MONTHS	7 MONTHS	8 MONTHS	12 MONTHS	15 MONTHS	18 MONTHS	19 MONTHS	20-23 MONTHS	2-3 YEARS	4-6 YEARS
RSV antibody		Depends on mother's RSV vaccine status												
Hepatitis B	Dose 1	Dose 2			Dose 3		Dose 3							
Rotavirus		Dose 1	Dose 2	Dose 2	Dose 3									
DTaP		Dose 1	Dose 2	Dose 2	Dose 3		Dose 4							Dose 5
Hib		Dose 1	Dose 2	Dose 2	Dose 3			Dose 4						
Pneumococcal		Dose 1	Dose 2	Dose 2	Dose 3			Dose 4						
Polio		Dose 1	Dose 2	Dose 2	Dose 3		Dose 3							Dose 4
COVID-19														
Influenza/Flu														
MMR								Dose 1						Dose 2
Chickenpox								Dose 1						Dose 2
Hepatitis A														

KEY

ALL children should be immunized
at this age

SOME children should get this
dose of vaccine or preventive
antibody at this age

Parents/caregivers should talk to their
health care provider to decide if this
vaccine is right for their child

Talk to your child's health care provider for more guidance if:

1. Your child has any medical condition that puts them at higher risk for infection.
2. Your child is traveling outside the United States. Visit wwwncc.cdc.gov/travel for more information.
3. Your child misses a vaccine recommended for their age.



U.S. CENTERS FOR DISEASE
CONTROL AND PREVENTION

FOR MORE INFORMATION

Call toll-free: 1-800-CDC-INFO (1-800-232-4636)
Or visit: www2.cdc.gov/vaccines/childquiz/

What diseases do these vaccines protect against?

BIRTH–6 YEARS OLD

RESOURCE DIRECTORY

60

VACCINE--PREVENTABLE DISEASE	DISEASE COMPLICATIONS
RSV (Respiratory syncytial virus) Contagious viral infection of the nose, throat, and sometimes lungs; spread through air and direct contact	Infection of the lungs (pneumonia) and small airways of the lungs; especially dangerous for infants and young children
Hepatitis B Contagious viral infection of the liver; spread through contact with infected body fluids such as blood or semen	Chronic liver infection, liver failure, liver cancer, death
Rotavirus Contagious viral infection of the gut; spread through the mouth from hands and food contaminated with stool	Severe diarrhea, dehydration, death
Diphtheria* Illness caused by a toxin produced by bacteria that infects the nose, throat, and sometimes skin	Swelling of the heart muscle, heart failure, coma, paralysis, death
Pertussis (Whooping Cough)* Contagious bacterial infection of the lungs and airway; spread through air and direct contact	Infection of the lungs (pneumonia), death; especially dangerous for babies
Tetanus (Lockjaw)* Bacterial infection of brain and nerves caused by spores found in soil and dust everywhere; spores enter the body through wounds or broken skin	Seizures, broken bones, difficulty breathing, death
Hib (Haemophilus influenzae type b) Contagious bacterial infection of the lungs, brain and spinal cord, or bloodstream; spread through air and direct contact	Depends on the part of the body infected, but can include brain damage, hearing loss, loss of arm or leg, death
Pneumococcal Bacterial infections of ears, sinuses, lungs, or bloodstream; spread through direct contact with respiratory droplets like saliva or mucus	Depends on the part of the body infected, but can include infection of the lungs (pneumonia), blood poisoning, infection of the lining of the brain and spinal cord, death
Polio Contagious viral infection of nerves and brain; spread through the mouth from stool on contaminated hands, food or liquid, and by air and direct contact	Paralysis, death
COVID-19 Contagious viral infection of the nose, throat, or lungs; may feel like a cold or flu. Spread through air and direct contact	Infection of the lungs (pneumonia); blood clots; liver, heart or kidney damage; long COVID; death
Influenza (Flu) Contagious viral infection of the nose, throat, and sometimes lungs; spread through air and direct contact	Infection of the lungs (pneumonia), sinus and ear infections, worsening of underlying heart or lung conditions, death
Measles (Rubella)* Contagious viral infection that causes high fever, cough, red eyes, runny nose, and rash; spread through air and direct contact	Brain swelling, infection of the lungs (pneumonia), death
Mumps* Contagious viral infection that causes fever, tiredness, swollen cheeks, and tender swollen jaw; spread through air and direct contact	Brain swelling, painful and swollen testicles or ovaries, deafness, death
Rubella (German Measles)* Contagious viral infection that causes low-grade fever, sore throat, and rash; spread through air and direct contact	Very dangerous in pregnant women; can cause miscarriage or stillbirth, premature delivery, severe birth defects
Chickenpox (Varicella) Contagious viral infection that causes fever, headache, and an itchy, blistering rash; spread through air and direct contact	Infected sores, brain swelling, infection of the lungs (pneumonia), death
Hepatitis A Contagious viral infection of the liver; spread by contaminated food or drink or close contact with an infected person	Liver failure, death

*DTaP protects against tetanus, diphtheria, and pertussis

*MMR protects against measles, mumps, and rubella

COMPREHENSIVE HEALTH SCREENING* BIRTH THROUGH 10 YEARS OF AGE

* Comprehensive Health Screening, as indicated below, consists of federal and state components that are required for the checkup to be considered complete. Refer to the Texas Medicaid Provider Procedures Manual (TMPPM) for further detail at http://www.tmhhs.com/Pages/Medicaid/Medicaid_Publications_Provider_manual.aspx. Find current Periodicity Schedule online at [texashealthstepsmedicalproviders](https://www.tmhhs.org/texashealthstepsmedicalproviders).

AGE	DEVELOPMENTAL SURVEILLANCE			MENTAL HEALTH		MEASUREMENTS						VISION			HEARING			Dental Referral		Screen/Administer Immunizations According to ACIP Guidelines		LABORATORY TESTS					Health Education/Anticipatory Guidance
	Review of Milestones	ASQ, ASQ:SE, PEDS, or SWC	M-CHAT or M-CHAT-R/FTM	Mental Health: Psychosocial/Behavioral Health Screening	Postpartum Depression Screening	TB Questionnaire with Skin Test if Risk Identified	Unclothed Physical Examination	Critical Congenital Heart Defect Screening	Length	Height	Weight	BMI	Fronto-Occipital Circumference	Blood Pressure	Visual Acuity	Subjective Vision	Newborn Hearing Test (OAE or ABR)	Audiometric Screening	Subjective Hearing	Dental Referral	Screen/Administer Immunizations According to ACIP Guidelines	Newborn Screening Panel	Blood Lead Screening	Anemia	Dyslipidemia	Type 2 Diabetes	
Newborn																											
D/C to 5 days																											
2 weeks																											
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Note: THSteps components may be performed at other ages if medically necessary. Check regularly for updates to this schedule: texashealthsteps.org/ texashealthstepscheckupcomponents.com. For free online provider education: texashealthsteps.com.

LEGEND	
	Mandatory
	If not completed at the required age, must be completed at the first opportunity if age appropriate.
	For developmental, mental health, vision, or hearing screenings: when both colors appear at the same age, perform the most appropriate-level screen.
	Recommended
	Risk-based





TEXAS Health and Human Services

ATTENTION PARENTS

**You are entitled to see the following information.
You may ask the director to show you the most recent copy of:**

- The minimum standards for this licensed center
(also available at <https://www.hhs.texas.gov/providers/protective-services-providers/child-care-regulation/minimum-standards> or access the QR code below)
- Parent's Rights
- The investigation or inspection report from Texas Department of Family and Protective Services or Health and Human Services (also available at www.txchildcaresearch.org or access the QR code below)
- Documentation of liability insurance that complies with Human Resources Code, Section 42.049
- The fire marshal inspection report
- The health department sanitation inspection report
- The gas pipe inspection report
- The licensed center operational policies



Minimum Standards



Search Child Care



Texas Health and Human Services Commission
Child Care Regulation Department

KEEPING CHILDREN SAFE

Report Abuse and Neglect

Texas law requires a person having reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person to immediately make a report to the Texas Department of Family and Protective Services or law enforcement.

Call **800-252-5400** to make confidential reports. Failure to report suspected abuse or neglect is a crime.

Employers are prohibited from retaliating against caregivers who make reports in good faith.

Protect Children

- Never shake a baby.
- Shaken baby syndrome is the result of violently shaking a young child. Injuries can include brain swelling and damage, subdural hemorrhaging, reduced cognitive function and death.

Sudden Infant Death Syndrome

- SIDS is the unexplained death of a sleeping baby.
- Always place infants to sleep on their backs in a bare crib or play yard with a firm surface.
- Do not place soft bedding, including blankets and stuffed toys, inside the crib of an infant under 12 months.

Keep Children Healthy

- Wash your hands and children's hands often.
- Immunize children.
- Keep ill children at home.
- Learn pediatric CPR and first aid.
- Make sure children drink plenty of water.
- Discuss special needs with caregivers.
- Learn more about childhood diabetes, which impairs a body's ability to regulate blood sugar levels, and other medical conditions, from your child's health-care provider.

Water Safety

- Always maintain active supervision and stay within reach of children in the water.
- Secure water areas with fences, alarms or other means to ensure children don't access the areas unsupervised.
- Have an emergency plan and ensure caregivers are trained in pediatric CPR.
- Don't assume children will use good judgment around the water and make safe choices.
- Require each child who is unable to swim, or at risk of injury or death when swimming, to wear a properly fitted and fastened U.S. Coast Guard approved life jacket before entering and while in a swimming pool.

Transportation Safety

- Use car seats and booster seats according to Texas law. All children under 8-years-old who are 4'9" or shorter must be in an appropriate child safety seat system installed according to manufacturer's instructions.
- Before closing car doors, make sure that arms, fingers, legs and toes are all inside to avoid accidental injury.
- Children should not be left in a car unattended for any period. Have a system in place to ensure all children have safely exited the car.
- Keep car doors locked and the keys out of children's reach.
- Educate adults and children about car and transportation safety, especially about getting in and out of a vehicle, loading and unloading curbside.
- Maintain active supervision when children are around cars.
- More information can be found at: <https://www.dps.texas.gov/section/media-and-communications-office/child-passenger-safety-information>

Unsafe Children's Products

Visit the U.S. Consumer Product Safety Commission website at cpsc.gov to see recalls of unsafe children's products. Sign up for email updates at cpsc.gov/newsroom/subscribe.



TEXAS
Health and Human Services

Texas Health and Human Services Commission Child Care Regulation Department

* Texas Family Code, Title 5. The Parent-Child Relationship and the Suit Affecting the Parent-Child Relationship, Subtitle E. Protection of the Child, Chapter 261. Investigation of Report of Child Abuse or Neglect, Subchapter B. Report of Abuse or Neglect; Immunities

HOSPITALS

Christus Spohn Hospital:

- | | | |
|--------------|--|--------------|
| • Alice | 2500 E. Main St., Alice, TX 78332 | 361-661-8000 |
| • Kingsville | 1300 General Cavazos Blvd., Kingsville, TX 78363 | 361-595-1661 |
| • Shoreline | 600 Elizabeth St., Corpus Christi, TX 78404 | 361-881-3000 |
| • South | 5950 Saratoga, Corpus Christi, TX 78414 | 361-985-5000 |

Doctor's Regional	3315 S. Alameda, Corpus Christi, TX 78411	361-761-1000
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Bay Area	7101 SPID, Corpus Christi, TX 78412	361-985-1200
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Northwest Regional	13725 Northwest Blvd., Corpus Christi, TX 78410	361-241-4243
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Driscoll Children's Hospital	3533 S. Alameda, Corpus Christi, TX 78411	361-694-5000
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HOW TO ACCESS IMPORTANT INFORMATION:



Resources:

Scan the QR code below to view helpful resources and support materials.



Policies:

Scan the other QR code to see the latest updates and policies.



Steps to Use QR Codes:

1. Open Your Camera App: Use the camera app on your smartphone or tablet.
2. Point at the QR Code: Hold your device steady and point the camera at the QR code.
3. Tap the Link: A notification or link should appear on your screen. Tap it to open the information.

Stay informed and make the most of these resources to support your child's experience!

HOTLINE NUMBERS

1-361-992-8911	Alcoholics Anonymous
1-800-272-3900	Alzheimer's Association
1-800-227-2345	American Cancer Society
1-800-424-8666	American Council for the Blind
1-800-342-2383	American Diabetes Association
1-800-942-2732	American Society for Deaf Children
1-800-292-5426	Area Agency on Aging
1-800-283-7800	Arthritis Foundation
1-361-993-1154	Deaf and Hard of Hearing Center of Corpus Christi
1-800-252-8023	Department of State Health Division of Family Health Services
1-888-963-7111	Department of State Health Services
1-800-669-4000	Equal Employment Opportunity Commission
1-877-726-4727	Federal Substance Abuse Mental Health Administration
1-410-296-0232	International Dyslexia Association
1-866-903-3787	Mental Health Hotline
1-800-843-5678	National Center for Missing & Exploited Children
1-800-422-4453	National Child Abuse Hotline
1-800-799-7233	National Domestic Violence Hotline
1-800-221-4602	National Down Syndrome Society
1-800-344-4867	National Multiple Sclerosis Society
1-800-949-4232	National Network American with Disabilities Act
9-8-8	National Suicide and Crisis Hotline
1-800-786-2929	Nationwide Runaway Safeline
1-800-252-8011	Office of the Texas Attorney General
1-505-891-2664	Overeaters Anonymous Information
1-800-772-1213	Social Security
1-800-252-5400	Texas Abuse/Neglect Hotline of Family Protective Services
1-800-374-4673	Texas Advocacy Project/ Legal Line
1-800-862-5252	Texas Child Care Information
1-737-255-4300	Texas HIV/STD Medication Program
1-800-252-8263	Texas Medicaid Transfer Line
1-800-222-1222	Texas Poison Network
1-877-937-7848	Texas Tobacco Prevention Quit Line
1-800-580-4878	The Women's Shelter Purple Door
1-800-872-5827	United Cerebral Palsy
1-800-669-9777	US Department of Housing & Urban Development Housing Discrimination Hotline
1-800-375-5283	US Immigration Citizen & Immigration Services
1-800-344-4823	US National Cystic Fibrosis Foundation
1-800-942-3678	WIC Information Line

ATTORNEY GENERAL

500 N. Shoreline Blvd. #210
Corpus Christi, TX 78401
361-851-5024

5610 John Stockbauer Dr.
Victoria, TX 77901
361-576-6088

300 W 15th St,
Austin, TX 78701
512-463-2100

CHILD CARE CENTERS

Academy for Kids
1108 Lucille Dr.
Alice, TX 78332
361-668-4630

Prodigy Academy
1005 1/2 E 6th Street
Alice, TX 78332
361-668-1234

First Baptist Child Development Center
1305 Wildcat Dr.
Portland, TX 78374
361-777-0936

Stepping Stones CDC
220 N Miller Blvd.
Falfurrias, TX 78355
361-323-2200

Children's Corner
306 S. 21st St.
Kingsville, TX 78363
361-595-7091

TAMUK-Center for Young Children
700 University #138
Kingsville, TX 78363
361-593-2219

Kingdom Kids Daycare LLC
105 N. Smith Ave.C
Hebbronville, TX 78361
361-231-2389

Little Scholars
200 W. Saint Joseph Ave.
San Diego, TX 78384
361-279-7661

First United Methodist Church
123 N. 5th St.
Kingsville, TX 78363
361-228-2078

Hortencia Day Care
711 N. Gudron
Hebbronville, TX 78361
361-318-9331

Methodist Day School
4545 Wildcat Dr.
Portland, TX 78374
361-643-8093

Legacy Pre School of Portland
902 Moore Ave,
Portland, TX 78374
361-643-3043

First Learning Tree Day Care
503 S Live Oak St.
Rockport, TX 78382
361-729-0883

Little Reigns Preschool Academy
400 Lang Rd.
Portland, TX 78374
361-547-1479

Academy of Little Learners
752 Mary St.
Mathis, TX 78374
361-547-2980

Precious Angels Pre-School
312 E. Harold St.
Hebbronville, TX 78361
361-527-2426

Tiny Hands Learning Center
1201 S. 14th St.
Kingsville, TX 78363
361-221-2413

Stonegate Angel Care
1604 S. Texas Blvd
Alice, TX 78332
361-453-7170

COASTAL PLAINS COMMUNITY CENTERS

Coastal Bend CRISIS HOTLINE - 1-800-841-6467

614 W Front St.
Alice, TX 78332
361-664-9587

101 W. Potts
Falfurrias, TX 78355
361-325-3673

1621 East Corral Ave.
Kingsville, TX 78363
361-592-6481

200 Marriott
Portland, TX 78374
361-777-3991

201 Roots Ave.
Taft, TX 78390
361-528-4516

620 E. Concho St.
Rockport, TX 78382
361-727-0988

1010 S Commercial St.
Aransas Pass, TX 78336
361-226-3022

409 E. Gravis
San Diego, TX 78384
361-279-7296

COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)

CACOST: CEAP
601 E Main St. #100
Alice, TX 78332
361-661-1300

CACOST: CEAP
212 S. Rachal St.
Sinton, TX 78387
361-364-0220

Kleberg County CEAP
1109 E Santa Gertudus
Kingsville, TX 78363
361-595-8572 x10

CAC: CEAP
4007 Halsey St.
Victoria, TX 77901
361-578-2989

STDC: CEAP
1002 Dicky Lane
Laredo, TX 78043
956-722-3995

COUNTY INDIGENT WELFARE

Jim Wells Indigent Welfare
601 E Main St. #120
Alice, TX 78332
361-668-5714

Kleberg Indigent Welfare
700 E. King
Kingsville, TX 78363
361-595-8569

Duval Welfare Dept.
400 E. Gravis
San Diego, TX 78384
361-279-6205

Jim Hogg Welfare
209 N. Oak Trailer #1
Hebbronville, TX 78361
361-527-5835

Brooks Welfare
408 W. Travis
Falfurrias, TX 78355
361-325-5670 Ext. 4

Aransas Indigent Health Care
301 N. Live Oak
Rockport, TX 78382
361-790-0132

San Patricio Welfare
313 N. Rachal
Sinton, TX 78387
361-587-3518

EARLY INTERVENTION/COUNSELING

ECI-Early Childhood Intervention
204 E 1st
Alice, TX 78332
361-661-1192

Family Counseling Services
603 E. Kleberg
Kingsville, TX 78363
361-334-1139

Coastal Bend Speech & Language Associates
3765 S. Alameda Ste. 320
Corpus Christi, TX 78411
361-814-4600

ECI-Early Childhood Intervention
1133 E Sinton St.
Sinton, TX 78387
361-661-1192

Connections
721 Wildcat Dr. Suite A
Portland, TX 78375
830-629-6571 Ext. 0

DENTAL

Community Action Dental Clinic
700 N. Flournoy Rd. Ste. 2A
Alice, TX 78332
361-664-1417

Community Action Dental Clinic
1311 E General Cavazos Ste. C
Kingsville, TX 78363
361-592-3237

Church Street Dental
405 N Church St.
Rockport, TX 78382
361-450-6905

Dr. Roy Estringel
1300 N. Texas Blvd.
Alice, TX 78332
361-668-3200

Dr. J. Dolezal
215 E First St.
Alice, TX 78332
361-668-4208

Alice Dental Associates
750 Coyote Trail
Alice, TX 78332
361-668-3384

Angel Magic Smiles LLC
2520 E. Main St. Ste. 204
Alice, TX 78332
361-396-1922

Loftin Dental Center
110 N. Almond
Alice, TX 78332
361-664-8352

Vela Orthodontics
809 N. Flournoy Rd
Alice, TX 78332
361-661-1900

Advanced Dental Care
80 N. Woodlawn Dr.
Alice, TX 78332
361-664-3057

Dental World
2611 E. Main St. Ste 401
Alice, TX 78332
361-704-8064

Kennedy Dental Care
80 N Woodlawn Dr
Alice, TX 78332
361-992-9500

Dr. Willam Tinnell
129 N Las Pitas Dr.
Falfurrias, TX 78355
361-325-4288

Dr. Rodney Johnson
1126 S 14th St. Ste. B
Kingsville, TX 78363
361-595-5659

Dr. Don Ruhnke
1203 S. 14th St.
Kingsville, TX 78363
361-592-8521

Vela Dental Center
1015 E Henrietta Ave
Kingsville, TX 78363
361-592-4373

Dr. Ramirez & Ramirez
1126 S. 14th St. Ste. F
Kingsville, TX 78332
361-595-5521

Family Dentistry
116 S 4th St.
Kingsville, TX 78363
361-595-4121

Dr. Charles Clements
325 E General Cavazos Blvd
Kingsville, TX 78363
361-592-5248

Family Dentistry-Dr. Kerr
223 W Kleberg Ave
Kingsville, TX 78363
361-592-3335

Family Smiles of Kingsville
1310 E. General Cavazos Blvd
Kingsville, TX 78363
361-595-5800

Anthony C Garza & Associates
620 E. Sinton
Sinton, TX 78387
361-364-4410

Sinton Dental & Orthodontics
117 W Sinton St
Sinton, TX 78387
361-437-0234

Kolb Dentistry
1210 Gregory Ste. 3
Taft, TX 78390
361-528-3262

Dr. Garza Family Dentistry
701 E. San Patricio
Mathis, TX 78368
361-547-9311

Mathis Dental
620 E San Patricio Ave
Mathis, TX 78368
361-333-5717

Fisher Family Dentistry
1336 W. Wheeler Ave.
Aransas Pass, TX 78336
361-758-6684

Dr. David H Binder
545 S. Commercial
Aransas Pass, TX 78336
361-758-3626

Sabal Dental
1406 Hwy 35 N Suite C
Rockport, TX 78382
361-209-8609

Dr. David Mills
504 S. Pearl
Rockport, TX 78382
361-729-7710

Rockport Dental
2827 Hwy 35 N (TX-35 BUS)
Rockport, TX 78382
361-729-3737

Allwyn Dental
2347 TX-35 BUS
Rockport, TX 78382
361-727-9897

EDUCATION

Coastal Bend College
704 Coyote Trail
Alice, TX 78332
361-664-2981

Coastal Bend College
3800 Charco Rd.
Beeville, TX 78102
361-354-2245
888-722-2838

Coastal Bend College
1814 S. Brahma Blvd.
Kingsville, TX 78363
361-592-1615

Crossroads
209 N. Water Street
Corpus Christi, TX 78401
361-561-8488

Del Mar College
101 Baldwin Blvd.
Corpus Christi, TX 78404
361-698-1200

Kingsville Workforce Solutions
1814 Brahma Blvd.
Kingsville, TX 78363
361-592-1006

Taft GED/ESL (Old HS Library)
502 Rincon Rd.
Taft, TX 78390
361-528-2636

Texas A&M University-Kingsville
700 University Blvd.
Kingsville, TX 78363
361-593-2111

Texas A&M University Corpus Christi
6300 Ocean Drive
Corpus Christi, TX 78412
361-825-5700
800-482-6822

FAMILY PLANNING CLINICS

Family Planning Clinic &
Men's Health Center
1218 N. Armstrong
Kingsville, TX 78363
361-595-1929

Family Planning Clinic &
Men's Health Center
515 Pat Shutter, Unit 121
Robstown, TX 78380
361-387-6996

Women & Men's Health
Services of the Coastal Bend
1022-B South 14th St.
Kingsville, TX 78363
361-595-1875

Family Planning Clinic &
Men's Health Center
4455 Padre Island Dr.#30
Corpus Christi, TX 78411
361-883-0619

Family Planning Clinic &
Men's Health Center
301 S. San Patricio, Suite C
Sinton, TX 78387
361-364-3306

Women & Men's Health Services
of the Coastal Bend
3536 Holly Rd.
Corpus Christi, TX, 78415
361-855-9107

Family Planning Clinic &
Men's Health Center
2871 Hwy 35 N.
Rockport, TX 78382
361- 729-7512

Women & Men's Health
Services of the Coastal Bend
2041 E. Main #300
Alice, TX 78332
361-453-4221

Women & Men's Health Services
of the Coastal Bend
4410 Dillon Lane, Suite 1
Corpus Christi, TX 78411
361-857-0101

FOOD & CLOTHING ASSISTANCE

*services provided are limited to utility assistance, food assistance, and clothing assistance

Alice Food Pantry
311 E. Main (around back)
Alice, TX 78332
361-664-1015

Trash & Treasure
311 E. Main
Alice, TX 78332
361-664-1015

St. Vincent DePaul
802 Wharf
Rockport, TX 78382
361-729-4978

Tri-County Christian Service Center
323 N. 7th St.
Aransas Pass, TX 78336
361-758-1988

New Covenant Church
110 E 14th St.
Falfurrias, TX 78355
361-325-5641
Thursday 9:00 - 11:30

Good Samaritan Pantry
1900 Brahma Blvd.
Kingsville, TX 78363
361-592-4911

Sacred Heart Charities
217 W. San Patricio
Mathis, TX 78368
361-547-9181

Catholic Charities of Corpus Christi
615 Oliver Ct.
Corpus Christi, TX 78401
361-884-0651

Taft Food Pantry
308 Harrison St
Taft, TX 78390

Jim Hogg Food Pantry
14 Rodriguez Lane
Hebbronville, TX 78361
361-527-5835

Rockport-Fulton Good Samaritans
507 S. Ann
Rockport, TX 78382
361-790-9828

PUBLIC LIBRARIES

Alicia Salinas City of
Alice Public Library
401 E. Third St.
Alice, TX 78332
361-664-9506

Robert J. Kleberg Public
Library
220 N. 4th St.
Kingsville, TX 78363
361-592-6381

Ed Rachal Memorial Library
203 S. Calixto Mora Ave.
Falfurrias, TX 78355
361-325-2144

Sinton Public Library
100 N. Pirate Blvd.
Sinton, TX 78387
361-364-4545

Taft Public Library
501 Green Ave.
Taft, TX 78390
361-528-3512

Ingleside Public Library
2775 Waco St.
Ingleside, TX 78362
361-776-5355

Odem Public Library
516 Voss Ave.
Odem, TX 78370
361-368-7388

Bell/Whittington Public Library
2400 Memorial Pkwy.
Portland, TX 78374
361-777-4560

Jim Hogg County Library
210 N. Smith Ave.
Hebbronville, TX 78361
361-527-3421

Mathis Public Library
103 N Lamar St.
Mathis, TX 78368
361-547-6201

Aransas County Public Library
701 E. Mimosa St.
Rockport, TX 78382
361-790-0153

Benavides Public Library
131 Mesquite St.
Benavides, TX 78341
361-256-4646

San Diego Public Library
315 S. DR. E. E. Dunlap St.
San Diego, TX 78384
361-279-6244

Premont Public Library
115 S. Agnes
Premont, TX 78375
361-348-3815

Ed & Hazel Richmond Public Library
110 N. Lamont St.
Aransas Pass, TX 78336
361-758-2350

HOUSING

Alician Manor Apts.
110 S Duval St.
Alice, TX 78332
361-664-2119

Alice Housing Authority
125 Olmito St.
Alice, TX 78332
361-664-3453

Cameron Village Apts.
2555 S. Cameron St.
Alice, TX 78332
361-664-7100

San Diego Creek Apts.
1499 Easterling Dr.
Alice, TX 78332
361-664-6141

Alice Village Apts
123 Terrell St.
Alice, TX 78332
361-664-5070

Guadalupe Hacienda Apts.
2015 S. Cameron St.
Alice, TX 78332
361-664-1780

Falfurrias Housing Authority
924 S. Gardner
Falfurrias, TX 78355
361-325-5631

Falfurrias Village Apts.
898 S. Center
Falfurrias, TX 78355
361-325-2613

Kingsville Housing Authority
1000 W. Corral Ave.
Kingsville, TX 78363
361-592-6783

Courts of Las Palomas
600 E. General Cavazos Blvd.
Kingsville, TX 78363
361-516-0114

Kings Crossing Apts.
1505 E. Corral Ave.
Kingsville, TX 78363
361-592-7128

Mathis Housing Authority
300 W. Fulton St.
Mathis, TX 78368
361-547-3315

Housing Authority of Duval
County
4541 FM 1329
San Diego, TX 78384
361-279-2005

LULAC Amistad Apts.
924 Flores St.
Sinton, TX 78387
361-364-4096

Casa de Oro
200 Tooter Newlin Dr.
Sinton, TX 78387
361-364-1476

Sinton/Odem Housing Authority
900 N. Harville Rd.
Sinton, TX 78387
361-364-1901

Sinton West Apts.
111 S. Chiltipin St.
Sinton, TX 78387
361-364-4455

Spanish Oaks of Sinton
1201 E. Sinton St.
Sinton, TX 78382
361-364-9181

Cottonview Terrace
223 Ave C.
Taft, TX 78390
361-528-3000

Ingleside Housing Authority
2322 1st St.
Ingleside, TX 78362
361-776-7812

Gregory Housing Authority
103 Granago St.
Gregory, TX 78359
361-643-5014

Hebbronville Apts.
711 N Sigrid Ave.
Hebbronville, TX 78361
361-527-3076

Jim Hogg Housing Authority
508 N Dagmar Ave.
Hebbronville, TX 78361
361-527-4353

Aransas Pass Housing
Authority 254 N. 13th St.
Aransas Pass, TX 78336
361-758-3032

Fifty Oaks Apts.
501 E 2nd St.
Rockport, TX 78382
361-729-9981

Sea Mist Townhomes
2211 FM 3036
Rockport, TX 78382
361-727-9998

SALVATION ARMY

205 7th St.
Portland, TX 78374
361-777-3355

1802 Buford St.
Corpus Christi, TX 78404
361-884-9497

TEXAS A&M AGRILIFE EXTENSION SERVICES

Aransas County
892 Airport Rd
Rockport, TX 78382
361-790-0103

Brooks County
219 Calixto Mora Ave.
Falfurrias, TX 78355
361-325-4402

Duval County
131 West Main St.
Benavides, TX 78341
361-279-6379

Jim Hogg County
109 E. Santa Clara St.
Hebbronville, TX 78361
361-527-3737

Jim Wells County
200 N. Almond
Alice, TX 78332
361-668-5705

Kleberg County
729 East Yoakum Ave.
Kingsville, TX 78363
361- 595-8566

San Patricio County
219 N. Vineyard
Sinton, TX 78387
361-587-3400

SOCIAL SECURITY ADMINISTRATION

1000 Medical Center Blvd.
Alice, TX 78332
1-888-388-8744

Social Security National
Hotline
1-800-772-1213

HEALTH & HUMAN SERVICES COMMISSION OFFICES

408 N. Flournoy Rd.
Alice, TX 78332
361-664-7490

1200 E. Hwy 285
Falfurrias, TX 78355
361-325-5621

100 W. King Ave.
Kingsville, TX 78363
361-221-3023

1115 E. Sinton
Sinton, TX 78387
361-364-1240

524 S. Commercial
Aransas Pass, TX 78336
361-758-7631

TEXAS DEPARTMENT OF FAMILY & PROTECTIVE SERVICES

408 N. Flournoy Rd.
Alice, TX 78332
361-664-7490

100 W. King Ave.
Kingsville, TX 78363
361-516-0943

1115 E. Sinton
Sinton, TX 78387
361-364-1240

524 S. Commercial
Aransas Pass, TX 78336
361-758-7631

To report suspected child abuse or neglect: 1-800-252-5400

MEDICAL/HEALTH

Community Action Family Health Center
700 N. Flournoy Rd. Suite 2A
Alice, TX 78332
361-664-1417

Mathis School Based Health Center
213 S. Duval
Mathis, TX 78368
361-547-4121

Community Action Health Clinic
301 S. Hillside Drive Suite 5, 6
Beeville, TX 78102
361-362-0307

Alice Pediatric Center
305 E. Third St.
Alice, TX 78332
361-664-9353

Taft Family Clinic
1210 Gregory Ste. 2
Taft, TX 78390
361-528-2595

Wellmed Clinic
2413 Memorial Pkwy.
Portland, TX 78374
361-643-4546

Sandcastle Pediatrics
2106 W. Market
Rockport, TX 78382
361-729-8686

Dr. R. Acuna
1143 E. Sinton St.
Sinton, TX 78387
361-587-9040

The Children's Clinic
3435 S. Alameda
Corpus Christi, TX 78411
361-855-7346

Community Action Health Center
1311 E. General Cavazos Suite 303
Kingsville, TX 78363
361-592-3237

Community Action Health Center
115 W. Main
Benavides, TX 78341
361-256-3663

Kingsville Pediatric Clinic
1131 E. General Cavazos Blvd Ste. 301
Kingsville, TX 78363
361-595-5526

Coastal Bend Kids Clinic
1018 S. 14th St.
Kingsville, TX 78363
361-592-0223

The Children's Clinic
1830 Billy G Webb Dr.
Portland, TX 78374
361-643-2518

South Padre Island Pediatric Center
160 S. 13th St.
Aransas Pass, TX 78336
361-758-1984

San Patricio County Health Depart.
2681 San Angelo
Ingleside, TX 78362
361-776-3819

Dr. M. N. Almouie
277 Buddy Ganem Dr. A
Portland, TX 78374
361-777-3900

Dr. Joseph Puente
209 E. Market
Sinton, TX 78387
361-364-0650

Community Action Health Center-
Pediatrics, 1133 E. Sinton St.
Sinton, TX 78387,
(361) 364-4486

Community Action Family Health Centers
621 E. Sinton
Sinton, TX 78387
361-364-4486

Community Action Health Center
1302 S. St. Mary's Suite A
Falfurrias, TX 78355
361-325-9404

Dr. Nirupama Patel
415 E. 4th St.
Alice, TX 78332
361-664-8945

Silverbells Pediatrics
1311 E General Cavazos #A
Kingsville, TX 78363
361-595-4441

South Padre Island Pediatric Center
220 St. Mary's
Mathis, TX 78368
361-547-5700

San Patricio County Health Depart.
313 N. Rachal #201
Sinton, TX 78387
361-587-3525

South Padre Island Pediatric Center
301 San Patricio
Sinton, TX 78387
361-364-3355

Almouie Pediatrics
603 E Main St.
Alice, TX 78332
361-664-9355

TRANSPORTATION

Kleberg Transportation
1109 E. Santa Gertrudis
Kingsville, TX 78363
361-595-8575

REAL, Inc.
301 Lucero
Alice, TX 78332
361-668-3158

REAL, Inc.
504 E. Sinton
Sinton, TX 78387
361-364-0153

WIC PROGRAM

2041 E Main St.
Alice, TX 78332
361-453-4033

125 E. Miller
Falfurrias, TX 78355
361-325-2600

1403 E. Corral
Kingsville, TX 78363
361-592-2022

600 N. Frio St.
Mathis, TX 78368
361-547-3328

313 N. Rachal
Sinton, TX 78387
361-587-3510

107 Church
Gregory, TX 78359
361-643-8205

517 W. Viggie St.
Hebbronville, TX 78361
361-527-9135

2681 San Angelo
Ingleside, TX 78362
361-776-3819

1212 W. Wheeler
Aransas Pass, TX 78336
361-758-2102

WORKFORCE SOLUTIONS

704 Coyote Trail
Alice, TX 78332
361-668-0167

1814 S. Brahma Blvd.
Kingsville, TX 78363
361-592-1006

1113 E. Sinton St.
Sinton, TX 78387
361-364-3284

1326 HWY 35
Rockport, TX 78382
361-450-8980

WOMEN'S HEALTH

Alice Women's Center
700 N. Flournoy Rd.
Alice, TX 78332
361-664-1417

Coastal Bend Women's Center
7121 SPID Ste. 200
Corpus Christi, TX 78412
361-993-6000

Pregnancy Center
4730 Everhart
Corpus Christi, TX 78411
361-991-2008

Corpus Christi Women's Clinic
7121 SPID Ste. 302
Corpus Christi, TX 78412
361-851-5000

Pregnancy Center of the Coastal Bend
619 Railroad
Portland, TX 78374
361-991-2008

Pregnancy Center of the Coastal Bend
13725 Northwest Blvd
Corpus Christi, TX 78410
361-991-2008

Pregnancy Center of the Coastal Bend
703 E. Concho St.
Rockport, TX 78382
361-991-2008

Kleberg County Pregnancy Resource Center
P.O. Box 281
Kingsville, TX 78364
361-945-4282

SPECIAL EDUCATION

Alice ISD
#2 Coyote Trail
Alice, TX 78332
361-664-0981

Ben Bolt-Palito Blanco ISD
172 Badger Lane
Alice, TX 78332
361-664-9904

Brooks County ISD
200 E. Allen
Falfurrias, TX 78355
361-325-8021

Premont ISD
P249 SW 4th St.
Premont, TX 78375
361-348-3915 x 2007

La Gloria ISD
182 Co.Rd.401
Falfurrias, TX 78355
361-325-2330

San Diego ISD
609 Labbe
San Diego, TX 78384
361-279-3382 x 2800

Benavides ISD
102 W. Eagle Dr.
Benavides, TX 78341
361-256-3000

Orange Grove ISD
504 S. Dibrell St.
Orange Grove, TX 78372
361-384-2495

Mathis ISD
410 E. San Patricio
Mathis, TX 78368
361-547-3378

Ricardo ISD
138 W. Cty. Rd. 2160
Kingsville, TX 78363
361-592-6465

Riviera ISD
203 Seahawk Dr.
Riviera, TX 78379
361-296-3101

Kingsville ISD
207 N 3rd St.
Kingsville, TX 78363
361-592-3387

Odem-Edroy ISD
One Owl Square
Odem, TX 78370
361-368-8121

Sinton ISD
322 S. Archer
Sinton, TX 78387
361-364-6940

Taft ISD
502 Rincon Rd.
Taft, TX 78390
361-528-2636 x 5631

Gregory-Portland ISD
608 College St.
Portland, TX 78374
361-777-1091

Ingleside ISD
2624 San Angelo
Ingleside, TX 78362
361-776-7631

Aransas Pass ISD
244 W. Harrison
Aransas Pass, TX 78336
361-758-4200

Rockport-Fulton ISD
196 N. Live Oak St.
Rockport, TX 78382
361-790-2017

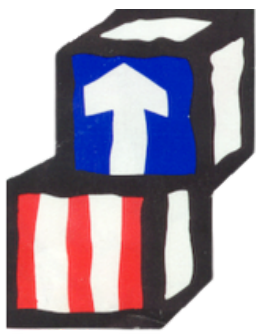
Jim Hogg ISD
210 W. Lucille
Hebbronville, TX 78361
361-527-3203

Freer ISD
709 S. Norton Ave.
Freer, TX 78357
361-394-6025 ext:4281

Brush County Co-op Special Education
410 E San Patricio Ave.
Mathis, TX 78368
361-547-4123

Brush County Co-op Special Education
106 Bulldog Lane
Orange Grove, TX 78372
361- 384- 2129

Duval County Special Education Co-op
300 Chapa Ave.
San Diego, TX 78384
361- 279-3382



Head Start

Birth to Five Program



**COMMUNITY
ACTION** CORPORATION
OF SOUTH TEXAS