New St. Paul Head Start Agency, Inc.
(0-5) Grantee

15362 Southfield – Detroit, MI 48223
(313) 835-4400
(313) 835-4422 (Fax)
www.nspheadstart.org

PARENT HANDBOOK

Funded by the US Department of Health and Human Services
This Agency offers GSRP and this is a free program

Information for Parents

Center/Classroom Number: _____

Center Supervisor: _____

Family Advocate: _____

Teacher: _____

Assistant Teacher: _____

Cook: _____

School begins at: 8:00 a.m. or 8:15 a.m. or 8:30 a.m.-

Depending on Center

School ends at: 2:00 p.m. or 2:15 p.m. or 2:30 p.m. –

Depending on Center

Classes are held Monday- Friday

ADMINISTRATIVE STAFF

Executive Director: **Cheryl McFall**

Program Services Director: **Monica Easterling**

Fiscal Director: **Angela Brown**

Accounting: **Jovon Porter**

Food Service Coordinator: **Shelly Battles**

Early Head Start Education Manager: **Avis Green**

Head Start Education Manager: **Sharifa Brand**

Transition Coordinator: **Tomika Cooks**

ERSEA Manager: **Cherie Turmon**

Health Manager**: Brandi Moore**

Health Assistant: **Jullisa Travis**

Administrative Assistant: **Felisha Hearn**

Disabilities/Mental Health Manager: **Tamiko Fields**

Operations Director: **Angela McDaniel**

Human Resource Manager: **Sparkle Morgan**

Family & Community Engagement Manager: **Trae Grant**

Parent Educator: **Vivica Miller-Spencer**

Quality Assurance Manager: **Rhonda Berry**

Perinatal Educator: **Shaquanda Williams**

Secretary: **LaNese Bell**

GSRP Coordinator**: Shari McClain**

New St. Paul Head Start Agency, Inc.
Head Start Centers/ Early Head Start Centers

BIBLEWAY CENTER I- HS
16431 Plymouth Road
Detroit, Michigan 48227
(313) 659-0142

BIBLEWAY CENTER II- EHS
16401 Plymouth Road
Detroit, Michigan 48227
(313) 272-2048

CITADEL CENTER- HS
14595 Heyden
Detroit, MI 48223
(313) 533-3947

CORPUS CHRISTI-EHS/ HS
19900 Evergreen
Detroit, Michigan 48219
(313) 326-4238

GREATER BURNETTE – EHS
16801 Schoolcraft
Detroit, Michigan 48227
(313)273-6020

NEW WESTSIDE CENTRAL CENTER- EHS
19840 West Chicago
Detroit, Michigan 48228
(313) 836-4330

GREATER GRACE- EHS/HS
23500 W. 7 Mile Rd.
Detroit, Michigan 48219
(313) 543-6175

METROPOLITAN CENTER- HS/GRSP
13400 Schaefer
Detroit, Michigan 48227
(313) 493-0279

St. JOHN-EHS/ HS/ GRSP
4950 Oakman
Detroit, Michigan 48204
(313)933-3980

THIRD NEW HOPE CENTER- HS
12850 Plymouth Road
Detroit, Michigan 48227
(313) 931-1834

SUMMER PRESCHOOL EARLY LEARNING- EHS/HS
3121 West McNicholas
Detroit, MI 48221

(313) 345-5111

New St. Paul Head Start Agency, Inc. (0-5) Grantee
WELCOMES YOU

VISION STATEMENT

STRIVING FOR EXCELLENCE IN PROVIDING EARLY CHILD DEVELOPMENT SERVICES FOR CHILDREN AND FAMILIES

MISSION STATEMENT

Working together to empower children and families by providing comprehensive services (Health, Nutrition, Social Service, Mental Health, Disabilities, Education, Transition and Parent Involvement) that help to ensure a better future.

OUR CORE VALUES

- Quality - Strives to consistently provide the highest level of service to children and families.
- Inclusion – Each child and adult is treated as an individual and a sense of belonging is reinforced.
- Learning – A creative and developmentally appropriate environment is provided. Enhanced awareness and refined skill and understanding is valued and promoted.
- Wellness – A comprehensive vision of health for children, families, and staff that assures that basic health needs are met

New St. Paul Head Start Agency, Inc.
(0-5 Grantee)
15362 Southfield Drive * Detroit, Michigan 48223

Greetings Parents:

Welcome to New St. Paul Head Start/ Early Head Start Agency, Inc. We thank you for enrolling your child in our program where we have an excellent Early Child Development Program with a very dedicated staff. We provide comprehensive services that include: Education, Nutrition, Disability Services, Family and Community Partnership, Mental Health, Health, Transition Services, Parent, Family, and Community Engagement, Fatherhood, and Fiscal Management.

We are excited about working with your children. Our goal is to provide your children with safe, clean classrooms and facilities. By bringing your children to school daily; they benefit from our vast services and preparation for transitioning to elementary schools. Our classrooms are monitored on a daily, monthly, and quarterly basis. Our facilities comply with local, state, and federal guidelines and regulations.

Safety is the number one priority for the children, families, and staff. Our safety procedures are posted at each center. We have **"Zero" Tolerance** for violence around our children, families, and staff.

Studies show that attending a quality Early Childhood program prepares children for greater success in school. These children are less likely to be convicted of a crime and earn more as adults than children who did not attend pre-school.

The Program Design for this year is Head Start /Early Head Start, Child Care Partnerships, Pregnant Mothers. To enroll a child in full-day classroom programs, parents are required to attend school/training or be working.

Welcome to New St. Paul Head Start/Early Head Start Agency! I look forward to working with you and your family

Cheryl McFall
Executive Program Director

****Parents are not Allowed Inside the Centers Meetings by Appointments ****

Parent Code of Conduct

New St. Paul Head Start Agency expects parents and family members to conduct themselves in a professional, ethical, and responsible manner. The Agency wants to promote a spirit of cooperation and teamwork amongst parents and staff that are respectful of the children, families, volunteers, and members of the public with whom we interact. We have policies and guidelines in place to ensure that the children, parents, staff, and affiliates are safe and respected. Failure to adhere to these policies will result in disciplinary actions.

Safety is NSPHS's number one priority for the children, staff, and families. Our safety procedures are posted at each center. We have **"Zero Tolerance"** for violence on the Agency's property.

- Fighting or any physical altercations with parent(s), staff, or children will not be tolerated.

These fighting and physical altercation violations will result in immediate termination of parent(s) and child(ren) from the NSPHS program.

The following is a list of prohibited conducts:

- Speech that physically harms or threatens others or that is abusive to or disrespectful to staff, parent(s), child(ren), and affiliates.
- Theft, destruction, or misappropriation of property owned by the NSPHS and staff members.
- Failure to conduct yourself in a professional and cooperative manner while on Agency property. (We must remember that parents are the child(ren)'s first teacher and should display appropriate behavior as role models).

- Social Media Bullying: We understand that parents use Social Media outlets (i.e. Twitter, Facebook, Instagram, etc). However, differences that you have with others, including individuals who may also attend the NSPHS program should not interfere or be a problem at the centers. Any inappropriate behavior due to Social Media conflicts can risk your child's placement.
- Smoking is prohibited at all times in the centers and on the Agency's property. The ACYF Program Instruction (ACYF-PI-HHS-95-04) mandates a smoke-free environment.
- Insubordination/Failure to cooperate with the Center Administrator and Management.

Any adult(s) unwilling to abide by these policies will result in disciplinary actions. If a parent, family member, or adult violates any of these conducts an investigation will occur. During the investigation, the parent(s) and child(ren) will be suspended from the program until a decision is made.

After the investigation, if it is determined the child(ren) can continue to attend the NSPHS program but the parent(s) are prohibited due to their violations, **the parent(s) will not be allowed in the centers or even on NSPHS premises (including the parking lot and administration office).** It will be the parent(s) responsibility to identify someone to drop off and pick up their child(ren) and that individual must be on the *child information card***.** Any parent(s) who continue to not cooperate and act insubordinately, that parent(s) and child(ren) will be terminated from the NSPHS program.

Parent Policies

Terminations

We reserve the right to terminate the participation of any child whose parents, legal guardian, relative, or parent's friend(s) that threatens the safety of our Head Start children, families, or staff.

Lost, Stolen, or Damaged Items

As a child-caring agency, it is to be expected that the children will get involved in such activities as painting, drawing with markers, water play, and playing outside. With that in mind, it is important to remember that your child and his or her clothes may get dirty. The New St. Paul Head Start Agency purchases only non-toxic, washable paints and markers however, ***accidents can happen***.

Year-End Celebrations

No formal graduation exercises are to be conducted at Head Start centers or under the auspices of the Head Start/Early Head Start program. This would include any activity where children wear caps and gowns or other costumes and march across a stage or central area to receive a diploma or certificate!!!

FEE POLICY 1302.18

A Program must not charge eligible families a fee to participate in Head Start, including special events such as field trips and cannot in any way condition an eligible child's enrollment or participation in the program upon the payment of a fee.

Head Start provides all the services to your child/children and you and your family are not required or expected to pay for anything.

Homeland Security Procedures

Non-Perishable Foods for Emergency Lock Down or Disaster

In the event that the Head Start/Early Head Start or a site should go on emergency lockdown, no one will be allowed to leave or enter a location.

1. Bottled water (equivalent to at least two gallons a day per child) will be on hand. This will depend upon the availability of storage space at each location.
2. As an extra precaution, each location will keep extra containers (in jars, pitchers, etc.) of water in their refrigerator for approximately 30 days.
3. After 30 days, the refrigerated water containers will be emptied and refilled.
4. Non-perishable food items will be on hand for nourishment.
5. Each location will store enough non-perishable food items for approximately three days. This will depend upon the availability of storage space at each location.
6. After non-perishable emergency food is exhausted, each location will begin to use any other food that is at the location as long as it is safe for consumption.
7. Non-perishable food to keep on hand should include but is not limited to:

- ❖ Canned chicken
- ❖ Wheat Bread
- ❖ Canned Fruit (preferably Fruit Cocktail)
- ❖ Crackers
- ❖ Fluids, apple juice (orange juice should be available if someone is known to have diabetes)

Educational Services

NSPHS utilize the HighScope Curriculum, whose foundation is built on active learning across developmental domains.

Categories include:

- Approaches to learning
- Social & emotional development
- Creative arts
- Language, literacy, & communication
- Mathematics
- Science & technology
- Social studies
- Physical development & Health

Teachers and students are active partners in shaping the educational experience. This partnership allows children the opportunity to find out how the world works through their direct experience with people, objects, materials, events, and ideas.

The curriculum emphasizes adult-child interaction, a carefully designed learning environment, and a plan-do-review process. This process strengthens initiative, self-reliance, supports critical thinking and language development in children. Our teachers observe and record activities while supporting each child's individual learning process.

High Scope is an educational approach in which children and adults share responsibility for learning. High Scope promotes curiosity,

creativity, persistence, decision making and problem solving in young children.

Active learning is the cornerstone of the High Scope approach. Play is the way children learn. In an active learning setting children choose activities and materials that interest them, manipulate materials in their own ways, use language to describe their intentions and actions, and receive adult support during their play.

Research shows that nurturing adult child interactions help children achieve higher levels of academic achievement. Children who experience positive adult child interactions also develop enhanced pro-social skills and increased self esteem. In the High/Scope curriculum the role of the teacher is to support and extend the children's learning by observing and listening, asking appropriate question and by scaffolding learning experiences.

Parents play an important role in the education of their child by:

- Providing input about their child's interests and activities
- Participating in Home Visits (see details on page 9)
- Participating in Parent/Teacher Conferences
- Having ongoing conversations and developing individual goals for their child.

Bring your child to school every day. It is important for your child's success because it helps children. (COVID-19: If you have chosen virtual for your child it is very important to log in at your designated time)

- Learn the skills they need for Kindergarten and beyond.
- Build self-confidence
- Make new friends

We believe that children learn from adults and other children in the classroom and virtually because they:

- Gain independence
- Learn communication skills
- Learn problem-solving skills
- Learn from each other's strengths

Your child will be observed daily to assess their developmental progress:

- These observations will occur throughout the year.
- Activities based on these observations will help to increase their learning and ensure children are making progress toward their individual goals.
- Children work to increase their reading, writing, math, science, and social skills

We believe that children learn through play because:

- It encourages active involvement and interest in the activities. The classroom is set up with materials to promote this learning.

Your child's day in Head Start or Early Head Start

To ensure that your child gets the most out of their experience, he/she should be in attendance for their full session every day!

All children thrive when they have a consistent, predictable daily routine. This encourages independence that they so greatly crave and the foundation for telling time.

It is for this reason that each day, your child will experience each part of the daily routine/schedule in the same sequence.

A typical Head Start daily routine will include:

- Greeting Time/Message Board
- Large Group
- Mealtimes (Head Start children eat as a group at designated times, 3 times each day)
- Tooth Brushing (Once Daily)
- Small-Group Time
- Plan- Do- Review (Twice Daily)
- Literacy Time
- Rest-Time (1 hour)
- Outside Time

A typical Head Start *virtual* daily routine will include:

- Greeting Time
- Large Group Time
- Literacy Time
- Small-Group Time (twice a week)
- Home-School Connections
- Individualized one-one with teachers (once a week)

*(*For more details, talk to your Center Supervisor/ classroom teacher)

Because we want to respect each infant and toddler's natural sleeping, eating, and play schedules, the Early Head Start daily

schedule will look very different than the Head Start daily routine.

A typical Early Head Start daily routine will include:

- Arrival and Greeting Time
- Choice Time
- Meals (infants and younger toddlers eat on demand while older toddlers eat on a more regular routine)
- Group Time
- Outside Time
- Bodily Care, including gum wiping after each meal or bottle.

A typical Early Head Start *virtual* daily routine will include:

- Individual classes will take place 3 times a week, Monday, Tuesday, and Wednesday, 20-30 minutes.
- Group sessions will take place on Thursdays for 30 minutes.
- Parents will receive weekly "Home School Parent Connection" activities. This activity sheet is to be turned in on Fridays.

WHY DO HOME VISITS?
WHAT ARE TEACHERS LOOKING FOR?

There are often questions regarding our teachers doing home visits. We hope that the information below will clear up any concerns/questions you might have.

1. Home Visits are a requirement (part of HS regulations), not only for New St Paul but also for **all** Head Start agencies across the United States.
2. Home visits occur two (2) times per year. Typically, during the Fall and Spring.
3. The advantages of Home Visits and why they occur include:
   - Making connections between the home and school.
   - Learning more about parent/child interactions.
   - Developing positive relationships that allow parents and staff to get to know one another
   - Identifying learning opportunities in home environments.
   - Identifying techniques that can be generalized to other children in the family.
   - Focusing individualized attention on family strengths, interests, and goals.
   - Creating individual goals for your child.

Parent Teacher Conferences

Parent Teacher Conferences are a requirement (part of HS regulations), not only for New St Paul but for all Head Start agencies across the United States.

- Occurs (2) times per year Fall and Spring
- Held at least 20 minutes
- Discuss progress towards individual goals

- Set new individual goals
- Discuss assessments and screenings

Great Start Readiness Program (GSRP)

- The Great Start Readiness Program (GSRP) is Michigan's state-funded preschool program for four-year-old children with factors which may place them at risk of educational failure. The program is administered by the Michigan Department of Education, Office of Great Start. It is a tuition free program.
- New St Paul Head Start Agency services 48 GSRP children in a blended program, located at Metropolitan (2 classrooms) and St. John (1 classroom).

TRANSITION

The Head Start Program Performance Standards require that Head Start agencies establish and maintain procedures to support successful transitions for enrolled children and families from previous child development programs or homes to Early Head Start, to Head Start, and into Kindergarten.

Transition services assist parents in transitioning children to work toward preparing for a smooth transition from Home to Early Head Start, to Head Start into a school environment that will best suit the needs of their children.

The processes include:

Preparing parents and their children for Early Head Start to Head Start and Kindergarten and helping parents and their children adjust to the differences between Home, Early Head Start, Head Start, and Kindergarten. We also provide transitioning families information about the different schools and/or services available in their communities so that they can make the best decision about their child's elementary school.

New St Paul's Staff will work diligently with pregnant moms to develop goals regarding birth and baby care. We will work with mom and family to ensure that baby and family have a smooth transition into Early Head Start and Head Start.

Disability Services

New St. Paul is committed to providing high-quality services for children and encourages enrollment of children with differing abilities. New St. Paul supports inclusion which allows children to participate in a full array of activities in a natural setting with an integrated approach.

The Disabilities/Mental Health Services Team makes sure systems are in place to provide a full range of services to children with differing abilities from birth to five and their families. The services provided are based on the individual child and family needs. It is very important parents are involved in every step. This begins with valuable information shared during the initial enrollment process by the parent and their child's doctor.

Several of our centers are accessible to meet the unique needs of children which allows accessibility for full inclusion of our children and their parents. In addition, provisions for comfort, safety, and participation are followed by the use of pull-ups, potty chairs, medication cabinets, and more. Established procedures for individualized services such as diapering and medication administration are available in each classroom.

Staff and parents work together with appropriate professionals such as speech therapists, social workers, nutritionists, and psychologists. All professionals ensure that children with differing abilities are provided the most successful experience appropriate to ensure successful school readiness outcomes.

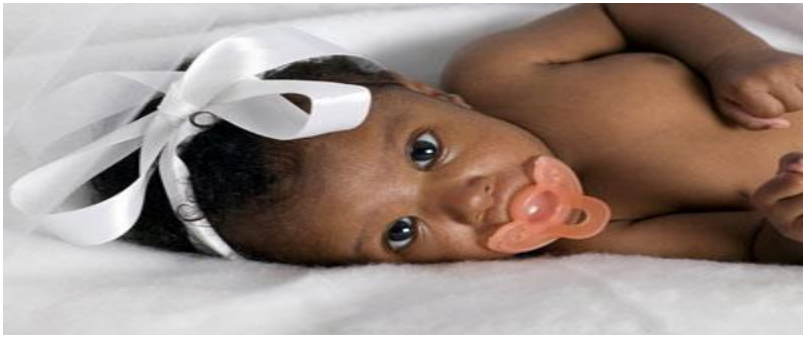
Mental Health Services

Early Head/Head Start programs are required to provide a broad spectrum of mental health services. The services include mental health promotion, prevention, early identification of mental health concerns, and referral for treatment for children and families.

New St. Paul Head Start has a strong commitment to promoting the mental health (social and emotional well-being) of young children and their families. Social and emotional development sets the foundation for all other areas of development and learning for young children. Children who are ready for school are children with strong social and emotional skills.

The Disabilities/Mental Health Team Services nurtures the mental wellness of Head Start, staff parents, and children. New St. Paul secures an onsite Mental Health Consultant to provide classroom and individual observation, behavioral improvement strategies, and external referrals.

Maternal Support for pregnant moms is vital to the role of parenting. There are times moms experience the (Baby Blues) a form of depression during and after pregnancy.



Child Health and Developmental Services

The goal of Child Health and Developmental Services is that each child receives ongoing, continuous healthcare. The Health Services area is responsible for ensuring children enrolled in Early Head Start and Head Start are up-to-date on a schedule of well child care. The schedule of well child care is based on Michigan's Early, Periodic, Screening, Diagnosis, Treatment program (EPDST). The schedule of well-child care visits corresponds to children's development and age. Also, the well-child examinations include tests, screenings, and measurements based on children's development and age. For more information regarding the well-child examinations, you may refer to the following: http://pediatrics.aappublications.org/content/suppl/2007/12/03/120.6.1376.DC1/Preventive_Health_Care_Chart.pdf .

All medical, dental, and immunization information is reviewed and tracked by each center's Family Advocate. We need your cooperation and assistance in ensuring all children participating in the program are healthy. You can assist us by being vigilant in providing the requested health information to the Family Advocate.

Oral health is essential for the healthy growth and development of children. Brushing teeth regularly with fluoride and wiping the infant's gums is important. Visiting a dentist twice a year beginning at age 1 is important. A dentist can help in the prevention of oral health diseases before they start. Children less than age 1 will need a dental screening, this can be completed by a dentist or a licensed medical provider. Children age 1 and older will have an oral health examination twice a year. In addition, it is important to follow-up with a dentist, if your child is identified as needing additional dental services.

All children participating in Early Head Start and Head Start must have age-appropriate and up-to-date immunizations prior to their initial attendance. If you have any personal and or religious objections to your child having immunizations, a waiver must be completed and submitted to the agency before your child's first day of school. Waivers are obtained from the Detroit Health Department. If there are any medical reasons why your child cannot have any immunizations, a medical contraindication form must be completed by a medical provider and submitted to the agency.

VISION AND HEARING

The early childhood years are the most important in young children's development. Each day in a child's life he or she learns something new. As children develop and grow, their hearing and vision are developing. Children's academic success depends on how well they can see and hear. Most vision problems can be corrected if detected and treated early.

In Early Head Start and Head Start children are screened for vision problems; however, this does not substitute eye examinations performed by a medical doctor. We strongly encourage you to talk with the child's doctor about your child's vision during each well-child visit.

Eye and vision assessments are an important step in making sure your baby is learning to see properly. The InfantSEE program

provides a one-time, no-cost eye and vision assessment for babies 6 to 12 months old. To find a participating optometrist in your area, visit www.infantsee.org or call (888) 396-3937.

How can you tell if your child may have a vision problem?

Many young children do not know they a have problem seeing. They think everyone sees the way they see.

Below are some common signs to look for:

· Redness or frequent tearing of eyes

· Squinting or closing one while trying to see

· Head tilting or positioning while trying to see

· Frequent complaints of headaches, dizziness or eyes hurting or itching

· Physical observations, such as eyes appearing crossed or wandering, or uneven or droopy eyelids.

Being able to hear impacts how a person communicates. Hearing loss interferes with how children learn and interact with others. Hearing loss in children is often subtle and goes undiagnosed. It is also associated with middle ear disease during the childhood years. It is important to screen young children for outer and middle ear disorders. As part of the services in Early Head Start and Head Start, children are screened for hearing problems. This is only an informal screening; and does not replace professional testing by a medical provider. Children should be screened during their well-child visits.

Below are some common signs of hearing loss in children:

· Limited, poor or no speech

· Frequently inattentive

· Difficultly learning

· Often increases the volume on the TV

· Fails to respond to conversation-level speech or answers inappropriately to speech

SLEEPING ARRANGEMENTS FOR INFANTS

Children in Early Head Start are laid to rest based on their individual needs. In efforts to reduce the risks of sleep fatalities, infants in our care will be placed on their backs while sleeping. If your infant must be placed in any other sleeping position besides on his/her back, written instructions from a medical provider are needed. Also, non-essential items such as stuffed animals, blankets, bumpers pads, toys, etc. will not be placed in cribs with infants while they are sleeping.

CHILD HEALTH AND SAFETY

DIAPERS

We will provide disposable diapers for infants, toddlers, and disposable training pants for children who are not potty trained while in our care. If your child requires a specific brand of diapers, cloth diapers, or training pants due to allergies or other medical reason(s), a written physician's order must be provided to the agency. If cloth diapers are required, weekly the parent/guardian must provide a sufficient supply of diapers. The soiled cloth diapers must be taken home daily to be laundered by you.

SOILED CLOTHING/CLOTH DIAPERS

For emergency purposes, we request all infants, toddlers, and preschoolers to have at least one set of clothing (socks, underwear, pants, and shirt). If you are unable to provide extra clothing, please contact your center's Family Advocate. The Family Advocate will assist you in locating resources so that your child will have an extra

set of clothing onsite. Some centers may have a clothing closet you can use.

For health and safety precautions of staff, it is our policy that staff cannot rinse or wash soiled diapers and/or clothing. Soiled clothing/diapers will be doubled bagged, placed in a plastic bag and labeled with the child's name, and must be picked up by the parent/guardian at the end of the school day. Below are the Michigan Daycare Licensing Rules related to soiled clothing/diapering:

R. 400.8137 9 (a-g) Diapering; toileting
The following shall apply when cloth diapers or training pants are used:

(a) Each cloth diaper shall be covered with an outer waterproof covering. Outer coverings shall be removed as a singular unit with wet or soiled diapers and with wet or soiled training pants if used.

(b) Diapers, training pants, and outer coverings shall not be reused until washed and sanitized.

(c) No rinsing of the contents shall occur at the center.

(d) Soiled diapers shall be placed in a plastic-lined, covered container and used only for that child's soiled diapers.

(e) Soiled diapers or training pants shall be stored and handled in a manner that will not contaminate any other child contact items and shall not be accessible to children.

(f) Soiled diapers or training pants shall be removed from the center every day by the child's parent.

(g) A child's supply of clean diapers or training pants shall only be used for that child.

EMERGENCY CONTACT INFORMATION

We need current family contact information in case of an emergency with your child. At enrollment, you are asked to complete a set of Child Information Cards. The Child Information Cards must have current and accurate family contact information throughout your child's enrollment. In the event any of your family's contact information changes, please inform your center's Family Advocate to have the information updated. Please keep in mind we will not release your child to anyone that is not listed on the Child Information Cards. The Child Information Cards must be updated in person with your center's Family Advocate. Child Information Cards are not updated by phone, e-mail, text, or fax because we cannot verify that it is actually you. Unfamiliar person(s) listed on the Child Information Cards will be asked to present picture identification before we will release your child. The pick-up persons must be of legal age, meaning they must be 18 years or older.

Children will be released to the non-custodial parent that presents legal documentation of parentage even if they are not on the Child Information Card unless the custodial parent presents legal court documentation that says otherwise.

We discourage the release of a child to an intoxicated person. For the safety of the child and the person, we will try other strategies to discourage driving while intoxicated.

HANDWASHING/HAND SANITIZER

Washing hands is the single most effective defense against the spread of germs and diseases. All staff, children, and volunteers will properly wash their hands throughout the day, including when they arrive each day. Hand sanitizer may be used on children over 2 years old when soap and water are not accessible.

The following is the handwashing procedure:

· Use liquid soap, disposable towels, and running water

· Wet your hands with clean running water and apply liquid soap

· Rub hands together to make a lather and scrub all surfaces for 30 seconds. It is the friction of the hands, rubbing together with the soap that removes the dirt, bacteria, etc.

· Rinse hands until they are free of soap

· Dry hands with a clean, disposable paper towel or air dryer

· Shut off the water with a paper towel

· If possible, use a paper towel to open the door

SICK CHILD/ILLNESSES

Providing a safe and healthy environment is vital in the care of young children. As they grow, their immune system will begin to develop and build antibodies to fight against a lot of common infections and viruses. Young children do not have a fully established immune system to fight common infections and viruses. We recognize from time to time children may become ill and not feel well. Staff in Early Head Start and Head Start are trained to screen children as they arrive at school each day. Staff will check for changes in appearance or behavior (lethargy or drowsiness), skin rashes, itching, complaints of not feeling well, and other signs of illness. These Daily Health Checks are important in our efforts in keeping the environment healthy. If your child exhibits any signs and/or symptoms of an illness, we will notify you and you will be requested to pick your child up within 1 hour.

We asked that you do not send your child to school if he or she is not feeling well, showing signs/symptoms of an illness, or have been diagnosed with an illness. Listed below are some common signs and symptoms for keeping your child at home:

· Complains of not feeling well and/or unable to do regular activities

· Has the flu or shows flu-like symptoms (fever above 100 degrees, vomiting, muscles aches & diarrhea)

· Unexplained rash

· Head lice or scabies

· Redness and/or discharges from eyes

· Profusely runny nose

· Coughing or Sneezing

· Sore throat

· Temperature above 100 degrees

· Vomiting within the last 24-hour period

· Diarrhea within the last 24-hour period

If your child is sent home or not in school because of a communicable disease or illness your child cannot return without the following:

· Symptom-free of the communicable disease

· A signed physician's note stating what the disease is, the treatment prescribed, and when the child may return to school

If you have any comments and/or questions, please contact the Health Manager.

MEDICATION ADMINISTRATION AND STORAGE

Please inform your center's Center Supervisor and Family Advocate of any medication needs for your child while in school. A Medication Authorization form is required prior to us

administering any medication. All medication (including over-the-counter medications) needed while your child is in the center will be administered by trained staff, require the written consent of the parent, and written instructions from a health care provider. Medication that has to be administered through a nebulizer will not be given at the center. All medicine (both prescription and over-the-counter) must be in the original, labeled container with the child's name, expiration date, and dosage/instructions on it. Dosages and times of medication administration will be recorded and signed by the staff member. Medications must be given to the Center Supervisor or his or her designee and not to the classroom teacher.

Note: Initial or first-time doses of medications must be given at home by the parent/guardian.

Parents are to inform the Center Supervisor of the time of any medications given to their child before they leave the child at the center. Staff will keep a record of all medications administered while a child is at the center. All medications at the center are kept in a locked box away from children's access at all times. All expired or unused medication will be returned to you when your child no longer needs the medication, when your child is no longer participating in the program, and/or at the end of the school year.

Please note we will not add any medications to food or beverages unless we are provided with written instructions from a medical provider.

Rescue medications (Epi-Pens, inhalers) are not locked up; however, they must be kept out of children's reach and be accessible to staff at all times, on the playground, or on field trips. Any staff person administering rescue medications, whether in the classroom, on the playground, or on field trips, must be trained in the administration.

Prescriptions and over-the-counter medications are only to be administered when:

· The staff person administering the medication has attended training

· The medication is in the original container

· The medication is not expired

· The medication has the name of the child and the dosage and/or label instructions

· The name of the prescribing healthcare provider is listed on the original container (for prescription medication)

· The healthcare provider has provided written notice of approval for prescription medication (follow state child care licensing for over-the-counter medication)

· The parent provides written consent

SPECIAL HEALTH CONDITIONS

If your child has a special medical condition that requires us to perform any special services, we asked that you inform the center's Family Advocate and Center Supervisor. The Family Advocate or the Center Supervisor will provide you with an Individualized Health Plan and/or Medication Authorization form. The Individualized Health Plan and Medication Authorization forms must be completed by a medical provider. An Individualized Health Plan and/or a Medication Authorization form may be needed depending on your child's health condition.

Please keep in mind that we reserve the right not to allow a child to attend school until we have an Individualized Health Plan and/or Medical Authorization and the prescribed medication(s). This ensures the health and safety needs of the children are met in

the program. If you need assistance, please contact your center's Family Advocate or Center Supervisor.

ACCIDENT/INJURY

Staff is trained to administer first aid and CPR for serious and minor accidents/injuries. Each of the classrooms has a first aid kit and a travel first aid kit that is appropriate for the care of young children. It is our policy to cleanse any minor scrapes, bumps, and/or bruises with sterile water. We will not apply any antiseptics, alcohol, ointments, etc. on any wounds. We will report all injuries to you within 30 minutes of the accident. If you cannot be reached, we will contact the person(s) listed as the emergency contact on the Child Information Card. If emergency medical transportation is needed, you or your emergency contact person will be informed of what medical facility your child is being taken. You may request a copy of the accident report by contacting the center's Center Supervisor.

SHOE FREE INFANT CLASSROOMS

All persons entering infant classrooms are to remove their outside shoes. Shoe covers will be made available for parents, staff, visitors, and volunteers to be worn while in the infant classrooms.

EMERGENCY PREPAREDNESS-FIRE DRILL AND TORNADO DRILLS

Each month staff and children will practice fire drills. Fire drills are important for young children. Fire drills help the young to know how to safely evacuate, in the event of a real fire. We suggest that as a family you practice being prepared for emergencies such as fire and tornados. Also, starting in April through October, staff and children will practice tornado drills.

When immediate danger exists or the threat of danger, the center will follow lockdown and/or shelter in place procedures. During this time, NO ONE is allowed to Enter or Exit the premises until the danger or the threat of danger no longer exists.

SERVICES TO PREGNANT WOMEN

The goal of the NSPHS Service to Pregnant Women program is to improve the birth outcomes for pregnant women and teens by identifying and coordinating comprehensive health care, oral health, mental health, social services, and education services. We believe healthy child development begins with a healthy pregnancy. Healthy behaviors during pregnancy reduce poor health conditions later in life. We use the Injoy Birth and Parenting curriculum.

We will establish a Family Partnership Agreement with expectant families to identify goals and create strategies through which goals will be achieved. The Perinatal Educator will assist expectant families in developing timelines to carry out the plan. Fathers are important during, after pregnancy, and throughout a child's life. We want to involve fathers throughout the family's enrollment in our Birth to Five program. We are committed to increasing health awareness to expectant mothers and families through a series of educational workshops and support groups throughout the year. The workshops and support groups will educate families on: Fetal Development, Labor and Delivery, Postpartum Recovery, Nutrition, Risks of Smoking, Drinking, Alcohol and Drug Use, Breastfeeding, Oral Health, Stages of Development, Parenting, Domestic Violence, Fatherhood, Sudden Infant Deaf, Safe Sleep, Car Seat Safety.

Nutrition Services

Each child's nutritional health status is assessed based on forms submitted and completed at enrollment time. Families of children who have been identified as having a nutritional risk will be given nutrition education materials to continue and/or promote improved nutritional health. In the classroom, children learn about good nutrition by taking part in small nutrition education and cooking activities. Children will learn about foods from the five different food groups and why some foods are better for you than other foods. Parents are provided with nutrition and health information through newsletters, handouts, workshops, and trainings that encourage and help families to develop healthy behaviors that promote optimal growth and development and lessen the risk for chronic diseases. If you have any questions about your child's nutrition or any other nutrition concerns, please feel free to call the Nutrition Manager at (313) 835- 4400 ext. 113.

Meals

Meals are planned to meet at least 2/3 of your child's nutritional needs taking into consideration their developmental readiness and feeding skills. We help children learn to try new and different foods. *We never force them to eat.* They are encouraged to try all foods. Food Substitutions can be made for children who have food allergies or food restrictions. Meals are paid for by funds from the Child and Adult Care Food Program (CACFP). Meal service operations follow the USDA CACFP regulations.

The U. S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in

employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form found online at http://www.ascr.usda.gov/complaint_filing_cust.html. or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).
USDA is an equal opportunity provider and employer

If your child is receiving Early Head Start or Head Start services virtually, a weekly Head Start menu and boxes and/or bags of food to serve the menu will be provided for you to pick up on Fridays from the center where your child is enrolled.

If your child is receiving Early Head Start or Head Start services on-site meals are served based on the following meal schedule.

Head Start Meal Schedule

Breakfast:	8:30 a.m. - 9:15 a.m.
Lunch:	11:00 a.m. - 12:00 p.m.
Snack:	1:00 p.m. - 2:30 p.m.

For New St. Paul Head Start to receive full reimbursement from USDA, your child must be present to eat during scheduled meal times!

Early Head Start Meal Schedule

The following time frames are the times during which feedings are reimbursable from USDA. Infants are feed on demand and will be served during and after these meal times as needed.

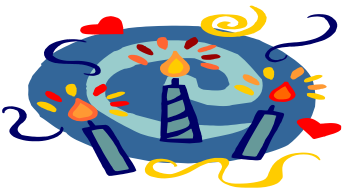
Breakfast: 8:15 a.m. - 9:30 a.m.
Lunch: 10: 30 a.m. - 1:30 p.m.
Snack: 1:30 p.m. - 2:30 p.m.

Pot Lucks

To be sure that our food is safe, all the food served to the children is purchased from vendors who are regularly inspected and licensed. * Strict sanitary procedures are followed. We do not serve the children food brought from outside sources **

***We never serve the children potluck or other foods brought from home. ***

****Except Breast milk***



Please. . .

Do not bring cake, ice cream, candy, and/or other treats or food to the Center for your child's birthday or to celebrate a certain day (i.e. Halloween, Christmas, Valentine's Day, Easter, etc.) or any other special occasion.

Family Community Partnership/Social Service

Child Care Licensing Regulations

The following are some important state regulation:
R.400.8143
Rule 143: The center shall maintain an accurate record of daily attendance at the center that includes each child's first and last name and each child's arrival and departure time.

NSP Policy: A sign-in sheet is provided each day and all Parents/ Guardians must sign their child in and out of the center daily.

Parents are expected to be on time for pick up and drop off.

It is the parents' responsibility to contact the agency when arriving late to school. If the parent does not contact the agency within the first hour of school, then the agency will contact the parent to assure the child is safe.

R.400. 8143
Parent's written permission for the child's participation in field trips shall be obtained at the time of enrollment or before each field trip and kept on file at the center.

NSP Policy: Parents will be required to give permission for field trips.

R. 400.8146 Rule 146 (1) Information provided to Parents/ Guardian
A center shall provide a written information packet to each parent enrolling a child that includes at least all of the following (a) Criteria of admission and withdrawal. Schedule of operation, denoting hours, days, and holidays during which the center is open

and services are provided. Fee Policy, Discipline Policy, Program philosophy, and typical routine.

All parents will receive a Parent Handbook and it will also be available on the Agency's website at www.nspheadstart.org

R. 400.8140 Discipline

Policy; All staff receive training in Child Abuse and Neglect and all Parents/Guardians

1. Positive methods of discipline that encourages self-control, self-direction, self-esteem, and cooperation shall be used.

2. All of the following means of punishment shall be prohibited:

· Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.

· Restricting a child's movement by binding or trying him or her.

· Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.

· Depriving a child of meals, snacks, rest, or necessary toilet use.

· Excluding a child from outdoor play or other gross motor activities.

· Confining a child is an enclosed area such as a closet, locked room, box, or similar cubicle.

3. Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by sub-rule (2) of this rule.

Parent Understanding

The following is information that was reviewed with you at the time of enrollment. Remember that it is vital to your child/ children success that you agree and understand the statements below:
I understand that all children in the Early Head (EHS)/Head Start (HS) Program must have an up-to-date health exam. EHS is required to have a current well-baby exam at all times. HS requires a health exam annually, which includes hemoglobin and Lead, TB, Hearing/Vision, and Blood Pressure. I understand that I can enroll my child without the health exam, but have to obtain one within 30 days of my child's first day of service.

I understand that my child must have up-to-date immunizations to enter and remain in Early Head Start. I will submit proof of immunizations at the time of enrollment. If my child's immunizations are updated during the school year; I will provide proof of those immunizations.

I understand and have received and reviewed the **Parent Code of Conduct** and discipline policy. Parents must conduct themselves in a positive manner and treat staff, children, and other parents with respect. The staff shall use positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation.

I understand that my child's attendance is vital to his success in the program and is expected to attend school daily. I understand that I should contact the school when my child will be absent; I understand if frequent absenteeism (2x a week) should occur then my child risks being placed on the waitlist.

I understand that it is important that my child arrives at school on time. I understand it is my responsibility to pick my child up at the end of the school session, however, if I do not contact the agency, they have the right to notify Child Protective Services.

Parent Complaint/Grievance

Policy:

In compliance with the Head Start Performance Standard, NSPHS Board and Policy Council are required to established and maintain a procedure for working to resolve community complaints about the program.

NSPTHS assists the Policy Council members in developing a procedure for receiving and addressing parent and community complaints. This procedure is provided to all families and is available to the community served by NSPHS. NSPHS promotes the philosophy that the individuals involved in a complaint should make every effort to resolve issues between themselves as the first step in any disagreement, misunderstanding, or complaint.

PROCEDURES

Regardless of the origin of the complaint, whether in community at-large a parent meeting, or at the center, the following procedure will be utilized in an effort to resolve the issue at the earliest possible opportunity at the lowest possible level.

Step One

The person(s) with the concern should discuss the concern with the person(s) involved.

Step Two

The person(s) with the concern should discuss the concern with the person's supervisor.

Step Three

The person(s) with the concern will submit a written complaint to the supervisor involved. This written complaint will be given the Parent, Family & Community Engagement Manager and he will schedule an appointment to discuss and resolve the issue(s).

These Parent/Community Complaint Forms are available at all centers and online.

Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)

The selection of a child into the Early Head Start/Head Start Program is determined by a point system that reflects the community that we service, therefore children and families who demonstrate the greatest need are selected based on the criteria system.

1302.13 Selection Process

As a Head Start program, we are required to have a process of selecting children and families for the program. We consider the income eligibility of the family and the child's age. All children and families accumulate points and these points determine the neediest families and we maintain the waitlist according to the point systems.

Head Start provides all the services to your child/children and you are not required or expected to pay for anything.

1302.18 Policy on Fees

A Head Start program must not prescribe any fee schedule or otherwise provide for the charging of any fees for participation in the program. If the family of a child determined to be eligible for participation by a Head Start program volunteers to pay part or all of the costs of the child's participation, the Head Start program may accept the voluntary payments and record the payments as program income. Under no circumstances shall a Head Start program solicit, encourage, or in any other way condition a child's enrollment or participation in the program upon the payment of a fee.

Family Community Partnership/ Family Needs Assessment Community Engagement

The Head Start/ Early Head Start Programs highly encourage parent's participation in our programs because we believe you are the first and most important teachers of your child/children. Parent and family engagement in Head Start/ Early Head Start Programs is about building relationships and supporting family well-being. Research has found a child's success in school is related to the family's stability. Our goal is to partner and collaborate with you to support your family to obtain the necessary tools to strengthen family relationships, family safety, health, and economic stability to be self-sufficient, and be your child's lifelong educators.

We will work with each family in creating a family goal or goals to meet your family's individual needs and interests by establishing a Family Partnership Agreement (FPA).

We will help you identify the action steps to achieve as well as provide community resources to attain successful outcomes. Together, we will review your FPA goal progress, revise and adjust strategies or goals as necessary. If you have an existing plan or goal with another agency, please share it with our staff. The FPA is an ongoing process, as long as your child continues to be in our program.

As your child's primary teacher and nurturer, your success is vital to your child's success. We look forward to the collaboration and embark on this journey of learning for all.

F.P.A./F.N.A. Process

The Family Advocates will complete a Family Needs Assessment (F.N.A.) with each parent several times a year to determine what needs, services, and resources are essential for both the Family Advocate and parent/family to focus on. Also, the Family Advocate will assist each parent/family to complete and develop a Family Partnership Agreement (F.P.A.). This Family Partnership Agreement identifies individual and family goals for the parent/family to improve and enhance their lives and family. Family Advocates will work with the families to achieve these goals and provide assistance with their needs. The Family Advocate will contact or meet with each family monthly to follow-up and update goals. We want to empower families to move ahead in life with their goals and aspirations and the Family Advocates will be supportive in helping to meet their goals while they are in the program. The goal is to meet parents where they are and work with them in meeting their goals. This is an ongoing process. We will work with parents who have existing goals in other programs. The first Family Needs Assessment and Family Partnership Agreement should both be completed during enrollment or the beginning stage of the school year.

Parent Research-Based Curriculum

ReadyRosie.com

(This Parent Curriculum is for Both, In-Person and Virtual Learning)

NSPHS has selected a social-emotional research-based curriculum that allows 100% of parents enrolled in the program the opportunity to participate with the intent of increasing their parenting and problem-solving skills. The curriculum, *Ready Rosie* is an early education tool that is currently helping schools and communities across the nation deepen their parent engagement efforts by leveraging the power of video modeling and mobile technology to meet and equip parents where they are. ReadyRosie has hundreds of brief videos in English and Spanish that model everyday interactions in familiar environments with real parents. First, complete a ReadyRosie sign up form with your Family Advocate to start receiving three (3) videos to your phone or computer every Monday. These videos have real-life parents and children modeling different family activities you can perform at home with your child/ren to enhance their learning and development. Parents can also download the ReadyRosie app. for free. After viewing the videos and doing the family activity, please complete the ReadyRosie in-kind form monthly. The Family Advocate will distribute monthly status reports to each family. The parents with the most views and in-kind will receive incentives and prizes. NSPHS also has workshops for the parents to interact and engage with the ReadyRosie curriculum. www.readyrosie.com

The following Centers are Head Start
(Monday –Friday)

Bibleway I Center
Citadel Center
Corpus Christi
*Metro
*St. John
Third New Hope Center
Summer Pre- School Learning Center
Greater Grace

The following Centers are Early Head Start
(Monday-Friday)

Bibleway II Center
Corpus Christi
Greater Brunette
New Westside Central
St. John
Summer Pre- School Learning Center
Greater Grace

*** (These locations offer GSRP)**

1. LATE ARRIVAL

Parent Responsibility

- ☐ Bring your child/children to school on time.
- ☐ If you arrive late you will be required to go to the office and sign the late book and your child will need a pass to enter the classroom.

Early Head/Head Start has a structured schedule and it is important that your child receives the benefits of all services.

If your child has a consistent problem being tardy to school the agency reserves the right to place your child on the waiting list.

2. LATE PICK-UP

Parent Responsibility

- ☐ Pick up your child/children on time.
- ☐ Make sure you update the Child Information Card in person.

All children need to be picked up on time. If you are going to be late you need to contact the center Family Advocate/Center Supervisor prior to your arrival. You also will be responsible for signing the late book. It is also important that the persons whom you identified on the Child Information Card as an emergency contact have current phone numbers, picture ID, and transportation to pick your child up if necessary. You the parent are the only person allowed to update or make changes to this record.

3. DISCIPLINE

New St. Paul Head Start Agency is an advocate for children and the Head Start staff is responsible for establishing a safe learning environment.

All staff receive annual training on Child Abuse and Neglect and completes a discipline agreement form.

We ask that all parents use positive methods of disciplining while on the Head Start premises.

STAFF/VOLUNTEERS IN THE PROGRAM SHALL BE PROHIBITED FROM USING ANY FORM OF CORPORAL PUNISHMENT. EXAMPLES AND NOT LIMITED TO:

Hitting, shaking, biting, pinching
Binding or tying children down,
Denying or withholding food or bathroom privileges

As a child-caring agency, all staff are considered mandated reporters. If any staff ***should*** suspect or witness any form of child abuse it will be reported to the Department of Human Service Protective Services Unit.

4. CONFIDENTIALITY

It is the policy of New St. Paul Head Start to protect the privacy and confidentiality of all families. All information shared at the time of enrollment and throughout the school year will be upheld with the utmost privacy. All of the children's records are kept in a locked file cabinet. New St. Paul Staff and business associates with access to the private and/or confidential information will be held accountable for maintaining confidentiality.

PARENT, FAMILY & COMMUNITY ENGAGEMENT

Parent Volunteers

Everyone who volunteers regularly must comply with state and local laws. Volunteers must obtain a TB test, Police Clearance, and Food Handlers Card. See your Center Administrator or Family Advocate for the appropriate forms.

IT PAYS TO VOLUNTEER!!!

Parent Campaigns/ Elections

This is an opportunity for you to become a leader, without any previous experience. Staff will train and prepare you for this exciting leadership experience. Please let the staff know you are interested in running for office. They will give you directions.
We guarantee new and wonderful opportunities. Elections will be held as early as possible in the school year.

Parent Committee

Parent Meetings are held once a month at your center. This year all meetings will be virtual. Learn about new and exciting events happening at your center, meet new people, make new friends, and most importantly…become a part of your child's learning environment.

Policy Council

The Policy Council consists of elected representatives from each center; the Chairperson, Vice-Chairperson, and Recording Secretary. They work in partnership with key management staff and are a part of the administrative decision-making process. **ALL OFFICERS SERVE FOR ONE YEAR** but can be re-elected annually.

Meetings are held on the **3rd Friday of the month** virtually or at the Administrative Office, beginning promptly at **9:00 a.m.**

Attending officers receive a "stipend" for each meeting.

Parent Leadership Conference

The Parent Leadership Conference is for *elected parent officers,* from each center where they receive detailed training in regards to their new roles and responsibilities, enrollment (ADA), administrative operations, and other informational materials and presentations.

The conference is scheduled for December. Details will be given to the newly elected officers by the Family & Community Engagement Manager, ext. 118.

Parent Reimbursements (Stipends)

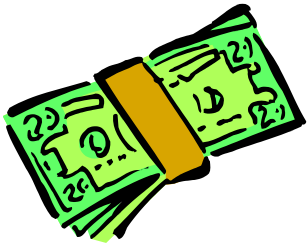
Stipends are given to parents who serve in the following categories ONLY:

*Policy Council/Sub-Committee's Meetings
*Annual Self-Assessment

EXTRACURRICULAR ACTIVITIES

- Parent Banquet
- Parent Conferences
- Parent Workshops
- Self-Assessment
- Newsletter
- School Readiness
- Parent, Family and Community Engagement Events

REMEMBER, WHATEVER NEW ST. PAUL HEAD START AGENCY, INC. (0-5) GRANTEE OFFERS TO OUR PARENTS… IS *ALWAYS* FREE.



WE DO NOT ASK PARENTS FOR MONEY FOR ANY OF OUR SERVICES.

Parent Educator

Some of the services offered are:

❖ Parent-Child Academic Development Activities
❖ Relationship/Communication Training
❖ Workforce Skills Training
❖ Computer Training
❖ Social Events
❖ Workshops
❖ Adult Literacy

Call (313) 835-4400, Ext. 128 for more information

NEW ST. PAUL HEAD START

CENTER CLOSINGS

New Year's

Martin Luther King, Jr. Birthday

Easter Break-

(Good Friday and Easter Monday)

Memorial Day

Labor Day

Thanksgiving Day

Christmas/Holiday Break

Last but not least……

10 WAYS
TO BECOMING A GREATER PARENT

Continue to:

1. **Be a good role model**
2. **Respect your child's feelings**
3. **Make your child feel loved**
4. **Keep your word**
5. **Encourage your child**
6. **Build you and your child's self-esteem**
7. **Stay involved with their lives**
8. **Discipline with love, not anger**
9. **Establish healthy traditions, boundaries, standards**
10. **Be positive. Use words of praise. Give hugs and kisses**