Division of Title I & Early Childhood Programs and Services

Prekindergarten/ Head Start

What Parents Need to Know

2019–2020 HANDBOOK

Child's Name: _____

**Pre-K/Head Start Family Service Worker
assigned to child's class:** _____

Telephone Number for Family Service Worker: 240-740-4530

Maryland's Largest School District

MONTGOMERY COUNTY PUBLIC SCHOOLS

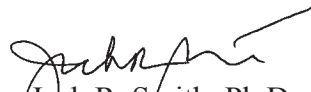Malcolm Baldrige
National Quality Award
2010 Award Recipient

August 2019

Dear Parent/Guardian:

Congratulations! You and your family are achieving a milestone as your child prepares to enter a Prekindergarten or Head Start program in the fall. We look forward to working with you to make your child's first school experience a happy and successful one. We believe our youngest learners should receive a rich and well-rounded early learning experience to develop school readiness and to prepare them to be successful, productive 21st century citizens. The high-quality Montgomery County Public Schools (MCPS) Prekindergarten and Head Start programs are widely recognized as among the best in the nation, with students making excellent progress toward the school district's vision of ensuring academic, creative problem-solving, and social emotional skills to be successful in college and career.

Please refer any questions you may have about your child's Prekindergarten or Head Start class to your assigned school. We hope your child's experience in Prekindergarten or Head Start will be the first of many experiences toward building a strong partnership with MCPS.

Sincerely,

Jack R. Smith, Ph.D.
Superintendent of Schools

JRS:MVN:EJL:spa

Pre-K/Head Start Directory

Rocking Horse Road Center

4910 Macon Road, Rockville, MD 20852

240-740-4530

TTY: 301-230-5462 Fax: 301-230-5401

Pre-K/Head Start, Supervisor . . . . .Verna Washington

Accountant . . . . .Gloria Diaz

School Registrar . . . . Smil Soria

Data Systems Operator . . . . .Gyungae Kim

Administrative Secretary. . . . . Caryn Stein

Karim Quintanilla

Child Development and Education Staff 240-740-4530

Instructional Specialists . . . . .Melisha Creef

Louise Tolin

Nakeya Stephens-Chukwudebe

Program Support Teacher . . . . Sonali Motha

Susan Dowling

Psychologists. . . . . .Marissa Senese

Julie Shields

Sara McKeen

Victoria Willingham

Speech/Language Pathologists. . . . . .Karen Nelson

Joe Ann Robinson

Lynne Teoman

Health Services Staff 240-777-1553

Health Services Manager. . . . . Beka Urgessa

Dental Hygienists . . . . Lesley Konigsburg
Teresa Soodak
Cindy Xander

Nurses . . . . .Mina Aliabadi
Boris Senatorov
Rubina Mason
Renee McNevin
Kimberly Muhammed
Nomvuyo Qubeka
Simone Roberts

Health Aides . . . . Norma Davis
Teresa Hock
Cheryl Pyle

Eligibility Specialist. . . . . Wond Workalemahu

Parent, Family, and Community Engagement Staff. 240-740-4530

Social Services Specialist . . . . Lisa Conlon

Social Workers. . . . . Annette Harris
Renée Foster

**Parent, Family and Community Engagement/
Volunteer Specialist** . . . . .Beverly Brown

Family Service Workers

Maral Abkarian	Reyna Escamilla	Tamar Hill	Milena Parra
Stella Anderson	Rosa Escobar	Samira Hussein	Amabilia Reyes
Jazmina Begazo	Esperanza Flores	Theresa Huynh	Daniela Rodriguez
Teresa Delgadillo	Shelby Foreman	Vicki Johnson	Cesiah Ventura
Ana Diaz	Deborah Garcia	Nuha Khalaf	Jeannette Zepeda Escobar
Damara Dockery	Rosa Hardy	Patty Marroquin	
Michelle Dove	Terri Harris	Ruth Meininger	

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Program Design and Management

Montgomery County Public Schools (MCPS), in partnership with parents/guardians and collaboration with community stakeholders, including county government and state and local agencies, provides Pre-K and Head Start programs that allow every child to establish a solid foundation for learning through high-quality early childhood experiences and attain key educational and developmental milestones in each successive grade as they progress from elementary grades, to middle and high school, then a lifetime of academic and personal achievements. The recently amended Montgomery County Board of Education Policy IEA, *Framework and Structure of Early Childhood and Elementary Education*, details the Board's commitment to effectively utilizing county, state, and federal resources, along with community partners, to establish a continuum of essential services needed by young children and their families in order to identify children in need of services and facilitate student development, transition, placement, and program continuity at each stage of a child's development, from home, child care, or preschool to Pre-K, as appropriate, and from one elementary grade to another.

The Board collaborates with public and private agencies across Montgomery County to support children in the early years, from birth to 5 years, and prepares them for elementary school success as set forth in the Montgomery County Early Care and Education Strategic Plan. MCPS also provides a variety of screening, early-intervention, and special-education services to children, from birth to 8 years, through home and school-based programs and other area and central programs. Services are provided to children with a wide range of needs, including, but not limited to, speech/language, auditory, vision, orthopedic, and developmental delays.

In MCPS, the Pre-K/Head Start supervisor coordinates the implementation of grant requirements with the Policy Council, Community Action Agency, Region III Office, and MCPS. This group also maintains and nurtures contacts with other agencies that provide services to meet the needs of low-income families and their preschool children. The supervisor assesses, evaluates, and updates the program's goals, objectives, and outcomes to support the needs of Pre-K/Head Start parents.

Getting Students Ready for Success

The MCPS Pre-K/Head Start Unit provides a wide range of services to support children's readiness for school. School-readiness means that children have the skills, abilities, and attitudes to make them successful in school. Parents/guardians are children's first and most important teachers. Parents/guardians, teachers, program staff members, and other family and community members all play a key part in preparing children for school.

Policy Council

Each MCPS school that provides Pre-K/Head Start programs elects a parent/guardian delegate to the Policy Council. Delegates work to keep other parents/guardians informed and help plan activities. New officers are elected in December and take office in January.

Policy Council parent/guardian delegates meet monthly at 7:00 p.m., in the auditorium of Rocking Horse Road Center, 4910 Macon Road, Rockville, MD 20852. Meetings begin with orientation/training sessions in late September or early October. The budget meeting is held during the October meeting, and regular monthly meetings are held on the third Thursday of each month thereafter.

Policy Council Officers

The elected officers of the Policy Council set the agenda for the monthly meetings and make recommendations to the total body.

Chairperson

Vice Chairpersons (2)

Treasurer

Recording Secretary

Corresponding Secretary

Community Action Board Representatives (2)

Maryland State Head Start Representatives (2)

Policy Council Delegate for your Center:

_____

  Phone No: _____

Policy Council Alternate for your Center:

_____

  Phone No: _____

Some out-of-pocket expenses are paid to Policy Council representatives from the program Parent Activity Fund. The council updates the budget annually and determines the amount of reimbursement. All parents/guardians are invited to attend the Policy Council meetings and to participate. However, only elected representatives may vote.

The Policy Council has subcommittees that plan and conduct activities related to the Pre-K/Head Start service areas, such as social services, education, disabilities services, and health. Other subcommittees focus on issues related to program operation.

Responsibilities of the Policy Council

- Prepares a budget for the Parent Activity Fund
- Participates in the program evaluations
- Supports action on child and family legislation
- Arranges programs with guest speakers
- Hosts family outings and events
- Helps prepare the program budget and the project proposal
- Serves on service-area committees
- Develops plans for recruiting children

Child Development and Education

Children do a great deal of playing in the Pre-K/Head Start program. Play is the work of small children; this is the way they learn. As children prepare for success in kindergarten, they will do the following:

- Develop small and large muscles
- Listen to stories and look at books
- Paint, draw, and create
- Explore science materials
- Play house and act out stories and songs
- Listen, dance, sing, and make music
- Work puzzles and play games
- Recognize names, colors, and numbers
- Learn to share and cooperate

The Pre-K/Head Start Unit promotes children's emotional, intellectual, social, and physical growth.

A Typical Pre-K/Head Start Day

- Opening: Welcome song
  Weather
  Calendar

- Whole-group Literacy Block: Books and stories
  Songs and rhymes
  Alphabet
  Language

- Small-group Literacy Block: Oral language
  Concepts about print
  Phonemic awareness
  Letter knowledge

- Center Time: Dramatic play
  Literacy centers
  Blocks—enhanced with props
  Math/manipulatives
  Science projects
  Cooking

- Mathematics Block: Number concepts
  Sorting and patterns

- Outdoor play: Physical motor
  Social activities

- Lunch

Other Things to Know About the MCPS Pre-K and Head Start Programs

Meals

Head Start children receive a school lunch each day at no cost to families. Schools with breakfast programs also may provide breakfast for Head Start children, if class begins early.

Cooking and tasting activities in class give Pre-K/Head Start children other experiences with new foods and good nutrition. Parents/guardians are invited to help plan and cook with the children.

As volunteers or visitors, Head Start parents/guardians are invited to share lunch in the classroom with their children when they come to school.

Field Trips
Field trips expand the children's cultural experiences, broaden their horizons, and increase understanding of their own environments.

Personal Safety
As a part of the safety curriculum, children will be taught personal safety techniques, including giving them permission to say "no" to adults, and encouraging children to tell an adult they trust when they feel their safety is threatened. Parents/guardians need to know that Maryland state law requires staff and volunteers to report suspected cases of abuse and neglect.

Speech/Language
The Pre-K/Head Start Unit's speech/language pathologists and psychologists have early-childhood education special training; they provide services for children and families.

Clothing
Play clothes are appropriate for Pre-K/Head Start. Sometimes children spill things, get wet, or have accidents on their clothing. Parents/guardians are requested to send a change of clothing labeled with the child's name so that fresh clothes will be available when needed. Raincoats, boots, gloves, and other types of clothes also need to be marked with your child's name to prevent mix-ups.

Attendance
It is important that students attend school every day and arrive on time. Regular attendance is necessary in order for each child to receive the most benefit from the Pre-K/Head Start experience. Going to school regularly and being on time are important factors in the attitude your child will develop about school. A positive attitude about school and regular attendance will pay off in the years to come.

When children arrive to school on time, they have a better educational and social experience in Pre-K/Head Start. If your child is sick, call the school and leave a message for the teacher. When your child is able to return, send a note with the child to explain the absence. Please keep your child's teacher or your family service worker informed of any illness or emergency. If your child is absent 3 days or more in a month, follow-up with the family service worker will be conducted, whether the days are consecutive or nonconsecutive. If your child is absent 10 days or more consecutively, and the absence is not excused due to an illness, your child may be withdrawn from the program.

Home Visits and Parent-Teacher Conferences
For students in Head Start and Pre-K Pilot (Pre-K+), your child's teacher and paraeducator will visit your home to meet with you before school starts in September. For students in Pre-K, your child's teacher and paraeducator will conduct a family visit at school or at home. Head Start and Pre-K Pilot (Pre-K+) families will receive another home visit in February. Also, you will have two conferences—one in November and one in June. Parents/guardians can arrange to meet with their child's teacher at other times by calling the school to schedule an appointment.

Home visits and conferences with the classroom teacher provide an excellent opportunity to share information about your child. This ongoing communication can lead to lasting partnerships between home and school. When such partnerships are created, your child has a better chance for a happy and successful school experience.

Snow Days or Emergencies
In case of bad weather, MCPS schools may be closed for the entire day or school opening may be delayed for two hours.

- If school opening is delayed for two hours, Pre-K/Head Start morning classes will not meet. Afternoon classes will meet as usual.
- If schools close early because of inclement weather, Pre-K/Head Start children in the morning classes may be returned home early; afternoon Pre-K/Head Start classes will not meet.
- If school is closed all day, or if there is an early closing of school, all evening activities will be canceled automatically, and there will be no Policy Council meeting or adult education classes.

School-closing information is broadcast on local radio and television stations, the MCPS cable channels (Channel 34 on Comcast, 36 on Verizon, and 89 on RCN cable), and the MCPS website (*www.montgomeryschoolsmd.org*). You also can get information on the MCPS Twitter account (twitter.com/MCPS); the MCPS Facebook account (*www.facebook.com/mcpsmd/*); and MCPS also will send out messages via Connect-ED (a recorded phone and e-mail messaging system that uses emergency contact numbers and e-mail addresses supplied by parents/guardians). Also, you can sign up to receive text and e-mail messages through Montgomery County's alert system (*www.montgomeryschoolsmd.org/emergency/alertmcps.aspx*).

Early Release Days

Pre-K/Head Start classes are scheduled differently on early release days. Your child's teacher will inform you of the times of departure. Also, a reminder will be sent before these early release days occur:

October 4
November 8 and 27
January 24
February 28
March 27
June 15 (last day for students)

Children with Disabilities

Head Start is a federally funded program. It mandates that children with disabilities occupy 10 percent of the program enrollment slots. Children with disabilities share Pre-K/Head Start classrooms with those who have no disabilities (inclusion model) and receive all services and privileges enjoyed by all Pre-K/Head Start children. Classroom activities and experiences are adapted to accommodate children with disabilities whenever and wherever needed.

Parents/guardians, educators, and children enjoy the inclusion model, as it is a time when all children learn and grow together. Staff members answer questions parents/guardians have about their child's development. Also, staff members provide parents/guardians with at-home activities that assist their child with a particular area of need. Children receive screenings in various areas of development (educational, speech/language, vision, dental, and hearing.) If, through the screenings, an educational disability is suspected, the Individualized Education Program (IEP) team (e.g., teachers, parents/guardians and school psychologist, special educator, speech pathologist, nurse, etc.) meet to determine the need for further assessments. If further assessments are recommended, the school must obtain parent/guardian consent for the recommended assessments.

Once the assessments and evaluations have been completed, the IEP team must determine if an educational disability is present and, if so, which one of the federal educational disability codes best describes the student's disability. Once the existence of the educational disability has been determined and the IEP team has determined that the disability impacts the student's learning, appropriate goals and special education services will be discussed.

Services needed may be provided through the Pre-K/Head Start program or other MCPS programs. If your child needs more special education services than what can be provided in the Pre-K/Head Start classroom or services other than those provided by MCPS, Pre-K/Head Start staff will help parents/guardians locate the recommended services.

Things to look for in your child's development:

- **Speech and Language:** Is your child able to speak clearly and understand language?
- **Cognitive:** Is your child learning and developing in the same way as other children their age?
- **Gross and Fine Motor:** Is your child "clumsy" or does your child have trouble using their hands to play with blocks or scribble on paper?
- **Social/Emotional:** Does your child get along with other children and adults?
- **Attention:** Does your child have more difficulty sitting still or paying attention than other children their age?
- **Hearing or vision:** Does your child squint when looking at books or watching TV? Does your child respond appropriately to sounds in their environment?

Notify your teacher if you have concerns about your child's development, or call the Pre-K/Head Start Unit at **240-740-4530**.

English Learners

In accordance with federal and state requirements, parents/guardians of all Pre-K/Head Start students complete the Maryland Home Language Survey on MCPS Form 560-24, *New Student Information*, at the time of registration. It provides information about the language your child speaks at home. Schools use this information to identify students for further screening for English for Speakers of Other Languages (ESOL) services at the start of the school year. Based on the results of the screening, students may receive ESOL services as part of their instructional program in Pre-K/Head Start. The screening results will not be used for immigration matters.

Health Services

As a requirement for Pre-K/Head Start, all students must have a physical examination, state and federal required immunizations, blood lead testing, and a dental examination. If your child does not have a source of health care to receive the physical examination and immunizations, please let your child's teacher, family service worker, or the school nurse know so that we may assist you in getting

these services. You may be financially eligible for state or local health and nutrition programs for your family, which are available at the following Office of Eligibility and Support Services (OESS) locations:

12900 Middlebrook Road
Germantown, MD 20874 240-777-3591

1401 Rockville Pike
Rockville, MD 20852 240-777-3120

8630 Fenton Street
Silver Spring, MD 20910 240-777-3066

4910 Macon Road
Rockville, MD 20852 240-740-4430

All immunizations given at Montgomery County health centers and the MCPS Health Services Center at Rocking Horse Road Center (4910 Macon Road, Rockville) are offered at low cost to families. Please keep a record of the immunizations your child receives.

During the school year, your child will receive screenings for dental, hearing, vision, height, and weight.

If your child will need any medication (prescribed or over-the-counter) during the school day, you must provide the school with an authorized prescriber's order and complete MCPS Form 525-13, *Authorization to Administer Prescribed Medication* (available at your child's school and on the MCPS website: *www.montgomeryschoolsmd.org/ departments/forms/pdf/525-13.pdf*). Prescription medication must be labeled properly by a pharmacist and brought to school in its original container. Nonprescription over-the-counter medication must be in the manufacturer's original container with the seal intact. MCPS Form 525-14, *Emergency Care for the Management of a Student with a Diagnosis of Anaphylaxis*, is the preferred authorized prescriber's order form for epinephrine auto-injectors (*www. montgomeryschoolsmd.org/departments/forms/ pdf/525-14.pdf*). All medications MUST be hand-delivered to school by the parent or guardian. If your child has any health problems, particularly those that may require emergency action, such as asthma, diabetes, seizures, or an allergy to insect stings or food, please notify the principal and school nurse.

Parent, Family, and Community Engagement

The Head Start program requires that each federally eligible family develop a Family Partnership Agreement (FPA) with a designated Pre-K/ Head Start staff member. The FPA is a process for determining family strengths and needs and assisting families in achieving their personal goals.

Pre-K/Head Start staff form partnerships with other community agencies and link parents/guardians to support services such as employment, housing, food, clothing, family literacy, domestic violence, and substance abuse resources. Families are encouraged to complete the FPA to coordinate services between Pre-K/Head Start and community agencies and avoid duplication of efforts.

Community resource information and support is provided by the Pre-K/Head Start family service worker assigned to your child's class. Contact them at 240-740-4530. Each family will receive a community resource guide to assist them with current and future needs. Both individual and family counseling, including emergency and crisis intervention, are provided by the Pre-K/Head Start social workers. All information is confidential.

Each month, parents/guardians are invited to assist the family service worker and the teaching team in planning a parent/guardian education workshop at their child's school. Topics include child growth and development, health, nutrition and food safety, parent/guardian involvement in school readiness, language and literacy, and personal safety.

In order to have a high-quality Pre-K/Head Start program, parents/guardians and staff need to share their talents, knowledge, time, and energy so that children can receive the maximum benefits. Parents/ guardians who participate in the program show their children that learning and sharing are important. Parents/guardians participate in the following ways:

Helping to make decisions about the nature and operation of the program by—

- electing one parent/guardian to be the center representative at the Policy Council meetings,
- attending the Policy Council meetings,
- organizing and running center meetings,
- planning ways to help the center and the program to operate effectively,

- working on the program budget and project proposal, and

- helping with the annual program evaluation.

Working in the classroom as a volunteer, observer, or paid employee, by—

- visiting the classroom
- chaperoning field trips
- volunteering regularly in the classroom
- gaining employment as a paraeducator, substitute paraeducator, family service worker, etc.

Developing activities for parents/guardians, including—

- planning and carrying out family activities
- working with county and nonprofit organizations to improve communities
- using community resources

Working with their children at home in cooperation with the Pre-K/Head Start staff, including—

- using games or activities at home that encourage children to learn, and
- using techniques learned about child development

Volunteers

Parent/guardian participation in Pre-K/Head Start is extremely important and is encouraged. Parents/guardians support their children and Pre-K/Head Start by visiting, observing, and helping in the classroom. Also, parents/guardians help by going on field trips, making suggestions to improve the program, and preparing classroom materials at home. If you can help as a regular volunteer, talk with your child's teacher and schedule the day of the week when you are available to volunteer in the class. If daytime hours are limited, you can discuss other ways you can help at home. Call the Pre-K/Head Start Unit at 240-740-4530 for more information.

All volunteers who *regularly* support schools and students and those who attend field trips, must complete an online training, "Recognizing and Reporting Child Abuse and Neglect." The training is available in English, Spanish, Amharic, French, Chinese, Korean, and Vietnamese on the MCPS website, *www.montgomeryschoolsmd.org*. When you complete the training, you should print the certificate of completion and give it to your child's school. Remember that all volunteers need to sign in and out of the school building using the Visitor Management System (VMS), at the beginning and end of each volunteer activity and wear a volunteer identification name tag at all times.

You are recommended to have a tuberculosis (TB) test before volunteering in the classroom. To get a TB test, please call the school nurse at your child's school.

Transportation

Parents/guardians are responsible for their children on the way to the bus stop, at the bus stop, and on the way home from the bus stop. Please bring your child to the bus each morning and meet the bus each afternoon. Bus schedules are approximate and may vary due to weather, traffic, and student changes. It is best to be present at the bus stop at least five minutes ahead of the normal arrival time. If you are unable to meet the bus and you have chosen another responsible adult to do so (e.g., child care provider, grandparent), please notify your child's teacher or paraeducator in writing. Keep the school phone number in your cell phone or other convenient place in case of emergency.

If you or your designee fail to meet your child, they will be returned to school. If you or your designee fail to meet the bus three times, you must meet with the family service worker. If problems continue, transportation privileges may be terminated. Also, behavior problems on the bus can result in termination of bus privileges.

Parent/Center Committee Meetings

Parents/guardians, teaching staff, and family service workers cooperate to plan parent/guardian meetings that provide information and fun.

Your child will bring home invitations for you to attend parent/guardian center committee meetings at the school. You may ride the bus with your child if space permits. Often, child care is provided.

Each Pre-K/Head Start class has a center committee to which all parents/guardians belong. The center committee meets monthly during class hours for the following reasons:

- Assisting parents/guardians in getting acquainted
- Making decisions about the Pre-K/Head Start class volunteers and field trips, and assisting in planning the best possible program for students

- Providing two-way communication between the school and the Pre-K/Head Start program
- Sending/receiving concerns and information to and from the Policy Council
- Conducting center business and sharing information on—
  » how children grow and develop
  » enjoyable ways to help children learn
  » how to stretch food dollars and cook nutritious meals
  » crafts and skills
  » helping students learn at home

Pre-K/Head Start is a family program. We need your help in the classroom, on the Policy Council, and in the whole program.

Other Information

Early Head Start

Early Head Start is an exciting program for families with children from birth to 3 years old. The program provides many of the same services as Head Start, and some that are special to Early Head Start. To apply, families must be pregnant or have children 26 months or younger.

Here's how to get more information about the program:

In the Gaithersburg and Upcounty areas: Call Family Services, Inc., Early Head Start at 301-840-3272.

In the Silver Spring and Rockville areas: Call The Reginald S. Lourie Center, Early Head Start at 301-891-1900.

In the Langley Park/Silver Spring areas: Call CentroNía, Early Head Start at 301-543-8040.

Child Care

Parents/guardians who need a child care provider can call LOCATE: Child Care at 1-877-261-0060, or ChildLink 240-777-4769 for free assistance with finding a licensed child care provider, school-age program, summer camp, preschool, and/or nursery school program. LOCATE identifies providers based on each family's individual needs, such as hours of care, location, number and ages of children, and child care cost. This service may be accessed in multiple languages.

LOCATE can identify providers located in or near the school's service area. In addition, counselors will provide tips on how to identify good-quality programs and easy-to-follow tips to help parents/guardians choose the right program for their child. LOCATE: Child Care identifies both family child care providers and child care centers that have been approved by the Maryland State Department of Education's Office of Child Care.

Parents/guardians should look for high-quality programs that exhibit the following characteristics: the staff understands the developmental needs of the children; the program has a variety of educational materials, supplies, and games geared to the ages served; parents/guardians are welcomed and involved; and staff works with school personnel regarding schedules, policies, procedures, and programming.

State and county laws require that children under the age of 8 be supervised at all times by a parent/guardian, child care provider, or babysitter who is at least 13 years old. Parents/guardians also can search for child care information online at *www.marylandfamilynetwork.org*.

You may apply for financial assistance to pay for child care through Montgomery County Health and Human Services: Working Parents Assistance (WPA) call 240-777-1177. A recording provides general information including how to determine if you are eligible. The Maryland State Child Care Subsidy Program offers assistance with the cost of child care to eligible working families; call 1-866-243-9796.

Pre-K Pilot Program (Pre-K+)

This is a full-day Pre-K program grant-funded by the Maryland State Department of Education (MSDE). The program serves 160 four-year-old students in seven select elementary schools: Bel Pre, Clopper Mill, JoAnn Leleck at Broad Acres, Rolling Terrace, Summit Hall, Washington Grove, and Weller Road. Transportation and lunch are provided. Family income must be at or below 300 percent of poverty level. Families receive the same support services and opportunities for participation as Head Start.

Words Often Used in Pre-K/Head Start

ACYF
Administration for Children, Youth, and Families—a federal agency that oversees the Head Start program.

Community representative
A person who serves with the Policy Council but is not a parent/guardian of a current Pre-K/Head Start child; often parents/guardians who had children in the program previously or a representative of an organization or county agency.

Curriculum
The instructional framework that supports children's learning.

Family Partnership Agreement (FPA)
An opportunity for families, with support from their family service worker, to set family goals and develop a written plan with steps for follow-up and completion.

Grant
Money provided to finance the Head Start program, as described in a written proposal.

Grantee agency
The agency that receives funds from ACYF to finance the Head Start program—Montgomery County Community Action Agency.

Delegate agency
The agency that is responsible for daily operation of the Pre-K/Head Start program—Montgomery County Public Schools.

Policy Council
The parent/center committee representatives who assist in policy making for the Pre-K/Head Start program.

Federal Review
The tri-annual Head Start program assessment conducted by the federal government.

School readiness
A child has the skills, abilities, and attitudes necessary for school success.

Self-assessment
The program self-evaluation process conducted by parents/guardians and staff annually.

Pre-K/Head Start TOT Line: **240-740-4580**

A special telephone line is available for Pre-K/Head Start parents/guardians to use when they have questions or concerns about their child's behavior or development. Call for specific suggestions on handling problems. The TOT Line operates Monday through Friday, 8:30 a.m. to 5:00 p.m.

🎲 2019 Calendar

July 4	Independence Day—SCHOOLS AND OFFICES CLOSED
August 26, 27, 28, 29, 30	Professional days for teachers
September 2	Labor Day—SCHOOLS AND OFFICES CLOSED
September 3	First day of school for students (K–12)
September 3, 4, 5, 6	Head Start and Pre-K Pilot (Pre-K+) Home Visits
September 9 & 10	Staggered opening for Head Start, Pre-K, and Pre-K Pilot (Pre-K+) students
September 11	First day for all Head Start, Pre-K, and Pre-K Pilot (Pre-K+) students
September 30	No school for students and teachers
October 3	Policy Council—Orientation—7 PM Rocking Horse Road Center
October 4	Early release day for all students
October 9	No school for students and teachers
October 11	Head Start Parent Orientations End
October 16	Head Start and Pre-K Pilot (Pre-K+) Teachers' Training—No Classes for Head Start and Pre-K Pilot (Pre-K+) Students
October 17	Policy Council—Training—7 PM Rocking Horse Road Center
October 24	Pre-K Teachers' Training—No Classes for Pre-K Students
October 24	Policy Council Monthly Meeting—7 PM Rocking Horse Road Center
October 31	Prekindergarten Orientations End
November 7	Policy Council Executive Committee Meeting—6:30 PM Rocking Horse Road Center
November 8	Early release day for all students; end of quarter planning
November 11	Parent-Teacher Conferences—No school for Pre-K, Pre-K+ and Head Start students
November 12	Parent-Teacher Conferences—No school for Pre-K, Pre-K+ and Head Start students
November 19	Child Growth and Development Parent/Guardian Meeting—6:30 to 8:30 p.m. Rocking Horse Road Center
November 21	Policy Council Monthly Meeting—7 PM Rocking Horse Road Center
November 27	Early release day for all students
November 28 and 29	Thanksgiving— SCHOOLS AND OFFICES CLOSED
December 5	Head Start and Pre-K Pilot (Pre-K+) Teachers' Training—No Classes for Head Start and Pre-K Pilot (Pre-K+) Students
December 5	Policy Council Executive Committee Meeting—6:30 PM Rocking Horse Road Center
December 6	Winter Lights Event
December 9-13	National Head Start Parent Training Conference
December 11	Language & Literacy Parent/Guardian Meeting—6:30 to 8:30 p.m. Rocking Horse Road Center
December 12	Pre-K Teachers' Training—No Classes for Pre-K Students
December 13	Winter Lights Event
December 19	Policy Council Monthly Meeting—7 PM Rocking Horse Road Center
December 23, 24, 25, 26, 27, 30, 31	Winter Break—No school for students and teachers; offices closed December 24 and 25

2020 Calendar

January 1	New Year's Day— SCHOOLS AND OFFICES CLOSED
January 2	Policy Council Executive Committee Meeting—6:30 PM Rocking Horse Road Center
January 15	Fatherhood Activity—6:30 PM Rocking Horse Road Center
January 16	Policy Council Monthly Meeting—7 PM Rocking Horse Road Center
January 20	Dr. Martin L. King, Jr. Day— SCHOOLS AND OFFICES CLOSED
January 24	Early release day for all students; end of quarter planning
January 27	Professional day for teachers; no school for students
February 5	Head Start and Pre-K Pilot (Pre-K+) Teachers' Training—No Classes for Head Start and Pre-K Pilot (Pre-K+) Students
February 6	Policy Council Executive Committee Meeting—6:30 PM Rocking Horse Road Center
February 12	Pre-K Teachers' Training—No Classes for Pre-K Students
February 17	Presidents' Day—SCHOOLS AND OFFICES CLOSED
February 18, 19, 20, 21	Head Start and Pre-K Pilot (Pre-K+) Home Visits—No classes for Head Start and Pre-K Pilot (Pre-K+)
February 20	Policy Council Monthly Meeting—7 PM Rocking Horse Road Center
February 28	Early release day for all students
March 5	Policy Council Executive Committee Meeting—6:30 – Rocking Horse Road Center
March 19	Policy Council Monthly Meeting—7 PM Rocking Horse Road Center
March 24	Health & Nutrition Parent/Guardian Meeting—6:30 to 8:30 p.m. Rocking Horse Road Center
March 27	Early release day for all students; end of quarter planning
March 29–April 2	National Head Start Conference
April 2	Policy Council Executive Committee Meeting—6:30 PM Rocking Horse Road Center
April 6, 7, 8, 9, 10, 13	Spring Break—No school for students and teachers; offices closed April 10 and 13
April 16	Policy Council Monthly Meeting—7 PM Rocking Horse Road Center
April 21	Personal Safety Parent/Guardian Meeting—6:30 to 8:30 p.m. Rocking Horse Road Center
April 25	Annual Health Fair
April 28	No school for students and teachers
May 7	Policy Council Executive Committee Meeting—6:30 PM Rocking Horse Road Center
May 21	Policy Council Monthly Meeting—7 PM Rocking Horse Road Center
May 25	Memorial Day— SCHOOLS AND OFFICES CLOSED
June 4	Policy Council Executive Committee Meeting—6:30 PM Rocking Horse Road Center
June 15	Last day of school for students; early release day for all students Prekindergarten/Head Start Volunteer Appreciation Event
June 16	Professional day for teachers

If the school year is disrupted by emergencies and schools are closed three or more days, dates in 2020 identified as possible make-up instructional days include June 16–22, April 6, April 7 and January 27.

MCPS NONDISCRIMINATION STATEMENT

Montgomery County Public Schools (MCPS) prohibits illegal discrimination based on race, ethnicity, color, ancestry, national origin, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family/parental status, marital status, age, physical or mental disability, poverty and socioeconomic status, language, or other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity, inclusion, and acceptance for all. Some examples of discrimination include acts of hate, violence, insensitivity, harassment, bullying, disrespect, or retaliation. For more information, please review Montgomery County Board of Education Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*. This Policy affirms the Board's belief that each and every student matters, and in particular, that educational outcomes should never be predictable by any individual's actual or perceived personal characteristics. The Policy also recognizes that equity requires proactive steps to identify and redress implicit biases, practices that have an unjustified disparate impact, and structural and institutional barriers that impede equality of educational or employment opportunities.

For inquiries or complaints about discrimination against MCPS staff *	For inquiries or complaints about discrimination against MCPS students *
Office of Employee Engagement and Labor Relations Department of Compliance and Investigations 850 Hungerford Drive, Room 55 Rockville, MD 20850 240-740-2888 OCOO-EmployeeEngagement@mcpsmd.org	Office of the Chief of Staff Student Welfare and Compliance 850 Hungerford Drive, Room 162 Rockville, MD 20850 240-740-3215 COS-StudentWelfare@mcpsmd.org

Inquiries, complaints, or requests for accommodations for students with disabilities also may be directed to the supervisor of the Office of Special Education, Resolution and Compliance Unit, at 240-740-3230. Inquiries regarding accommodations or modifications for staff may be directed to the Office of Employee Engagement and Labor Relations, Department of Compliance and Investigations, at 240-740-2888. In addition, discrimination complaints may be filed with other agencies, such as: the U.S. Equal Employment Opportunity Commission, Baltimore Field Office, City Crescent Bldg., 10 S. Howard Street, Third Floor, Baltimore, MD 21201, 1-800-669-4000, 1-800-669-6820 (TTY); or U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Dept. of Education Bldg., 400 Maryland Avenue, SW, Washington, DC 20202-1100, 1-800-421-3481, 1-800-877-8339 (TDD), OCR@ed.gov, or www2.ed.gov/about/offices/list/ocr/complaintintro.html.

This document is available, upon request, in languages other than English and in an alternate format under the *Americans with Disabilities Act*, by contacting the MCPS Department of Communications at 240-740-2837, 1-800-735-2258 (Maryland Relay), or PIO@mcpsmd.org. Individuals who need sign language interpretation or cued speech transliteration may contact the MCPS Office of Interpreting Services at 240-740-1800, 301-637-2958 (VP) or MCPSInterpretingServices@mcpsmd.org. MCPS also provides equal access to the Boy/Girl Scouts and other designated youth groups.

MONTGOMERY
COUNTY PUBLIC
SCHOOLS

ROCKVILLE, MARYLAND