

BI-CAP Head Start: Prenatal to Five

FAMILY HANDBOOK

2020-2021

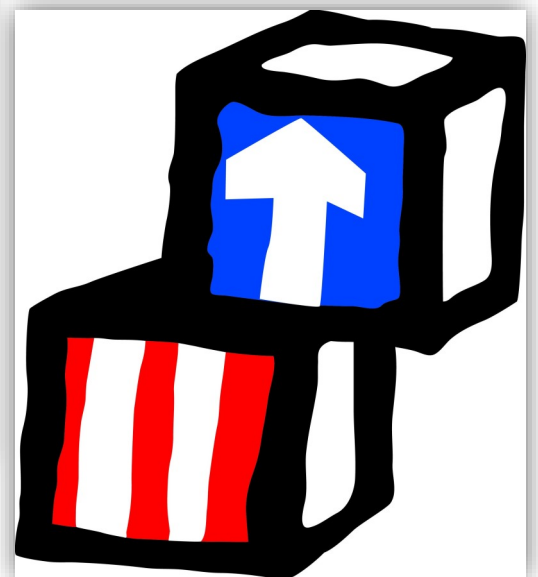


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Head Start Mission

BI-CAP Head Start gives children and families
a head start for kindergarten and for life.

Dear Parents/Caregivers,

Welcome to the BI-CAP Head Start: Prenatal to Five program!

What an exciting time in your life – to be able to see how quickly your child is learning and developing new skills.

Research shows that the first years of your child's life, beginning at conception, are the most important for the ability to grow, learn and thrive. You can help your child's development by providing love, support, security, and encouragement.

Our staff will walk with you during your child's first five years, so your child can grow and develop to his or her maximum potential by expanding their environment and experiences.

We are very excited to have your child in our program and we are eager to meet you!

If you have any questions or concerns regarding our program, please feel free to contact me 218-333-9873.

Respectfully,

Michele Andringa,

Head Start Director

Child Development

We believe that:

- All families and children deserve respect.
- Healthy and happy children learn better.
- Children learn best by playing and doing.
- Children learn best when they are interested.
- Children learn best when activities are related to their experiences.
- Children need to feel safe to be able to learn well.
- Children need the opportunity to make reasonable choices.
- Children are learning to control their actions.
- Children need to know that it is O.K. to make a mistake.
- Children learn self-control with consistent routines, structure and appropriate rules.
- Children learn from others around them.
- Every child should grow to be the best they can be.

You are your child's first teacher:

Whether you are new to parenting and Head Start or are the parent of children who have been in a program, you are your child's first teacher.

Because you are so important to your child, they pay attention to what you say and do.

Children learn by watching and listening to you and other family members every day.



Program Options

BI-CAP Head Start: Prenatal to Five offers a variety of program options for children ages birth to five and pregnant parents which include home visits and classroom experiences. Children are given the opportunity to learn in various settings while meeting your family's needs. Our program is licensed and serves more than 274 children each year.

Center Based

Beltrami County

BEMIDJI:

PRESCHOOL CENTER BASE: Classroom 4 x Week
School Year (2 home visits and 2 conferences/year)
Licensed to serve up to 98 children in 5 classrooms.
HOURS OF OPERATION: 7:45 - 3:15 M-TH

TODDLER CENTER BASE: Licensed to serve up to
24 children in 3 classrooms.
3 Classrooms 4 x Week Year Round
(2 home visits and 2 conferences/year)
HOURS OF OPERATION: 7:45 - 3:15 M-TH

YOUNG PARENT PROGRAM

8 children (infants & toddlers) Classroom 4 x Week
September—May (12 summer home visits)
HOURS OF OPERATION: 7:45 - 3:15 M-TH

BLACKDUCK:

PRESCHOOL CENTER BASE: Classroom 4 x Week
School Year (2 home visits and 2 conferences/year)
Licensed to serve up to 40 children in 2 classrooms.
HOURS OF OPERATION: 8:15 - 3:45 T-F
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TODDLER CENTER BASE: Classroom 4 x Week
Year Round (2 home visits and 2 conferences/year)
Licensed to serve up to 10 children in 1 classroom.
HOURS OF OPERATION: 8:15 - 3:45 T-F
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KELLIHER:

PRESCHOOL CENTER BASE: Classroom 4 x Week
School Year (2 home visits and 2 conferences/year)
Serves up to 10 children in a 20 child classroom.
HOURS OF OPERATION: 8:00 - 3:10 M-TH

Cass County

WALKER:

PRESCHOOL CENTER BASE: Classroom 4 x Week
School Year (2 home visits and 2 conferences/year)
Licensed to serve up to 20 children in 1 classroom.
HOURS OF OPERATION: 8:00 - 3:15 M-TH

PINE RIVER:

COMBINATION: Classroom 3 x Week School Year
(home visits: 9 per school year)
Serves up to 10 children in a 15 child classroom.
HOURS OF OPERATION: 8:00 - 3:05 T-TH

BACKUS:

PRESCHOOL CENTER BASE: Classroom 4 x Week
School Year (2 home visits and 2 conferences/year)
Licensed to serve up to 34 children in 2 classrooms.
HOURS OF OPERATION: 7:50 - 3:05 M-TH

PILLAGER:

COMBINATION Classroom 2/3 x Week School
Year (home visits: 12 per school year)
Serves up to 10 children in a 20 child classroom.
HOURS OF OPERATION: 8:10 - 3:05
T/TH
Every Other Friday

Home Visits

Cass & Beltrami Counties

Serving 44 Children

46 visits per year

2 PALS (Play and Learn) per month locally

Preparing Your Family for Head Start Experiences

Head Start can be an exciting time, one that can provide new opportunities for your child and family. It also can be a time of great change and adjustment.

Your child or family may need to adjust:

- to new teachers, staff, children
- different schedules, daily routines
- new classroom activities
- new options for family involvement
- new evaluations and technical terms
- how to advocate for your child when necessary
- both you and your child may experience separation anxiety
- It is normal to experience some stress

Some ideas that families have used to get ready for change are:

- Plan ahead. Don't wait until the last minute to begin thinking about the change. Give yourself and your family time to make decisions and adjust to the changes that will occur.
- Realize that stress, uncertainty and separation anxiety are normal emotions. Many, if not all, parents experience these feelings when their child starts a new program.
- Share information with the staff about your child, family, resources, priorities, and any concerns that you may have.
- Talk with members of your family about the change.
- Try to identify things about the new class/center that may be different or difficult for your child and give your child experiences with these things before the new program begins. For example, if you think that your child will have trouble working or playing alone, you might give your child opportunity to play alone for short periods of time each day.

Head Start Children **Must** Have:

- MN state law requires that immunizations **MUST** be up-to-date to be in a classroom
- A physical exam, which includes lead and hemoglobin blood tests, that follows current Child/Teen Checkup recommendations
- Lead screenings are due at 9-15 months and again at 16-36 months
- Vision, hearing, speech and developmental screenings
- Toddlers follow the well child exam schedule required at: 2 weeks & 2, 4, 6, 9, 12, 15, 18, 24, 30, and 36 months
- A completed dental exam for children 1 and older

Physicals

Physicals can be done by a doctor at a Medical Clinic or by a Public Health Nurse. Your child must have a current physical exam to attend class or participate in home visits and must stay up-to-date according to the MN Child & Teen Check-up Schedule.

Check MySanfordChart or MyHealth (Essentia) to access your child's up-to-date medical records.

A WIC visit does not count as a physical exam.

Dentals

An annual dental exam conducted by a dentist is required for all children ages 1 year and up. If you do not have a family dentist, we will help you find a dentist with whom you can schedule an exam. A dental exam is required to attend class or participate in home visits.

The Health Specialist, with assistance from appropriate staff, is required to follow-up on any additional dental needs/treatment until all work is completed.

Classroom Information



BI-CAP Head Start: Prenatal to Five **SCHOOL READINESS GOALS**



Approaches to Learning

Children will develop and increase skills in self-regulation, creativity, independence, persistence and curiosity.

Social and Emotional Development

Children will create and sustain positive relationships with adults and other children and manage their emotions.

Perceptual, Motor, and Physical Development

Children will develop and increase skills in perception, motor, personal care and healthy and safe behaviors.

Language and Literacy

Children will develop and increase skills in receptive (Attending and Understanding) and expressive language (Communicating and Speaking) and emergent literacy.

Cognition

Children will develop and increase skills in exploration, discovery, using memory, reasoning and problem solving. Children will develop and increase skills in emergent mathematical thinking and scientific inquiry.

Attendance

Please call the classroom and notify the staff prior to the start of class time when your child will be absent. Call your Family Coach or Family Support Advocate at least one hour before the scheduled appointment if your family cannot make a home visit. Regular home visits and/or classroom attendance is an important part of the BI-CAP Head Start Prenatal to Five Program.

If your child is absent and the program has not been notified within one hour of start time, this will be considered an unexcused absence. We will attempt to contact you to ensure the child's well-being and discuss absence reasons. After two absences without contact, our Family Support staff will contact you to discover any barriers that are keeping your child/family from participating and develop an attendance support plan. An attendance support plan without follow through will place your child's placement in Head Start at risk.

Please keep in contact with us if you are having problems getting your child to class, or keeping home visits. WE ARE HERE TO HELP.

Classroom Information

Separation and Transitioning to the Classroom

Staff will work with you and your child to help your child feel comfortable with the classroom.

The process of separation from the caregiver as the child enters and attends class is one of the most important accomplishments of the child.

At each age level, a child will react differently. As children grow they begin to see themselves as independent from their parents. In separating from you, your child is learning an important new skill.

Head Start staff will visit with you and your child to get to know what your child needs for the transition to the classroom.

Let us know if your child has a special blanket, toy or routine that helps them separate from you.

What Should My Child Wear and Bring to School?

Dress your child in clothes that allow freedom for movement and activity. Although paint shirts are used, sometimes your child's clothing may still get messy. Tennis shoes or rubber-soled shoes are the best footwear.

Help your child come to school ready for inside and outdoor play. Children at all centers will go outside daily when the temperature (including wind chill) is above zero. During cold weather, please send a hat, mittens, boots, snow pants, and a warm jacket or snowsuit.

Please label your child's clothing.

Please send a change of clothing including socks and underwear to keep at school. If your child has changed clothing during the day, please take home the soiled items and replace them the next day.

Daily Schedules & Routines

All classrooms use Creative Curriculum Preschool or Creative Curriculum Infant, Toddlers and Twos to set up classrooms, schedules, routines and support child development.

Infant & Toddler classrooms focus on routines and experiences. Children learn as they explore their environment.

Preschool classrooms have a more structured schedule focusing on school readiness.

A daily schedule is posted in each classroom. Make sure to check the schedule so you know what your child will be doing during the day.

Backpacks

Please provide a backpack for your child to keep track of notes, newsletters, books, projects and personal belongings.

Personal Belongings

Please have children leave their own toys and valuables home. Items brought could be broken or lost and are hard to share with other children.

Rest Time

Rest time is a part of our daily schedule. After 30 minutes, children who are not sleeping will be provided quiet table activities.

Toileting

Our goal is to support children in learning to use the toilet. We provide store-brand diapers, diaper ointment and wipes while the child is in our care. We will work as a team with you to determine the best plan for helping your child learn these self-care skills.

Classroom Information

No-Smoking Policy

No staff person, parent, or volunteer will smoke within sight of the Head Start children during any part of the Head Start day. No smoking is permitted on any Head Start property. This policy also includes field trips and social gatherings, family meetings, or when using an agency vehicle. This includes e-cigarettes and vaping.

Child Abuse Reporting

Under Minnesota law all of our staff are considered mandated reporters. We must report all suspected cases of child abuse and neglect to keep children safe. Head Start's goal is to support families and to make sure that each child's basic needs are met.

Pets

Parents will be informed of any permitted pets in the classroom. Visiting pets will be allowed only with approval from the Classroom Coordinator and Health Specialist and in consideration of known allergies.

Conferences

Your child's developmental progress will be shared at least three times per year during a family/teacher conference. During conferences your child's teacher or family coach will discuss your child's learning and progress. They will work with you to set school readiness goals for your child that you can help support at home. There will also be time for you to ask any questions you may have. Family/teacher conferences are a great way to build a partnership that supports your child's learning!

Field Trips

Teachers will get written permission from caregivers before taking a child on a field trip. The permission form will state purpose, destination, date and time. Some field trips may require a parent or other adult to attend with their child. Emergency contact information, medical/dental release and First Aid kit will be with the group at all times.

Caregivers participating with their child on field trips will be responsible for their child. Caregivers participating on field trips will be asked to stay with the field trip. Head Start will help to arrange transportation whenever possible.

Safety & Crisis Management

A Crisis Management Plan has been developed to ensure that all children, families, and staff are safe. Staff are responsible to know what to do in the event of a fire, tornado or other crisis.

Parents will be informed where to pick up their child in the event of an emergency evacuation.

Plans are also available to parents upon request.



Classroom Transportation



Public school bussing is provided at the following locations:

Backus, Blackduck (4 year olds), Kelliher, Pillager, Pine River, and Walker.

For the safety of your child, an authorized responsible person must greet the bus. This person may be required to show identification.

Personal transportation:

If you are providing transportation for your child, please park in a designated parking space and walk your child to and from the classroom. You will need to do a person-to-person hand off with the teacher and sign your child in or out.

State law requires that children be placed in safety seats. If you need assistance with obtaining a child safety seat, talk to your Family Support Advocate.

Authorized adults will be listed on the Consent Form for emergency contact/pick-up.

You are responsible for keeping phone numbers and addresses up to date and providing two emergency contacts for your child.

Anyone picking up a child must be on the emergency contact list for that child. Children will not be released to anyone who is not an authorized adult on the Emergency Contact Form.

If you **fail to pick your child up** at the scheduled ending time of class, staff will attempt to contact you or someone on your emergency contact list. If we cannot reach someone within a half an hour, our last option will be to call law enforcement. More than 2 failed pickups (meaning late pickup without parent communication) within a month will result in a report being made to Child Protection Services.

Weather Related / Other Cancellations

When public school is cancelled, all classes will be cancelled. When public school starts late, all classrooms will start late. Early outs due to weather will follow the school district's release time. Review your school district website or listen to local radio stations for cancellation information.

Holidays

Head Start strives to respect all families' individual traditions. Events or activities specifically in celebration of traditional holidays will not be practiced. However, there may be activities offered in the classroom that pertain to the specific time of the year and include some holiday-like projects or materials.

If you have specific wishes or concerns regarding holidays and their celebration, please share them with your child's Teacher or Family Coach.

Behavior Guidance

To promote children's mental health and positive behavior, parents, staff, and volunteers will:

- Model positive nurturing
- Have realistic expectations for children's behavior and set limits based on their age and stage of development
- Teach children about feelings and empathy
- Speak to children on their level with a calm voice
- Use a problem-solving approach to reduce conflict
- Keep children and others safe in the home and classroom
- Use routines and schedules
- Parents and Staff may give immediate consequences for unacceptable behavior

Physical punishment, threatening and shaming language, punishment for toileting accidents, withholding food or other necessities from children, physically holding a child - unless it's needed to protect the child or others from harm - and preventing children from participation in daily activities (i.e. outside time) are not acceptable actions to guide children's behavior and will not be used at Head Start.

If a child's unsafe behavior continues in the classroom, staff will:

- Observe and record behavior
- Provide appropriate supports and changes in the environment
- Notify parents
- Develop a Social Emotional Support Plan with parents, staff, and other professionals as needed

A child will only be separated from the classroom group if other means of guidance have not worked. The child will remain in an area where the child can be seen and heard by staff. When the child is able to regulate behavior to be safe, he/she will return to the group.

Volunteers are not responsible for responding to, correcting, or documenting challenging behavior in the classroom.

Mental Health

Mental health is an important part of your child's development. A child's mental health helps increase their ability to regulate and express emotions, form secure relationships, explore their environment, and learn.

Head Start works with mental health professional to provide quality mental health services to children, families and staff.

These services include:

- Child and classroom observations
- Parent consultations
- Parent and staff training
- Emotional support planning
- Monthly group sessions with teachers and family support staff

Families can request to meet with the Mental Health Consultant at any time.

Mental health services can help families with:

- Stress
- Managing and improving behaviors
- Expressing feelings
- Limit setting
- Abuse, neglect, or separation from parents
- Family changes (death, divorce, etc.)

Mental Health Screening

The ASQ-SE is a family-completed questionnaire that helps identify children's strengths and needs in their social emotional development. This tool is completed incrementally based on the child's age. You will be informed of the results.

Emergencies and Injuries

Our staff will provide emergency care for injuries or accidents that occur while your child is on site during a scheduled classroom time.

- All staff receive CPR/First Aid training to meet MN Rule 3 guidelines
- If an emergency situation occurs, trained staff will administer First Aid until medical help arrives
- Staff will treat minor cuts and abrasions
- Parent's permission for emergency medical treatment is obtained on the Consent for Child's Emergency Medical/Dental Treatment form. This form will stay in your child's file and must be kept up to date
- Information about children's allergies, special diet statement, or other health care plans are kept on file. Please ask your teacher for the correct form

Recording Accidents and Injuries

A staff person must fill out an Incident Report containing the name, age of people involved, the date and the place of the accident, injury or incident, type of injury and action taken by staff. Parents will receive a copy of the Incident Report.

If the incident requires a doctor's care, the Department of Human Services will be contacted and a written report will be filed at:

Department of Health and Human Services
Division of Licensing
PO Box 64242
St. Paul, MN 55164-0242
FAX: (651) 297-1490

Special Needs

All children are unique and learn in different ways. Children are identified for a potential special education referral based on the results of their developmental and social emotional screening. If the child does not pass the screening, a meeting will be scheduled with the family to discuss further steps and to begin the referral process.

If your child qualifies for special education services, Head Start will be part of the special education team. We will support your family through the process of developing a plan to meet your child's educational needs.

Developmental Screening

Developmental screening is required for all children to be completed once, after age three and before entrance to Kindergarten. Families will be informed and encouraged to attend district screenings.

Home Visits

The main focus of home visits is your child's development. While you support your child, your Family Coach will support you. By working together you give your child a good start on the path to success in school and life.

Home Visiting or Combination Programming:

- Family Coaches will conduct 46 weekly visits throughout the year
- Pine River and Pillager offer combination programming which includes class days and home visits. Your Teacher will work with you to set up a home visit schedule specific to your site

Family Coaches/Teacher will:

- Get to know you and your family
- Focus on you as the primary Teacher of your child
- Learn from you about your child
- Listen and ask questions
- Offer suggestions
- Show you how you might do an activity with your child
- Share and provide information about your child's development and family needs



Parents will:

- Be ready for the home visit by turning off digital media
- Share what you have observed about your child's learning
- Share your family's culture and traditions
- Be actively involved in the activity with your child
- Let your Family Coach know in advance if you have to cancel the home visit

Together you will:

- Meet for about 90 minutes each time you have a home visit
- Review plans for the home visit activity
- Talk about the school readiness goals you are working on with your child
- Plan goals and activities with you and your child to work on together between home visits
- Make plans for the next home visit activity and decide which materials are needed
- Fill out needed paper work
- Set family goals

PALS (Play and Learning Socialization)

PALS is a fun opportunity for you and your child to get together with other families as a group. These are times for you to play with your child and observe what they are learning in a different setting.

PALS gives parents a chance to:

- Help with activities in the classroom
- Follow your child's lead in play
- Build on the school readiness goals you set during home visits
- Share what you know and learn with other parents
- Learn that you are not alone in the challenges and joys of raising a young child
- Strengthen your relationship with your child

Family Engagement

Family Involvement is the key to success for you and your child in Head Start. There are many opportunities to learn new things and gain new skills. In addition to home visits and classroom volunteering, you will gain new skills by attending parent trainings, parent/child activities, and/or serving on the Policy Council.

Policy Council

Policy Council is made up of parents elected at the first Parent Meeting from each program site. Parents are elected to represent their site to improve the overall program quality for the families in their communities.

Responsibilities of a Policy Council member are:

- Offering ideas to increase parent involvement and improve your child's programming
- Developing and approving grant proposals
- Developing and approving budget proposals
- Giving input on Minnesota State legislation affecting Head Start
- Receiving special training on all aspects of Head Start including conferences
- Participate in Self-Assessment and Community Needs Assessment

Visiting the Classroom

Family members are welcome and encouraged to visit Head Start any time when class is in session. Everyone must follow local sign-in procedures for their center.

It is helpful if you let your child's teacher know when you would like to visit so they can include you in special events, plan activities that interest you, or include you in meal/snack times.

Siblings of enrolled children may visit the classroom with a parent or guardian.



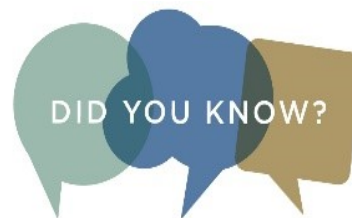
Volunteering & In-Kind Contributions

As a requirement of our federal funding, BI-CAP is required to obtain a match equal to 25% of its federal dollars. This is called matching funds or In-Kind.

Some ways you as a parent/caregiver can help:

- Time spent attending Policy Council meetings as a Policy Council member
- Planning and working on special committees
- Attending parent meetings
- Working on school readiness goals, home learning plans and reading with your child
- Field trips
- Volunteering in the classroom
- Providing special entertainment or presentations for children and families

It is a proven fact the more time you spend interacting with your child, the better they do later on in life socially and academically.



When families and schools work together, children are more successful.

For every hour you spend volunteering for Head Start or working with your child on educational activities, you are donating dollars to your child's program!

Parent, Family & Community Engagement

Parent, Family and Community Engagement promotes parent and family engagement and children's learning and development. While all of the PFCE outcomes are relevant for our program, not all outcomes are relevant for each family. We know each family's experience is uniquely determined by their own interests, needs and goals. We will work together with families in progressing through the seven PFCE outcomes listed below:



1. Family Well-Being

Parents and families are safe, healthy, and have increased financial security.

2. Positive Parent-Child Relationships

Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child's learning and development.

3. Families as Lifelong Educators

Parents and families observe, guide, promote, and participate in the everyday learning of their children at home, school, and in their communities.

4. Families as Learners

Parents and families advance their own learning interests through education, training and other experiences that support their parenting, careers, and life goals.

5. Family Engagement in Transitions

Parents and families support and advocate for their child's learning and development as they transition to new learning environments, including Early Head Start to Head Start, Early Head Start/Head Start to other early learning environments, and Head Start to kindergarten through elementary school.

6. Family Connections to Peer and Community

Parents and families form connections with peers and mentors in formal or informal social networks that are supportive and/or educational and that enhance social well-being and community life.

7. Families as Advocates and Leaders

Parents and families participate in leadership development, decision making, program policy development, or in community and state organizing activities to improve children's development and learning experiences.

Family Partnerships

Head Start staff will partner with you to access community resources. We then can work together toward meeting your needs. We will also partner with you in:

- Identifying what is going well for your family
- Setting and reaching your goals
- Your role as a parent

You will fill out an initial Family Goals form and then update this every three months, to set goals, and plan the steps you will take toward achieving your goals. Also, we would like to know if you are working on personal goals with another agency. If so, we will partner with them in supporting your goals.

Classroom Health

Children will learn and practice good health and safety habits by:

- Washing hands when entering the classroom, after bathroom visits and before handling food
- Brushing teeth after eating
- Learning about health, safety and nutrition through fun activities
- Staying at home if they have live head lice, a bad cold, the flu, or any other contagious diseases

Contagious Illness

If a child is present in the classroom with an infectious or communicable disease, all parents will be notified of symptoms to watch for within 24 hours. For a complete list of reportable diseases, contact your Head Start Health Specialist.

Parents must inform the classroom Teacher within 24 hours when a child is diagnosed with a contagious reportable disease or head lice, scabies, impetigo, ringworm, or chicken pox. Head Start will give notice to the parents of exposed children in an efficient and timely manner.

Only a licensed health care provider can determine a diagnosis and/or prescribe treatment. Please contact your Health Specialist for further clarification if needed.



When To Keep Your Child At Home & Reasons Your Child Will Be Sent Home

Your child's health and safety is a priority. We want to avoid sickness whenever possible, and provide the right care for the child who becomes sick.

Children may be isolated and will be sent home from the center if they have:

- Fever (temperature) higher than 100 degrees Fahrenheit before fever reducing medication is given. The child may return to class after 24 hours of being fever free without fever-reducing medication.
- Vomited 2 or more times since admission to class that day. The child may return to class when he/she is free from vomit for 24 hours.
- For any undiagnosed rash or skin sore, the child must go home. The child may return to class when they are free from undiagnosed rash, itching or fever and have been evaluated by their doctor.
- Brown/green drainage from nose, eye or ears with fever or complaints of sickness. The child may return when they are free from drainage and/or have been evaluated by their doctor.
- Diarrhea (3 watery or loose stools in one day with or without fever). The child may return when they are free from diarrhea for 24 hours.
- Trouble breathing or shortness of breath.
- Unexplained tiredness.
- Head lice with live bugs present for Bemidji, Blackduck, Backus and Walker. Pine River, Pillager & Kelliher will follow the school district policy.
- An infectious disease, (strep throat, pink eye, etc.) diagnosed by a qualified health care provider and has not completed 24 hours of antibiotic therapy.
- Symptoms or complaints that prevent the child from participating in his/her usual activities.

Health in Head Start

Health Education is an important part of activities in the home and in the classroom. Head Start's goal is to partner with families to assist in meeting the medical and dental needs of the Head Start child and other family members. We hope to positively support and educate families to take responsibility for their own health.



Giving Medication to Children

Medicines prescribed for children by a doctor should be given at home whenever possible. If your child is taking medication at home, please let your teacher know. If this is not possible we require the following:

- All medications** must have written instructions from a licensed physician or dentist before medicine will be given to your child. This includes but not limited to: cough drops, lip balms, and other over-the-counter medications.
- All medicine given to children must also have a written consent by the parent and be in the original container. Records will be kept in the child's health file.
- All medications will be labeled with:
 - A. Child's name
 - B. Name of Drug
 - C. Strength and quantity of drug
 - D. Expiration Date
 - E. Directions for use
 - F. Physician's name
 - G. Date of issue
 - H. Name and address of pharmacy
- Any container with a damaged label will be returned to the family.
- Only medicine meeting these requirements will be used. Others will be returned to the parent.
- The Minnesota Regional Poison Center will be called for any suspected poisoning. (1-800-222-1222)

** With exception of permission from parents for antibiotic cream and saline solution.

Children who are healthy and have their basic needs met are ready to learn. For children to be ready to learn we require that their shots are current or on a schedule to be completed as detailed by U.S. Department of Health and Human Services, Centers for Disease Control and Prevention. <https://www.cdc.gov/vaccines/parents/>

Classroom Nutrition

Food is a very important part of our program. Healthy habits like tooth brushing are also essential to classroom, family, and home visit activities.

In order to keep families safe and healthy and meet required food safety and sanitation laws, all food served will be provided by our program. Outside food could have the potential to make others sick or cause allergic reactions.

We do not allow any food to be brought into the center.

Head Start will offer you information and ideas for healthy meals and snacks for home. What families eat can help make them healthy, strong, happy and ready to learn.

Meals & Snacks

Each classroom will follow a schedule for meals. Children that attend our program for a full day will receive a healthy breakfast, lunch, and an afternoon snack. We encourage children to try all foods, but they will not be forced to eat. We will also meet any special doctor-advised dietary needs that your child may have.

Families will have access to menus each month and meals will be served family style. All meals and snacks meet the U.S. Department of Agriculture (USDA) and the Child and Adult Care Food Program (CACFP) requirements. A snack will be offered by all PALS (Play and Learning Socialization.)

Food must be eaten at the center/event. Food can not leave our building.

Good nutrition is very important for children's growth and development! Healthy lifestyles start young!

Meals prepared in our facilities will not include any peanut butter/peanuts. However, we purchase from outside sources and cannot guarantee we are peanut-free. This does not include meals provided by the school districts.



Website Resources

Bi-County Community Action Programs, Inc.

www.bicap.org (BI-CAP info.)

County Websites

www.co.beltrami.mn.us (Beltrami County information)

www.co.cass.mn.us (Cass County information)

Parent / Family Resources

www.autismsocietyofamerica.com (Information about autism)

www.bridgetobenefits.org (Public programs information)

www.crcinform.org (Information, Advocacy & Assistance in Belt. Co.)

www.dhs.state.mn.us (MN Dept. of Human Serv.)

www.ECLKC.ohs.acf.hhs.gov (Early Childhood Learning & Knowledge Center)

<http://families.naeyc.org> (Family Info.)

www.firstcall211.net (First call for help)

www.fraud.org (Online Fraud information)

www.freerice.com (Vocabulary game)

www.minnesotahelp.info (Statewide Resources)

www.MinnesotaUnemployed.com (Career Resources)

www.mnvotes.org

www.mnworkforcecenter.org

www.nwfamilysafety.org (Coalition for Battered Women/ Bemidji)

www.pacer.org (Disabilities information and resources)

www.brightbeginningskids.org

www.pbskids.org (Public television)

www.pregnancyhelpmn.com

www.rif.org (Reading is Fundamental)

www.rmcep.com (Rural MN Employment)

www.ssa.gov (Social Security information)

www.starfall.com (Early reading and literacy)

www.suicidepreventionlifeline.org

www.crisistextline.org (Text "MN" to 741741)

Facebook: National crisis text line (Suicide Prevent.)

www.taxes.state.mn.us (Information & Tax Forms)

Health

www.cdc.gov (Centers for Disease Control)

www.choosemyplate.gov (Nutrition Education)

www.choosykids.com (Exercise and nutrition info.)

www.health.state.mn.us (MN Department of Health)

www.mnpoison.org (Minnesota Poison Control System) www.northerndentalaccess.org (Dental access)

www.quitplan.com (Quit smoking support)

www.webmd.com (medical information)

Mn.gov/covid19

Legal

www.homelinemn.org (Tenant advocacy)

www.lawhelpmn.org (Minnesota civil/legal problems information)

www.mylegalaid.org (Senior Law Project for Cass Co. residents age 60 & older)

www.volunteerattorney.org (Legal Assistance)

Area Colleges

www.bemidiistate.edu (Bemidji State University)

www.clc.edu (Central Lakes College, Brainerd & Staples)

www.itascacc.edu (Itasca Community College, Grand Rapids)

www.lltc.edu/ (Leech Lake Tribal College)

www.mnscu.edu (Minnesota State Colleges and Universities)

<https://www.ntcmn.edu/> (Bemidji Technical College)

www.oakhills.edu (Christian College, Bemidji)

Area Schools

www.bemidji.k12.mn.us

(Bemidji area Schools) 333-3100

www.blackduck.k12.mn.us

(Blackduck School) 835-5200

www.isd118.k12.mn.us

(Remer Schools) 566-2353

www.kelliher.k12.mn.us or www.Kelliherschools.org

(Kelliher School) 647-8286

www.pillager.k12.mn.us

(Pillager Schools) 746-3772

<http://prbschools.org>

(Pine River/Backus School) 587-8000

www.wha.k12.mn.us

(Walker School) 547-1311

Miscellaneous

www.annualcreditreport.com (Credit Report Information) www.cradleofhope.org (Motherhood Fund)

www.enchantedlearning.com

www.exploreminnesota.com (Tourism information)

www.jobshq.com (local job listings)

www.kidsandcars.org (Vehicle Safety)

www.makingfriends.com (Crafts for Kids)

www.moneymusic.com (Record \$ value information)

www.parenting.umn.edu (Parenting Education)

www.preschoolprintables.com

www.USA.gov (Government Information)

www.wunderground.com (Weather Information)

Beltrami County Resources

Adult Education

Bemidji NW Tech	333-3299 or 333-6600
Basic Education Bemidji	333-6670
Blackduck NW Service Coop	1-800-562-4053 ext.117
Cass Lake, Bena, Walker	335-4284
Alcoholics Anonymous/ Alanon Club	
Bemidji	444-2525
Allergy & Asthma Network	1-800-878-4403
Alternative Education Center – Bemidji	333-3299
Cass Lake ALC	335-2204
Battered Women's Shelter (Crisis Line) (i.e. Northwoods Coalition)	1-800-588-6229
Bemidji-Northwoods Coalition	751-0211 or 444-1395
Red Lake	679-3443 or 679-3444
Beltrami County Day Care	333-8300
Beltrami County Extension Service	444-5722
Beltrami County Nursing Service (Family Health)	333-8140 or 1-888-881-7801
Birthright	751-9237 or 1-800-848-LOVE (5683)
Bemidji State University	755-2001 or 1-800-475-2001
Boys and Girls Club – Bemidji	444-4171
Breast Feeding Support	
Mary Auger	Available 24/7 (H) 444-2722
Sanford Health	751-5430
Labor/OB	333-5755
Child Care Assistance (Beltrami Co.)	333-8300
Child Protection	333-4223
Parent Aware Childcare info	1-888-291-9811
Child Support	333-8300
Child/Teen Checkups (County Family Health)	333-8140
Children's Crisis Intervention & Prevention	1-800-422-0045

Clothing Resources

St. Philip's Clothing Depot	444-3835
9:30a-3p T-Sat. 8 th St. & Beltrami Ave NW	
Seventh Day Advent Store	751-1985
Tues & Wed: 10am – 6pm 801 15 th St. NW	
Goodwill (407 Beltrami Ave NW)	759-2147
Twice But Nice (411 Beltrami Ave NW)	751-4241
United Way Coats for the Community	444-8929
Value Smart (144 Peaceful Meadows Dr SE)	755-9200

Community Education

Bemidji	333-3284
Blackduck	835-5241
Kelliher	647-8806
Consumer Credit Counseling-	1-888-577-2227
Crippled Children's Clinic (Dept of Hlth)	1-800-728-5420

Dentists:

Bagley	694-6571
Blackduck	835-4227
Bemidji Dental Clinic	751-4460
North Country Dental	751-1111
Northern Dental Access Center	444-9646 or 888-678-3033
Great River Dentistry	751-4216
Park Rapids-St. Joseph's Community Dental	732-4436
Drivers License Exam Station/Testing	308-2940

Early Childhood Family Education

Bemidji	333-8329
Blackduck	835-5200
Kelliher	647-8286

Emergency Funds: See Salvation Army or Social Services

Family Resource Centers (Community Resource)

Bemidji	333-6856 or 333-6838
Blackduck Community Connections	835-5768

Food Shelves & Programs

Bemidji: 1260 Industrial Park Drive SE	444-6580
(M-W-F: 10am – 3:00pm; 3rd Monday of each Month, open until 5pm)	

NAPS (Nutrition Assistance Program for Seniors)

Bemidji Covenant Church	751-3369
Blackduck Resource Center	835-5768
WIC (Women, Infants, & Children)	333-8140
Food Support (Social Services)	333-8300

Meals: Bemidji Soup Kitchen

M & Tues: 5pm (Mt. Zion @ 414 Lincoln Ave.)

Thurs: 5pm (Methodist @ 9th & Beltrami)

M-F (lunch) People's Church: 824 America Ave NW

Bemidji Senior Center (not free) 751-8836

Fuel/Energy Assistance (BI-CAP) 751-4631~ 1-800-332-7161

Gambling Hotline 1-800-333-HOPE

Head Start Programs

Bemidji	751-4631
Blackduck	835-7164
Kelliher	647-8286 x1120
Leech Lake	335-8345
Ponemah	554-7331
Red Lake	679-3396

Headwaters Intervention Center: Park Rapids 732-7413

Headwaters Science Center 444-4472

Headwaters School of Music & Arts 444-5606

Hearing Centers:

Renaissance	444-4444 or 1-800-414-5854
Deaf & Hard of Hearing	1-800-456-7589

Housing (also see *Clothing Resources* for Thrift Stores

Regarding Household Needs/Supplies)

Evergreen House (Ages 9-17) 751-4332

~Youth Shelter & Youth/ Family Services

Evergreen Drop In Center 751-8223

~Young Adults/ Housing Program

Habitat for Humanity (Homes) 751-4649

A Brush With Kindness Loan Program 751-4649

(Outdoor Home Improvement).

Habitat's ReStore 444-6398

Home Hotline-Legal Info for Renters 1-866-866-3546

Housing, Rental Assistance & Homeless Prevention

(BI-CAP) 751-4631

Homeless Shelter: Village of Hope - Bemidji 751-0722

HUD/HRA Rental Assistance

Bemidji—Section 8/HRA 444-4522

Cass Lake Public Housing 335-2674

Leech Lake Housing Authority 335-8280

Red Lake Housing Authority 679-3368

Rural Development (USDA) 751-1942

Beltrami County Resources

Housing Continued

Village of Hope (Shelter for Woman & Children) 751-0722
Job Service/CEP Workforce Center 333-8200
 Kids & Co. (After School Care) (Press 2) 333-3284
 Leech Lake Public Health Clinic 444-7186

Legal Services

NW Minnesota 751-9201 or 1-800-450-9201
 Anishinabe 335-2223 or 1-800-422-1335
 Volunteer Attorney Program 1-888-529-2431

Library

Bemidji 751-3963
 Blackduck 835-6600
 Northhome 897-5952

Medical Assistance 333-8300

MN Care Health Insurance 1-800-657-3672

MN Children w/Special Health Needs 1-800-728-5420

MN Chippewa Tribe 335-8581

MN Sure Health Insurance 1-855-366-7873

Mental Health Crisis Line 1-800-422-0045

Mental Health Counseling:

Blackduck Resource Center 835-5768
 Evergreen Community Services 751-8223
 Hope House 444-6748
 Lake Country Associates 366-9229
 Northern Psychological Serv. 759-2825
 North Homes Children & Family Services 751-0282
 Students First 333-8484 or 333-8042
 Stellher Human Services 444-2845
 Upper Mississippi Mental Health Center 751-3280
 or 1-800-422-7843

Wildgen - Willimek & Assoc. 751-0887

Northwest Technical College 333-6600

Northwoods Pregnancy Care Center 444-3035

OIC (Employment Services) NW Indian OIC 759-2022

Parents Info – <http://MNPARENTSKNOW.INFO>

Pre-Schools:

Calvary Lutheran 751-1893
 Heartland Christian Academy 751-1751
 St. Philips 444-4262

Physicians:

Sanford Health 759-5000 or 1-800-942-4923
 MedExpress 751-2648
 Blackduck Sanford Health 835-4222
 Cass Lake Sanford Health 335-2559
 Cass Lake Indian Health Serv. 335-3200
 Bagley/Clearwater Clinic 694-2384
 Northhome Clinic (Scenic Rivers HlthSer) 897-5222
 Ponemah Health Station 554-7333
 Redby Health Station 679-3391
 Red Lake Indian Health Serv. 679-3912

Poison Control 1-800-222-1222

Pre-School Screening

Bemidji 333-8329
 Blackduck 835-5300
 Kelliher 647-8286

Quit Smoking Support 1-888-354-7526

Red Cross 444-9490

Red Lake Day Care Center 679-3330

Salvation Army – Emergency Funds:

Churches United- Noon to 4 444-1380

Law Enforcement-After Hours 751-9111

Always There Staffing 444-6533

Sexual Assault Program ~ Support Within Reach

24 hour Crisis Line 1-800-708-2727

Bemidji 444-9524

Walker 547-4892

Itasca 326-5008 or 1-866-747-5008

Social Services & Emergency Assistance:

Beltrami County 333-8300

Cass County 547-1340

Leech Lake 335-8200

Red Lake 679-2122

Special Education Services:

B.R.I.C.(Blackduck & Kelliher Schools) 751-6622

Early Intervention – Bemidji Dist. 31 333-8329

Parent Advocacy for Educational Rights
 (PACER) 1-800-53PACER

Suicide Prevention 1-800-273-TALK (8255)

Transportation:

Bemidji Cab 759-1368

Paul Bunyan Transit 751-8765

MediVan 1-800-422-0976

Red Lake 679-2395 or 1-877-239-9285

Unemployment 1-877-898-9090

United Way 444-8929

Veteran's Services 333-4177

Workforce Center 333-8200

~CEP~Services to the Blind ~Vocational Rehabilitation

YouthBuild (BI-CAP) 751-4631

EMERGENCY NUMBERS:

Ambulance:

Bemidji 911 or 444-3328

Blackduck & Kelliher 911 or 751-9111

Red Lake 218-679-3327

Ponemah 218-554-7334

Law Enforcement:

Bemidji 911 or 751-9111

Blackduck 911 or 835-4802

Cass Lake 335-2351

Red Lake 679-3313

Beltrami County Sheriffs Dept. 911 or 751-9111

Hospital:

Bemidji 751-5430 or 1-800-833-8979

Cass Lake 335-3200

Leech Lake Tribal Referral 335-3626

Red Lake Indian Health Services 679-3912

Fire Department:

Bemidji 911 or 751-8001

Blackduck/Hines 911 or 835-4806

Cass Lake 911 or 335-6195

Kelliher 911 or 647-8133

Red Lake 679-3473

Cass County Resources

Adult Education

Pillager	746-2115
Pine River	855-8165
Remer/Longville	566-2351 ext.32075
Walker	547-4216
AIDS& STD Hotline	1-800-232- 4636
Alcohol & Drug Crisis Line	1-800-771-5009
Alcohol & Drug Helpline	1-800-252-6465

Alcohol Treatment Centers

AA	1-800-462-5525
Brainerd—Up Front Club Center	828-4811
Cass Co. AOD	547-7304
Leech Lake Out-Patient	335-8322
Leech Lake Opioid Treatment	335-4514
Nevis – Pine Manor	732-4337
Walker – Cass Co. CD Unit	547-1340

Area Learning Centers

Cass Lake	335-6529
Pillager (Freshwater)	218-894-2439
Pine River	587-3131
Walker	547-4377
Cass Co. Public Health	547-1340
Parent Aware childcare info.	1 -888-291-9811
Child & Teen Checkups or Family Centers	547-1340
Child Protection	547-1340
Child Support	547-1340

Clothing Resources

D.A.C. Shopcraft – Walker	547-1121
Clothing Depot, Walker Food Shelf	547-1713
Goodwill – Brainerd	829-8493
Goodwill – Grand Rapids	326-6843
Hidden Jewels For You – Pine River	218-831-6445
LAPS (Lakes Area Pregnancy Support)	
– Brainerd	825-0793 or 1-800-395-4357
Salvation Army – Brainerd	829-1120
Salvation Army – Grand Rapids	326-4847
Share & Care – Hackensack	675-5862
Thrifty Living—Pine River	587-3451
Tossed and Found – Longville	363-3949

Colleges

Bemidji State University	755-2001 or 1-800-475-2001
Central Lakes College:	
Brainerd Campus	855-8000 or 1-800-933-0346
Staples Campus	894-5100 or 1-800-247-6836
Itasca Comm. College	322-2332 or 1-800-996-6422
Leech Lake Tribal College	335-4200
Northwest Technical College:	
Bemidji	333-6600 or 1-800-942-8324
Oak Hills Christian College	751-8670
	or 1-888-751-8670

Community Education

Pillager	746-2115
Pine River	587-2080
Remer/Longville	566-2351 ext. 32075
Walker	547-1311
Consumer Credit Counseling	1-888-577-2227
Crisis Nursery (Bridges of Hope)	825-7682
	or 1-800-462-5525

Day Care Assistance	547-1340
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Dentists

Carter-Deer River	246-8200
Crosslake Dental	692-4849
Pine River Dental	587-4437
Lake Country – Brainerd	829-4243
Northern Dental Access Center	444-9646
Pederson & Bilben-Walker	547-1851
Rostvold, James-Remer	566-1481
Smile Center- Deerwood	1-800-477-7645
St. Joseph's Community Dental	732-4436
Wenner, Joe Brainerd/St.Cloud	1-888-733-3368

Directory Assistance

Outside your area code	1-AreaCode-555-1212
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Family Resource Centers

Cass Lake	335-7837
Pillager	746-4009
Pine River	587-4292
Longville/Remer	1-800-478-6126 or 566-3636

Family Safety Network-Walker	547-1636
	or 1-800-324-8151

Northwoods Coalition for Family Safety	1-800-588-6229
First Call for Help	1-800-442-8565 or 211

Fuel Assistance (BI-CAP)	547-3438 or 1-800-332-7135
Fuel Assistance (Leech Lake)	335-3704

Food Shelves

Akeley	652-2388
Hackensack	675-5862
Longville	363-3949
Pillager	746-2185
Pine River	587-4292
Walker	547-1713

Food Programs

Food Support/MAC	547-1340
Northland Area Family Center	1-800-909-8336
	Or 566-3636
Minnesota Food Helpline	1-888-711-1151
WIC-Nutrition Program	547-1340 x311

Furniture

Cass County Transfer	587-3455
Habitat for Humanity	828-8517
Hackensack Transfer	675-6807
Pine River Recycling	587-2425 or 1-888-910-2425
Gambling Hotline	1-800-333-HOPE
Habitat For Humanity & Restore	828-8517
Brainerd (covers all Cass County)	828-8517
Bemidji – housing program	751-4649
Bemidji – Restore	444-6398

Head Start

Cass County Main Office (BI-CAP)	547-3438
	Or 1-800-332-7135
Backus Center	947-4813
at Pine River school	587-8388
Pillage (front desk) –	746-3075 or class at 746-2190
Remer	566-2353 Ext. 2022
Walker	547-4392
Leech Lake	335-8345

Cass County Resources

Housing Assistance

BI-CAP	547-3438 or 1-800-332-7135
Cass County HRA -Backus	947-3993
Homeless Shelter	335-8288
Leech Lake HRA	335-8280
Pine River HRA	587-4929
Walker HRA	547-1822

Legal Services

Anishinabe	335-2223
Brainerd	1-800-933-1112
NW Minnesota	1-800-450-9201
NE Minnesota	1-800-886-3270
Volunteer Attorney	218-723-4005 or 1-888-529-2431

Library

Brainerd	829-5574
Kitchigami – Cass Lake	335-8865
Kitchigami - Pine River	587-2171
Longville	363-2710
Pine River Public	587-4639
Walker Public	547-1019
Medical Assistance	547-1340
MFIP – Public Assistance	547-1340
MN CARE – Health Insurance	1-800-657-3672
MN SURE - Health Insurance	1-855-366-7873

Mental Health Counseling

Lutheran Social Services:	
Brainerd	829-5000
Bemidji	751-1305
Northern Pines Mntl Health Ctr – Brainerd	829-3235
North Homes Children & Family Counseling	751-0282
Stellher Human Services	444-2845

Minnesota Road Conditions

511

Motor Vehicle Registration:

Deer River	246-8691
Pine River	587-2400
Walker	547-5505

Parents Info – <http://helpmegrowmn.org>

Parent Warmline (free parent support) 1-844-877-9276

Physicians Clinics/Hospitals:

Brainerd Medical Center	828-2880
Cass Lake Clinic	335-2559
Cuyuna Regional Medical Center	454-7600
Cass Lake Indian Health Service	1-888-257-8067
Essentia Health-Walker	547-6900
Deer River Community Hospital	246-8275
Grand Itasca Medical Center	326-3401
Lakewood Clinic-Staples	1-800-525-1033
Leech Lake Public Health	1-800-282-3389
Longville Lakes Clinic	363-3300
Motley	352-6922
Pillager	746-4550
Pine River Family Clinic	587-4416
Remer Clinic	566-1441
Sanford Clinic/Walker	547-7700

Poison Control

1-800-222-1222

Post Offices

Akeley	652-2295
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Backus	947-4767
Hackensack	646-9736
Longville	363-2852
Pillager	746-3180
Pine River	587-4793
Remer	566-2381
Walker	547-1123

Pregnancy Support:

Lakes Area Center (LAPS)	825-0793
Walker Area Pregnancy Support Center	547-5433
Quit Smoking Support	1-888-354-7526

Red Cross

829-4004

Salvation Army – Brainerd 829-1120

Salvation Army – Walker 547-1340
or 547-3438 or 1-800-332-7135

School Readiness, ECFE, Pre-School Screening

Pillager	746-3075
Remer-Longville	566-2353
Walker	547-4278

Sexual Assault Program – Bemidji 444-9524

Support Within Reach (Sexual Violence) Walker 1-800-708-2727

Smokers Wanting to Quit: quitplan.com or 1-888-354-PLAN

Social Security Offices

Bemidji	751-2904 or 1-866-258-6345
Brainerd	829-7174 or 1-800-772-1213

Social Services/Emergency Assistance

Cass County	547-1340
Leech Lake	335-8200

Special Education Services

PACER	800-537-2237
Paul Bunyan Co-op - Brainerd	218-454-5500
PAWN Special Ed Co-op	218-237-6540

Suicide Prevention

1-800-273-TALK or

1-800-273-8255

Cass Co. Crisis Line & Referral

218-828-4357 or
1-800-462-5525

Transportation

Cass County Social Services Volunteer	
Driving Program –	218-547-1340 x302
Tribal members – (Medical Division)	218-947-7530
Women's Center of Mid-Minnesota	
Brainerd	828-1216

Workforce Centers

Bemidji Job Service & CEP & also DRS	333-8200
Brainerd Job Service & CEP & DRS	828-2450
Employment Resource Center	218-824-9675
NW Indian OIC (Employment Services)	218-759-2022
Youthbuild (Ages 16-25) BI-CAP	751-4631 or 1-800-332-7161

EMERGENCY NUMBERS

In the event of an emergency call: 911

Cass County Sheriff's Dept.

Non-Emergency 547-1424 or 1-800-450-2677

State Highway Patrol 218-828-2230

Concerns or Complaints

If you have a concern or complaint about something in our Head Start Program, please talk to Head Start staff. If you are unable to work out a solution you may contact the Head Start Director at:

Michele Andringa
Head Start Director
P.O. Box 579
Bemidji, MN 56619
218-333-9873

The Head Start Director will talk with you and try to resolve the complaint or concern. If you are not satisfied, the written complaint will be forwarded to the Executive Director, the Head Start Policy Council Chairperson, and finally the BI-CAP Board of Directors for final resolution.

If you have a concern or complaint about your child's care in our program, you may contact the Minnesota Department of Human Services at:

MN Department of Human Services
Division of Licensing
PO Box 64242
St. Paul, MN 55164-0242
(651) 296-3971

If you have a concern or complaint about child maltreatment, you may also contact Social Services at:

Beltrami County Social Services
Community Services Center
616 America Ave. NW
Bemidji, MN 56601
218-333-8300

Or

Cass County Health, Human, and Veteran's Services
P. O. Box 519
Walker, MN 56484
218-547-1340

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for
Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

Writing to Area Legislators

Emails and letters to your elected officials are the best way to make your opinion heard about programs like Head Start and other issues that you care about. You can write a powerful email in almost no time at all by following these guidelines:

Greet them with Dear Representative _____:
or Dear Senator _____:

1. ASK FOR SOMETHING

- Use your own words
- Hand written is just great-be sure it is legible
- Be sincere and polite

2. GIVE A REASON

- Tell about how a service or program has affected you personally or why it matters to you

3. ADD THANKS AND REQUEST A RESPONSE

- Include your address-email
- Offer to give more information if requested

The most effective letters are short and to the point.. Don't be afraid, nervous or shy. They want to hear from you. You can email/write to the Senator, Representative who serves your district and Governor or President.

VOTER REGISTRATION

Voting is THE MOST IMPORTANT way you can voice your opinion. Read local newspapers and attend local meetings to find out what your local candidates stand for.

If you are not already a registered voter, you may contact your county auditor or treasurer or talk to a Head Start staff or go to the website listed below.

<https://www.sos.state.mn.us/elections-voting/register-to-vote/>

Area Legislators

To find your legislators: <https://www.sos.state.mn.us/elections-voting/get-involved/contact-your-elected-representatives/>

PRESIDENT
Donald Trump (R)
The White House
1600 Pennsylvania Ave. NW
Washington, DC 20500
202-456-1111
www.whitehouse.gov

GOVERNOR
Tim Walz (D)
130 State Capitol
75 Rev Dr. Martin Luther
King Jr. Blvd.
St. Paul, MN 55155
651-201-3400 or
800-657-3717
www.mn.gov

U.S. SENATOR
Amy Klobuchar (D)
425 Dirksen Senate Building
Washington, DC 20510
202-224-3244
888-224-9043
www.klobuchar.senate.gov

STATE SENATOR 09
Paul Gazelka (R)
95 University Avenue W
Minnesota Senate Bldg Room 3113
St. Paul, MN 55155
651-296-4875
www.senate.mn

U.S.HOUSE 8TH DISTRICT
Pete Stauber (R)
126 Cannon HOB
Washington, DC 20515
202-225-6211
www.stauber.house.gov

STATE HOUSE 05A
Rep. John Persell (DFL)
437 State Office Building
100 Rev. Dr. Martin Luther
King Jr. Blvd
St. Paul, MN 55155
651-296-5516
rep.john.persell@house.mn

STATE HOUSE 05B
Rep. Sandy Layman (R)
233 State Office Building
100 Rev. Dr. Martin Luther
King Jr. Blvd
St. Paul, MN 55155
651-296-4936
rep.sandy.layman@house.mn

VICE PRESIDENT
Mike Pence (R)
The White House
1600 Pennsylvania Ave. NW
Washington, DC 20500
202-456-1111
www.whitehouse.gov

U.S. SENATOR
Tina Smith (D)
720 Hart Senate Office Building
Washington, D.C. 20510
(202) 224-5641
www.smith.senate.gov

STATE SENATOR 02
Sen. Paul Utke (R)
95 University Avenue W
Minnesota Senate Bldg, Room
3403
St. Paul, MN 55155
651-296-9651

STATE SENATOR 05
Sen. Justin Eichorn (R)
95 University Avenue W
Minnesota Senate Bldg. Room
3213
St. Paul, MN 55155
651-296-7079

U.S. HOUSE 7TH DISTRICT
Collin Peterson (D)
2204 Rayburn House Office Bldg
Washington, DC 20515
202-225-2165
www.collinpeterson.house.gov

STATE HOUSE 02A
Rep. Matthew Grossell (R)
227 State Office Bldg.
100 Rev. Dr. Martin Luther
King Jr. Blvd
St. Paul, MN 55155
651-296-4265
rep.matt.grossell@house.mn

STATE HOUSE 09A
John Poston (R)
317 State Office Building
100 Rev. Dr. Martin Luther King
Jr. Blvd
St. Paul, MN 55155
651-296-4293
rep.john.poston@house.mn