

Substitute Handbook

2017-2018 Edition

HEAD START of LANE COUNTY

Ensuring our youngest children have a solid foundation for life.



A hundred years from now
it will not matter what my bank account was,
the sort of house I lived in,
or the kind of car I drove... but
the world may be different because
I was important in the life of a child.

Forest E. Witcraft

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Contact Information

Substitute Coordinator

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 Central Office: 541-747-2425 x1203 • Cell: 541-515-4330 • Email: mgroesbeck@hsolc.org

HSOLC Main Office & Central Kitchen 221 B Street, Springfield	541-747-2425
Brattain, Part Day 425 10 th St, Springfield	541-736-1809
Charlemagne, Extended Day 3875 Kincaid St, Eugene	541-600-5221
Clear Lake, Part Day 4646 Barger Drive, Eugene	541-689-0512
Danebo, Part Day 1265 Candlelight Drive, Eugene	541-393-7559
Delight Valley, Part Day and Early Head Start 79980 Delight Valley School Rd, Cottage Grove	541-942-5565
El Camino del Rio (River Road), Extended Day 120 W Hilliard Lane, Eugene	541-636-7251
Fairfield, Part Day and Early Head Start 3475 Royal Ave, Eugene	541-762-0059
Florence, Part Day 2325 Oak St, Florence	541-997-9176
Howard, Part Day 790 Howard, Eugene	541-344-6991 / 541-344-7063
Junction City, Extended Day 722 West 5 th St, Junction City	541-998-5352
Lane Community College, Part Day 4000 East 30 th Ave, Eugene	541-463-3192
Lowell, Part Day 65 S Pioneer St, Lowell	541-556-6249
Main Street, Part Day and Extended Day 1250 Main St, Springfield	541-762-1088
North Eugene, Early Head Start 200 Silver Lane, Eugene	541-600-5992 / 541-731-2415
Oakridge, Part Day 47477 Teller Rd, Oakridge	541-782-3294
The Park, Part Day and Early Head Start 1950 North 2 nd St, Springfield	541-762-1005
Ross Lane, Full Day 2648 Ross Lane, Eugene	541-607-5965
University of Oregon, Part Day 901 East 18 th St #15, Eugene	541-346-2646
Village, Full Day 320 Fairview Drive, Springfield	541-988-9329
Whiteaker, Part Day and Full Day 21 North Grand Street, Eugene	541-762-8334

If a substitute is unable to report to work the scheduled shift, the substitute is to contact the designated staff person to cancel. If canceling due to illness, say so. Substitute staff may be eligible for paid sick leave per policy.

What is Head Start?

Head Start...

Is a comprehensive and innovative child development program

Is a comprehensive family development program

Is an anti-poverty program

Is a child advocacy program

Is a jobs program

Is parent training

Is community controlled

Is a health program

Is a nutrition program

Is a catalyst for social change and changes the lives of people

Is a grassroots movement

Is responsive to the needs of its clients

Is family oriented

Is people helping people

Is flexible

Is based on local-assessed community needs

Is a mobilize of local resources

Is cost effective

Is parent engagement

Is a self help program

Is a mental health program

Is crisis intervention support

Is a human services program

Produces intellectual gains

Goes into the home for visits and to connect

Improves self-concept

Uses volunteers to match federal dollars

Removes racial, cultural and ethnic barriers

Knows parents are the true educators of their children

Is hope and success

Provides opportunities for peer support

Involves mothers and fathers alike

Provides translation services

Encourages the idea of life-long learning

Supports learning through play

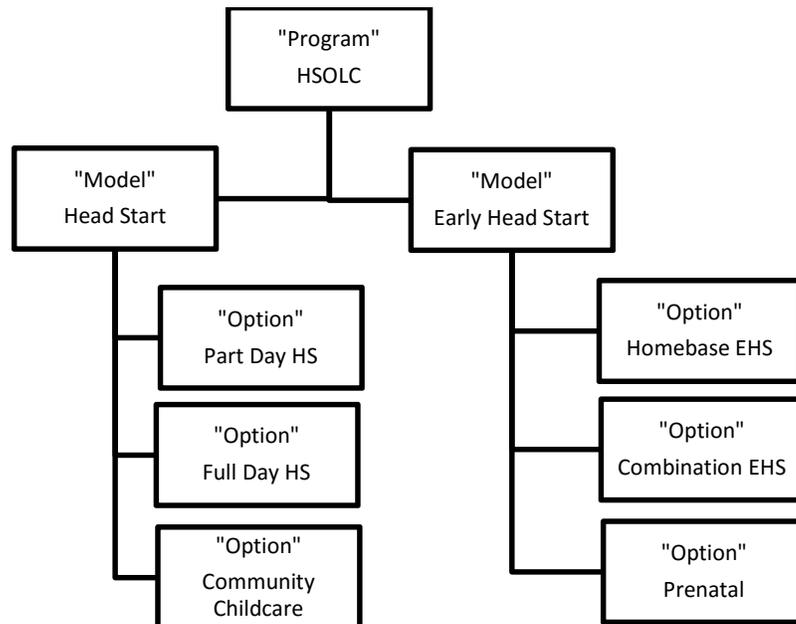
Is a fun place to work

Head Start Fast Facts

Head Start has served nearly 30 million children since 1965, growing from an eight-week demonstration project to include full day/year services and Early Head Start for infants/toddlers. Currently, Head Start is administered by the Administration for Children and Families (ACF) in the Department of Health and Human Services. Head Start serves over a million children and their families each year in urban and rural areas in all 50 states, the District of Columbia, Puerto Rico and the U.S. territories, including American Indian, Alaskan Native and Migrant/Seasonal communities. Early Head Start (EHS), a federally funded community-based program for low-income pregnant women and families with infants and toddlers up to age 3, has 1,027 programs which provide EHS child development and family support services in all 50 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands and served over 147,000 children under the age of three for fiscal year 2011.

Oregon has 26 Head Start programs, and 15 Early Head Start programs. Over 11,000 children are enrolled state-wide. Oregon Pre-Kindergarten provides state funded Head Start/Early Head Start slots and follows the same Performance Standards as the Office of Head Start.

Head Start of Lane County (HSOLC) serves over 1,100 children from families with low income, ranging from pregnant mothers through children age five. Services are offered in: Eugene/Springfield, Florence, South Lane, Junction City and Oakridge. Early Head Start serves Eugene/Springfield and South Lane. HSOLC offers seven options to address community needs.



A set of core values helped build the foundation of Head Start's success

- Recognize that the Head Start community (families, staff, community) have roots in many cultures. By working together, we can effectively promote respectful, sensitive and proactive approaches to diverse issues.
- Basic health needs are met and healthy habits established that enhance lifelong well-being.
- Empowerment occurs when program governance is a shared responsibility and when ideas and opinions of families are heard and respected.
- Respect that everyone learns differently and individualize services to ensure the most success for each Head Start/Early Head Start child and family.
- Build and foster community relationships that extend opportunities for networking and resource sharing.
- Develop a continuum of care, education and services that provide stable, uninterrupted support to children and families for lifelong learning.
- Establish a supportive learning environment for children, parents and staff.

Head Start of Lane County believes:

- Children are more likely to be successful in school when their basic needs of food, housing and health are addressed.
- In order to begin reading and other academic tasks, children must gather meaning from the world and develop habits of observation, questioning and listening.
- Young children are active learners who learn best by exploring their environments and engaging in activities that are concrete and relevant.
- Safe and healthy families are a shared community responsibility.
- HSOLC is committed to providing resources for staff to pursue ongoing professional and personal development.
- Parents are a child's first and most influential teacher. Information about children is crucial in planning meaningful and relevant experiences and activities that address children's strengths, interests and development.
- Each child and family should expect to see themselves reflected in the program through diverse staff, curriculum, and other materials and activities that are sensitive to the culture, language, development and abilities of each child and family.
- Partnership in the community is essential to ensure smooth transitions to school and accessibility and availability of needed services.

Standards of Conduct

Office of Head Start Performance Standard 1302.90 (c) provides the expectations relating to Standards of Conduct:

(1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that:

- (i) Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;
- (ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:

- (A) Use corporal punishment;
- (B) Use isolation to discipline a child;
- (C) Bind or tie a child to restrict movement or tape a child's mouth;
- (D) Use or withhold food as a punishment or reward;
- (E) Use toilet learning/training methods that punish, demean, or humiliate a child;
- (F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
- (G) Physically abuse a child;
- (H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
- (I) Use physical activity or outdoor time as a punishment or reward;

IMPORTANT!

(iii) Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;

(iv) Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws; and,

(v) **Ensure no child is left alone or unsupervised by staff, consultants, or contractors while under their care.**

HSOLC Substitutes will:

1. Speak in a pleasant voice at all times.
2. Project pleasant body language/smile.
3. Display a positive attitude.
4. Listen attentively, at eye level, to each child.
5. Use positive redirection.
6. Reinforce what children do right.
7. Encourage child to try again when challenged.
8. Give age-appropriate explanations.
9. State and follow classroom rules.
10. Give children directions in as few words as possible.
11. Ignore minor misbehavior.
12. Model appropriate behavior and interactions.
13. Refrain from using personal cell phone during paid work time.

Our Website, www.hsolc.org

Please click **Staff Login** at the top of the page. Login with the username **Staff** and the password **please**

The screenshot shows the Head Start of Lane County website. At the top left is the logo with the text "Head Start of Lane County" and the tagline "Ensuring that our youngest children have a solid foundation for life." Below the logo is a navigation menu with links: Home, Apply Now, About Head Start, Services, For Parents, Jobs, Support Us, Resources, and Staff Login. A search bar is located to the right of the navigation menu. Below the navigation menu is a secondary menu with links: Announcements, Departments, Documents, and Room & Vehicle Availability. The main content area is titled "Staff Login" and includes a "View current" button and a "Revisions" button. Below this is a "Staff Announcements" section with a sub-heading "AARP Tax-Aide Sites 2017" and a date "02/03/2017". A "UNION NEWS:" section follows with a date "02/03/2017" and a sub-heading "Did you know there are Training Funds available to support your Professional Development?". At the bottom of the page is a section titled "Full Day Parents: Tax ID Number". On the right side of the page is an "Online Tools" section with a list of links: Abila Cloud, CAP80, EWS Online, Flash News, Galileo, Moodle, OCCD Oregon Center for Career Development in Childhood Care and Education, Request Tracker, Substitutes, TS Gold, Volunteers, WebCAF, Zimbra Email, Zimbra Training Videos, TalentED, and Calendars. The Calendars section includes links for Brattain Conference Room, Brattain Library, Brattain Rosetta Stone Learning Center, Fairfield EHS Classroom, General Use, Meetings, and Trainings. Numbered callouts (1-7) are placed over the page: 1 points to the Staff Announcements section, 2 points to EWS Online, 3 points to Flash News, 4 points to Moodle, 5 points to Zimbra Email, 6 points to the Calendars section, and 7 points to the Staff Login link in the navigation menu. A red arrow points to the Staff Login link in the navigation menu.

1. **Staff Announcements:** Stay up to date on the latest Head Start of Lane County news.
2. **EWS Online:** Your online time card system. Please complete your time card daily.
3. **Flash News:** Is there school today? Download the app and sign up for inclement weather alerts.
4. **Moodle:** Complete required annual trainings online. (Use your Zimbra password to login.)
5. **Zimbra Email:** Check your HSOLC email. Contact Technology Dept. (Central Office) for a password.
6. **Training Calendar:** When is the next Teacher Training or New Teacher Training? Find out here!
7. **Resources > Policies & Procedures:** Look up any Head Start of Lane County policy.

Program Calendars

Unscheduled delays or closures will be posted on the agency web site, on local television news stations, and the FlashAlert app.

Part Day Program Calendar, 2017-2018

<http://www.hsolc.org/sites/default/files/documents-forms/public/english/FINAL-17-18partdayschool-calendar.pdf>

2017 - 2018 *Part Day (M-Th schedule)* School Calendar

130 Contact Days

August					Student Days
M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		
September					
M	T	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	8
October					
M	T	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				17
November					
M	T	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		17
December					
M	T	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	8

Date	Event
August	
September	
4	Holiday
5-15	Pre-Service
18	First Day of School
October	
19-20	Parent/Teacher Conf
27	In-Service
November	
10	Holiday
23-24	Thanksgiving Holiday
December	
18- Jan 1	Winter Break
25	Holiday
January	
1	Holiday
2	In-Service
15	Holiday
February	
19	Holiday
March	
16	All Staff
26-30	Spring Break
April	
2	In-service
May	
24-25	Parent-Teacher Conf
28	Holiday
June	
6	Last Day of School
8	Last Day for Staff
July	
4	Holiday

January					
M	T	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			16
February					
M	T	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28			15
March					
M	T	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	13
April					
M	T	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23/30	24	25	26	27	16
May					
M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		17
June					
M	T	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	3
July					
M	T	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

Calendar Legend	
PD Start/End	
Holiday	
Closed: Plan Day/In-service	
Closed: Winter/Spring Break	
Parent/Teacher Conference	
Holiday	
Labor Day	Sept 4
Veterans Day	Nov 10
Thanksgiving Day	Nov 23-24
Christmas Day	Dec 25
New Year's Day	Jan 1
Martin Luther King Jr Day	Jan 15
President Day	Feb 19
Memorial Day	May 28
Independence Day	July 4

Full Day Program Calendar, 2017-2018

2017 - 2018 **Full Day (5 day schedule)** School Calendar

223 Contact Days

August					Student Days
M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		19
September					
M	T	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	15
October					
M	T	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				20
November					
M	T	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		18
December					
M	T	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	15

Calendar Legend	
PD Start/End	
Holiday	
Closed: Plan Day/In-service	
Closed: Winter/Spring Break	
Parent/Teacher Conference	
Holiday	
Labor Day	Sept 4
Veterans Day	Nov 10
Thanksgiving Day	Nov 23-24
Christmas Day	Dec 25
New Year's Day	Jan 1
Martin Luther King Jr Day	Jan 15
President Day	Feb 19
Memorial Day	May 28
Independence Day	July 4

Date	Event
August	
28-sept 8	Pre-Service
September	
Aug 28-Sept 8	Pre-Service
4	Holiday
11	First Day of School
October	
13	Parent/Teach Conf
27	In-Service
November	
10	Holiday
17	In-Service
23-24	Thanksgiving Holiday
December	
8	In-Service
26-29	Winter Break
25	Holiday
January	
1	Holiday
2	In-Service
19	In-Service
15	Holiday
February	
16	In-Service
19	Holiday
March	
16	All Staff
April	
2	In-Service
20	In-Service
May	
18	In-Service
25	Parent-Teacher Conf
28	Holiday
June	
21-22	In-Service
July	
4	Holiday
27	In-Service

January				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		19
February				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		18
March				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				21
April				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23/30	24	25	26	27
				19
May				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
				20
June				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
				19
July				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
				20

Extended Day Program Calendar, 2017-2018

<http://www.hsolc.org/sites/default/files/documents-forms/public/english/FINAL-17-18extendedschool-calendar.pdf>

2017 - 2018 *Extended School Day (5 day schedule)* Calendar

170 Contact Days

August					Student Days
M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		
September					
M	T	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	17
October					
M	T	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				19
November					
M	T	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		18
December					
M	T	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	11

Date	Event
August	
21-Sep 1	Pre-Service
September	
1	Pre-Service
4	Holiday
5	First Day of School
8	In-Service (All Staff)
October	
6	In-Service
12-13	Parent/Teach Conf
27	In-Service
November	
10	Holiday
17	In-Service
23-24	Thanksgiving Holiday
December	
18-Jan 1	Winter Break
25	Holiday
January	
1	Holiday
2	In-Service
15	Holiday
19	In-Service
February	
16	In-Service
19	Holiday
March	
16	All Staff
26-30	Spring Break
April	
2	In-Service
20	In-Service
May	
4	In-Service
18	In-Service
24-25	Parent-Teacher Conf
28	Holiday
June	
21	Last Day of School
22	Last Day for Staff
July	
4	Holiday

January					
M	T	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			19
February					
M	T	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28			18
March					
M	T	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	16
April					
M	T	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23/30	24	25	26	27	19
May					
M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		19
June					
M	T	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	15
July					
M	T	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

Calendar Legend	
PD Start/End	
Holiday	
Closed: Plan Day/In-service	
Closed: Winter/Spring Break	
Parent/Teacher Conference	
Holiday	
Labor Day	Sept 4
Veterans Day	Nov 10
Thanksgiving Day	Nov 23-24
Christmas Day	Dec 25
New Year's Day	Jan 1
Martin Luther King Jr Day	Jan 15
President Day	Feb 19
Memorial Day	May 28
Independence Day	July 4

Early Head Start Program Calendar, 2017-2018

http://www.hsolc.org/sites/default/files/documents-forms/public/english/FINAL-17-18EHS-calendar_0.pdf

2017 - 2018 *Early Head Start* School Calendar

August					Student Days
M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		19
September					
M	T	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	15
October					
M	T	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				20
November					
M	T	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		18
December					
M	T	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	15

Calendar Legend	
PD Start/End	
Holiday	
Closed: Plan Day/In-service	
Closed: Winter/Spring Break	
Parent/Teacher Conference	
Holiday	
Labor Day	Sept 4
Veterans Day	Nov 10
Thanksgiving Day	Nov 23-24
Christmas Day	Dec 25
New Year's Day	Jan 1
Martin Luther King Jr Day	Jan 15
President Day	Feb 19
Memorial Day	May 28
Independence Day	July 4

Date	Event
August	
28-sept 8	Pre-Service
September	
Aug 28-Sept 8	Pre-Service
4	Holiday
7	North Eugene Starts
11	First Day of School
October	
13	In-Service
November	
10	Holiday
17	In-Service
23-24	Thanksgiving Holiday
December	
1	In-Service
26-29	Winter Break
25	Holiday
January	
1	Holiday
2	In-Service
15	Holiday
February	
16	In-Service
19	Holiday
March	
16	All Staff
15-16	North Eugene Closed
26-30	Spring Break
April	
May	
28	Holiday
June	
11-14	In-Service
15	North Eugene Last Day
July	
4	Holiday

January				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		19
February				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		18
March				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				21
April				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23/30	24	25	26	27
				19
May				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
				20
June				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
				19
July				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			20

What Substitutes Need to Know

1. Your day's schedule, who to report to and what the assignment will be.
2. The day's normal schedule of activities, plus any special events (screening, field trips, etc.).
3. Any current non-confidential health and nutritional needs and status of each child (allergies).
4. Emergency procedures for fire drills, evacuations, etc.
5. Where equipment and supplies are kept.
6. Building regulations and rules – rules of the classroom.
7. Head Start of Lane County staff, including substitutes, are *never* to leave a child unsupervised.
8. Before releasing a child from your care, check the identification of the individual picking up the child. Ensure that this individual is listed on the child's emergency contact form.
9. If you accept a Long Term Assignment, you will need to complete a full Site Orientation with the Regional Manager within your first two weeks.
10. Confidentiality is crucial for all involved.
 - a. Access to child's file is limited to appropriate staff.
 - b. Any discussion about a child remains private and with appropriate staff only.
 - c. Refrain from discussing a child's behavior, or personal observation with volunteers or parents other than the child's legal parent(s).
 - d. Refrain from making derogatory remarks about children or families; respect the diversity and privacy of children and families.
 - e. Excuse yourself from the office space when confidential meetings or phone calls take place.
 - f. Do not record or take photos of Head Start children using personal devices.

Daily

1. Dress the part: Wear a Substitute badge. Dress comfortably to allow flexibility to perform duties assigned. For safety purposes, footwear should be closed-toe and appropriate for the job. No revealing clothing or clothing with tobacco and/or alcohol advertisements.
2. Upon arrival, check in with the designated staff person and/or sign in to the building.
3. Ask where to securely store your personal belongings. Belongings should be stored out of children's reach. Do not bring nuts or medication into the classroom.
4. Find out the details of your day's work schedule, including what duties you will be assigned and when to take your breaks.
5. If time allows, get acquainted with the building-- including restrooms, computers available for use, emergency exits, and who to contact if you need any help while on site. Please note that all Head Start locations are "no smoking zones". Substitutes should smoke in designated areas only – out of sight of Head Start children.
6. If time allows, meet with the regular teacher before class begins to find out how you can be most helpful throughout the day. Refer to classroom wall postings: Class schedule, Class/site Rules, Staffing Matrix, Special Diets, Alerts, Evacuation plan, etc.
7. Sign in to the classroom upon entry. Sign out of the classroom when you leave (or take a break).
8. Use a site computer to complete your EWS time card.
9. After your shift ends, check out with the designated staff person and/or sign out of the building.

Health & Safety

Head Start of Lane County is committed to the provision of a healthful environment for all involved in our programs.

Hand Washing

Staff and children shall wash their hands whenever hands come in contact with body fluids and the following times:

- Before food preparation, handling, or serving, including setting the table;
- After toileting or changing diapers;
- After assisting a child with toilet use;
- Before and after eating meals or snacks;
- After handling pets or other animals;
- Before and after using disposable gloves;
- After coughing or sneezing;
- After inspecting hair for lice;
- Before and after giving medications.

Exclusion Guidelines for Sick Children and Adults

In order to insure the safety and health of our children and staff, and in compliance with regulations set forth by Oregon Child Care Division, children or adults who have any of the following conditions will be excluded from the classroom until either the condition subsides, or we receive communication from that individual's medical provider stating that they are no longer contagious.

- An oral temperature over 101° - or 100° if taken under the arm.
- A painful, red throat, even if no fever is present.
- A deep, hacking cough.
- *Difficulty breathing, or untreated wheezing (call or see your doctor).
- An unexplained rash.
- Vomiting (more than one time in last 24 hours).
- Diarrhea (runny, watery or *bloody stools).
- Complaints of a stiff neck and headache with one or more of the above symptoms call or see your doctor).
- Thick green drainage from the nose along with sinus pressure, fever or tiredness.
- Yellow discharge from the eyes.
- An unusual yellow coloring to the skin or eyes (call or see your doctor).
- Cuts or openings on the skin that are pus-filled or oozing (bring a note from doctor and keep sores covered).
- Lice or nits (ask the teacher for assistance with this issue).
- A contagious disease. (See your doctor to confirm the disease and receive medication/s if needed).

Storage of Non-Food Items

Refer to policy.

“All cleaning supplies and other poisonous materials are stored in locked compartments or in compartments well above the reach of children and separate from food, dishes, and utensils.”

“All containers of poisonous materials are clearly labeled.”

“Store chemicals and cleanser completely separate from food, utensils and serving items.”

Emergency Procedures

A staff member must remain with children at all times. Staff are responsible for administering first aid. Whenever necessary, 911 will be called. A staff member completes the accident report and has the parent sign it.

An injured substitute will receive first aid by other staff. With help from staff, the substitute will complete the accident/incident report form. The report is sent to the Health Consultant.

Drills / Emergency Evacuations

All substitutes must be aware of the evacuation route posted in the classroom and participate in fire drills when present. Each classroom has its own evacuation plan – this is posted on the wall near the exit.

Medications

Substitute staff are **not** to administer **any** medications to Head Start children. If you are asked to administer medications, remind regular staff that substitute staff are not to administer any medications to Head Start children.

All medications, including any staff medication, must be locked or stored in an area away from children.

Suspected Child Abuse and Neglect

Substitutes are mandatory child abuse/neglect reporters. Substitutes are to share their concerns with the regular teacher, who will assist with the HSOLC child abuse/neglect reporting process.

Mealtime

Family Style Meal Service

Family style meal service allows teachers and children to eat together, creates a relaxing eating environment, and promotes healthy eating habits and attitudes toward food. Food is placed in serving plates or bowls on the table and children serve themselves or serve themselves with some help from staff. For more information about meal times requirements and family style dining, please see the Moodle training and the Family Style Mealtime Policy and Procedure.

Special Diets

There will be a plan to accommodate and ensure the safety of children who have food allergies and other dietary restrictions. Special diets will be printed and posted weekly. For further guidance see Food Allergies and Dietary Restrictions.

Meal Count

Staff must collect the point of service meal count at every meal. Do not hesitate to remind the regular teacher of this important duty or do it yourself. Point of service meal counts must be taken at the "point-of-service." For family style meal service, the "point-of-service" is when the children are seated at the table with the complete reimbursable meal set on the table. Count the children that are seated to receive the meal, and write this number on the Daily Meal Count form posted in the classroom. Also count the adults receiving the meal and note that number on the form.

The Substitute List

Internally, we use the Sub List to organize information for staff that are seeking a substitute. The Sub List displays your phone number and your availability to work at various locations, times and days. Substitutes have the freedom to change their availability anytime for any reason. If there are specific dates that you will not be available (i.e., family vacation, doctor appointment, etc.), we will note these on the Sub List so that you will not receive calls on those dates. If you would like to make updates, please notify Mary Groesbeck, Human Resources, or any staff member that calls to offer an assignment.

EWS Time Cards

- Substitutes are to record their work time daily on EWS.
- Please ask site staff if you are unsure of the most appropriate computer to use. Logon to the computer using the Staff account; the password will typically be **p@ssWORD** (the 0 is a zero).
- Remember to use the dropdown menu to CHANGE SITE to the site where you worked.
- Only record your unpaid breaks when completing your time card. Your 15-minute breaks are paid time, so do not record them on EWS.
- If you are subbing for EHS, please write "EHS" in the Comments field of your time card. Substitutes may use the Comments field to leave any notes or clarifying explanations. This is appreciated!
- If the substitute typically works as the 3rd teacher in the classroom, the substitute may be asked to record their time using the codes "SCA" or "TCSA". If these options appear on your time card and you do not know how to use them, please consult Mary Groesbeck or the Payroll Specialist Donna Reimers.
- If the substitute is unable (or forgets) to record the day's work time on EWS during that work day, they are to notify Mary Groesbeck as soon as possible so that further guidance can be given.

Eligibility for Paid Leave

Substitute staff may be eligible for Paid Sick Leave and Paid Holiday Leave. Please refer to these policies in the Appendix of this handbook, or on our website under Resources > Policies & Procedures.

Paid Training Time

Substitute teachers are welcomed and encouraged to attend teacher trainings. This is paid training time; if you attend, remember to document it on your time card. There is a monthly Teacher Training series on the 3rd Friday of the month at the Whiteaker site from *either* 8:30-11:30 *or* 1:00-4:00. There is a New Teacher Training series on the 1st Friday of the month from 9:00-12:00 at the Whiteaker site. Meetings are subject to change with advance notification. Whenever possible, substitutes on long term assignment should attend trainings with their region.

Payroll

HSOLC follows a set pay schedule; wages are paid every two weeks. Please refer to this schedule (located in the Appendix) to determine when time cards are due and when to expect a pay day. Unless you have made arrangements to pick up your paycheck from the main office or for a direct deposit, your check will be mailed to the address on file.

Advancing Employment

Head Start has many opportunities for advancement. Many of our current staff started as substitutes and now they are working throughout our agency as Teachers, Head Teachers, Early Childhood Education Coordinators, Regional Managers or more. Click the Jobs tab on our website to view Current Openings or to view Job Descriptions. Every job description includes the minimum requirements for the position. To advance to a regular Teacher position, you will either need a 1- year State Awarded ECE Certificate or CDA (Child Development Associate certificate) or Associate Degree or higher, preference for Early Childhood Education degrees. If your degree is unrelated to Early Childhood Education, one year of infant/toddler or preschool classroom assistant/teaching experience is required.

Ending Employment

If you wish to voluntarily terminate your employment at Head Start, please write an email to Mary Groesbeck or Bonnie Clark [bclark@hsolc.org] or hand-deliver a letter to 221 B Street, Springfield. Remember to include your name, your contact information, and the date you would like to be removed from our Sub List. If you would like to return to your position as a substitute after your employment has been terminated, you will need to complete a new employment application and be interviewed again.

Helpful Guidance Techniques

- **Get to know the children in the class.** Learn the names of the children, and use their name when you speak to them. Build a connection with the children. Children perform best for adults they love.
- **Match your own energy to the expected behavior.** Children pick up on your energy and reflect it. If you want the class to calm down, speak slowly and quietly. If you want the children to be excited, you will need to show them your enthusiasm.
- **Focus on do's instead of don'ts.** Say "stay with the group" instead of "don't run away." Children focus on the action of the sentence.
- **Give choices only if there is a choice.** "It's time to come in", rather than "Do you want to come in now?"
- **Recognize good behavior.** Recognizing good behavior and ignoring negative behavior encourages more good behavior.
- **Offer each child a chance to participate.** Remember to notice and engage quiet children, too.
- **Do not expect every child to participate.** Regular teaching staff will tell substitutes when all children should be involved.
- **Build feelings of confidence.** It is important for children to develop the feeling that he/she is able to do things, and that he/she is capable and worthwhile. Example "You really worked hard building that tower..."
- **Change the environment to change behavior.** Sometimes changing the environment is all that is needed for success. Speak with staff first.
- **Use reassuring words/avoid labeling good or bad.** "Talk to James, let him know how you feel." rather than "You're bad to hit James."
- **Avoid comparison of children.** "I'll loosen those laces so your shoes will go on faster" rather than "if you hurry, you'll beat Joe getting his shoes on."
- **Give limits.** "James, you have five minutes to put your paint away and wash up." Follow the rules set, but make sure children understand what you are saying.

Challenging Behaviors

Young children can present challenging behaviors as they learn classroom rules. Head Start of Lane County is committed to using positive behavioral strategies when teaching children how to manage emotions and behaviors. Positive behavioral strategies will typically include the following list:

1. Use praise, encouragement and other means of recognizing appropriate behavior.
2. Clearly state expectations for appropriate behavior.
3. Provide children alternate choices and redirection away from inappropriate behavior to avoid power struggles with children whenever possible.
4. Use the classroom rules that are established at the beginning of the program year.
5. In rare occasions, children present dangerous behavior with the potential of injury to self and others. In such circumstances, substitutes are to seek the support of teaching staff and/or management for guidance on how to respond appropriately.

Staffing Matrix

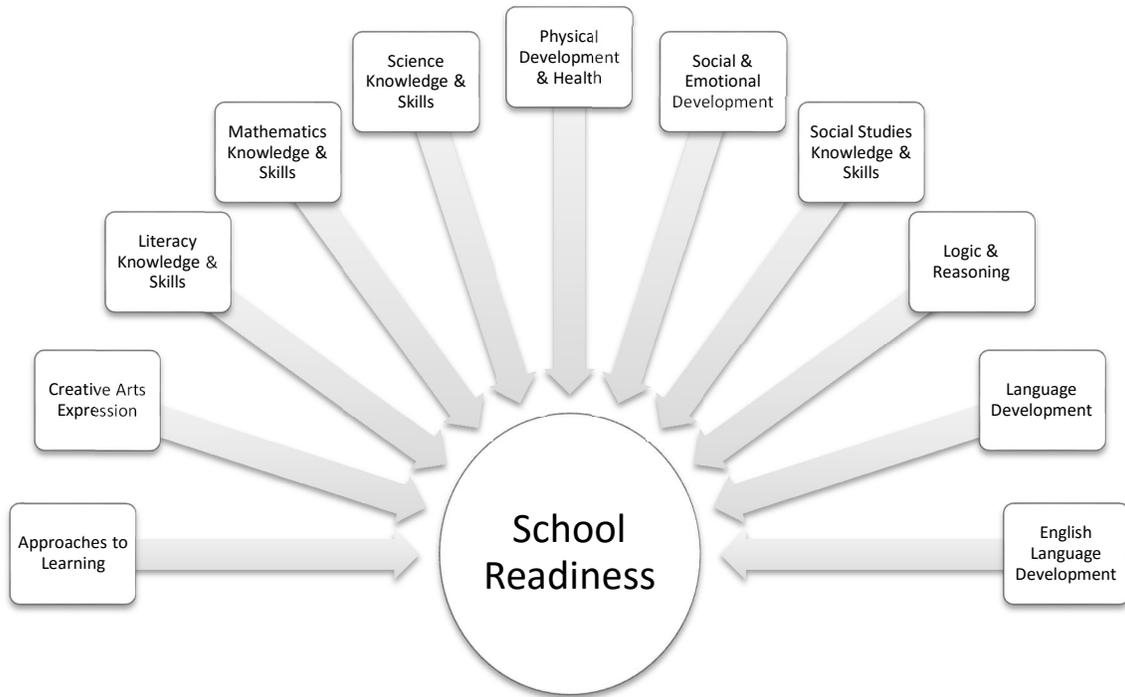
Regular teaching staff create a Staffing Matrix that shows what the Head Teacher and Teacher typically do during various points of the class schedule. If there is time prior to class, please ask the regular teacher to go over the Staffing Matrix so you know how to be most helpful. If there is not time to do this together, the Staffing Matrix is typically posted on the wall. If a substitute begins a long term assignment as the 3rd teacher in the classroom, the Staffing Matrix should be revisited by the classroom team. This is an example of a Staffing Matrix:

Activity	Head Teacher	Teacher	3 rd Teacher
12:00-12:15 Arrival/ Sign-In	Before kids arrive, finish setting up. Greet self-transport kids Assist in sign-in	Walk in w/ Bus Kids Assist in Signing in, coats	Help C.P put his coat away and come to circle.
12:15- 12:30 Circle	Ring transition bell Lead Circle	Provide Circle support Prepare tables for lunch Be with child in quiet area if necessary	Sits with CP at circle.
12:30- 1:00 Hand washing Lunch Tooth brushing	Exit children out of circle Assist with hand washing Sit at lunch	Assist with hand washing Sit at lunch Oversees children still at the table	Watches C.P. and gives prompts or praise as needed
1:00- 1:50 Choice Time	Scan room and engage with children at choice time	Tooth brushing Lead small group activity	Gives CP stickers for positive interactions with peers
1:50- 2:00 Clean up/ Line Up	Ring transition bell Assist in Clean up Monitor line	Assist in Clean up Lead line	Watches C.P. and gives prompts or praise as needed
2:00- 2:35 Outside Time	Monitor play structure and ½ of area Ring transition bell Lead line	Monitor bikes and ½ of area Monitor line	Monitors CP
2:35- 2:45 Story	Read story	Circle support Monitor child in quiet area (if needed) Prepare snack table	Sits with CP at circle
2:45- 3:15 Snack	Circle Exit Assist with hand washing	Assist with hand washing Sit at snack	Sits at CP's table
3:15- 3:25 Music and Movement	Lead activity Exit Bus kids	Assist in activity	Cleans snack table
3:25- 3:30 Depart/ Bus	Stay with self-transport kids	Assist with coats/ bags Line up with bus kids	Walks with CP to his bus

School readiness – What Does This Really Mean?

Children learn by doing – not by passive observation. Children learn by asking questions and searching for answers for those questions. They learn by discovery and by using all their senses when possible. They learn by experimenting, sorting, and combining objects. They learn by repeating experiences and by building confidence in his/her self.

Head Start focuses on ten domains of learning which connect to school readiness:



How does this translate to interacting with children in the classroom? When interest is shown with active engagement in a child’s learning, (asking questions to encourage thinking and problem-solving) school readiness is being built upon.

School Readiness	Child
Approaches to learning are skills in completing a challenging or frustrating tasks, following directions, making mistakes and working as a group.	Learning the rules of the classroom. Waiting for his/her turn.
Creative arts and expression can be in the form of dance, music and play. These all support imaginative thinking and self-expression.	Free time to play. Singing at circle time. Creative painting.
Literacy skills in learning to listen, understanding what is seen or heard and expressing his/her self.	Reading at circle time. Books and magazines at child level.
Math skills includes addition/subtraction, spatial sense, measurement and time concepts.	Sorting shapes and colors. Comparing sizes (big, small, wide, and thin). Counting and take a-ways

<i>School Readiness</i>	<i>Child</i>
Children are natural scientists. Curiosity, exploration and asking questions help child understand the world. Active engagement in observing, exploring, experimenting are the best ways to teach science.	Ask questions “what if”, “what do you think, what do you think will happen next?” Cooking projects, weather projects, gardening
Physical health is learning about keeping your body healthy, making right food choices, and learning a healthier life style.	Tooth brushing. Active play. Gardening.
Social emotional learning is part of learning cooperation, self-control, independence and building friendships.	Learning how to share feelings with someone else.
Social studies. Children will learn about and how they relate to others in the world around them. This helps children relate to self, family, neighborhood and beyond.	Stories about other places and people.
Logic and reason is asking questions to help your child reason, consider and come to their own conclusion, right or wrong (unless it is safety related).	Puzzles, water and sand table.
Language development (receptive and expressive) includes the ability to comprehend language and the use of the language in communicating with others.	Engages in conversations with others. Listens attentively to storytelling. Re-tells a story.
English Language Development (receptive and expressive) is the development of English language skills for children who speak a home language other than English.	Participates in songs, rhymes and stories in English.

The activities planned, the way the environment is organized with toys/materials, daily schedules and transitions are designed to complement the curriculum and give children a successful start in school.

The most important goal of the curriculum is to help children become enthusiastic learners. This is done by encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts.

Our goal is to help children become independent, self-confident, inquisitive learners. We are teaching them “how” to learn, not just in preschool, but all through their lives. We promote good habits and attitudes, particularly a positive sense of self and others.

Appendix

Site Feedback Form

Please submit this form to Mary Groesbeck (Substitute Coordinator) or Bonnie Clark (Human Resources Specialist) if you have any feedback about your experiences at Head Start of Lane County sites.

Substitute Staff Sick Leave Policy

All substitute staff may be eligible for paid sick leave. Please refer to the eligibility requirements in the policy.

Substitute Employee Holiday Pay Policy

Substitutes on a long term assignment may be eligible for paid holiday leave. Please refer to the eligibility requirements in the policy.

Pay Schedule

Your time card must be 100% complete when you leave work on the day the pay period ends. Pay Days are every-other-Friday. Please refer to this pay schedule for details.

SITE FEEDBACK FORM

(Completed by Substitute Teachers)

Name: _____

Date(s): _____

Site Subbed In: _____

am

pm

full day

Were expectations clear? (circle one)
(i.e. lesson plans, daily routines, meal service)

yes

no

Comments: _____

Were there areas of concern? (Circle one)

yes

no

Comments: _____

CLASSROOM STRENGTHS:

WHAT ARE YOUR TRAINING NEEDS?:

WHITE : All copies
YELLOW : to Human Resource Dept
PINK :

(R.5/05-C.3/98) NCR 3

Substitute Staff Sick Leave

Policy

Head Start of Lane County provides substitute employees with paid sick leave per the Oregon State Sick Leave regulations OAR 839, Division 7; Oregon Sick Time.

Procedure

Eligibility

1. As of 01/01/2016, substitute employees are eligible for sick leave accrual starting with their first day of employment, on, or after, 01/01/2016.

Accrual

1. Substitute employees will accrue sick leave at a rate of one hour for every 30 hours worked, on, or after, 01/01/2016. The maximum sick leave accrual per substitute employee is 40 hours per program year, not to exceed 40 hours total in sick leave bank.

Usage

1. All substitute staff will have the right to use their accrued sick leave beginning on or after their 91st calendar day of employment. An employee may use sick time for a previously scheduled shift, for the following reasons:
 - a. The employee's own physical or mental illness, injury, or health condition; need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or need for preventative care.
 - b. To care for a *Family Member with a physical or mental illness, injury, or health condition; need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or need for preventative care for a *Family Member, as defined by FMLA/OFLA.
 - c. To care for a child of the employee who is suffering from an illness, injury or condition that is NOT serious a health condition as defined in OAR 839-009-0210(20), but, does require home care.
 - d. For any purpose covered under the Oregon Family Leave Act as specified in ORS 659A.150-659A.186.
 - e. For any purpose covered under ORS 659A.272 relating to protection from domestic violence, harassment, sexual assault, or stalking.
 - f. In the event of a public health emergency that affects employee's ability to work.

Attendance and Call-In

1. Substitute employees may be paid for sick leave if they are unable to work a previously scheduled shift, due to any of the reasons mentioned above under "Usage".
2. The substitute employee should notify the Regional Manager, Assistant Regional Manager or Regional Assistant who scheduled the day in question, as soon as possible.
3. If unable to reach the person's listed above, a message (preferably, a text message) should be left with the Data Monitoring and Professional Development Manager. The phone numbers for the staff listed above will be provided to substitute staff. It is expected that substitute staff will keep a copy of these phone numbers and will have them readily accessible in the event the employee needs to call in sick.
4. The Data Monitoring and Professional Development Manager will check for messages each workday morning.

Return to Work

1. Employees who are absent for more than three consecutive work days will be required to provide Human Resources with medical certification from a health care provider within 15 days of the days missed, in order to be paid sick time.

Timekeeping

1. Substitute employees may use sick leave in no less than one hour increments and only for previously scheduled work hours. All substitute employees of Head Start of Lane County will receive training to record sick time in EWS. It is the responsibility of the individual employee to request the Data Monitoring and Professional Development Manager to enter sick time if an employee is not expected to return before payroll is due.

Separation from Employment

1. Unused sick leave will not be paid out at time of separation of employment. If an employee is reinstated within 180 days of separation, their previous unused sick leave balance will be restored.

*Family Member as defined by the Oregon Family Medical Leave Act. A copy of the Family Leave Posters are displayed at each Head Start of Lane County site.

Substitute Employee Holiday Pay

Policy

Head Start of Lane County provides paid holiday time to eligible substitute employees.

Eligibility

Substitute employees are eligible for paid holiday time when meeting all of the following requirements:

The substitute employee:

1. Is unable to work their regularly scheduled work hours due to the Agency's closure for the holiday
2. Is committed to a long term assignment that extends before and after the holiday
3. Is in paid status on the scheduled work days prior to and following the holiday
4. Worked at least twenty (20) hours per week during the pay period prior to the holiday

Usage

1. Eligible substitute employees shall be paid for the holiday as though they worked their regular schedule, and not to exceed eight (8) hours for that day.
2. Substitute employees will enter paid holiday time during the pay period containing the holiday. Holiday time must be entered before the end of the pay period. The pay period schedule is given to employees at the time of hire and is available in the Document Achieve > Admin > Calendars: <https://www.hsolc.org/sites/default/files/documents-forms/public/english...> ⁽¹⁾

Procedure

1. The Data Monitoring & Professional Development Manager will analyze substitute employees' eligibility for paid holiday time.
2. The Data Monitoring & Professional Development Manager will inform applicable managers (Regional Managers, Assistant Regional Managers, Food Service Manager, Transportation Manager) and the Finance Department of substitute employees that meet eligibility requirements for paid holiday time.
3. The Finance Department will load the holiday leave code for substitute employees that are eligible for paid holiday time.
4. The Data Monitoring & Professional Development Manager will send eligible substitute employees a message via the electronic time card system (EWS) that informs them of their eligibility for paid holiday time.
5. Eligible substitute employees are responsible for entering holiday time on the electronic time card system (EWS). Applicable managers (Regional Managers, Assistant Regional Managers, Food Service Manager, Transportation Manager) and the Data Monitoring & Professional Development Manager are available to support substitute employees with entering holiday time.
6. Holiday time will be paid on the substitute employee's regularly scheduled paycheck for the pay period.

Bi-Weekly Pay Schedule for 2017-2018

Pay Period			Pay Date	Notes
2 weeks	Begins	Ends		
1	Sunday - July 16	Saturday - July 29	Friday - Aug 4	
2	Sunday - July 30	Saturday - Aug 12	Friday - Aug 18	
3	Sunday - Aug 13	Saturday - Aug 26	Friday - Sept 1	
4	Sunday - Aug 27	Saturday - Sept 9	Friday - Sept 15	Labor Day (Holiday) - Mon, Sept 4
5	Sunday - Sept 10	Saturday - Sept 23	Friday - Sept 29	
6	Sunday - Sept 24	Saturday - Oct 7	Friday - Oct 13	
7	Sunday - Oct 8	Saturday - Oct 21	Friday - Oct 27	
8	Sunday - Oct 22	Saturday - Nov 4	Friday - Nov 10	Veteran's Day (Holiday) - Fri, Nov 10
9	Sunday - Nov 5	Saturday - Nov 18	Friday - Nov 24	Thanksgiving (Holiday) - Thur, Nov 23 and Fri, Nov 24
10	Sunday - Nov 19	Saturday - Dec 2	Friday - Dec 8	
11	Sunday - Dec 3	Saturday - Dec 16	Friday - Dec 22	
* 12	Sunday - Dec 17	Saturday - Dec 30	Friday - Jan 5	Christmas (Holiday) - Mon, Dec 25 New Years (Holiday) - Mon, Jan 1
13	Sunday - Dec31	Saturday - Jan 13	Friday - Jan 19	
14	Sunday - Jan 14	Saturday - Jan 27	Friday - Feb 2	Martin Luther King (Holiday) - Mon, Jan 15
15	Sunday - Jan 22	Saturday - Feb 10	Friday - Feb 16	
16	Sunday - Feb 11	Saturday - Feb 24	Friday - Mar 2	President's Day (Holiday) - Mon, Feb 19
17	Sunday - Feb 25	Saturday - Mar 10	Friday - Mar 16	
** 18	Sunday - Mar 11	Saturday - Mar 24	Friday - Mar 30	
19	Sunday - Mar 25	Saturday - Apr 7	Friday - Apr 13	
20	Sunday - Apr 8	Saturday - Apr 21	Friday - April 27	
21	Sunday - Apr 22	Saturday - May 5	Friday - May 11	
22	Sunday - May 6	Saturday - May 19	Friday - May 25	
23	Sunday - May 20	Saturday - June 2	Friday - June 8	Memorial Day (Holiday) - Mon, May 28
24	Sunday - June 3	Saturday - June 16	Friday - June 22	
25	Sunday - June 17	Saturday - June 30	Friday - July 6	Independence Day (Holiday) - Wed, July 4
26	Sunday - July 1	Saturday - July 14	Friday - July 20	
Breaks	Winter Break *Winter Closure **Spring Break	Part Year Staff..... Full Year and Admin Staff Part Year Staff.....		