

Loudoun County Public Schools

Head Start Program



FAMILY HANDBOOK

2023-2024



Loudoun County Public Schools

Head Start Program

407 E. Market St., Suite 107

Leesburg, VA 20176

Phone: (571) 252-2110

Fax: (703) 669-1444

www.lcps.org/headstart

Loudoun County Public Schools is the grantee for the Head Start Program. This program is funded by the Department of Health and Human Services and Loudoun County Public Schools.

Loudoun County Public Schools does not discriminate in employment or in its educational programs and activities against qualified individuals with disabilities, nor on the basis of age, gender, race, color, religion, or national origin.

If, due to a disability, you need assistance to attend any Head Start activity, please call the Head Start Office at (571) 252-2110.

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Welcome to Head Start!

The LCPS Head Start program is a federally funded preschool program that provides comprehensive early childhood education, health, nutrition, social-emotional and parent involvement services to eligible children and families in Loudoun County. The program's services and resources are designed to foster strong family relationships, enhance children's physical and emotional well-being, and establish an environment to develop strong cognitive skills. Additionally, LCPS Head Start staff are available to assist families in connecting with resources in the community. The LCPS Head Start staff respects parents as their children's primary nurturers, teachers, and advocates. We look forward to partnering with you this year in your child's educational journey.

Head Start Classroom Locations

SCHOOL	ADDRESS	PHONE
Dominion High School	21326 Augusta Dr. Sterling, VA 20164	(571) 434-4400
Forest Grove Elementary	46245 Forest Ridge Dr. Sterling, VA 20164	(571) 434-4560
Rock Ridge High School	43460 Loudoun Reserve Dr. Ashburn, VA 20148	(703) 996-2100
Sugarland Elementary	65 Sugarland Run Dr. Sterling, VA 20164	(571) 434-4460
Tuscarora High School	801 N King St. Leesburg, VA 20176	(571) 252-1900
Woodgrove High School	36811 Alder School Rd. Purcellville, VA 20132	(571) 252-1900



ATTENDANCE MATTERS!

ALL DAY EVERY DAY

The LCPS Head Start program understands that children may need to miss school due to illness or a family emergency. However, it is very important for your child to attend school regularly to gain the best educational benefit. If your child will be absent, please use the following steps to inform the Head Start Office:

Absences:

- If your child must miss school, be sure to notify Head Start of the absence. It is very important that you **report the absence in Parent Vue, or email the Head Start office, or call the absence line and leave a message.**

Student List Logout

Messages 2 >

OLR Online Registration >

Hillside ES
2020-06-10: Grade report pe... >

Total Events: 1 Show Events

Report Absence

< Student List Report Absences

Grade: 01 Hillside ES

Please select the days(s) for which student will be absent, enter a reason for the absence, then select submit.

Start Date: 05/08/2020 **End Date: (Optional)** End Date

Select Reason: Select a reason

< Student List Report Absences

Grade: 01 Hillside ES

Please select the days(s) for which student will be absent, enter a reason for the absence, then select submit.

Start Date: 05/08/2020 **End Date: (Optional)** End Date

Select Reason: Report Attendance

PDF 05...200202PM.pdf

Note: Wellness checkup

Close Save

Absence Line Phone Number: (571) 252-2130

Email: HeadStart@lcps.org

The voicemail line & email is available 24 hours a day

- If you call the absentee line or send an email, please include the following information:
 - The message should include your child's first and last name, the Head Start school they attend, and the reason for the absence
 - For example, "My name is Jane Smith. My daughter, Jill Smith, attends Rock Ridge and will be absent today because she has a fever."
- Head Start regulations state that if a child misses two days of school in a row, and the parent/guardian has not contacted the Head Start Office, we must contact the parent/guardian right away to make sure you and your child are safe. This may include a home visit. Please remember to report every absence!

Tardies and Early Pick-Ups:

- Being late to school (Tardy) and leaving school early are disruptive to your child and to the class
- We understand that emergencies occur, but please try to make any appointments after school hours whenever possible
- If your child is late arriving at school:
 - Park your car
 - Walk with your child to the main entrance of the school and use the intercom to let the office staff know you are dropping off your child
 - Follow the instructions given over the intercom
- If you need to pick your child up early from school:
 - Follow the guidelines for your child's school if you need to pick him/her up for any reason. Photo identification is required when entering any LCPS building.

Sick Policy

Children should attend school unless they have the following symptoms:



- A fever of 100.4° or greater or have been given medication to reduce a fever in the last 24 hours
- Chills
- New uncontrolled cough that causes difficulty breathing and is unrelated to allergies or asthma
- Nasal congestion/runny nose
- Sore throat
- Nausea/vomiting/diarrhea – children should not return to school until 24 hours after being free from vomiting or diarrhea
- Fatigue
- Headache
- Muscle or body aches



Help Your Child Succeed in Preschool: Build the Habit of Good Attendance

Early School Success goes hand in hand with good attendance!

DID YOU KNOW?

Showing up on time every day is important to your child's success and learning from preschool forward.

Missing 10 percent of preschool (one or two days every few weeks) can

- Make it harder to develop early reading skills.
- Make it harder to get ready for kindergarten and first grade.
- Develop a poor attendance pattern that's hard to break.

High quality preschool programs have many benefits for your child. The routines your child develops in preschool will continue throughout school. You can make the most of preschool by encouraging your child to attend every day!

WHAT YOU CAN DO

Work with your child and his/her teacher to help your child develop strong attendance. Your enthusiasm is a big boost to success.

Talk about it – sing about it – make it an adventure!

- Set a regular bed time and morning routine
- Lay out clothes and pack backpacks the night before
- Share ideas with other parents for getting out the door on time

Before the school year starts:

- Find out what day preschool starts and start the exciting count down!
- Make sure your child has the required shots.
- Attend orientation with your child to meet the teachers and classmates.

Ready – Set GO!

- Develop back-up plans for getting to preschool if something comes up
- Ask family members, neighbors or other parents to lend a hand if you need help dropping off or picking up your child
- Schedule medical appointments and extended trips when preschool is not in session
- If your child seems anxious about going to preschool, talk to the program director, teacher, your doctor or other parents for advice. If the problem persists, make sure the program is a good fit for your child.



There will be times when preschoolers will trip and fall or bump into something and get a bruise. These are normal accidents. If your preschooler is taken to the school nurse you will receive a phone call to inform you.



Medications

The health offices in Loudoun County Public Schools are committed to caring for students' health needs. **Parents are asked to give medications at home whenever possible.**

If your child needs to have prescription or non-prescription medication at school:

- Contact the Head Start Health and Nutrition Coordinator (571-252-2110) for specific instructions and to obtain the appropriate Medication Administration form
- It is the responsibility of the parent/guardian to transport any medication to and from school for the protection of all children
- **Students are not allowed to transport medication to or from school**

Home Visits and Conferences



- Teachers and Teacher Assistants make two Home Visits and have two Parent/Teacher Conferences during the school year. These are scheduled to meet you and your child, to plan with you, and to review your child's school experiences.



- The Head Start Family Service Professionals and Health Staff will be also available to meet with you during the school year to discuss any family needs or concerns you may have.

Gifts



- Head Start employees are not allowed to accept gifts from families who received services from the Head Start Program. If you would like to show your appreciation, we suggest a handwritten note or verbal thanks. Thank you for your understanding!

Authorized Persons List



- You have given us names of emergency/authorized people who are allowed to pick up your child.
- Every individual listed on the Authorized Persons List must show their photo ID, including the parent/guardian.
- The name on the ID must exactly match the name on the Authorized List.
- No one else will be allowed to pick up your child unless you call the Head Start office and add his or her name to the emergency/authorized persons list.
- An authorized person must be at least 16 years old.
- Additions should be made **48 hours** in advance so that all staff, including transportation, will have this information.

Report All Changes



- If you have a change in your address or phone number, you **must** notify the Head Start office immediately at (571) 252-2110.
- For emergency reasons, it is essential for us to have the correct information.
- A change in address could affect your child's enrollment in the program.
- Transportation changes can take 7 to 10 days to be finalized.



Bus Information

- You can find your bus information on ParentVue
- You can also Download the App “StopFinder” to see the location of the bus
 - Follow the instructions to download on your phone



Rules for Bus Riders

Morning:

- Wait at the bus stop with your child at least 10 minutes before the scheduled pick-up time
 - Please do not wait in your home or in a car – the driver cannot wait for you to come to the bus stop
- Wait for a late bus at least 10 minutes after the scheduled time
- Children may not wait for the bus alone
- Children may not cross the street alone

Afternoon:

- An Authorized Person must be waiting at the bus stop to meet your child
 - Each Authorized Person, including the parent, must have their photo ID every day to show to the driver/attendant
- Arrive at the bus stop at least 10 minutes before the scheduled drop-off time; the driver cannot wait for you to arrive
- Come to the bus door, say your name, say the name of the child you are meeting and show your photo ID
- If no one is at the bus stop, your child will be returned to school, and you will be expected to pick your child up as soon as he/she arrives at school
 - If this happens repeatedly, your child may have bus services suspended

Changes:

- Call (571) 252-2110 as soon as you know of a change
 - Bus drivers/attendants cannot accept information about a change
- Please note that any change of address or bus stop may delay bus service for your child for up to two weeks to allow the Transportation Dept. to update the bus route.

Behavior:

Please encourage your child to use appropriate behavior on the bus. We expect children to:

- Sit in their seat and with the seat belt buckled
- Use gentle hands and feet
- Speak in soft voices

***Please Note: No food or toys from home are allowed on the bus. Thank you!**





School Closings and Delays

Head Start follows the delay and closing decisions made for Loudoun County Public Schools. Please look at www.lcps.org or listen to the radio or television for school changes. You can sign up for closing/delay phone/email alerts at <https://alert.loudoun.gov>. During a day with changing weather you should listen to the radio or television for announcements about changes in the school times.

If you sign up for phone alerts, you may hear one of the following messages:

"Loudoun County Public Schools are closed."

This means Head Start is cancelled.

"Loudoun County Public Schools are opening 2 hours late."

This means Head Start busses will arrive at your bus stop approximately 2 hours later than the normal pick-up time. Children will eat only lunch at school and return home at the usual time. Please send your child to school!

"Loudoun County Public Schools are closing two hours early."

Head Start children will return home or to day care at their regular time unless we telephone you with a change.



Education Services

The LCPS Head Start program uses the HighScope® curriculum. This educational approach emphasizes “active participatory learning.” Young children learn best by doing and discovering things for themselves. Through active participatory learning (play) children acquire important mental, physical and social skills which prepare them for later learning. Following are some of the skills children learn in each area of the classroom:

Block, Puzzles, and Small Toys Area

Children learn how to:

- Use the small muscles in their fingers and hands
- Use words: weight, turn, flip, twist and other math related words
- Cooperate and plan with other children
- Cause and effect
- Sort, classify, match, and compare properties

Housekeeping Area

Children learn how to:

- Use their imaginations
- Express their emotions appropriately
- Share, cooperate, and take turns
- Solve problems with each other
- Talk with others

Art Area

Children learn how to:

- Make choices from the materials provided
- Think creatively
- Develop a vocabulary to describe things, colors, shapes and textures

Book Area

Children learn how to:

- Explore books
- Picture read a story
- Sequence events from the story
- Use new vocabulary words

Science and Math Areas

Children learn how to:

- Explore
- Sort
- Count
- Identify size and shapes
- Classify objects



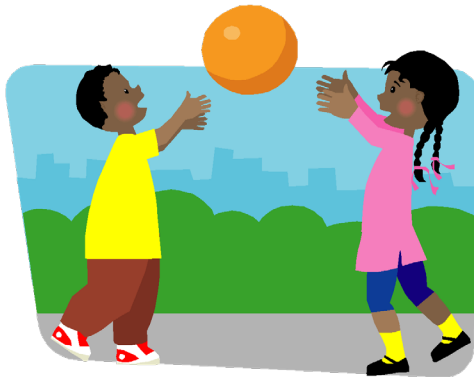
Physical Play (Outside Play)

Children learn how to:

- Take risks
- Coordinate their hand and eye movement
- How to cooperate, take turns
- Balance

In the HighScope® Preschool Curriculum, learning is focused on the following eight content areas, which are based on the dimensions of school readiness identified by the National Education Goals Panel. HighScope's® curriculum content areas are

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



School Readiness Goals

Regulation 45 CFR Chapter XIII Part 1307 requires all agencies to establish school readiness goals, defined as "the expectations of children's status and progress across domains of language and literacy development, cognition and general knowledge, approaches to learning, physical health and well-being and motor development, and social and emotional development that will improve readiness for kindergarten goals" (Part 1307.2).

Social and Emotional Development:

Child expresses care and concern toward others.

Language Development:

Child uses increasingly complex language in conversation with others.

Literacy Development:

Child identifies letters of the alphabet and produces correct sounds associated with letters.

Math Development:

Child knows number names and the count sequence

Science Development:

Child analyzes results, draws conclusions, and communicates results.

Fine Motor Development:

Child demonstrates increasing control, strength, and coordination of small muscles.

Stages of Development - Age 3

Physical development:

- Sleeps 10-12 hours at night
- Dresses self with some help (buttons, snaps, zippers)
- Feeds self (with some spilling)
- Pedals a tricycle
- Can stand, balance, and hop on one foot
- Can feed self with spoon and small fork
- Can use toilet independently
- Can brush teeth, wash hands, get a drink

Social & Emotional Development:

- Accepts suggestions and follows simple directions
- Enjoys helping with simple household tasks
- Can make simple choices between two things
- Enjoys making others laugh and being silly
- Enjoys playing alone but near other children
- Spends a great deal of time watching and observing
- Enjoys playing with other children briefly, but often does not cooperate or share well
- Enjoys hearing stories about self

Intellectual Development:

- Talks in complete sentences of 3-5 words
- Enjoys repeating words and sounds
- Enjoys listening to stories and repeating simple rhymes
- Able to tell simple stories from pictures or books
- Enjoys singing and can carry a simple tune
- Asks who, what, where, and why questions
- Can put together a 6-piece puzzle
- Can draw a circle and square

Stages of Development - Age 4

Developmental milestones give parents a general idea about what to expect from children of different ages. However, there will always be differences between individual children. Here are some characteristics of a typically developing four-year-old:

Physical development:

- Can stand or hop on one foot
- Very active – likes to run, jump and climb
- Can dress him or herself but probably can't tie shoelaces
- Can cut with scissors
- Can draw a circle, cross or square
- Can write some letters
- Likes to do different activities

Emotional Development:

- Has out-of-bounds behavior (tests limits)
- May be defiant – not cooperating with parents
- Acts sure of him or herself
- Is often negative
- Needs limits but enough freedom to try new skills

Social Development:

- Is very social
- Enjoys being with other children
- Can play cooperatively
- Likes to talk
- Can play some organized games like tag or duck-duck-goose

Intellectual Development:

- Asks lots of questions
- Is very imaginative – likes to make up stories
- Can be very dramatic
- Knows close to 2000 words
- Talks in complete sentences
- Can concentrate on one task for about 15 minutes

Family Engagement



One of LCPS Head Start's goals is to strengthen the home-to-school partnership between the program, family, and the child's school. Head Start offers many opportunities for families to be involved in their child's education.

Classroom Volunteering

- Family members are encouraged to volunteer in the classroom

Family Connection Classes

- Family Connection Classes can be offered in-person or virtually on a variety of topics that support family well-being
- At Family Connection Classes, you can share thoughts and concerns with other parents and discuss topics of mutual interest
- A Head Start Family Services Professional and Spanish interpreter conduct the meetings, and you will receive information regarding the date and time for each meeting

Policy Council

- Policy Council is the Head Start governing body that enables parents to have a voice in their child's education
- As a member of Policy Council, you can represent your child's classroom and help make decisions regarding your child's education
- Policy Council is a group of Head Start parents and community members who meet monthly
- Policy Council members help make decisions regarding the Head Start program and have an opportunity to meet other families in the program
- Parent Representatives are elected from each classroom

Parent Committee Meetings

- Parent Committee Meetings are for all parents to share about topics related to their child's educational experience
- Each class sets up their own time to meet led by the Policy Council Parent Representatives
- Parent Representatives will share information from Policy Council meetings, get input from parents, and share updates

Health/Mental Health Advisory Committee

The Health/Mental Health Advisory Committee is a group of Head Start staff, community representatives, health professionals, and parents interested in discussing the health and well-being of preschool age children. Contact the Head Start office if you are interested.

Family Support

The primary role of the Head Start Family Services Professionals is to provide support to you and your family. You and a Family Services Professional will complete a Family Partnership Agreement. Based on this agreement, goals are established and designed to support your needs. Resources are provided to help you achieve your goals.

Please call the Head Start Family Services Professionals at (571) 252-2110 if you need help obtaining:

Clothing	Mental Health Referrals
Housing	Substance Abuse Assistance
Employment	Family Counseling
Education	Financial Literacy
Job Training	Medical Care
English Language Classes	Nutrition Support
Transportation	Any other support or assistance
Parenting Skills	



Food and Nutrition

Head Start children receive breakfast and lunch each school day. If a child arrives at school after breakfast has been served, breakfast will be made available to the child.

The Head Start guidelines ensure a safe, sanitary, and nutritional food supply for students. **No outside food or beverage is allowed in the classroom or during other Head Start activity.** This includes birthday and holiday treats from home and other places. Only approved food on the menu and classroom food experiences can be served in the Head Start classroom.

If you have any concerns about your child's eating habits or physical growth, the Health Nutrition Coordinator can help with menu ideas and individual nutritional counseling. Nutrition education and information about community resources for family nutrition will be shared with families.



Health Services

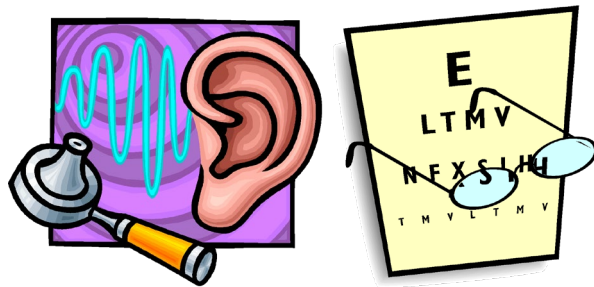
The Head Start staff works to promote an understanding of the relationship between physical, mental, and emotional well-being. A strong emphasis on health care is encouraged because it is an important factor in your child's ability to succeed.

As a part of the Head Start enrollment process, your child must complete a physical examination which includes a TB screening, hemoglobin/ hematocrit blood test, blood lead level, and up-to-date immunizations.

If these examinations indicate a concern or need for further treatment, you will need to make arrangements for completion of the necessary follow-up treatment. We can assist you in making these arrangements.

Screenings

Preschool screenings are conducted every year in the areas of **development, behavior, hearing, speech** and **vision**. These screenings are provided by Head Start and LCPS staff at no cost to families. The results of these screenings will be shared with you during a Parent-Teacher Conference. If any of the results indicate a concern, your child will be referred for further testing.



Separation Preparation

The first day of school is a big event for parents and children! Here are some tips to make the process of going to school a little easier for your child, for you, and for the teachers.

Preparing Your Child for Preschool: Ideas for Parents



- Encourage your child to talk to you about his or her feelings.
- Help your child put his or her feelings into words. Teach that it's okay to say: "I'm scared," "I'm nervous," "I'm excited" or "I'm sad."
- Be prepared to answer questions like:
 - "Will the other kids like me?"
 - "What happens when I have to go to the bathroom?"
 - "Who will meet me after school?"
- Be a good role model - be positive about this new and exciting experience!
- Reassure your child that school is a safe and fun place.

Saying Goodbye: Tips for Parents



- Make up a goodbye ritual with your child. Do this special ritual every morning before he or she leaves for school. For example:
 - Sing a silly song.
 - Give each other a hug or a special handshake.
 - Say, "See you after lunch," or "See you later, alligator!"
- **Always** say goodbye before you leave.
- Be firm when you say goodbye - don't linger.
- Smile!

Mental Health Services

Mental health can be defined as how we treat ourselves, the people around us and the world we live in. It impacts our behavior, our mood, and our ability to solve problems. Good mental health means having the capacity to cope with all of life's circumstances: the highs and the lows, the joys and the sorrows. In Head Start, we believe that mental health includes all an individual's needs: physical, emotional, social, cognitive, occupational, and spiritual.

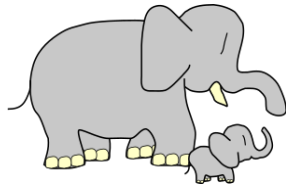
Head Start's mental health objectives include:

- prevention
- identification
- referral
- treatment
- resiliency

With the recent pandemic, we may be flooded with a brand-new set of worries and anxieties about the world. There are so many unanswered questions about the future and when life will finally be back to what we are used to. It is during this time that we can do our best to work on our own self-care. To ensure we are taking care of our own bodies and minds so that we can be there for our family. I want to make sure that every family in the Head Start program feels comfortable contacting the office and asking for help.

Please call the Mental Health Coordinator with your questions, thoughts, or concerns about your child's or your own mental health at (571) 252-2110.





Child Supervision Guidelines

Supervision

Age 0-9	Should not be left unsupervised
Age 10-12	Should not be left unsupervised for more than 3 hours
Age 13-18	May be left alone for longer than 3 hours
Under 16	Should not be left alone overnight

Babysitting

Age 9-12	May act as "Parent Helper" with adult supervision
Age 13	May babysit for children over age 4 for no more than 3 hours
Age 14 & over	May babysit infants and children

Before you make the decision whether to have your child stay home alone, consider whether the following factors apply to him/her. Your child should not be left alone if they experience any of the following:

- Developmentally delayed
- Emotionally Disturbed
- Mental health or physical health issues
- Frequently gets into trouble
- Accident prone
- Difficulty getting to or from school on time
- Expresses fears or worries about being left alone. It is important to discuss these fears with children and be sympathetic to their concerns.

Please call the following agency with any questions relating to baby-sitting or supervision:

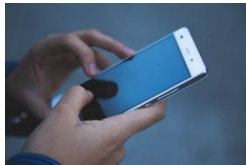
Department of Family Services
102 Heritage Way NE Suite 102
Leesburg, VA 20176
(703) 777-0353

Mandated Reporting of Child Abuse and Neglect

Under Virginia law, Loudoun County Public School employees are required to report suspected cases of child abuse or neglect to the Department of Family Services. Teachers must be alert to signs of abuse and report any suspicions to their school principal or Head Start Office staff.

According to Virginia law, an abused or neglected child is **any child under 18 years of age whose parent or caregiver:**

1. causes or threatens to cause a non-accidental physical or mental injury;
2. neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing or health care;
3. abandons the child;
4. neglects or refuses to provide adequate supervision in relation to a child's age and level of development; or
5. commits, or allows to be committed, any illegal sexual act upon a child, including incest, rape, indecent exposure, prostitution, or allows a child to be used in any sexually explicit visual material.



How YOU Can Help Prevent Child Abuse

If you are concerned about a child you know that may be experiencing abuse or neglect, please call Child Protective Services. **You do not have to give them your name.** Here's how to report child abuse and neglect in Loudoun County:

- If the situation is an emergency and a child is in immediate danger, call 911
- To report child abuse/neglect during business hours call 703-771-KIDS (5437), Monday through Friday, 8:30 am - 5:00 pm
- After hours and on the weekend, call the Virginia State Child Protective Services (CPS) Hotline, 800-552-7096, or call the Sheriff's Office, 703-777-0445, and ask to have the on-call CPS worker paged

Photo Policy

No child will have their picture taken for any reason if their family did not give Head Start permission.

Young Adults in the Family and Consumer Sciences (FACS) Program

A young adult in the FACS program may take a picture of a Head Start student for a class project. This picture may only be taken on the Head Start camera or a camera provided by the FACS teacher. Pictures taken of Head Start students may only be downloaded on an LCPS computer. Once the project is completed all pictures must be deleted.

Publicity

An LCPS employee, or a photographer escorted by an LCPS employee, may use a Head Start child in a photograph or in any videotape, television, audio recording, or broadcast that will be produced by and available to the public from LCPS and/or Head Start if the family has given prior consent.

Yearbooks

No identifying information of a Head Start student may be published in a yearbook to include the student's name. Photos without names may be included in a yearbook if the family has given prior consent.

Community

Community partners may use photos of Head Start students in publications without names attached if the family has given prior consent.

LCPS Resources for Families

Parent Resource Center

407 E. Market St. Leesburg, VA 20176
(571) 252-6540

The LCPS Parent Resource Center (PRC) provides support, training and information to parents and teachers of children with disabilities. The PRC helps inform and educate families, including siblings, grandparents, and friends, about special education – what it means and how services are provided to children and youth. The PRC gives families the tools they need to fully participate and collaborate with school staff during each step of the special education process – from the initial referral to their role in the development of the Individualized Education Program. The PRC encourages parent participation in the educational decision-making process and are committed to the belief that parents are more effective in this role when they are better educated about it.

Preschool Child Find

407 E. Market St. Leesburg, VA 20176
(571) 252-2180

LCPS Preschool Child Find provides free Developmental Screenings for Preschool Children ages 2 through 5 to assist with identifying special education needs. Screenings are available by appointment only.

LCPS English Learner (EL) Services

407 E. Market St. Leesburg, VA 20176
(571) 252-1390

The Office of English Learners (EL) provides a multi-faceted English language program for non-English or limited-English speaking students in grades K-12. Eligibility for EL services is determined through use of a state approved WIDA assessment. This assessment assists EL teachers with programmatic placement decisions such as identification, placement, and course scheduling of ELs.

Complaint Resolution Procedure

While it is hoped that open channels of communication and a cooperative attitude will provide a solution to most problems at the classroom level, some problems of policy, procedure or law may not be resolved. When a question of compliance with pertinent policy, procedure or law is felt to exist, a written complaint may be filed on a form provided for that purpose. These forms are available from the Head Start office, from the teachers, or on the following page.

A completed Complaint Form must be submitted to the Head Start Director. The Director will meet with the person filing the complaint within ten (10) working days after the complaint has been filed. Such persons may be accompanied by a representative, if desired, and will be permitted to present evidence.

A decision resolving the complaint will be provided to the person filing the complaint within ten (10) working days of the conclusion of the hearing.

The decision may be reviewed by the Policy Council Grievance Committee upon written request by the person filing the original complaint within ten (10) working days of the original decision. The person filing the complaint will be advised of any proposed solutions, and if not accepted, a final appeal of the Grievance Committee's decision may be made to the full Policy Council within ten (10) working days prior to the next regularly scheduled Policy Council meeting.



**Loudoun County Public Schools Head Start Program
Complaint Form: Family and Community**

Parent's Name: _____ Date: _____

Child's Name: _____ Classroom: _____

1. Nature of Complaint: Briefly describe the incident or concern. Please be specific and include relevant data. If additional space is needed, you may use the back of this form.

2. On what date(s) did you observe the incident, or on what date did the concern begin?

3. Did you discuss the incident or concern with the classroom teacher or person involved?

☐ YES ☐ NO

If yes, please describe the response:

4. Do you wish your complaint to be kept confidential? ☐ YES ☐ NO

Signature

Date

Submit to: Alexis Duffin, Supervisor
 Head Start Program
 407 E. Market Street, Suite 107
 Leesburg, VA 20176



Loudoun County Public Schools
Head Start Program
407 E. Market St. Suite 107
Leesburg, VA 20176
(571) 252-2110