



# **Head Start and Early Head Start Parent Handbook 2023-2024**



**Welcome to Inter-County Community Council Head Start**

Oklee Office Hours 8:00am – 4:30 pm

Monday – Friday

1-888-778-4008 – Option 5



# IMPORTANT INFORMATION

*If your child is sick for class OR if you are unable to meet for your visit, please CALL your teacher in advance. If you are concerned you or your family has been exposed to COVID-19 (coronavirus), please call your teacher or the main office at 1-888-778-4008 Option 5.*



My child is in the **HOME BASED** program.

Home Visitor's Name: \_\_\_\_\_

Home Visitor's Phone Number: \_\_\_\_\_

Our WEEKLY Home Visit will be held:

Day: \_\_\_\_\_ Time: \_\_\_\_\_

My child is in the **LOCALLY DESIGNED (Combination)** program.

Teacher or Home Visitor Name: \_\_\_\_\_

Teacher or Home Visitor Phone Number: \_\_\_\_\_

Classroom:	<input type="checkbox"/> Fosston	<input type="checkbox"/> Plummer/Oklee	<input type="checkbox"/> Win-E-Mac
	701 1 <sup>st</sup> Street E	260 Minnesota St	23130 345 <sup>th</sup> Street SE
	218.435.6036	218.465.4222	218.563.2900
	Days of the Week: _____	Days of the Week: _____	Days of the Week: _____

My child is in the **CENTER** program.

Teacher's Name: \_\_\_\_\_

Family Advocate's Name: \_\_\_\_\_

Family Advocate's Phone Number: \_\_\_\_\_

Classroom:	<input type="checkbox"/> Bagley	<input type="checkbox"/> Thief River Falls
	15 Clearwater Ave NW	1101 State Hwy 1 E (NCTC)
	218.694.7000	218.416.7898 OR 218.416.7899

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# WELCOME TO

## Inter-County Community Council

# Head Start

### **Mission Statement**

The mission of ICCC Head Start is to provide a high quality, comprehensive early education program that works with eligible children and families. Together we build partnerships that support lifelong learning and family self-sufficiency.

### **Philosophy Statement**

ICCC Head Start supports parent as the primary educator & nurturer of their children to reach the goal of school readiness. We provide developmentally appropriate, culturally competent, comprehensive and individualized services to eligible children and families. We strive for family self-sufficiency and success through our support and connections with community resources.

### Head Start Leadership

D'Anne Johnson  
Lynette Kaster  
Sheila Olson  
Greg Martinez  
Elizabeth Granlund  
Jamie Aune

Head Start/Early Head Start Director  
Child Services & Disabilities Coordinator  
Family Engagement and Mental Health Coordinator  
Health Specialist  
Data Management Coordinator  
Professional Development Coach

## What Do ALL Enrolled Families Need to Know?

Head Start and Early Head Start have many parts to the program. Below are a few areas that are important and apply to ALL of our families.

### Health

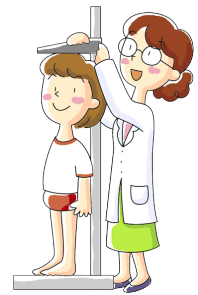
ICCC Head Start knows that children are more prepared to learn when their bodies and minds are healthy. The health of your child and your family are important to us. To help support healthy children and families, ICCC Head Start offers:

- Help with finding a regular doctor and dentist
- Help finding resources to help with health, developmental and mental health concerns and treatment
- Health planning for children with chronic health conditions
- Healthy snacks or meals provided at Family Events
- Healthy snacks as part of lessons on home visits
- Healthy meals and snacks provided for children in center and locally designed option classrooms
- Nutrition education, as well as help for individual children with nutritional concerns
- Education on:
  - Preventive medical & dental care
  - School required immunizations
  - Physical activity for children
  - Safety
  - Mental health and social-emotional development



Children enrolled in ICCC Head Start will complete or get records of the following that have been done with / for your child. These are all screenings to ensure that your child is healthy and ready to learn. **Most of these are required to be done within 45 days of their first day** in ICCC Head Start.

- Immunization (shot) records
- Current well child check-up (also known as a physical exam)
- Dental exam or screening
- Hearing screening
- Vision screening
- Lead screening (this is a finger poke blood test)
- Hemoglobin screening (this is a finger poke blood test)
- Developmental Screening
- Social-Emotional Screening



In order to get these records, ICCC Head Start will have you sign a release of information. This will be used each time we request these records for your child. All health records are kept confidential. We will work with you to make sure your child is up to date on basic health care and needed treatment.

## Sick Child Policy

Prevention is very important to stop the spread of illnesses. Due to this, whether you get home visits or send your child to one of our classrooms we want people to stay home when they are sick.



**IF YOUR CHILD IS ILL THE DAY OF CLASS or HOME VISITS, please keep them home or reschedule your visit. Below is a list of what ICCC Head Start considers reasons to stay home or reschedule your visit.**

- An illness or condition contagious to others, stay home until treatment is completed. In some cases, you may need a doctor's note before the child can come back to class
- Vomiting 24 hours before class or visits
- Diarrhea 24 hours before class or visits
- Contagious conjunctivitis (also known as "pink eye")
- Bacterial infections (common examples are strep & impetigo). Child may come back after 24 hours on prescribed medication if they are free of fever and feeling up to attending class or visits
- Head lice. Child may come back when they have been treated and are free of nits
- Ringworm or scabies that is untreated or contagious
- Exposure to or have suspected or confirmed COVID-19
- Fever of 100 degrees or higher 24 hours before class or visits (without fever reducing medications)
- Undiagnosed rash
- Symptoms of COVID-19

## Contagious Illnesses

If your child becomes sick with any of these illnesses you are required to notify your child's teacher as soon as possible.

- Influenza A and B
- Pink Eye
- Lice
- Scabies
- Shingles
- Chicken Pox
- Tuberculosis
- Staph Infection
- MERSA
- Pertussis (Whooping Cough)
- Mumps
- Measles
- Meningitis
- Impetigo
- Ringworm
- Hand, Foot & Mouth Disease
- Strep Throat
- COVID-19

When a child in a classroom has been diagnosed with one of these illnesses a letter will be sent home in your child's backpack that day or the day following notifying you that your child was exposed. In the instance a child has been diagnosed at the end of the day and there is no class the next day, families will be notified by text message.

If COVID-19 rates increase in our area, services may be adjusted accordingly. Your child's Teacher, Family Advocate or Home Visitor will notify you of any changes.

## Tooth brushing & Hand washing

Head Start feels that the health of your mouth is as important as the rest of your body. ICCC Head Start provides toothbrushes, toothpaste, and floss to all children two times each year.

Children in our classrooms will brush their teeth each day they come to school. Toothbrushes and toothpaste will be provided.



Children on home visits will be encouraged to brush their teeth each day of their visit.

One of the best ways to prevent the spread of illness and improve your health is to wash your hands often. Everyone in Head Start is encouraged to wash their hands regularly on home visits, in the classroom and at Family Events. Hand sanitizer will be used only when handwashing facilities are unavailable.

## Outdoors

ICCC Head Start promotes playing outdoors in both our classrooms and home based programs. Children in our classrooms go outside each day they attend class, throughout the program year. This gives them the opportunity to stretch and grow their large muscles, learn to play together in a different setting, and enjoy our outdoor environments.

## Meals, Snacks & Food Support



Healthy food habits follow children into adulthood. ICCC Head Start is committed to providing healthy meals and snacks, nutrition education and other resources to start healthy life habits. We address concerns you may have about your child's health, eating habits, and weight by completing a health history, nutrition screening and growth assessments throughout the year. ICCC Head Start families will be given a variety of healthy food experiences. These may include food preparation and possibly growing their own food. Children in full day programs receive breakfast, lunch, and an afternoon snack. A healthy snack or meal is served at family events, some home visits and field trips.

ICCC Head Start encourages families to use the following programs offered outside the Head Start program to aid in supplying all your nutrition needs

### Supplemental Nutrition Assistance Program (SNAP)

SNAP offers nutrition assistance to millions of eligible, low income individuals and families year. Ask your teacher, family advocate or home visitor where and how your family can apply.



### Women, Infants, and Children (WIC)

WIC provides help for supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding and non-breastfeeding postpartum women and to infant and children up to age 5 who are found to be at nutritional risk. Ask where and how your family can apply.



**ICCC Head Start can provide a letter stating you are enrolled in Head Start. This letter will make you automatically eligible for WIC, no need to re-verify your income with them.**

ATTEND TODAY  
ACHIEVE TOMORROW



ATTENDANCE WORKS

## Attendance Matters

At ICCC Head Start we work on learning positive attendance habits. We understand that there are reasons why our littlest learners might need a break. However, we know that learning regular attendance benefits their growth and development, as well as building good habits for the future.

If children don't show up for school regularly they miss out on fundamental social, reading, and math skills that will carry them into the rest of their lives. Many younger children miss 10% of the school year or about 1

day per month, which can predict difficulties with retention in later years. If you are having difficulties getting your child to school or completing a scheduled visit, we are here to help you.

ICCC Head Start regularly monitors attendance. If your attendance drops below 90%, your child's teacher, home visitor or family advocate will work with you to develop a plan together.

## Parent Teacher Conferences

Conferences are a chance for you to meet with your child's teacher to go through your child's progress toward their individual school readiness goals. See our description of School Readiness Goals on page 11.

Parent Teacher Conferences are held throughout the program year to summarize your child's skills and determine goals in each area of development. Parents and teachers work together to make an individual plan for your child's development. 3-4-year old children will receive up to 3 conferences, 0-3 year old children will receive up to 4 conferences.

## Support and Inclusion

Every family brings unique qualities to our ICCC Head Start program. These qualities may relate to your culture, values or religion. These may include special celebrations or holidays. Our goal is to be responsive to your child and family. Please talk with your ICCC Head Start home visitor, family advocate or teacher to discuss issues that may be of concern to you.

You will have the opportunity to talk and document information about your child and family all through the year in ICCC Head Start. ICCC will work with you to promote the intellectual physical, social and emotional development of your child in a manner consistent with your child's life.

ICCC Head Start values your home language; all families bring a unique set of cultural perspectives. Children and families will have an environment in which to grow that honors their background and culture, supporting dual language learners.

## Transition Plan

Throughout the program year, parents and ICCC Head Start educators will plan for your child's transition to the next setting. This may be moving to the public school for Kindergarten, from home based to a classroom program, to another program, or because you are moving to a new community. This plan may allow you to visit the next setting, meet the new teacher, and make sure your child's paperwork is sent to the correct place and person.

A transition from Early Head Start to Head Start could occur around your child's 3<sup>rd</sup> birthday. Your EHS home visitor will start working with you about 6 months prior to your child's 3<sup>rd</sup> birthday to ensure a smooth transition.

## ICCC Head Start Child Assessment

While enrolled in the program, each child will have their development regularly documented using the TSGold system for three to five-year old children. The TSGold system encourages you, as parents, to observe your child and set goals to work on. Early Head Start uses DRDP assessment to help document and guide child development.

In Early Head Start, for our birth to three-year-old children, we use the Desired Results Developmental Profile (DRDP) that focuses on the foundation of development. It tracks the child on a continuum in Regulation, Social Emotion, Language, Cognition, and Physical Development.



## Mental Health & Social-Emotional Development

ICCC Head Start works with Mental Health providers to ensure that every child's whole well-being is addressed. These consultants observe our classrooms and provide guidance to our teaching staff on helping every child succeed. Our home visitors also meet with our consultants to receive guidance on working with their families.

These consultants will be made available to parents to meet with them in person to answer any questions parents may have about their child's development, get recommendations or ideas for any further resources that they can access.

Ask your child's teacher, family advocate or home visitor about their schedule. You can also call the Family Engagement Coordinator to set up an appointment with a Mental Health Consultant at 218-796-7026 ext. 1037.

ICCC Head Start works with 3 Mental Health Consultants to provide services to our enrolled families throughout our service area.

## What if my child has Special Education Needs?

ICCC Head Start works to foster a positive environment where children with special needs are assisted in reaching their full potential. We are a general education program, providing opportunities for all children with and without special needs to play and learn together, as well as learning to appreciate each other's differences.

ICCC Head Start works with area special education programs to make sure your child has their needs met, that providers/special ed teachers can work with your child in our classrooms, as well as making referrals if you or our staff have a concern about your child's development.

If a concern is identified, parents/guardians are encouraged to be a part of their child's assessment process to make sure that children's needs are addressed through the Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP). Minnesota has a website to make referrals for special education services called [Helpmefrowmn.org](http://Helpmefrowmn.org).

### **What is Help Me Grow?**

- Help Me Grow provides resources for families to understand developmental milestones and learn if there are concerns for their child. This helps families take the lead in seeking additional support or referring their child for a comprehensive, confidential screening or evaluation at no cost.
- Help Me Grow is an interagency initiative of the State of Minnesota Department of Education, Department of Health and Department of Human Services. We partner with all local service agencies.

### **Early Intervention**

Early Intervention is a support program for families of children under the age of 3 who have delays or certain medical conditions. Early Intervention is voluntary and is provided at no cost to your family.

Early Intervention provides families with 3 things:

1. Service Coordination
2. An assessment of your child
3. An Individualized Family Service Plan (IFSP) if your child is eligible

The main goal of Early Intervention is support for your family, to help you help your child learn and grow. Early Intervention provides families with emotional, material, and informational supports. We'll teach you about your child's development, resources and services, and what you can do with your child to help support development.



## **Individual Education Program or IEP**

A federal law called the Individuals with Disabilities Education Act (IDEA) requires that public schools create an IEP for every child receiving special education services. Kids from age 3 through high school graduation or a maximum age of 22 (whichever comes first) may be eligible for an IEP.

The IEP is meant to address each child's unique learning issues and include specific educational goals. It is a legally binding document. The school must provide everything it promises in the IEP. ICCC Head Start works collaboratively with local special education in both our classrooms and on home visits.

## **Family Engagement**

In ICCC Head Start and Early Head Start, it is important to engage parents, families and the community. This means building relationships with families that support family well-being, strong parent-child relationships and the learning and development of children and parents. These relationships build on the beliefs, attitudes, behaviors and activities of families.

Our goal in the ICCC Head Start program is to build a positive relationship with your family. We recognize each family enrolled in Head Start is unique, with their own individual qualities and differences. Together as partners, you will be supported in your growth and development.

Your ICCC Head Start Home Visitor or Family Advocate will support your family in setting and reaching your goals, help your family identify and overcome challenges, help in crisis or emergency situations, inform you of community resources and how to access them. ICCC Head Start Home Visitors and Family Advocates may assist you with transportation to social services or health related appointments. You will be offered information throughout the year on nutrition, safety and child development. You will be encouraged to volunteer in the program and help plan family events.

**\*\*All information shared with ICCC Head Start is treated as private and confidential. \*\***

### **Substance Free Activities**

ICCC Head Start practices substance free activities. For the safety of all staff, parents / guardians and children prior to and during all Head Start activities – including home visits, classroom time, and family events:

- No smoking
- No vaping
- No alcohol use
- No illegal drug use
- No marijuana use

### **Planning for Your Family's Needs**

ICCC Head Start staff meet with our leadership team to ensure your family receiving services and follow up that best meets your needs. Please let us know if you would like to attend these meetings, held in Oklee. This meeting takes place with ICCC Head Start staff.

### **Parent Education**

Parent education is offered based on your interests expressed. The topics are parent driven and may be in your local community at your parent committee meeting, at the central office in Oklee, on a home visit or it may be another event put on by one of our community partners. You will get information one or two times per month on issues surrounding the very important job of parenting. ICCC Head Start can offer individual training opportunities on special topics. Please ask your Home Visitor for details.

## Mandated Reporters of Child Abuse & Neglect

In an effort to protect the well-being and safety of children, Federal and State laws require that ICCC Head Start staff report ALL suspected cases of child abuse and neglect to social services or law enforcement.

If a child is in immediate risk of harm, staff are instructed to contact our local law enforcement or dial 911.

If you would like further information regarding our policies and procedures about Mandated Reporting please call the Oklee office, Head Start Director 888-778-4008 ex 1028.

If you have a concern with the treatment of your child in any of our classrooms, you can address this one of these ways:

1. Contact the classroom teacher immediately
2. Contact the teacher's supervisor, the Child Services Coordinator by calling 888.778.4008 extension 1033
3. **IF YOU SUSPECT CHILD MALTREATMENT IN OUR BAGLEY or THIEF RIVER FALLS** classrooms, you can directly contact the Department of Human Services at 651.431.6500.

Our license numbers are:

- a. TRF – 803870
- b. Bagley – 810959

**We take all concerns of child safety and staff maltreatment very seriously.**

If you wish to report concerns about child abuse, neglect or sexual abuse in your own community, contact the county or reservation where the child lives during business hours. You can find those numbers at the back of this handbook.

If the child is in immediate risk of harm, please contact your local law enforcement agency or dial 911.

## Parent Involvement

As a parent, you play one of the most important roles in Head Start. Without your parent involvement, ICCC Head Start wouldn't exist. Below are a variety of ways that you can get involved in our program.



### Family Events

ICCC Head Start is for everyone. This means moms, dads, grandmas, grandpas, aunts, uncles and cousins. Don't leave anyone out of the fun. Please bring them along to our Family Events. These events are planned by the parents and ICCC Head Start staff that attend parent committee meetings.

Past family events have ranged from activities such as: Olympics, Cooking with Extension Services, Pumpkin Patch, Rydell National Wildlife Refuge, Family Literacy night, Science, fire safety, and many more. Groups have taken field trips to discover their communities. Places of high interest have been the airport, the nature trails, and farms. Remember, parents and children drive the curriculum. These events are a great way for your child to enhance their social skills and make new friends.

**\*\*\*ICCC Head Start staff take pictures at these events and may be published in our local papers or ICCC Head Start publications.**

## IN-KIND Contributions

ICCC Head Start does not charge a fee for our program, but we need parents to donate their time and talents to make the program possible. This donation of time is known as "In-Kind contributions". ***In-Kind contributions are directly related to our federal funding and are a critical part of the program.***

Volunteering is a **GREAT** way to give back to your Head Start program that is provided at no cost to you. There are many ways for you to be involved in ICCC Head Start through volunteering. Listed below are some of the many ways to become involved. We invite you to participate in any way that you feel comfortable.

- Be the note taker at the parent meetings.
- Be a guest reader. Come and read to a group of Head Start children.
- Share your culture with us. Come and share your family stories and pictures with us.
- Bring in something interesting for us to see and explore at Family Events or to the classroom. This could be a musical instrument, a special tool, a recipe / food item, a craft, an engine, anything we can see, feel and touch.
- Help with field trips (we always need an extra pair of hands).
- Volunteer – ask what you can help with
- Volunteer at Family Events to help with set up and clean up after.
- Cover books with contact paper, make play dough or other projects for teachers to use with children. (These jobs can be done at home).
- Completing extension activities (homework) given to you by your child’s Home Visitor or Teacher that are individualized for your child (see the next paragraph)
- Participating in Policy Council or ICCC Board of Directors
- Planning or leading an activity at a Family Event



**In YOUR role as the primary educator of your child**, the best way to donate this time is by writing down hours spent working on activities with your child. Every month, your teacher will provide you with a new In-Kind sheet to record your time and possible activities from our curriculum that will help your child continue to work toward school readiness. Your Home Visitor or Family Advocate will help you record your time and signature in our online system.

Each week, your teacher will help you choose which activities to complete that are specific to the skills your child is working on or help you come up with different activities. To keep this time age appropriate, **our guidelines allow us to count up to 30 minutes per day of these activities**. You are welcome to do more – this will help your child get ready for school, even if it doesn’t “count” toward your In-Kind amounts.

### **Parent Committee Meetings**

**All** parents are automatically members of a Parent Committee. Committees are held in several communities. This is your opportunity to be involved in on-site decision making, socialize with other parents, receive parent education, assist with curriculum planning, and to provide two-way communication between ICCC Head Start staff and parents.

Parent Committee meetings are a great way for parents to visit with other parents. Meetings are held at least 4 times a year and will be scheduled at a time that is most convenient for the majority of the parents to attend. You will be notified when these meetings occur.



Each Parent Committee will elect a representative to serve on the Policy Council. Being active in the Parent Committees and serving on Policy Council ensures that ICCC Head Start is the best program it can be.

### **Policy Council**

ICCC Policy Council is the **Parent Voice** in major program decisions including planning, recruitment, program policies, budgets, personnel, and program operation. Policy Council is made up of current parents, past parents and community representatives. Each parent committee will elect a Policy Council representative and an alternate (when possible) to serve in their absence. The parents elected will serve on Policy Council for one year beginning each January.

You have a voice and **the more you learn the more you can share**. The Policy Council representative serves as a link between the parent committee and Policy Council. The Policy Council meets monthly (except August) and is currently

offering both in person and virtual connections. Policy Council members will be reimbursed for expenses including child care, mileage to drive to the meetings in Oklee and for maintaining a telephone or internet connection for communication with ICCC Head Start staff and fellow Policy Council members. Please consider being a member of this very important group.

For more information on what Policy Council is, please call our Head Start Director at 218.796.5144 ext. 1028. They will answer your questions or have our Policy Council Mentor call you back with more information.

**POLICY COUNCIL  
MEETS THE FIRST THURSDAY OF EACH MONTH  
AT 6:15 PM**

## What does Head Start look like for my child & family?

ICCC Head Start tries to make sure that we are meeting the needs of the families we serve. We work with our partners to use our resources to the best of our ability.

ICCC Head Start currently offers the following program options:

### Home Based Option- for Head Start and Early Head Start

In the home based option, a home visitor comes into your home for a weekly 90 minute visit to work with you and your child. For Head Start (3-4 year old children), this program runs September through May. For Early Head Start (0-3 year old children), this program runs year round.

**The Head Start program believes that YOU are the most important teacher in your child's life.** That's why **parent participation** during the home visit is expected and **required**. Together, you and your home visitor will plan weekly learning activities for your child and provide an opportunity to discuss parenting education and work on family goals. Additional activities, specific to your child, will be planned for the week to continue to work on your child's skills.

We offer opportunities for parents / guardians to gather and build relationships with other families. These are called "Family Events". In this program option, we offer 2 events each month.

These events provide social experiences that are important to your child's development, as well as being opportunities for you to meet other parents in your area. These activities are focused on the entire family.

You will also be invited to attend Parent Meetings. These are planned in coordination with the Family Event and are an opportunity for you to give feedback to our program on how to best serve our communities and families. At these meetings you will have a chance to help plan upcoming Family Events.



Typical Home Visit includes; greetings, possible nutritious snacks, parent led and child focused skill development, physical development either outside or inside, always learning through play. All home visits are based on Creative Curriculum home visitor guide, Frog Street Curriculum and Partners for Healthy Babies. These are designed to meet best practices for your child's age group.

### **Home Based Attendance Policy**

Head Start home base families will participate in a minimum number of activities per program year: 35 weekly home

visits for Head Start and 46 visits for Early Head Start. If you need to reschedule your visit, please call your Home Visitor's phone number OR our main office 1-888-778-4008, option 5. Rescheduling can be difficult to do within the week, so make up visits may be encouraged.

If your attendance drops near 80%, we will create a plan with you to catch up and prevent future absences. If attendance continues to be an issue, your child may be placed on a waiting list in order to allow another child to benefit from the program.

## Locally Designed Option

ICCC Head Start works with our local school districts' programs in three communities – Fosston, Red Lake County Central (Plummer), and Win-E-Mac. In this option, ICCC Head Start offers a mixture of home visits and classroom experiences. These may be referred to as LDOs or combination rooms.

Fosston:

2 classroom days each week  
2 home visits each month

RLCC:

3 classroom days each week  
1 home visits each month

Win-E-Mac:

2 classroom days 1 week, 3 the next  
1 home visit each month

**The Head Start program believes that YOU are the most important teacher in your child's life.** You will be offered home visits with your child's teacher, to give you an opportunity to extend their learning throughout the week, as well as receive parent education and work on family goals.

We offer opportunities for parents / guardians to gather and build relationships with other families. These are called "Family Events". In this program option, we offer a minimum of 4 family events each year.

These events provide social experiences that are important to your child's development, as well as being opportunities for you to meet other parents in your area. These activities are focused on the entire family.

You will also be invited to attend Parent Meetings. These are planned in coordination with the Family Event and are an opportunity for you to give feedback to our program on how to best serve our communities and families. At these meetings you will have a chance to help plan upcoming Family Events.

Children in our locally designed option classrooms are supervised by ICCC staff or school staff at all times.

**Parents of children in this option: Please continue reading** in the Center Based Option section for more information on classroom schedule, transportation, attendance policies, and much more.

## Center Based Option

Our center based option allows for more classroom time for your child. When your child comes to center they will be working on their school readiness including math, science, literacy, and social skills. Center is a time for your child to experience the classroom, to learn, and play with other children.

Our centers are located in Thief River Falls and Bagley. They are open 8am to 3pm. Class is offered primarily Monday through Thursday.

Meals are provided by ICCC Head Start through our local school district food service program or business. Transportation is provided when possible through collaboration with our public schools or public bus services.

**The Head Start program believes that YOU are the most important teacher in your child's life.** You will be offered a minimum of 6 home visits with your child's teacher, to give you an opportunity to extend their learning throughout the week, as well as receive parent education and work on family goals.

Parents are encouraged to participate in our classrooms by volunteering. This volunteering can include:

- Bringing a skill you have to the classroom – do you know how to cook a special meal? Play music? Speak a language other than English? Have an artistic talent?
- Do you like to read stories? Come and be a guest story teller.
- Can you help the teachers by doing “prep work” like cutting, folding, or laminating?

Parents also help the program by doing activities at home that continue your child’s learning. This is often called “In Kind” or “homework”. Teachers will help you decide what that work will look like for your child.

We offer opportunities for parents / guardians to gather and build relationships with other families. These are called “Family Events”. In this program option, we offer a minimum of 4 family events each year.

These events provide social experiences that are important to your child’s development, as well as being opportunities for you to meet other parents in your area. These activities are focused on the entire family.

You will also be invited to attend Parent Meetings. These are planned in coordination with the Family Event and are an opportunity for you to give feedback to our program on how to best serve our communities and families. At these meetings you will have a chance to help plan upcoming Family Events.

In our center based option, children are supervised at all times by ICCC Head Start staff. Our TRF and Bagley classrooms can have no more than 20 children in each room and we have 1 staff for every 10 children at all times.

## Required Paperwork for Centers

Prior to your child’s first day of center based classroom services, ICCC must have copies of your child’s immunization records or a **signed & notarized** immunization exemption form. Without these, your child will not be allowed to attend the classroom. If you are not up to date, our Health Specialist will work with you to determine a “catch up plan”.

Within 30 days of your child starting in the classroom, each child **must have** an up-to-date well child exam / physical exam. If these are not completed, children will not be allowed to continue in the classroom until they are up to date. Until a well child exam is completed, ICCC Head Start Family Advocate will provide services through home visits. Once complete, your child can return to the classroom.

All enrolled children are expected to complete these. However, our centers have an added deadline due to our licensing requirements from MN Department of Human Services.

## Classroom Health & Safety (LDO & Centers)

In ICCC Head Start, the environment in which a child learns and plays must be healthy and safe. ICCC Head Start staff is required to do health and safety checks in the classroom, on the playground, and in our gross motor rooms. This ensures they are safe, help reduce the spread of illnesses and prevent injuries. ICCC Head Start staff receives regular training on our policies and procedures, basic first aid, CPR, choking, positive behavior guidance, responding to emergencies and much more.

### **\*\*IF YOUR CHILD BECOMES SICK DURING THE SCHOOL DAY:**

It is ICCC Head Start policy to assess every child at the start of each class day. If your child appears to have any of the things listed in our illness list on page 6, you will be asked to pick them up and possibly take him/her home or to a doctor. This policy is for the health and safety of your child, their classmates and our staff.

## Medications in the Classroom

ICCC Head Start works to make sure that children get needed medication, but also makes sure that we have all the right information, and staff know how to give that medication. Our Health Specialist will work with you to make an Individual Health Plan BEFORE they come to our classroom or if it is a new medication, before they can begin taking that medication in our classroom.



This Individual Health Plan requires some paperwork to be completed by your child's doctor, even if it is an over the counter medication. **The Individual Health Plan must be completed and signed prior to any medication being allowed in the classroom or given to your child.**

## Allergies

ICCC Head Start to be prepared for and make sure your child is safe from any allergens that may affect them while at our classrooms. When a child has an allergy – whether to food, seasonal or environmental – our Health Specialist will complete an Individual Health Plan with you. This may require your child's doctor to complete some paperwork. **The Individual Health Plan must be completed and signed prior to your child attending our classroom.** This documentation will also be given to our food service programs when it requires alteration of the food they receive.



## First Aid

ICCC Head Start staff are trained in basic first aid. When a child is injured, emergency first aid will be given. If additional care is needed, the parent and / or necessary emergency medical care will be called.

## Tooth brushing & Hand washing

Head Start feels that the health of your mouth is as important as the rest of your body. Children in our classrooms will brush their teeth each day they come to school. Toothbrushes and toothpaste will be provided.

One of the best ways to prevent the spread of illness and improve your health is to wash your hands often. Everyone in Head Start is encouraged to wash their hands regularly on home visits, in the classroom and at Family Events. Hand sanitizer will be used only when handwashing facilities are unavailable.

## Outdoors

Children in our classrooms go outside each day they attend class, throughout the program year. Children should wear outdoor clothing to match the weather – **snow pants, winter coats, boots, hats, and mittens are REQUIRED during winter months.** Let your ICCC Head Start educator know if you need assistance with getting this clothing.

## Meals & Snacks

ICCC Head Start follows the guidelines below to provide healthy meals and snacks.



Children attending our LDO classrooms are provided meals through the school nutrition programs.

At our center classrooms, ICCC Head Start participates in the Child and Adult Care Food Program. As a Head Start child, they are automatically eligible for free meals. We follow the same meal pattern below.

Children in full day programs receive breakfast, lunch, and an afternoon snack. A healthy snack or meal is served at family events, some home visits and field trips.

**\*\* PLEASE do not send any food with your child to class for snacks or meals \*\***



Breakfast	Lunch or Supper	Snacks (Two of the four groups:)
6 oz. Milk ½ cup Fruit or Vegetable Whole grains or Bread	6 oz. Milk Meat or meat alternate Whole grains or bread Two different servings of ¼ cup fruits or vegetables	4 oz. Milk Meat or meat alternate Whole grains or bread ½ cup Fruit or vegetable

Meat / meat alternative and Whole Grains / Bread portion sizes will be based on the specific item according to the CACFP meal pattern.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

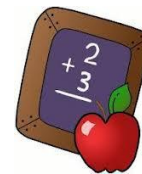
(1) **mail:** U.S. Department of Agriculture  
 Office of the Assistant Secretary for Civil Rights  
 1400 Independence Avenue, SW  
 Washington, D.C. 20250-9410; or

(2) **fax:** (833) 256-1665 or (202) 690-7442; or

(3) **email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## Early Learning & Development



ICCC Head Start offers early learning opportunities where children learn many new things including pre-reading, pre-math, science, social studies, self-help, and problem solving.

Typical Classroom day; Greetings, Nutritious meals & snacks, Large group & small group learning activities, physical development either outside or inside, learning through play time, and rest time.

### Typical Classroom Schedule

8:00	Arrival/sign in/ Welcome/Hand washing	11:20	Handwashing/transition
8:10	Breakfast	11:30	Lunch
8:40	Morning Meeting	12:00	books/puzzles
8:50	Centers (Free Choice)	12:15	Rest time
9:50	Clean up/Bathroom	12:45	Small group
10:00	Outside/ Gross motor	1:00	Outside
10:30	Transition	1:30	Snack
10:40	Small group, Journal	1:45	Centers (free choice/clean
11:00	Large group	2:45	Closing activities
		3:00	Departure

**All Children have a 30 minute rest time; each child has their own cot and blanket.**

### Videos in the Classroom

ICCC Head Start does utilize videos for educational purposes. Videos are all rated G and usage is to educate children, such as on nature or a concept in education. Videos are no longer than 30 minutes in length.

## Child Behavior Guidance

- **The parent is the most important teacher in the child's life.** Please give us your suggestions on how best to support your child social emotional growth. The classroom can be overwhelming to some children, we want your input to help ease the transition to school.
- Children will feel safe in our classrooms and assisted in their social emotional development. Staff are trained annually on Conscious Discipline and Handle with Care to ensure strong behavior management skills. We have mental health consultants that help ensure best practices. Safety is the primary focus.
- Classroom Staff may be unaware of a child's potential for dangerous or aggressive behavior the first time, which may occur very quickly and with little warning. Each classroom has a plan on how to deal with emergencies. Handle with Care is part of the procedure, possible physical techniques such as cover block, hand over hand stabilization and therapeutic holds.

- Handle with Care is one of the tools used in the classroom to help verbally connect with children and deescalate situations that may arise in the classroom. Staff are trained annually and must be certified in the techniques which include a physical portion. The physical portion is to ensure a safe outcome for the child, children in the classroom and the teaching staff. Included in the physical portion is hand -over- hand stabilization, cover block, and therapeutic holds that are orthopedically sound. You will be notified immediately if a physical incident arises with your child.
- Teachers use emotion identification, redirection, classroom set up, anticipation of problems, encouragement, “catching the positive” and discipline to help the child feel that they belong in a safe environment and are ready to learn. The classroom rules are simple and the children will be part of the process. Visual and verbal reminders will be used to guide the child.
- In rare classroom situations, a child might need a break out of the room after other interventions have been tried. Staff will be with the child at all times and the parent will be notified to possibly pick up their child. The incident will be documented on a separation log.
- If the child’s behavior is repeatedly aggressive and dangerous there is a need for additional strategies, including: shorten days, attend less days, home base, and parent/guardian pick up from classroom. A contact person from the emergency contact may be called for pick up if the parent is unavailable. These options will be discussed with the parent /guardian for best fit and prior to implementation. The goal is to keep everyone safe and best meet the needs of each child.



### Center / Locally Designed Option Attendance Policy

If your child will not be in class at our Center or Locally Designed Option, you need to contact your ICCC Head Start educator AND transportation services (if applicable). ICCC Head Start will contact you if we do not hear from you.

ICCC Head Start promotes that your child attends at least 90% of the scheduled classes. If your child nears having missed 10% of their scheduled classes, your child’s teacher will contact you and help you create an attendance plan. If attendance continues to be an issue, your child may be placed on a waiting list in order to allow another child to benefit from the program.

### Transportation & Busing

Children using the public school transportation system will be closely supervised by ICCC Head Start staff while loading and unloading on school grounds. **A person from the approved list on your emergency contact form MUST be present when your child is dropped off.** This can be a wave out of the window by the caregiver or an adult stepping outside the door at the time of drop off. If no adult/care giver is present, the child will be brought back to the classroom or the emergency contact number will be used. **If no one can be reached, law enforcement will be contacted.**

Please call your ICCC Head Start Teacher for busing information.

## Center/Locally designed Option Pick Up and Drop Off Policy

**Parents need to walk their child to the classroom and pick their child up from the classroom.** Please make sure you greet an ICCC Head Start staff person so we know you and your child are there. All ICCC Head Start families will need to follow the Pick Up and Drop Off policy.

ICCC Head Start will maintain on file, written authorization by the child's parent or legal guardian of the names, addresses, and telephone numbers of individuals that the parent or the legal guardian have approved to care for the child, or to pick up the child for them. **If the person picking up your child is not listed on our child information form, your child will NOT be released from the ICCC Head Start program.** No child will be released without the presence or permission of the custodial parent or legal guardian.

Any authorized person who is not recognized by the staff will be required to provide photo identification such as a driver's license, work or school ID before the child is released. Telephone authorization to release a child to someone who does not usually pick up the child will be accepted **only when accompanied by prior written permission from custodial parent or legal guardian.** The parent/guardian will be contacted by ICCC Head Start staff if someone other than those authorized have attempted to pick up your child from the ICCC Head Start center. ICCC Head Start will not release a child to anyone who cannot safely care for the child, (i.e. siblings under 12 years of age, parents under the apparent influence of drugs/alcohol or an individual who poses a safety risk). ICCC Head Start will contact the emergency contact person to make arrangements for the child's transport to a place of safety. If no one is available to care for the child, ICCC Head Start will contact child protective services/law enforcement.

## Center Field Trips

ICCC Head Start likes to introduce children to the many experiences and resources that are in their local communities. One way we do this is through field trips to different local businesses in our communities. Places that employ our parents can provide some great educational experiences.

ICCC Head Start will ask parents to help with the planning. Parents will be notified in writing in advance of any planned field trip. Parents must sign and complete a field trip permission form for your child to participate. Every field trip will require permission. Children who attend center and do not attend a field trip will not be provided center services while their class is on the field trip.

Center based field trips are for children who are attending center and their parent/guardian if they choose to volunteer. When parents are volunteering for a center field trip, siblings must be left at home. This policy is based on the safety of all children, staff and parents involved.

ICCC Head Start will obtain annual written permission from parents if the agency participates in experimental research or public relations activities.

## Emergencies, Accidents and Safety

Please listen to your local radio station for storm related announcements. **Classrooms will follow the local school district's weather cancellations.** Please contact your local ICCC Head Start classroom for specific information.

Announcements can be heard on the following radio stations:

Thief River and surrounding area: KKAQ 1460 AM or KTRF 1230 AM or channel 3

Fosston and surrounding areas: KKCQ1480 AM or KKCQ 96.7 FM

Families are also encouraged to reach out to your school district's elementary school and ask to be put on their Instant Alert system to receive school closure notifications directly. For help with this, please ask your child's Teacher or Family Advocate.

All ICCC Head Start classrooms will practice fire and tornado drills throughout the school year. The center teachers keep a record of when they practice these drills.

All ICCC Head Start classrooms have written plans for actions if a child is hurt. They will contact the parent of the hurt child and will record the incident and notify the Oklee Office. All educators are required to maintain their first aid and CPR certification.

Preventive measures are in place to inspect the facility and the playground prior to the start of school each year, as well as daily health and safety checks.

Each classroom has written plans for maintaining supervision of all children while they are in our care.

**In the event Head Start CENTER Classrooms need to EVACUATE, parents will be notified that the children have reached the safe location and it is safe to pick up your children.**

**Below are the EVACUATION locations:**

### **Thief River Falls Center**

MAIN: Office & Family Events Center (NCTC)

1101 Highway 1 East

TRF, MN 56701

OFFSITE: Epiphany Station

403 Main Ave N

TRF, MN 56701

218.683.5237

### **Bagley Center**

Faith Lutheran Church

32 Bagley Ave NW

Bagley, MN 56621

218.694.2631

## **Would you like to share something with us?**



Do you have a great story to share about your child or teacher?

Do you have a question or concern about how things are going?

Give us a call at 888.778.4008 ext.1028.

Do you have a complaint that has not been handled right? Follow our grievance policy below:

### **Inter County Community Council Head Start Grievance**

#### **Procedure for Parents**

Grievances will be resolved as follows:

1. The grievance will be written. It will state the incident and the date. It will be to the ICCC Head Start Director within 21 days of the date of the grievance.
2. The ICCC Head Start Director will respond in writing within 10 days.
3. If this does not solve the problem, the Executive Director will be informed of the incident. He or She will respond within 10 days.
4. If agreement is still not reached, the person bringing the grievance may appeal. A hearing with the Personnel Committee of the Policy Council will be held within 60 days of the original grievance.
5. If this does not solve the problem, the person bringing the grievance may further appeal. A hearing with the Executive Committee of the Inter County Community Council Board of Directors will be held within 60 days of the date of the first appeal.

**ANNUAL NOTICE**  
**Personally Identifiable Information AND Parental Rights**  
**PLEASE REVIEW CAREFULLY**

By law, Inter-County Community Council (ICCC) Head Start must protect the privacy of your child's Personally Identifiable Information. Information that could be used to identify your child (known as "**Personally Identifiable Information**" or "**PII**") includes your child's name, name of a child's family member, street address, social security number (if provided), or other information that is linked or linkable to the child. When children receive Head Start / Early Head Start services through ICCC, we are required to keep this as part of their official child record. We take our obligation to protect the privacy of your child's PII data very seriously. This notice explains YOUR rights and OUR legal duties and privacy practices.

**How we may give out information about your child:**

In order to provide Head Start services for you and your child, there are a variety of ways we share information about children/families in our program in order to do our work. Here is a list of those that federal/state law requires ICCC Head Start to make and allows us to do:

**Without written consent:**

- When you request records of services that ICCC has provided for your child / family;
- Within ICCC for Head Start purposes;
- To other organizations or service providers that help ICCC provide Head Start services (such as, but not limited to, food service, Special Ed, or mental health consultants)
- To State and Federal agencies as required by our grant contracts / regulations as proof of provision and quality of services provided to families (such as, but not limited to, MN Department of Ed, MN Department of Health, Office of Head Start / ACF)
- When we have an audit of our financial records or we do evaluation of education or child development programs or when they review our program to make sure we are following all the state & federal rules set up by those State and Federal agencies that give us funding or license our classrooms;
- For studies to improve child outcomes, family outcomes or quality of services;
- During disasters or emergencies to appropriate parties (including but not limited to local health departments, police, fire, EMS, etc.);
- For court orders or subpoenas (we try to notify you in advance unless (1) a court has ordered that neither the subpoena, its contents, nor the information provided in response be disclosed; (2) the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General or his/her delegate concerning investigations or prosecutions of an or an act of domestic or international terrorism; (3) a parent is a party to a court proceeding directly involving child abuse and neglect or dependency matters, and the order is issued in the context of that proceeding; or (4) if there is legal action between ICCC Head Start and a parent);
- For School Food Service / Child and Adult Care Food Program (CACFP) Monitoring if the results will be reported in an aggregate form that does not identify any individual;
- To Foster Care Caseworkers who have the right to information for a case plan when a child is in foster care placement; and,
- To appropriate parties in cases of suspected or known child maltreatment (such as Child Protective Services through our county social services agencies or law enforcement).

**With written consent:**

- To obtain income documentation for the purpose of determining if you are eligible for services;
- To obtain records of services done by another provider that helps you meet our health requirements including but not limited to well child / physical exams, lab results, hearing & vision screenings, immunizations, dental exams, follow up treatment, height & weight, vitals, allergies, treatment plans, referrals, early childhood screening results, lead & hemoglobin screening, etc.;
- To obtain records of plans for service from Special Education providers including IEP, IFSP, Title service planning, etc.;
- For communication with social or financial workers to streamline services for enrolled families;

- To provide information to school districts / MN Department of Education to create a unique identifying number that sets up each child's public school records;
- To obtain other records that allow ICCC Head Start to provide quality services to your child / family.

You may give us written consent to use or disclose any information created by ICCC Head Start to anyone for any purpose that you choose. You may revoke your authorized consent so long as you do so in writing; however, ICCC Head Start will not be able to get back any information we have already used or shared based on your prior permission.

### Parental Rights

You have the right to:

- Ask to inspect your child's record containing PII that ICCC Head Start maintains. ICCC Head Start will give you an opportunity for you to inspect your child's record at our Oklee Office within 10 days. You do not have the right to remove the original record from our Oklee Office nor to take any parts of the original record with you.
- Ask for a copy of your child records disclosed to third parties with parental consent, free of charge.
- Ask ICCC Head Start to amend your child's record if you believe that it is inaccurate, misleading, or violates your child's privacy. You must ask for this by in writing, along with a reason for your request. ICCC Head Start will review your request and decide on it within 10 days. If ICCC Head Start denies your request to amend your PII, we will issue you a written statement explaining why and explain your right to a hearing.
- Ask for a hearing if your request to amend the child record is denied. If the issue is not decided in your favor at the hearing, you have the right to place a statement in the child record that either comments on the contested information or that states why the parent disagrees with the program's decision, or both.
- Ask to inspect written agreements involving disclosure of PII. Upon your request, you can come to our Oklee Office and review a redacted written agreement with a third party that involves disclosure of their child's PII. This right does not allow you to take any photos of it or make, or have copies made of the agreement.

### Complaints or Questions

If you believe that your child's privacy rights may have been violated or if you have questions, please let us know as soon as possible. Complaints should be directed to:

ICCC Head Start Director

PO Box 189

Oklee, MN 56742

Email Address: [djohnson@intercountycc.org](mailto:djohnson@intercountycc.org)

Filing a complaint or exercising your rights will **NOT** affect the care or services your child receives from ICCC Head Start.



## **COMMUNITY RESOURCES**

### **INTER-COUNTY COMMUNITY COUNCIL Programs**

[www.intercountycc.org](http://www.intercountycc.org)

**(218) 796-5144 or 1-888-778-4008**

**833-297-0894 Head Start Fax Number**

**Oklee Office hours 8:00 am to 4:30 pm**

#### **Employment and Training Program- (218) 796-5144 Option 7**

This program offers services to individuals starting from the age of at least 14. We offer services to those who are in-school, out-of-school, low-income adults, dislocated workers, and those who are at least 55 years of age. Eligibility guidelines vary depending on the program, background, income and other possible barriers to employment. Employment and training services are both federally and state funded. Some services that may be offered are work experiences, on-the-job training, classroom training assistance, and supportive services. Skills and experiences will be matched to opportunities within the Northwest region.

#### **Energy Assistance Program- (218) 796-5144 Option 4**

The Energy Related Repair Program provides financial assistance with emergency repairs of furnaces. Households must be homeowners and must be eligible for the Energy Assistance program. The Crisis Program provides immediate support or referral for families who are in an emergency energy situation. *Energy Assistance now serves Clearwater County.*

#### **Family Services Programs- (218) 796-5144 Option 6**

The family services department assists families and individuals with resources that promote self-sufficiency throughout our service area. The department administers the following types of programs in Red Lake, Pennington, Clearwater and East Polk counties: financial assistance which is directed toward preventing eviction and homelessness, assisting homeless individuals and families with utility deposits or rent assistance to secure housing, programs to assist homeless youth (ages 16-24), assisting households that have been homeless 4 times in the past 3 years of couch-hopping for 1 full year, permanently support those who are literally homeless and have a disability with their housing needs and food support outreach program to educate and assist families and individuals in applying for food support (SNAP).

#### **Food Shelf- (218) 796-5144 Option 8**

ICCC has a food shelf to assist families having a food emergency. The food shelf hours are Monday-Friday 8:00 am-12:00 pm and 1:00 pm-4:30 pm. *ICCC requests that you call in advance to allow your food box to be prepared when you arrive.*

#### **Head Start- (218) 796-5144 Option 5**

Head Start works with families expecting or have children ages 0-5, at no cost to the family.

We help....

- Parents be their child's most important TEACHER
- Find ways to play & interact with your child at home
- Support your child's health and development
- Teach social-emotional skills
- Provide developmentally appropriate activities
- Track children's growth & developmental milestones
- Prepare children for school
- Promote family wellbeing

Check out our website for eligibility guidelines and program options.

**MNsure Outreach & Enrollment- (218) 796-5144 ext. 1017**

MNsure is the online marketplace for individuals and families in Minnesota to get low-cost or free health insurance. MNsure is where households apply for MA or MnCare and also is the only place Minnesotans can go and see if they qualify for a federal tax credit to pay health insurance premiums. ICCC is helping spread the word about MNsure, as well as assisting people in our community to enroll in MNsure.

**Weatherization- (218) 796-5144 Option 3**

Weatherization is designed to help qualified families weatherize their home, to reduce heating costs, and to provide a healthier family living environment. Saving energy waste also helps conserve other natural resources. The program provides a variety of measure designed to save energy and reduce heating costs. This program serves Red Lake, Pennington, Clearwater and East Polk Counties.

**OTHER COMMUNITY SERVICES**

**SOCIAL SERVICES**

<b>CLEARWATER COUNTY SOCIAL SERVICES</b> 216 Park Ave NW, Bagley .....	218-694-6164
	Fax 218-694-3535
<b>POLK COUNTY SOCIAL SERVICES</b> 612 N. Broadway, Crookston .....	218-281-3127
<b>MCINTOSH SOCIAL SERVICES OFFICE</b> 250 SW Cleveland Ave. McIntosh.....	218-435-1585
	Fax 218-435-1552
<b>PENNINGTON COUNTY SOCIAL SERVICES</b> 318 Knight Ave. N Thief River Falls .....	218-681-2880
<b>RED LAKE COUNTY SOCIAL SERVICES</b> PO Box 356, Red Lake Falls .....	218-253-4131
	Fax 218-253-2926

**OTHER RESOURCES**

<b>Violence Intervention Project</b> .....	218-681-5557
24 hour Crisis Line.....	1-800-660-6667
<b>Umbrella Tree Safety Center</b> (supervised visitation & exchanges for families) .....	218-681-5557
<b>Care and Share</b> , 116 W Robert Street, Crookston (shelter) .....	218-280-4796
<b>Salvation Army</b>	
Clearwater County Unit (Social Services) .....	218-694-2929
Red Lake County Unit (Social Services) .....	218-253-4131
Pennington County Unit (Law Enforcement) .....	218-681-2880
Grand Forks County .....	701-775-2597
<b>7<sup>th</sup> Day Adventist</b> 1004 Tindahl Ave S, TRF (limited hours).....	218-681-4606

**Food Shelves / Pantries**

Bagley, Clearwater Co. Food Shelf Wed 10:00-2:30 .....	218-694-6400
Erskine, Grace Lutheran Church, 332 Vance Ave (Thurs 10-5:00) .....	218-687-4035
Fosston, Loaves & Fishes, 203 S. Johnson Ave (1 <sup>st</sup> & 3 <sup>rd</sup> Wed 12-3 pm) .....	218-435-6331
Oklee - Inter-County Community. Council.....	218-796-5144
Red Lake Falls Food Shelf-105 International Dr. Park Place Mall .....	218-253-2688
Thief River Falls Food Shelf 16630 150 <sup>th</sup> St NE TRF..... <a href="http://www.trffoodshelf.org">www.trffoodshelf.org</a> .....	218-681-4708

White Earth – Mahnomen Helping Hands, 119 S Main Street .....218-935-2885  
 Crookston/Food Bank-Care & Share-220 E. 3<sup>rd</sup> ST. Crookston .....218-281-2644

**SPECIAL SERVICES**

**Help Me Grow** (developmental and social emotion concerns for children) .....866-693-4769  
 www.helpmegrowmn.org

**PACER** Center Inc.(for education rights and advocacy) .....800-537-2237

**OPTIONS** - Thief River Falls, MN 56701 (Resources for Independent Living) ..... 218-681-1403 or  
 220 S Pennington Ave Suite B ..... 1-800-726-3692

**Life Care Center** (TRF) (pregnancy support), 204 LaBree Ave .....218-681-1279

**EMPLOYMENT SERVICES**

**Minnesota Workforce Center** (www.mn.workforcecenter.org) ..... 1-888-GET-JOBS  
 Bemidji-3859 616 America Ave. NW #210 ..... 218- 444-0732  
 Crookston-2015 Sahlstrom Dr. #5.....218-277-7330  
 Thief River Falls-1301 Highway 1 East .....218-683-8060

**HEALTH SERVICES**

**WIC Woman Infants & Children** all children enrolled in Head Start are automatically eligible for WIC

**Quin County Nursing Service**

136 W Minnesota Ave, Newfolden .....218-874-7845  
 318 Knight Ave N, TRF .....218-681-0876  
 Court House, Red Lake Falls.....218-253-4378  
 Serves Kittson, Marshall, Pennington, and Red Lake counties – call for clinic times / information

**Polk County WIC**

275 Cleveland Ave, McIntosh .....218-563-2010

**White Earth Reservation WIC**

40520 County Rd 34, Ogema .....218-983-6232  
 (serving Mahnomen and Clearwater)

**Clearwater County Nursing Service**

212 Main St. N – Bagley .....218-694-6581

**Maternal, Infant and Early Childhood Home Visiting Program**

**Inter-County Nursing Service** – name changing to Pennington & Red Lake County Public Health

Serving Pennington & Red Lake counties .....218-681-0876

**Polk County Public Health Service**

275 SW Cleveland Ave. Mcintosh .....218-563-2010

**Clearwater County Nursing Service**

212 Main St. N – Bagley .....218-694-6581

**For more available resources please download our Community Resource Guide from our website at  
[www.intercountyycc.org](http://www.intercountyycc.org)**