



Welcome to Shasta Head Start. Thank you for providing services to children in our care. We look forward to partnering with you to foster optimum development for the children we both serve. To best meet the needs for the child/children, yourself, and our staff, we have identified some guidelines to promote a smooth process and to familiarize you with Shasta Head Start practices and procedures.

When developing a service schedule, please work with the child/children's teacher or primary caregiver to become familiar with the classroom/child routine. Be sure to avoid naptime or coming shortly before the child's naptime. You may find it beneficial to call the center to assure the child is in attendance prior to coming out on your service delivery day.

In maintaining a healthy environment, it is standard Head Start procedure for staff and visitors to wash their hands upon entry into the classroom. Getting down on the children's level will help them feel more comfortable and less distracted (especially in Early Head Start). While in the classroom, please follow the lead of the teacher or primary caregiver.

In providing an optimum learning environment free of distractions, we practice keeping adult conversations to a bare minimum in the classroom, only discussing what is necessary at the moment. Our staff are happy to have discussions at a time when they are off the floor (out of the classroom). In fact, we welcome and appreciate regular dialogue- we value your input so that we can work together to best meet the needs of the children. You can work with the teacher/primary caregiver to determine an appropriate time and method for communication.

If you have any questions or concerns, please address them with the classroom teacher, primary caregiver, family worker or site supervisor. I am also available to discuss anything that may arise.

Thank you for the service you provide to children.

Sincerely,

A handwritten signature in black ink that reads "Jess Dennis".

Jess Dennis
Disabilities and Mental Health Services Manager
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