Division of Early Childhood and Title I Programs, and Recovery Funds

MONTGOMERY COUNTY PUBLIC SCHOOLS, ROCKVILLE, MARYLAND

Prekindergarten/ Head Start

What Parents Need to Know

2022–2023 HANDBOOK

Child's Name: _____

**Pre-K/Head Start Family Service Worker
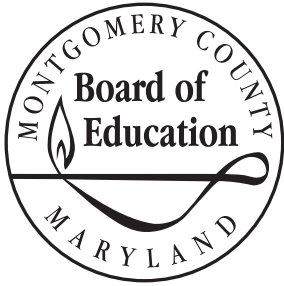assigned to child's class:** _____

Telephone Number for Family Service Worker: 240-740-4530

Maryland's Largest School District

MONTGOMERY COUNTY PUBLIC SCHOOLS

Expanding Opportunity and Unleashing Potential

VISION

We inspire learning by providing the greatest public education to each and every student.

MISSION

Every student will have the academic, creative problem solving, and social emotional skills to be successful in college and career.

CORE PURPOSE

Prepare all students to thrive in their future.

CORE VALUES

Learning
Relationships
Respect
Excellence
Equity

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Chief of Staff

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General Counsel

Ms. Elba M. Garcia
Senior Community Advisor

Dr. Patricia E. Kapunan
School System Medical Officer

850 Hungerford Drive
Rockville, Maryland 20850
www.montgomeryschoolsmd.org

Pre-K/Head Start Directory

Rocking Horse Road Center
4910 Macon Road, Rockville, MD 20852
240-740-4530
TTY: 301-230-5462 Fax: 301-230-5401

Pre-K/Head Start, Supervisor . . . . .Verna Washington

Coordinator . . . . .Jessica Blasic

Accountant . . . . .Gloria Diaz

School Registrar . . . . .Tesfaye Muluneh
AnneMarie Walker

Data Systems Operator . . . . .Gyungae Kim
Elsa Rios

Administrative Secretary. . . . . Caryn Stein
Jeannette Zepeda Escobar

Child Development and Education Staff. 240-740-4530

Instructional Specialists . . . . .Melisha Creef
Louise Tolin
Jiji Olds
Deirdra Fuller
Kelly Barrett

Program Support Teachers . . . . Sonali Motha
Susan Dowling

Pre-K Central Office Teachers. . . . . Shalini Komal
Shona Weaver

Psychologists. . . . . .Marissa Senese
Julie Shields
Sara McKeen
Victoria Willingham
Gabriella Estevez

Speech/Language Pathologists. . . . . Joe Ann Robinson
Lynne Teoman

Health Services Staff 240-777-1553

Health Services Manager	Beka Urgessa
Dental Hygienists	Lesley Konigsburg
	Teresa Soodak
	Cindy Xander
Nurses	Mina Aliabadi
	Pamela Gambon
	Renee McNevin
	Kimberly Muhammed
	Nomvuyo Qubeka
	Simone Roberts
	Patricia Winters
Health Aides	Norma Davis
	Teresa Hock
	Cheryl Pyle
Eligibility Specialist	Wond Workalemahu

Parent, Family, and Community Engagement Staff. 240-740-4530

Social Services Specialist	Lisa Conlon
Social Workers	Annette Harris
	Valeria Castrillo
	Renée Foster
	Terry Fisher Thompson
	Traci Powell

**Parent, Family and Community Engagement/
Volunteer Specialist** . . . . Jose Roberto Flores

Family Service Workers

Pilar Abarca	Sandra Cruz	Sonia Granados de Valdez	Leida Martinez
Maral Abkarian	Teresa Delgadillo	Vianka Hardy	Ruth Meininger
Kiara Austin	Damara Dockery	Terri Harris	Amabilia Reyes
Jazmina Begazo	Michelle Dove	Sorangel Peralta Herrera	Daniela Rodriguez
Elsi Bonilla	Reyna Escamilla	Samira Hussein	Kevin Shim
Cachet Carter	Rosa Escobar	Vicki Johnson	Traci Stevens
Joselyn Chica Valdez	Esperanza Flores	Nuha Khalaf	Renee Teneyck
Lestine Colbert	Deborah Garcia	Patty Marroquin	Cesiah Ventura

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Program Design and Management

Montgomery County Public Schools (MCPS), in partnership with parents/guardians and collaboration with community stakeholders, including county government and state and local agencies, provides Pre-K and Head Start programs that allow every child to establish a solid foundation for learning through high-quality early childhood experiences and attain key educational and developmental milestones in each successive grade as they progress from elementary grades, to middle and high school, then a lifetime of academic and personal achievements. The recently amended Montgomery County Board of Education Policy IEA, *Framework and Structure of Early Childhood and Elementary Education*, details the Board's commitment to effectively utilizing county, state, and federal resources, along with community partners, to establish a continuum of essential services needed by young children and their families in order to identify children in need of services and facilitate student development, transition, placement, and program continuity at each stage of a child's development, from home, child care, or preschool to Pre-K, as appropriate, and from one elementary grade to another.

The Board collaborates with public and private agencies across Montgomery County to support children in the early years, from birth to 5 years, and prepares them for school success as set forth in the Montgomery County Early Care and Education Initiative Action Plan and the Blueprint for Maryland's Future. MCPS provides a variety of screening, early-intervention, and special education services to children from birth to 8 years, through home and school-based programs and other area central programs. Services are provided to children with a wide range of needs, including, but not limited to, speech/language, auditory, vision, orthopedic, and developmental delays.

In MCPS, the Pre-K/Head Start supervisor coordinates the implementation of grant requirements with the Policy Council, Community Action Agency, Region III Office, and MCPS. This group also maintains and nurtures contacts with other agencies that provide services to meet the needs of families with low incomes and their preschool children. The supervisor assesses, evaluates, and updates the program's goals, objectives, and outcomes to support the needs of Pre-K/Head Start parents.

Getting Students Ready for Success

The MCPS Pre-K/Head Start Unit provides a wide range of services to support children's readiness for school. School-readiness means that children have the skills, abilities, and attitudes to make them successful in school. Parents/guardians are children's first and most important teachers. Parents/guardians, teachers, program staff members, and other family and community members all play a key part in preparing children for school.

Policy Council

Each MCPS school that provides Pre-K/Head Start programs elects a parent/guardian delegate to the Policy Council. Delegates work to keep other parents/guardians informed and help plan activities. New officers are elected in December and take office in January.

Policy Council parent/guardian delegates meet monthly at 6:00 p.m., on Zoom. Meetings begin with orientation/training sessions in late September or early October. The budget meeting is held during the October meeting, and regular monthly meetings are held on the third Thursday of each month thereafter. Meetings are held via Zoom to facilitate more parent engagement and attendance. Zoom meeting information such as meeting ID and password are available and shared at parent orientation.

Policy Council Officers

The elected officers of the Policy Council set the agenda for the monthly meetings and make recommendations to the total body.

Chairperson
Vice Chairpersons (2)
Treasurer
Recording Secretary
Corresponding Secretary
Community Action Board Representatives (2)
Maryland State Head Start Representatives (2)
Policy Council Delegate for your Center:

_____

  Phone No: _____

Policy Council Alternate for your Center:

_____

  Phone No: _____

Some out-of-pocket expenses are paid to Policy Council representatives from the program Parent Activity Fund. The council updates the budget annually and determines the amount of reimbursement. All parents/guardians are invited to attend the Policy Council meetings and to participate. However, only elected representatives may vote.

The Policy Council has subcommittees that plan and conduct activities related to the Pre-K/Head Start service areas, such as social services, education, disabilities services, and health. Other subcommittees focus on issues related to program operation.

Responsibilities of the Policy Council

- Prepares a budget for the Parent Activity Fund
- Participates in the program evaluations
- Supports action on child and family legislation
- Arranges programs with guest speakers
- Hosts family outings and events
- Helps prepare the program budget and the project proposal
- Serves on service-area committees
- Develops plans for recruiting children

Child Development and Education

Children do a great deal of playing in the Pre-K/Head Start program. Play is the work of small children; this is the way they learn. As children prepare for success in kindergarten, they will do the following:

- Develop small and large muscles
- Listen to stories and look at books
- Paint, draw, and create
- Explore science materials
- Play house and act out stories and songs
- Listen, dance, sing, and make music
- Work puzzles and play games
- Recognize names, colors, and numbers
- Learn to share and cooperate

The Pre-K/Head Start Unit promotes children's emotional, intellectual, social, and physical growth.

A Typical Pre-K/Head Start Day

- Opening: Welcome song
  Weather
  Calendar

- Whole-group Literacy Block: Books and stories
  Songs and rhymes
  Alphabet
  Language

- Small-group Literacy Block: Oral language
  Concepts about print
  Phonemic awareness
  Letter knowledge

- Center Time: Dramatic play
  Literacy centers
  Blocks—enhanced with props
  Math/manipulatives
  Science projects
  Cooking

- Mathematics Block: Number concepts
  Sorting and patterns

- Outdoor play: Physical motor
  Social activities

- Lunch

Other Things to Know About the MCPS Pre-K and Head Start Programs

Meals

Head Start children receive a school lunch each day at no cost to families. Schools with breakfast programs also may provide breakfast for Head Start children, if class begins early.

Cooking and tasting activities in class give Pre-K/Head Start children other experiences with new foods and good nutrition. Parents/guardians are invited to help plan and cook with the children.

As volunteers or visitors, Head Start parents/guardians are invited to share lunch in the classroom with their children when they come to school.

Field Trips

Field trips expand the children's cultural experiences, broaden their horizons, and increase understanding of their own environments.

Personal Safety

As a part of the safety curriculum, children will be taught personal safety techniques, including giving them permission to say "no" to adults, and encouraging children to tell an adult they trust when they feel their safety is threatened. Parents/guardians need to know that Maryland state law requires staff and volunteers to report suspected cases of abuse and neglect.

Speech/Language

The Pre-K/Head Start Unit's speech/language pathologists and psychologists have early-childhood education special training; they provide services for children and families.

Clothing

Play clothes are appropriate for Pre-K/Head Start. Sometimes children spill things, get wet, or have accidents on their clothing. Parents/guardians are requested to send a change of clothing labeled with the child's name so that fresh clothes will be available when needed. Raincoats, boots, gloves, and other types of clothes also need to be marked with your child's name to prevent mix-ups.

Attendance

It is important that students attend school every day and arrive on time. Regular attendance is necessary in order for each child to receive the most benefit from the Pre-K/Head Start experience. Going to school regularly and being on time are important factors in the attitude your child will develop about school. A positive attitude about school and regular attendance will pay off in the years to come.

When children arrive to school on time, they have a better educational and social experience in Pre-K/Head Start. If your child is sick, call the school and leave a message for the teacher. When your child is able to return, send a note with the child to explain the absence. Please keep your child's teacher or your family service worker informed of any illness or emergency. If your child is absent 3 days or more in a month, follow-up with the family service worker will be conducted, whether the days are consecutive or nonconsecutive. If your child is absent 10 days or more consecutively, and the absence is not excused due to an illness, your child may be withdrawn from the program.

Home Visits and Parent-Teacher Conferences

For students in Head Start and Pre-K Pilot (Pre-K+), your child's teacher and paraeducator will visit your home to meet with you before school starts in September. For students in Pre-K, your child's teacher and paraeducator will conduct a family visit at school or at home. Head Start and Pre-K Pilot (Pre-K+) families will receive another home visit in February. Also, you will have two conferences—one in November and one in June. Parents/guardians can arrange to meet with their child's teacher at other times by calling the school to schedule an appointment.

Home visits and conferences with the classroom teacher provide an excellent opportunity to share information about your child. This ongoing communication can lead to lasting partnerships between home and school. When such partnerships are created, your child has a better chance for a happy and successful school experience.

Emergency Closings

In case of bad weather or other emergencies, MCPS schools may be closed for the entire day or school opening may be delayed for two hours.

- If school opening is delayed for two hours, Pre-K/Head Start morning classes will not meet. Afternoon classes will meet as usual.
- If schools close early because of inclement weather, Pre-K/Head Start children in the morning classes may be returned home early; afternoon Pre-K/Head Start classes will not meet.
- If school is closed all day, or if there is an early closing of school, all evening activities will be canceled automatically, and there will be no Policy Council meeting or adult education classes.

School-closing information is broadcast on local radio and television stations, the MCPS cable channels (Channel 34 on Comcast, 36 on Verizon, and 89 on RCN cable), and the MCPS website (*www.montgomeryschoolsmd.org*). You also can get information on the MCPS Twitter account (twitter.com/MCPS); the MCPS Facebook account (*www.facebook.com/mcpsmd/*); and MCPS also will send out messages via Connect-ED (a recorded phone and e-mail messaging system that uses emergency contact numbers and e-mail addresses supplied by parents/guardians). Also, you can sign up to receive text and e-mail messages through Montgomery County's alert system (*www.montgomeryschoolsmd.org/emergency/alertmcps.aspx*).

Early Release Days

Pre-K/Head Start classes are scheduled differently on early release days. Your child's teacher will inform you of the times of departure. Also, a reminder will be sent before these early release days occur:

<div align="center">

September 14

September 30

March 3

March 15

June 15 (last day for students)

</div>

Children with Disabilities

Head Start is a federally funded program. It mandates that children with disabilities occupy 10 percent of the program enrollment slots. Children with disabilities share Pre-K/Head Start classrooms with typically developing peers (inclusion model) and receive all services and privileges enjoyed by all Pre-K/Head Start children. Classroom activities and experiences are adapted to accommodate children with disabilities whenever and wherever needed.

Parents/guardians, educators, and children enjoy the inclusion model, as it is a time when all children learn and grow together. Staff members answer questions parents/guardians have about their child's development. Also, staff members provide parents/guardians with at-home activities that assist their child with a particular area of need. Children receive screenings in various areas of development (educational, speech/language, vision, dental, and hearing.) If, through the screenings, an educational disability is suspected, the Individualized Education Program (IEP) team (e.g., teachers, parents/guardians and school psychologist, special educator, speech pathologist, nurse, etc.) meet to determine the need for further assessments. If further assessments are recommended, the school must obtain parent/guardian consent for the recommended assessments.

Once the assessments and evaluations have been completed, the IEP team must determine if an educational disability is present and, if so, which one of the federal educational disability codes best describes the student's disability. Once the existence of the educational disability has been determined and the IEP team has determined that the disability impacts the student's learning, appropriate goals and special education services will be discussed.

Services needed may be provided through the Pre-K/Head Start program or other MCPS programs. If your child needs more special education services than what can be provided in the Pre-K/Head Start classroom or services other than those provided by MCPS, Pre-K/

Head Start staff will help parents/guardians locate the recommended services.

Things to look for in your child's development:

- **Speech and Language:** Is your child able to speak clearly and understand language?
- **Cognitive:** Is your child learning and developing in the same way as other children their age?
- **Gross and Fine Motor:** Is your child "clumsy" or does your child have trouble using their hands to play with blocks or scribble on paper?
- **Social/Emotional:** Does your child get along with other children and adults?
- **Attention:** Does your child have more difficulty sitting still or paying attention than other children their age?
- **Hearing or vision:** Does your child squint when looking at books or watching TV? Does your child respond appropriately to sounds in their environment?

Notify your teacher if you have concerns about your child's development, or call the Pre-K/Head Start Unit at **240-740-4530**.

English Learners

In accordance with federal and state requirements, parents/guardians of all Pre-K/Head Start students complete the Maryland Home Language Survey at the time of registration. It provides information about the language your child speaks at home.

Health Services

As a requirement for Pre-K/Head Start, all students must have a physical examination, state and federal required immunizations, blood lead testing, and a dental examination. If your child does not have a source of health care to receive the physical examination and immunizations, please let your child's teacher, family service worker, or the school nurse know so that we may assist you in getting these services. You may be financially eligible for state or local health and nutrition programs for your family, which are available at the following Office of Eligibility and Support Services (OESS) locations:

> 12900 Middlebrook Road
> Germantown, MD 20874 240-777-3591

> 1401 Rockville Pike
> Rockville, MD 20852 240-777-3120

> 8630 Fenton Street
> Silver Spring, MD 20910 240-777-3066

> 4910 Macon Road
> Rockville, MD 20852 240-740-4430

All immunizations given at Montgomery County health centers and the MCPS Health Services Center at Rocking Horse Road Center (4910 Macon Road, Rockville) are offered at low cost to families. Please keep a record of the immunizations your child receives.

During the school year, your child will receive screenings for dental, hearing, vision, height, and weight.

If your child will need any medication (prescribed or over-the-counter) during the school day, you must provide the school with an authorized prescriber's order and complete MCPS Form 525-13, *Authorization to Administer Prescribed Medication* (available at your child's school and on the MCPS website: *www.montgomeryschoolsmd.org/ departments/forms/pdf/525-13.pdf*). Prescription medication must be labeled properly by a pharmacist and brought to school in its original container. Nonprescription over-the-counter medication must be in the manufacturer's original container with the seal intact. MCPS Form 525-14, *Emergency Care for the Management of a Student with a Diagnosis of Anaphylaxis*, is the preferred authorized prescriber's order form for epinephrine auto-injectors (*www. montgomeryschoolsmd.org/departments/forms/ pdf/525-14.pdf*). All medications MUST be hand-delivered to school by the parent or guardian. If your child has any health problems, particularly those that may require emergency action, such as asthma, diabetes, seizures, or an allergy to insect stings or food, please notify the principal and school nurse.

Parent, Family, and Community Engagement

The Head Start program requires that each federally eligible family develop a family partnership agreement called a Family Development Plan (FDP) with a designated Pre-K/Head Start staff member. The FDP is a process for determining family strengths and needs and assisting families in achieving their personal goals.

Pre-K/Head Start staff form partnerships with other community agencies and link parents/guardians to support services such as employment, housing, food, clothing, family literacy, domestic violence, and substance abuse resources. Families are encouraged to complete the FDP to coordinate services between Pre-K/Head Start and community agencies and avoid duplication of efforts.

Community resource information and support is provided by the Pre-K/Head Start family service worker assigned to your child's class. Contact them at 240-740-4530. Each family will receive a community resource guide to assist them with current and future needs. Both individual and family counseling, including emergency and crisis intervention, are provided by the Pre-K/Head Start social workers. All information is confidential.

Each month, parents/guardians are invited to assist the family service worker and the teaching team in planning a parent/guardian education workshop at their child's school. Topics include child growth and development, health and nutrition, parent/ guardian involvement in school readiness, language and literacy, and personal safety. Also, meetings are held via Zoom to facilitate more parent engagement and attendance. Zoom meeting information such as meeting ID and password are shared by the family service worker in advance.

In order to have a high-quality Pre-K/Head Start program, parents/guardians and staff need to share their talents, knowledge, time, and energy so that children can receive the maximum benefits. Parents/ guardians who participate in the program show their children that learning and sharing are important. Parents/guardians participate in the following ways:

Helping to make decisions about the nature and operation of the program by—

- electing one parent/guardian to be the center representative at the Policy Council meetings,
- attending the Policy Council meetings,
- organizing and running center meetings,
- planning ways to help the center and the program to operate effectively,
- working on the program budget and project proposal, and
- helping with the annual program evaluation.

Working in the classroom as a volunteer, observer, or paid employee, by—

- visiting the classroom
- chaperoning field trips
- volunteering regularly in the classroom
- gaining employment as a paraeducator, substitute paraeducator, family service worker, etc.

Developing activities for parents/guardians, including—

- planning and carrying out family activities

- working with county and nonprofit organizations to improve communities
- using community resources

Working with their children at home in cooperation with the Pre-K/Head Start staff, including—

- using games or activities at home that encourage children to learn, and
- using techniques learned about child development

Volunteers

Parent/guardian participation in Pre-K/Head Start is extremely important and is encouraged. Parents/guardians support their children and Pre-K/Head Start by visiting and helping in the classroom. Also, parents/guardians help by going on field trips, making suggestions to improve the program, and preparing classroom materials at home. If you can help as a regular volunteer, talk with your child's teacher and schedule the day of the week when you are available to volunteer in the class. If daytime hours are limited, you can discuss other ways you can help at home. Call the Pre-K/Head Start Unit at 240-740-4530 for more information.

All volunteers who *regularly* support schools and students and those who attend field trips, must complete an online training, "Recognizing and Reporting Child Abuse and Neglect." The training is available in English, Spanish, Amharic, French, Chinese, Korean, and Vietnamese on the MCPS website, *www.montgomeryschoolsmd.org*. When you complete the training, you should print the certificate of completion and give it to your child's school. Remember that all volunteers need to sign in and out of the school building using the Visitor Management System (VMS), at the beginning and end of each volunteer activity and wear a volunteer identification name tag at all times.

You are recommended to have a tuberculosis (TB) test before volunteering in the classroom. To get a TB test, please call the school nurse at your child's school.

Transportation

Parents/guardians are responsible for their children on the way to the bus stop, at the bus stop, and on the way home from the bus stop. Please bring your child to the bus each morning and meet the bus each afternoon. Bus schedules are approximate and may vary due to weather, traffic, and student changes.

It is best to be present at the bus stop at least five minutes ahead of the normal arrival time. If you are unable to meet the bus and you have chosen another responsible adult to do so (e.g., child care provider, grandparent), please notify your child's teacher or paraeducator in writing. Keep the school phone number in your cell phone or other convenient place in case of emergency.

If you or your designee fail to meet your child, they will be returned to school. If you or your designee fail to meet the bus three times, you must meet with the family service worker. If problems continue, transportation privileges may be terminated. Also, behavior problems on the bus can result in termination of bus privileges.

Parent/Center Committee Meetings

Parents/guardians, teaching staff, and family service workers cooperate to plan parent/guardian meetings that provide information and fun.

Your child will bring home invitations for you to attend parent/guardian center committee meetings at the school and/or via Zoom. You may ride the bus with your child if space permits. Often, child care is provided.

Each Pre-K/Head Start class has a center committee to which all parents/guardians belong. The center committee meets monthly during class hours for the following reasons:

- Assisting parents/guardians in getting acquainted
- Making decisions about the Pre-K/Head Start class volunteers and field trips, and assisting in planning the best possible program for students
- Providing two-way communication between the school and the Pre-K/Head Start program
- Sending/receiving concerns and information to and from the Policy Council
- Conducting center business and sharing information on—
  » how children grow and develop
  » enjoyable ways to help children learn
  » how to stretch food dollars and cook nutritious meals
  » crafts and skills
  » helping students learn at home

Pre-K/Head Start is a family program. We need your help in the classroom, on the Policy Council, and in the whole program.

Other Information

Early Head Start

Early Head Start is an exciting program for families with children from birth to 3 years old. The program provides many of the same services as Head Start, and some that are special to Early Head Start. To apply, families must be pregnant or have children 26 months or younger.

Here's how to get more information about the program:

In the Gaithersburg and Upcounty areas: Call Family Services, Inc., part of Sheppard Pratt, Early Head Start at 301-840-3272.

In the Silver Spring and Rockville areas: Call The Reginald S. Lourie Center, Early Head Start at 301-891-1900.

In the Langley Park/Silver Spring areas: Call CentroNía, Early Head Start at 301-543-8040.

Child Care

Parents/guardians who need a child care provider can call LOCATE: Child Care at 1-877-261-0060, or ChildLink 240-777-4769 for free assistance with finding a licensed child care provider, school-age program, summer camp, preschool, and/or nursery school program. LOCATE identifies providers based on each family's individual needs, such as hours of care, location, number and ages of children, and child care cost. This service may be accessed in multiple languages.

LOCATE can identify providers located in or near the school's service area. In addition, counselors will provide tips on how to identify good-quality programs and easy-to-follow tips to help parents/guardians choose the right program for their child. LOCATE: Child Care identifies both family child care providers and child care centers that have been approved by the Maryland State Department of Education's Office of Child Care.

Parents/guardians should look for high-quality programs that exhibit the following characteristics: the staff understands the developmental needs of the children; the program has a variety of educational materials, supplies, and games geared to the ages served; parents/guardians are welcomed and involved; and staff works with school personnel regarding schedules, policies, procedures, and programming.

State and county laws require that children under the age of 8 be supervised at all times by a parent/guardian, child care provider, or babysitter who is at least 13 years old. Parents/guardians also can search for child care information online at *www.marylandfamilynetwork.org*.

You may apply for financial assistance to pay for child care through Montgomery County Health and Human Services: Working Parents Assistance (WPA) call 240-777-1177. A recording provides general information including how to determine if you are eligible. The Maryland State Child Care Subsidy Program offers assistance with the cost of child care to eligible working families; call 1-877-227-0125.

Pre-K Pilot Program (Pre-K+)

This is a full-day Pre-K program grant-funded by the Maryland State Department of Education (MSDE). The program serves 480 four-year-old and 20 three-year-old students in 17 elementary schools: Bel Pre, Clopper Mill, Fairland, Kemp Mill, JoAnn Leleck at Broad Acres, McAuliffe, Mill Creek Towne, Montgomery Knolls, Rolling Terrace, Takoma Park, Harriet Tubman, Summit Hall, Veirs Mill, Washington Grove, Weller Road, Wheaton Woods, and the Upcounty Early Childhood Center at Watkins Mill High School. Transportation and lunch are provided. Family income must be at or below 300 percent of poverty level. Families receive the same support services and opportunities for participation as Head Start.

Words Often Used in Pre-K/Head Start

ACYF
Administration for Children, Youth, and Families—a federal agency that oversees the Head Start program.

Community representative
A person who serves with the Policy Council but is not a parent/guardian of a current Pre-K/Head Start child; often parents/guardians who had children in the program previously or a representative of an organization or county agency.

Curriculum
The instructional framework that supports children's learning.

Family Development Plan (FDP)
An opportunity for families, with support from their family service worker, to set family goals and develop a written plan with steps for follow-up and completion.

Grant
Money provided to finance the Head Start program, as described in a written proposal.

Grantee agency
The agency that receives funds from ACYF to finance the Head Start program—Montgomery County Community Action Agency.

Delegate agency
The agency that is responsible for daily operation of the Pre-K/Head Start program—Montgomery County Public Schools.

Policy Council
The parent/center committee representatives who assist in policy making for the Pre-K/Head Start program.

Federal Review
The tri-annual Head Start program assessment conducted by the federal government.

School readiness
A child has the skills, abilities, and attitudes necessary for school success.

Self-assessment
The program self-evaluation process conducted by parents/guardians and staff annually.

Pre-K/Head Start TOT Line: **240-740-4580**

A special telephone line is available for Pre-K/Head Start parents/guardians to use when they have questions or concerns about their child's behavior or development. Call for specific suggestions on handling problems. The TOT Line operates Monday through Friday, 8:30 a.m. to 5:00 p.m.

🎲 2022 Calendar

August 22-26	Professional days for teachers
August 29	First day of school for students (K-12)
Aug. 29-Sept. 2	Head Start and Pre-K Pilot (Pre-K+) Home Visits
September 5	Labor Day—Schools and offices closed
September 6 and 7	Staggered opening for Head Start, Pre-K, and Pre-K Pilot (Pre-K+) students
September 8	First day for all Head Start, Pre-K, and Pre-K Pilot (Pre-K+) students
September 14	Early release day for all students
September 26	No School for all students
September 30	Early release day for all students
October 5	No School for all students
October 6	Policy Council Executive Committee Meeting–6:00 PM—Virtual Meeting/Zoom
October 8	Head Start Parent Orientations End
October 12	Head Start and Pre-K Pilot (Pre-K+) Teachers' Training—No Classes for Head Start and Pre-K Pilot (Pre-K+) Students
October 19	Pre-K Teachers' Training—No Classes for Pre-K Students
October 20	Policy Council Monthly Meeting–6:00 PM—Virtual Meeting/Zoom
October 24	No School for all students
October 31	Prekindergarten Orientations End
November 3	Policy Council Executive Committee Meeting–6:00 PM—Virtual Meeting/Zoom
November 7	No school for all students; end of quarter planning
November 8	Election Day—Schools and offices closed
November 9	Fatherhood Activity–6:30 PM—Virtual Meeting/Zoom
November 16	Child Growth and Development Parent Meeting--6:30 PM—Virtual Meeting/Zoom
November 17	Policy Council Monthly Meeting–6:00 PM—Virtual Meeting/Zoom
November 21 and 22	Parent-Teacher Conferences—No school for Pre-K, Pre-K+ and Head Start students
November 23, 24 and 25	Thanksgiving—Schools and offices closed
December 1	Policy Council Executive Committee Meeting–6:00 PM—Virtual Meeting/Zoom
December 7	Head Start and Pre-K Pilot (Pre-K+) Teachers' Training—No Classes for Head Start and Pre-K Pilot (Pre-K+) Students
December 7	Language and Literacy Parent Meeting—6:30 PM—Virtual Meeting/Zoom
December 9	Winter Lights Event
December 12-15	National Head Start Parent and Family Engagement Conference - Dallas, TX
December 14	Pre-K Teachers' Training—No Classes for Pre-K Students
December 15	Policy Council Monthly Meeting–6:00 PM—Virtual Meeting/Zoom
December 16	Winter Lights Event
December 23–31	Winter Break—No school for students and teachers; offices closed December 26 and Jan 2

2023 Calendar

January 2	Winter Break—Schools and offices closed
January 3	Classes resume
January 5	Policy Council Executive Committee Meeting–6:00 PM—Virtual Meeting/Zoom
January 11	Fatherhood Activity–6:30 PM—Virtual Meeting/Zoom
January 16	Dr. Martin L. King, Jr. Day—Schools and offices closed
January 19	Policy Council Monthly Meeting–6:00 PM—Virtual Meeting/Zoom
January 27	No school for all students; end of quarter planning
February 2	Policy Council Executive Committee Meeting–6:00 PM—Virtual Meeting/Zoom
February 15	Head Start and Pre-K Pilot (Pre-K+) Teachers' Training—No Classes for Head Start and Pre-K Pilot (Pre-K+) Students
February 16	Policy Council Monthly Meeting–6:00 PM—Virtual Meeting/Zoom
February 20	Presidents' Day—Schools and offices closed
February 21-24	Head Start and Pre-K Pilot (Pre-K+) Home Visits- No classes for Head Start and Pre-K Pilot (Pre-K+)
February 22	Pre-K Teachers' Training—No Classes for Pre-K Students
March 2	Policy Council Executive Committee Meeting–6:00 PM—Virtual Meeting/Zoom
March 3	Early release day for all students
March 8	Fatherhood Activity–6:30 PM—Virtual Meeting/Zoom
March 15	Early release day for all students
March 16	Policy Council Monthly Meeting–6:00 PM—Virtual Meeting/Zoom
March 22	Health and Nutrition Parent Meeting--6:30 PM—Virtual Meeting/Zoom
March 31	No school for all students
April 3-10	Spring Break—No school for students and teachers; offices closed April 7 and 10
April 6	Policy Council Executive Committee Meeting–6:00 PM—Virtual Meeting/Zoom
April 19	Personal Safety Parent Meeting--6:30 PM—Virtual Meeting/Zoom
April 20	Policy Council Monthly Meeting–6:00 PM—Virtual Meeting/Zoom
April 21	No school for all students
May 4	Policy Council Executive Committee Meeting–6:00 PM—Virtual Meeting/Zoom
May 8–11	National Head Start Conference–Phoenix, AZ
May 10	Fatherhood Activity–6:30 PM—Virtual Meeting/Zoom
May 18	Policy Council Monthly Meeting–6:00 PM—Virtual Meeting/Zoom
May 29	Memorial Day—Schools and offices closed
June 1	Policy Council Executive Committee Meeting–6:00 PM—Virtual Meeting/Zoom
June 8	Policy Council Monthly Meeting–6:00 PM—Virtual Meeting/Zoom
June 15	Last day of school for Prekindergarten/Head Start Students
June 19	Juneteenth Holiday—Schools and offices closed
June 20	Professional Day for Teachers

MCPS NONDISCRIMINATION STATEMENT

Montgomery County Public Schools (MCPS) prohibits illegal discrimination based on race, ethnicity, color, ancestry, national origin, nationality, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family structure/parental status, marital status, age, ability (cognitive, social/emotional, and physical), poverty and socioeconomic status, language, or other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity, inclusion, and acceptance for all. The Board prohibits the use of language and/or the display of images and symbols that promote hate and can be reasonably expected to cause substantial disruption to school or district operations or activities. For more information, please review Montgomery County Board of Education Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*. This Policy affirms the Board's belief that each and every student matters, and in particular, that educational outcomes should never be predictable by any individual's actual or perceived personal characteristics. The Policy also recognizes that equity requires proactive steps to identify and redress implicit biases, practices that have an unjustified disparate impact, and structural and institutional barriers that impede equality of educational or employment opportunities. MCPS also provides equal access to the Boy/Girl Scouts and other designated youth groups.**

For inquiries or complaints about discrimination against MCPS students*	For inquiries or complaints about discrimination against MCPS staff*
Director of Student Welfare and Compliance Office of District Operations Student Welfare and Compliance 850 Hungerford Drive, Room 55, Rockville, MD 20850 240-740-3215 SWC@mcpsmd.org	Human Resource Compliance Officer Office of Human Resources and Development Department of Compliance and Investigations 45 West Gude Drive, Suite 2100, Rockville, MD 20850 240-740-2888 DCI@mcpsmd.org
For student requests for accommodations under *Section 504 of the Rehabilitation Act of 1973*	**For staff requests for accommodations under the *Americans with Disabilities Act***
Section 504 Coordinator Office of Academic Officer Resolution and Compliance Unit 850 Hungerford Drive, Room 208, Rockville, MD 20850 240-740-3230 RACU@mcpsmd.org	ADA Compliance Coordinator Office of Human Resources and Development Department of Compliance and Investigations 45 West Gude Drive, Suite 2100, Rockville, MD 20850 240-740-2888 DCI@mcpsmd.org
For inquiries or complaints about sex discrimination under Title IX, including sexual harassment, against students or staff*	
Title IX Coordinator Office of District Operations Student Welfare and Compliance 850 Hungerford Drive, Room 55, Rockville, MD 20850 240-740-3215 TitleIX@mcpsmd.org	

Discrimination complaints may be filed with other agencies, such as the following: U.S. Equal Employment Opportunity Commission (EEOC), Baltimore Field Office, GH Fallon Federal Building, 31 Hopkins Plaza, Suite 1432, Baltimore, MD 21201, 1-800-669-4000, 1-800-669-6820 (TTY); Maryland Commission on Civil Rights (MCCR), William Donald Schaefer Tower, 6 Saint Paul Street, Suite 900, Baltimore, MD 21202, 410-767-8600, 1-800-637-6247, mccr@maryland.gov; or U.S. Department of Education, Office for Civil Rights (OCR), The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107, 1-800-421-3481, 1-800-877-8339 (TDD), OCR@ed.gov, or www2.ed.gov/about/offices/list/ocr/complaintintro.html.

**This notification complies with the federal Elementary and Secondary Education Act, as amended.

This document is available, upon request, in languages other than English and in an alternate format under the *Americans with Disabilities Act*, by contacting the MCPS Office of Communications at 240-740-2837, 1-800-735-2258 (Maryland Relay), or PIO@mcpsmd.org. Individuals who need sign language interpretation or cued speech transliteration may contact the MCPS Office of Interpreting Services at 240-740-1800, 301-637-2958 (VP) mcpsinterpretingservices@mcpsmd.org, or MCPSInterpretingServices@mcpsmd.org.