HEAD START

&

HOME-BASED
EARLY HEAD START

2026-2027 PARENT & FAMILY HANDBOOK

Helping children and families learn, grow, and thrive.

40 Main Street, Toms River, New Jersey 08753

Head Start/Early Head Start Enrollment: 732-244-5333 ext. 1227

Website: www.oceaninc.org

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Purpose of This Handbook

This Parent and Family Handbook explains the major policies, procedures, services, and family partnership expectations of O.C.E.A.N., Inc. Head Start and Home-Based Early Head Start. It is intended to help families understand how the program operates, how staff and families work together, and where to go with questions or concerns.

The handbook applies to O.C.E.A.N., Inc. Head Start center-based services for preschool-age children and Home-Based Early Head Start services for infants, and toddlers, as applicable to the funded program design. Families will receive additional site-specific information, calendars, schedules, emergency procedures, and classroom or home-visit expectations.

Important
Policies may be updated to comply with federal Head Start requirements, New Jersey law, licensing requirements, public health guidance, or O.C.E.A.N., Inc. policy. Families will be notified when a material change is made.

Parent/Guardian Declaration of Understanding

By accepting enrollment, families agree to partner with the program by:

- Participating in orientation and reviewing this handbook.
- Maintaining regular attendance in Head Start and consistent participation in Home-Based Early Head Start.
- Notifying staff promptly about absences, cancellations, changes in contact information, health concerns, or family circumstances that may affect services.
- Participating in required parent-teacher conferences, educational home visits, weekly Early Head Start home visits, family partnership activities, and program meetings.
- Working with staff to support child development, school readiness, health, safety, and family goals.
- Treating children, families, staff, volunteers, and community partners with respect.
- Following all arrival, departure, authorized release, health, safety, confidentiality, and emergency procedures.

A signed Handbook Receipt and Family Partnership Acknowledgment appears at the end of this document.

Welcome from the President & CEO

Dear Parents, Guardians, and Caregivers,

Welcome to the O.C.E.A.N., Inc. Head Start and Home-Based Early Head Start family. We are honored that you have chosen to partner with us during these important early years of your child's life.

Our program is designed to support the whole child and the whole family. Children receive developmentally appropriate learning experiences, health and nutrition support, developmental and social-emotional services, and individualized assistance when needed. Families receive opportunities to set goals, strengthen their role as their child's first and most important teacher, connect with community resources, and participate in program leadership.

Head Start succeeds when families and staff communicate openly, honor each other's knowledge, and work together. Your ideas, experiences, culture, language, and goals are essential to the success of our program. We encourage you to participate in home visits, conferences, family events, parent committees, Policy Council, volunteer activities, and other opportunities throughout the year.

Please use this handbook as a guide and contact your child's teacher, Home Visitor, Family Services staff member, or program administrator whenever you need assistance. We look forward to a safe, engaging, and productive year.

Sincerely,
Tamica Mickle
President & CEO
O.C.E.A.N., Inc.

Program Directory

The following contacts should be verified and updated before the handbook is distributed.

Office/Role	Name or Location	Contact
O.C.E.A.N., Inc. Main Office	40 Main Street, Toms River, NJ 08753	732-244-5333
Head Start/Early Head Start Enrollment	Family Services/ERSEA	732-244-5333 ext. 1227
President & CEO	Tamica Mickle	732-244-5333 ext. 1124
Director of Early Childhood Learning	Meg Saunders	732-244-5333 ext. 1223
ERSEA/Enrollment Manager	TBD	732-244-5333 ext. 1125
Health Manager	Lauria Coccia	732-244-5333 ext. 1228
Nutrition Manager	Theresa Gerhard	732-244-5333 ext. 1224
Family Services Manager	Gwendolyn Wilson	732-244-5333 ext. 1828
Curriculum & Development Manager	TBD	732-244-5333 ext. 1125
Quality Assurance Manager	Sharon Hopson	732-244-5333 ext. 1220
Student Success Manager	Ilana Reiss	732-244-5333 ext. 1406
Program Training Manager	Kathy Werner	732-244-5333 ext. 1221
Early Head Start Manager (Interim)	Angie Gaeta	732-244-5333 ext. 1505
Facilities & Transportation Manager	Mayra Gallegos	732-244-5333 ext. 1222
Attendance Reporting	Contact the child's center/classroom directly	
Emergency After-Hours	Call 911 for immediate emergencies	911

Keep information current
Families must notify the program immediately when a telephone number, address, email address, emergency contact, custody order, authorized pick-up person, or health provider changes.

About O.C.E.A.N., Inc.

O.C.E.A.N., Inc. was established in 1965 to combat poverty and support low- to moderate-income residents. Its mission is to deliver comprehensive services that improve quality of life and assist individuals and families in moving toward self-sufficiency.

Head Start and Early Head Start Vision

Children will thrive as healthy, confident, and curious learners, prepared for lifelong success, while families are empowered to advocate for their children, support their growth, and actively contribute to their communities.

Program Objectives

- Provide comprehensive, coordinated, high-quality early childhood education and family support services.
- Build respectful partnerships with parents and caregivers as children's first and most important teachers.
- Use screening, assessment, attendance, health, family, and program data to improve services and individualize support.
- Promote physical health, oral health, nutrition, mental wellness, social-emotional development, and school readiness.
- Ensure children with disabilities or suspected delays have full access to services and appropriate referrals.
- Strengthen community partnerships and connect families to resources that support stability and self-sufficiency.
- Maintain safe, inclusive, culturally and linguistically responsive environments.

School Readiness Framework

O.C.E.A.N., Inc. aligns curriculum, assessment, and individualized planning with the Head Start Early Learning Outcomes Framework and applicable New Jersey early learning standards. Learning experiences address:

- Approaches to Learning
- Social and Emotional Development
- Language and Literacy
- Cognition, including mathematics and scientific reasoning
- Perceptual, Motor, and Physical Development

Program Options and Eligibility

Head Start

Head Start provides comprehensive center-based preschool services for eligible children generally ages three to five. Services include education, health, nutrition, family engagement, disabilities support, mental health consultation, and transition planning.

Home-Based Early Head Start

Home-Based Early Head Start serves infants and toddlers through weekly home visits and group socialization experiences. The parent or caregiver participates throughout each visit. Home Visitors support responsive caregiving, child development, family well-being, prenatal education when applicable, and transition planning.

Eligibility and Selection

Eligibility is determined through an application and verification process. Required information may include proof of the child's age, family income, residency, family size, foster care status, homelessness status, public assistance, disability-related information, and other factors permitted by Head Start requirements. Completing an application does not guarantee enrollment.

Eligible applicants are placed on a waiting list and selected according to the program's approved selection criteria and available funded slots. O.C.E.A.N., Inc. does not charge tuition for Head Start or Early Head Start services.

Annual eligibility review
Families must provide truthful, complete, and current information. The program may request updated documentation when required and must protect all eligibility records.

Confidentiality and Records

Confidentiality

O.C.E.A.N., Inc., personally protects identifiable information about children and families. Information is collected only for legitimate program, service, compliance, safety, and evaluation purposes. Staff, consultants, volunteers, and partners with authorized access must maintain confidentiality.

Parent Rights to Child Records

Parents and legal guardians generally have the right to:

- Inspect their child's program records within applicable timelines.
- Request correction of information they believe is inaccurate or misleading.
- Receive an explanation of how records are used and protected.
- Provide or withhold consent for disclosures when consent is required.
- Receive notice of disclosures permitted without consent under applicable law and Head Start requirements.
- Request a copy of the program's full confidentiality and records policy.

Records may be shared without prior consent only when permitted or required, including certain audits, monitoring reviews, health or safety emergencies, court orders, child protection matters, or transfers to another educational program, as applicable.

Photos, Video, and Publicity

The program will obtain written permission before using a child's identifiable photograph, video, voice, artwork, or story for public relations, social media, fundraising, training, or promotional purposes. Families may decline without affecting eligibility or services.

Child Safety, Mandated Reporting, and Conduct

Child Abuse and Neglect Reporting

O.C.E.A.N., Inc. employees are mandated reporters. When staff have reasonable cause to suspect abuse, neglect, exploitation, or an immediate threat to a child, they must make a report to the appropriate child protection or law enforcement authority. Staff do not investigate the allegation themselves and may not delay a required report while seeking permission.

Standards of Conduct

The following conduct is expected at centers, offices, home visits, socializations, events, transportation areas, and all program communications:

- Use respectful language and behavior.
- Do not threaten, intimidate, harass, discriminate against, or physically confront another person.
- Do not bring weapons, illegal substances, or alcohol onto program property or to program activities.
- Do not arrive impaired or behave in a manner that creates a safety concern.
- Protect the privacy of other children, families, and staff.
- Follow staff directions during emergencies, arrival, dismissal, and safety procedures.

Unsafe, abusive, threatening, or disruptive conduct may result in removal from the site or event, restrictions on access, law enforcement contact, or another safety plan. The program will make reasonable efforts to preserve the child's services whenever safely possible.

Smoke-Free and Vape-Free Environment

Smoking, vaping, and use of tobacco, cannabis, or similar products are prohibited in program buildings, vehicles, playgrounds, entrances, and other areas designated by O.C.E.A.N., Inc. Families must maintain a smoke-free environment during home visits to protect children and staff.

Family Services and Family Partnership

Family Services staff partner with each family to identify strengths, needs, interests, and goals. Participation is voluntary and individualized, except for information and activities required to maintain enrollment or comply with program standards.

Family Partnership Process

- Complete a strength and needs assessment with the family.
- Develop family goals and identify steps, supports, and community resources.
- Review progress throughout the year and revise goals when needed.
- Support transitions, attendance, health follow-up, crisis needs, and access to benefits or community services.
- Encourage family leadership, advocacy, financial well-being, education, employment, and other self-sufficiency goals.

Home Visits by Family Services Staff

A Family Services home visit is not a home inspection. Staff meet with the family to build the relationship, review goals, provide resources, and follow up on services. Visits may occur in the home, or another mutually agreed upon setting when allowed by program policy.

Emergency and Basic Needs Support

Staff may connect families with food, housing, utilities, transportation, health care, behavioral health, domestic violence, legal, disability, immigration, employment, education, or other resources. Availability is subject to program eligibility and community capacity.

Head Start Attendance and Participation

Regular attendance is essential to school readiness and continued enrollment. Children benefit most when they arrive on time, remain for the full scheduled day, and attend every day the program is open unless they are ill or have another documented reason.

Reporting an Absence

Parents/guardians must contact the child's center or designated attendance contact as soon as possible and no later than one hour after the scheduled start time. Provide the child's name, classroom, reason for absence, expected return date, and the name of the person reporting.

Attendance Follow-Up

When an absence is not reported, staff will attempt to contact the family promptly. Repeated, consecutive, or unexplained absences will result in individualized attendance follow-up, which may include a conference, home visit, attendance plan, referral for support, or a determination about continued enrollment. The program will work with families to identify and address barriers before considering withdrawal.

Late Arrival and Early Departure

Frequent late arrival or early departure causes children to miss instruction, meals, routines, and peer interactions. Families should schedule appointments outside program hours when possible and notify the classroom in advance. Chronic patterns will be addressed through an attendance plan.

Arrival, Departure, and Authorized Release

Sign-In and Sign-Out

A parent, guardian, or authorized adult must follow the center's sign-in and sign-out procedures. Children may not be left unattended at the entrance, in a parking lot, or outside a classroom. Families should not enter before the designated arrival time unless directed by staff.

Authorized Pick-Up

Children will be released only to a parent/legal guardian or a person listed in writing as authorized. Staff may require government-issued photo identification. Changes to the authorized list must be made by the parent/legal guardian in accordance with program procedures. Telephone changes may not be accepted when identity cannot be verified.

Custody and Court Orders

The program must follow valid court orders provided to it. Families are responsible for supplying complete, current copies. Without a court order restricting access, the program may not be able to deny a legal parent access to the child or the child's records.

Late Pick-Up

Parents must pick up children on time. If a child is not picked up, staff will contact the parent and emergency contacts. When no authorized person can be reached, the program may contact law enforcement or child protection authorities as required by its safety procedures. Repeated late pick-up will result in a conference and written plan.

Transportation

Transportation is provided only when included in the child's placement and available through the program. Families receiving transportation must complete required forms and safety training, have the child ready at the assigned time, meet the vehicle at the designated stop, and follow all restraint and escort rules. Transportation may be suspended when safety procedures are repeatedly violated.

Home-Based Early Head Start Participation

Home-Based Early Head Start is an intensive family-centered option. The home is the child's primary learning environment, and the parent or caregiver is an active participant in every visit.

Weekly Home Visits

- Visits are generally scheduled weekly for approximately 90 minutes.
- The enrolled child and a parent or primary caregiver must be present and actively participate.
- Visits focus on parent-child interaction, child development, family well-being, health, nutrition, and individualized family goals.
- The Home Visitor and family plan experiences using the child's interests, routines, culture, language, strengths, and developmental needs.
- Families should minimize television, phone use, visitors, and other distractions during the visit.
- When a visit must be cancelled, the family and Home Visitor should communicate as early as possible and make reasonable efforts to reschedule.

Group Socializations

Socializations provide developmentally appropriate parent-child experiences, peer interaction, family networking, meals or snacks when offered, and opportunities to practice strategies introduced during home visits. A parent or approved caregiver remains responsible for the child and participates throughout the activity.

Continued Enrollment

Consistent weekly participation is required. When visits or socializations are repeatedly missed, staff will contact the family, identify barriers, and create a participation plan. Ongoing nonparticipation may lead to withdrawal after individualized follow-up and management review.

Professional Boundaries

Home Visitors and other staff must maintain professional relationships. Staff may not borrow or lend money, exchange personal services, accept significant gifts, babysit, transport family members in personal vehicles, connect through personal social media, or participate in relationships that create a conflict of interest. Families should report boundary concerns to program management.

Inclement Weather, Closings, and Emergencies

O.C.E.A.N., Inc. may delay opening, close a center, dismiss early, move to remote or take-home learning, cancel socializations, or reschedule home visits because of weather, utility failures, building conditions, public health events, or other emergencies.

Notifications may be sent by telephone, text, email, classroom communication platform, website, social media, or local news. Families must keep contact information current and monitor messages during severe weather.

Home Visits During Severe Weather

The Home Visitor and family will decide whether conditions permit a safe visit. A visit may be changed to another approved format or rescheduled in accordance with program procedures.

Emergency Response

Each center maintains emergency plans and conducts required drills. During an emergency, staff may evacuate, shelter in place, lock down, relocate, or reunify children at an alternate location. Families must follow reunification instructions and present identification.

Do not call the classroom during an active emergency
Unless instructed otherwise, wait for official communication so staff can focus on child supervision and emergency response.

Health Requirements

Families must provide current health information and cooperate with follow-up for preventive care, screenings, referrals, and treatment. The program assists families in establishing a medical and dental home and obtaining needed services.

Required Documentation

- Age-appropriate immunization record or approved exemption documentation.
- Current physical examination and preventive health care documentation.
- Dental examination and follow-up for Head Start children, as age appropriate.
- Well-child documentation for infants and toddlers.
- Health insurance information when available.
- Emergency care information, allergies, special health needs, and medication orders.
- Documentation of follow-up when a screening or examination identifies a concern.

Daily Health Observation

Staff observe children for signs of illness or injury. Families must report diagnoses, exposures, injuries, hospitalizations, medication changes, allergies, and other conditions that may affect participation or require an individualized health plan.

When a Child Should Stay Home

A child should remain home or avoid socialization when symptoms prevent comfortable participation or may expose others, including:

- Fever of 100.4°F or higher, or fever with behavior change.
- Vomiting or diarrhea within the previous 24 hours.
- Uncontrolled cough, breathing difficulty, or significant respiratory symptoms.
- Unexplained rash, draining eye, or suspected contagious illness.
- Untreated head lice, scabies, impetigo, ringworm, or another condition requiring treatment under program guidance.
- Any illness for which a health care provider or public health authority recommends exclusion.

A child may return when program exclusion criteria are met, symptoms have improved sufficiently for participation, and any requested medical clearance or proof of treatment has been provided.

Illness, Injury, and Medication

When a Child Becomes Ill at the Center

- Staff will supervise the child in a safe area and contact the parent/guardian.
- The parent/guardian or authorized emergency contact must pick up the child promptly.
- Staff will document symptoms, actions taken, and the time of departure.
- Emergency medical services will be called when the child has a life-threatening condition or immediate care is needed.
- Families may be asked for medical clearance before the child returns.

Medication Administration

Medication will be administered only when all required written permissions, health care provider orders, labels, training, and storage requirements are complete. Medication must be in the original container and delivered directly to authorized staff. Children may not carry medication in backpacks or clothing unless an approved emergency plan specifically allows it.

Individual Health Care Plans

Children with asthma, allergies, seizures, diabetes, feeding concerns, mobility needs, or other health conditions may require an individualized plan before participation. The family, health care provider, and program staff will work together to identify accommodations, emergency procedures, medication, training, and communication needs.

It is a State of New JersEY requirement that the physical and all School Emergency Care Plans, including the medication administration form, be completed and signed by a licensed medical professional, such as a medical doctor, nurse practitioner, or physician assistant.

Communicable Disease Notification

When required, the program will notify potentially exposed families without identifying the affected child or staff member. O.C.E.A.N., Inc. will follow applicable public health guidance.

Nutrition and Meals

Head Start meals and snacks support children's health, development, and learning. Menus are planned to meet applicable Child and Adult Care Food Program requirements and accommodate documented medical dietary needs.

Family-Style Dining

When developmentally appropriate, children participate in family-style meals. Staff model conversation, safe food handling, self-help skills, trying new foods, and recognizing hunger and fullness cues. Children are encouraged but never forced to eat, taste food, or clean their plate.

Food Allergies and Special Diets

Families must report food allergies, intolerances, religious restrictions, feeding needs, and medically required diets. Medical substitutions may require documentation from a licensed health care provider. The program cannot guarantee a completely allergen-free environment but will implement reasonable safeguards.

Outside Food and Celebrations

Outside food, homemade food, candy, and edible birthday treats are not permitted unless specifically approved under program procedures. Families may provide approved non-food items such as stickers, pencils, or bubbles. The program celebrates children in inclusive, developmentally appropriate ways.

Home-Based Nutrition

Home Visitors may provide nutrition education, breastfeeding support, feeding guidance, referrals to WIC or health providers, and activities that promote healthy family routines. Meals or snacks served during socializations follow program requirements.

Education, Guidance, and Positive Behavior Support

Curriculum and Assessment

Teachers and Home Visitors use research-based curriculum and ongoing assessment to plan experiences that are developmentally appropriate, individualized, culturally responsive, and connected to family goals. Families receive information about their child's progress during conferences, home visits, and regular communication.

Positive Guidance

Staff use nurturing relationships, predictable routines, clear expectations, redirection, problem solving, teaching of social-emotional skills, environmental changes, and individualized supports. Behavior is viewed as communication, and families are partners in developing strategies.

Prohibited Practices

No child may be subjected to:

- Corporal punishment, hitting, shaking, pinching, biting, or physical pain.
- Humiliation, ridicule, threats, profanity, shaming, or verbal abuse.
- Withholding food, water, rest, toileting, outdoor time, or needed medical care as punishment.
- Isolation in a locked, dark, unsafe, or unsupervised area.
- Discipline by another child.
- Punishment for toileting accidents, failure to eat, failure to sleep, or behavior related to disability.
- Expulsion or suspension except in narrowly permitted circumstances after required prevention and support steps.

Behavioral and Mental Health Support

Mental health consultants and program staff support children, families, and classroom teams. With family involvement and required consent, the program may conduct observations, develop support plans, coordinate referrals, and collaborate with health, early intervention, or school district partners.

Disabilities, Special Services, and Transitions

Inclusive Services

Children with disabilities and developmental delays are welcomed and included. The program provides reasonable accommodations and works with families, school districts, early intervention providers, health professionals, and specialists to support full participation.

Screening and Referral

The program completes or reviews required developmental, sensory, behavioral, and health screenings. Screening is not a diagnosis. When a concern is identified, staff discuss results with the family and may recommend further evaluation or referral.

Individualized Plans

For children with an Individualized Education Program (IEP), Individualized Family Service Plan (IFSP), or health plan, staff coordinate services and classroom or home-based strategies while protecting confidentiality.

Transitions

- Into Head Start or Early Head Start.
- From Home-Based Early Head Start to preschool services.
- Between classrooms, centers, or program options.
- From Head Start to kindergarten.
- To another provider when a family moves or services change.

Transition planning may include record transfer with appropriate authorization, family conferences, visits, school registration support, information about routines and expectations, and coordination with receiving programs.

Family Engagement and Leadership

Families are essential partners in program planning, child learning, and continuous improvement. Participation is encouraged in ways that fit each family's interests, schedule, language, culture, and abilities.

Ways to Participate

- Attend parent-teacher conferences and educational home visits.
- Participate in weekly Early Head Start home visits and socializations.
- Join family events, workshops, fatherhood/male engagement activities, and community projects.
- Read with your child and complete home learning activities.
- Volunteer in classrooms, offices, events, recruitment, or approved projects.
- Serve on a Parent Committee, Policy Council, advisory group, or interview panel when eligible.
- Share feedback through surveys, meetings, suggestion processes, or complaint procedures.

Communication

The program may communicate through phone calls, text messages, email, newsletters, flyers, family communication platforms, social media, home visits, and in-person meetings. Families should review messages promptly and inform staff about communication needs, preferred language, disability accommodations, or literacy needs.

Volunteers

Volunteers must follow program supervision, confidentiality, health, safety, screening, and background check requirements applicable to their role. A volunteer may never be left alone with children unless fully qualified and authorized as program staff.

Parent Committees and Policy Council

Parent Committees

Parents of currently enrolled children are members of their center or program-option Parent Committee. Parent Committees advise staff, support family engagement, discuss program needs, and elect Policy Council representatives.

Policy Council

Policy Council is a formal leadership body composed primarily of parents of currently enrolled children, along with community representatives. It works in shared governance with the O.C.E.A.N., Inc. Board of Directors and program management.

Policy Council responsibilities include reviewing, approving, or participating in decisions regarding:

- Program goals, planning, self-assessment, and service design.
- Recruitment, selection, and enrollment priorities.
- Funding applications and significant budget matters.
- Personnel policies and certain staffing decisions as required.
- Family engagement, community partnerships, and program policies.
- Information and reports needed to monitor program performance.

Meeting dates, election procedures, bylaws, member responsibilities, and available supports such as reimbursement or childcare will be provided separately. Families may request Policy Council agendas, minutes, and governing documents consistent with confidentiality requirements.

Questions, Concerns, and Complaints

O.C.E.A.N., Inc. encourages families to raise questions and concerns promptly. Retaliation for making a good-faith complaint or participating in a review is prohibited.

Parent Complaint Process

1. Discuss the concern with the teacher, Home Visitor, or staff member closest to the issue.
2. If unresolved, contact the immediate supervisor, Center Director, or appropriate manager.
3. If still unresolved, submit the concern to the Director of Early Childhood Learning in writing or by telephone.
4. A formal program review will be completed, including interviews and document review as appropriate.
5. The family will receive a response explaining the outcome or next steps, subject to confidentiality limits.
6. Concerns involving program governance may be referred to Policy Council, the O.C.E.A.N., Inc. Board of Directors, or the President & CEO as appropriate.

Nondiscrimination and Accessibility

O.C.E.A.N., Inc. provides services without unlawful discrimination. The program does not discriminate based on race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status, family status, or another status protected by law.

Reasonable accommodations, language assistance, auxiliary aids, accessible formats, and other supports are available. Families should contact program administration to request assistance.

Immediate Safety Concerns

Call 911 for an immediate emergency. Report suspected child abuse or neglect to the appropriate New Jersey child protection hotline or law enforcement. Program staff can provide current reporting information.

Parent and Family Partnership Pledge

Head Start

- I will help my child attend every scheduled program day, arrive on time, and remain until dismissal.
- I will report absences and communicate about barriers that affect attendance.
- I will participate in conferences, educational home visits, family partnership activities, and transition planning.
- I will read, talk, sing, play, and learn with my child each day.
- I will support healthy routines, preventive health care, dental care, immunizations, nutrition, sleep, and physical activity.
- I will keep emergency contacts, authorized pick-up information, custody documents, and health information current.
- I will communicate respectfully and work with staff to solve concerns.
- I will support my child's culture, home language, individuality, and growing independence.

Home-Based Early Head Start

- I will be present and actively engaged during weekly home visits.
- I will prepare a safe space and reduce distractions during each visit.
- I will communicate early when a visit must be cancelled and work with my Home Visitor to reschedule.
- I will participate in socializations and family activities as consistently as possible.
- I will practice parent-child activities between visits and share observations about my child.
- I will maintain well-child immunizations, oral health, and follow-up services.
- I will work with staff on family goals, transitions, and referrals.
- I will maintain a smoke-free and safe environment during visits.

Community Resource Directory

This list should be reviewed annually. Dial 211 or visit New Jersey 211 for current statewide resource information.

Resource	Service	Contact
Emergency Services	Police, fire, or medical emergency	911
New Jersey 211	Food, housing, utilities, health, transportation, and social services	Dial 211
O.C.E.A.N., Inc.	Community Action programs and referrals	732-244-5333
NJ FamilyCare	Public health insurance	1-800-701-0710
WIC	Nutrition support for pregnant women, infants, and young children	Contact county WIC office
Child Care Resource & Referral	Child care information and subsidy referrals	Contact county CCR&R
Early Intervention	Services for infants and toddlers with developmental concerns	1-888-653-4463
PerformCare	Children's behavioral health and developmental disability services	1-877-652-7624
Domestic Violence Hotline	Confidential crisis support and shelter referral	1-800-572-SAFE
988 Suicide & Crisis Lifeline	Mental health and suicide crisis support	Call or text 988
Poison Control	Poison exposure assistance	1-800-222-1222

Resource contact information is provided as a convenience and may change. O.C.E.A.N., Inc. does not guarantee eligibility, availability, or service quality of outside providers.

Parent Handbook Receipt and Acknowledgment

I acknowledge that I received or was given electronic access to the O.C.E.A.N., Inc. Head Start and Home-Based Early Head Start Parent & Family Handbook. I understand that I am responsible for reviewing the handbook and asking questions about any policy or procedure I do not understand.

I understand that the handbook is a guide and may be revised. I agree to provide accurate information, maintain communication with program staff, follow safety and participation requirements, and partner with the program to support my child's development and my family's goals.

Child's Name: _____

Program Option: ☐ Head Start ☐ Home-Based Early Head Start

Center/Classroom or Home Visitor: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____

Staff Name (print): _____

Staff Signature: _____

Date: _____

Preferred Language: _____

Preferred Communication Method: ☐ Call ☐ Text ☐ Email ☐ Written Notice ☐ Other: _____

For program use
File the signed acknowledgment in the child's program record according to O.C.E.A.N., Inc. record-retention procedures.