

# SHIPPENSBURG HEAD START & PRE-K COUNTS

January/February 2026

## News To Know...

Looking for Updates?

Be sure to follow us on Facebook  
and check out our story in  
ClassDojo



@:Shippensburg University  
Head Start Program



ClassDojo



*We Wish you Happy Holidays  
And a Wonderful New Year*



### Important DATES:

#### Policy Council:

**Jan. 15**

**Feb. 19**

#### NO CLASS:

**Jan.1-2**

**Jan.16**

**Jan. 19**

**Feb.2**

**Feb.13**

**Feb.16**

**WHEN YOU DON'T  
KNOW WHERE TO**

**TURN,**

**CALL 211**

**RESOURCE HELPLINE**

# JANUARY

## 2026



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Program Closed	2 Program Closed	3
4	5	6 EHS Soc. 10-12	7	8	9	10
11	12	13	14	15 Home Base Soc. 10-12:30 Policy Council 10:00am	16 Program Closed	17
18	19 Martin Luther King Day - Program Closed	20 EHS Soc. 10-12	21	22	23	24
25	26	27	28	29	30	31

# FEBRUARY

## 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>2</b> Program Closed	<b>3</b> EHS Soc. 10-12	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> Home Base 10-12:30	<b>13</b> Program Closed	<b>14</b>
<b>15</b>	<b>16</b> President Day– Program Closed	<b>17</b> EHS Soc. 10-12	<b>18</b>	<b>19</b> Policy Council 10:00am	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>						

# From the Education

Learning about numbers is a preschooler's first step toward becoming a budding young mathematician. And in preschool, math learning is all about counting, number recognition, and one-to-one correspondence. If a child doesn't ace these seemingly simple skills in a timely manner, don't fret: even math whizzes need time to blossom. But with age appropriate techniques, helping your child to master these math milestones will be as easy as 1, 2, 3!

**Counting** is the ability to recite numbers in order.

How to practice it:

- Recite nursery rhymes and sing songs that include counting such as: One, Two, Buckle My Shoe, There Were Ten in the Bed, This Old Man, Five Little Ducks and The Ants Go Marching One by One. This will give your child an opportunity to practice counting in a fun and playful manner. You can find free song lyrics and listen to melodies at [www.kididdles.com](http://www.kididdles.com).
- Find counting books at the library. You will want to be sure to check out a few of these classics and find your favorites: *Over in the Meadow* by Ezra Jack Keats, *Count* by Denise Fleming, *Five Little Monkeys* (series) by Eileen Christelow, *Ten Black Dots* by Donald Crews and *Anno's Counting Book* by Mitsumasa Anno.
- While in the car or waiting in line, have your child count as high as he can go. Have him clap as he says each number name to make the learning kinesthetic. Add a new number each time you practice.

**Number Recognition** is the ability to visually recognize and name numbers.

How to practice it:

- Point out and name numbers on street signs, houses and buildings while you are out and about. Find numbers around the house on appliances, telephones, remote controls (remove the batteries and let him play), clocks and thermometers.



# Manager's Desk

- Give your child a calculator and let him play with the numbers. Ask him to find the number that shows how old he is and show him the number that shows how old you are. Have him type in the numbers 0-10 in order. This learning tool works well when you are waiting in line; keep one in your purse for emergencies!
- Purchase a package or two of magnetic numbers. Allow your child to match up pairs of the same number and put the numbers in order. Take a cookie sheet and numbers in the car for on-the-go learning.

**One-to-One Correspondence** is the matching up of a verbal or written number with an object. When a child has mastered one-to-one correspondence, he can touch objects as he counts them.

How to practice it:

- Have your child count at mealtime by matching up napkins and spoons, counting plates and cups for each family member or doing a count to be sure there are enough chairs when you have company for dinner.
- Make snack time learning time by writing the numbers 1-12 in the bottom of an egg carton and have your child count the appropriate number of small crackers, cereal or cookies into each section. Keep the egg carton on top of the fridge or pantry for repeated practice.
- Count everything as you go through the day. Count the steps as you go up and down, count the number of times the phone rings before you answer it, the number of toys you put in a bathtub or how many books you read before bed-time. Put stickers on a piece of paper and have your child touch each one as he counts.



For more information or any concerns in reference to your child's educational experience, please contact your home visitor, teacher, or an Education Manager at 717-477-1626.





# Onward Kids

CONSIGNMENT LLC.

March 12th-14

Kauffman Community  
Center

7289 Ruritan Dr

Chambersburg PA

April 16th-18th

Chambersburg  
AMVET Pavilion

750 5th Ave

Chambersburg, PA

Clothing Newborn—Juniors, Strollers, Car Seats,  
Cribs, Toys, Books, Sports, Maternity,  
and so much more....

[Onwardkids.com](http://Onwardkids.com)

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Turn that gently used stuff into cash!  
**SIGN UP NOW: CONSIGNORS MAKE 65% up to  
100% of sales.**





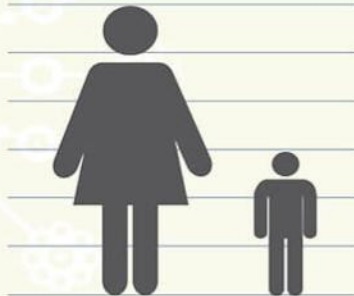
# SEASONAL DEPRESSION

## What you need to know about depression



**21 MILLION**

American adults suffer from depressive illness during any one year period.



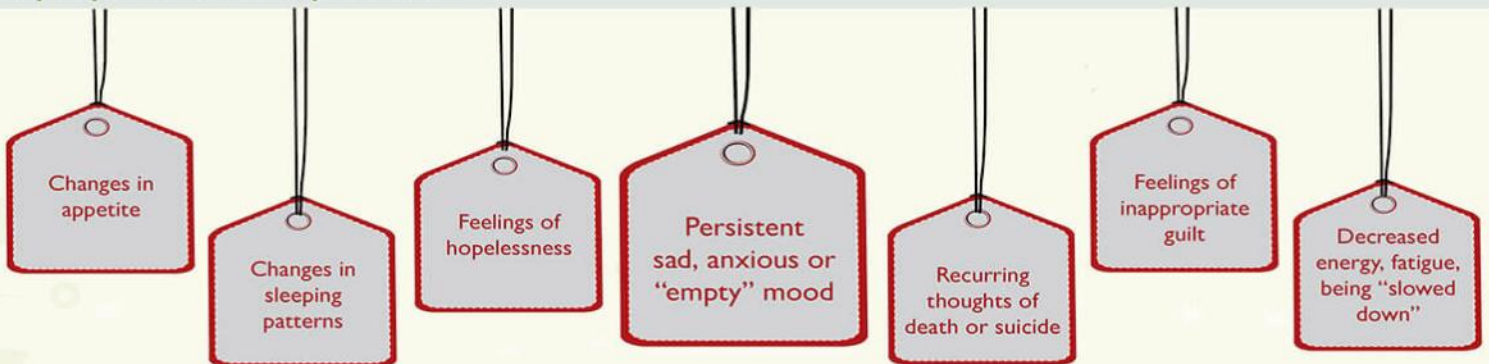
**WOMEN**

experience depression **2x** as often as men.



Without treatment, depression can last weeks, months or years.

## Symptoms of depression



Major depression is classified as a type of affective disorder or mood disorder that goes beyond the day's ordinary ups and downs, becoming a serious medical condition and important health concern in this country.

## How can you beat holiday depression?



### Exercise

A daily 30-minute walk may help prevent depression – so take a brisk stroll down a snowy path!



### Enjoy the Sunlight

As little as 15 to 30 minutes of sunlight, best in the early morning, will go a long way to alleviating the winter blahs



### Get enough Sleep

A lack of sleep can take a toll on your mood – so aim for 7 to 9 hours of sleep each night.



### Moderate Alcohol Consumption

Two glasses of wine are plenty for the holiday party – one if you've already had the eggnog.



### Adjust Expectations

Don't let visions of perfection spoil everything. Learn that most things can be good enough – gifts, food, company, etc.

### Concerned about depression?

If the depressed mood is serious, leading to isolation, crying spells, not sleeping or eating, hopelessness and thoughts of death or suicide, **get help immediately.**

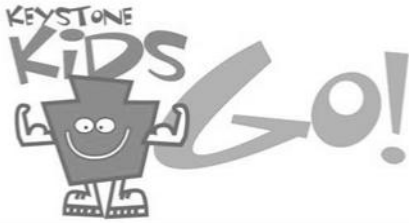


#### SOURCES

Johns Hopkins Medicine Health Library; Andrew Angelino, MD, associate professor of psychiatry and behavioral sciences



**JOHNS HOPKINS**  
MEDICINE  
[www.hopkinsmedicine.org](http://www.hopkinsmedicine.org)



# Keystone Kids Go!

Families Moving Together for Fun and Fitness

Family Newsletter

January

## New Beginnings

The new year signals a new beginning. Your family may be thinking about starting to exercise. To be successful in the long run, set goals that are reasonable and realistic. Use the SMART system to help you do this.

- Specific
- Measureable
- Action Oriented
- Realistic
- Timely



Here is an example of a **SMART** goal...

*We will walk for 15 minutes, every Monday, Wednesday and Friday after dinner for the entire month of January. In February, we will meet and talk about our goal.*

## New Habits

January is a month of creating new habits.

**Habit:** *A behavior pattern that comes from doing something over and over again until it becomes natural to do often without thinking.*

We tend to think of a habit as something bad (smoking, overeating, etc.) but it doesn't have to be. Help your family create some new habits for the new year. Here are some examples. *We will...*

- *always wear our helmets when bike riding*
- *only watch TV for ½ hour each day*
- *eat a family meal together at least once a day*
- *try a new food once a week*
- *use the stairs instead of the elevator*





## Chant it!

If your child is enrolled in a program that promotes *I am moving I am learning*, you might have heard them singing some of the Choosy Kids songs. There are a lot of benefits to using music with children.

Children exposed to music and movement:

- Do better in reading and math.
- Are able to focus more and control their bodies.
- Play better with others and feel good about themselves.

To add music to your life...

- Listen to music in the car or while doing chores.
- Make musical instruments out of pie pans, empty containers or paper towel rolls.
- Purchase music CD's for your child as a birthday or holiday gift.
- Find out from your child's teacher what songs they are singing in school and learn the lyrics so you can sing along.
- Check out the local newspaper for free concerts and take your family.

For more information on Choosy Kids music or to sample the music, visit:

<http://www.choosykids.com/CK2/av/>

## Move it!

This month's Move It! focuses on fun that families can have at home with very few materials. Children will improve their range of motion, flexibility, coordination, self control and creativity.

### Dance Party

An inside winter activity! The weather might be cold outside but that doesn't have to keep you from being active. Why not host a family dance party? It only takes a few moments to get ready.

- Clear out the center of a room. Make sure the floor is free from objects that will prevent you from moving freely. If necessary, push any furniture closer to the wall.
- As a family, decide on some music to play.
- Turn on the music and show your moves!

Here are some ways to mix it up.

- Vary the music: fast/slow, loud/soft, high/low notes.
- Take turns leading the "moves" while others imitate them.
- Dance with scarves or streamers.



For more info on *I am moving I am learning*, visit: <http://tinyurl.com/movelearn>

Check out Choosy Kids and their resources at: [www.choosykids.com](http://www.choosykids.com)

This publication was developed as part of the KKG! initiative. Visit the KKG! website at: [www.panen.org/keystone-kids-go](http://www.panen.org/keystone-kids-go)



# Keystone Kids Go!

Families Moving Together for Fun and Fitness

## Family Newsletter

February

### Love your heart!

Children need to have MVPA every day. MVPA stands for Moderate to Vigorous Physical Activity. When children get their daily MVPA, they are building strong hearts. Here are some examples of moderate and vigorous activities:



**Moderate activities** (*make your heart beat a little faster*)

- Walking
- Swinging
- Playing on a see-saw
- Pedaling a bike on a flat surface

**Vigorous activities** (*make your heart beat really fast*)

- Running
- Pedaling a bike uphill
- Going up a couple flights of stairs
- Playing a game of tag

And there is no better way to make your heart happy and healthy than by doing MVPA activities together as a family.

### Know your heart

February is usually associated with love and hearts. How well do you really know your heart? Here are some fun facts about the most important muscle in your body.

- Clench your fists and put them side by side. This is roughly the size of your heart. A child's heart is about the size of one clenched fist.
- A woman's heart weighs about 8 ounces and a man's is about 10 ounces.
- The human heart beats 35 million times a year.
- Women's hearts beat faster than men's.
- The left lung is smaller than the right to make room for the heart.



## Chant it!

If your child is enrolled in a program that promotes *I am moving I am learning*, you might be familiar with the words of this chant, adapted from this [I'm Moving I'm Learning](#) CD song.

### My Heart Says Thanks

When I eat my fruit (make eating motions), my heart says thanks.

Bump, bump, bump, bump (tap your heart with your hand) my heart says thanks.

When I drink my milk (make drinking motion), my heart says thanks.

Bump, bump, bump, bump (tap your heart with your hand) my heart says thanks.

When I rest and sleep (pretend sleep), my heart says thanks.

Bump, bump, bump, bump (tap your heart with your hand) my heart says thanks.

But when I move, move, move.... (move your body)

And when I jump, jump, jump... (jump)

And when I hop, hop, hop... (hop)

And when I run in place... (run in place)

My happy healthy heart says,

My happy healthy heart says,

Bump, bump, bump, bump (tap your heart with your hand) my heart says thanks.

For more information on Choosy Kids music or to sample the music, visit:

[www.choosykids.com/ck2/av](http://www.choosykids.com/ck2/av)

## Move it!

This month's Move It! focuses on a well known song and game, The Hokey Pokey. This activity is a wonderful way to help your children improve their listening skills and vocabulary.

### Winter Hokey Pokey

The Winter Hokey Pokey is a great activity to do during the cold, inside winter months. It is also a great way to get your children dressed and ready to head outdoors.

You simply use the Hokey Pokey song and make changes based on what clothing your children have. For example:

- You put your *mitten* in, you take your *mitten* out, you put your *mitten* in and you shake it all about. You do the Winter Hokey Pokey and turn yourself around. That's what it's all about!
- You put your *boots* in...
- You put your *coat* in...
- You put your *hat* in...
- You put your *scarf* in...
- Add anything else you might be wearing



For more info on *I am moving I am learning*, visit: <http://tinyurl.com/movelearn>

Check out Choosy Kids and their resources at: [www.choosykids.com](http://www.choosykids.com)

This publication was developed as part of the KKG! initiative. Visit the KKG! website at: [www.panen.org/keystone-kids-go](http://www.panen.org/keystone-kids-go)



**Looking to improve your English or build new job skills?**

The **Employment Skills Center in Carlisle** offers **FREE** training programs to help you reach your goals!

### **ESL Program Highlights**

- ✓ Classroom instruction + one-on-one tutoring
- ✓ Beginner & Intermediate English levels
- ✓ Learner-centered lessons based on your goals
- ✓ U.S. culture, civics, and community skills included
- ✓ English assessment during registration to place you in the right class

### **2026 Class Sessions**

**Spring:** Jan 20 – Apr 23

**Summer:** May 11 – Aug 20

### **Class Times**

- Beginner 1: Tue & Thu, 9:15–11:45am
- Beginner 2: Mon & Wed, 12:45–3:15pm
- Intermediate: Tue & Thu, 12:45–3:15pm
- Evening Beginner: Tue & Thu, 5:00–7:30pm
- Community Conversation Group: \*Times vary
  - One-on-one tutoring available!

 **Call 717-243-6040** for more info

 Learn more: [employmentskillscenter.org/programs](https://employmentskillscenter.org/programs)



## Interested in a career in health care?

Eligibility requirements include:

- 18 years or older
- Successful background check
- Valid PA State ID or Driver's License
- High School Diploma or Equivalency
- Must take reading assessment to meet minimum educational requirements

**CALL NOW**  
**717-243-6040**



For more information, visit our website at

[EmploymentSkillsCenter.org](http://EmploymentSkillsCenter.org)



## **FREE TRAINING** **COMMUNITY HEALTH** **WORKER**

**January 13 - March 12, 2026**

**\*Online, Tues & Thurs (8:00 am - 12:00 pm)**

***Application deadline is December 11***

### **Start Your Pathway to a Caring Career**

This 9-week course provides specialized training and prepares participants to succeed in the healthcare field. Training will include instruction in community health concepts, care coordination, advocacy, health education, CPR/First Aid, workplace skills, and much more.

Students who successfully complete training will be one step closer to employment and certification as a **Community Health Worker** on the front lines of healthcare.

Funding provided in part by:



Training for this program provided by:





Shippensburg Head Start Program

# Male Involvement Initiative

Jan/ Feb 2026 Edition





# MALE INVOLVEMENT



## Accepting Your Child's Mistakes

One of the most difficult parts of being a father is learning to accept your children's mistakes. It certainly can be easy to be loving, supportive, and helpful when your children are mistake-free, but most fathers who are paying attention don't find too many mistake-free periods of their children's lives.

Let's be clear about our kids and their mistakes. There aren't too many kids who get up in the morning, rub their hands together and say, "I wonder how I can screw up today and really bother my dad!" Kids don't enjoy or want to make mistakes, it's just one of the ways that they learn about the world.

Kids usually try to do their best; it's just that they are doing their best considering the resources that they have at the time. Sometimes they're tired, sometimes they're easily distracted, and sometimes they're strong-willed, but they generally do the best that they can. It's very easy for us to judge them according to standards of what they've done before.

When our kids make mistakes, we have choices to make. Fathers can either make choices that help to create kids who are defensive and who lie to them ...or they can make choices that help to create kids who can learn from their mistakes and improve upon them.

Kids who fear punishment or the loss of love in response to their mistakes learn to hide their

mistakes. These children live in two different places--one place where they have the love and support of their father (parents), and another where they feel that if their mistakes were discovered, they would be undeserving of that love. It is hard for these kids to fully accept their parents' love and support even when it is expressed. It is also difficult for these kids to set high standards for themselves, because they tend to be fearful of failing. These are some ideas for fathers who are committed to helping create kids who can learn from their mistakes, and who are not afraid of making a few:



Absolutely accept the notion that your kids are doing their best, and that they will learn faster about their mistakes if they are in an environment that accepts mistakes.

Understand that your difficulty with your kids' mistakes is in fact a reflection of your difficulty dealing with your own mistakes; be aware of this and deal with your own issues first. Know the "shaming" messages that we can all give so easily to our kids--messages that can do a lot of damage to them and help them to feel unworthy. Here's a few of them:

***How could you have done***

Adapted From: [www.fathers.com](http://www.fathers.com)

Article: Mark Brandenburg

## Winter Car Seat Safety Tips: Keeping Kids Safe & Warm



Winter is a tricky time for car seats. As a general rule, **bulky clothing, including winter coats and snowsuits, should not be worn underneath the harness of a car seat.** In a car crash, fluffy padding in a coat immediately flattens out from the force, leaving extra space under the harness. A child can then slip through the straps and be thrown from the seat.

**Here are some tips to help strike that perfect balance between keeping little ones warm as well as safely buckled in their car seats.** *Note: The tips below are appropriate for all ages. In fact, wearing a puffy coat yourself with the seat belt is not a best practice because it adds space between your body and the seat belt.*

- **Store the carrier portion of infant seats inside the house when not in use.** Keeping the seat at room temperature will reduce the loss of the child's body heat in the car.
- **Get an early start.** If you're planning to head out the door with your baby in tow on winter mornings, get an early start. You have a lot to assemble, and your baby may not be the most cooperative. Plus, driving in wintry conditions often requires you to slow down and be extra cautious.
- **Dress your child in thin layers.** Start with close-fitting layers on the bottom, like tights, leggings or long-sleeved bodysuits. Then add pants and a warmer top, like a sweater or thermal-knit shirt. Your child can wear a thin fleece jacket over the top. In very cold weather, long underwear is also a warm and safe layering option.

As a general rule of thumb, infants should wear one more layer than adults. If you have a coat on, your infant will probably need a coat, and blanket. Just **remember to remove the coat and blanket inside the car** before putting your child in the car seat. A safer option is to drape a blanket or coat over the car straps.

- **Don't forget hats, mittens and socks or booties.** These help keep kids warm without interfering with car seat straps. If your child is a thumb sucker, consider half-gloves with open fingers or keep an extra pair or two of mittens handy—once they get wet they'll make your child colder rather than warmer.
- **Tighten the straps of the car seat harness.** Even if your child looks snugly bundled up in the car seat, multiple layers may make it difficult to tighten the harness enough. If you can pinch the straps of the car seat harness, then it needs to be tightened to fit snugly against your child's chest.



- **Use a coat or blanket over the straps.** You can add a blanket over the top of the harness straps or put your child's winter coat on backwards (over the buckled harness straps) after they are buckled up. Some parents prefer products such as poncho-style coats or jackets that zip down the sides so the back can flip forward over the harness. Keep in mind that the top layer should be removable so your baby doesn't get too hot after the car warms up.
- **Use a car seat cover ONLY if it does not have a layer under the baby.** Nothing bulky should ever go underneath your child's body or between their body and the harness straps. Be sure to leave your baby's face uncovered to avoid trapped air and suffocation. Many retailers carry car seat bundling products that are *not* safe to use in a car seat. Just because it's on the shelf at the store or sold online does not mean it is safe! Make sure products have been approved by the Consumer Product Safety Commission.
- **Remember, if the item did not come with the car seat, it has not been crash tested and may interfere with the protection provided in a crash.** Never use sleeping bag inserts or other stroller accessories in the car seat.
- **Pack an emergency bag for your car.** Keep extra blankets, dry clothing, hats and gloves, and non-perishable snacks in your car in case of an on-road emergency or your child gets wet on a winter outing.

Remember: Taking a few extra minutes to ensure your car seat is secure and there is nothing bulky between the child and the straps is well worth it. You can then travel with peace of mind.



# WIC IS AT SHIPPENSBURG HEAD START!

## March 17, 2026 and March 26, 2026

### How do I apply?

Get started online at [www.TapestryOfHealth.org](http://www.TapestryOfHealth.org) or call  
**877-743-1372.**

**9:00 am - 3:00 pm**  
**Head Start @ Shippensburg University**

**54 Spiritual Center Drive**  
**Shippensburg, PA 17257**

#### Who is eligible for WIC?

- Pregnant women
- Breastfeeding women, for up to one year postpartum
- Women up to six months postpartum who are not breastfeeding
- Infants and children under 5 years old, including foster children

**PA WIC is funded by the USDA.**  
**This institution is an equal opportunity provider.**

# WINTER WEATHER SHELTER



MUST CALL BY 2:00 TO PREREGISTER DAILY

OPEN TO ADULTS CURRENTLY UNHOUSED

DOORS OPEN 8:30 PM - 7:00 AM

**DECEMBER 1 -  
MARCH 31**

**717-448-8850**

**717-249-1009 EXT 2221**

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**ANY DAY DURING THE DAY**



**Good nutrition today means a stronger tomorrow!**

# **Building for the Future with CACFP**

This day care  
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from the Child and  
Adult Care Food  
Program to serve  
healthy meals to your children.



**Meals served here must meet USDA's  
nutrition standards.**

## **Questions? Concerns?**

*Shippensburg University Head Start & Pre-K Counts Program*

*717-477-1626 \* [headstart@ship.edu](mailto:headstart@ship.edu) \* [www.ship.edu/headstart](http://www.ship.edu/headstart)*

Learn more about CACFP at USDA's website:

<https://www.fns.usda.gov/>

USDA is an equal opportunity provider, employer and lender.

**United States Department of Agriculture**  
Food and Nutrition Service FNS-317  
November 2019



¡Buena nutrición hoy significa un mañana más saludable!

# Construyendo para el Futuro

## con CACFP

Esta guardería infantil  
recibe ayuda del  
Child and Adult Care  
Food Program para  
servir comidas  
nutritivas a sus niños.



**Comidas servidas aquí deben de seguir los  
requisitos nutricionales establecidos por USDA.**

**¿Preguntas? ¿Inquietudes?**

*Shippensburg University Head Start & Pre-K Counts Program*

717-477-1626 \* [headstart@ship.edu](mailto:headstart@ship.edu) \* [www.ship.edu/headstart](http://www.ship.edu/headstart)

Aprenda más información sobre CACFP en el sitio web del  
USDA: <https://www.fns.usda.gov/>

USDA es un proveedor, empleador y prestamista que ofrece igualdad de oportunidades.

**United States Department of Agriculture**

Food and Nutrition Service FNS-317

Noviembre 2019

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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/ad-3027.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.

12/09/2022

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De acuerdo con la ley federal de derechos civiles y las normas y políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta entidad está prohibida de discriminar por motivos de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación sexual), discapacidad, edad, o represalia o retorsión por actividades previas de derechos civiles.

La información sobre el programa puede estar disponible en otros idiomas que no sean el inglés. Las personas con discapacidades que requieren medios alternos de comunicación para obtener la información del programa (por ejemplo, Braille, letra grande, cinta de audio, lenguaje de señas americano (ASL), etc.) deben comunicarse con la agencia local o estatal responsable de administrar el programa o con el Centro TARGET del USDA al (202) 720-2600 (voz y TTY) o comuníquese con el USDA a través del Servicio Federal de Retransmisión al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe llenar un formulario AD-3027, formulario de queja por discriminación en el programa del USDA, el cual puede obtenerse en línea en: <https://www.usda.gov/sites/default/files/documents/ad-3027s.pdf>, de cualquier oficina de USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida a USDA. La carta debe contener el nombre del demandante, la dirección, el número de teléfono y una descripción escrita de la acción discriminatoria alegada con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR) sobre la naturaleza y fecha de una presunta violación de derechos civiles. El formulario AD-3027 completado o la carta debe presentarse a USDA por:

**(1) correo:**

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 o (202) 690-7442; o

**(3) correo electrónico:**

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

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01/26/2023



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