

Parent Handbook

Infant Toddler Classrooms

An Early Head Start
Partnership of

TARC

Service. Support. Advocacy.



Helping People Help Themselves

2009-2010

Things Parents Need to Know

Partnership

The Infant Toddler classrooms at the Hudson Center are a partnership with TARC and Community Action, Inc. Head Start. This partnership combines the Head Start Program Performance Standards, with child care professionals Community Action, Inc. Head Start and early childhood special education professionals from TARC.

To learn more about these organizations, just ask, or visit:

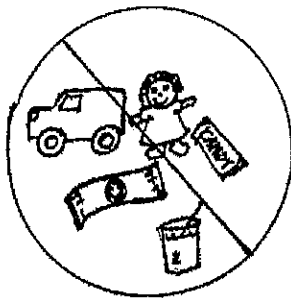
TARC <http://www.tarcinc.org/index.htm>

Community Action, Inc. <http://www.cactiontopeka.com>

Getting Ready for School

PLEASE SEND:

- Two Sets of Extra clothes:
 - Shirt
 - Pants
 - Diapers or Underwear
 - Socks



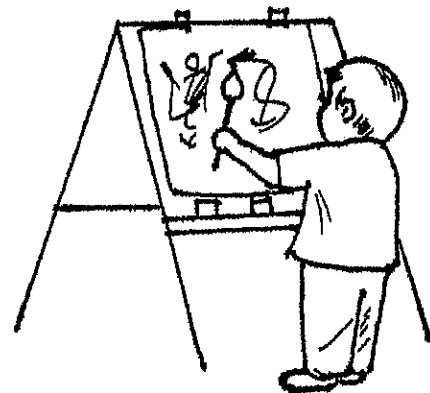
DO NOT SEND:

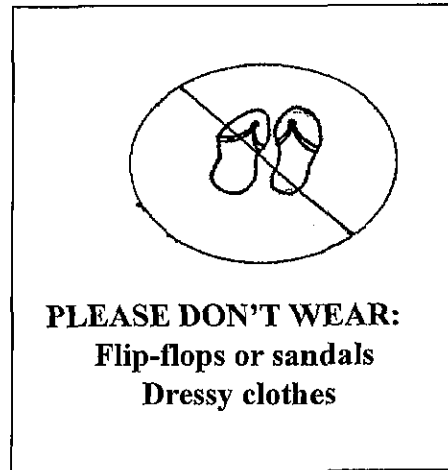
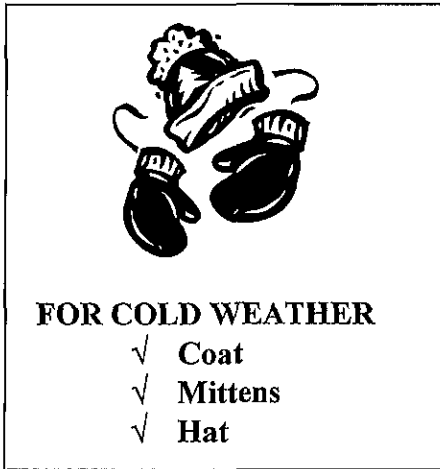
- Toys
- Money
- Food
- Drink

TARC or Community Action, Inc. cannot replace lost money or toys that come to school.

WHAT TO WEAR TO SCHOOL:

- Play clothes –We will get messy!
- Shoes that Velcro or tie





When You Bring Your Child To School

TARC/EHS at Hudson:

Bring no earlier than 7:30am



Pick-up and out of the classroom by 5:30pm



Teachers cannot stay with your child if you drop off early or pick up late. Due to staff coverage plans and scheduling, your child may be placed with another teacher early in the day and/or late in the day based on current adult to child ratios at the center.

If children arrive after 9:00 AM, and the child's assigned class is out of the building, the parent may have to wait until the group returns to drop off their child.

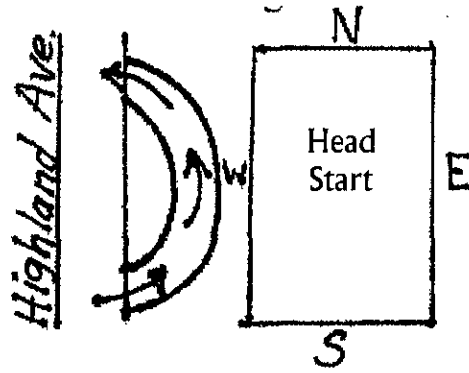
LATE PICK UPS:

1. Parents will be called.
2. Emergency contacts will be called.
3. If no one comes, police may be called to take the child to emergency shelter.



HUDSON CENTER PARKING:

- Please park in the circle driveway on the West side of the building.
- Please do not park in the street.
- **DO NOT** leave your purse or expensive items unlocked in the car
- **DO NOT** leave children in the car!
- **DO NOT** block other cars
- Drive slowly!
- WATCH for children

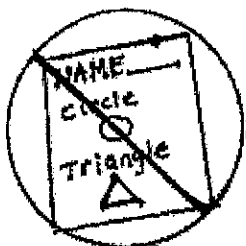
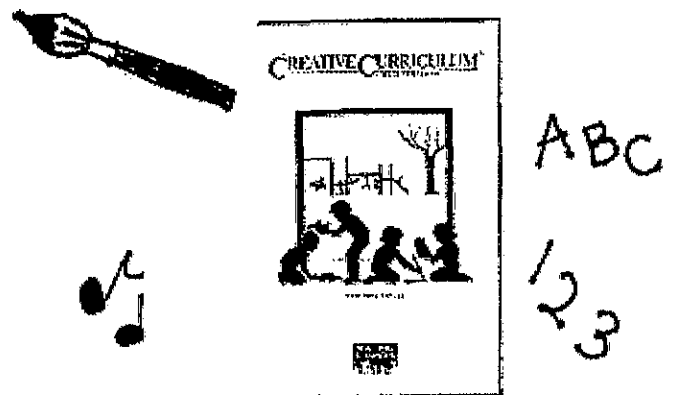


EARLY CHILDHOOD EDUCATION



- Ⓢ All Community Action Early Head Start centers are licensed by the Kansas Department of Health and Environment.
- Ⓢ The Infant Toddler classrooms are mixed age rooms, allowing a child to begin as an infant, and stay with the same care providers, and age similar friends until preschool age. (Preschool age children are three on August 31).
- Ⓢ The Creative Curriculum is used in all classrooms.
- Ⓢ Children learn:

- Language—new words
- Literacy—letters, book skills
- Math
- Science
- Art
- Music
- Movement
- How to get along with others



- Ⓢ Young children learn best through play and classroom activities.
- Ⓢ We do not do worksheets, workbooks or drills.



NO PARTIES

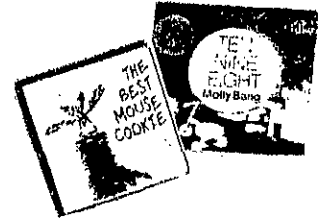
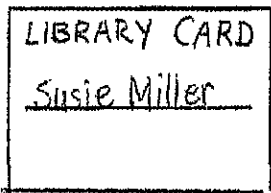
- ⓐ Families don't always celebrate the same holidays.
- ⓐ We cannot celebrate holidays at Head Start.
- ⓐ We will not give out birthday party invitations. Invitations could be lost before children get home.



UN MUNDO PRESCHOOL LIBRARY

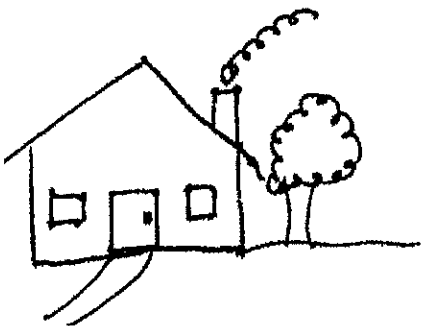
Parents and children may check out books.

- Located at the Hudson Center
- Provided by the Brown Foundation for Education Equity, Excellence and Research.
- You can get a library card for your child.



Reading to children is important!
Children are born to learn!

HOME VISITS & PARENT-TEACHER CONFERENCES



- Teachers will visit you at your home four times a school year
- Family Service staff will visit you at your home four times a year.
- Health staff will visit you at home four times a year.
- These staff will schedule these appointments with you.

WHAT IS HAPPENING AT SCHOOL

- ❖ Teachers will send home notes and newsletters to let you know about classroom activities.
- ❖ Menus will be sent home so you will know what food your child is eating.
- ❖ You are welcome to visit your child's classroom.
- ❖ You are welcome to call the center if you have questions or concerns.

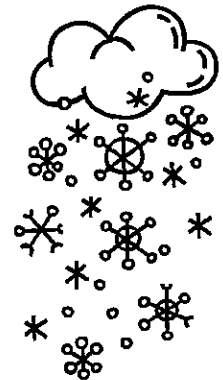
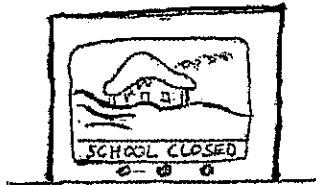


BAD WEATHER

- ❖ If USD # 501 closes, the Hudson Center will close.

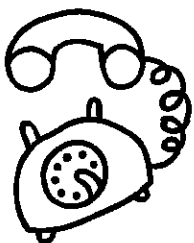


Listen to the radio or watch TV for school closings.



ATTENDANCE

- It is important that your child comes to school every day.
- Important learning activities are taking place. We don't want your child to miss these.



IF YOU'RE CHILD CANNOT COME TO SCHOOL

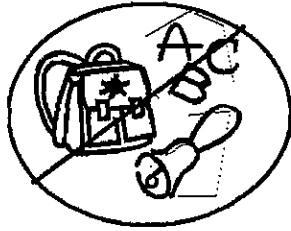
Call the school as soon as possible.

266-0245

HEALTH



- Your child needs immunizations done and kept up to be in child care.
- Physicals must be up to date to begin, and continue classes



No school if your child has	To come back to school
Fever of 100.0 or higher	No fever No medicine 24 hours
Strong cough	Bring a Dr. note
Diarrhea	No diarrhea for 24 hours
Vomiting	No vomiting for 24 hours
Pink eye	24 hours treatment and Bring a Dr. note
Infected skin (Rash, Ringworm, Impetigo, etc.)	24 hours treatment and Bring a Dr. note
Itching on body or head Head lice or nits	No live lice or nits in hair. Must be checked by Head Start staff
Staff see symptoms of medical condition	Follow health staff instructions before coming back to school

If your child is hurt at school

Staff will give first aid – you will get a note about the injury
Parents will be called if needed
Emergency medical will be used if needed



If your child needs medicine at school

You must fill out a form before ANY medicine can be given. You must come to the center to fill out the form, and we MUST have the doctor's OK to give the medicine too.



Nutrition

- You will get a weekly menu



- Children eat at a table, pass dishes and serve themselves
- If your child is allergic to foods, bring us a doctor's note
- If your child needs special foods for medical or religious reasons, bring us a doctor's note approving the changes

Child Abuse and Neglect Reporting:

All TARC, and Community Action Head Start staff are required **by law** to report any suspected child abuse or child neglect to the Kansas Department of Social and Rehabilitation Services. We are not trying to get anyone in trouble. We do have to protect children.

Parent Involvement:

- Children do better in school if their parents are involved with the school.
- Some ways you can be involved at Head Start:
 - Volunteering in the classroom
 - Going on a field trip

Children who are not enrolled in the classroom may not stay in the classroom even if the parent is volunteering. This is a state licensing regulation.

FOR YOUR CHILD'S SAFETY

Signing in and Signing out:

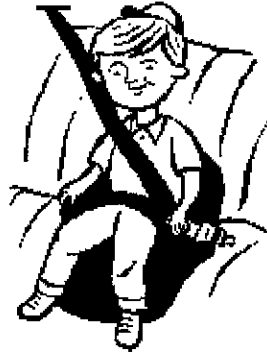


- ✓ Children must be brought into the building by an adult.
- ✓ Adults must sign in at the front desk/or front office as requested by school officials
- ✓ Adults must sign the arrival/departure sheet in the classroom when dropping off or picking up a child.



Transporting Children:

- ✓ Children must be in a car seat or booster seat.
- ✓ We do not want you to pick up your child if you have been drinking alcoholic beverages.



- ✓ If we do not feel that you can transport your child safely we will:
 - Call one of your emergency contacts to pick up your child
 - Call a cab to take you and your child home. You will have to pay for the cab.
 - Ask you to come back with the proper car seat.

- ✓ If you don't agree to do any of those things and take your child anyway, we will be required by law to report the unsafe situation to the police or child protective services.

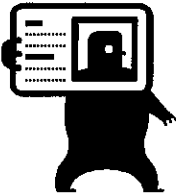


Authorized Pick-up:

When you enrolled your child you filled out a form naming the people who are authorized to pick up your child from the classroom. This form is called:

Emergency Contacts and Authorization to Pick Up

- We cannot let your child go with anyone who is not listed on that form.
 - If we don't know the person, we will ask for identification, such as a driver's license.
 - If you want to add someone, or take someone off the form, you must do this **in person at the center.**
 - **Only** the parent/legal guardian can make changes to the pick up form.



CHILD CUSTODY

The law says that every parent has a right to his/her child.

- If you have a legal document that says one parent is not allowed to pick up the child, we must have a copy of that document. It has to have been signed by a judge and be officially stamped.



COMMUNITY COMPLAINT PROCESS

We want to know if you have concerns or complaints.
Talk to the Hudson Site Coordinator to find out how this process works.