



Community Action, Inc.

Head Start

Preschool
Center Based Services

Parent Handbook



2009-2010

Things Parents Need to Know

Getting Ready for School

PLEASE SEND:

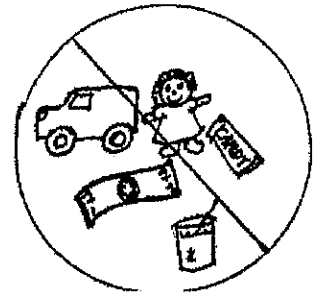
- Extra clothes:
 - Shirt
 - Pants
 - Underwear
 - Socks



- Backpack or book bag

DO NOT SEND:

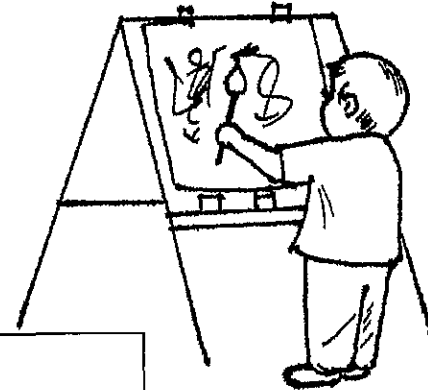
- Toys
- Money
- Food
- Drink



Head Start cannot replace lost money or toys that come to school.

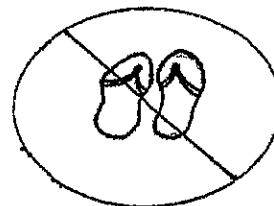
WHAT TO WEAR TO SCHOOL:

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



FOR COLD WEATHER

- ✓ Coat
- ✓ Mittens
- ✓ Hat



PLEASE DON'T WEAR:

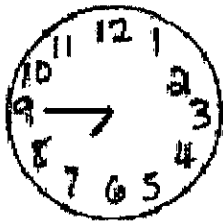
- Flip-flops or sandals
- Dressy clothes

When You Bring Your Child To School

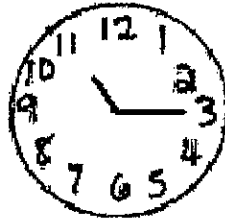
ARRIVALS:

Morning Sessions:

Bring at 7:45 am

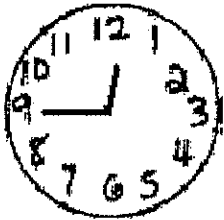


Pick-up at 11:15am

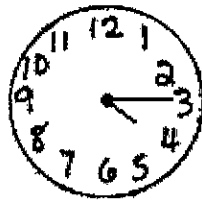


Hudson Afternoon Sessions:

Bring at 12:45pm

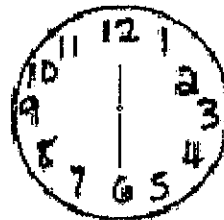


Pick-up at 4:15 pm

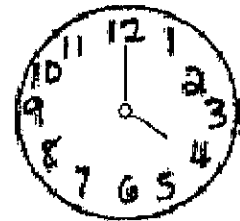


Logan Afternoon Sessions:

Bring at 12:30pm



Pick-up at 4:00 pm



Hudson Full Day Session:

Bring no earlier than 7:30am

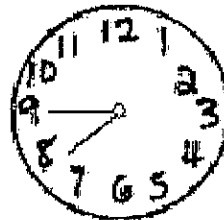


Pick-up by 5:30pm

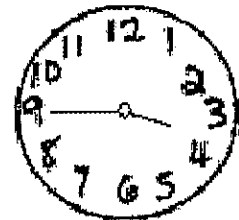


Tecumseh North School Day Session:

Bring at 7:45pm



Pick-up at 3:45 pm



Teachers cannot stay with your child if you drop off early or pick up late.
Children who are late for school will miss important classroom activities.



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.

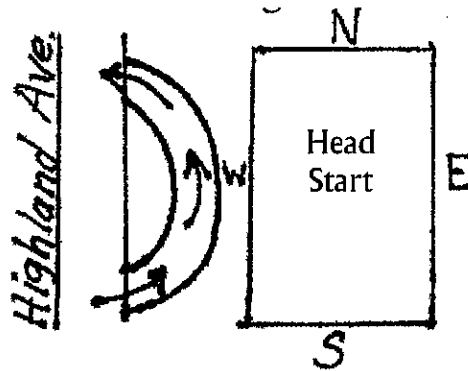
LATE PICK UPS:

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



LOGAN AND TECUMSEH NORTH PARKING:

- Please follow all posted parking rules
- **DO NOT** park in bus loading areas
- **DO NOT** leave your purse or expensive items unlocked in the car
- **DO NOT** leave children in the car!

EARLY CHILDHOOD EDUCATION

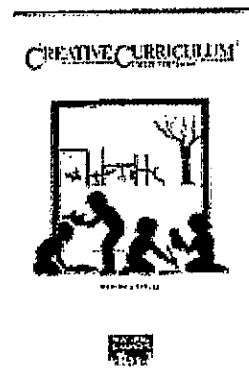
☉ All Community Action Head Start centers are licensed by the Kansas Department of Health and Environment.



☉ The Creative Curriculum is used in all classrooms.

☉ Children learn:

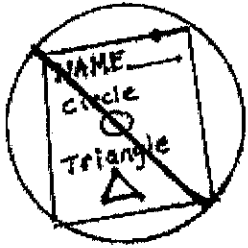
- Language—new words
- Literacy—letters, book skills
- Math
- Science
- Art



ABC

123

- 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

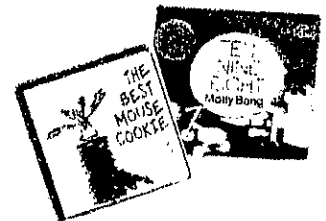
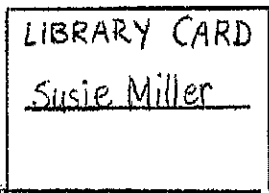
- Ⓢ Because we have the children for such a short time, we do not have classroom parties.
- Ⓢ We will not give out birthday party invitations. Invitations could be lost before children get home.
- Ⓢ Families don't always celebrate the same holidays.
- Ⓢ We cannot celebrate holidays at Head Start.



UN MUNDO PRESCHOOL LIBRARY

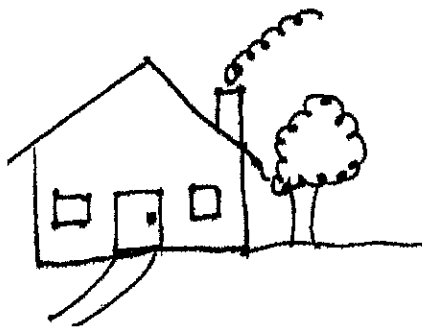
Parents and children may check out books.

- 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!

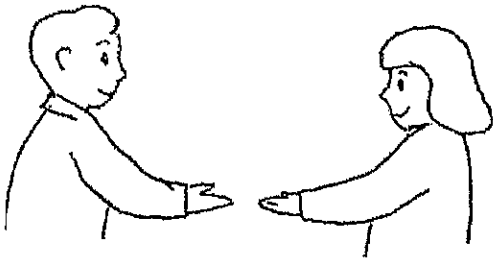
Children are born to learn!



HOME VISITS

- Teachers will visit you at your home at the beginning of the school year and again in the spring.
- Family Services Specialists will visit your home throughout the year.

- Your child's teacher or Family Services Specialist will schedule these visits with you.
- These visits help us get to know your family better.

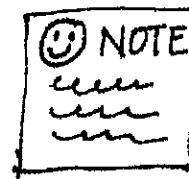


PARENT-TEACHER CONFERENCES

- Conferences will be held in the fall and near the end of the school year.
- Your child's teacher will schedule these conferences with you.

WHAT IS HAPPENING AT SCHOOL

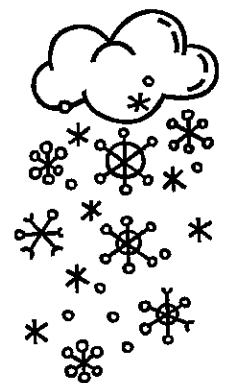
- ❖ Teachers will send home notes and newsletters to let you know about classroom activities.
- ❖ Menus will be sent home so you will know what food your child is eating.
- ❖ You are welcome to visit your child's classroom.
- ❖ Please attend Parent Committee meetings.
- ❖ You are welcome to call the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



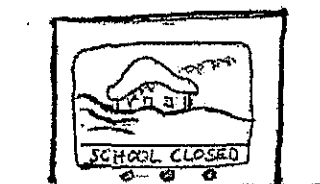
BAD WEATHER



- ❖ If USD # 501 closes, the Hudson Center will close.
- ❖ If USD # 450 Shawnee Heights School District closes, the classroom at Tecumseh North will close.
- ❖ If USD #345 Seaman School District closes, the classroom at Logan Elementary will close.



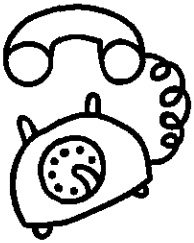
Listen to the radio or watch TV for school closings.



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.
- Head Start Regulations state that your child must attend 85% of the time, which is 19 days out of 22 each month.

| APRIL | | | | | | |
|-------|----|----|----|----|----|----|
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

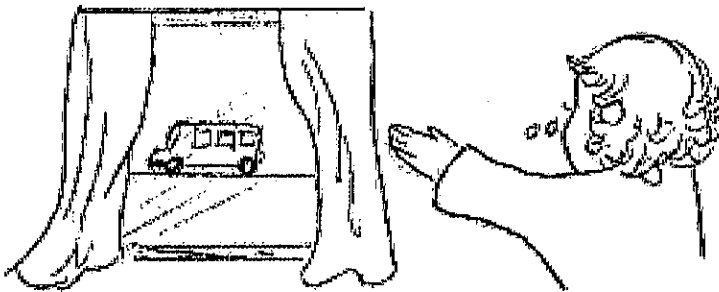


IF YOU'RE CHILD CANNOT COME TO SCHOOL

Call the school as soon as possible.

IF YOUR CHILD IS OUT OF SCHOOL TOO OFTEN

- Head Start staff will try to help you find ways to get your child to school
- If your child still misses school too often, we may be forced to drop your child from the program.



HEALTH



- Your child needs immunizations done and kept up to be in Head Start.
- Physicals must be up to date to begin Head Start classes
- Dental exams must be done within 45 days of beginning Head Start
- Your child will get health checks

- Eyes



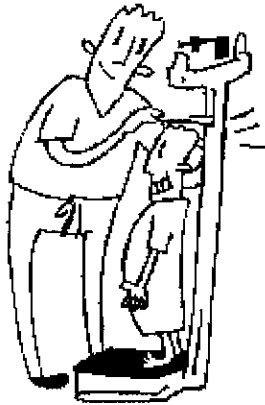
- Ears

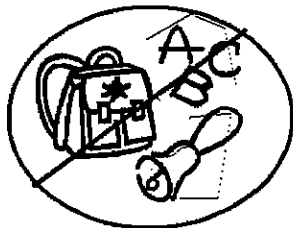


- Height

- Weight

- Blood lead





| 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

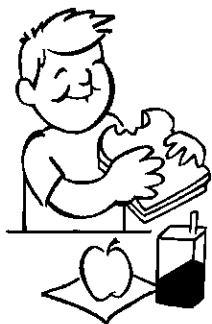


If your child needs medicine at school

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
- Head Start has a dietician. She can help with your child's eating or growth

FAMILY SERVICES

Family Services:

- ✓ Head Start wants to help and support your family.
- ✓ Family Services Specialists will ask you about your needs and your goals.
- ✓ Family Services Specialists will then help you plan to meet your needs and goals.
 - Help if your family does not have enough food
 - Help with budgeting
 - Help with family crisis
 - Ideas for new jobs
 - Ideas for new housing
 - Ways to go back to school



- ✓ Family Services Specialists can help you with resources in the community.

Child Abuse and Neglect Reporting:

All Community Action Head Start staff is 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
 - Attending Parent Committee meetings
 - Parent Committee meets every month
 - All parents are members of Parent Committee.

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

Policy Council:

- Made up of parents from each of these programs:
 - Hudson Center
 - Wabaunsee County Home Based Group
 - Shawnee Heights classroom
 - Seaman classroom
 - Home-based Early Head Start
 - Center Based Early Head Start

Policy Council Representatives are elected/selected by families at those centers.

Policy Council votes on certain policies and procedures of Community Action, Inc. Head Start.

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.

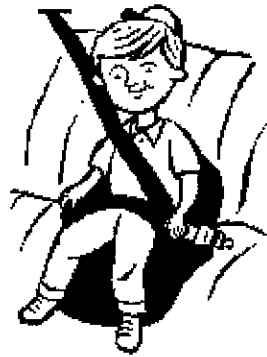


Transporting Children:

- ✓ 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 Head Start. 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 your Family Services Specialist to find out how this process works.