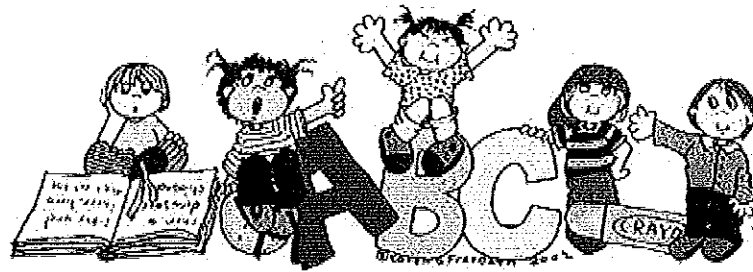


# ENFIELD HEAD START

## PARENT HANDBOOK



2018-2019

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## **INTRODUCTION**

The National Head Start Program was begun in 1965 during the Lyndon Johnson administration. Head Start is federally funded and administered by the Department of Health and Human Services. There are 7,780 preschoolers enrolled in Head Start centers in Connecticut.

Head Start is a comprehensive child development program that encompasses Early Child Development and Health Services, Family and Community Partnerships, and Program Design and Management. These areas include family support, education, health, mental health, disabilities, nutrition, social services and family engagement.

At Enfield Head Start, all teachers are Connecticut Certified. Assistant teachers have appropriate certification. We also have a Registered Nurse. Family Advocates hold the appropriate credentials and degrees. Food Service Workers hold food handling certificates. The Director holds an Administrative 6<sup>th</sup> year degree. Managers hold appropriate Bachelor and Master Degrees.

Enfield Head Start opened in 1978 and now has 104 children in 6 classrooms located at 1270 Enfield Street. Head Start is a daily program which has the same holiday schedule as the Enfield Public schools. One of the classrooms run 9:30 a.m. – 1:00 p.m., four run 8:30 a.m. – 3:30 p.m. and one runs year-round 7:30 a.m. to 4:30 p.m. The 7:30 a.m. – 4:30 p.m. and one 8:30 a.m. – 3:30 p.m. also operate during Spring Break and 6 weeks in the summer.

Due to the fact that the teachers need time in the morning to prepare for the day, no child will be allowed in the classroom until the designated start time for each individual classroom.

The staff of Enfield Head Start look forward to meeting and working with you and your child. Please read this handbook carefully. It should answer all your questions. If not, please call the Head Start office at (860)253-6470.

## **ENFIELD HEAD START MISSION STATEMENT**

Enfield Head Start, a high quality, comprehensive child development program, provides a foundation for children and families to achieve their full potential and be able to effectively contribute to a changing society.

## **CONFIDENTIALITY POLICY**

In the course of your involvement with Head Start, as workshop participants, classroom volunteers, etc., you will hear and see things that are of a confidential nature. As part of the Head Start community, we are requesting that you do not share confidential information with anyone, except staff that you feel has a need to know. This will assure confidentiality to you and your family as well. Thank you for your cooperation in this very important matter.

## **SEPERATION AND SEPERATION ANXIETY**

When a child goes to school for the first time, he/she may experience separation anxiety. The child may show a number of different behaviors, and may cry, be sad, or say he/she does not want to go to school. The child may also revert to "baby" behavior and have wetting accidents. This is all very normal behavior.

There are some things that parents can do to help both the child and themselves to feel better about the child leaving home for the first time.

- Have your child bring an object from home, such as a picture of you. This will help your child remember you when you are not there, and feel more secure in the new surroundings.
- Routines are very important. Your child needs to know what to expect. Tell your child where he/she is going, what he/she will be doing and who will pick him/her up.
- Be sure to say good-bye to your child. It is confusing for your child if they find out that you have left without telling them.

## **ENFIELD PUBLIC SCHOOLS** **SCHOOL ENTRY SECURITY PROTOCOL**

The following protocol is to be used in all Enfield Public Schools facilities. This protocol is for persons responding to the buzzer entry system or working as a monitor at the entry of and EPS facility.

- Ask the person to state their name and reason for their visit before granting entry.
- Ask all visitors to report directly to the office after they are allowed in.
- All employees must show their ID badge or they must be treated as a visitor.
- All visitors must show a Driver's License or a photo ID, or Student ID.
- All visitors must leave the Driver's License or photo ID at the office during their visit.
- All visitors must sign-in on the EPS Entry Log.
- All visitors must wear a visitor badge while in the facility.
- All visitors must sign-out (Initial column of Entry Log) and return badge when they leave.
- Return visitor's Driver's License after they initial out.



## **ENFIELD HEAD START STAFF**

Deborah Clement	Director	(860)253-6597
Michele Watson	Secretary	(860)253-6470
Kelly Bowles	Family Support Manager	(860)253-4717
Melissa Levasseur	Education/Disabilities Manager	(860)253-5622
Jennifer Maier	Health/Nutrition Manager	(860)253-6599
Tracy Guile	Teacher, Room 1	
Jennifer West	Teacher, Room 2	
Kathleen Brown	Teacher, Room 3	
Eleanor Smith	Teacher, Room 4	
Jill Dynia	Teacher, Room 5	
Jennifer Lampro	Teacher, Room 6	
Wendy Garcia	Assistant Teacher, Room 1	
Sandy Roy	Assistant Teacher, Room 2	
Candice Carden	Assistant Teacher, Room 3	
Alice Young	Assistant Teacher, Room 4	
Louise Petraska	Assistant Teacher, Room 5	
Melody Nute	Assistant Teacher, Room 6	
Maria Burrows	Family Advocate, Rooms 2 & 3 /Bus Monitor	(860)253-6469
Cindy Eugenio	Family Advocate, Rooms 5 & 6	(860)253-6596
Casey De Horta	Family Advocate, Rooms 1 & 4 /Bus Monitor	(860)253-6471
Jennifer Hawley	Food Service Worker/Bus Monitor	
Lynn Regan	Classroom Aide/Bus Monitor	
Moregan Beaulieu	Classroom Aide/ Bus Monitor	
Julie Bastarache	Classroom Aide	
Claire Earl	Classroom Aide	

## **ENFIELD PUPIL SERVICES**

Julie Carroll	Special Education Director	(860)253-6519
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## **ADMISSIONS**

Applications are taken continuously during the school year with a formal recruitment period beginning in January. Eligible children are accepted in late spring for the following year. Eligible children who are not accepted at that time, or who apply later, are placed on a waiting list. Children are taken from the waiting list to fill vacant slots during the school year. In order to be considered for admission children **MUST** be income eligible, age eligible and live in the **CITY OF ENFIELD**. A portion of existing slots are reserved for children with special needs. If there are slots open after accepting all income eligible children up to 10% of over income children may be accepted.

**Proof is required for income, age, and residency. Children must have updated physical and immunizations.**

## **COMMUNICATIONS**

The Head Start staff wants to make this program year an enjoyable one for both children and families. Regular communication between the program staff and the family is **extremely necessary** to ensure this goal. Teachers as well as Family Advocates, meet with the parents at the center and at the home. They also make phone calls to give information, remind you of meetings, or to invite parents to activities at the center. Newsletters, calendars, memos and other information about the program activities and community events are sent home regularly with the children.

**In case of emergency, parents will be called immediately. It is mandatory that the office has up-to-date home, work, and emergency telephone numbers at all times. Please notify the office of any changes in any of these numbers. Every family must have two emergency numbers. (Emergency contacts could be: relatives, neighbors, friends, etc.)**

Please visit our Facebook page for information on parent activities, classroom updates, early dismissals and school cancellations.

## **EDUCATION**

There are 17-18 children in each classroom. In the classroom, the children will learn to interact with other children. The daily activities will provide each child with the opportunity to develop at his/her own rate according to his/her specific needs. Activities in the classroom are designed to foster social, emotional, physical, cognitive, and language growth. There is a certified teacher in each classroom accompanied by an assistant and at times an aide or parent volunteer. Parents are encouraged to volunteer in the classroom. Twice during the school year, your child's teacher will arrange a visit to your home. In addition, two Parent/Teacher conferences will be held in the classroom. The teacher will share their observations of your child's growth, develop goals, and review goals, and provide suggested home activities for you to do with your child.

## **SCREENING AND SELF ASSESSMENT**

As part of getting to know your children, teachers complete two screenings within 45 days of their starting school.

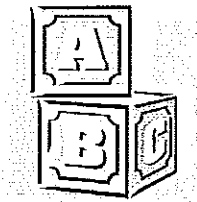
- The Early Screening Inventory (ESI)
- The DECA looks at social and emotional skills.

All children are screened. Teachers continue to evaluate children using the TSGold Assessment throughout the year, and this information is shared with you during the home visit and conference times.

## **TAKING CARE OF THE BASICS**

We are asking for your help. Children do best if they come to school well rested. Late bedtimes make cranky children who struggle through the morning. The average preschool child needs **11-12 HOURS OF SLEEP.**

**Getting to school on time is important. Children miss out if they come to school late.**



**Thank you for "taking care of the basics."**

## **BREAKFAST, LUNCH AND SNACK**

Your child will be served a free breakfast and lunch each school day. The extended day children are served an early morning and afternoon snack.

Head Start encourages parents to become involved in menu planning. Menus are included on a monthly basis in the Head Start newsletter. If you have any questions or concerns about the food being served, please call the Head Start office. Also, please keep us informed if your child is or becomes allergic to a certain food. Children with special diets or food allergies will receive an individual diet plan. Head Start provides a nutrition consultant who is available to meet with families regarding any nutrition concerns.

Children cannot bring gum, candy, or their own breakfast, lunch or snack to school for nutritional and safety reasons. Please adhere to the policy that no food can be brought into Head Start.

## **WHAT TO WEAR TO SCHOOL**

Please send your child to school dressed in simple and comfortable clothing that is free of complicated fastenings, is sturdy, washable and safe. The children go outside everyday weather permitting. Wooden clogs, open sandals and boots do not provide the proper stability for outside play and are dangerous. Regular shoes or sneakers are required. If your child does not come to school with the proper shoes, he/she will not be allowed on the playground equipment. Outdoor clothing that your child can put on and take off by himself/herself gives your child a feeling of independence and is a great help to the teachers. Please label all outer clothing, including hats, jackets, gloves and boots. Please contact your Family Advocate if you do not have the proper clothing for yourself or your child.

## **NEWSLETTER**

A newsletter is composed every month. Please read it to stay informed on upcoming events, classroom information and other helpful information. Parents are encouraged to submit articles, poems, magazine clippings, etc. to be used in the newsletter. Let your Family Advocate know if you would like to submit something. This is an example of the two-way communication between the center and the home that is one of our goals here at Head Start. It is also an excellent example of parents and staff working together for the benefit of the children. The newsletter is posted each month on the Head Start website.

## **REST TIME**

The full day children rest each day from 1:00 to 3:00. Cots and blankets are provided by Head Start.

## A TYPICAL DAY AT HEAD START

7:30 – 9:30	Children arrive, snack, free choice activities to develop literacy/numeracy, science, social skills, language.
9:30	Arrival, morning news, music, story, hand washing, breakfast, bathroom, and brushing of teeth.
10:00 – 11:00	Free choice activities, small group activities/fine motor skills.
11:00 – 12:00	Outdoor activities/gross motor skills, water/sand play, bike riding, arts, science, identifying letters and numbers.
12:00	Prepare for lunch (hand washing and table setting)
12:00 – 12:30	Lunch
12:30 – 1:00	Quiet story time, bathroom time, prepare for rest time.
1:00	Dismissal of 1:00 children
1:00 – 3:00	Rest
3:00 – 3:30	Bathroom, hand washing, snack, tooth brushing, books, puzzles, music, dismissal of 3:30 bus children.
3:30 – 4:30	Continuation of group socialization, language, literacy/numeracy activities, motor skills.



## **CHILD DEVELOPMENT**

Our classrooms are arranged in interest areas. The tables, chairs, sinks and equipment are child-sized and allow the children to explore the classroom independently. Children's artwork, letters and numbers are displayed. Items are labeled to introduce the children to the importance of words. Children are read to frequently and early literacy is encouraged. Families receive education home visits and parent-staff conferences throughout the school year to develop and review individual plans and goals.

### **INTEREST AREAS**

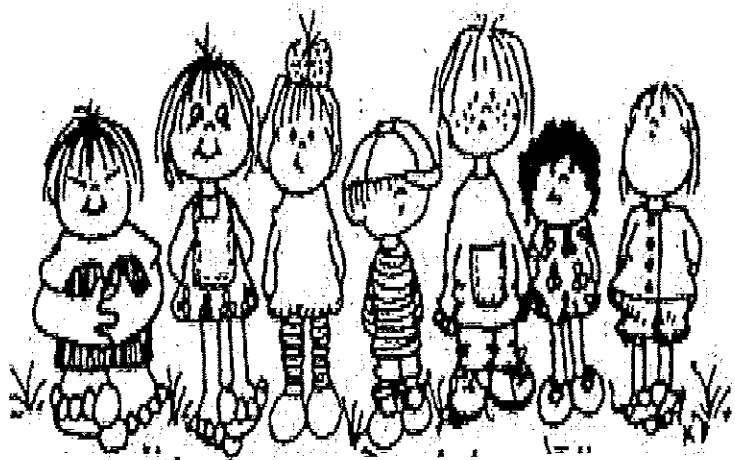
Blocks:	Teaches beginning math concepts, problem solving and creativity.
Dramatic Play:	Teaches social skills; uses imagination and encourages role-playing.
Art:	Improves small motor skills by cutting, pasting, painting and creating with a variety of materials.
Math/Science	Children measure, problem solve and explore materials through predicting and observing. Manipulatives are used to sort, classify, make patterns, and count.
Health:	Children wash hands before meals and brush their teeth after meals. Oral health and personal safety curriculums are included in lesson planning.
Nutrition:	Food related activities are included in the lesson plan.
Motor Activities:	Indoor/Outdoor play with large and small equipment and materials, incorporated into all areas.
Language Arts:	Songs, stories, and finger play.
Writing Center:	Inventive writing, alphabet, sounds, daily schedule.
Literacy:	Incorporated into all aspects of the program.

## **CLASSROOM BEHAVIOR POLICY**

A goal of Enfield Head Start is to work with families to promote the social & emotional development of children. It is important to help children learn to work and play together in an atmosphere that is safe and fosters independence, decision-making, curiosity and creativity. To achieve that goal, Head Start staff:

- Model appropriate behavior
- Design a predictable, consistent and structured classroom to minimize conflict
- Maintain age-appropriate expectations for children's behavior
- Help children to begin to learn peaceful approaches to dealing with their feelings and social interactions
- Supervise children

Young children are just beginning to learn how to handle their emotions and be a part of a group. At times they may misbehave. Enfield Head Start staff guide children to help them achieve their goals in acceptable ways. Guidance and discipline will always be positive, productive and immediate when behavior is inappropriate. No child will be humiliated, shamed, frightened or subjected to physical punishment, verbal or physical abuse by any staff member, volunteer or student working in the program.



## **Health and Nutrition**

To comply with the State Health Department regulations, children cannot attend school unless a current physical exam and all necessary immunizations are completed and on file in the Head Start Health Office. A current physical exam is one that is not more than one year old. It must include blood pressure, hemoglobin and lead test results as well as TB determination of low risk or PPD skin test, to be considered complete.

To further meet Head Start requirements, and promote good oral health, a dental exam is required and should be performed every six months, and an oral health form must be completed by the dentist and returned to the health office within 90 days after starting. Oral health forms indicating cleanings, fluoride applications and any treatment needed are also submitted. If your child is in need of a dentist, a referral list is available. If you are having difficulty making an appointment, please notify your Family Advocate or Health & Nutrition Coordinator for assistance. A school dental program is available to see children on-site and perform these services. See secretary or nurse for application.

In addition, a pre-entry health review is required before your child starts school. It includes vision and hearing screenings and height and weight measurements. Parents will also meet with the Nurse to review and discuss screening results and any medical conditions and/or health and nutrition concerns. It is at this time that plans are developed to address those conditions and concerns.

Children are served both breakfast and lunch. All food served meets the government standards set by the USDA. Children are encouraged, never forced, to taste everything that is offered. Please inform us in writing of any food your child cannot eat due to health, cultural or religious reasons. In addition, we will request a letter from your health care provider for all documented allergies/health conditions. **ALL ALLERGIES MUST BE REPORTED!**

Tooth brushing is performed on a daily basis in the classroom after breakfast or lunch. It is performed under direct supervision by classroom staff and is an activity that reinforces good oral hygiene; prevention of cross-contamination between children, toothbrushes and toothpaste is maintained.

It is our goal for students to remain in school whenever possible, however there are times when a student is ill or injured and must be excluded.

**The Head Start Nurse is available for consultation regarding any health and/or nutrition concerns that you may have.**

### **WIC:**

Height and weight measurements are available upon request. WIC applications can be obtained from your Family Advocate. Children eligible for Head Start are eligible for WIC services.

### **Food from Home:**

Because of the health and safety risk to children with food allergies, it is necessary for parents to make sure that no food or treats are brought to Head Start. Please check your child's backpack before school for small items or food that can be a choking hazard on the bus.

### **Birthday Policy:**

We celebrate individual birthdays in the classroom with nutritious snacks or nonfood celebrations monthly.

Birthday food, and goodie bags **cannot** be brought in to the program.

## SICK POLICY

If your child exhibits any of the symptoms listed below, he or she should not come to school.

If your child needs medications such as Tylenol or Ibuprofen to relieve any of these symptoms, he or she is probably not well enough to attend school and should remain at home.

If you are unsure as to whether your child is well enough to attend school, call the Head Start Nurse at (860) 253-6599 to discuss your child's condition.

If your child is in school and experiences these or other symptoms or suffers an injury, you should be available to pick him or her up. If you are not available, please make sure that the emergency contact you have designated can be reached.

### SICK POLICY

When children display symptoms of illness, they are excluded from school for a certain length of time.

### OPERATIONAL PROCEDURE

- For contagious illnesses, a note from a physician stating that the child is ready to re-enter school is required before returning.
- Children with chicken pox are excluded from school at least seven days from the onset of rash and until scabs are dry. A doctor's note is required. If the child has been vaccinated and has chicken pox, they may return when lesions are scabbed.
- Children with colds are excluded from school, if accompanied with fever or excessive cough or congestion, until contagious symptoms disappear.
- Children with conjunctivitis (pink eye) are excluded from school until they have been on medication for 24 hours and the drainage is gone. A medical note is required.
- Children who have been vomiting are excluded from school until 24 hours since child has stopped vomiting.
- Children with diarrhea are excluded from school until 24 hours have passed since the last episode. Exceptions may be made with a doctor's written recommendation.
- Children with fevers of 100 degrees or more are excluded from school until 24 hours have passed since the fever ended.
- Children with impetigo are excluded from school until the lesions have healed or until 48 hours of antibiotic treatment is documented by a doctor's note.

- Children with infectious hepatitis are excluded from the school until the lesions have healed or until 48 hours of antibiotic treatment is documented by a doctor's note.
- Children with influenza are excluded from school for three days and must be kept out for 24 hours after the fever has ended.
- Children with active lice (actual bug) are excluded from school until there is no active infestation. The student can return to school when he/she no longer has an infestation which will be determined through examination by the school nurse.
- Children with mouth sores with drooling are permitted only with a note from a doctor stating that the child's condition is non-infectious.
- Children with mumps are excluded from school for nine days after swelling is noted. A doctor's note is required before the child can re-enter the classroom.
- Children with pinworm require a note from a doctor stating that treatment has been given.
- Children with ringworm are excluded from school until 24 hours have passed since the start of doctor's treatment. A doctor's note is required and affected skin must be kept covered until the lesions clear.
- Children with rubella (German measles) are excluded from school for five days after the rash appears. A doctor's note is required for their return to school.
- Children with rubeola (common measles) are excluded from school for five days after rash appears. A doctor's note is required for their return to school.
- Children with scabies are excluded from school until one day has passed since the beginning of treatment. A doctor's note is required for their return to school.
- Children with scarlet fever are excluded from school for 24 hours after treatment has begun. A doctor's note is required for their return to school.
- Children with strep throat are excluded from school for 24 hours after medication has begun. A doctor's note is required for their return to school.
- Children with tuberculosis are excluded from school until a doctor or local Health Department states in writing that the child is non-infectious.
- Children with unidentified rashes, fever or behavioral changes require a note from a doctor stating the illness is not contagious.



## ATTENDANCE POLICY

Because Head Start is federally funded, it is very important that your child attend every day on a regular basis. Funds for the program may be withheld if average daily attendance falls below 85%.

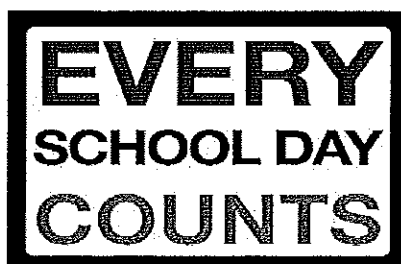
Children cannot arrive before their scheduled time. If your child will be absent or will not be taking the bus, it is necessary to notify the Head Start office at (860)253-6470. If your child has an unexplained absence, we will contact you.

If your child will be brought in after 9:30, please call the Head Start office at (860)253-6470 so that your child will be included on the lunch count.

If you pick your child up at Head Start, you must sign him/her out at the office and in the classroom. Please enter through the main Head Start door. Always sign in and out at the office whenever you are in the building. If you are staying, it is necessary to receive and wear a visitor's badge from the Head Start office. **You will need a picture ID to stay in the building to ensure safety of all children.**

A child's excessive absence will be addressed. Staff will meet with the family to develop a plan to insure that a child attends school.

If you need assistance for an ill child, call the Head Start nurse at (860)253-6599 or your Family Advocate and they will offer specific information or guidance as to what to do and/or who to contact. Contact with other children should be kept to a minimum. Please report any illness. During their first exposure to a large group of children, many children have several colds and mild illnesses during the school year – more than usual. Please read the "Health Information/Sick Policy" for guidance on keeping your child home. If your child becomes ill during school hours, you will be notified and asked to come and take your child home. Please ensure that there is someone available during school hours to pick up your child if they are sick.





## **HEALTH INFORMATION**

If medication is required during school hours, a Medication Authorization Form completed by a physician and signed by the parent is necessary per the CT General Statutes, 10-12a. (Form available at school) **This form and the labeled unopened medication should be brought to school by the parent and given directly to the nurse. Do not send in on the bus or give to any other staff member.**

## **ALLERGIES/ILLNESSES**

If your child has allergies, asthma or other illnesses, the nurse will need documentation of those allergies or symptoms from a physician. Enfield Head Start will work closely with families to ensure your child's safety while at school and on the bus.

## **IMMUNIZATION**

The Enfield Board of Education, as per state law, requires that each child be protected against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, hemophilus, influenza, hepatitis type A & B, varicella and influenza and pneumococcal.

## **COMMUNICABLE DISEASE CONTROL**

Children should be observed before being sent to school to be sure that they are free of any signs of infection such as: headache, fever, upset stomach, diarrhea, sore throat, runny nose, rashes, flushed face, red and watery eyes. If your child is sick, you should keep him home.

## **TOILET TRAINING**

Enfield Head Start will work with families regarding their child's toileting issues. We ask that parents and staff partner with each other in meeting the child's needs. It may be that we request parents to participate here during this stage.

## **WAYS IN WHICH THE HEAD START STAFF WORKS WITH**

### **HEAD START FAMILIES**

The entire Head Start staff embrace the philosophy of partnership with families. We do not believe in judging families. We hope that we can share our experience and knowledge with your family to assist you and your child with your goals.

The Education/Disabilities Manager is available to answer any education or special needs question that may arise.

The Family Support Manager is available to answer questions that may arise regarding family engagement, transportation and services in the community. If the child's and parent's needs cannot be fully met at Head Start, we refer parents to outside agencies.

The Health/Nutrition Manager is available if you have questions concerning your child and family's health or nutrition.

The Mental Health Manager is available if you have concerns regarding your child's mental health or behavior.

The teachers will work with you to develop an individualized education plan for your child. Two conferences and two home visits relating to your child's educational progress will be arranged. Academic assessments will be reviewed three times a year. Activities and experiences which will foster your child's development will be shared with you in these meetings and sent home monthly.

If you would like to share some important information and/or have questions for the teacher, please leave a message with the office. Your call will be returned at the earliest possible time.

Your Family Advocate will visit you three times a year in your home to provide you with additional support and education regarding community services.

We offer a weekly parent workshops such as nutrition, budgeting and parenting classes.

## **SELF-ASSESSMENT PROCEDURE**

We conduct an annual internal review of all our systems involving all of the staff, parents and community representatives. It is a good way for staff and parents to join together and look at the program's objectives and goals and how these adhere to federal performance standards.

## **VOLUNTEERS AND VISITORS**

We need and urge your voluntary assistance in the classroom. A teacher and teacher assistant are assigned a classroom of seventeen or eighteen children. If parents can volunteer on a regular schedule, it is appreciated. Even if you cannot make a commitment, your presence in the classroom is encouraged any time. Please remember to tell the teacher first, as only two visiting adults are allowed in a classroom at one time. Both the children and parents benefit from the classroom volunteer program.

When you are volunteering in the classroom or at a parent meeting/workshop, please wear comfortable clothing. It should be clothing that will not be ruined if it should get something on it. Also, please wear comfortable shoes. Classroom teachers will provide training on an individual basis.

When you arrive at Head Start, it is important that you sign in at the office and receive a visitor's badge. A teacher or teacher assistant will show you how to sign in when you arrive. We request that you sign in and out to facilitate accurate record keeping of parent contact with children.

The Head Start program standards require we recruit volunteers and keep record of their hours. You will be asked to indicate the days, hours and activities for which you would be willing to volunteer.

## **SMOKING/CELL PHONES**

Smoking and substance abuse is NOT allowed on/in Enfield Public School grounds/building or at any outside Head Start function. Cell phones, pagers and electronic devices are not to be used in the Head Start building, on the playground, or during home visits and conferences. Children need a positive connection with you as they transition into and out of the classroom and on and off the bus. Thank you for your cooperation.

## INTRODUCTION TO FAMILY ENGAGEMENT

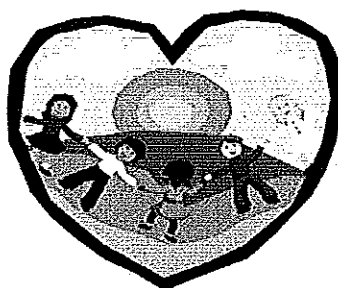
Family engagement is a major component of Head Start. As a parent, you have specific rights and responsibilities associated with the Head Start program. Even though your child's enrollment is not contingent upon your engagement, you are an important resource to Head Start.

Family engagement is defined in accordance with what opportunities you decide to make use of. You shall be offered local, state, regional and national levels of participation. We offer you workshops, assistance/guidance, and encouragement but the ultimate decision to make use of these opportunities is yours. We hope you will!

Head Start has a Family Support Manager who is a regular staff member. She and the family advocates, will be readily available to answer your questions or address your concerns. The success of our program is dependent in large part on your decision to become engaged and actually utilize it.

Please review the following charts and descriptions that describe the various levels of participation.

<u>Meeting Schedule</u>	<u>Committee Name</u>	<u>Level of Functioning</u>	<u>Process of Membership</u>
Bi-Monthly	Parent Committee	Local – Enfield	All parents
Bi-Monthly	Policy Committee	Local – Enfield	Election
2 times/year	Health Services Advisory Committee	Local – Enfield	Election



## **THE PARENT COMMITTEE**

All parents who have children enrolled in Head Start are automatically members of the Head Start Parent Committee. The purpose of the Parent Committee is to share information with the parents via reports by the director, teacher, family support manager, education manager and the health manager. Parents are to use this time to discuss and give input into educational activities to help their children and families.

In the fall, the Parent Committee members meet with the assistance of the family support manager. The committee elects officers; a chairperson, secretary. The chairperson runs the meeting, the secretary records the minutes which are then passed out to all parents, and the treasurer reports on the status of the parent activity account.

The Parent Committee elects their own officers. The Parent Committee also elects representatives to Policy Committee.

An agenda shall be developed by the chairperson and distributed to all parents. After each meeting, minutes will be distributed by the secretary. The family support manager shall be available to assist the officers and members.

## **THE POLICY COMMITTEE**

The purpose of this committee shall be to offer parents of Head Start children the opportunity to have a decisive role in the planning, operation and evaluation of the Head Start program, including the active role of voting on elections, policies (i.e. sexual harassment policies/complaint procedures), parent activity money, personnel and the recruiting of volunteers and encouraging parent participation. Sub committees include Personnel and Health Advisory.

Parents are elected by the Parent Committee and voted in by the Policy to serve for a one year term to the Policy Committee. This committee is composed of a minimum 51% current Head Start parents plus community representatives who may be past parents. Additional information regarding the purpose and attendance of the Policy Committee meeting is found in the Bylaws.

In the fall, the committee members from the previous year meet to finish new business that may have transpired over the summer months. In October, the new Policy Committee members meet (elected at Parent Committee). At that time, prospective community representatives will be reviewed for consideration for membership and a Policy Committee training will be held. The agenda is prepared by the chair and meeting minutes distributed by the secretary.

Policy Committee meets bi-monthly, as does the Parent Committee. However, it reserves the right to enter into "executive session" as needed. As with Parent Committee, officers are elected to the positions of chair, co-chair, recording secretary.

Parent attendance is vital as the Committee serves a major purpose in the functioning of Head Start.

## THE HEALTH SERVICES ADVISORY COMMITTEE

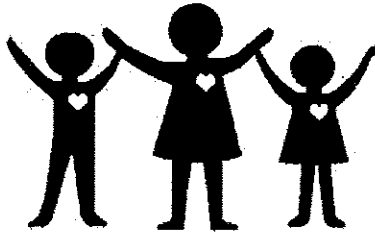
Parents are elected by the Parent Committee to serve for one year on the Health Services Advisory Committee. The committee is comprised of Head Start Parents; health services providers in the community, and private health professionals.

The purpose of the Health Services Advisory Committee is to advise in the planning, operation, and evaluation of the health and nutrition services component of Head Start.

New committee members meet in the fall with the Health/Nutrition Manager for orientation to committee's functions and membership responsibilities.

The committee meets two times during the school year. The first meeting in late fall monitors the progress of the health services provided by the program, and the second is a year-end meeting to evaluate its effectiveness and plan for the next school year.

Parents' attendance at Health Services Advisory meetings is important to the development, evaluation, and revision of health services at Enfield Head Start.



## Family and Community Partnerships

This is your link to community services and resources. The Family Advocates make at least three (3) home visits per year to their assigned families. A family and their Family Advocate jointly develop a **Family Partnership Agreement in order to learn more about the family's interest, strengths, goals and needs.** Family Advocates work with each family to build on strengths while providing resources for the families to meet their own needs. This approach is crucial to success in Head Start because children learn best when their family is able to support and engage in their education. The Family Advocates also help identify where parent's strengths can be used in the classroom, on Policy Committee, and in other activities.

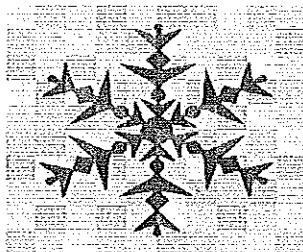
## **SCHOOL CANCELLATION/DELAY**

Enfield School's closing hotline is (860)253-5170. Please do not call the school.

In the event Enfield Schools are cancelled, Head Start will be cancelled.

In the event of a two hour delay:

- Head Start will open two hours late. Your child will start 2 hours later than their scheduled start time.
- Head Start buses will begin picking up 2 hours later than your child's normal pick up time.
- School dismissal time will remain the same.
- In the event of a two hour delay on an early release day, there will be no Head Start.
- The final decision whether or not to send your child to school on a delayed opening rest with the parents.
- In the event of a three hour delay the Head Start will be closed.



## **EARLY RELEASE DAYS**

On Early Release days, all Head Start children are released at 10:55.

## **HEAD START STUDENT TRANSPORTATION**

Transportation is limited and may be provided if no other transportation is available. Head Start participates in a contractual agreement with a local school bus company (Smyth Bus) and the Enfield Public Schools. Children are secured in their seats with a 5-point restraint system. If transported, your child's bus pick up and drop off must be consistent. We must have a minimum two-week notice of any change in writing. It may, under some circumstances, be impossible to pick up your child directly in front of your house. Your street may be too narrow for the school bus to maneuver; however every attempt is made to plan the bus routes in the best interest of every child. Your cooperation is needed to find what works most effectively.

After the first few days of the school year you will know when to expect the bus in the morning and afternoon. Allow 45 minutes on either side of your scheduled pick-up or drop-off time. The bus may be early or late for reasons beyond our control. The bus will not honk the horn to notify you that it is there.

If you are not at your child's stop at the end of the day, your child will be returned to our office. If you have not contacted us and we are unable to reach you, we will call the Police.

Parents must bring their child to the bus monitor on the bus each morning and come to the bus for their child in the afternoon. No one under 13 years old is allowed to take a child off the bus. The bus driver or the bus monitor cannot get off the bus and walk your child to the door. It is your responsibility to take your child to the bus and pick him/her up at the bus.

Walk your child completely to the bus, holding their hand. Assist your child as they get onto the bus, making sure that they can walk up the stairs. Be aware of younger children that may be with you. The bus monitor cannot lift your child or get off the bus.

When the bus drops off your child, stand directly at the bottom of the stairs to assist your child in walking down the stairs. Be aware of younger children that may be with you.

Please make sure that your children do not bring any food, candy, gum, medicine, money, toys or umbrellas on the bus.

No child will be released from the school or from the bus to a person not authorized by you to pick the child up. If no one is present to take your child off the bus three times, your child will lose the bus for one day. If no one is present to take your child off the bus a fourth time, Head Start will no longer provide transportation and parents will be responsible for their child's transportation. Please remember it can be very upsetting to the child if no one is present to pick them up.

If you have an appointment that requires you to pick up your child from the school early in the day, please send in a note to the school or call the office at (860)253-6470. If you are sending someone else to pick up your child, you must notify the program before the child can leave the school. This is to protect you and your child from harm.

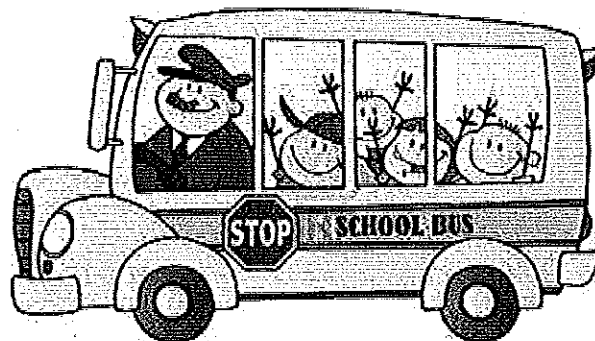
Head Start busses **CANNOT** transport parents and other family members to and from school. The busses are reserved for students only.

Head Start regulations require three (3) Bus evacuations or "bus drills" per school year. These will be done at the school. The first one is done in September, and it will stress the importance of bus safety while getting on and off the busses. Parents will also receive training in child safety, pedestrian safety, and railroad track safety. Classroom teachers reinforce this with the safety curriculum.

Sometimes children may have unsafe behavior on the bus. If your child causes an unsafe situation, the child will not be allowed to ride the bus for one day following the day of the incident. The child may still attend school being transported by a parent/guardian. If a pattern of unsafe behavior persists, the parent may be asked to transport the child.

If you drop off and pick up your child at Head Start, please use the following procedures:

- DO NOT park in the fire lane. The busses cannot get through. Please park in a designated parking spot.
- When your car is parked, please TURN OFF THE ENGINE and DO NOT LEAVE ANY CHILD UNATTENDED IN THE CAR.
- Please hold your child's hand walking in. The parking lot can be very busy. Use the cross walk to the main entrance.
- Always buckle your child into an appropriate rear car seat.



## **TOYS FROM HOME**

We ask that children do not bring toys or personal possessions other than “separation objects”, to Head Start. If an item is brought to school, we cannot be responsible for it. If you have a book or a particular item that may be of interest to all of the children; please call the office to leave a message for the teacher.



## **PARENT RESTRICTION POLICY**

We must have copies of current court papers or divorce decrees in order to maintain the restriction of a parent (and others) from visiting with/or picking up any child.

## **BACKPACKS**

If your child brings a backpack to school, please make sure that it is the correct size. It should not be wider than your child's torso and never more than four inches below the waist. Please remove or cut long straps that could get caught on bus or car doors. It should be labeled with your child's name. Head Start does not allow backpacks with wheels.



## **CHILD ABUSE AND NEGLECT**

Child abuse is the non-accidental physical or mental injury, sexual abuse or negligent treatment of a child under the age of 18 by a person responsible for the child's welfare.

Forms of abuse include:

Physical abuse – injuring a child by shaking, beating, burning or other similar acts.

Sexual abuse – engaging in sexual behavior with a child or allowing sexual exploitation of a child.

Emotional abuse – excessive belittling, teasing, or berating which impairs the psychological growth of a child.

Neglect – failing to provide for a child's basic needs (i.e. food, clothing, shelter, hygiene, education, medical care and supervision).

Although any type of maltreatment may be found alone, they often occur in combination.

HEAD START STAFF ARE ALL TRAINED, MANDATED REPORTERS – IF WE HAVE GOOD REASON TO SUSPECT CHILD MALTREATMENT, WE MUST PER THE LAW, REPORT SUCH TO THE DEPARTMENT OF CHILDREN AND FAMILIES (DCF).

DCF Child Abuse/Neglect Hotline # 1-800-842-2288



## **OUR PERSONAL PLEDGE FOR A WORLD OF DIFFERENCE**

We pledge to always do our best to foster interracial and inter-ethnic understanding and harmony. We will interrupt prejudice and stop those who would hurt, harass or violate the civil rights of anyone. We will try at all times to be aware of our own biases against people who are different from ourselves. We will ask questions about cultures, religions, and races that we don't understand. We will speak out against anyone who mocks, seeks to intimidate or actually hurts someone of a different race, religion, ethnic group, or sexual orientation. We will reach out to support those who are targets of harassment. We will think about specific ways our Head Start program, our colleagues, and our community can promote respect for people and create a prejudice-free zone.

We firmly believe that one person or organization can and must make a difference and that no person or organization can be an "innocent bystander" when it comes to opposing bigotry and prejudice.

We recognize that respect for individual dignity, achieving equality, and opposing racism, ethnic bigotry, religious intolerance, homophobia, or any other form of hatred is a non-negotiable responsibility for all people.

## **SAFETY**

In a continuing effort to be responsible, the following policy has been established regarding children leaving the center. If for any reason, the center staff suspects that either alcohol or drugs impair an individual who is driving a child from the center, he/she will be asked to find a suitable driver. If this request is refused, the local police as well as the Department of Children and Families (DCF) will be notified immediately.

Please remember our responsibility is to ensure the safety of your children.

## **RECORDS & CONFIDENTIALITY**

All information in a child's file is confidential and will not be released or distributed without written parental consent. Only those people directly related to implementing or monitoring a child's progress are allowed to see the files. The Enfield Head Start staff has access to the files, but may not remove any materials or breach confidentiality. Parents may review their children's records within two (2) business days following a request. Requests should be addressed to the Director. We are component of the Enfield Public Board of Education; and as such, educational records are started for each child. Your child's school records will be forwarded to the respective kindergarten that he/she will attend. **Parents must sign a written release form before any records are sent to any school system other than Enfield.**

## **PARENT AND COMMUNITY GRIEVANCE AND IMPASSE PROCEDURES**

*Purpose* – To provide equitable solutions to parent and community grievance at the lowest possible administrative level.

*Parent and Community Complaint Defined* – Any issues that may arise or be of concern to the parent and community from time to time.

*Procedure* – It is important that the complaint be processed as rapidly and efficiently as possible, and through the following levels; starting with Level One.

<u>Level</u>	<u>Grievance</u>	
One	Program Director (initially responsible for documentation)	(1 week)
Two	Policy Committee (follow State Statues Concerning Freedom of Information)	(2 weeks)
Three	Superintendent of Schools	(1 week)
Four	Board of Education	(2 weeks)

In the event that the complainant is not satisfied with the disposition of his or her complaint at any of these levels, or in the case that no decision has been made in the given number of days appropriate to that level after presentation and written documentation of grievance has been filled, the complainant may file grievance at the next level. \*

If there is no resolution, the matter is referred to the grantee.

\*Presentation and written documentation of a grievance should occur upon entrance at each level.