

PCCEO HEAD START



2019-2020
PARENT HANDBOOK

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OUR MISSION

The Peoria Citizens Committee for Economic Opportunity, Inc. is a community action agency and leadership organization that promotes self-sufficiency and economic security. PCCEO has a commitment to life-long learning and serves as an agent for transformational change to help individuals and families improve their quality of life in Peoria County.

OUR VISION

The Peoria Citizens Committee for Economic Opportunity, Inc.
Helping People, Changing Lives, for every stage of life.

We are:

Leaders in human service organizations
Educators of our young children, youth and adults
Advocates for the interests of others
Providers of quality services to those in need
Servants of our community
Innovators dedicated to creative solutions
Partners in economic growth
We care!

THE PROMISE OF COMMUNITY ACTION

"Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other."

HEAD START PURPOSE STATEMENT

It is the purpose of Head Start to promote the school readiness of low-income children by enhancing their cognitive, social, and emotional development:

- in a learning environment that supports children's growth in language, literacy, mathematics, science, social and emotional functioning, creative arts, physical skills, and approaches to learning; and
- through the provision to low-income children and their families of health, educational, nutritional, social, and other services that are determined, based on family needs assessments, to be necessary.

**923 W. MILLMAN STREET
PEORIA, IL 61605
(309) 671-3960**

Department Extensions

Head Start Director	Ext. 218
Administrative Assistant	Ext. 217
Office Manager	Ext. 216
Early Childhood Education Coordinator	Ext. 222
Health & Disability Services Coordinator	Ext. 220
Family Development/ERSEA Coordinator	Ext. 230
Family Engagement/Self-Sufficiency Specialist	Ext. 231
Environmental Lead	Ext. 214
Facility, Maintenance & Transportation Manager	Ext. 219

My child attends _____ Head Start Center

Located at _____

The telephone number is _____

The teachers' names are _____

Room number _____ session: am / pm

My family development specialist is _____

My child needs to be at the center by _____

My child needs to be picked up by _____

My parent center meetings are held at _____

EDUCATION AND EARLY CHILDHOOD DEVELOPMENT CURRICULUM

The curriculum used in all Head Start classrooms is the Creative Curriculum. The Creative Curriculum is based on theory and research and addresses academic content for young children. The Creative Curriculum covers seven (7) content areas: the arts, mathematics, literacy, social studies, technology, process skills and science.

Head Start has a plan to address goals for improving the school readiness of children transitioning to kindergarten. These goals are aligned with the Head Start child development and early learning framework, state early learning standards, and the requirements and expectations of the local school system.

Daily Schedule

The school and classroom foster continuity and provide blocks of time for children to explore. The daily schedule provides a balance of teacher-directed and child-initiated activities; active and quiet times; and independent and guided activities (large group, small group and individual activities).

Classroom Environment

Each classroom has no more than 20 children enrolled. There is an early childhood teacher and a teacher assistant in each classroom. The classrooms are divided into learning centers and the children learn from the environment by being directed through the arrangement of materials and equipment. The centers include science, dramatic play, blocks, library, art, writing, quiet center, manipulatives, computer, music and listening. There is also an area established for large group time. Indoor and outdoor physical activities are provided on a daily basis.

Assessment and Screenings

In order to provide the most appropriate learning experiences for your child, he/she will be given a developmental screening called the Brigance screening. All children in the Head Start program receive a developmental screening, which accesses a broad sample of a child's skills and behaviors. The screening will assist the teacher in planning the most appropriate program for the individual needs of young children.

The assessment tool used by Head Start is learning accomplishment profile (Lap 3). Lap 3 is a criterion referenced instrument for children functioning in the 36-72 month age range. The purpose of lap 3 is to assist teachers and families in assessing individual skill development and to plan curriculum accordingly. In addition, on-going observations and individual child portfolios are used to help teachers evaluate each child's learning progress. The progress is shared with parents during home visits and parent/teacher conferences.

PCCEO HEAD START CENTER SCHEDULES

The goal of Head Start is to empower families and move them toward self-sufficiency. One way we fulfill this goal is by listening to the needs of our families and the needs of the community. By listening, we discovered that in order for our families to attain self-sufficiency through employment, full day education service options are a must.

As a result, Head Start offers full day service options, staffed by highly qualified and dedicated teachers. Parents may drop their children off no more than 15 minutes prior to start times at the full day sites. Full day sites are located at the following locations:

Harrison school Head Start Monday – Friday	2727 W. Krause Ave. 8:45am – 3:15pm	(309) 672-6522 September – June
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Site Director: Cheryl Reed

Manual Academy Head Start Monday – Friday	811 s. Griswold 8:45am – 3:15pm	(309) 672-6600 September – June
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Site Director: Karen Thomas

*Trewyn Pavilion DLL Head Start Monday – Friday	2219 S. Idaho 8:45am – 3:15pm	(309) 671-3958 September – June
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Site Director: Blanca Aranda

Woodruff Career & Technical Center Monday – Friday	1800 N. E. Perry 8:45am – 3:15pm	(309) 672-6665 September – June
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Site Director: Kimberly Cary

Additionally, half-day services are offered at the following site:

Webster Head Start Monday – Thursday	923 W. Millman 8:00am – 11:30am Or 12:30pm – 4:00pm	(309) 671-3960 September – June
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Site Director: Sonya Cummings

*** *Dual Language Learning Center***

ARRIVAL AND DEPARTURE PROCEDURES

Please do not bring your child earlier than 5 minutes (for Webster site only) before the session starts. **If you arrive at the center before the start of classes, you are expected to stay with your child** until the session begins.

If you bring your child to the center you are expected to take your child to his/her teacher and sign in. **If you pick your child up** at the end of the session, you **must** sign them out. **Do not** drop your child off outside of the building. **All** children must be escorted to their room and signed in by a **responsible adult**.

It is very important for you to accompany your child to his/her classroom when he/she arrives at the center. The reasons for this are:

- If arriving within the first 30 minutes of scheduled class times, parents need to bring their child to the classroom or designated meeting area on arrival so that the teacher knows your child is here.
- Parents should take their child to the bathroom and wash his/her hands before taking them to his or her teacher. **This is a licensing requirement.**
- There is an attendance sheet with your child's teacher. Please sign your child in when you arrive.
- It gives the parents a chance to "share" the center with your child. Your child spends many hours here every week. It is important for him/her to have time to show you their friends and the materials and equipment he/she works with. It is also good for your child to see you making contact with the teachers.

It is equally important for you to enter the center when you pick up your child.

- If someone else is dropping off or picking up your child, they must follow the same procedures to check the children out. Proper id is required. The pick-up person must be listed as "person authorized for pick-up" on your child's emergency contact sheet.
- Make sure to check for notes or messages with your child's teacher.
- Before picking up your child, you are required to sign them out in the sign-out book.
- Let the teacher know that you have signed your child out.
- Staff will only release children to parents, legal guardians or authorized pick-up persons.
- Authorized pick-up persons must be at least 12 years of age.
- Authorized pick-up persons may be asked to show a picture id.
- If you do not arrive by closing time, we will begin attempting to reach you. If we cannot reach you, we will begin calling your emergency contacts. If we cannot reach anyone to pick up the child, we will call the police after 1 hour of trying to reach you.
- Parents picking up children after closing time will be considered late. Excessive lateness will not be accepted and could result in further action.

Manual Academy Head Start

- School hours are from 8:45am to 3:15pm.
- Parents are asked to bring and pick up all Head Start students through the main entrance to the school. Teachers will be there to greet students and parents.
- Parents are required to sign all Head Start students in with their teacher upon arrival and to sign students out.
- Parents picking up children after 3:15pm will be considered late.

Trewyn Pavilion DLL Head Start Center

- School Hours Are From 8:45am To 3:15pm.
- Parents Are Asked To Bring And Pick Up All Head Start Students Through The Main Entrance To The School. Teachers Will Be There To Greet Students And Parents.
- Parents Are Required To Sign All Head Start Students In With Their Teacher Upon Arrival And To Sign Students Out.
- Parents Picking Up Children After 3:15pm Will Be Considered Late.

Woodruff Career & Technical Head Start Center

- School Hours Are From 8:45am To 3:15pm.
- Head Start Classrooms Have A Separate Entrance At The Woodruff Technical Center.
- Parents Dropping Off Or Picking Up Their Children Should Use The West Wing Door, Located At The Back Parking Lot.
- Parents Picking Up Children After 3:15pm Will Be Considered Late.

Harrison Head Start Center

- School Hours Are From 8:45am To 3:15pm.
- Parents Dropping Off And Picking Up Their Children Should Enter The Building Through The Side Doors Of Each Classroom.
- Parents Picking Up Children After 3:15pm Will Be Considered Late.

Departure

- Before picking up your child, you are required to sign them out in the sign-out book.
- Staff will only release children to parents, legal guardians or authorized pick-up persons.
- Authorized pick-up persons must be at least 12 years of age.
- Authorized pick-up persons may be asked to show a picture id.
- Parents should pick up their children by 11:30am for morning sessions and 4:00pm for afternoon sessions. Parents picking up children after 11:30am or 4:00pm will be considered late. Excessive lateness will not be accepted and could result in further action.
- If you do not arrive by closing time, we will begin attempting to reach you. If we cannot reach you, we will begin calling your emergency contacts. If we cannot reach anyone to pick up the child, we will call the police after 1 hour of trying to reach you.
- We will always maintain responsibility for your child until you arrive or until police arrive.

- Your child is never responsible for these situations and we will never discuss this situation with the child.

Webster Head Start Center

- School hours are from 8:00am to 11:30am and 12:30pm to 4:00pm.
- Parents should ring the doorbell on the entrance located on Butler Street. The doorbell is on the right side of the door.
- State who you are and your child's name before gaining access to the center.
- All parents must sign head start students in before proceeding to the child's classroom. Remember to sign in and out at the main level reception desk before leaving the building.
- Parents should take their child to the bathroom and wash his/her hands before taking them to his or her teacher. This is a licensing requirement.
- Upon entering your classroom, you are required to sign your child in with their first and last name, and your first and last name. The sign in book will be visible upon entering the classroom.
- For morning sessions, children are expected to be in class by 8:00am. Children arriving after 8:00am will be considered late. Excessive lateness will not be accepted. If an emergency situation arises which will cause you to be late or early, please call before 7:30am.
- For afternoon sessions, children are expected to be in class by 12:30pm.
- Parents must pick their children up by 11:30am for the morning session and 4:00pm for the afternoon session.
- Parents picking up their children after 11:30am and 4:00pm will be considered late.

2019-20 SERVICE DAYS

Month	Part Day	Full Day	No Children
September	15	19	Start date 9/3; PD 9/20
October	18	20	Columbus Day 10/14 (Web/Try only) Fall Break 10/16-10/18 Full Day
November	13	16	Veteran's Day 11/11 PD 11/15 Thanksgiving 11/27-11/29
December	12	14	PD:12/20 Winter Break 12/23-1/3
January	15	18	PD: 1/17 Martin Luther King 1/20
February	15	18	PD: 2/17 President's Day 2/17
March	14	16	PD: 3/20 Spring Break 3/23-3/27
April	17	19	Easter Break 4/10-4/13; No PD this month
May	15	19	PD: 5/15 Memorial Day 5/25
June	8	10	

**All centers start 9/3. Last day for part day 6/11. Last day for full day 6/12.
497 hours for part day. 1090 hours for full day.**

ATTENDANCE POLICY

We believe that services provided through Head Start foster the comprehensive development of children and families enrolled in the program. In order to effectively impact that enrichment and development, it is imperative that all families participate on a regular and consistent basis.

To maintain our required enrollment and ensure that all families attain the benefits of Head Start:

- Parents are expected to have their children present every day that the program is in session.
- After (2) two consecutive unexplained absences a home visit will be conducted.
- Absences will be excused for reasons such as illness, medical/dental appointments or family emergencies.
- A child who is chronically absent risks the chance of having his/her slot in the program vacated.

Your cooperation is needed in order to provide your child with a meaningful school experience.

It is important that all parents call the center if their child will be absent. When you call in to the center, state your child's name, room number and bus number if applicable.

If your child attends the morning session, calls should be placed between 7:00am and 7:15am. If your child attends the afternoon session, all calls should be made by 10:30am.

- It is your responsibility to notify the center on each day your child will not be attending.
- It is your responsibility to call the center if something prohibits you from bringing your child at his/her stated time.
- It is your responsibility to call the center if an emergency prohibits you from picking up your child.

DISCIPLINE POLICY

All children are disciplined by staff and respected in a positive manner. They are never belittled or put down. Children are first redirected before a problem arises. If the behavior continues or is aggressive, then time out will be used.

Time out is a method that is used by all staff throughout the program. The child will be sent to a designated chair in the classroom where he/she will sit quietly for (1) minute per year of age. The early childhood teacher will discuss with the child the reason for being sent to time out. During time out, the teacher will remind the child of his/her inappropriate actions. When the child has sat quietly for the time limit, the teacher will allow the child to return to the group or activity.

Under no circumstance will a child receive any form of physical punishment/discipline. When time out proves to be ineffective for a child, the parent will be asked to meet with the child's teacher, education coordinator and disability services coordinator to develop a positive behavior plan. Follow-up will be provided weekly with positive rewards given to the child for appropriate behavior.

The children will have the opportunity to help make up classroom rules and the rules will then be posted in each classroom. Parents will sign off on a form stating that they have read and will fully comply with the discipline policy.

CONFIDENTIALLY POLICY

Head Start Performance Standards and the family educational rights and privacy act of 1974 provide that:

An educational agency or institution shall obtain the written consent of the parent of a student or the eligible student before disclosing personal, identifiable information from the educational records of a student other than directory information.

The written consent must be signed and dated by the parent of the student or the eligible student and shall include:

- A specification of the records to be disclosed;
- The party or class of parties to whom the disclosure may be made; and
- The purpose of the disclosure.

Request for information to be withheld will be honored except in the following situations:

- Act is fraudulent, illegal;
- Act can clearly cause harm or damage to another person or property (i.e. Threatened suicide, threatened homicide, assault, threatened vandalism or other damage); and
- Conditions which pose a serious threat to the health and well-being of another.

In any of these instances, the person involved will be notified of the action taken prior to the reporting. All family information is confidential and will be reviewed with the family prior to its release. Information released to another agency or individual shall be preceded by written consent signed by the parent.

PCCEO PROTECTIONS FOR PRIVACY OF CHILD RECORDS (PII)

Subpart C: Protections for Privacy Of Child Records (HSPPS 1302.20-24)

Purpose

PCCEO HS/EHS has established procedures to protect the confidentiality of all personally identifiable information (PII) in our child records. (HSPPS 1303.21)

Procedural steps for establishing confidentiality measures (HSPPS 1301.3)

1. HS/EHS complies with the Family Educational Rights And Privacy Act (FERPA) by annual training on the handling of confidential material. (HSPPS 1302.21) (a).
2. HS/EHS complies with the confidentiality provisions of idea to protect the PII records of children found eligible for services by training staff annually during mandatory training at the beginning of each program year (HSPPS 1302.21) (b).

Procedures for Disclosing Information with and without Parental Consent (HSPPS 1303.22)(a)(i)-(iv)(b)(i)(ii)

1. When disclosing PII with parent consent, HS/EHS office manager/ HS/EHS administrative assistance will:
 - a. Provide and receive completed "authorization for release form and/or receipt of information" form from a parent before information can be released.
 - b. Require the parent to provide proof of identity and have the authorization form filled out in its entirety before any PII can be released.
 - c. Provide an explanation to the parent that specific information is going to be released and what information is needed.
 - d. Provide an explanation to the parent that he/she has the right to revoke the permission to release PII at any time (this information is included in the release).
2. When disclosing PII without parental consent, HS/EHS Family Development Coordination/ FSW will:
 1. Meet with family and explain reasons why organizations/agencies seek student records. HS/EHS will provide the family copies of records that are sought by organizations/agencies.
 2. HS/EHS will provide the family an opportunity to challenge the disclosure of records before the records are released.
 3. Disclosure of PII without parental consent can occur under these conditions:
 - a. Information is provided to officials within the program or acting through the program or to a contractor providing services to the students.
 - b. Information is provided for audits and evaluations of the program, or for enforcement or compliance with federal legal requirements, including the destruction of the PII when no longer needed for the purpose of audits or program evaluations. HS/EHS retains oversight of all records.
 - c. State or federal interests seeking to improve child outcomes.
 - d. To appropriate parties in connection with a health or safety emergency when disclosure is necessary to protect the health and safety of a child.
 - e. In compliance with judicial orders, including subpoenas. The program will contact the parent and inform the parent that the program is complying with a legal request for PII unless:
 - a. A court has ordered otherwise,
 - b. The disclosure is pursuant to an ex parte court order obtained by the United States Attorney General,
 - c. The parent is party to a court proceeding involving child abuse and neglect,

- d. The program initiates legal action against a parent or a parent against the program.
 - e. Disclosure is to an appropriate party in order to address suspected or known child maltreatment and is consistent with applicable federal, state and local laws on reporting child abuse and neglect.
4. Representatives from department of children and family services, or a representative of a state or local health and human service agency must provide evidence of employment with their agency before a request for information is considered. PII requested by these agencies (DCFS, HHS, and other child welfare services) during the course of an official investigation regarding the welfare of a foster child or any child referred to DCFS in a suspected case of abuse or neglect will be provided by HS/EHS.
 5. HS/EHS will comply with all HSPPS regarding the protocol that delineates when information can and cannot be released under a judicial order.
 6. For the purpose of a CACFP audit, the program will provide PII access to auditors. At the conclusion of the audit, the PII will be returned to the HS/EHS program.
3. Written agreements with agencies that provide services for students who require support under idea are updated annually. In the event PII agreements are violated, HS/EHS will institute corrective action steps with the offending agency(s). HS/EHS will seek the approval of both governing bodies in the event corrective steps are necessary. Parent will be notified in writing if there is a privacy violation by a third party vendor.
 4. Each year, HS/EHS must inform parents of their rights regarding the release of PII, including information that requires their consent and information that will be disclosed without their consent and the reasons behind the request. At parent orientation, intake or home visit, parent rights regarding our policies concerning the release of PII will be discussed with a consent page as evidence the information was made available.

Procedural Steps Regarding Parental Rights to Child Records (HSPPS 1303.23)

1. Inspect records
 - A. In accordance with this HSPPS and confidentiality policy, in the case of currently enrolled students, HS/EHS shall allow the student's parent to inspect and review the education record of the student within 45 calendar days of receipt of verbal or written requests to do so. For previously enrolled students, parents will be referred to the present school. Staff shall make every reasonable effort to ensure that requested records are provided to the parents at the earliest possible dates. Shall respond to all reasonable requests from the parents or eligible student for an explanation or interpretation of information contained in the educational record.
 - B. The parent only has the right to inspect the record of the child the parent has requested access to view.

- c. If a child's record contains information regarding another child, the parent is allowed to view only records of the parent's child.
- D. A record cannot be destroyed when an outstanding request to view a record has been made.

2. Amend Record

- A. In accordance with the confidentiality policy, a parent has the right to ask the program to amend information contained within their child's record that the parent believes inaccurate, misleading or violates the child's privacy. Supervisor in charge of the child record will consider all parent requests to amend records.
- B. If the request is denied, a written explanation of the decision must be provided to the parent, and the parent must be informed of their right to seek a hearing to challenge the decision.
 - (1) Within 15 days, human resource manager will hold a hearing with the parent; the hearing should be informal and unrecorded. The parent has the opportunity to provide evidence to support their case.
 - (2) During the hearing, if the information is found to be inaccurate or misleading, the information must either be amended or removed. The parent will be notified in writing.
 - (3) If the information is found to be valid or does not violate a child's privacy, the parent has the right to include a written statement contesting the decision. Parents have the right to request a copy of student records at any time, provided free of charge by the HS/EHS program. Parents have the right to forward child records to the third party of their choice.

Record Maintenance (HSPPS 1303.24)

- 1. PCCEO's Record Keeping Policy
 - a. Access to records containing PII is limited in access to parents and officials within the program acting on behalf of the child.
 - b. Records are maintained electronically in the Promis database. Electronically stored records are held secure by a protected network server.
 - c. HS/EHS maintains disclosure logs for all PII files. The log contains the following information: identity of any person having access to the file, the purpose for which the access was granted, the date of access, the name or initials of the person granting access.
 - d. If a parent places a statement regarding the validity of the child's record, the program maintains the statement in the file for as long as the program maintains the record, and if the program releases the record, the statement from the parent is included in the file.

Monitoring Performance and Compliance

1. Office manager/ HS/EHS administrative assistance will manage the maintenance of the “authorization for release of information.” The form will be collected by the family service worker assigned to the family. All forms will be uploaded to Promis under documents.
2. The human resource manager will lead any hearing a parent may request to amend their child’s records. The human resource manager is charged with following all procedural steps as stated in this document. The human resource manager will submit a written report to the program manager as evidence the appropriate procedural steps were taken in the event a hearing is requested by a parent.

Consents and Permissions/ Signature Page

Per the Illinois department of children and family services licensing standards for day care centers (2014), a center must meet an intergenerational programs requirement. An additional item has been added to the signature page of your consents and permissions for your review.

Section 407.230 intergenerational programs

- a) The requirements of this section shall apply to programs in which children and adults who are enrolled in a structured care setting are co-participants in a program that occurs at least monthly on a regular basis.
- b) When children and older adults are co-participants in an intergenerational program, a written statement shall be developed that includes: 1) the program's purpose and goals; 2) an outline of the activities or means of achieving program goals; 3) the expectations of the program.
- c) There shall be a signed written agreement between the cooperating programs or facilities, defining the responsibilities of each.
- d) Intergenerational activities shall be guided by written plans that address the following: 1) The goals and objectives of each activity; 2) Activity pre-planning, orientation of participant groups, implementation and follow-up; 3) Planning for group size, room arrangement and participant interaction; 4) The specific responsibilities of child care staff during each activity; 5) The supervision of adult participants during each activity; 6) Evaluation of each activity.



Consents and Permission/ Signature Page

By signing this document, I _____, Parent/ Guardian of _____ consent to the following:

Please Initial

- | | |
|---|---|
| <input type="checkbox"/> Vision | <input type="checkbox"/> Blood Pressure |
| <input type="checkbox"/> Hearing | <input type="checkbox"/> Nutrition |
| <input type="checkbox"/> Dental | <input type="checkbox"/> Brigrance |
| <input type="checkbox"/> Physical | <input type="checkbox"/> Behavioral |
| <input type="checkbox"/> Heights and Weights | <input type="checkbox"/> Lap/ Elap |
| <input type="checkbox"/> Lead Screenings | <input type="checkbox"/> Speech |
| <input type="checkbox"/> Hematocrit/ Hemoglobin | <input type="checkbox"/> ASQ or ASQ/SE |

I give Head Start/ Early Head Start permission for the following:

- Share health records with the school system
- Verify any and all income that is stated.
- I understand and HS and EHS will obtain my written consent for any other screenings or procedures not listed above
- I give Head Start/ Early Head Start permission to use my child's Photograph.
- I do not give Head Start/ Early Head Start permission to use my child's photograph.
- I understand that I have the right to request to review my child's records in a timely manner.
- I give my permission for my child to participate/interact with a foster grandparent that may be assigned to a classroom to support the teacher/ assistant teacher led instruction.

I have reviewed and agree to all of the above consents, permissions, policies and procedures of PCCEO Head Start and Early Head Start. I certify that all information and documentation used to determine my child's eligibility, selection and enrollment is true and correct to the best of my knowledge. Families who knowingly commit or attempt to commit fraud by providing false documents or eligibility information may not be eligible to participate in PCCEO's Head Start or Early Head Start Programs.

PARENT/ GUARDIAN SIGNATURE

DATE

PCCEO STAFF

DATE

TRANSPORTATION SERVICES

Families designated pick up and drop off must be within the busing boundaries of the center their child attends. These families must live within the defined boundaries of the part-day center. Families that live outside these boundaries may self-transport.

For the safety of your children and to ensure compliance with federal regulation, **you or your designated person must walk child/children to and from the school bus.**

Morning Routes

Buses will begin picking up children for the part day session between 7:00am and 8:00am. These part day children will be returned home between 11:30am and 12:30pm.

Afternoon and End Routes

Buses will begin the back to back routes at 11:30am and dropped off by 12:30pm. These routes are picking up afternoon session children and dropping off morning session children. These routes only apply to the Webster part day center. Afternoon session children will return home between 4:00pm and 5:00pm.

Buses will begin picking up children for the full-day session (Trewyn only) between 8:00am and 8:30am. These full day children will be returned home between 3:15pm and 4:00pm.

BAD WEATHER

Head Start has introduced School Messenger, a program wide communication system, to contact staff and parents in case of inclement weather. Using school messenger, parents will be contacted by text, email or phone when weather causes center closings. It is very important that your contact information is current and correct.

Center closings will also be posted on your local television stations (channel 19, 25 and 31). In the event of a tornado warning (a tornado has been spotted) the children will remain in the center until the all clear signal has been issued.

Field Trips

Head Start will plan field trips that are age appropriate, fun for children, and that expand the children's understanding of the world as an extension of learning. Field trips provide children opportunities to explore, be active, and conduct field studies as part of the implementation of the Creative Curriculum.

A parental consent form must be completed and submitted for each field trip. No child will be permitted to participate in a field trip without a parent/guardian's written consent.

PEDESTRIAN SAFETY

Loading and Unloading the Vehicle



Head Start performance standards 1303.74 (a) requires training for parents and children in pedestrian safety.

- To ensure that our children enter and exit the bus safely, parents are required to escort them to and from the bus. This practice will also help the drivers stay on schedule.
- Children should always be escorted 10 feet in front of the school bus and never behind the bus. You should always be aware that there are danger zones around the bus. These danger zones exist 10 feet to the front, rear and both sides of the bus.
- If you can't see the driver, chances are the driver can't see you!
- Your most dangerous position around a school bus is the rear wheels on the loading side of the bus. If you drop something when loading or unloading, never try to pick it up... notify the driver immediately!!
- Teach your children to always use the handrails when load boarding or leaving the bus to avoid falls.
- In the event children have to be escorted across the street to board the bus, parent and child should remain on the side of the road until the bus comes to a complete stop and loading and unloading lights are activated before proceeding to the bus.
- Teach your child that when departing from the bus to remain seated and properly restrained until the bus comes to a complete stop.
- When your child returns home, you or your authorized contact person must be present to receive your child.
- please discuss and teach with your child seat belt safety and proper behavior when riding the bus
- Bus drivers have the important task of transporting our children safely to school and back home daily. Drivers may be distracted when children are too loud, making attempts to changes seats while the bus is in motion or behaving inappropriate.
- Safe riding practices will be encouraged by the bus drivers, bus monitors while on the bus, the teachers/ aides in the classrooms and the parents/ guardian at home.

Safe Riding Practices



Safety when Crossing



Emergency Evacuation



- The risk of accidents and injury by vehicles on the streets can be virtually eliminated when the adults involved with our children work together to train and encourage children to practice proper pedestrian and bicycle safety practices and rules. Child must be taught to use cross walks and obey traffic lights at all times.
- A minimum of three bus emergency evacuation drills will be conducted during the school year. Parents are encouraged to get involved with their children regarding vehicle and pedestrian safety training procedures. This training is also a requirement by the Head Start performance standard 1303.74 (b).

Communications Between School And Home Have Never Been More Important -- For Weather Notification, Emergency Alerts Or Other General Announcements. Has Implemented A School Messenger Broadcast System Which Enables School Personnel To Notify All Households And Parents By Phone, Email And Text Within Minutes Of An Emergency, Inclement Weather, Unplanned Event Or Other School Communication. There is also An "App" for iPhone and Android Mobile Devices.

PCCEO will also continue to report school closings due to snow or weather on our local news stations as well as social media including Facebook. In an effort to ensure you receive these communications, make sure the school's office has updated contact information on file.

INTEGRATED PEST MANAGEMENT STATEMENT

It is the policy of Head Start and early Head Start to implement and practice integrated pest management (IPM) to control pests in buildings and to minimize exposure of students, faculty and parents to pesticides. According to Illinois law, if pesticides are applied, they may not be applied in the presence of children. Toys and other items mouthed by children must be removed prior to spraying. Children may not re-enter the treated area for at least two hours or as long as it is stated on the product label.

Parents, guardians and staff will be notified of use of non-bait pesticides inside the facility at least 2 days prior to application.

WHEN MOVING

It is **very important to keep your child's contact information up to date.** If you move, you must come to the Head Start office and submit a "notice of status change" to update your child's contact information. Correct phone numbers are essential to your child's health and safety.

Parents should allow one (1) week for notice of status change to take effect. **The legal guardian of the child must come to the office located at 923 W. Millman, at the main level reception desk, and present a valid photo ID to make a status change.** In case of an emergency change in a pick up or drop off, you must contact the support services coordinator as soon as possible at (309) 671-3960 ext. 214

Parents should keep in mind that address changes may affect a child's enrollment (if the move is outside the service area) or center placement, (if the move is outside of center boundaries.)

Part Day Boundaries

Webster

South of War Memorial Drive and Larchmont Lane
East of Hillsdale, Crest Drive (Peoria County) and Northcrest Drive
West of Harvard Street
North of Washington Street

Full Day Boundaries

**Boundaries for the Dual Language Learning Center
will be determined by enrollment.**

The following full day centers will be parent transport!!
These boundaries reflect center boundaries only.

Trewyn (DLL)

South of War Memorial Drive
East of Knoxville Street
West of Prospect Road
North of Monroe Street

Harrison

South of Starr street
East of Crest Drive (County)
West of South Western Street
North of South West Adams Street

Manual

South of Rohmann Avenue
East of South Laramie Street
West of South Western Avenue
North of Starr Street

Woodruff Technical Center

South of War Memorial Drive
East of Knoxville Avenue
West of Harvard Street
North of Adams Street

HEALTH & DISABILITY SERVICES

Response to Intervention (RTI)

All children receive a developmental screening within 45 days upon entering Head Start. The results of the screenings are used to determine, if a child might have some academic concerns. If a child scores significantly below the cut-off for their age on the screening, they will be placed in Response to Intervention (RTI). Through this process an intervention plan will be developed for them. The plan will be individualized to teach and reinforce those skills that the child has not yet mastered. The child's progress is documented and monitored. If the child masters all goals, then no other interventions are needed. If the goals are not achieved, then the child will be referred to Peoria Public Schools District #150 (PSD 150), with parental consent, for further evaluation.

Individualized Education Plan (IEP)

Children who attend PCCEO Head Start, that are suspected of having a disability such as a speech/language and/or another impairment, will be referred to PSD 150 for evaluation, with parental consent. You will receive paperwork to give your approval for the referral. Based on the results of the evaluation, if a child is deemed to need speech therapy or other resource services, then an Individualized Education Plan (IEP) will be prepared. An IEP is a legal document, which outlines the impairment and goals to be worked on, and requires the parents' signature. Once the IEP has been developed, you will be invited to attend a meeting where the goals will be discussed and your signature obtained. Throughout this process it is important that you sign and return all paperwork and attend all meetings. Your child needs you as an advocate for their needs.

Children attending PCCEO Head Start, who have an IEP requiring speech/language therapy or resource services, will receive these services while in school. The therapy sessions will be provided by our Speech & Language therapist at Webster and PDS 150 therapists at the satellite sites. Children who receive Resource Services will have those services provided while they are in school at their designated Center by PSD 150 staff.

Health Services

The main goal of Head Start Health Services is to help children and families meet physical, dental, emotional and nutritional needs.

All children who are enrolled in the Head Start Program are provided with comprehensive medical, dental, nutrition and mental health services and resources. The Head Start staff assists in facilitating these services.

The Department of Children and Family Services (DCFS) requires that the Head Start Program has a physical examination form on file that lists possible restrictions on the activity of any enrolled child.

It is very important that both the Physician and the Head Start Center are aware of the child's allergies, chronic conditions and/or past illnesses. The physical examination each child receives also helps the center plan with confidence for a year of exciting

learning experiences. For example, if a farm visit and hayride is scheduled, it is important for the center to know if any children are allergic to hay or certain animals.

Health Services are offered by PCCEO Head Start through a collaborative partnership with OSF HealthCare School Community Nurse program. The PCCEO Head Start In-School Health Center is located at the Webster Center. To contact the In-School Health Center Registered Nurse, you may dial (309) 671-3960 ext. 228 or 229, fax (309) 672-3985.

Our goals are to improve the health of our children, keep children in school and ready to learn. The In-School Health Center is staffed by a Registered Nurse. We will work with you and your physician to provide the best care for your child. In order to provide your child services, you must complete a Medical History/Consent Form.



The In-School Health Center hours are:

Monday	8:00 am – 3:30 pm
Tuesday	8:00 am – 3:30 pm
Wednesday	8:00 am – 3:30 pm
Thursday	8:00 am – 3:30 pm

Medical Records

WE MUST HAVE A COPY OF YOUR CHILD'S MEDICAL AND IMMUNIZATION RECORD on file at the Head Start Office. Every child is required to have a medical screening including: Hematocrit or Hemoglobin; Lead Screenings; Tuberculosis (TB); growth assessment; health history; nutrition and immunization review and should be to update prior to starting school.

Medications

Parents or guardians must complete an Authorization for Administration of Medication form and submit physician written instructions (prescribed by your child's primary care provider) for all medications that are to be administered by Head Start staff. Medication must be brought to school by the parents in a container appropriately labeled by the pharmacy or physician.

Mental Health

Head Start is required to provide mental health services for all Head Start children and their families. PCCEO Head Start contracts with FamilyCore for these services. Several times a year our consultants visits all classrooms. They look at classroom environments, child to child and staff to child interactions. Our consultants are available to meet with any parent who may need to talk with them about any concerns they may have regarding their child, themselves or the family. A referral can be made to FamilyCore for counseling if a parent or family feels that they, or their child, may need that service. FamilyCore will provide free counseling sessions.

Dental Health Screenings

Dental examinations and fluoride treatment will be provided by the Peoria City/County Health Department. Any child who needs follow-up and/or treatment, parents will be notified. Assistance will be offered to parents/guardians to ensure that this follow-up is completed in a timely manner. Each Head Start child will have his/her own toothbrush furnished by the Head Start program and will brush his/her teeth after breakfast and/or lunch. Tooth brushing shall take place on-site daily by placing a pea sized dab of toothpaste in a disposable cup. After brushing, the child may use the disposable cup to rinse with water. Each child shall receive a new toothbrush in September.

Toothbrushes are replaced every three months. Please encourage your child to brush his/her teeth at home for prevention of dental decay.

Vision and Hearing Screenings

Vision and hearing screenings (and necessary rechecks) will be provided by a licensed provider. It is very important that children be present for screenings on the dates and times set up for each center. Any child who needs follow-up and/or treatment, parents will be notified. If a referral to a physician or eye doctor is indicated, please have the child seen as soon as possible so that follow-up and treatment can begin. Assistance will be offered to parents/guardians to ensure that this follow-up is completed in a timely manner.

Height and Weight Screenings

Each Head Start child will receive height and weight assessments during the school year, to ensure that children are growing at the normal rate for their age. Nutrition counseling referrals will be made as needed.

Health Summaries

Health summaries will be made available to parents for each child completing Head Start, upon request. The parent will then have an opportunity to discuss the results with the Registered Nurse. The health summary includes information on the child's examinations, screenings, and assessments during the program year. Parents may obtain copies of their child's health records at any time by completing a release form and presenting photo identification.

Medical Emergencies

When a child enrolled in the Head Start program is suspected of being sick or having an injury, the child will be taken to the Registered Nurse or designee. The Registered Nurse shall obtain the medical record on the child immediately before any treatment is provided in order to determine if the child has any chronic medical problems or allergies to foods, medicine, or insects.

An ill or injured child will be evaluated by the Registered Nurse or designee to determine the extent of the illness or injury. A decision shall be made as to whether the child remains at school, needs to be sent home, or needs further medical attention at a hospital or physician's office.

The parent, legal guardian, or if necessary, the emergency contact, will be notified by phone or a note sent home with the child explaining the concerns. When the parent, legal guardian or emergency contact cannot be reached and the emergency warrants

such, the Family Development Coordinator and Registered Nurse or designee shall make a decision as to what treatment is appropriate. Continual attempts will be made to contact the parent or legal guardian.

If a determination is made by the Registered Nurse or designee that an ill or injured child should be removed from school, the parent, legal guardian or emergency contact shall be requested to come to school to remove the child, or in the case of an injury requiring further medical attention, the parent, legal guardian, or emergency contact will be requested to meet the child at a designated medical facility. Information on any child who becomes ill or injured while attending the PCCEO Head Start program shall be specifically recorded in the Daily Illness Pick-up Log.

It is VERY IMPORTANT to keep your child's contact information up to date.

FAMILY DEVELOPMENT

Head Start Family Development/ERSEA Coordinator and staff are responsible for:

- Providing information about available resources
- Collaborating with various agencies to ensure families receive needed services in a timely manner
- Assisting families with continuing education services provided by community agencies
- Providing families with preservation and support services that will help them meet their desired goals.
- Leading the recruitment efforts for the program.

The family development department is committed to supporting families in their effort to:

- Increase a sense of family well-being
- Maintain a strong sense of family self-esteem and self-worth
- Improve and/or maintain strong parent-child relations
- Promote families as lifelong educators and learners
- Support their children as they transition learning environments
- Make connections to peers and community
- Develop leaders

Additional information can be obtained about the available services by calling 671-3960.

NUTRITION AND MEAL SERVICES

Head Start participates in the United States department of agriculture (USDA) child and adult care food program. All meals conform to USDA meal pattern requirements and provide 1/3 to 2/3 of a child's daily nutritional requirements, taking into consideration any special needs of the children.

All children in the morning, afternoon, or full-day sessions of the program will receive breakfast and/or lunch and snacks. Children are encouraged to practice healthy habits including hand-washing and tooth brushing.

Appropriate serving utensils are used to ensure that each child receives the required serving sizes. Menus are planned using a cycle menu arrangement. Parents are encouraged to give suggestions and ideas for each cycle of menus. Cultural and ethnic preferences are included in menu planning. Menus are posted in the child's classroom, in the kitchen, and on the food program board located outside of the kitchen. The following are guidelines for meal service at Head Start:

- Food is served family style. Staff and volunteers eat with the children.
- Food is served so that children can serve themselves.
- Tables, chairs, dishes, cups, silverware, and serving utensils are suited to young children.
- Children help set and clean-up tables.
- Children are encouraged to taste all foods, but never forced to eat.
- Food is used neither as a reward or punishment.
- Good table manners are practiced by the adults and by the children.
- Sufficient time is allowed for the children to eat. A relaxed atmosphere is provided.
- Children are expected to clean up their own place settings.
- Children will occasionally have the opportunity to help prepare special foods during classroom food projects.

Nutrition education is provided in the classroom. The expanded food and nutrition education program (EFNEP) will also provide nutrition education. The goal of head start's nutrition services is to maintain the child's good health and to promote and encourage lifelong food and nutrition habits.

Occasionally, commercially prepared foods may be brought in by parents as part of holiday or birthday celebrations. Food brought in for this purpose must arrive unopened as packaged by the bakery or manufacturer or it will not be accepted. When providing a special diet causes undue hardship or expense for the center, meals may be provided by the parent upon written agreement between the parent and center. The parent shall be responsible for the safety of food brought into the center.

RIGHTS AND RESPONSIBILITIES OF HEAD START PARENTS

As a parent, I have the right to:

- Take part in major policy decisions affecting the planning and operation of the program.
- Help develop adult programs to improve daily living for my family and me.
- Be welcomed in the classroom.
- Choose whether or not I participate without fear of endangering my child's right to be in the program.
- Be informed regularly about my child's progress in head start.
- Always be treated with respect and dignity.
- Expect guidance for my child from head start teachers and staff, which will help his/her total individual development.

- Be able to learn about the operations of the program including the budget and the level of education and experience required to fill various positions.
- Take part in planning and carrying out programs designed to increase my skill in areas of possible employment.
- Be informed about community resources concerned with health, education and the improvement of family life.

My Responsibilities as a Head Start Parent are:

- To learn as much as possible about the program and to take part in major policy decisions as a center representative.
- To accept head start as an opportunity through which I can improve my life and my children’s lives.
- To take part in the classroom as an observer, a volunteer worker or as a paid employee, and to contribute my services in whatever way I can toward enrichment of the overall program.
- To provide parent leadership by taking part in elections, explaining the program to other parents and encouraging their full participation.
- To work with the teacher, staff and other parents in a cooperative way.
- To guide my child with firmness that is both loving and protective.

PARENT CENTER MEETINGS

A parent center meeting will be held once every quarter throughout the program year. You will receive a reminder notice prior to each meeting. As a head start parent you are encouraged to attend each meeting or notify a head start staff member if you are unable to attend. If you are not able to attend you may have a substitute attend for you. The purpose of the parent center meetings is to:

- Elect representatives from your center for representation on the parent policy council.
- Share ideas with staff.
- Learn your rights and responsibilities as a head start parent.
- Gain knowledge from speakers.
- Gain information on activities and events in the program and the community.
- Share, learn, and strengthen parenting skills.
- Meet other parents, make new friends, have fun!
- Keep informed of parent policy council decisions.

PARENT POLICY COUNCIL

The parent policy council is a well-functioning policy making body that shares the decision making process and the responsibility for overseeing the delivery of high quality services to children and families in the Head Start and early Head Start programs. The parent policy council is made up of parents of children currently enrolled in Head Start and early Head Start, and community representatives (i.e. Local, business, public, private, community, civic and professional organizations).

Representatives and alternates are elected from each center. The parent policy council meets on the third Thursday of each month.

Parent policy council members are the communications link between your center and the other Head Start and early Head Start centers. Your parent policy council representatives report to the parent policy council on your center activities and bring back a parent policy council report to your local parent center meetings.

REWARDS THROUGH PARTICIPATION IN HEAD START

Parents Will:

- Recognize the qualities they possess and utilize these skills in the program.
- Understand and appreciate how their children grow and learn.
- Develop greater belief in themselves and their worth as individuals.
- Develop new and improved skills for job opportunities. Parents who volunteer are often the first choice for employment.
- Increase their knowledge of community resources and facilities and learn how these resources can be used to improve family living.
- Develop togetherness through involvement in projects and activities with parent/child/family sharing.
- Understand the importance of the parent/school relationship.
- Have an opportunity through community services for job training, continued education, welfare, etc.
- Have an opportunity to become potential leaders in the community and in the head start program.
- Have an opportunity to plan, and make suggestions for improvements not only in their head start center, but also in the overall head start program, by serving on the various councils or committees.
- Have the opportunity to discuss with the teacher their child's progress in the classroom and share ideas and knowledge about your child with each other.
- Learn effective teaching methods while volunteering or observing in the classroom, which can be carried over into the home.
- Be able to see the types of materials and equipment used in the classroom as well as observe their child at work in the classroom.
- Have a better understanding of what the center is doing for their child, and the kind of assistance they will require.

CHILD ABUSE AND NEGLECT POLICY

The term "child" refers to any person under the age of 18.

Child abuse means harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare which is non-accidental, physical or mental injury, sexual abuse, or maltreatment.

Child neglect means harm to child's health or welfare by a person responsible for the child's welfare which occurs through negligent treatment including the failure to provide

adequate food, shelter, clothing and medical care. Note: **Inadequate supervision is also considered neglect in many cases.**

MANDATED REPORTING

Illinois Department of Children & Family Services ACKNOWLEDGMENT OF MANDATED REPORTER STATUS

Employees of Head Start are mandated reporters under the Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that they are required to report or cause a report to be made to the child abuse hotline number (1-800-25A-BUSE) whenever they have reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected.

The privileged quality of communication between them and their client is not grounds for failure to report suspected child abuse or neglect. If they willfully fail to report suspected child abuse or neglect, they may be found guilty of a class "a" misdemeanor. Head Start staff are subject to licensing under various state and federal acts and they may be subject to license suspension or revocation if they willfully fail to report suspected child abuse or neglect.

Parent Responsibility

Any person, including a child, who has reasonable cause to suspect child abuse or neglect, may report the matter to the department of children & family services or the law enforcement agency. They will investigate. The identity of the reporting person is confidential and can be disclosed only with his/her consent or by the courts. In head start programs, every attempt shall be made to determine with the parent what occurred and immediate help will be obtained. Parents will be notified of the observations and action to be taken.

Because stress, conflict and other problems contribute to our loss of control, parents who are afraid that they may become abusive or neglectful or who have been abusive or neglectful are strongly urged to contact any of the following:

- Parents Anonymous 673-7373
- Crisis Nursery 674-4125
- Center For Prevention Of Abuse 691-4111
- Familycore 672-2400

RESOURCE DIRECTORY

Adult Education

<i>Common Place</i>	674-3315
<i>Children's Home/ Good Beginnings</i>	682-7600
<i>Illinois Central College GED Program</i>	694-5240
<i>Head Start GED Referral</i>	671-3960
<i>Tri-County Urban League</i>	673-7474

Alcohol/Chemical Dependency

<i>Alcoholics Anonymous</i>	687-1329
<i>Human Service Center</i>	671-8000
<i>Narcotics Anonymous</i>	1-800-591-6474
<i>Proctor Chemical Dependency Center</i>	691-1055
<i>White Oaks Center</i>	692-6900

Birth or Death Certificate/Marriage License

<i>Peoria County Courthouse (Birth/Death & Marriage Certificates)</i>	672-6032
<i>Peoria City/County Health Department (Birth & Death Certificates)</i>	679-6032
<i>Social Security Administration</i>	671-7004
<i>State Of Illinois Driver's License Facility</i>	686-6040

Child Care

<i>Sal Child Care Connection</i>	686-3750
<i>Child Care Referrals Provider Services</i>	1-800-421-4371

Counseling

<i>Children's Home Association of Il/Good Beginnings</i>	685-1047
<i>Crittenton Care & Counseling Center</i>	674-0105
<i>Family Core</i>	676-2400
<i>Human Service Center</i>	671-8000
<i>Mental Health Association of Illinois Valley</i>	692-1766
<i>Lutheran Social Services</i>	671-0300
<i>Planned Parenthood</i>	673-0907
<i>Tri-County Urban League</i>	673-7474
<i>Center for Prevention of Abuse</i>	691-0551
<i>Peoria's Children</i>	686-5229
<i>The Center for Youth and Family Solutions</i>	1-309-323-6600

Crisis Intervention

<i>Crisis Nursery (Infants to 6 Years Only No Parents)</i>	674-4125
<i>Rape Crisis</i>	691-0551
<i>Safe From the Start</i>	686-5229
<i>Suicide Prevention</i>	1-800-273-8255
<i>Teen Line</i>	1-800-852-8336

Dental Care

<i>Peoria City/County Health Dept. /Dental Clinic</i>	679-6000
<i>Dr. Monzer Aldadah</i>	681-0700
<i>Smiles Plus Dental Care</i>	693-1173
<i>Secure Dental</i>	681-8887

Domestic Violence

Peoria City Police 673-4521
Rape Hotline 691-0551
Center for Prevention of Abuse 691-0551
Safe From the Start 686-5229

Emergency Food or Housing

Common Place (Food Only/Near Southside) 674-3315
Community Action Agency (Food and Housing) 671-3900
Dream Center Village 839-1809
Friendship House (Food Pantry/61603 Zip Only) 671-5200
Southside Mission
(Food & Housing/Women & Children) 676-4604
Southside Office of Concern
(Food/Far Southside, Just For Residents) 674-7310
Center for the Prevention of Abuse (Women Only) 691-0551
Emergency Overnight Cot Program 839-1810
Upgrade Emergency Shelter (Housing Only) 676-4732
Salvation Army 655-7272
Peoria Rescue Ministries (Men Only) 676-6416
Peoria Township Relief 674-8237 Ext. 100

Employment

Career Links 321-0260
Illinois Department of Employment Security 671-3113
Tri-County Urban League 673-7474

Foster Care

Department Of Child and Family Services 671-7900
Lutheran Social Services 671-0300

Legal Services

Bureau of Child Support 1-800-526-5812
Family Services Support (Toll Free) 1-800-477-4278
Lawyer Referral Services 674-9831
Prairie State Legal Services (Tenants Rights) 1-800-322-2280
State's Attorney's Office 672-6900

Medical/Health Services

Catholic Charities 636-8000
Carver Community Clinic 676-5650
Peoria City/County Health Department 679-6000
Peoria City/County Health Department
Healthy Moms/Healthy Kids 679-6080
Unity Point Physician Referral 674-2273
Planned Parenthood 673-6911
Saint Francis Pediatric Ambulatory 624-9690
Women's Pregnancy Center 688-0202

Nutrition

Neighborhood House Food Pantry 674-1131
*Peoria County Cooperative Extension &
Nutrition Education Program* 686-6049
Peoria City/County Health Department (WIC) 679-6000

Special Needs Services

Project Screen (Through PSD 150) 672-6720
Easter Seals Rehabilitation Center 686-1177
*Peoria City/County Health Dept. /
Families with a Future* 679-6080
SEAPCO Special Education 697-0880
Epic Empowering People Inspiring Capabilities 691-3800
Emergency Services 671-3900
Peoria School District #150 Project Screen 672-6720
United Cerebral Palsy 672-6340

Financial Assistance

Department Of Human Services 671-3282
Township Relief 674-8237
SSI 1-877-319-6039

SIGNATURE PAGES FOLLOW

Discipline Policy

All children are disciplined by staff and respected in a positive manner. They are never belittled or put down. Children are first redirected before a problem arises. If the behavior continues or is aggressive, then time out will be used.

Time out is a method that is used by all staff throughout the program. The child will be sent to a designated chair in the classroom where he/she will sit quietly for (1) minute per year of age. The early childhood teacher will discuss with the child the reason for being sent to time out. During time out, the teacher will remind the child of his/her inappropriate actions. When the child has sat quietly for the time limit, the teacher will allow the child to return to the group or activity.

Under no circumstance will a child receive any form of physical punishment/discipline. When time out proves to be ineffective for a child, the parent will be asked to meet with the child's teacher, education coordinator and disability services coordinator to develop a positive behavior plan. Follow-up will be provided weekly with positive rewards given to the child for appropriate behavior.

The children will have the opportunity to help make up classroom rules and the rules will then be posted in each classroom. Parents will sign off on a form stating that they have read and will fully comply with the discipline policy.

Print child's name and room number _____

Parent's signature

Date

PEDESTRIAN SAFETY

Loading and Unloading the Vehicle



Head Start performance standards 1303.74 (a) requires training for parents and children in pedestrian safety.

- To ensure that our children enter and exit the bus safely, parents are required to escort them to and from the bus. This practice will also help the drivers stay on schedule.
- Children should always be escorted 10 feet in front of the school bus and never behind the bus. You should always be aware that there are danger zones around the bus. These danger zones exist 10 feet to the front, rear and both sides of the bus.
- If you can't see the driver, chances are the driver can't see you!
- Your most dangerous position around a school bus is the rear wheels on the loading side of the bus. If you drop something when loading or unloading, never try to pick it up... notify the driver immediately!!
- Teach your children to always use the handrails when load boarding or leaving the bus to avoid falls.
- In the event children have to be escorted across the street to board the bus, parent and child should remain on the side of the road until the bus comes to a complete stop and loading and unloading lights are activated before proceeding to the bus.
- Teach your child that when departing from the bus to remain seated and properly restrained until the bus comes to a complete stop.
- When your child returns home, you or your authorized contact person must be present to receive your child.
- Please discuss and teach with your child seat belt safety and proper behavior when riding the bus
- Bus drivers have the important task of transporting our children safely to school and back home daily. Drivers may be distracted when children are too loud, making attempts to changes seats while the bus is in motion or behaving inappropriate.
- Safe riding practices will be encouraged by the bus drivers, bus monitors while on the bus, the teachers/ aides in the classrooms and the parents/ guardian at home.

Safe Riding Practices



Safety when Crossing



Emergency Evacuation



- The risk of accidents and injury by vehicles on the streets can be virtually eliminated when the adults involved with our children work together to train and encourage children to practice proper pedestrian and bicycle safety practices and rules. Child must be taught to use cross walks and obey traffic lights at all times.
- A minimum of three bus emergency evacuation drills will be conducted during the school year. Parents are encouraged to get involved with their children regarding vehicle and pedestrian safety training procedures. This training is also a requirement by the head start performance standard 1303.74 (b).

Print child's name & room # _____

Parent signature: _____



Consents and Permission/ Signature Page

By signing this document, I _____, Parent/ Guardian of _____ consent to the following:

Please Initial

- | | |
|---|---|
| <input type="checkbox"/> Vision | <input type="checkbox"/> Blood Pressure |
| <input type="checkbox"/> Hearing | <input type="checkbox"/> Nutrition |
| <input type="checkbox"/> Dental | <input type="checkbox"/> Brigrance |
| <input type="checkbox"/> Physical | <input type="checkbox"/> Behavioral |
| <input type="checkbox"/> Heights and Weights | <input type="checkbox"/> Lap/ Elap |
| <input type="checkbox"/> Lead Screenings | <input type="checkbox"/> Speech |
| <input type="checkbox"/> Hematocrit/ Hemoglobin | <input type="checkbox"/> ASQ or ASQ/SE |

I give Head Start/ Early Head Start permission for the following:

- Share health records with the school system
- Verify any and all income that is stated.
- I understand and HS and EHS will obtain my written consent for any other screenings or procedures not listed above
- I give Head Start/ Early Head Start permission to use my child's Photograph.
- I do not give Head Start/ Early Head Start permission to use my child's photograph.
- I understand that I have the right to request to review my child's records in a timely manner.
- I give my permission for my child to participate/interact with a foster grandparent that may be assigned to a classroom to support the teacher/ assistant teacher led instruction.

I have reviewed and agree to all of the above consents, permissions, policies and procedures of PCCEO Head Start and Early Head Start. I certify that all information and documentation used to determine my child's eligibility, selection and enrollment is true and correct to the best of my knowledge. Families who knowingly commit or attempt to commit fraud by providing false documents or eligibility information may not be eligible to participate in PCCEO's Head Start or Early Head Start Programs.

PARENT/ GUARDIAN SIGNATURE

DATE

PCCEO STAFF

DATE

PARENT ACKNOWLEDGEMENT FORM

Please read the following statements, sign below, and return this form to your Family development specialist located at Webster Head Start.

This is to acknowledge that I have received a copy of the Head Start Parent Handbook. The booklet describes important information about Head Start, and I understand that it is my responsibility to familiarize myself with the rules and policies in the booklet. If I have any questions not answered in the booklet, I understand that I should consult a member of the Head Start staff.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revised information may supersede, modify, or eliminate existing policies at any time, with or without notice.

Acknowledgement

I have read this form and acknowledge that this booklet is not a contract. I also acknowledge receipt of The Head Start Parent Calendar and DCFS Summary of Licensing Standards for Day Care Centers.

Name

Date

Child's name

Classroom

The logo for PCCEO HEAD START. The letters 'PCCEO' are in a large, bold, blue sans-serif font. The letter 'P' is partially overlaid by a blue triangle pointing upwards. Below 'PCCEO' are the words 'HEAD START' in a smaller, blue, all-caps sans-serif font.

PCCEO
HEAD START

923 W. Millman St.
Peoria, IL 61605

