**SIUE Head Start/Early Head Start Program**

**Parent Handbook**

**and**

**2015-2016 Program Calendar**

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Dear SIUE Head Start/Early Head Start Program Families,

Welcome to our 2015 - 2016 school year! Whether you are a returning family or a family who is new to our program, you are now part of the SIUE Head Start/Early Head Start Program’s legacy which began over 40 years ago and that continues to provide much needed, high quality health, nutritional, educational, and family engagement and support services. We do this with you as our partners by daily demonstrating our commitment to the mission statement below:



**Head Start/Early Head Start Mission Statement**

The mission of the SIUE Head Start/Early Head Start Program is to provide quality individualized comprehensive services that empower children, families, and staff from diverse backgrounds in order to achieve success.



The SIUE Head Start/Early Head Start Program currently provides these individualized comprehensive services to over 1500 children, ages six weeks through five years of age, and their families, including expectant parents, in seven managed centers and seven collaboration sites throughout St. Clair County. Our program also offers a home-based program option. Regardless of the center or program option your child attends, you remain your child’s first, best teacher and are important to our successful partnership. Thank you for entrusting the SIUE Head Start/Early Head Program with your greatest treasure—your child. It is not a charge we take lightly.

What follows is the SIUE Head Start/Early Head Start Parent Handbook and 2015-2016 Program Calendar. This handbook provides overviews of the SIUE Head Start/Early Head Start Program’s Policies and Procedures and is designed to answer many of the questions you may have. If you need additional information please contact your child’s center’s staff members.

Again, welcome and I look forward to sharing an exciting school year.

Sincerely,

Ms. G. Lynnie Bailey

SIUE Head Start/Early Head Start Program Director

**My Child’s Center Information**

**Center: SIUE Head Start\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Center/Family Engagement and Support Services Staff ‘s Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Center Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**My Child’s Teaching Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Room #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Family Engagement and Support Services Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Arrival**

All Head Start and Early Head Start full-day classes begin at 8:00 a.m. and Head Start part-day single sessions begin at 8:30 a.m. Regardless of which session type your child attends, it is important for your child to **arrive on time** in order for your child to have a smooth, happy transition from home to school and to fully participate in instructional activities. Arrival time can be busy and if your time allows, parents/guardians can help by assisting the teacher when asked to complete specific tasks such as helping children with hand-washing or hanging coats.

**Assessments**

In order to demonstrate your child’s developmental growth and academic achievement, teaching staff completes ongoing assessments. Ongoing assessments also help the teaching staff to plan your child’s future instruction. All Head Start children are assessed three times each year – fall, winter and spring. Early Head Start children are assessed four times each year – fall, winter, spring and summer. Both Head Start and Early Head Start utilize an assessment tool called *GOLD.* The *GOLD* assessment tool reflects how your child is developing in the areas of: language, literacy, mathematics, cognitive skills, physical development, and social/emotional development. Your child’s teacher will share the results of the *GOLD* assessments shortly after each assessment period, during home visits or parent teacher conferences.

**Attendance**

There is a significant correlation between your child’s attendance and your child’s developmental growth and academic achievement. It is important for your child to establish a healthy pattern of attendance at an early age and to attend whenever he/she is able. In the event your child is ill or is unable to attend, please call your child’s Head Start/Early Head Start center at least **30 minutes prior to the start of the day’s session** **each day** your child is absent and state the reason for your child’s absence. If your child is absent from school and you have not called the center or if you have called the center and your child is absent for three consecutive days a Family Engagement and Support Services staff member will contact you.

If your child has excessive absences, the Center Coordinator/Center Manager or a Family Engagement and Support Services staff member will contact you to discuss the reasons for the excessive absences, to offer help when needed, and to develop a plan to improve your child’s attendance. If your child’s attendance does not improve within five working days and there is no documented illness or reason for his/her absence, a case staffing will be scheduled within five working days. The Center Coordinator/Center Manager or Family Engagement and Support Services staff member will consult their designated Program Operation Coordinator regarding the possible transfer of your child from the center-based program option to the home-based program option. On rare occasions, recommendation for termination from the program may also be made to the Assistant Program Director or the Program Director. **The Program Director or the Assistant Program Director must approve all terminations due to irregular or poor attendance**.

**Authorization to Pick up Child**

In order to keep your child safe, your child will not be released to any non-parent/guardian without the custodial parent’s/legal guardian’s written consent. Any non-parent/legal guardian picking up your child must be:

* Named, in writing, as an authorized person on your child’s Pick Up List
* 18 years of age or older
* Show a picture ID to center staff upon request

**Behavioral Health**

The SIUE Head Start/Early Head Start Program offers behavioral health services to children who may require additional assistance with their social/emotional health. Interventions may be provided individually and in group settings, by the Behavioral Health and/or Art Enrichment teams. Many different mediums are used to help children express themselves, specifically when children cannot do so verbally. The goal of all Behavioral Health Services support is to help children to continue feeling positive about themselves as they grow and interact with others.

**Behavior Management and Support**

Individuals, including children, have the right to be treated with dignity and respect. No one is allowed to hurt another human being in our centers or collaborations. This includes, pushing, hitting, and name-calling. Teaching staff will help your child to utilize self-control and positively manage his/her behavior. Teaching staff will:

* Set limits and clearly communicate the established limits to your child
* Redirect your child’s behavior and encourage him/her to choose a different activity or to make a different choice
* Communicate to your child what will happen if he/she continues to display inappropriate behavior.

If your child is having a hard time utilizing self-control, he/she may be taken to a safe space within the classroom. The safe space will provide the space and/or time needed for your child to get back in control. All parents/guardians will receive and are required to sign the SIUE Head Start/Early Head Start Program’s Guidance and Discipline Policy. A signed copy of this policy is placed in your child’s file and a copy is provided to parents/guardians for future reference.

**Birthdays and Celebrations**

There is a lot of joy in your child’s school experience and our program chooses to acknowledge and celebrate that joy. Once each month children with birthdays within that month are celebrated and their classroom is provided with a nutritious birthday snack, prepared and provided by the SIUE Head Start/Early Head Start Program. Children with summer birthdays are celebrated in the month of May. In order to keep all of our children healthy and safe, **no outside birthday treats are permitted.** Our program does not celebrate specific holidays but, rather, hosts seasonal festivals.

**Bus Policies and Procedures**

When your child participates in a field trip or group socialization, the following transportation policies and procedures must be followed. These policies and procedures help the bus routes run smoothly, arrive on time, and keep your child safe.

1. Your child must remain seated, in a secured seatbelt, at all times while riding the bus.
2. There is no eating or drinking on the bus.
3. The SIUE Head Start/Early Head Start Program is not responsible for any articles lost on the bus.
4. If room is available on the bus, SIUE Head Start/Early Head Start parents/guardians may ride the bus to and from their child’s field trip.
5. If a problem arises on the bus, the bus driver/assistant will report the problem to your child’s teacher. If a parent/guardian has a concern regarding the bus, he/she should contact their child’s Center Coordinator. A conference may need to be scheduled in order to problem solve or discuss the concern.

Within the first 30 days of the school year, parents/guardians will receive transportation safety training as mandated by the Head Start Performance Standard 1310.21. It is important for families and SIUE Head Start/Early Head Start Program staff members to collaboratively stress the importance of bus safety.

**Cell Phone Free Zone**

In order to model the importance of your child’s school experience, the use of cell phones during arrival and dismissal times is prohibited.

**Center-based Program Option**

There are two center-based program options within the SIUE Head Start/Early Head Start Program.If your child participates in the center-based program option, he or she attends one of our seven managed centers that are staffed by SIUE Head Start/Early Head Start employees. Within the center-based program option, there are two time frames:

* Single session, 8:30 a.m. – 2:00 p.m., Monday - Friday
* Full day session 8:00 a.m. – 4:30 p.m., Monday – Friday

\*\*Doors open at 7:30 a.m. for children enrolled in full-day classes only.\*\*

Not all managed centers offer all time frames. Only Early Head Start full day is available year round.

**Center Locations**

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| **Belleville Center**  1404 East Main St.  Belleville, IL 62220 | **Alicia Parker, Center Coordinator**  Elizabeth Neeley, Center Manager  Phone: (618) 277-4681 Fax: (618) 277-5768 |
| **Bluffview Center**  8100 Bunkum Road  Caseyville, IL 62232 | **Kathleen Appleby, Center Coordinator**  Lollie Cotten, Center Manager  Phone: (618) 394-0718 Fax: (618) 394-1381 |
| **Cahokia Center**  150 Edgar Street  Cahokia, IL 62206 | **Florence Chears-Lawrence, Center Coordinator**  Curtiseena Wilson, Center Manager  Phone: (618) 332-2026 Fax: (618) 332-7932 |
| **Discovery Center**  601 James R. Thompson Blvd, Building D.  East St. Louis, IL 62201 | **Heidi Eichenseer, Center Coordinator**  Phone: (618) 482-6971 Fax: (618) 482-6973 |
| **Helen Davis Center**  109 N. 13th Street  East St. Louis, IL 62201 | **Wanda Brown, Center Coordinator**  Phone: (618) 271-9296 Fax: (618) 271-6502 |
| **Jackie Joyner-Kersee Center**  101 Jackie Joyner-Kersee Circle  East St. Louis, IL 62204 | **Marcia Oliver, Center Coordinator**  Atanya House, Center Manager  Phone: (618)874-0179 Fax: (618)875-9812 |
| **Lovejoy Center**  120 N. 6th Street  Lovejoy, IL 62059 | **Kay Robertson, Center Coordinator**  Phone: (618) 874-4528 Fax (618) 874-6915 |

**Central Office Contact Information**

The SIUE Head Start/Early Head Start Program balances the concepts of maintaining an open door policy and honoring the chain of command.

Parents’/guardians’ initial level of contact should always be at the center level.

**SIUE Head Start/Early Head Start Program Central Office**

**601 James R. Thompson Boulevard, Building C**

**East St. Louis, Illinois 62201**

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| **Administration** |
| G. Lynnie Bailey Program Director 482-6955 gbailey@siue.edu |
| Carolyn Jason Assistant Program Director 482-8323 cjason@siue.edu |
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| **Program Operations Coordinators** |
| Lloyd Cotten Program Coordinator 482-6910 lcotten@siue.edu |
| Health/Safety/Facilities/Transportation |
| Lisa Tate Program Operations 482-8331 litate@siue.edu |
| Coordinator |
|  |
| **Family Engagement and Support Services** |
| Alina Schnietz Family Engagement  and Support Services 482-6951 aacosta@siue.edu |
| Program Coordinator |
|  |
| **Health Services** |
| Denise Brown Health Services 482-8324 denbrow@siue.edu |
| Program Coordinator |
|  |
| **Instructional Services** |
| Lisa Tate Instructional Services 482-8331 litate@siue.edu |
| Program Coordinator |
| Adrienne Kaesberg School Readiness Coach 482-6943 arobison@siue.edu |
|  |
| **Special Services** |
| Tammy Wrobbel Specialized Services 482-6936 |
| Program Coordinator |

**Change of Family Contact Information**

In order to ensure your child’s safety parents/guardians must provide current emergency contact information at all times. It is the **parents’/guardian’s responsibility** to ensure that emergency information is up to date.

**Child Abuse and Neglect Policy**

All SIUE Head Start/Early Head Start staff members are required by law to call the Department of Children and Family Services (DCFS) if they suspect a child has been purposefully hurt or is being neglected. Parents/guardians will not be informed if a staff member feels the need to contact DCFS. If our program needs to make a report to DCFS, we want to continue to work with you and your child. Making a report to DCFS will never affect your child’s connection to the SIUE Head Start/Early Head Start Program. The same is true about any involvement with the law.

**Clothing and Cubbies**

During the school day, children sometimes have accidents or participate in activities that may require a change of clothing. Please send a seasonally appropriate change of clothing (pants, shirt, underpants and socks) to keep at school in your child’s cubbie. All of your child’s clothing should be clearly labeled with his/her name.

**Code of Conduct**

In order to best serve and keep our children, families, and staff safe, the SIUE Head Start/Early Head Start Program maintains a policy of **zero tolerance** for behavior that is threatening, aggressive or violent. Prohibited actions include but are not limited to: harassing, intimidating, threatening, attempting to assault, challenging to fight, or fighting. Parents/guardians, volunteers and staff members who may be involved in a relationship or situation that is considered violent or who have received threats need to report it to their child’s Center Coordinator. This would include advising the Center Coordinator of any orders of protection or similar restrictions directed at another person. Weapons or ammunition of any kind are prohibited on any SIUE Head Start/Early Head Start Program’s premises and during any program sponsored event. Other behaviors that may constitute a violation of the SIUE Head Start/Early Head Start Program’s Code of Conduct include:

* Falsification of enrollment requirements or any documentation needed for program participation
* Violation of privileges related to using the program’s phones or computers
* Violation of confidentiality
* Violation of safety rules, such as refusing to exit the building during a fire drill
* Mistreatment or repeated disrespect of other children, parents/guardians, volunteers or staff members
* Use of inappropriate language
* Theft of property

Any parent/guardian, staff member or volunteer found in violation of the code of conduct may have participation in the SIUE Head Start/Early Head Start Program terminated.

**Collaborations**

The SIUE Head Start/Early Head Start Program participates in seven collaborations throughout St. Clair County – three school districts and four privately owned/operated child-care centers. Collaborations are generally staffed by individuals who are not employed by the SIUE Head Start/Early Head Start Program, but all collaborations implement the Head Start Performance Standards and offer the same quality and comprehensive services as our managed centers. Parents/guardians of children enrolled in a SIUE Head Start/Early Head Start Program collaboration are asked to participate in program governance, such as Parent committees and Policy Council.

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| **District 118 Collaboration**  1404 East Main St.  Belleville, IL 62220 | **Elizabeth Neeley, Center Manager**  Phone: (618)277-4681 Fax: (618)277-5768 |
| **District 189 Collaboration**  501 North 10th St.  East St. Louis, IL 62201 | **Atanya House, Center Manager**  Phone: (618)874-0179 Fax: (618)875-0570 |
| **Learning Journey**  225 South High St.  Belleville, IL 62220 | **Alina Schnietz, Family Engagement and Support Services**  Phone: (618)482-6952 Fax: (618)482-6942 |
| **Lessie Bates Davis Neighborhood House**  1045 State St.  East St. Louis, IL 62201 | **Chrystal Anthony, Center Manager**  Phone: (618)875-9756 Fax: (618)875-9762 |
| **Lighthouse of Cahokia**  1826 Jerome Lane  Cahokia, IL 62206 | **Alina Schnietz, Family Engagement and Support Services**  Phone: (618)482-6952 Fax: (618)482-6942 |
| **Lighthouse of Freeburg**  10 South Alton St.  Freeburg, IL 62243 | **Alina Schnietz, Family Engagement and Support Services**  Phone: (618)482-6952 Fax: (618)482-6942 |
| **Toddle Town/Toddler House**  208 South Jackson  Belleville, IL 62220 | **Alina Schnietz, Family Engagement and Support Services**  Phone: (618)482-6952 Fax: (618)482-6942 |

**Communication**

Communication between your child’s center staff members and your home may be in the form of memos and other written materials, emails, telephone calls, or text messages. Inform your child’s teacher about your preferred method of communication and if translation is needed. In order for your child to fully benefit from his/her school experience, and for your family to have the information needed, it is important to **check your child’s book bag every night.**

**Concerns or Complaints**

The SIUE Head Start/Early Head Start Program promotes communication among parents/guardians, community members, and staff members. It is important that questions, concerns and problems be addressed in a positive manner. A parent/guardian or community member with a concern needs to address that concern with the individual directly involved. If the situation needs to be further addressed, the parent/guardian or community member needs to contact the Center Coordinator/Center Manager, designated Program Operations Coordinator, or Home-based Supervisor, who will respond within five (5) working days. If the situation still needs additional attention, contact the SIUE Head Start/Early Head Start Program Director in writing by completing the Parent/Community Complaint and Concern Form. The Program Director, or his/her designee, will respond to the completed form within three (3) working days. Finally, if the issue is still not resolved, the Policy Council may address it.

**Confidentiality**

All children and family records are confidential and are stored in a secure location. All SIUE Head Start/Early Head Start staff members adhere to the Program’s “Confidentiality Agreement”. The SIUE Head Start/Early Head Start Program will not share any information about your child or your family without your permission. Parents/guardians must complete and sign a Consent to Release/Obtain Information form. Parents/guardians are asked to complete a photo release form in order to grant or deny permission to take pictures of their child.

**Core Beliefs**

The SIUE Head Start/Early Head Start Program believes...

* In the unique value, dignity, respect, and equality of all human beings
* In the commitment of equal partnership between parents/guardians and staff
* That the quality of life is affected by the interaction between people and their environments
* That education can empower people to make decision about their own lives
* In maintaining confidentiality of all individuals
* In respect and appreciation of diversity
* In the rights and privileges of all people through the provision of opportunities for growth and development
* In the capacity of people to change
* In providing developmentally appropriate programming
* In an interdisciplinary approach in addressing issues related to children and families
* In working with people to empower them to overcome obstacles
* In lifelong learning for all people

**Dental Treatment and Oral Health**

The SIUE Head Start/Early Head Start Program advocates the importance of health care, including oral health. A dental examination is required at the time of enrollment for all Head Start children. Dental hygiene following meals is part of each Head Start child’s daily schedule. Tooth brushes are distributed to all Head Start children at the beginning of each school year and are replaced by the program as needed. Head Start children receive instruction in proper dental care and brushing. All Head Start children have the opportunity, at no charge, to annually participate in one on-site dental examination and two cleaning/fluoride treatments. If follow up dental treatment is needed, our program collaborates with the SIUE Dental School to provide the follow up treatment. Your child’s Family Engagement and Support Services staff member will offer assistance in order to ensure that your child receives the necessary follow up treatment.

Early Head Start teaching staff completes daily “gum brushing” utilizing a soft cloth, for children six weeks of age, until the first tooth erupts. Once the first tooth erupts, teaching staff transitions to the use of a soft toothbrush. All SIUE Head Start/Early Head Start children 24 months old or older are required to have a dental examination. The SIUE Head Start/Early Head Start Program provides this service, at no charge, for Early Head Start children ages 24 to 36 months.

**Dismissal**

It is important that your child is picked up at the designated dismissal time. If your child is not picked up at the designated time, staff members will attempt to contact you 15 minutes after the designated dismissal time. If staff members are unable to reach you they will attempt to contact the emergency contacts, as listed on the Emergency Contact Information form. One hour after dismissal time, in the event that staff still cannot reach you or an emergency contact individual, the staff may contact the Department of Children and Family Services (DCFS) or the police.

Parents/guardians of children in a collaboration should adhere to the dismissal policies of the collaborating school.

**Drug Free Zone**

All federal, state, local and SIUE’s policies and laws prohibit the unlawful use, possession or distribution of alcohol or illicit drugs at all SIUE Head Start/Early Head Start centers and events.

**Emergency Contact Information**

All SIUE Head Start/Early Head Start parents/guardians complete an Emergency Contact Information form during the application process. Two adults other than the parents/guardians must be listed on this form and in order to ensure your child’s safety, **it is the parent’s/guardian’s responsibility to maintain current emergency contact information.**

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**Expectant Families**

The SIUE Head Start/Early Head Start Program assists pregnant women by providing prenatal and post partum care through referrals to outside agencies. The SIUE Expectant Family Program also provides prenatal education regarding fetal development and the benefits of breast feeding.

**Family Goal Setting and Family Partnership Agreement**

The SIUE Head Start/Early Head Start Program provides services to families that go beyond childrens’ participation in screenings, home visits and classroom interactions. Family Engagement and Support Services staff members help families set goals and support the family throughout the process of achieving those goals. Family Engagement and Support Services staff members help families determine their family’s strengths and challenges, to set realistic goals, and to take specific action steps to reach those goals. The goals are identified in collaboration and are referred to as a “Family Partnership Agreement”. Family Engagement and Support Services staff members meet with parents throughout the year to assess the achievement of their family’s goals.

Goals may include but are not limited to:

* Obtaining a GED
* Developing or changing careers
* Beginning college or technical training
* Reinforcing and enhancing school readiness skills at home
* Providing services for financial assistance, clothing, food, etc.
* Developing and/or improving parenting abilities and skills
* Obtaining medical/dental treatment and/or completing medical/dental follow up for your child

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**Field Trips**

You will be notified in advance anytime your child will be away from the center. This includes local trips, such as, to the library or local parks. Signed permission slips must be competed for each child, prior to participating in the field trip. Permission slips will be sent home with the children with a brief explanation of the field trip and its location. Parents/guardians must provide emergency contact/pick up information that can be used during the field trip. If your child incurs a minor injury on a field trip, trained staff will apply appropriate first aid and a phone call will be made to you upon return to the center. In the event of a more serious injury, your child will be taken to the nearest emergency room, by ambulance if warranted, while staff contact you or your emergency contact designee. Field trips are designed to be an educational experience and to be a special time between parent/guardian and child. Siblings or other family members not enrolled in the SIUE Head Start/Early Head Start Program may not attend.

In order to ensure the safety of, and provide a happy and fair experience for all children, please adhere to the following Field Trip Procedures:

• No souvenirs (i.e.: balloons, toys, etc.) may be purchased during the field trip

* There will be an adult/child ratio of at least 1:5 preschool and 1:2 toddlers maintained at all times
* Field trip permission slips with the parent’s/guardian’s signature and emergency contact information are brought to the field trip by a staff member
* No food or beverages, other than those provided by the program, are to be purchased, bought, or consumed during the field trip
* The SIUE Head Start/Early Head Start Program will provide transportation to and from the field trip location ( All transportation policies apply during field trips)
* Profanity, smoking, drug and alcohol use are prohibited
* The SIUE Head Start/Early Head Start Program staff will supervise children by both sight and sound at all times

**Food and Nutritional Services**

SIUE Head Start/Early Head Start provides healthy, balanced, and nutritious meals and snacks. Children participate in family style dining, which encourages a language-rich, hands-on approach to eating. This participation encourages healthy eating and aids in teaching the children necessary table skills along with appropriate social interactions. In part-day and full-day centers, children receive breakfast, lunch and one snack, meeting at least 2/3 of children’s daily nutritional requirements. In the home-based option, one meal and a snack is served during each group socialization experience. If you or your child has any nutritional concerns, such as food allergies or intolerances, please contact your child’s teacher. **All foods served to children enrolled in SIUE Head Start/Early Head Start Program must be served by SIUE Head Start/Early Head Start trained staff, or a vendor contracted by SIUE.** This includes birthday celebrations, classroom activities, field trips and other special events that occur at the centers. Center staff members plan educational programs to teach parents/guardians how to select healthy foods and prepare well balanced meals.

**Health Services**

The SIUE Head Start/Early Head Start Program advocates the importance of health care. The health of your child directly impacts his/her ability to learn. Parents/guardians play an important role in keeping their child up to date with health and dental examinations. The program emphasizes the importance of good health care practices, such as dental prevention, early intervention, and health maintenance. For these reasons, children participate in a comprehensive health care program. Prior to enrollment, your child will be required to complete specific medical screenings and tests. After enrollment, your child will receive an opportunity to receive a dental examination and cleaning/fluoride treatments. Following is a summary of required health services:

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| --- | --- | --- |
|  | **At Enrollment** | **After Enrollment** |
| **Physical Exam** | Required, dated less than 6 months prior to enrollment date | Annually |
| **Immunizations** | Required, must show evidence of immunization against Hepatitis B; Diphtheria, Tetanus, Pertussis (Whooping cough); Polio; Measles; Mumps; Rubella; Haemophilus influenza type b (Hib); Varicella (chickenpox) and certain pneumococcal diseases. | Updated as appropriate for child’s age and health history. |
| **Hemoglobin** | Required, result may be older than 6 months | Annually from ages 2-5 years, as medically indicated or with a history of iron deficiency anemia |
| **Lead** | Required, result may be older than 6 months | Required, at 12 and 24 months |
| **Tb** | Required | Required, as medically indicated (travel to endemic countries, positive results) |
| **Dental** | Required | One dental exam and one cleaning/fluoride annually; documentation of follow-up treatment, as indicated. |
| **Vision/Hearing** | Completed after enrollment by Head Start | Annually by family physician or Head Start |
| **Health History** | Required, dated less than 6 months prior to enrollment date | Annually, using the Health History Update form |

**EARLY** **Head Start**

**Health Services cont’d**

**EARLY** **Head Start**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **1 month** | **2 months** | **4 months** | **6 months** | **9 months** |
| **Well Baby/ Child Visit** | Required | Required | Required | Required | Required |
| **Immunizations** | Required | Required | Required | Required | Required |
| **Hemoglobin** | N/A | N/A | N/A | N/A | N/A |
| **Lead** | N/A | N/A | N/A | N/A | N/A |
| **Tb** | N/A | N/A | N/A | N/A | N/A |
| **Dental** | N/A | N/A | N/A | N/A | N/A |
| **Vision/Hearing** | N/A | N/A | N/A | N/A | N/A |
| **Health History** | Required | N/A | Required | Required | N/A |
|  |  |  |  |  |  |
| **Cont’d** | **12 months** | **15 months** | **18 months** | **2 years** | **3 years** |
| **Well Baby/ Child Visit** | Required | Required | Required | Required | Required |
| **Immunizations** | Required | Required | Required | Required | Required |
| **Hemoglobin** | Required | N/A | Required, as medically indicated | Required, ages 2-5 years, as medically indicated | Required, ages 2-5 years, as medically indicated |
| **Lead** | Required | N/A | N/A | Required | Required, if no previous result or if medically indicated |
| **Tb** | Required | N/A | N/A | N/A | N/A |
| **Dental** | N/A | N/A | N/A | Required, provided by HS | Required |
| **Vision/Hearing** | N/A | N/A | N/A | N/A | Required, provided by HS |
| **Health History** | Required | N/A | N/A | Required | Required |

**History of Head Start/Early Head Start**

Since 1965, Head Start has played a major role in focusing the attention of the nation on the importance of early childhood development and education, especially in the first five years of life. Administered by the United States Department of Health and Human Services Administration for Children and Families, Head Start is widely recognized as one of the most cost effective and successful programs for children and families. The Head Start/Early Head Start Program provides eligible families of children ages 6 weeks to 5 years old and expectant families comprehensive services that meet health/nutritional, instructional, and family support needs.

**Home-based Program Option**

Through the Home-based Program Option, pregnant women, and children ages 6 weeks to 5 years old, receive health/nutritional, educational, and Family Engagement and Support Services through home visits and group socialization experiences. In the Home-base Program option, a Home Visitor (Teacher qualified) visits a family’s home for one and half hours per week. The Home Visitor encourages family members to participate in developmental and instructional activities during the home visit, as well as in between home visit sessions. The Home Visitor also serves as a Family Engagement and Support Service staff member, and helps the family determine family strengths, challenges and sets goals. Two times each month, children and their family, meet at an SIUE Head Start/Early Head Start center or a designated location, such as the public library or the local apple orchard, for group socialization. Parents/guardians of children in the Early Head Start Home-based Program are required to attend group socializations with their child. Children in the Head Start Home-based Program may attend without a parent/guardian, although parents/guardians are encouraged to attend. Transportation is provided by the SIUE Head Start/Early Head Start Program, and there is no charge to the family for field trip expenses.

**Home Visits**

Unique to the SIUE Head Start/Early Head Start Program is the commitment to conducting home visits for all enrolled families. One of the primary purposes of a home visit is to help parents design their home as a learning environment. After all, parents/guardians continue to be their child’s teacher long after their child leaves the SIUE Head Start/Early Head Start Program. Home visits also serve as an important bridge between home and school and it is often beneficial for a child to be observed in his/her home environment. As outlined by the Head Start Performance Standards, parents/guardians are annually required to participate in at least six home visits - two home visits with teaching staff and four home visits with Family Engagement and Support Services staff. Families also participate in two parent/teacher conferences which may take place in the home as requested by the family.

**Illness/Sick Child Exclusion Policy**

The SIUE Head Start/Early Head Start program adheres to the guidelines for exclusion of children in licensed centers as identified by the Illinois Department of Public Health. In order to protect all children in the SIUE Head Start/Early Head Start centers, parents are asked **not** to send their child to school if their child shows any sign of the following illnesses:

1. Diarrhea – runny, loose, or bloody stools
2. Fever – oral temperature of 101 degrees or higher or an under the arm temperature of 100 degrees or higher
3. Fever with any of these symptoms

* Body rash
* Vomiting
* Diarrhea
* Ear ache
* Irritability
* Persistent crying
* Difficulty breathing
* Vomiting two or more times within the previous twenty-four hours
* Runny discharge from the eyes
* Sore throat with a fever and swollen glands

These symptoms may indicate the presence of a contagious disease. A child’s symptoms must **be evaluated by a doctor before returning to any SIUE Head Start/Early Head Start center.** Parents/guardians are required to provide written documentation from the doctor.

Children are checked daily by teachers for any obvious signs of illness. If a child appears to be sick (based on the symptoms listed above) or if is irritable, continuously crying, or requires more attention than can be provided without hurting or compromising the health and safety of other children, he/she will be isolated from other children and the parent/guardian will be asked to pick the child up from the center and secure other child care arrangements. The child will be allowed to return to school with a written doctor’s statement, indicating the illness the child has, and when the child is healthy enough to return to school. Please note that some illnesses/treatments will require that a child is excluded from school for more than 24 hours.

**Inclement Weather Policy**

In the event of inclement weather or emergency conditions, parents need to tune into the following radio stations: KMOX (am 1120); WSIE (fm 88.7); WBGZ (am 1570); WSMI (am 1540); WGEL (fm 101.7). Additionally, three television stations will provide information relevant to Southern Illinois University Edwardsville operations and the SIUE Head Start/Early Head Start Program: KTVI Channel 2, KMOV Channel 4, KSDK Channel 5. Notices of school closure will also be posted on the Southern Illinois University Edwardsville website at <http://www.siue.edu>. Parents/guardians need to see/hear the exact listing of St. Clair County SIUE Head Start/Early Head Start Schools.

One Call Now, a message notification service, will also be utilized to notify parents and staff of school closing related information, as well as regarding other important program events. It is important that all emergency phone numbers are kept current.

In the event of inclement weather, all Parent Center meetings, Policy Council meetings, and/or Governance Group meetings will be cancelled.

**In-Kind**

As required by the Head Start Performance Standards, all Head Start programs must match $0.25 for every $1.00 of federal funding. This in-kind, or matching, may come in the form of cash, goods, space, or manpower. The contribution of goods, services, and volunteer time contributed to the SIUE Head Start/Early Head Start Program is referred to as in-kind.

Sources of In-kind:

* **Parent/Non-Parent Volunteers –** The large majority of in-kind efforts for the SIUE Head Start/Early Head Start Program comes from volunteers.A parent/guardian volunteer is the biological parent, step-parent, foster parent or legal guardian of any child currently enrolled in the SIUE Head Start/Early Head Start Program. Any volunteer that is not a parent/guardian or former parent/guardian is counted as a non-parent, for example grandparents, relatives, or friends. The time spent by parent/non-parent volunteers in the classroom assisting teachers, helping on field trips, or preparing materials for the classroom is a major portion of the mandated SIUE Head Start/Early Head Start Program’s in-kind hours. In regard to the home-based program option, the time parents/guardians spend during home visits, group socializations, and working with their child throughout the week implementing instructional activities is valued as in-kind.
* **Space Donated –** Any space donated to the program is also an in-kind contribution. In our home-based program option, the value of space used within the home for the home visit is considered an in-kind effort.
* **Mileage –** When a parent/volunteer travels to and from the center or another location for an approved Head Start/Early Head Start business-related meeting, the miles traveled and the time taken to travel to and from the meeting are considered as in-kind. Meetings that are counted as in-kind include Policy Council meetings, the business part (only) of a Parent Meeting and Center Committee and Planning meetings.
* **Goods Donated –** When a parent/guardian or other community member donates items to the SIUE Head Start/Early Head Start Program that would typically be purchased with federally funded program funds, those items are considered an in-kind donation. Examples of an in-kind goods donation would be paper or diapers/wipes. Individuals donating goods to the SIUE Head Start/Early Head Start Program are asked to complete an in-kind form.

**Instructional Services**

In the SIUE Head Start/Early Head Start Program, our goal is to help children possess the skills, knowledge, and attitudes necessary for success in kindergarten, later learning, and life, BE SCHOOL READY!

The SIUE Head Start/Early Head Start Program focuses on 11 areas, or learning domains, of child growth and development:

1. Approaches to learning
2. Creative Arts Expression
3. English Language Development
4. Language Development
5. Literacy Knowledge & Skills
6. Logic and Reasoning
7. Mathematics Knowledge & Skills
8. Physical Development and Health
9. Science Knowledge & Skills
10. Social and Emotional Development
11. Social Studies Knowledge & Skills

The SIUE Head Start/Early Head Start Program’s School Readiness Goals guide instruction throughout the eleven learning domains. The School Readiness Goals are aligned with the Illinois Early Learning Guidelines and Development and Standards. A conducive climate for learning involves a well-planned physical environment, developmentally appropriate furnishings and materials, nurturing teachers and, most importantly, an atmosphere where children know that they belong, are important and can succeed. Children learn best by exploring, trying new things, and asking questions. When children play, they use their bodies, imagination, power of choice, and problem solving skills.

Within the first 45 days of your child’s enrollment, developmental, sensory, and behavioral screenings will be completed. The results of these screenings allow the Teacher/Home Visitor to provide individualized skill-building activities for your child and drive future instruction. Teachers/Home Visitors will also conduct three formal assessments (four formal assessments for Early Head Start) throughout the year, using the Teaching Strategies *GOLD* assessment tool. This tool measure’s your child’s mastery across the eleven learning domains.

**Insurance Policy**

All SIUE Head Start/Early Head Start children are insured by SIUE when participating in Head Start/Early Head Start activities at the centers, at group socializations, and during all field trips. Head Start/Early Head Start parents/guardians and children are also insured by SIUE when being transported in University vehicles by authorized staff.

**Male Involvement**

The SIUE Head Start/Early Head Start Program strongly encourages the participation of fathers and other significant male figures in our program. Every child needs and benefits from a positive male role model in his/her life. Male role models can be a dad, step-dad, uncle, big brother, grandpa, parent’s/guardian’s boyfriend or other positive males in the child’s life.

**Research Based Benefits of Positive Male Involvement:**

* Displaying lowered levels of disruptive behavior, acting out, depression, and telling lies
* Being responsive and obeying parents/guardians
* Being kinder to others
* Demonstrating fewer behavior problems in young boys
* Indicating happier, more confident behavior, and willing to try new things in young girls
* Staying away from drugs and alcohol as children grow older
* Experiencing less violence in and out of the home
* Performing better academically
* Reflecting lower rates of poverty later in life

Male role models need to be involved in Parent Meetings, Center Committees, and Policy Council. The SIUE Head Start/Early Head Start Program encourages male role models to volunteer in the classroom and participate on field trips and at home-based socializations. Be sure to look for, and become involved in, special male activities at your SIUE Head Start/Early Head Start center.

**Medication Policy**

Parents/guardians are encouraged to discuss their child’s medication schedule with their child’s doctor and to arrange their child’s medication schedule so that all medications are given when their child is at home. The only exception to this policy is if through a doctor’s prescription a child must be given the medication while in attendance at a SIUE Head Start/Early Head Start center.

In order for any SIUE Head Start/Early Head Start staff person to give medications to a child, the child’s doctor must complete the “Dispensing Medications Packet” and return it before the medication can be provided to the child. Dispensing Medication Packets are available at all SIUE Head Start/Early Head Start centers.

**Outdoor Instruction and Play**

All children need daily outside time. Outdoor time encourages children to use their large muscles and provides an excellent opportunity for heart and lung development. Children will daily play outside as recommended by the Department of Children and Family Services, the SIUE Head Start/Early Head Start Program’s licensing agent. Children need to be dressed in clothing appropriate for the weather. On warm days, children need to be dressed in lightweight loose clothing. Tennis shoes are recommended and children are not allowed to wear “flip flop” sandals to school as they pose a safety risk when children run and play, causing them to trip or fall. On cold days, children need to be dressed in layers of clothing. Every day during cold weather hats, mittens, and coats should be sent to school with your child. The Center Coordinator will use the Early Childhood Environment Rating-Scale (ECERS-S) outdoor play policy to determine outside play during questionable weather. In Illinois the term “weather permitting” means temperatures between 25 and 90 degrees, taking into consideration the wind chill. For example, if the temperature is 30 degrees, but 18 degrees with the wind chill factored in, it is not expected that children have outdoor play time.

If your family needs help obtaining a coat, hat, mittens or gloves for your child, please contact your designated Family Engagement and Support Services staff member.

**Parent Center Committees/Parent Meetings**

All parents/guardians who have children enrolled in the SIUE Head Start/Early Head Start Program, including Expectant Families, are members of Parent Center Committees. The Head Start Performance Standards list the following responsibilities of Parent Center Committees:

* Elect the center’s Policy Council representatives and alternates at the first center Parent Committee Meeting (September)
* Elect the following three officers for their respective center or program option: Chairperson, Vice-Chairperson, Recording Secretary
* Conduct monthly Parent Center Meetings
* Assist Teachers, Home Visitors, Center Coordinators and all other persons responsible for the development and operation of every component of program operation.
* Work closely with classroom Teachers, Home Visitors and all other component staff to carry out the daily activities of the program.
* Plan, conduct, and participate in informal, as well as formal, programs and activities for center and home-based parents/guardians.

**Parent Engagement**

The SIUE Head Start/Early Head Start Program believes that when a family understands and supports the skills and abilities of their child, their child is more likely to reach his/her full potential. The program also believes that it is the family’s and the community’s responsibility to build upon their child’s skills and abilities. We encourage parents/guardians and communities to:

* Acknowledge that the parent/guardian is the child’s first teacher and are the primary influences in the child’s life
* Spend more time each day with their child than do Head Start/Early Head Start staff members
* Know their child better than anyone else
* Reinforce what the child learns at school or during home visits
* Be a positive natural link between their teachers and their child
* Know their community and how their community affects their child

**Parent-Teacher Conferences**

Parents/guardians are invited to come to their child’s center a minimum of two times each school year in order to participate in Parent/Teacher Conferences. During the Parent/Teacher Conference, Teachers will share their observations and assessments of your child’s development. As your child’s first teacher, and primary influence, you will be asked to offer your observations and to assist in setting goals regarding your child’s next learning steps. Appointments for Parent/Teacher Conferences are scheduled for the parents/guardians convenience during non-classroom time when necessary.

**Pedestrian Safety Policy**

Within the first thirty days of the program year, all SIUE Head Start/Early Head Start parents/guardians and children receive transportation and pedestrian safety training, as mandated by the Head Start Performance Standard 1310.21. As more pre-school age children are being transported to/from school programs and on school-sponsored field trips, the SIUE Head Start/Early Head Start Program encourages all families to assist Teachers in instructing common sense transportation and pedestrian safety practices.

**Pest Control Policy**

The SIUE Head Start/Early Head Start Program is committed to providing a safe environment for all children in the program’s care. The program strives to minimize the exposure of children and staff members to pesticides and includes a variety of non-chemical as well as chemical methods to prevent and eradicate pests. While pesticides may be used to remediate infestations of pests that may be found in the facility and its surrounding grounds, only the least toxic products are considered and are used in combination with non-chemical methods. A full copy of the SIUE Head Start/Early Head Start Program’s Pest Control Policy is included in your child’s enrollment packet.

**Policy Council**

The SIUE Head Start/Early Head Start Policy Council is composed of SIUE Head Start/Early Head Start parents/guardians from each center or collaboration and representatives from the community. Parent Center Committees elect parent/guardian representatives and alternates to the Policy Council. Parent Center Committees provide support for the individual(s) that they have elected to represent their center in the Policy Council. This support is provided in two ways. First, the Parent Center Committee informs their center’s Policy Council representative(s) their ideas on matters, which will be discussed during Policy Council meetings. Second, the Policy Council representative(s) reports the information, which was discussed during the Policy Council meeting, back to the Parent Center Committee members during their following meeting.

**POLICY COUNCIL JOB DESCRIPTION**

The SIUE Head Start/Early Head Start Policy Council performs the following functions:

* Serves as a link to the Parent Center Committees, grantee agency governing bodies, public and private organizations, and the communities they serve
* Assists Parent Center Committees in communicating with parents/guardians the rights, responsibilities, and opportunities for all SIUE Head Start/Early Head Start parents/guardians
* Encourages parents/guardians to participate in their child’s school experience and program implementation
* Assists Parent Center Committees in planning, coordinating, and organizing program activities for parents/guardians, with the assistance of staff, ensuring that funds are included in the program’s budget to support parent/guardian activities
* Assists in recruiting volunteer services from parents/guardians, community residents, and community organizations to meet identified needs

**Program Options**

The SIUE Head Start/Early Head Start Program provides comprehensive services through managed center based, home based, and community collaborations. The managed center based program option includes:

* **Single session part day**: Children attend part-day sessions, 5.5 hours, five days per week, Monday through Friday. Centers are located throughout St. Clair County
* **Full day:** Eligible children ages 6 weeks – 5 years old attend a full day program, 6 hours or more, five days per week, Monday through Friday. Head Start full day program option operates 9 months; Early Head Start full day program option operates 12 months. In order to participate in the full day program option parents/guardians must provide documentation of either working full time, enrolled in an education/training program full time, or a combination of the two

In the Home Based program option, children six weeks to five years old receive comprehensive services through weekly home visits and monthly group socializations.

The SIUE Head Start/Early Head Start program also provides comprehensive services through collaborations with St. Clair County school districts and privately owned/operated child care partners.

**Recruitment**

SIUE Head Start/Early Head Start staff members recruit throughout the program year and one of our most effective recruiting methods is through word-of-mouth from parents! Please refer friends and family members to the SIUE Head Start/Early Head Start Program.

The SIUE Head Start/Early Head Start Program recruits and serves children and their families who reside throughout in St. Clair County.

**Referrals**

The SIUE Head Start/Early Head Start Program helps to identify and connect families with community resources. Resources look different for each family as every family has unique cultural backgrounds and needs. The most effective way for the program to make referrals for your family is through consistent, two-way, open and honest communication. Confidentiality is always a priority.

**Rest Time**

Per Department of Children and Family Services regulations, all children in attendance for five or more hours are provided the opportunity to rest or nap. Infants and toddlers will be allowed to rest or sleep according to their individual patterns as determined in consultation with their parents/guardians. Cribs and cots are provided by the SIUE Head Start/Early Head Start Program.

**Specialized Services**

Specialized services are provided for children who have specialized needs. In order to determine if a child is eligible to receive specialized services, center staff members conduct several screenings. Once initial screenings are completed, children who may need additional screenings/evaluations are referred to the SIUE Specialized Services Program Coordinator for review. Only with the parent/guardian’s written consent the child is referred to the Local Education Agency (LEA), or the Local Early Intervention Agency (LEIA) for further testing. Once all screening and testing information is assessed (within 60 days) parents/guardians and all involved personnel may participate in an Individualized Education Plan/Individualized Family Services Plan (IEP/IFSP) conference to discuss what specialized services will benefit the child’s development and growth. Only with parent/guardian written consent, specialized services will be determined and provided to the child.

**Smoke-Free Zone**

Illinois state law mandates that smoking is prohibited on each campus of a State-supported institution of higher education. This includes all SIUE Head Start/Early Head Start center property. Smoking is not allowed in the classrooms, offices, during group activities, parent meetings, or any program sponsored event.

**Staff Qualifications**

The SIUE Head Start/Early Head Start Program realizes the importance of early childhood education. All SIUE Head Start/Early Head Start Teachers and Home Visitors have a minimum of a Bachelor’s degree in Early Childhood Education or related field. The SIUE Head Start/Early Head Start Program encourages the pursuit of educational excellence and believes that all staff should take advantage of certification programs, trainings, and other professional development opportunities. Professional development days are built into the program calendar, and the third Wednesday of each month is designated as an early dismissal day in order to support continuous staff growth and development.

**Telling Our Story**

Parents and children are the faces of Head Start/Early Head Start. There are many stories of success that need to be shared, not only in our local community, but also at the state, regional, and national level. In order to support continued funding of all Head Start/Early Head Start programs, parents/guardians need to take advantage of the opportunities to share their child’s and family’s stories of success.

**Toys From Home**

The SIUE Head Start/Early Head Start Program provides developmentally appropriate materials and activities. Children are asked not to bring toys and other items from home; however, children may have the opportunity on special days (show and tell) to bring a special toy or item from home.

**Transportation to Parent Center Meetings**

The attendance of parents/guardians at their child’s Parent Center Meeting is important to maintain program operations and to continually improve the quality of services provided. If a parent/guardian needs transportation in order to attend a Parent Center meeting, Family Engagement and Support Services staff are able to provide transportation services.

**Transitions**

One of the primary goals of the SIUE Head Start/Early Head Start Program is to ensure that your child possess the attitudes, skills, and knowledge for a smooth and successful transition from an Early Head Start classroom to a Head Start classroom and from a Head Start classroom to a kindergarten classroom, as well as into subsequent grades. One of the responsibilities of all SIUE Early Head Start staff members is to support you and your child in making the transition from Early Head Start to Head Start or another quality preschool program. SIUE Head Start staff members will support you and your child in the transition from Head Start to the kindergarten programs in your local community. Parents/guardians will be notified of events such as Kindergarten Round Up in their nearby school district and staff will inform parents/guardians of educational opportunities that are available throughout the community for preschool aged children.

**Volunteering**

There are a variety of volunteer opportunities that help the SIUE Head Start/Early Head Start Program operate effectively. Beyond meeting the mandated in-kind level, the SIUE Head Start/Early Head Start Program wants parents/guardians to know the value of volunteer efforts and to volunteer in a way they feel comfortable. There are many ways for parents/guardians with all levels of skill and time that can support the SIUE Head Start/Early Head Start Program. Volunteering in the program is a good way to learn skills and gain knowledge that may offer experiences needed for future employment. Below are listed just some of the ways parents/guardians can volunteer:

* Classroom volunteer
* Field trips
* Office help
* Recruiting
* Participation in Parent Center Committees or Policy Council
* Supporting and promoting all Head Start/Early Head Start activities

Please talk to your designated Family Engagement and Support Service staff member to talk about how you would like to volunteer today!