

CESA #11 Head Start Parent Orientation Handbook



Welcome to Our Head Start Program

Where Parents Are Our Partners

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Welcome to Head Start!

We are happy to have you and your child in the CESA #11 Head Start program. We hope your time with us is a rewarding experience for you and your family.

This Head Start Parent Orientation Handbook is designed to provide you with information about Head Start including the important role you play in your child's experience and in the success of our program. You are your child's first and most important teacher, and you have the primary responsibility for your child's development.

Working together as a team, we will provide the support your child needs to succeed in school and in life.

Please read this handbook and become familiar with our policies and procedures. Keep this handbook in a safe place so that you can refer back to it as needed and let us know if you have any questions.

We look forward to working with your family,

The Head Start Management Team and Center Staff!

Mission

EMPOWER, SUPPORT, EDUCATE, & LEAD

Vision

To create relationships and build collaborative partnerships within our communities which support, empower, and develop the unique potential of each Head Start child, family, and staff member, to promote a healthy promising future for all children and families.

Program Values We Live By:

~Respect ~ Integrity ~ Compassion ~ Teamwork ~ Commitment to Quality
~ Professional Development ~ Collaboration ~ Adaptability ~ Celebration

General Information

Program Information

The CESA #11 Head Start/Early Head Start program is a federally funded program providing comprehensive services to children zero to five years old and their families through a variety of options to include: Home Visit, School Age Parent Program, center-based for three-year-olds (three-day with separate home visits), and four-year-old 4K full days (4-day/week). A list of our Head Start center locations can be found on the back of this handbook. For more information regarding center locations and program services, please visit <http://headstart.cesa11.k12.wi.us> or call the CESA #11 Head Start program administration office at (715) 986-2020 extension 4.

Program Enrollment

The CESA #11 Head Start program prohibits discrimination on the basis of race, color, sex, age, disability, religion, or national origin. Acceptance into the Head Start program is based on age and income eligibility, set by the federal poverty guidelines. Each family must meet the federal requirements for eligibility. This system ensures that children and families with the greatest need benefit from our comprehensive services.

Enrollment of Children with Disabilities

Our program serves a minimum of 10 percent of children with disabilities. The CESA #11 Head Start staff proactively recruits and enrolls children with mild to severe disabilities. In collaboration with our local school districts and public health care providers, Head Start is able to provide quality services to all children in an inclusive environment.

Confidentiality

The CESA #11 Head Start program is committed to ensure the security and confidentiality of personnel, children, and family files. Confidentiality requirements include, but are not limited to, the following:

- Physical and electronic records/files are secured.
- Only authorized personnel may access child and family files.
- Staff members share child information on a need-to-know basis.
- Parent/guardian's written consent is needed prior to any release of individual child or family records.
- Staff are trained prior to their start date either through orientation or one-on-one training on how to maintain confidentiality.

Professional Boundaries

- In order to keep our relationships on a professional level, Head Start staff must maintain professional boundaries, and therefore are not able to participate in personal relationships such as: Facebook friends, social functions, childcare, etc.
- Staff cannot accept gifts and gratuities from any enrolled families. If you want to give something back to Head Start, please volunteer your time and talents.
- Staff are trained annually on collecting complete and accurate eligibility information from families. There are program policies in place that address actions taken if false information is intentionally provided by staff, families, or participants.

Child Abuse and Neglect Reporting

All Head Start staff are mandated reporters and are required by law to report any suspected abuse or neglect to the County Human Services Department or local law enforcement agency. Staff will follow state regulations regarding the time frames, the information that must be reported, and confidentiality of reported information.

Community Complaint Procedure - Resolution of Concerns

Parents/guardians or community residents are encouraged to resolve Head Start complaints, problems or concerns by talking directly to the person involved (teacher, family service staff, center director, etc.). Every attempt will be made to resolve the issue at the center level. If this is not a possibility and the concern remains unresolved, the *Parent/Community Concern Form* (located at each center), should be completed and given to the center director. The completed form will be submitted to the upper management team, who will complete an investigation of the identified concern and report back to the parties involved. You may also contact our central office directly at (715) 986-2020 extension 4.

Nutrition & Health Information

Nutrition & Meal Services

A brief nutrition assessment is completed at enrollment and parents/guardians are provided with information concerning diet and general nutrition throughout the year. Special dietary needs, with documentation from the child's doctor, are taken into account when providing healthy meals and/or snacks to children.

Staff and families work together to identify nutritional needs for the child, and when appropriate, a registered dietitian is on staff to provide consultations. It is important that parents/guardians communicate with staff regarding a child's food allergies, cultural preferences, any nutrition related health problems, and feeding requirements.

Staff and children eat together in a family-style meal setting and use mealtime as an opportunity to engage in conversation, social interaction, and assist children in learning how to serve themselves. Food is never used as punishment or reward, and children are encouraged, but not forced, to eat or taste his or her food during meals and snack time. Specific meals provided to your child will depend upon the program option in which you participate.

Health & Safety

Healthy habits are established in the classroom to help reduce the spread of germs and illness. Hand washing and tooth brushing are practiced in the classroom daily. Classrooms and outdoor spaces are inspected and cleaned daily and kept free of hazardous materials and conditions. Staff ensure that Head Start playgrounds are age-appropriate and that equipment and safety are held to a high standard. Children are also taught the importance of pedestrian and bus safety. In addition, adequate provisions are made for children with disabilities to ensure their safety, comfort, and participation in all aspects of the Head Start program.

Dental Exams

Regular dental care prevents tooth decay and disease, and improves food chewing, nutrient retention, language skills, and overall health. Head Start standards require all children to establish and maintain a dental home where they receive ongoing, routine, preventive and restorative treatment, if needed.

Health and Well-Child Care

Head Start guidelines require that programs track all health services provided to each child. The CESA #11 Head Start program must ensure that any health related issues that are identified during health check-ups and well-child care visits receive appropriate referral and follow up. It is important that children's health records are complete and up-to-date.

Staff will work with parents/guardians to ensure that the following documents and information are obtained:

- Day Care Immunization Record (**must be completed before child can come to school**).
- Health History (**must be completed before child can come to school**).
- Physical exam appropriate for the child's age:

Wisconsin Day Care Licensing states that each child under 2 years of age must have an initial health examination not more than six months prior to nor later than 3 months after being admitted to a day care licensed center. Children 2 years of age or older must have an initial health examination not more than one year prior to nor later than 3 months after being admitted to the center. **Failure to meet these requirements may result in a child**

receiving educational services in their home until the physical is completed and documentation received.

- *Emergency Plan For Allergies, Food Restrictions, or Medical Conditions Form (must be completed annually)*
- If a chronic illness that requires medication (such as asthma, diabetes, etc) is identified, the Authorization to Administer Medication Form and Emergency Plan Form must be completed and orders from the prescribing physician must be on-site along with the non-expired medication in its original container/packaging in order for the child to attend (the forms and documentation must be updated every year the child is enrolled in the program). Please let your Family Services case worker know if your insurance will not cover the cost of providing the rescue medication prescribed to have on-site.
- Special diet documentation from a physician (*if applicable*).
- Allergy information from a physician (*if applicable*).
- Dental exam and/or dental referral of follow-up treatment (*cleaning, filling, crowns, sealants, etc.*).
- Blood lead screening results. Conducted at 12 months of age and 24 months of age. Children between the ages of 36 months and 72 months of age must receive a screening blood lead test if they have not been previously screened for lead poisoning. If a child's physician does not have a screening result on file, the blood lead screening must be completed as soon as possible (*part of physical exam*).
- Hemoglobin/hematocrit (blood count) results. Conducted at 12 months of age and 24 months of age.
- Hearing and vision screening (*part of physical exam*).
- Complete developmental & social-emotional screening (*Ages & Stages Questionnaires*).

Additional Tips & Information

- Be sure to update all contact information. It's important that all emergency contact telephone numbers are working at all times.
- Make sure the child is present for screenings and exams scheduled by the program.
- Inform the Head Start staff when a child's health status changes or if the family is experiencing health issues or concerns.

Day-to-Day Health

The teaching staff will assess the well-being of each child upon arrival to the program and throughout the day.

Parents can help by verifying that your child's health is adequate for participation in school activities before bringing her/him to school. **Please do not send sick children to school.** If within the past 24 hours your child has shown signs of illness, please keep her/him at home.

These are examples of reasons to keep your child home:

- **Fever**
- **Red throat or earache**
- **Persistent cough**
- **Swollen neck glands**
- **Heavy nasal discharge**
- **Unexplained rash or skin eruption**
- **Vomiting / Diarrhea**
- **Difficulty breathing, wheezing**
- **Swollen, red, crusty or itchy eyes**
- **Any communicable disease**

If your child becomes ill while at school, we will notify you immediately. Please arrange for your child to be picked up within an hour.

Medication

We urge you to arrange your child's medication schedule so that doses are given before or after school hours.

If it is necessary for your child to take *prescription or non-prescription medication* during the school day, we must have written directions from the doctor and the medication must be brought to us in the original container with a prescription label. **Please check with your Family Services Provider for the proper forms and procedures.** Please take the medication and a child's medicine cup (if necessary) to your child's teacher. Preschool children are not allowed to keep medications in their cubbies or back packs. (This includes transporting medications in your child's backpack on the bus).

Education Information

Attendance

Head Start is a school readiness program, so it is important to establish a regular routine of attendance. Parents/guardians must agree to have their child attend school every day on time. This is accomplished by being timely for the bus and/or bringing your child to school before class begins.

If a child is absent or going to be absent for any reason, the parent/guardian is required to notify the center. When reporting a child's absence, please state the reason for the absence and date the child will return to class. If the child is not able to return by the date stated, please contact your center.

If your center has not been notified of a child's absence, we will contact the family to inquire about the reason for absence. If the child is absent for three consecutive days or has a pattern of irregular attendance, family contact will be made by phone or in person by Head Start staff to discuss absences and offer assistance to ensure that any attendance challenges are addressed. Communication between the Head Start staff and the parent/guardian is very important!

4K Home Visits & Parent Conferences

The teaching staff will conduct a minimum of two home visits and two parent conferences during the year with parents/guardians of children enrolled in the Head Start program. This process allows you and your child's teacher the opportunity to share information on your child's progress at school and at home. Parents/guardians will be contacted to schedule a time for the home visit and parent conference. Parents may schedule an appointment with the teacher at any time to address any questions or concerns.

3-Year Old Combination Classroom (3 Days per Week and Home Visits)

Children will attend their classroom three days a week for 3.5 hours throughout the school year. Combo families receive monthly home visits. These visits are required and are as important as class time. Please plan to participate in these one and a half-hour home visits for the benefit of your child and family. If your visit needs to be cancelled for illness or emergency, please contact the center and let your teacher/family resource provider/home visitor know that you need to reschedule your visit.

Early Head Start Home Visit Program

Pregnant woman and children ages 3 and under will receive home based services through weekly home visits from their Early Head Start Home Visitor. The Home Visitor will work with you to arrange a day of the week and time when you are available for these visits. The visits are set up to offer a Parent/Child activity, a Parent time to discuss any issues the family may want to discuss, and a Planning time to discuss ideas and information for the next visit. Socializations are also

offered twice a month at the center to allow time for you and your children to get together with other enrolled families to learn and connect in a social setting.

Discipline and Guidance

Head Start promotes positive discipline and guidance that encourages self-esteem, self-control, and self-direction. These methods include the following:

- Using praise and encouragement of good behavior instead of focusing only on the unacceptable behavior.
- Teach and reinforce program wide expectations: Be Safe, Be Kind, Be Helpful.
- Communicating with the child by getting down to their level.
- Giving appropriate choices.
- Individualized support using visual cues when necessary.
- Redirecting behavior using positive statements.
- Using brief supervised separations from the group, allowing the child time to calm down and rejoin.
- Children may need to be carried by staff if necessary to help them transition safely from one location to another if they refuse to do so on their own.

In some cases a child may exhibit on-going challenging behaviors which endanger themselves or others. Staff will work with parents to develop a positive behavior plan that may include modifications in the classroom setting and/or individualized guidance strategies. In rare instances, parents/guardians may be contacted to pick up their child if attempts at rejoining the group have failed. Non-violent crisis intervention will be used as a last resort by a trained staff person. If this occurs parents will be notified and a meeting will be scheduled to develop a plan. If the child's behavior continues to be a safety concern, a decision may be made to offer alternative programming (i.e.: shortened day or home visits).

Curriculum Information

The CESA #11 Head Start program uses Creative Curriculum, a researched-based early childhood curriculum, to guide and plan instruction. Various curricula are utilized within the program. School readiness is a primary focus in all our Head Start options. The curriculum aligns with the early childhood learning domains specified by the Head Start Child Development & Early Learning Framework and the Wisconsin Model Early Learning Standards. More information about the curriculum will be shared with your family at orientation, on home visits, and parent meetings.

Screenings and Assessments

All children receive a developmental and social/emotional screening within 45 days of entry into the program. The following areas are screened: gross and fine motor skills, cognitive, language, self-help, and social and emotional development. If further evaluation is needed, parents/guardians are notified and involved in the process to help their child achieve specific goals. Vision and hearing screenings are also required within 45 days of your child's entry into the program.

In addition to the initial screenings, ongoing formal assessments (*Teaching Strategies Gold*) are conducted throughout the program year. Information from formal assessments, parent input, classroom observations and children's work samples is gathered and used to plan appropriate activities to support early learning.

Wellness and Mental Health Support Services

The CESA #11 Head Start program provides a Mental Health Consultant to support the social, emotional and behavioral needs of children and families. This consultant visits the classrooms, attends school events, and works with teachers and Family Support Staff to develop strategies and ensure the needs of each child are being met. For questions or concerns about mental health, contact the child's teacher or assigned family support worker. If needed, staff will set up individual meetings to discuss ideas and resources for ongoing support for the family.

Parent Engagement - Parent Leadership Information

Policy Council

The CESA #11 Head Start program Policy Council is a governing body that includes Head Start parents and community members. The Policy Council is responsible for program decisions including recruitment and selection policies, personnel approval, program funding and budget. Representatives are elected by Head Start parents. It is the responsibility of elected Policy Council members to be informed and keep parents at their center informed regarding issues facing the Head Start program, regularly attend meetings, attend trainings, and advocate for the best interest of the entire Head Start program. The Policy Council meets once a month.

Parent Engagement Information

Head Start is family oriented and we welcome parents' visits to the center and classroom. There are many ways parents can be involved. Some ideas include: attending parent meetings/workshops, being involved in special activities for learning (field trips, family fun days), participating in setting goals for your child, and volunteering in the classroom or at the center.

Family & Community Support Information

Support and Referrals

Raising a family with young children has its challenges, and the CESA #11 Head Start program wants to help families grow and find the support and resources they need. Staff work to build caring and respectful partnerships based on strengths and abilities so every child has the best chance for success in school and life. In partnership with your family, we strive to have a positive impact on your family's well-being; your relationships with your children; assisting you to become life-long educators and learners; helping you through transitions; and helping you connect with your community.

Here are examples of referrals that Head Start staff can provide:

- Continuing education
- Housing assistance
- Utility assistance
- Alcohol or substance abuse services
- Domestic violence services
- Food and clothing assistance

Family Goal Setting

When parents/guardians think about what they would like to achieve for their child and family in one year, two years, or even five years, they are thinking about family goals. Head Start staff can help families set goals and work towards making those goals happen. The CESA #11 Head Start program works with each family to identify strengths and challenges, set goals for the future, and make plans to meet those goals. Goals may include reading with children every day, finding housing, learning computer skills, creating a household spending plan, or cooking nutritious meals at home.



Head Start Family Partnership Agreement

PARENT

- Make sure that my child attends school every day and on time.
- Provide my child a medical and dental home.
- If my child does not have a medical and dental home, I will work with the Head Start staff to find one.

- Make sure that my child's immunizations and well-child care visits are up to date.
- Follow up on any medical, dental or other health concerns regarding my child.
- Follow the health and well-child care information guidelines listed in this parent handbook.
- Attend two parent conferences and work with my child's teacher to develop and support my child's educational goals.
- Participate in parent programs and educational activities offered at Head Start and in the community.
- Work in partnership with staff to set goals for me and my family.
- Participate in leadership opportunities and parent meetings.
- When possible, I will volunteer and attend events at my child's school.

STAFF

- Promote a welcoming and culturally sensitive environment that is respectful of your child and family's unique identity.
- Provide resources and information to help your family locate a medical and dental home and follow up with you to ensure that your child receives appropriate health screenings.

- Work with you to ensure that your child's immunizations and well-child care visits are up-to-date.
- Follow up on medical, dental, or other health concerns regarding your child in a timely manner.
- Provide you with information and trainings related to healthy habits, screenings and other health related topics.
- Collaborate with program staff to provide you information about your child's education.
- Coordinate training and resources for you and your family.
- Assist you on progress towards achieving your goals and provide referrals and support as needed.
- Assist in organizing the parent meetings and other activities.
- Inform you regularly about volunteer opportunities and other events in the classroom and at school.

Child Custody Issues

Head Start recognizes the importance of both parents in a child's life. We provide services to both parents of an enrolled child, thereby complying with the legal rights of the other parent to be involved in the education process.

Information given to your child's other parent is strictly limited to child information and will not include any family information.

Court orders, visitation schedules, and/or restraining orders will be closely followed. Parents must provide a copy of any custody papers at the time of enrollment. Head Start will not take sides during a custody disagreement. Each parent has the right to complete a separate *Emergency Contact Form* for the days which he/she has placement.

Safety

Safety education information must be provided to all Head Start parents/guardians within the first thirty days (30) of the child's entry date. Please read and review the following information:

Pedestrian Safety Information

- Children should always be escorted by an adult when crossing the street, in a parking lot, and entering a Head Start facility.
- Children should hold hands with the adult and walk beside, not in front or behind the adult.
- Adults escorting children to school should position themselves between the traffic and the child.
- Teach children to look left-right-left when coming to the edge of the street to identify approaching vehicles.
- Always stop at the curb before crossing the street.
- Walk, don't run, across the street.
- Whenever possible, cross at corners with traffic signals and crosswalks.
- Walk facing traffic.
- Make sure that drivers see you by communicating with them verbally or through body language before crossing in front of them.
- Minimize loose clothing items, such as long drawstrings, that may become tangled or cause a child to trip.

- Wear reflectors or white clothing when walking during times of limited visibility, such as early in the morning, late in the afternoon, or when rain or fog is in the forecast.
- Reinforce the meaning of the red, green, and yellow colors indicated on the traffic light.
- When picking up or dropping off your child, parents should park in designated areas.
- Always be alert and cautious when traveling near a school campus or child care center, avoid rushing, and look out for other motorists who may be rushed or distracted.

Bus Safety Training Information

Safety procedures for boarding and exiting the school bus:

- Escort children to and from the bus stop.
- Teach children to look left-right-left when coming to the edge of the street.
- Ensure loose clothing items such as long drawstrings do not get tangled.
- Children and parents should stand back at least 10 feet from where the bus stops.
- Children and parents should stand still until the driver opens the door.
- Remind children to hold onto the handrail and walk one step at a time.
- An adult needs to accompany preschool children while crossing the street.
- Reinforce the meaning of the red, green, and yellow colors indicated on the traffic light.
- Talk to children about the danger zones around the bus:
 - Front of the bus (extreme danger)
 - Back of the bus (extreme danger)
 - Standing, waiting, and leaving or entering the bus (walking area)

Safe Riding Practices

- Children need to remain in a harness until the driver says they can exit.
- Children need to remain seated while the bus is in motion.
- Children should sit in the seat facing forward and keep all body parts away from the aisle.

- Children should remain buckled in their harness until the monitor or driver says they may unbuckle.
- Harnesses should always be tight.

Railroad Crossing

- When approaching a railroad crossing, the driver should tell children that the bus is coming to a railroad crossing.
- The driver should let the children know when they may talk again, thank them for being quiet, and explain the importance of safety at railroad crossing.

Emergency Information

Please keep your child's emergency information up to date! We use the emergency/contact/release information to contact you (or the people you designate) if your child becomes ill, injured, or an emergency arises. Please inform your neighbors, relatives, or friends if you have included their name on your child's emergency information.

Whenever there is change with phone numbers, addresses and/or emergency contacts, please let the center know the new information as soon as possible by completing the appropriate forms. Your response in keeping us up-to-date on important changes is essential to the safety and well-being of your child and may be vital in providing the best medical emergency care.

Please remember, your child will not be released to anyone who is not on your emergency information. This includes dropping off children from the bus. A picture ID will be required for all new persons that we have not yet met on your approved *Release to List*.

Center Information

Birthdays & Holidays

Children's birthdays are important to us. Birthdays will be acknowledged in the classroom on your child's birth date with special activities planned by the teacher. Birthday cake, goody bags, special treats, balloons, etc., are not permitted.

CESA #11 Head Start recognizes and supports the uniqueness of each child and family we serve. Multicultural classroom activities are designed to offer children the opportunities to look at the larger diverse world around them. In order to assure each child/family will be part of all center activities, the program does not celebrate most traditional holidays.

Center Closing

During bad weather, the center will close if the public school is closed, or when the bus routes are unsafe. Centers may also close for building emergencies.

Center closings will be announced on the radio or television. If the public school is starting two hours late, the a.m. session will be canceled. Parents will be notified if afternoon classes are canceled or released early due to weather conditions. If you are enrolled in the home visit program, your home visitor will contact you if your home visit will be canceled. Staff will share the appropriate radio or TV station to listen to for specific center closures.

Visiting the Center

Head Start welcomes and encourages parents or guardians to visit our centers. Children love to show you their school. Safety is a priority, so please help us protect children and families by observing these policies:

- All visitors, other than parents/guardians, **MUST** have approval by the center director prior to visiting the center. If a specific child is being visited, the parent/guardian consent must also be given.
- Upon entering the Head Start center, **EVERYONE** must sign in at the office.
- Due to state law, we cannot allow other children in the classroom, including siblings of enrolled children.
- CESA #11 Head Start has strict policies in place that prohibit:
 - Weapons, tobacco, alcohol, drugs
 - Registered sex offenders per parole and court orders

Cell Phones

Please be respectful and refrain from using cell phones at the center, even for texting. ***Make center phone number available to friends and family in case of an emergency.***

Smoking /Alcohol Policy

Smoking is prohibited in all Head Start centers, on the grounds, in the bus, and at any time children are present. Cigarette butts must not be left in places that are accessible to children. **No alcohol, tobacco, or drugs are allowed at any Head Start function.**

Animal / Pet Policy

CESA #11 Head Start/Early Head Start staff will ensure that all families are notified if pets or animals are present in the classroom in accordance with day care licensing.

Daily Schedule

The daily schedule establishes a consistent, balanced routine for children consisting of teacher directed and child initiated activities, meals, rest time (full day), and outdoor play activities. Please check with your child's teacher for the posting of the daily routine and weekly activity plans.

Clothing

Children, staff, and parents should wear clothes that are comfortable and appropriate for the weather. We plan to take the children outside for a short time every day, weather permitting. If your child is too sick to go outside, we ask that you keep him/her home. In winter, children need snow pants, boots, hats, mittens, and a warm jacket. Let us know if your child does not have these items, and we will try to help you get them.

Your center may request you to send an extra set of clothing with your child. Shoes are required in Head Start classrooms. To prevent unnecessary accidents, we encourage you to send your children with rubber soles like tennis shoes.

Despite our paint smocks, clothing can become stained from grass, paint, or food. Please dress your child accordingly.

Field Trips

Parent participation is greatly appreciated. One-to-one adult supervision is often necessary. You will be notified about these trips as soon as they are scheduled. Please let the teacher know if you have any suggestions of places to visit.

Transportation/Bus

If your child is being transported on the bus:

- Be ready for the bus 10 minutes before scheduled time for pick up/drop off – times can vary depending on road conditions.
- The bus WILL NOT wait for children who are not ready. If the bus waits for children, it will be late for class. Bus drivers are instructed to leave if child is not outside and ready to go.
- Children will only be dropped off to parents/guardians on the *Emergency/Release Form*. Be sure you have your contacts up-to-date.

CESA #11 Head Start and Early Head Start Locations

Chippewa Falls Head Start/Early Head Start/SAPP

Tracy Dowling, Center Director
tdowling@cesa11.k12.wi.us
2820 East Park Avenue
Chippewa Falls, WI 54729
715-723-1211

Colfax Head Start/Early Head Start

Becky Loofboro, Center Director
beckyl@cesa11.k12.wi.us
704 Sletten Street
Colfax, WI 54730
715-962-3671

Cornell Head Start/Early Head Start

Angie Lueck, Center Director
alueck@cesa11.k12.wi.us
400 Woodside Drive
Cornell, WI 54732
715-239-3301

Dallas Early Learning Center

Becky Loofboro, Center Director
beckyl@cesa11.k12.wi.us
PO Box 247, 100 Dallas St. West
Dallas, WI 54733-0152
715-837-1180

Hudson School District (Collaboration Site)

644 Brakke Drive
Hudson, WI
715-377-3700

CESA #11 Head Start Administrative Office

225 Ostermann Drive, Turtle Lake, WI 54889

Phone: 715-986-2020 extension 4

HYPERLINK "<http://headstart.cesa11.k12.wi.us>"

Menomonie Head Start/Early Head Start/SAPP

Deb Toycen, Center Director
debt@cesa11.k12.wi.us
3375 Kothlow Ave, Suite 10
Menomonie, WI 54751
715-235-9122

HV Socialization Site: Plum City Elementary

New Richmond Head Start/Early Head Start

Mona Karau, Center Director
monak@cesa11.k12.wi.us
118 Homestead Drive, Suite 4
New Richmond, WI 54017
715-246-3232

HV Socialization Site: Hager City

Polk County Early Learning Center

Mary Nelson, Center Director
maryn@cesa11.k12.wi.us
400 Polk County Plaza
Balsam Lake, WI 54810
715-485-3413

Rice Lake Head Start/Early Head Start/SAPP

Cindy Cross, Center Director
cindyc@cesa11.k12.wi.us
205 E Orchard Beach Lane
Rice Lake, WI 54868
715-434-5437

Stanley-Boyd Head Start

Angie Lueck, Center Director
alueck@cesa11.k12.wi.us
Boyd Public School
303 E Park Street
Boyd, WI 54726
715-667-3104

Parent/Guardian Acknowledgement

- *CESA #11 Head Start Complaint Procedure* (page 5)
- *Parent and Staff Partnership Agreement* (page 11)
- *Pedestrian & Bus Safety Training* (page 12-13)

This is to acknowledge that I have received a copy of the Parent Handbook and the operational policies were explained to me. In addition, I acknowledge the following:

I have received a copy of the *Head Start Community Complaint Procedure*.

I have read the *Head Start Family Partnership Agreement*, and I agree to follow through on my responsibilities as a Head Start parent/guardian.

I have also read and understand the important safety information outlined in the *Pedestrian and Bus Safety Training & Information*. I agree to share this important safety information with my child and follow all pedestrian and bus safety procedures at all times.

Parent/Guardian Signature

Date