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**WELCOME TO TRI-COUNTY CHILD AND FAMILY DEVELOPMENT COUNCIL, INC.**  
**(Home Base Program)**

You and your child are now enrolled in one of the nation's finest child development programs. Head Start began in 1965 and provides a broad range of services to preschool age children. Early Head Start is a program that provides a wide variety of services for pregnant women and families with children ages birth to three years.

**Mission Statement**

**Tri-County Child and Family Development Council, Inc. provides:**  
**High quality, family centered child development programs**  
**Strong partnerships with families**  
**Leadership and advocacy within the community for the**  
**healthy development of all young children**

**COMMITTED TOGETHER TO GROW TOGETHER!**

**\*\*GOAL\*\***

The goal of Tri-County Child and Family is to promote positive growth in families and children prenatal to three years old.

This handbook has been prepared to help you and your child have a great partnership with Tri-County Child and Family. Please read this booklet carefully and keep it for your use this year. If you have any questions, please call us at the Maywood office (287-3848).

**Who's Who In Tri-County Child and Family Development Council, Inc.**

<b>Executive Director</b>	<b>Kim Young-Kent</b>
<b>Service Delivery Director</b>	<b>Kriss Engstrom</b>
<b>Human Resource Director</b>	<b>Jamie Moore</b>
<b>Operations Director</b>	<b>Barb Foss</b>
<b>Program Manager</b>	<b>Lorene Dehl</b>
<b>Health Services Coordinator</b>	_____
<b>Mental Health/Family Services Coordinator</b>	<b>Lori Wilken</b>

**My Home Visitor** \_\_\_\_\_

**Phone Number** **319-287-3848** Ext. \_\_\_\_\_

**Child Care Information (CCRR)** **319-233-0804**

**EMA Phone Number** **319-235-0383** Fax **319-235-0384**

**General Information**

**Program Eligibility**

Enrollment is based on the following:

1. Income
2. Age

**Cost**

Free to all families who are accepted for enrollment

## **HOME VISIT SERVICES**

It is the belief of Tri-County Child and Family that the parents are the most important teachers their children will ever have, and the home is the child's first learning environment. Tri-County Child and Family Home Visitors will work closely with parents and families, providing support for parents in the areas of:

- Child development
- Medical and dental health
- Nutrition
- Mental health
- Parent involvement

A Home Visitor will come to the family's home or child care setting for 90 minutes each week. The parent and Home Visitor plan activities together based on the child's development. Each Home Visitor is certified in "Parents as Teacher" curriculum, which is used to help meet the individual needs of each child, along with parent input.

Home Visitors may also meet regularly with pregnant moms to share information about prenatal care, preparing for the baby, breast-feeding and how to prepare for the birth of the baby.

Parents with children under 12 months of age may earn points for *The Storks Nest* in Black Hawk County. Children enrolled in the Home Base program may also be placed on a waiting list for a center-based classroom (if eligible).

- In order for this program to be successful, regular visits are a necessity. When emergencies arise and you must cancel your home visit, please call your Home Visitor and reschedule your appointment.

## **PARENT AND TOT TIME (P.A.T.T.)**

Home Base families and the Home Visitor will work together to create exciting activities that will enhance the family development. Regular Parent and Tot Time activities will be set up where families are able to observe their child's interaction with other children. Parents are encouraged to help with planning and preparation of activities.

During P.A.T.T. activities, children will be guided to follow a few simple rules to make their environment safe for everyone. The rules protect the rights and property of others and assist the child in learning self-control. P.A.T.T. is intended for parents, children enrolled in the program and their siblings.

Transition classes will be provided for children age eligible for Head Start during the summer months.

## **FAMILY FUN EVENTS**

The "Family Fun Event" will occur monthly. All parents are invited to attend. The events will include a light meal and an activity or speaker. Parents will elect a chair and co-chair to serve on the Policy Council. Policy Council meets the second Thursday of each month. Parent input is valued and necessary in providing a quality program.

## **MONTHLY MEETINGS**

Policy Council is held the 2<sup>nd</sup> Thursday of each month, 6:00 – 7:30 PM, at the Maywood School, 800 Milwaukee Ave. Child care and a light supper will be provided.

## **VOLUNTEERS**

Volunteers are a very important part of the Head Start program.

To provide the best services, parent and community volunteers are needed to share their talents, knowledge and energy. While volunteer activity is not required for a child to be in the program, parents who volunteer benefit Head Start children and the whole family.

Some specific jobs that volunteers may do:

- assist in the center-based classrooms
- help recruit children for the program
- assist with outings and Head Start field trips
- provide special musical and dramatic activities
- assist with snack/meal preparation and serving at special events
- support on-going activities
- donate supplies and equipment
- assist with typing, record-keeping and projects
- work at home on special projects (sewing, woodworking, cutting)
- participate in Family Fun Events and monthly meetings

Parents who are volunteering in centers may not bring other children with them to the center. Free child care will be provided for Family Fun Events and special events as noted on the parent calendar.

## **PARENT INVOLVEMENT**

It is important for parents to be active in the Home Base program. Parents may take part in four major ways:

1. Help in the process of making decisions about the nature and operation of the Home Base program. This includes attending Family Fun Events and Policy Council meetings.

**Family Fun Events:** All Home Base parents are members of this committee. These events meet once a month so parents and staff can work together to plan what happens in the Home Base program.

**Policy Council:** Policy Council is made up of Head Start parents, as well as, community people. Home Base parents elect members to represent their group on Policy Council. Policy Council meets the 2<sup>nd</sup> Thursday of each month to discuss agency-wide issues, act on these issues, and discuss any community concerns that may impact their family's lives.

2. Work as a paid employee, volunteer or just be in the classroom to observe.
3. Plan activities of interest and help in organizing training events.
4. Work with their children, in cooperation with staff.

## **HEALTH SERVICES**

### **Health Care Requirements:**

The following forms must be kept current in your child's file:

- 1. Health and Development Assessment form. (Filled out by the parent and the Home Visitor together during enrollment).**
- 2. A current copy of a Record of Immunization Card for your child, complete with all shots up-to-date.**
- 3. Well-Child Physical Exam Form with all needed blood work, according to your child's age. This must be signed by the health care provider and remain current during the year. Regular age-appropriate well-child exams must be completed throughout the year.**
- 4. Dental exams for all children must be signed and dated within 30 days of program start date, if applicable. Fluoride varnish will be administered four times per year with parent permission.**

If you have any questions about the health status of your child, you may call 235-0383 and ask to speak to the Health Services Coordinator.

If you or any member of your household is ill (temperature, diarrhea or vomiting) please call and reschedule your home visit as we do not want the illness spread to others. If you have any questions, please call your Home Visitor.

## **REPORTING CHILD ABUSE**

All Head Start staff are mandatory reporters for child abuse. The Head Start program complies with the State of Iowa laws requiring all mandatory reporters working in licensed child care to report suspected child abuse or neglect to the Department of Human Services. This is in the best interest of your child.

The law tries to protect children from abuse and helps others find ways to handle the stress of raising children. If you would like help in coping with any area of your child's behavior, please call your child's Teacher, Home Visitor or the health services staff. We will try to help you find solutions to your concerns.

Children's safety and best interests are always our goal. We will notify authorities should we have concerns regarding any child's safety.

## **CONFIDENTIALITY**

Your child's file is confidential. You can arrange to look at your child's file at any time by contacting your child's Home Visitor. Respect for families, children and one another is a basic principle of this agency. Information given by you, regarding your family, will be treated with great care and shared with others only with your written permission.

## **INCLEMENT WEATHER**

During bad weather, listen to your radio for school closings. This is very important! If the Waterloo Schools close due to bad weather, the Home Visitor **may or may not** do a home visit. The Home Visitor will call to confirm their visit with you.

Closings will be announced on the following stations for the Waterloo and Cedar Falls school systems:

KBBG, KCFI, KOKZ/KXEL, KFMW/KWLO, KOEL and KWWL TV

## **CHILD CARE**

As parents in the Home Base Program, you are supported in your selection of a child care provider, through use of Child Care Resource and Referral (CCR&R) services. Believing in your role as primary caregiver, teacher and decision-maker on behalf of your child, the staff will assist you in your effort to choose a safe and nurturing place for your child.

### **Child Care Services Available to Parents:**

- Information to help you choose quality care for your child.
- Referrals for child care options available to meet your family plans.
- Parent education on a range of topics.

The child care provider of your choice will also have support through CCR&R services. The caregiver, together with the training coordinator, will look at their own needs and be offered training choices and other services.

If you have any questions or concerns about choosing child care or about the care you are already receiving, please contact:

**Child Care Resource and Referral  
319-233-0804**

## **PROCEDURES FOR PROBLEM SOLVING**

1. If a parent has a complaint or concern about their Home Visitor or the program, it is the parent's responsibility to discuss the situation with the Home Visitor directly involved.
2. If a solution cannot be agreed upon by all parties involved, the parent may contact the Home Visitor's immediate supervisor and efforts will be made to resolve the situation. Call the Maywood number, 287-3848, if you do not know the Home Visitor's supervisor.
3. If the parties involved cannot work out a solution, the next step is to speak with the Service Delivery Director. If the situation still cannot be resolved, the parent may contact the Executive Director. If the situation still exists, the Executive Director may request a meeting with a parent, Home Visitor, Program Manager and/or the Policy Council chairperson, depending on the nature of the situation.
4. If a solution is not reached, the Executive Director and the parent may request discussion of the matter with a special committee of the Council, Inc. Board. The committee will then make a recommendation for action to the Board as a whole.

## **PEDESTRIAN SAFETY**

Tri-County Child and Family is committed to keeping your children safe. Please share the following information with your child. Classrooms will reinforce to children the importance of pedestrian safety.

Please take a moment to go over these tips provided by the National Highway Traffic Safety Administration. You can also visit their website at [www.nhtsa.dot.gov/kids](http://www.nhtsa.dot.gov/kids).

### **Pe-des-tri-an**

*n.* A person traveling on foot; a walker

### **safe-ty**

*n.* The condition of being safe; freedom from danger, risk or injury

### **Pedestrian Safety Facts**

- Children hit by cars can be hurt or killed, even when cars are moving slowly.
- Toddlers (1 and 2 year olds) are most often hurt by a vehicle backing up.
- Preschoolers (3 and 4 year olds) are most often hit when running across a street near home.

## **Young Children Are Not Small Adults**

- Children cannot judge speed or distance of vehicles.
- Children move quickly and can run into the street without warning.
- Children don't know safety rules and expect adults to watch out for them.
- Children are small and hard for the driver to see.

# **Safety Tips for Walkers**

## **Sidewalks**

- Always walk on the sidewalk.
- If there is no sidewalk and you have to walk in the street, always walk facing traffic so you can see any vehicle that might go out of control.

## **Crossing the Street**

- Cross only at corners or marked crosswalks.
- Stop at the curb or edge of the road.
- Stop and look left, then right, then left again before you step into the street.
- If you see a vehicle, wait until it goes by. Then look both ways before crossing.
- Do not cross the street in-between cars.
- Children should hold onto an adult's hand while crossing.

**Tri-County Child & Family Development Council, Inc.  
2008-2009 Calendar**

**July 2008**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**August 2008**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**September 2008**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**October 2008**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**November 2008**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**December 2008**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**Sum. Semester – 6/1-8/12/08**  
 July 4 .....IndependenceDay  
 -Centers Closed  
 July 17...Cunningham  
 -1<sup>st</sup> Day of School

**Fall Semester-8/13-10/21/08**  
 Aug. 13 ....Family Workers-PY  
 - Return to Work  
 Aug. 18- 22..... Full Year  
 -Prof. Dev. & No School  
 Aug. 20 ..Part YearTeaching Staff  
 -Return to Work  
 - Preservice...All Staff  
 Aug. 25.....All Centers  
 -1<sup>st</sup> Day of School  
 Sept 1.....Labor Day  
 -Centers Closed  
 Sept. 12.....All Staff  
 -Prof. Dev. & No School

**Fall Semester-10/22-12/31/08**  
 October 31.....All Staff  
 -Prof. Dev. & No School  
 Nov. 27-28.....Thanksgiving  
 -Centers Closed  
 Dec. 22-Jan. 2...Winter Break  
 -Part Year Centers Closed  
 Dec. 22,23,29-31.. Winter Break  
 - Full Year Centers  
 -Consolidated Care @ EMA site  
 Dec. 24-26.....Winter Break  
 - Full Year Centers Closed

**Spring Semester-1/5-3/18/09**  
 Jan. 1 .....New Years Holiday  
 -Centers Closed  
 Jan. 2 ..... All Centers Closed  
 Jan. 5...All Classes Resume  
 Jan. 16.....All Staff  
 -Prof. Dev. & No School  
 Jan. 19.....MLK Holiday  
 -Centers Closed  
 Feb. 13.....All Staff  
 -Prof. Dev. & No School  
 March 16-20.....Spring Break  
 -Part Year Centers Closed  
 -Full Year Centers-  
 Consolidated Care @ EMA site  
 Apr. 3.....All Staff  
 -Prof. Dev. & No School  
 April 10 .....Holiday  
 -Centers Closed  
**Spring Semester-3/19-5/31/09**  
 May 2....Volunteer Picnic  
 May 21.....Part Year Program  
 -Last Day of School  
 May 22.....Part Year Staff  
 -Last Work Day  
 May 25.....Memorial Day  
 -Centers Closed

**January 2009**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**February 2009**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**March 2009**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**April 2009**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**May 2009**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**June 2009**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Holidays**  
**Breaks**  
**Prof. Dev. & No School**

## 2008 - 2009 Family Fun Time Events

<p>October 2, 2008 "Parent Kick-Off"</p>  <p>Menu - Tyson's BBQ Pork</p>	<p>February 2009 - "Welcome to the Library"</p>  <p>Menu - Walking Tacos</p>
<p>November 2008 - "Family Fun" (games, arts, crafts, scrap booking, etc.)</p>  <p>Menu - Walking Tacos</p>	<p>March 2009 - "Challenging Behaviors"</p>  <p>Menu - English Muffin Pizza</p>
<p>December 2008 - "Coping with Stress"</p>  <p>Menu - Spaghetti Dinner</p>	<p>April 2009 "Good Touch/Bad Touch"</p>  <p>Menu - Smoothies</p>
<p>January 2009 "Physical Fun"</p>  <p>Menu - Smoothies</p>	<p>May 2, 2009 "Volunteer Recognition Picnic"</p>  <p>Menu - Burgers, dogs, etc.</p>

**\*\*PLEASE REMEMBER ~ There will be incentives for the highest attendance at the end of the year!!\*\***

04-07-08

I, \_\_\_\_\_, have received and reviewed a copy of  
the Tri-County Child and Family Parent Handbook.

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)



Tri-County Child & Family  
Development, Inc.

Home Base  
Parent Handbook  
2008-2009

