

I,



_____,
have received and reviewed a copy

of the Tri-County Child and Family
Parent Handbook.

(Signature)

_____(Date)

Tri-County Child and Family Development Council, Inc.

Parent Handbook

2011-2012



Home Base

205 Adams Street

P. O. Box 1050

Waterloo, Iowa 50704

Phone: 319-235-0383

Fax: 319-235-0384

www.tricountychildandfamily.org

Approved by Policy Council: June 10, 2010

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**

Child And Adult Care Food Program Statement

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.”

Child Care

Child Care Resource and Referral

Allison, Iowa 319-267-2644

Cedar Falls, Iowa 319-233-0804

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

Central Office

Executive Director	Kim Young-Kent
Service Delivery Director	Kriss Engstrom
Operations Director	Barb Johnson
Human Resource Director	Jamie Moore
Mental Health/ Family Services Coordinator	Lori Wilken
Health Services Coordinator	Pauline Jones
Program Manager	_____
	email _____
Early Access Service Coordinator	Rachelle Ravn
Education Specialist	Karen Koeneke

All agency employees may be emailed by using their first initial and last name @tricountychildandfamily.org

My Family's Home Visitor

My home visitor is _____

Phone number _____

Fax number _____

Email address _____

Office address _____

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.

Pe-des-tri-an

n. A person traveling on foot; a walker

safe-ty

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.

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Other helpful resource websites:

www.tricountychildandfamily.org

The “What’s Where in Parenting” Directory is filled with resources available to families in the Black Hawk County area, and is available to all families regardless of race, income, educational, or socioeconomic level. All of the resources listed are free or low cost, and are offered at numerous locations. WWIP can be accessed at www.fccouncil.net.

Programs operated by Operation Threshold can be accessed at www.operationthreshold.org

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 for 90 minutes each week. The parent and home visitor plan activities together based on the child’s development. Each home visitor is a certified Parents as Teachers parent educator, which is used to help meet the individual needs of each child, along with parent input. Early Head Start home visitors may also meet regularly with expectant families to share information about prenatal and postpartum health care, fetal development, breast feeding and how to prepare for the birth of the baby. 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.

Screens and Assessments

Federal Head Start regulations require that every child in a Head Start program receive a developmental screen within the first 45 days of enrollment. This means that the home visitor may sit down with your child and ask them some questions or ask them to do certain tasks or may ask you about certain skills your child may have. This information is used to better plan the experiences that they will offer to your child. Children’s skills are also assessed by observing the child individually as they use them in the learning environment. Results of these assessments are also used to plan the best possible learning experiences for your child.

Socializations:

Home base families and the home visitor will work together to create exciting activities that will enhance the family development. Regular socialization 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 socialization 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. Socializations are intended for parents, children enrolled in the program and their siblings. Please check with your home visitor for socialization times and dates.

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.

Early Access Service Coordinator

She coordinates services for the child and family eligible for Early Access and Early Intervention services. She also works directly with the home visitor and teacher in following through on the child's Individual Family Service Plan (IFSP).

2010-2011 Calendar

Your home visitor will go over the calendar with you and note any special events or closings.

Problem Solving Procedures

If you have a complaint or concern about the school, it is your responsibility to **discuss the situation with the staff directly involved.**

If a solution cannot be agreed upon by all parties involved, you need to **talk to the staff's immediate supervisor (Program Manager)** and an attempt will be made to resolve the situation. Please call the EMA school at 235-0383 if you do not know the staff person's supervisor.

If the parties involved still cannot work out a solution, the **next step is to talk with the Service Delivery Director.** If the situation cannot be resolved, the Service Delivery Director **may request a meeting with parent, staff member, Executive Director, or Policy Council chairperson,** depending on the nature of the situation.

If no solution is reached, the **Service Delivery Director, the Executive Director, and the parent** jointly 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.**

Tri-County Child and Family Development Council, Inc.	Policy Council
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Executive Director

Service Delivery Director

Program Manager

Family Worker	Teacher/Home Visitor	Assistant Teacher
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2011-2012 Family Fun Events

A schedule for the themes of this year's events will be available at the parent kickoff event. Please see your home visitor with questions.



HEAD START FAMILIES~PLEASE REMEMBER THAT THERE WILL BE INCENTIVES FOR THE HIGHEST ATTENDANCE AT THE END OF THE YEAR.

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:

- help recruit children for the program
- provide special musical and dramatic activities at socialization events
- 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
- participate in Family Fun Events , socializations and Policy Council

Health Services

Head Start is responsible for promoting healthy development of children. Parents, as primary caregivers of their children, play a central role in child health and developmental services.

In order to determine your child's health status we will need parents to provide the follow current information: A current copy of a Record of Immunization Card for your child, complete with all shots up-to-date.

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 within 30 days of program start date. Regular age-appropriate well-child exams must be completed throughout the year.

The **Iowa EPSDT schedule** recommends exams as follows:

2-3 days	1month	2month	4month	6month
9month	12month	15 month	18 month	2 year
3 year	4 year	5 year		

Dental exams for all children 12 months of age must be signed and dated within 90 days of program start date.

Annual Health Update form for children enrolled more than 1 year in the program.

Through out the program year children receive the following services with parent consent:

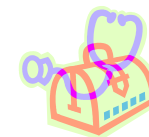
Hearing Screen (completed at 6 months of age or parent request)

Newborn Check Up (completed by 2 weeks of age)

Fluoride Varnish (completed 3 times a year)

Nutrition Assessment (completed by parents 2 times a year)

If you have any questions about health services you may call 235-0383 and ask to speak to the Health Services Coordinator.



Mental Health Services

Mental health services are provided by Tri-County's licensed mental health professional. These services include classroom observations, staff consultations, family consultations, home visits, various trainings and individual observations as requested. The mental health professional assists staff with developing strategies to build social emotional skills, strong attachments and healthy environments. The Devereux Early Childhood Initiative and Positive Behavioral Interventions and Support programs are used to promote social and emotional health and strength based interventions. At Head Start our focus is on early identification, prevention strategies and educational strategies.

Transition Services

Transitions, or moving from one thing to another, are sometimes difficult for children. In order to make sure that transitions are as smooth as possible Tri-County Child and Family offers transition activities and timelines for children when they move from Early Head Start to Head Start or Head Start to Kindergarten.

Moving from Early Head Start classroom to the 3-5 Head Start classroom:

At the time of transition from the Early Head Start program to the Head Start program, your home visitor will set a time with you to complete the enrollment application and gather income information. Your child must be 3 by September 15 to be age eligible for Head Start.

Moving from Head Start to Kindergarten:

In the spring, Kindergarten Round Up information is posted and shared with families. A fieldtrip to the home school can be made. If the family is interested in visiting the new school, please ask the Family Worker about arranging a visit. A transition folder will be give to the family with information regarding what is needed for Kindergarten.

Parent Involvement

It is important for parents to be active in the Home Base program. Parents may take part in any of these ways: 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 2nd

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.

Work as a paid employee.

Plan activities of interest and help in organizing training events.

Work with their children, in cooperation with staff.

Access denial of those on Sex Offender registry

A sex offender who has been convicted of a sex offense against a minor who is required to register with the Iowa sex offender registry (from Iowa Code 692A):

Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the center.

Shall not operate, manage, be employed by, or act as a contractor or volunteer at a child care center.

The center director is not OBLIGATED to provide written permission.

Before giving written permission, the center director shall consult with the DHS licensing consultant.

Staff Qualifications



Tri-County Head Start is committed to the professional development of all our staff. We know that a quality program is the result of well-trained, qualified and dedicated staff. As a result, all of our home visitors have a BA in Early Childhood Education, Family Services, Social work or a related field. All staff are trained and certified in the following: CPR, First Aid, Blood Borne Pathogens, Safety Emergency Procedures and Child Abuse Reporting. There are several professional development days set aside during the school year for these trainings.

Gifts

Staff members are not allowed to accept gifts from our families. We appreciate the trust you show in us, and the opportunity to be a part of your child's life.



Change of Address/Phone Number



To avoid an interruption in services, it is **very important that you notify the home visitor immediately if your address, phone number or emergency numbers change.** We must have a current number and address where you may be reached. Please notify the home visitor of any phone number or address changes.

Mandatory Reporting of Child Abuse

All Head Start staff are mandatory reporters for child abuse. The Head Start program complies with the State of Iowa law 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, family worker or the mental health specialist. We will try to help you find solutions to your concerns.

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.



Bad Weather/Emergency Closings and Cancellations

During bad weather, listen to your radio for school closings. This is very important! If the 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.

