

Lebanon Early Childhood Head Start Program

Family Handbook



Head
Start
a service of **iu13**

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Welcome to Lebanon Early Childhood Program!

Our vision is to create a vibrant learning community where all young children and their families can flourish academically, socially and emotionally. To achieve this vision we will:

- Provide a safe, appropriate and inclusive educational setting for all students.
- Provide ongoing support for the health and welfare needs of children and their families.
- Provide support for parents as their child's first teacher
- Provide evidence-based instruction and academic rigor that leads to school success.
- Maintain high expectations for all children and adults.
- Maintain high professional standards for all staff members and volunteers.
- Communicate honestly, respectfully and frequently with family members, colleagues, students and community members.
- Enhance the development of young children and promote healthy family functions.

What is Early Childhood Education? It is just what the title indicates...early learning at a young age. Research shows us that children do better in school when they develop important learning skills before they are in kindergarten. Since birth, you have been teaching your children many things, most of the time without even knowing it! Our early childhood programs will help you and your child grow and learn many more things. Your active role is a very important part of being a parent of a young learner. We encourage you to attend planned activities and participate in your child's classroom learning. The friends, parents and staff of our early childhood programs are very excited about what our programs have to offer and hope you will feel the same way.

Please use this handbook to become more familiar with our program. Our staff can also help you understand some of our procedures and policies. We strongly believe in involving parents and guardians in the entire program, and this handbook should provide you with many ways to do that.

Remember to use our staff as a resource. We are here to help in any way we can. We have a very important focus—your child! Please feel free to stop in or call any of our staff members with your questions. Have a great school year!

Head Start Policy Council Welcome

The Head Start Policy Council is a governing body that participates in making decisions about the Head Start Program. Parents of currently enrolled children can be on Policy Council. Policy Council works in cooperation with the Lebanon County Early Childhood Staff, and the Lancaster-Lebanon IU13 Board of Directors.

You have a voice in your child's education. Policy Council needs to hear from you. If you would like more information about Policy Council you can:

- Join Policy Council meeting and/or get to know your Policy Council representatives
- Talk to your child's teacher or assistant
- Talk to your Family Service Worker
- Call the office at (717) 450-1512
- Talk to other Head Start families

Lancaster Lebanon IU13

Lancaster-Lebanon Intermediate Unit 13 (IU13) is an education service agency dedicated to delivering services to school districts and communities across the state. IU13 is a leader in recognizing the needs of schools and implementing programs to meet those needs, with a core compelling purpose of improving student learning. IU13 serves the 22 public school districts in Lancaster and Lebanon counties, as well as students in nonpublic schools, preschoolers, and adult learners throughout Pennsylvania.

Mission Statement

Provide services, supports, and solutions that make a difference to all learners and our community.

Vision

Making a difference with our call to “Work Worth Doing” by cultivating the conditions for trust and unity within our education systems and communities, to ensure that all learners are well served, focusing on:

- *Educational Services*
- *Technical Assistance*
- *Developing Leaders*
- *Convening and Connecting*
- *Building Organizational Resilience*

Keys to Our Culture

- Kindness
- Collaboration
- Responsible stewardship
- Imperfection
- Empathy
- Innovation
- Best efforts
- Relentless pursuit of excellence

#WorkWorthDoing



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Program Information

My Child's Classroom Site _____

Classroom Times _____

My Child's Teachers _____

My Family Service Worker and Phone Number _____

Offices

Lebanon Early Childhood Programs
Lebanon County Head Start/Pre-K Counts Office
One Cumberland Street
Lebanon, PA 17042
Tel # (717) 450-1512
Fax # (717) 450-1733

Class Sites

Lancaster- Lebanon IU13
One Cumberland Street
Lebanon, PA 17042

Fort Zeller Elementary School
243 N. Sheridan Road
Richland, PA 17087

Ebenezer Elementary School
1600 Colonial Circle
Lebanon, PA 17046

Union Canal
Elementary School
400 Narrows Drive
Lebanon, PA 17046

South Lebanon
Elementary School
1825 S. 5th Avenue
Lebanon, PA 17042

Lingle Avenue
Elementary School
600 S. Lingle Avenue
Palmyra, PA 17078

Annvile Elementary School
205 South White Oak St.
Annvile, PA 17003

Northern Lebanon
Elementary School
346 School Drive
Fredericksburg, PA 17026

Emergency Contacts/Changes to Information

Parents are asked to provide Emergency Contact information at registration. A copy of the information is kept at the main office and by the classroom teacher. Emergencies rarely happen, but when they do, our program needs accurate information to contact you. Please make sure that your emergency contact information is always updated with current addresses, names and phone numbers for those individuals authorized to receive your child (16 years old or older).

If you move or change your telephone number while your child is in the program, please contact your teacher or family service worker as soon as possible by email or the Cloud so that services to your family will not be interrupted.

If there is a custody order or a restraining order, a certified copy must be given to program staff. A copy of the order will be attached to office and school emergency forms.

Emergency Information

Emergency preparedness is a top priority for the Lebanon Early Childhood Program. We work together with the Lancaster Lebanon IU13 School Police Chief, community agencies and local school districts to maintain a safe environment for our students, parents, staff and visitors. As a parent, you should feel confident to know we participate, on an annual basis, in All Hazards Training. Our schools conduct emergency drills throughout the school year so that students and staff are aware of the most effective and safe emergency responses.

Open communication between home and school is critical to the safety and well-being of our students and your children. Please feel free to contact staff with any questions.

There are several simple steps that are vital in any emergency:

1. Child emergency information
 - Please communicate any changes that occur in your child's emergency contact information.
2. Talk with your child about listening and following directions during an emergency
3. Discuss emergency procedures with your child's teacher and other staff.
 - They can occur during home visits, parent teacher conferences, and parent meetings.

There are several actions that our school may take during an emergency. The following is a brief description of those responses:

Lockdowns occur if there is a crisis inside the school and movement of the students will put them in jeopardy. All exterior doors are locked and students and staff remain in their classrooms. No entry or exit of the school is allowed.

Shelter in place is used when there is no time to evacuate or when it may be harmful to leave the building. Students will stay in the school building until it is safe for them to leave the building.

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Evacuation means that students and staff must leave the school building for safety reasons. They move to an area outside of the school or to an offsite location. The evacuation of students from the school building will be considered only when authorities have determined that occupation of the school building is unreasonable due to unsafe conditions.

Student Dismissal/Student Reunification Procedures During an emergency, it is critical that parents receive important information and directions from school officials before going to the school or scene of an emergency. We will make every effort to notify parents with up-to-date information. Students will only be sent home with people listed on their Emergency Information List. The person will be required to show a picture ID when picking up the student.

While it is unsettling to think about situations that require an emergency response, we know that our preparation will support procedures to ensure the safety of our children, staff and visitors.

School Day Information

Book Bags/Back Packs are recommended. They will be used to send home children's work, send home information to the family, and to receive information from the family. Your child's teacher will provide an "Information Sharing Folder". Please check at home each night and place it inside your child book bag/backpack. Also, label the inside of the book bag/backpack with your child's name.

What to Wear to School – While at school, your child will be involved in many activities indoors and outside. Your child will be running, playing and climbing on playground surfaces outside almost every day. Please send your child to school in washable clothes that are appropriate for the weather and play. Please do not dress your child in delicate or expensive clothes that are used for special occasions. It is required that your child wear sneakers or closed-toed shoes rather than sandals or open-toed shoes to protect their toes, heels and soles of their feet.

Spare Clothing - Please supply a complete set of extra clothes, including a shirt, pants, underwear and socks in case of spills or accidents. Please ensure that clothing is appropriate for the season and the correct size. Label clothing with your child's name or initials.

Toys From Home - The Lebanon Early Childhood Program has a large variety of developmentally appropriate toys for preschool age children. Please do not send toys from home as they are too easily lost or broken and they are extra hard to share. An individualized decision will be made between the teacher and the parent when a child has a special attachment to a blanket or soft toy which may be needed for security and comfort.

Outside Play - Outside play is part of your child's daily routine when weather permits. Children should be dressed in clothes and shoes suitable for outside play. In order for a child to be excused from outdoor play, the parent must provide a note from the child's doctor specifying the reason and number of days the child is to remain indoors.

- **Temperature Guidelines** - The Lebanon Early Childhood Program follows guidelines taken from the National Health and Safety Performance Standards. If the "feel like" temperature is between 26 degrees and 89 degrees, (which includes wind chill and heat index) children may go outside. They may not go out if there are any warnings such as wind advisories, weather warnings, heat advisories, etc.

School Closing/Delay/Weather Related Early Dismissal/Flexible Instruction Day

There are occasions when inclement weather or other safety/health conditions require the Lebanon Early Childhood Program to delay some of our class sites. These decisions involve careful evaluation of a variety of factors in a short time period. The Program makes every attempt to make decisions by 6:00 a.m. for morning delays or closings.

If the school district for the school which your child attends is closed, our programs will also be closed to children. If the school district is on a two-hour delay, your child's class will be on a two delay. If there is a two-hour delay, breakfast will not be served. Lunch and snack will be served at the normal time. If the school district takes a Flexible Instruction Day (FID), your teacher will contact you with instructions on how you and your child will participate in a virtual day. If the school district has an early dismissal related to weather/emergencies, your child's class will dismiss 30 minutes prior to the school district elementary school dismissal.

In case of bad weather, check the following sources for information on school closings, possible flexible (virtual) learning days, delays or early dismissals. The television and radio stations will ONLY be listed as your school district, not Head Start

Facebook

@LebanonCountyHeadStart

Radio

WLBR AM 1270
WQIC FM 100.1

Television Stations

WGAL Channel 8
WHTM ABC Channel 27

Web

wgal.com/weather

Your child's class will follow the school district closing and delay announcement as listed:

One Cumberland Street	<i>Lebanon School District</i>
Lingle Avenue Elementary School	<i>Palmyra Area School District</i>
Fort Zeller Elementary School	<i>ELCO School District</i>
Northern Lebanon Elementary School	<i>Northern Lebanon School District</i>
Union Canal Elementary School, Ebenezer Elementary School, and South Lebanon Elementary School	<i>Cornwall Lebanon School District</i>
Annville Elementary School	<i>Annville Cleona School District</i>

School Arrival and Dismissal

As your child's parent, you are responsible for bringing your child to school and picking your child at the end of the school day. Children will be dismissed promptly at the end of their school day. For the safety of your child, you are responsible to bring your child to the building, sign them in and give your child to a member of the classroom staff. At dismissal, your child will be released to you at a designated location in your school building.

It is important to follow the school start time and end time. Learning opportunities are planned during every part of the day. Students transition into the class best when they arrive with their peers.

In case of an emergency or circumstances that may prevent you from picking up your child at school, your child may be released to a person designated on your Emergency Contact List. No child will be released from class to anyone other than authorized people over 16 years of age.

All persons picking up children, including parents, should always have a photo ID with them at pickup. If there is a custody order or a restraining order, a certified copy must be given to program staff. A copy of the order will be attached to office and school emergency forms.

Procedure for Late Pick-up

The Lebanon Early Childhood Program will take the following steps when a child is not picked up from school at the designated dismissal time:

1. The teacher will call the Head Start office 15 minutes after dismissal and inform the Family Service Worker that the child has not been picked up. The teacher will call those on the Emergency Contact List. The child will be taken back to the classroom and the person picking up must contact the teaching staff that they are at the designated door once they arrive.
2. The Family Service Worker will inform a supervisor of the situation, and they will determine if a staff person should go to the classroom site to provide assistance and support.
3. If the child is not picked up by 3:30 p.m. and there is no communication with the people listed on the Emergency Contact List, local authorities will be contacted and a decision will be made about what step(s) to take to get the child to a safe site for the evening.

Safety and Practical Tips for Arrival and Dismissal

- Holding your child's hand while in the parking lot is important. There are many moving cars and it can be dangerous.
- Turning off your cell phone will help you to give your full attention to your child and their teacher.
- If you need to bring other children with you when you drop-off or pick-up, bring them to the door with you. Cars can overheat quickly and older children could accidentally put the car into gear. Pennsylvania law states that a child should not be left in a vehicle alone. For their safety, bring them in with you.
- Please use the appropriate parking space/area. Leave handicap parking for those in need of those spaces.
- Have a photo id with you at all times for pick-up in case your teacher or the assistant is not there at pick-up. Remember only those on your emergency list may pick-up your child and, they must be at least 16 years old and have a photo id with them.

A Day at School

The goal of our Lebanon Early Childhood Program is to help make sure your child is ready for success in Kindergarten. We do that by planning activities during the day and arranging the room to help them grow and learn.

All teachers follow a daily schedule and classroom routines where learning begins at the start of the day. A consistent routine helps children feel safe, secure and comfortable in the school environment. Each classroom has a daily schedule posted.

A typical daily schedule looks like this:

- Arrival
- Breakfast
- Circle Time or Large Group Time
- Outdoor Time/Gross Motor Activities
- Small Group Time
- Center/Work Time
- Lunch
- Snack
- Ending Circle
- Dismissal

We use the Creative Curriculum as a guide to set-up our classroom environments. The room organization is purposeful and encourages learning through active participation and hands-on materials and equipment.

Teachers plan the daily lessons with your individual child's interests and special needs in mind. The classroom organization supports these plans through the set-up of activity/interest areas for the children to explore and learn important concepts: blocks, dramatic play, library, math, science, writing, puzzles, sand and water, etc.

Nutrition

The Lebanon Early Children Program will provide breakfast, lunch and snack daily to your child.

Mealtime is a learning time for children. Helping to prepare food, trying new foods, practicing table manners and cleaning up afterwards are just some activities children can do during mealtime.

As a parent and your child's role model, you can be a very positive force. Encourage your child to try new foods and help them practice good nutrition at home.

Due to regulations, food items are not allowed to be brought in the classrooms for any reason, even for birthday celebrations. All food served to the children must come from our approved contracted food service provider.

Your family service worker, classroom teacher, the Head Start Health Specialist, or a supervisor will help with any concerns you may have about our nutrition program and procedures. Lebanon Early Childhood Program works to teach children healthy eating habits.

Celebrations

The Lebanon Early Childhood Program provides an environment of acceptance that supports and respects gender, culture, language, ethnicity and family composition. We celebrate the diversity of each family and their unique cultural traditions. Learning about the customs and celebrations of other cultures helps children to understand and embrace the value of tolerance and respect for others. Families may communicate with the teacher their ideas on how to celebrate their child in the classroom.

As stated previously, due to regulations, food items are not allowed to be brought into the school by parents for any celebrations. Staff are not responsible for handing out birthday invitations or other communications to families. We appreciate your understanding.

School Attendance

The Lebanon Early Childhood Program follows the attendance of children very closely. Children learn more when they attend school every day. The program's attendance procedures include:

1. Parent/Guardian is required to call the Head Start Office at (717) 450-1512 to report all absences. Parent/Guardian will be called/texted in the morning if we do not hear from you (you will not be able to respond to the text).
2. A child will be considered tardy if the arrival time is more than 15 minutes beyond the start time.
3. Parent/Guardian should obtain a note from the doctor or dentist if the child has been seen due to illness that caused them to miss school or if an appointment for a regular check-up occurs during school hours.
4. A child is permitted a total of ten excused absences/late arrivals/early dismissals/late pick-ups per year. If a child has accumulated ten excused absences, all further absences will require a doctor's note in order to be excused.
5. If a child accumulates excessive unexcused absences/late arrivals/early dismissals/late pick-ups, a meeting will be scheduled between the parent/guardian, classroom staff and the Family Service Worker. At this meeting, an attendance contract will be developed to be followed for the remainder of the year. If the terms of this contract are not upheld by the family, the child will be withdrawn from the program, and the child's slot will be considered an enrollment vacancy.

Positive Behavior Support

Positive Behavior Support (PBS) is a program we use in Head Start to support young children's social and emotional development. We are striving to improve our ability to teach and support positive behavior for all our students. Our focus is on teaching children what to do...instead of focusing on what they are doing wrong.

We have adopted program-wide expectations that are posted in all of our schools. Your child will be learning them this school year.

The program-wide expectations are:

- **Be Safe**
- **Be Respectful**
- **Be Responsible**

In order for this approach to work everyone needs to be involved: parents, teachers, staff and administrators. We look forward to working together with you so that your child will have a wonderful year at school. If you would like more information about Positive Behavior Support, please feel free to contact us at (717) 450-1512.

Parent Teacher Communications

Classroom Visits - Parents are a very important part of the Lebanon Early Childhood Program. Parents are welcome in the classroom. Please refer to the Volunteer Policy for additional information on classroom visits.

Information Sharing Folder – Your child will receive an Information Sharing Folder at the beginning of the school year. Please check your child's Information Sharing Folder daily. Program and teacher notes will be placed in this folder for you to read. If you would like to communicate with your child's teacher, you may use this folder to send the teacher a note or use the CLOUD.

Home Visits – Teachers visit the parents and children in the parents'/guardians' home twice a year. Teachers use home visits to share ideas and activities parents can use to provide learning opportunities for their child. Teachers also discuss activities and events happening in the classroom. This time may also be used for parents to share information with teachers.

Monthly Newsletter and Calendar – A classroom calendar and newsletter are sent home monthly. Teachers include information on classroom happenings, important dates, home activities to support your child's learning, monthly classroom themes, and what your child is learning in school.

Information Board – Your child's classroom teacher has an information board to share information with you. The board contains program policies along with information specific to you/your child's classroom and activities.

Parent-Teacher Conferences – Parent-Teacher Conferences take place twice a year, in the fall and spring, at the child's school. With the parents' help, the teacher develops an individualized goal plan for the child at the fall conference. The conference is an excellent time to talk to the teacher about what your child is learning in school. The conference is also a time to discuss your child's progress, accomplishments and any concerns.

Phone and Personal Contacts – Classroom teachers are always happy to talk with you to let you know how your child is doing or answer any questions you may have. Teachers are unavailable to talk with you during class times. Please call the Head Start office at (717) 450-1512 and the teacher will be asked to return your call. You may also schedule an appointment to meet with your teacher after children are dismissed from class.

Family Involvement

The Lebanon Early Childhood Program recognizes that parents are the most important people in a child's life and promote involvement in all areas of the program. Many studies have shown that children do better in school when their parents are involved in their education.

At Home Learning Days - At home learning days teaching staff will provide weekly communication to guide educational learning activities in the home, that are age appropriate and are aligned with the current teaching investigation in the classroom. Parents are asked to respond weekly to communicate their child's engagement in those activities as well as strengths and needs based on the topic of learning. Teacher communication informs student attention for at home learning days.

Head Start Policy Council – Policy Council is the board of directors consisting of elected parents and community members who make important decisions about program planning and operations. The Policy Council members attend monthly meetings.

Volunteers – Volunteering is strongly encouraged. Parents can volunteer by helping in the classroom and joining Policy Council.

Socializations and Trainings – Families will be invited to meet with Head Start staff to join community experiences. Calendar dates are announced at the start of the year. Parent Trainings cover parent selected topics such as child development, discipline and healthy snacks. These trainings are offered in the evening and include a meal and babysitting.

Family Day – Monthly Family Day activities are scheduled in each classroom. Parents have the opportunity to visit their child's classroom and participate in a learning activity.

Father Initiative – Father Involvement is important and promoted by Head Start nationally. Our programs offer various activities involving the child and father figure. Look for information during the school year regarding fatherhood activities. Male involvement in the Father Initiative Committee is encouraged.

Family Projects – Teachers send home monthly family projects for the parent and the child to work on together. These projects are fun as well as educational. When projects are returned to school, children have the opportunity to share and tell about their project. The project is then displayed in the classroom.

Educational Opportunities and Tuition Benefits for Parents

Parents of Head Start children may enroll in classes with the IU13 Community Education Program.

The following classes are offered through Community Education:

1. The High School Equivalency (HSE) program is FREE and offers classes to help you prepare for your HSE/GED test or improve basic math and reading.
2. English as a Second Language (ESL)
3. Workforce Preparation

PLEASE NOTE: Free evening HSE/GED and ESL classes are available through the IU13 Community Education program. Visit iu13.org/CommunityEd or call (717) 450-1525 to register for an orientation. Classes are held at:

Chestnut Street Community Center
611 Chestnut Street
Lebanon, PA 17042

Tuition assistance is available through the Head Start Policy Council for current parents to further their education and/or professional development. These funds can be used for college classes, textbooks associated with a class, HSE/GED testing costs, or classes in the community for professional development. See Tuition Assistance Policy for additional information.

Volunteer Policy

The Lancaster-Lebanon IU13 accepts volunteers who are parents of children enrolled in the Lebanon Early Childhood Program and/or who are volunteers from specific work/school programs.

A volunteer means an unpaid person who is trained to assist in implementing ongoing program activities on a regular basis under the supervision of a staff person in areas such as health, education, nutrition and management. A volunteer in the classroom is there for the best interest and welfare of the children in the program and is never left alone to directly supervise a child.

For the safety of our children the following procedure for screening and placing volunteers has been developed by the Lebanon County Head Start Policy Council and Lancaster-Lebanon IU13. The procedure is in accordance with PA state law, the PA school code and the Head Start performance Standards.

Procedure:

1. Parents are informed of volunteer opportunities at registration, home visits, parent meetings and conferences. Community members and students at school and community events.
2. Parents and others wishing to volunteer are provided the volunteer policy information. Those wishing to volunteer are to speak with their teacher, home visitor or family worker. A volunteer packet will be provided.
3. Volunteers are to complete required paperwork and return it to the Head Start/Early Head Start Parent Advocate:
 - a. Those under the age of 18 are to complete the following:
 1. TB screening documentation (must be completed within the last 3 months)
 2. Confidentiality Statement
 3. Head Start/Early Head Start Volunteer/Intern/Classroom Observation Application
 - b. Those over the age of 18 are to complete the following:
 1. TB screening documentation (must be completed within the last 3 months)
 2. PA Child Abuse History Clearance (must be completed within the last year)
 3. PA Criminal Record Clearance (must be completed within the last year)
 4. FBI Federal Criminal History Record (for those living outside of PA at any point in the last 10 years) or a Volunteer Exemption form
 5. Confidentiality Statement
 6. Head Start/Early Head Start Volunteer/Intern/Classroom Observation Application
4. Once all the paperwork has been completed and reviewed by the Family Service Worker and the Services Coordinator, copies are to be forwarded to the IU Program Assistant who coordinates all IU volunteers.
5. Prior to being placed in a volunteer role, the volunteer must complete the required training. Training will be conducted by the Family Service Worker.
6. Upon completion of the training, the staff at the site will review the volunteer opportunities available with the parent and work with the parent to develop a schedule.

Disabilities/Special Education Services

The Lebanon Early Childhood Program serves a diverse group of children including those with special needs. The range of special needs can include a delay in one or more areas: speech or language impairment, autism, intellectual disability, physical disability, visual impairment, hearing impairment or other developmental delay.

Developmental screenings, parent reporting, medical information and teacher observation assist in identifying children who may need further evaluation. Upon written parental consent, staff assist families through the process of referrals for screening/evaluation and through IU13 Early Intervention.

The Lebanon Early Childhood Program collaborate with IU13 Early Intervention, on behalf of children enrolled in Head Start who are eligible for services under IDEA, to receive those services while attending Head Start, when Head Start is designated as the least restrictive environment. Head Start staff work closely with the Lancaster-Lebanon IU13 Preschool Special Education (Early Intervention) Program to meet the needs and implement plans of identified children.

Early Intervention staff members provide services as outlined in a child's Individualized Education Program (IEP). The teaching staff works as a team with each family and IU13 Early Intervention to ensure that their child is included in the full range of program activities.

Health Information

The Lebanon Head Start Program works to promote total wellness of children and families in the program. This includes physical, dental and emotional well-being. Health care is an important factor in your child's ability to succeed. You are encouraged to play an active role in your child's health care.

A. Mental Health

The Lebanon Head Start Program offers the services of a mental health consultant to all enrolled children and families. The mental health consultant is a mental health professional with experience working with children and their families. The mental health consultant is available on a regular basis to meet with families and staff. The mental health consultant is available for classroom observations, as well as individual meetings with families. In addition, your assigned Family Service Worker is available to help you access mental health services in the community, as needed. If you would like additional information about how to access mental health services, contact your Family Service Worker or the Services Coordinator.

B. Physical Health

Head Start has the following requirements for enrolled children. Program staff are available to assist you in meeting these.

- **Physical:** A complete physical is a requirement each year your child is enrolled in the program. The physical must include updated immunizations, lead screening, as well as hemoglobin or hematocrit testing (blood test for anemia) as necessary.
- **Dental:** A dental examination for routine care is necessary. Follow-up as recommended by the dentist is required. Contact your insurance company or your Family Service Worker for names of dental providers.
- **Immunizations:** Immunizations will be required prior to attending the first day of school, according to the current schedule recommended by the PA Department of Health, the American Academy of Pediatrics and EPSDT standards in accordance with Head Start, the local school district and IU policies.
 - Records should be received prior to enrollment or on the day of enrollment and reviewed by the health staff to determine status.
 - The child must have received at least one dose of the following immunizations, as required by the PA School Code: DPT, OPV/IPV, MMR, HepB and Varicella. This requirement is waived if the parent presents a signed and dated Statement of Immunization Exemption. It is also waived for those who are considered Categorically Eligible by the Office of Head Start.
 - Once the above are received, the child may attend school. However, in order to be considered up to date on immunizations for reporting to the Office of Head Start, children must receive all vaccines as recommended for their age by the CDC, including Hib, Pneumococcal and influenza. Family Service Workers will work with families to meet this goal.
 - Should an outbreak occur, the PA Department of Health may have a child with an exemption or one who is categorically eligible removed from the classroom for the child's well-being.

C. Administration of Medication

When your child needs medication, try to arrange for all doses to be given in the home. When it is medically necessary for medication to be given at school, arrangements must be made with the Head Start health staff. An Authorization to Administer Medication Form must be completed and signed by the parent/guardian, as well as the prescribing physician. Medication must be in the original container and include the child's name, date, dosage, physician and time to be administered. The trained teacher, classroom assistant, or health worker will be responsible for administering medication.

D. Sending a Child Home for Illness or Health Related Reason

A wellness check will be completed on your child each morning. At that time, or if your child becomes ill later in the day and does not need immediate medical care, the teacher and assistant will make a determination as to whether the child can remain in the classroom based on the inclusion/exclusion guidelines or if they determine that the illness/health related condition:

5. Prevents the child from participating comfortably in activities
6. Results in a need for care that is greater than the staff can provide without compromising the health and safety of other children
7. Poses a risk of spreading harmful diseases to others

Inclusion/Exclusion Due to Illness or Other Health Related Condition

ILLNESS OR HEALTH RELATED CONDITION	EXPLANATION INCLUSION/EXCLUSION
Abdominal Pain that continues for two or more hours or intermittent pain	When abdominal pain resolves.
Acute Change: • Difficulty breathing/wheezing • Quickly spreading rash	When the child's provider determines that the child may return to class or when symptoms resolve.
Chickenpox (Varicella)/Shingles	When all the sores are dried and crusted, typically six days.
Diarrhea when not contained in diaper/toilet AND two or more stools above normal stool frequency	When diarrhea is contained in the diaper or for toilet trained children, pants/clothing are not being soiled. AND the stool frequency does not exceed two or more stools above normal for that child.
Fever of 101 degrees or higher	When the child is fever free for 24 hours WITHOUT fever-reducing medication.
Head Lice	Child remains in classroom; parent notified at pick-up. May return after the first treatment.
Hepatitis A	One week after the onset of illness or as directed by the Health Department.
Impetigo; Ringworm; Scabies	Until treatment has been started.
Measles, Mumps, and Rubella	• Measles: 4 days after the onset of rash. • Mumps: 5 days after onset of gland swelling. • Rubella: 6 days after onset of rash.
Hand, Foot and Mouth	When the child's provider determines the symptoms are not contagious.
Pertussis/Whooping Cough	Five days of antibiotic treatment.
Pink Eye/Conjunctivitis (white/yellow discharge, redness of the eye)	Child may remain in classroom unless directed otherwise by the child's physician.
Rash (unexplained/persistent) with fever or behavioral changes	When the child's provider determines the symptoms are not contagious.
Strep Infection	24 hours after antibiotic treatment is started.
Vomiting	When the child has not vomited in the last 24 hours and it is not a known condition/illness.

Lebanon Early Childhood Head Start Program Family Handbook

Family Services

The Lebanon Early Childhood Program recognizes that the family is a child's first and most important teacher. The program also recognizes that all families are unique and have good and bad times. The program offers Family Services to assist families in meeting their needs. We will work together as partners throughout the year by communicating with one another to develop a Family Partnership Agreement. Head Start is a family program, and we take a team approach to working with not just your preschool age child, but your entire family. Family service staff can help in the following ways:

- Assist your family with goal setting by providing support in meeting these goals
- Provide the opportunity to volunteer in your child's classroom (if schedule permits)
- Work with families who have immediate/crisis needs, in a timely manner
- Assist families in obtaining health follow-up, when needed

Procedures for Reporting Suspected Child Abuse/Neglect

Pennsylvania law requires that all Lebanon Early Childhood Program Staff make a report when they suspect a child has been abused/neglected. In the event of suspected abuse/neglect, the staff will notify ChildLine at 1-800-932-0313. The report will be forwarded to Lebanon County Children and Youth Services for investigation.

Confidential Records

Records of children and families are kept in the Lebanon Early Childhood Program offices. Records are confidential and cannot be released to anyone without written consent. You have the right to see these records. Arrangements should be made in person at the office.

Let Us Hear From You

The Lebanon Early Childhood Program welcomes your feedback. Whether you have a question or comment, both positive and negative, we would like to hear from you. Your input is very important as we look at what works and what does not in all aspects of the programs. Early Childhood staff is always available to talk with parents.

Frequently Asked Questions

- 1. What happens if I move during the school year?** It is very important you contact the Head Start office if you move. Children are placed in the classroom site for the school district in which the family resides. If your family moves, contact the Head Start office right away at (717) 450-1512.
- 2. Does my child need to wear a special uniform?** No, we do not require a uniform. It is important that your child be dressed appropriately for the weather and for your child's safety. Closed toed shoes with backs are required, as the children play outside on the playground and may go up and down the stairs. High heels, clogs and flip-flops are not considered safe choices, and are not allowable for school.
- 3. Can I celebrate my child's birthday in class?** Due to the increase in allergies and Head Start regulations, our guidelines do not allow birthday treats or other outside foods. Families may communicate with the teacher their ideas on how to celebrate their child in the classroom.
- 4. Do I have to allow home visits?** Home visits are an important part of our program. As there is very little available time to talk in the classroom, home visits give you and our staff members an opportunity to build a good relationship. We ask that you make every attempt to participate in home visits with your child's Teacher and/or Family Service Worker. We will try to hold them at times that are convenient for you, and we ask that you call in advance if you need to cancel and reschedule.
- 5. What do I do if I have a complaint?** If you have a complaint about the Lebanon Early Childhood Program, please let us know as soon as possible. Talk with one of the staff or call the office at (717) 450-1512, and speak with a member of the Management Team. They will listen to your concern, help you to understand the way the program operates, and they will discuss with you possible solutions to your concern.
- 6. What if I need my GED or I want to learn to speak English?** The IU13 Community Education program has classes at 611 Chestnut Street. Please visit iu13.org/CommunityEd or contact the Community Education program at (717)450-1525.
- 7. If I have younger children, can I bring them into the classroom if I come in to volunteer?** When you come into the classroom to volunteer, we want you to be able to spend time with your child that is in that classroom. If you have a younger child with you, he/she may require your attention, and that would take time away from your child. Please make other arrangements for younger siblings when you come into the classroom.
- 8. How do I know if school is closed or dismisses early due to weather conditions?** See School Closing/Delay/Weather Related Early Dismissal on page 8.
- 9. What if my child becomes sick at school?** If your child becomes sick while in the classroom, you will be responsible for picking your child up, from school. Lebanon Early Childhood Program staff will first try to make contact with the parent to inform them of the situation. If a parent cannot be reached, your child's emergency contact person or other authorized person on your child's Emergency Contact List will be contacted about the situation and asked to come and pick up your child.

Frequently Asked Questions (continued)

- 10. Can I send medication for my child to take at school?** See Medication Administration on page 19.
- 11. Does my child have to be potty trained?** Head Start staff will work with families to come up with the best plan for teaching the child to potty. Head Start will provide diapers and wipes. No preferences unless a doctor's note is provided.
- 12. What if my child does not like the food?** Due to regulations, food items are not allowed to be brought in the classrooms for any reason, even for birthday celebrations. All food served to the children must come from our approved contracted food service provider.

Matthew Stem, Executive Director
Jeremy Sweigart, Department Director, Early Childhood Programs
Susan Fisher, Head Start Director

For additional information:

Lancaster-Lebanon Intermediate Unit 13
Early Childhood and Special Education Services
Lebanon County Head Start
One Cumberland Street, Lebanon PA
Phone: (717) 450-1512
Fax: (717) 450-1733

Equal Rights and Opportunities Statement

Lancaster-Lebanon Intermediate Unit 13 is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity or expression, disability, ethnicity, national origin, or age. The Intermediate Unit will make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

The Equal Rights and Opportunities Compliance Officer is responsible to make certain that all educational programs, services, activities and employment practices are free from illegal discrimination. For information regarding this policy and nondiscrimination procedures, contact: Equal Rights and Opportunities Compliance Officer, Human Resources Department, Lancaster-Lebanon Intermediate Unit 13, 1020 New Holland Avenue, Lancaster, PA 17601, (717) 947-1313.

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One Cumberland Street | Lebanon, PA 17042
717-450-1512 | www.iu13.org

