

SOUTHWEST HRA HEAD START

Section: Early Childhood Development
Subject: Information for Parents about Classroom Procedures
Revised: February, 1998; February, 2005

REGULATION REFERENCE:

NAEYC Guide to Accreditation by the National Academy of Early Childhood Programs
45 CFR Part 1304 (Nov. 1996) Performance Standards 1304.40(d)

POLICY:

Every parent will receive the "Parent Manual" containing information about the Head Start center/classroom procedures when his/her child enrolls in the program.

PROCEDURE:

1. The "Information for parents about Classroom Procedures" (see next page) will be included in the "Parent Manual" (see Parent Involvement section) given to parents during Enrollment.
2. The Southwest HRA Head Start Attendance Calendar will be included in each parent's packet given to them on enrollment day.
3. Family Case Managers ensure that late enrollee parents receive both these materials during the enrollment process (prior to the child's first day in the classroom).

INFORMATION FOR PARENTS ABOUT CLASSROOM PROCEDURES

ATTENDANCE DAYS: All our Head Start classrooms will be in operation Monday through Friday (7:30 a.m. – 1:30 p.m.) of each week. (**Extended Services classrooms** will be in operation 6:00 a.m. – 6:00 p.m.) All centers will be closed two weeks for Christmas break and observance of holidays. A calendar for the year with these holidays noted is provided for your convenience. Please keep it so you will know when NOT to send your child to Head Start.

EMERGENCY CLOSING: If your county's Public Schools are closed for inclement weather, the Southwest HRA Head Start Centers will be closed.

ARRIVAL/BREAKFAST: Regular Head Start classrooms are open for children's attendance at 7:30 with classes beginning at 8:00 (Extended Care Classrooms open at 6:00 a.m.) Please be sure that your child is on time. It is important that children arrive in time to eat a nutritious breakfast and participate in important classroom activities. If your child is going to arrive after 8:00, you **MUST CALL** your child's teacher to insure a lunch will be ordered. If your child must arrive after 8:30 a.m., please make sure your child has had breakfast before he arrives at the center.

DEPARTURE: The regular Head Start classroom departure time is 1:30 p.m. This allows the staff time each afternoon to clean the room, prepare for the next day, make home visits, attend classes themselves, etc. Extended times (7:00 – 7:30 a.m. and 1:30 – 2:30 p.m.) may be arranged for extenuating circumstances (examples: parents work time conflicts or parent is attending classes—these times must be pre-arranged with the staff).

ATTENDANCE: Daily attendance is very important! Your child cannot receive the benefits of Head Start when he or she is not here. If your child is ill and you must keep him/her at home, please inform your child's teacher concerning the illness. A note explaining the absence must come to your child's teacher when your child returns to school after a three (3) day absence.

CHILD SIGN IN AND SIGN OUT: Department of Human Services Licensing Standards mandates that we maintain a sign in and out roster in each classroom. **Parents or other responsible adult MUST bring the child into the classroom and sign him/her in. Also, children will not be released under any circumstances to anyone not listed on the "Agreement Form" completed on enrollment day.** You **must** write the names of persons who are allowed to pick up your child on this form. Please update this form if necessary so that at all times, the staff has current information regarding who has your permission to pick up your child.

FOOD: PLEASE DO NOT SEND SNACKS TO THE CLASSROOM FOR YOUR CHILD. This presents two situations:

- 1) sometimes the extra food spoils your child's appetite for mealtimes.
- 2) other children can't understand why they don't have the same treats.

Your child will be fed a nutritious breakfast, lunch, and in some classrooms even a snack, so unless your child has a special medical problem, please do not send extra food to the center.

Concerning children's birthdays and holiday celebrations--Head Start is mandated to "contract only with food service vendors that are licensed"--therefore, any food brought into the centers must be packaged or purchased from a licensed bakery.

