



HEAD START South East

Parent Handbook

2009 - 2010

Portia McConnell, Director

Patterson Park Site
242 South Patterson Park Ave.
Baltimore, MD 21231
Phone: 410-276-5724
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"Teaching Children, Reaching Families, and Building Communities"





St. Vincent de Paul Head Start – Southeast
242 South Patterson Park Avenue
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Portia McConnell, Director

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Welcome from the Director

Dear Parents:

Welcome to St. Vincent de Paul Head Start-Southeast. I am so glad you chose to become a part of the family. I am looking forward to a wonderful school year and with your help a successful one. Since we are a part of the southeast community we will look to make new partnerships with our neighbors and businesses. As you can tell we have begun renovations to our building. Phase I was completed in July and Phase II will begin soon. We are working hard to improve our environment and make our school a place of excellence.

There are many goals the program will be working on this year and I will be asking for your help to achieve them. We want to achieve MSDE Accreditation, 100% attendance, and high scores for our four-year old children in the area of kindergarten readiness. Your help will be needed each step of the way.

Please feel free to give us your comments, questions and suggestions as we work together this school year. Have a great year!

Sincerely,

Portia McConnell
Director





Mission Statement

St. Vincent de Paul Head Start – Southeast provides a valuable resource to preschoolers and their families by providing services to develop the whole child. We provide state of the art educational programs, promote health services, emphasize proper nutrition as well as educate and assist parents in ways that promote the development of their children into successful life-long learners.

Head Start Philosophy

Head Start is based on the premise that all children share certain needs and can benefit from a comprehensive developmental program to meet those needs.

Head Start's program approach is based on the philosophy that the child's entire family, as well as the community, must be involved. The family is seen as the principle influence on the child's development and therefore should be a direct participant in the program.

The overall goal of Head Start is to bring about a greater degree of social competence.

Head Start provides opportunities for the improvement of the child's health, physical abilities and opportunities to enhance every child's access to an adequate diet.

Head Start provides activities that encourage development of self-confidence, spontaneity, curiosity and self-discipline—all of which will assist in the development of the child's social and emotional health.

Head Start provides professional personnel whose focus is the enhancement of the child's mental processes and skills, with particular attention paid to conceptual and communication skills.

Head Start provides for the establishment of patterns and expectations for the child, which will create a climate of confidence for the present/future learning efforts and overall development.

Head Start provides for an increase in the ability of the child and the family to relate to each other and to others.

Head Start provides for the enhancement of a sense of dignity and self-worth within the child and his/her family.



"Teaching Children, Reaching Families, and Building Communities"



Mission Statement for Staff Development

St. Vincent de Paul Head Start is committed to its staff's professional growth and development. We encourage and support each staff members' efforts to improve their skills, abilities, and knowledge in a manner that will help them to be more productive in their current assignments and to prepare for career advancement as opportunities arise. Provision for education, professional development events, in-service training, conferences, professional and technical groups, staff meetings and conferences, and grantee-sponsored training events or classes are offered to employees and is a high priority in our Head Start Program





Program Staff



Program Director
Administrative Assistant

Portia McConnell
Maria Brizzi

Education Coordinator
Education Coordinator
Disabilities Coordinator
Family Services Coordinator Supervisor

Michelle Young
Jung Scott
Cleo Christopher
Toni Adair

Family Services Coordinator
Family Services Coordinator
Family Services Coordinator
Family Services Coordinator
Family Services Coordinator
Resource Coordinator

Jane Arias
LaShell Bailey
Kisha Banks
Elisa Cuapio
Crissy Nelson
Danielle Staton

Education Staff:

Lead Teacher

Capresse Carter
Andrea Dias
Shawnte Ferguson
Candace Lavaugh-Green
Margaret Mannone
Payal Parikh
Kimberly Small
Tamnika Smith
Gloria Summerville
Cassandra Robinson-Williams.
Tenia Young
Earlene Woods
Wendy Boismore
To Be Announced

Assistant Teachers

Juanita Coleman
Ana Colvin
Kimberly Emery
Lafeta Dorsey
Lavonne Frazier
Kathryn Frisby
Nicole Green
Ronda Henson
Darlene McKenzie
Bridgette Marshall-Miller
Olgarina Munoz
Doretha Pearson
Gerrilyn Rojas
Francis Rutling

Consultants:

Special Education

Mental Health

Nutritionist

Marilyn Stack-Gill

Kellie Mclellan

Ben Shahab

Maintenance Staff:

Patterson Park

Steven Chalk



St Brigid

Bryan Thompson



Program Calendar

To Be Announced

Monthly





Inclement Weather & Emergency Closing

In the event that the Program closes due to inclement weather or other emergencies, St. Vincent de Paul – Southeast Head Start will follow Baltimore City Public School System.

Announcements will be posted on WBAL-TV Channel 11 and FOX 45 beginning at 6:30 a.m. or listed on local Radio Stations WBAL-Radio 1090 a.m.

When the Program is required to close prior to regular dismissal time, staff will contact you at the day time phone number listed on your child's emergency escort form. Please ensure that your emergency numbers are current at all times.





Program Options

Patterson Park Classrooms

PP 1, 2, 3 and 4 8:00 am to 2:00 pm
PP 5, 6, 7 and 8 8:30 am to 2:30 pm

St. Brigid Classrooms

SB 1, 2 and 3 8:30 am to 2:30 pm
SB 4 Pre-k 9:00 am to 3:00 pm
SB 5 and 6 8:00 am to 2:00 pm





Family Services

Each family at St. Vincent de Paul – Southeast is assigned a Family Services Coordinator (FCS) who will provide one on one case management services. Your FCS will invite you to enter a Family Partnership Agreement that assesses your family’s strengths as well as establish a goal setting process. Throughout the year the FCS works in conjunction with the family to see that the stated goals are met. This is done through scheduled home visits, resource sharing and referral services.

The FCS will also maintain your child’s family folder that was started when you registered. **All records are kept confidential.** As updates are made to your child’s medical health record, dental records and immunization records, you are required to bring the updated documentation. At that time, your FCS will review the updated information with you and discuss the need for treatment and /or follow up.

The following schedule shows when you child’s records should be updated with this information.

Number of days after enrollment	Screening
30 days	Lead / Blood lead level
45 days	Vision, Hearing, Developmental Communication
90 days	Health & Development History, Height, Weight, Blood pressure, Hematocrit/Hemoglobin, Dental, Sickle Cell, Medical Home





Physical and Dental Exams

Each child must have a physical and dental exam on file. Physicals and dentals must be updated annually with the results of the screenings documented.

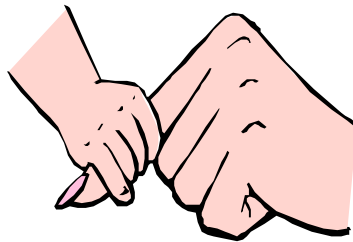
Your FSC will contact you by phone or letter 60 days prior to your documentation expiring. At that time, schedule an appointment with your child's doctor so your child's records can remain updated. FSC staff will work with you to schedule appointments, if needed. Once your appointment is scheduled, let your FSC know the date and time of the appointment. If you do not have access to a healthcare provider, please let your FSC know. We will assist you in getting the resources you and your family need.

As a Service to You Family

St. Vincent de Paul Head Start - Southeast schedules some screenings to be done on site. Your child will only participate with your written consent. When permission slips are distributed, please complete them and return them by the due date, so that your child can be included in the screenings.

We will provide vision screenings by the "Maryland Society for Sight", hearing screenings by the "Towson University Speech/Language Clinic" and in house height and weight screenings by staff. All are free of charge to Head Start parents.

Keep an eye out for our newsletter for information on what the children are doing in the classrooms, coverage of special and upcoming events, and community resources.



PARENT GUIDELINES

ARRIVAL AND PICK-UP

All children are expected to be dropped off and picked up on time

SIGN-IN/SIGN-OUT

A responsible adult must accompany each child when entering and exiting the building. The time of drop off or pick up should also be documented. The adult must sign the child in and out upon arrival and departure on the classroom sign-in sheet. St. Vincent de Paul Head Start – Southeast reserves the right to deny release of a child if not escorted by a responsible adult.

ATTENDANCE

Children are expected to attend the Program every day we are open to children. When your child must be absent, parents are strongly encouraged to call the Program and let the teacher know that the child will be out and let the teacher know the reason for the absence.

Maryland State Child Care licensing regulations require that children that are absent due to a contagious illness may only return with a written doctor's statement, releasing the child to return to school. Contagious illness's include, but are not limited to the following; ringworm, pinkeye, chicken pox, and scarlet fever. Please be advised that excessive absenteeism may result in your child being removed from the Program.



LATE ARRIVAL AND PICK UP

Children are expected to be present and on time daily as well as picked up before or by their class dismissal time. Please understand that children arriving late create a disturbance to the class already in session and it causes the child to miss valuable Head Start learning time. In the event the pickup person is not able to come on time due to an emergency he or she is expected to contact and inform Program Staff.

The Staff is prepared and willing to work with parents to alleviate lateness issues. However, lateness in excess of 5 occurrences may result in your child being removed from his or her class.

PERSONAL ITEMS/CHANGE OF CLOTHES

Children should keep a complete change of clothes in their cubby in case of accidents. All items should have the child's name clearly printed on the inside tag so that it can be easily identified. Please avoid sending valuable items, as we cannot be responsible for replacing these items. Replace your change of clothes items whenever they are used. Be sure that the change of clothes is appropriate for the season.

Each child must also have a crib sized sheet to be used during rest time. Your child's name should also be written on the sheet for easy identification. Sheets should be taken home and laundered over the weekend and returned fresh with the child. Cubby space is limited! Please do not bring bulky comforter blankets and large pillows.



PARENTS AS DECISION MAKERS

Head Start was designed to bring about a greater degree of social competence to the entire family. Head Start believes that parents are their child's first and most important teacher. With this in mind, parent involvement is crucial to running an effective program.

St. Vincent de Paul Head Start – Southeast provides for parents to be involved in the four levels of decision-making in our program:

**The Class Committee,
The Total Parent Group,
The Policy Committee and
The City wide Policy Council.**

CLASS COMMITTEE

Class Committee comprised of the parents in one class. At least once per month, the FSC, teacher and the Class Committee President schedules a meeting to inform parents of their children's progress, offer training, update on class themes and activities, as well as to hear any concerns from the parents. Each class selects a class representative and alternate to represent them on the Policy Committee.

THE TOTAL PARENT GROUP

The Total Parent Group made up of all parents in the center. Parents meet every three months to discuss Center activities and to develop plans and activities that are important for parents to meet their goals.





POLICY COMMITTEE

Policy Committee is a representative body that meets monthly to support the overall governance of the program. The policy Committee serves as one-third of the governing board for the Program along with the Program Director and the Board of Directors. The Policy Committee is also governed by its own By-Laws.

CITY WIDE POLICY COUNCIL

City Wide Policy Council comprised of two representatives from each program in Baltimore City. Representatives and alternates meet monthly to develop, review, approve or disapprove policies and procedures that affect the Baltimore City Head Start Program. The Policy Council is also governed by its own By-Laws.

All parents are strongly encouraged to actively participate in the decision making process for their child while here at St. Vincent de Paul Head Start – Southeast and throughout their child’s academic career. Plan to attend you child’s Class Committee Meeting, the Total Parent Group Meeting and Volunteer to serve on the Policy Committee and/or Policy Council.





VOLUNTEER OPPORTUNITIES

There is no better way to be involved in your child's academic career than volunteering for our Program. St. Vincent de Paul Head Start – Southeast offers a variety of ways in which parents can volunteer while helping our Program meet its annual budget.

When the federal government grants Head Start its funds, it actually allocates or gives 80% of those dollars to Programs. The other 20% is to be made up using in-kind dollars or volunteer services. For the St. Vincent de Paul Head Start – Southeast Program each hour volunteered is worth \$21.20.

Volunteers serving in their profession, contribute the dollar amount they are paid in the field or as a consultant.

Everybody wins when parents volunteer. Parents gain employable skills, as well as see the day-to-day operation of the Program. Children learn better when their parents are involved and the Program functions more efficiently.

To sign up and volunteer, see your Family Services Coordinator (FSC) each month to ensure that your name is on the Monthly Statement of In-Kind Services form. He or She will calculate hours on a monthly basis.





Volunteers are needed to:

Serve as field trip chaperones

Serve as nap/toileting aids

Serve as mealtime aids

Answer telephones in the offices

Make copies and do light filing

Help to decorate the classrooms or runners of the Center.

Trim geometric forms so that the children beat in the task.

Reading books in Spanish to the children.

Serve on the Policy Committee

Serve on the Policy Council

Attend local and national training.....The list goes on

Asked its Teacher or Family Services Coordinator how you can support to the program.





EDUCATION AND CURRICULUM

Core Knowledge Domains of Learning

The Core Knowledge Preschool Sequence is the “heart” of the Core Knowledge Preschool Program. It contains a compilation of research-based skills, sequenced to reflect the growth stages in three and four year’s olds in each of the critical developmental areas: Physical Well-Being and Motor Development, Social and Emotional Development, Approaches to Learning, Language Development, and Knowledge Acquisition and Cognitive Development. The Core Knowledge Preschool Sequence breaks down these developmental areas into nine domains of learning, and then again into the specific goals within those domains. Lastly, the goals are broken down into a detailed list of measurable skills.

The Core Knowledge skill and sequence become the basis from which teachers create their intentional plans, and instructional practices, and from which the Core Knowledge assessments are derived. For further explanation of the developmental areas, domains and goals, as well as a detailed list of the skills needed to reach these goals, refer to the Preschool Sequence. Below is a chart documenting the organization of the developmental areas, domains and goals.



Developmental Area	Domain	Goals
Physical Well Being & Motor Development	Movement & Coordination	Physical Attention & Relaxation
		Gross Motor Skills
		Eye-Hand & Eye-Foot Coordination
		Group Games
		Creative Movement & Expression
Social & Emotional Development	Autonomy & Social Skills	Sense of Self & Personal Responsibility
		Working in a Group Setting
Approaches to Learning	Work Habits	Memory Skills
		Working Independently
Language Development	Oral Learning	Non-Verbal Communication
		Understand and Use Verbal Communication
		Organize, Relate & Analyze Information
		Understand and Use Vocabulary & Syntax
	Nursery Rhymes, Poems, Finger plays & Songs	Memorization
		Listening & Respond with Gestures
		Sense of Rhyme
	Storybook Reading & Storytelling	Listening
		Participation
		Notion of Story Schema
		Book & Print Organization
	Emerging Literacy Skills in Reading and Writing	Written Matter/Print Awareness: its daily use
		Awareness of Structure of Print
		Phonemic Awareness
		Fine Motor Skills & Strokes Used in Writing



Knowledge Acquisition & Cognitive Development	Mathematical Reasoning and Number Sense Mathematical Reasoning and Number Sense Continued	Sort & Classify
		Patterns
		Shapes
		Measurement
		Quantities
		Written Numerals
		Addition & Subtraction
		Money
	Orientation in Time	Understand and Use Language of Time
		Reference Points in Time
		Passages of Time
	Orientation in Space	Understand and Use Language of Space
		Reference Points in Actual & Represented Space
		Maps of Familiar Environments
		Geography
	Scientific Reasoning & The Physical World	Living World
		Material World
		Tools
	Music	Listen & Discriminate Differences in Sound
		Imitate & Produce Sounds
		Listen & Sing
Listen & Move		
Visual Arts	Attention to Visual Detail	
	Explore & Create Art	
	Appreciate Art	

Though goals are initially taught within their domain, many can be naturally addressed, and reviewed, across multiple domains of children’s growth. Addressing a goal across multiple domains of learning is the most effective way to ensure the development of that goal by embedding it within the complete infrastructure of a child’s growth.





Services to Children with Disabilities

St. Vincent de Paul Head Start – Southeast provides services to children with disabilities in partnership with the Baltimore City Public School System. Children entering out program with and IFSP (Individualized Family Service Plan) or IEP (Individualized Education Plan) continue services as noted. IEP meetings are held at the Patterson Park Site and the St. Brigid Site for the parent’s convenience.

There are also children that enter the program with suspected disabilities.

St. Vincent de Paul Head Start – Southeast contracts Special Education Consultants who provide screenings, assessing, and observing sessions on site. Should your child be identified as being at risk for needing special education services, such as speech and language therapy, the Special Education Consultant will work with you to ensure that you child’s education needs are met. Our goal is to ensure that all children are prepared for their educational future.





Counseling Services

Counseling services are available at all St. Vincent de Paul Head Start – Southeast sites. The counselor is available 40 hours a week and rotates through both sites in order to maintain regular contact with children, teachers, and families. Consultation services are provided to the teachers, families, and children. Direct services (individual and family counseling) are offered to those children who have medical assistance.

The counselor/consultant provides a variety of services and assistance for families and children of St. Vincent de Paul Head Start – Southeast. As parents/guardians, you may contact the counselor directly or speak to your child’s teacher, Family Services Coordinator, or the Disabilities Coordinator if you are concerned with your child’s behaviors or emotional well-being.

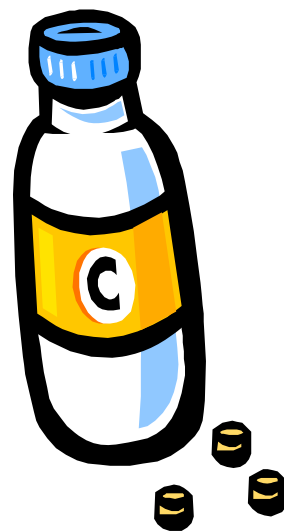
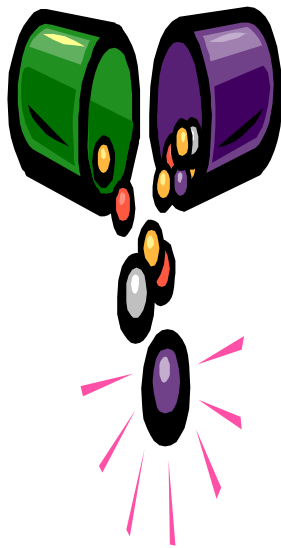
Some of your concerns may include, but are not limited to: identifying and managing feelings, improving social skills and peer relations, coping with change or loss, following directions/listening, hyperactive or impulsive behavior, and/or separation anxiety. If at any time you wish to refer your child for counseling services, please contact the counselor, teacher, family services coordinator or the disabilities coordinator at St. Vincent de Paul Head Start – Southeast.





Administering Medication

St. Vincent de Paul Head Start – Southeast staff will only administer prescription medication to enrolled children. The parent must bring in the medication in the packaging with the prescription label attached and completed, and sign an authorization to administer medication form. The authorization form must include the child's name, the name of the medication, the dosage to be given, the time to administer, the dates to administer and the date to stop administering. Medications, even those requiring refrigeration, will be stored in a locked medicine box away from your child. You must inform the FSC and Teacher if your child is to take medication.





Child Abuse & Neglect Policy

Maryland state law under COMAR code 5-704 requires that, “each health practitioner, police officer, or educator or human service worker, acting in a professional capacity, who has reason to believe that a child has been subjected to abuse or neglect” must notify the appropriate authorities.

St. Vincent de Paul Head Start – Southeast staff members are trained to identify report and prevent cases of child abuse and neglect when there is suspicion of child abuse or neglect.

Child Abuse

Child Abuse is defined as the physical or mental injury of a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member, under circumstances that indicate that a child’s health or welfare is harmed; or sexual abuse of a child whether physical injuries are sustained or not.

Child Neglect

Child Neglect is defined as the failure to give proper care and attention to a child including the leaving of a child unattended, under circumstances that indicate that



the child's health or welfare is harmed or placed at substantial risk or harm. Child neglect also includes mental injury of a child.



Sexual abuse

Sexual abuse is defined as any act that involves sexual molestation or exploitation of a child, and includes fondling, incest, rape or sexual offense in any degree, sodomy and unnatural or perverted sexual practices.

Mental Injury

Mental injury is defined as an observable, identifiable, and substantial impairment of a child's mental or psychological ability to function. When mental injury is suspected, an assessment is required by two of the following: physician, psychologist, or social worker.

When reports of child abuse or neglect are made, St. Vincent de Paul Head Start – Southeast reserves the right not to contact the family when such contact may compromise the sensitivity of the alleged case. Staff will fully cooperate with the authorities

Pedestrian Safety



See handout



"Children May Forget What You Say,

"Teaching Children, Reaching Families, and Building Communities"



But they'll Never Forget
How You Make Them Feel"

