



Springfield
Urban League Inc.



PARENT **HANDBOOK**

EMPOWERING COMMUNITIES. CHANGING LIVES.




THE MISSION

It is the mission of the Springfield Urban League to strategically assist children, families and staff toward reaching their full potential, educationally, socially, physically, emotionally, and economically. We aim to improve the lives of low-income children by providing quality comprehensive child development services that are family focused, educationally centered and concentrated on health.

Springfield Urban League Inc.

100 North 11th Street
Springfield, IL 62703

 217.789.0830

 springfieldul.org

 [springfieldurbanleague](https://www.facebook.com/springfieldurbanleague)



Memorial
HEART & VASCULAR
SERVICES

“

**A PERSON'S
A PERSON,
NO
MATTER
HOW SMALL.**
– DR. SUESS



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HEAD START MANAGEMENT



Marcus Johnson
PRESIDENT/CEO



Harold Pursey
EXECUTIVE DIRECTOR HS/EHS
(ext. 1210)

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APPLE ORCHARD SITE MANAGER

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ERSEA (ENROLLMENT)

Ann Burries
ext 4001 or 4002
JFK SITE MANAGER

Cook Street Early Head Start

Center- & Home-Based
1108 East Cook St.
Springfield, IL 62703
(217) 528 -0893
(217) 525 -1644 (Fax)

Just For Kids Head Start

400 W. State St.
Jacksonville, IL 62650
(217) 479-8272
(217) 243-0409 (Fax)

Apple Orchard Rd. Head Start

770 Apple Orchard Rd.
Springfield, IL 62703
(217) 528 – 0899
(217) 528 – 0898 (Fax)

ERSEA/Enrollment Head Start/Early Start

512 S. Eleventh Street
Springfield, IL 62703
(217) 528-0895 (Ext: 1305)
(217) 528-0897 (Fax)

Wee Grow Before and After Care

(EHS Only)
1108 E. Cook Street
Springfield, IL 62703
(217) 528-0893

HEAD START
LOCATIONS





PROGRAM DESCRIPTIONS

Head Start Center Based

Age 3 – Age 5

The Head Start (HS) program promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families. The Head Start program engages parents in their children’s learning and coaches them in their educational, literacy and employment goals. Daily activities include: breakfast, lunch, afternoon snack, structured group activities, circle time, center, outdoor exploration, and school readiness skills.

Enhancing social & cognitive development of children & family services through education, health, nutrition & family services.

Early Head Start Program

Age 0 – Age 3

The **Early Head Start** (EHS) Center based program is a federally funded community-based program for low-income families with infants and toddlers. EHS Center-Based is located at our Cook site. Its mission is to promote healthy outcomes for children **6 weeks to 3 years of age**, to enhance their development, and to promote functioning healthy families.

The **EHS Home Based Program** provides a fully-integrated, family-centered services to qualifying parents. Participants in this program learn how to build secure relationships, encourage cognitive skills, promote physical health, and learn life skills. Its mission is to promote healthy prenatal outcomes for pregnant woman, to enhance the development of very young children, and to promote functioning healthy families.

Wee Grow is a before and after care program providing services during normal program hours. Services are available from 8 a.m. to 4p.m. at the Cook Street location. Call Community Connection Point at (217) 525-2805 to check your eligibility for financial assistance.

HS/EHS teachers use **Creative Curriculum** in the classrooms to ensure children are ready to enter Kindergarten. Creative Curriculum is **research-based** and aligns with the HS Early Learning Outcomes Framework and the Illinois Early Learning and Development Standards. Children engage in a variety of age-appropriate learning experiences to **foster their intellectual, social emotional, and physical growth.**

POLICIES & PROCEDURES

Screening

Head Start and Early Head Start is mandated to provide health and educational screenings to all children enrolled within our programs. Children receive screenings relating to speech & language, developmental skills and social/emotional development. Results of screenings will be kept confidential and will be provided to parents.

Assessments

The staff use Desired Results Developmental Profile (DRDP) to measure each child's progress for Approaches to Learning, Social/Emotional development, Language & Literacy, Cognition (Mathematics, Science & Technology), and Physical Development.

Attendance Procedures

It is important that parents help their child maintain 85% attendance or better. Parents are expected to contact the Head Start/ Early Head Start Site and First Student (if applicable) on the day the child will not be in attendance.



If a child is absent due to serious illness, injury, or hospitalization, parents must provide written documentation from a medical provider before the child will be admitted back to class.

When a child's attendance does not improve after direct contact, the Site Manager will send a letter to the parent/guardian stating the reason for concern and encouraging regular attendance. If chronic absenteeism persists and is not feasible to include the child in the program, the child's slot will be considered an enrollment vacancy.

Late Pick-up Policy

Ensuring children arrive to school on time each day is very important. Along with this, it is also important that children are picked up on time each day. Each site location has a stated dismissal time. Children should be picked up at this time each day. It is the parent/guardian's responsibility to share this policy with all people who will be picking up children from Head Start/Early Head Start.

Teaching Children Reaching Families.

Late Fees (Cook site only):

Late fees will only be assessed to Cook Site. Wee Grow Before and After Care if the parent is late picking up his/her child after 5:30p.m.

Confidentiality

All child and family information is kept strictly confidential. Only authorized Head Start/ Early Head Start personnel have access to files. No information will be shared with other agencies without the parent's written consent.

Fees

Springfield Urban League Head Start/Early Head Start is a non-profit federally funded program; therefore, the program does not charge a fee for its services.



Discipline Policy

Springfield Urban League Head Start/Early Head Start believes that every child must be treated with **care** and **respect**. Our aim is to teach children self-control and to empower them to make appropriate decisions regarding their behavior. Staff will keep families informed of their child's behavior and include them in the planning process if behavior difficulties should arise.

Every effort is made to provide each child with a positive learning environment that leads to development of inner control and positive self-discipline. Under no circumstance is any means of corporal punishment (hitting, spanking, standing outside the

room, etc.) used in conducting program activities. There will be no punishment for toilet accidents.

A positive approach to discipline includes the provision of activities appropriate in skill, length, and interest of the individual child, redirection of interest prior to engaging in inappropriate behaviors, and the reinforcement of positive behaviors.

HS/EHS teachers use Conscious Discipline, a comprehensive social and emotional intelligence classroom management program that empowers both teachers and children to develop conflict resolution skills.

Zero Tolerance Policy

In order to provide a positive learning and working environment, HS/EHS has a "Zero Tolerance of Violence Rule" that pertains to all employees and all Head Start participants, family members and representatives.

The following will not be tolerated: No harassment of any kind, use of profanity or other verbal abuse, deliberate damage of property, threats or intimidation, fighting, grabbing, and shoving. **NO WEAPONS** are permitted on HS/EHS property.





Bus Rules & Regulations

Sangamon & Morgan Counties

Bus transportation is available to children who live within the Head Start transportation boundaries. If a student's pick-up or drop-off address is 3 blocks or less from the Head Start site, the parent/guardian is responsible for transporting their child to and from school.

- If a parent does not wish their child to ride the afternoon bus, the child must be picked up 20 minutes prior to dismissal time. Failure to do so will mean the child will be placed on the afternoon bus that day.
- If a child does not ride the bus in the morning for 3 consecutive days, with no parent/guardian call-in the bus will not stop again to pick the child up until the parent/guardian calls to request that the service resumes.

- Food, gum, drinks, and toys are not allowed on the bus.
- No medication will be allowed on the bus, with the exception of Asthma inhalers and EPI pens. These items are to be given to the monitor.
- All children shall be accompanied to and from the bus door by a parent/guardian, or an authorized individual, age 16 years or older.
- No child shall be released to any individual who has not been authorized by the parent/ guardian on the emergency contact form.

There will be no exceptions to this rule:

All persons placed on the emergency contact list must be 16 years of age or older. A State-issued photo ID must be shown in order for the bus driver to release

the child into the person's custody. A minimum of 3 contacts must be placed on every child's emergency contact form, including current addresses and phone numbers. The parent/guardian is responsible to keep the contact information updated. If no one is present who is on the emergency contact list for that child, the child will be returned to their assigned school. The driver will not return to the drop-off address unless otherwise directed by the supervisor.

- The child must be signed out by the individual picking up the child at the assigned drop-off site before the bus driver will release the child. The adult must come up to the bus.
- The bus driver will wait 2 minutes at the assigned pick up/drop off site for a response prior to leaving.

Field Trips

Classrooms are encouraged to participate in various types of field trips. They can participate in remote/ virtual field trips, off campus field trips and field trips that come to the site.

ILLNESS

Please do not send your child to school if he/she is sick . Notify the site whenever your child is going to be absent. If a child becomes sick at school parents will be notified and requested to pick up their child immediately. In some instances we may request a statement from a physician stating that the child may return.

A child should be kept home and/or may be sent home for any of the following symptoms:

- Complains of not feeling well.
- Shows flu-like symptoms (fever, vomiting, and diarrhea).
- Has a rash, head lice or scabies.
- Has open, oozing, bleeding sores, and/or has mouth sores with inability to control saliva.
- Shows sign of any communicable disease: Pink Eye (conjunctivitis), Impetigo, Strep Throat, Chicken Pox, etc.
- Has breathing difficulties.
- Has had two or more diarrhea stools, or has vomited two or more times.
- Has a fever (DCFS rule: child may not return until one full day without fever and medication).



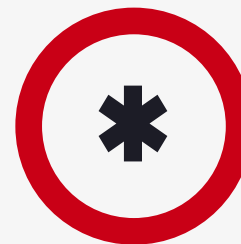
MEDICAL CONDITIONS

If your child has any limitations, medications, or special conditions, at the time of enrollment or throughout the school year, you must provide us with written instructions from your child's physician. No child will be allowed to attend classes without the proper completed documentation.



MEDICATION ADMINISTRATION POLICY

Some children may need to take medication during school hours. Before agreeing to give medication, prescription or over-the-counter, staff must obtain written permission from parent/guardian and the child's physician/dentist. All Medication must be in its original container and with the original label. A daily log of administered medication will be maintained for each child receiving medication.



ACCIDENT/INJURY/EMERGENCY

Head Start/Early Head Start employees are certified in CPR and First Aid. In the event of an accident, injury or emergency, staff will provide first-aid and seek appropriate treatment. The staff will complete an accident form and notify the parent/guardian immediately.

PARENT & FAMILY INFORMATION

PARENT'S RIGHTS

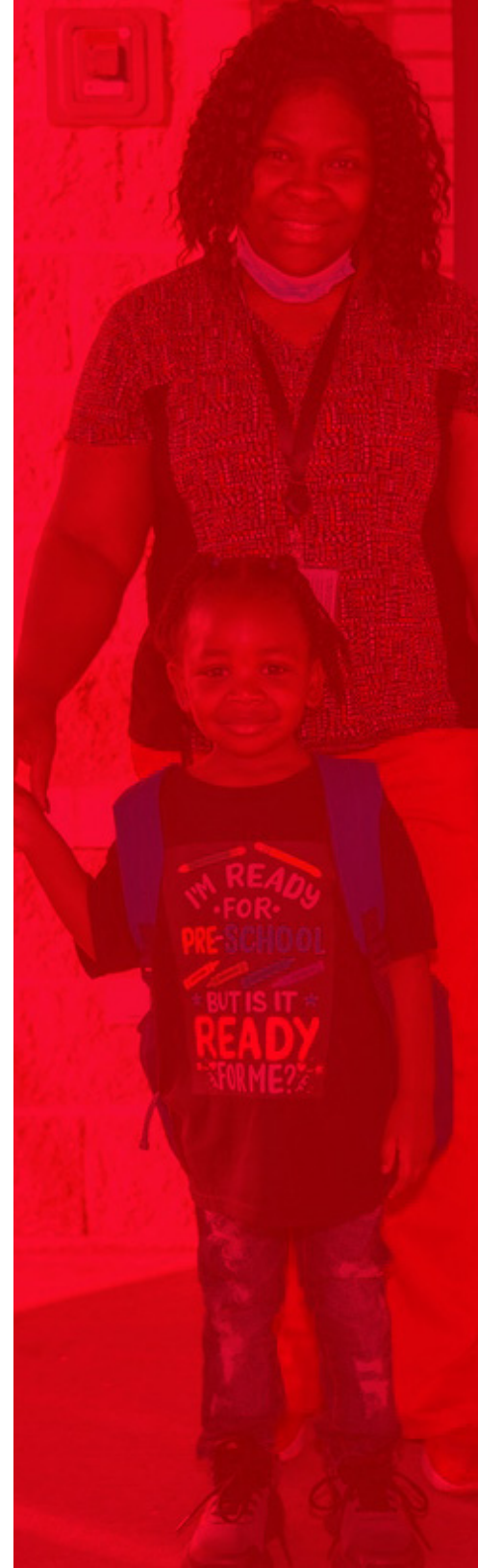
- To be welcomed in the center or classroom and be treated with respect and dignity.
- To be informed regularly about their child's progress in Head Start.
- To choose the desired ways for participation in the Head Start program activities.
- To participate as a member of the Family/ Parent Committee Meetings.
- To help plan parent activities to enhance parents' daily living.
- To be informed about the operation of the program through Policy Council representation and communication.
- To receive information regarding community resources, agency activities and program planning.

PARENT'S RESPONSIBILITIES: INFORMATION AND RULES

This includes adhering to rules and requirements of the Head Start and Early Head Start Program. The Program staff assumes a secondary role in the life and education of the child. The following are general program rules that

are the responsibility of the parent:

- Send your child to school on a daily basis.
- Notify the school if your child will be absent, for whatever reason.
- Read and follow all bus policies if Head Start provides transportation for your child.
- Drop off and pick up your child on time.
- Notify Head Start in writing and in person of any changes of personal information.
- Obtain all health exams and required records and complete all referrals.
- Working partnership with Head Start staff to strengthen your family and prepare your child for school.
- Read and respond to all written notices, bulletins, and newsletters sent home.
- SUL Head Start/Early Head Start is not responsible for personal items brought to our program. Personal coats and backpacks should be labeled with the child's name. We do not allow children to bring personal toys to school unless requested by the teacher.



FAMILY/ PARENT COMMITTEES

All parents, primary caregivers, foster parents, or guardians of children enrolled in Head Start and Early Head Start are members of a Family Committee. Head Start Family Committees meet once a month from September through May. Early Head Start Center-Based meet once a month from July through June.

In the Early Head Start Home-Based Program, families are invited to participate in Family Nights twice a month.

The main functions of the Family Committees are:

1. Participate in the governance of the Head Start classroom and program.
2. Advise staff in developing and implementing local program policies, activities and services.
3. Plan, conduct and participate in formal and informal programs and activities for parents and staff.



HEAD START POLICY COUNCIL

The Head Start Policy Council is made up of parents from every site (elected by the other parents) who serve alongside community representatives and the Head Start Director. In monthly meetings, they share in a decision-making process about important matters of business concerning the Head Start/Early Head

Start program. Elected representatives serve a one-year term (from October to September), and, according to the by-laws, no member may serve more than a total of five terms.

Childcare and mileage reimbursement is available for Jacksonville participants.

VOLUNTEER IN-KIND

In order to receive federal funds to operate the program, Head Start and Early Head Start must obtain a certain amount of In-Kind donations. The following are some examples of how parents might volunteer and generate In-Kind for the program:

- Volunteering for the classroom, office, etc.
- Homework (parents must sign homework forms) or home activities
- Center activities
- Policy Council
- Donations



Child Abuse and Neglect

Illinois State Law mandates, under the Abused and Neglected Child Reporting Act, that any school/ daycare personnel who suspects child abuse or neglect must make a report to the Illinois Department of Children and Family Services child abuse hotline.

Mandated Reporting

Head Start/Early Head Start staff members receive training to recognize the signs of abuse and neglect. Staff members are trained to provide intervention, support, and assistance to families that are in need of help. All staff members are mandated reporters and must follow the same reporting guidelines as police officers, fire fighters, doctors, and nurses.

Religion

Springfield Urban League Head Start/Early Head Start does not endorse religion in any of its facilities.



Integrated Pest Management Procedures (IPM)

SUL must provide families with information regarding pest management. Each site is served through a contract with Terminx.

Terminx follows all rules and guidelines specified in the agency's IPM procedures. Routine treatment of each site takes place monthly on regularly scheduled treatment dates. Each site informs parents/guardians of the treatment dates in the monthly newsletter.

Children are not present during times of treatment. If additional treatment is required, the Site Manager will inform families of those dates as well.

Radon Testing

The Illinois Emergency Management Agency requires testing for Radon every three years. All facilities must post current Radon measurement results. Copies of the results are available to parents/guardians upon request.



SNACK & PARTY **FOOD POLICY**

HS/EHS implements two programs – I Am Moving, I Am Learning and CHOOSY – to promote healthy school environments and counteract obesity and chronic disease.. Teachers rely on parent cooperation and compliance with the snack and party food policy.

Foods Allowed:

- Smoothies
- Gold Fish Crackers
- Pretzels
- Veggie Straws
- Popsicles
- Baked Chips
- Cheese
- Yogurt/Gogurt
- 100% Juice
- Fruit (pineapples, apple slices, grapes, banana, strawberries, etc.,)
- Vegetables and dip (baby carrots, celery sticks, green pepper strips, cucumber slices, etc; dips: ranch dressing, hummus, salsa, etc.).



BIRTHDAY CELEBRATIONS



Parents are encouraged to recognize individual student birthdays in a creative manner that is meaningful to their child but does not necessarily include food.

Suggestions include:

- Bring in a special book to share with the class or leave one for the classroom library with the child's name on it.
- Bring in a special activity to share with the class such as a game or craft activity.
- Goodie bags with stickers, rings, pencils, or other age-appropriate, non-food items.

All snacks must follow the guidelines for food safety: individually wrapped, in the original packaging with the food labels, and free of nut allergens. Please be aware of choking hazards for children 0-5 years of age. Prior to bringing foods to the site, see the Site Manager.

HOLIDAY SCHEDULE

Head Start, Early Head Start and Wee Grow Programs will be closed on the following holidays:

Labor Day
Columbus Day
Veterans' Day
Thanksgiving (Thursday and Friday)
Winter Break
New Year's Day
Dr. Martin Luther King, Jr. Birthday
President's Day
Good Friday
Memorial Day
Independence Day
Juneteenth



EMERGENCY CLOSING

In the event of an emergency, closure announcements will be made on local television (WICS News Channel 20), radio stations (WTAX, WDBR, WLFZ, WQQL, WYMG), and the Springfield Urban League Facebook page. Examples of situations that might result in canceling or postponing classes include inclement weather, natural disaster, or damage to one of the centers.



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DESERVES A
HEAD START.



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