



Family Handbook & Calendar

2017-2018

HEAD START CENTERS

John L. Hensey School

304 E. Almond Drive
Washington, IL 61571
(309) 699-6843

Pekin Preschool Family Education Center

1000 Koch Street
Pekin, IL 61554
(309) 347-1971

Head Start Family Center

233 Leadley Avenue
East Peoria, IL 61611
(309) 699-6843

Eureka Head Start

1195 County Road 1600E
Eureka, IL 61530
(309) 699-6843

Creve Coeur School

300 North Highland Ave.
Creve Coeur, IL 61610
(309) 699-6843

Green Valley Head Start

121 N. Church St.
Green Valley, IL 61534
(309) 347-1971

Welcome to our Head Start Family

Welcome to the Tazewell-Woodford Head Start program. This coming year we will provide your child with activities that help him or her grow mentally, socially, emotionally, and physically.

We recognize that, as parents, you are your child's first and most important teacher. We welcome your involvement in Head Start activities, and will work as partners with you to help your child grow. We encourage you to visit your child's classroom at any time throughout the year. We invite you to participate in parent meetings and activities that are specially designed to meet your needs. You can also have a voice in the Head Start program by serving on the Parent Committee or Policy Council.

We hope that this handbook answers a few of the questions you may have about our program and it helps you better understand the program's procedures and policies. If you have any questions, please don't hesitate to ask your child's teacher or call 699-6843.

We are excited about the new school year and hope that you will enjoy Head Start as much as we will enjoy having your family in the program.

August 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 Parent Orientation 11 A.M.	19
20	21 Parent Orientation 5:30 P.M.	22	23	24 	25	26
27	28	29	30	31		

TWHSP enrolls children of any race, color, nationality or ethnic origin.

Dress your child for a fun time

While your child is attending Head Start, he/she will be doing many fun, educational activities. Please make sure that your child wears tennis shoes for running on the playground and washable play clothing for finger painting in the classroom.

Class Times

A.M. Session – 8:00a.m. – 11:00a.m.

P.M. Session – 12:00p.m. – 3p.m.

Full Day Session- 8:00 a.m. - 3p.m.

Arriving on Time is Important

If you transport your child to the center, please make sure that you arrive on time. When your child arrives late:

The teacher cannot greet your child.

The opening activity is disrupted.

Your child misses important education and socialization time.

Late children have a more difficult time separating from their parent and entering the class routine.

Your child may miss the meal and/or a field trip.

If you transport your child to or from the center, you must go to your child's classroom and sign him/her in or out.

*****Please do NOT leave your car running or leave children in the car unattended.*****

September 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 <u>No School</u> Labor Day	5	6	7	8 Day of Caring <u>*No Bus Service*</u>	9
10 Grandparents Day	11	12	13	14	15 <u>No School</u> Career Development Day	16
17	18	19	20	21	22 First Day of Autumn 	23
24	25	26	27	28	29	30

Picking Up on Time

It is just as important to be on time to pick up your child from the center or your child's designated bus stop. The teachers and bus drivers cannot watch children after their release time because they have other work activities and/or a break time. If you are not at the center or the bus stop on time to pick up your child, he/she will be taken to the Head Start office.

Office staff will:

- ❖ Contact you at home, work, or school
- ❖ Call your emergency contacts
- ❖ Contact authorities if all attempts fail to reach you or your authorized emergency contacts
- ❖ Head Start staff will not discuss late pick up or drop off with the Head Start child
- ❖ **This is not a pleasant experience for your child – please keep your emergency contacts up-to-date**

Releasing Children from the Center or Bus

Head Start will only release your child to the people that are listed on the Emergency Contact Form that was completed by the parent/guardian at the time of registration. Parents can make changes to this list at anytime throughout the school year. Changes must be made in writing, dated, and signed by the parent/guardian.

All adults picking up a Head Start child must have photo identification and walk with their child the entire way to their vehicle/home.

Keep your Emergency Contact Form updated at all times.

October 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
1	2	3	4	5	6	7
8	9 No School Columbus Day	10	11	12	13	14
15	16	17	18	19	20 No School Career Development Day	21
22	23	24	25	26	27	28
29	30	31 Halloween 				



Building Security

Each center has its own security procedure for entering the building and classrooms. You will get a copy from your child's teacher at Parent Orientation. We will enforce these procedures with all visitors to ensure the safety of your child

Riding the Head Start School Bus



You must have your child ready to board the bus immediately as it pulls up to your child's stop. This means having coats and shoes on prior to the estimated arrival time. A parent/guardian must walk their child to and from the bus each time. Our buses are on a very tight schedule for getting the children to and from school and cannot wait longer than 30 seconds for your child to board.

If your child is not riding the bus, call your child's center so that we can let the driver know, and avoid an unnecessary stop. Bus times vary day to day because of traffic and absent riders, so make sure that you are ready for pick up/drop off at least five minutes before/after the designated time.

If you missed getting your child off the bus, call us immediately and arrange to pick him/her up at the center.

All Aboard!

- Children (and Parents) are to be safely secured in a seat belt at all times.
- No eating, drinking, or chewing gum on the bus.
- No toys will be allowed on the bus unless it is your Show-N-Tell day.
- Parents and siblings are welcome to ride the bus whenever seating is available. Let the bus driver know ahead of time if you would like to reserve a seat.
- Book bags with rollers are not allowed on the bus.

November 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 No School Parent/Teacher Conferences	3 No School Parent/Teacher Conferences	4
5 Daylight Savings Time Ends 	6	7	8	9	10	11 Veterans Day
12	13	14	15	16	17 No School Career Development Day	18
19	20	21	22 No School Fall Break	23 No School 	24 No School Fall Break	25
26	27	28	29	30		

Health & Dental Requirements

Day Care and Head Start regulations mandate each child have the following:

Current Physical exam	Up-to-date immunizations
*TB Assessment or Skin Test	Current dental Exam
*Hematocrit or Hemoglobin	Vision Screening
Lead Test	Hearing Test

* Physician may indicate in writing that these are not needed.

Health requirements are to be completed before enrollment. If you need any help meeting these requirements, call 699-6843 and Head Start staff will assist you in any way they can.

Policy on Illnesses

If your child is too sick to go outside, we ask that you keep him/her home.

Parents are contacted and asked to pick up their child when the illness prevents the child from participating comfortably in activities. Children may return to school if the family's description of the child's behavior sounds like the child is well enough to return to school. A note from the primary health care provider may be needed to determine whether the child is a health risk to others, or if the primary care provider's guidance is needed about any special care the child requires.

Children are not excluded from participating in the program for a long-term period solely on the basis of health needs or medication requirements unless the risk to themselves or others cannot be adequately reduced or eliminated through reasonable accommodations

Head Lice

Teaching staff are responsible for conducting weekly lice checks on the children in their classroom. A child with head lice does not require exclusion. Notifying parents about head lice may be delayed until the end of the day. Children may return to school after treatment. The Health and Nutrition Specialist supplies each center with products to treat lice. Program staff is available to share written information with parents and assist in any other way needed.

December 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20 <u>No School</u> Winter Break	21 <u>No School</u> Winter Break First Day of Winter	22 <u>No School</u> Winter Break	23
24 Christmas Eve	25 <u>No School</u> Christmas Day 	26 <u>No School</u> Winter Break	27 <u>No School</u> Winter Break	28 <u>No School</u> Winter Break	29 <u>No School</u> Winter Break	30
31 New Year's Eve						

Lawn Care Products Application & Notice Act **Structural Pest Control Act**

An Integrated Pest & Lawn Care Management approach for controlling insects, rodents, and weeds is used at the TWHSP. Pesticide applications are always done after all the children have left the center for the day. We will provide notice of specific pesticides used to any parent who request this notification by contacting Bonnie Jones at 699-6843 and providing your name, address, and day phone number.

TWHS Discipline Policy

TWHS believes children develop self-control and appropriate behavior through their interactions with other children, adults and their environment. This is done by:

- Experiencing success
- Developing problem solving skills
- Developing communication skills
- Receiving reinforcements for appropriate behavior

Three and four-year-old children are not expected to behave as adults. Children must be taught how to treat others just as they are taught other skills.

TWHS uses a program called Conscious Discipline to help develop appropriate social/emotional skills. We do not use time-out. We use what is called a safe-place when children are upset so that children can regain control before reentering group activities. Children will be held by the teacher only when they are in danger of hurting themselves or others. Parents will be notified when a behavior plan is needed for the safety of the child or other children/adults in the program.


No child shall be subjected to corporal punishment, emotional abuse, abusive or profane language, deprived of food or rest, or punished for toileting accidents by any staff or parents.

No child will be left alone or without adult supervision at any time.

Mandated Reporting

Licensed child care providers are among the Illinois professionals who are legally mandated by the state to report immediately to the Department of Children and Family Services any reasonable belief that a child in their care may be abused or neglected.

January 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 No School 	2 No School Winter Break	3 No School Winter Break	4 School Resumes	5	6
7	8	9	10	11	12	13
14	15 No School Martin Luther King Jr. Day	16	17	18	19 No School Career Development Day	20
21	22	23	24	25	26	27
28	29	30	31			




Resources & Support

♣ Each family has a Family Service Specialist available to them. Our Family Service Specialist keep up to date on community resources and are here to support & encourage our families. Please do not hesitate to ask for resources! Below are just a few of our well known & used resources.

- Tazwood Community Services (rent, energy assistance, car repairs etc...)
- Tazewell Woodford Head Start Food Pantry (located at our East Peoria Site!)
- WIC (new locations include our East Peoria Head Start Center!)
- Illinois Central College information
- Current Housing Lists
- SAL Child Care Connections
- Doctor & Dental Resources
- More, Just Ask



February 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2  Groundhog Day	3
4	5	6	7	8	9	10
11	12 Lincoln's Birthday	13	14 Valentine's Day 	15	16 No School Career Development Day	17
18	19 No School Presidents Day	20	21	22 Washington's Birthday	23	24
25	26	27	28			

Parent Participation

Parents are their child's first and most important teacher and make the Head Start Program the success that it is. Parents can participate in many ways:

Classroom – We welcome you at any time to join your child's classroom. You can come for the whole session or just come to eat snack or a meal with your child. No cell phones or drinks please.

Literacy Activities – Our literacy activities include family fun, free books, Meet Clifford, See the Magician, Pajama Party, book fair, and music...you get the idea?!

Parent Committee – This is your opportunity to get involved in your child's center and meet once a month with other parents to plan activities for your child's center.

Policy Council – Policy Council is to provide Head Start parents with the opportunity to share in the planning and development, implementation and improvement of the program.


At Home – Head Start teachers will provide parents with activities that encourage a positive learning environment at home.

Parent/Teacher Conferences and Home Visits – Teachers will schedule a convenient time for you for these activities throughout the school year. Please help them by being available for two Parent/Teacher Conferences and the two Home Visits.

Health Advisory Committee-Head Start parents can become a member of the Health Advisory committee. Parents along with staff, health professionals and human service professionals meet to ensure health services are provided to families and bridge community resources to meet the needs of the families.

Most monthly meetings include supper & childcare. Please call the school ahead of time for reservations.

March 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 No School Parent/Teacher Conferences	2 No School Parent/Teacher Conferences	3
4	5	6	7	8	9	10
11 Daylight Savings Time Begins 	12	13	14	15	16 No School Career Development Day	17 St. Patrick's Day 
18	19	20 First Day of Spring 	21	22	23	24
25	26	27	28	29	30 No School Good Friday	31

Confidentiality

Any information shared with staff will be handled with care, respect, and in a professional manner. Please do not share information about Head Start children, families, staff, or volunteers with anyone other than authorized Head Start Staff.

School Closings

The Tazewell-Woodford Head Start centers will announce school closings due to dangerous weather on the following TV/Radio stations. Please do not call the school.

**We use an automated parent notification system that will phone you when we are cancelling classes or programs due to an emergency such as snowy weather. We will use the primary phone number you provided when registering your child. If you would like us to call a different number or your number has changed, please let us know as soon as possible.

WHOI / TV	19
WEEK / TV	25
WMBD / TV	31

If the following school districts close, the Head Start classes located there will also be closed.

Pekin Preschool District # 108
John L. Hensey School District # 50
Creve Coeur School District #76
Eureka School District #140
Midwest Central #191

Absent Children

Please call us if your child will not be coming to school.
If your child is absent and we don't know why, we will call you or your emergency contacts.
If we cannot reach you by phone, Head Start staff will do a home visit.

April 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 	2 No School Easter Monday	3 No School Spring Break	4 No School Spring Break	5 No School Spring Break	6 No School Spring Break	7
8	9 School Resumes	10	11	12	13	14
15	16	17	18	19	20 No School Career Development Day	21
22 	23	24	25	26	27	28
29	30					

Children are always
The only future the
Human race has,
Teach them well.

**Head Start employees and Head Start parents
will work together throughout this school year to
teach our children well.**

May 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13 	14	15	16	17	18	19 Armed Forces Day
20	21	22	23 Last Day of School	24	25	26
27	28 No School Memorial Day	29	30	31		

Going to Kindergarten

We work with 21 different schools and each one has its own system for registering children for kindergarten.

Some school districts will have just a kindergarten registration and others will have classroom visits and developmental screenings.

Head Start will notify parents about kindergarten registration in their area.



Call your local school district office to find out what school your child will be attending.

Head Start will send your child's education information to the appropriate school district.

Remember

You are your child's first and most important teacher.
Stay involved with your child's school!

June 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14 Flag Day 	15	16
17 Happy Father's Day!	18	19	20	21 First Day of Summer	22	23
24	25	26	27	28	29	30

Help Us Find Head Start Children!

If your child is coming back to Head Start, be sure to update family & child records.

If you have any neighbors, friends or relatives with young children who will be four by September 1, please give them our phone number.

East Peoria 699-6843

Pekin 347-1971

Summer Fun

Call your local park district.

They have inexpensive programs & activities for children of all ages.

Fon Du Lac park District- 309-699-3923


Morton Park District- 309-263-7429

Pekin Park District- 309-347-7275

Washington Park District- 309-444-9413

Congerville, Eureka, Goodfield Community Youth Rec. Association- 309-360-6797

July 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				