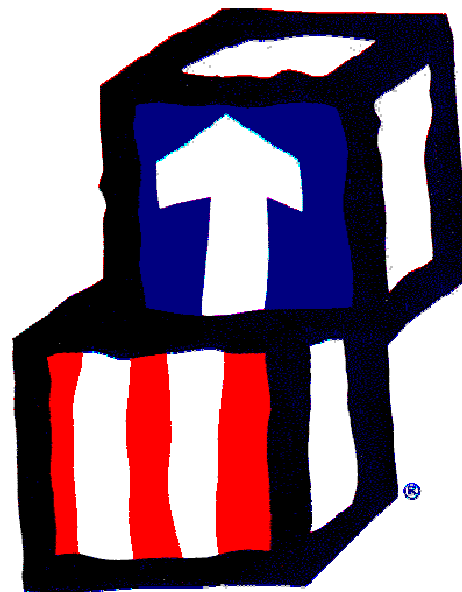
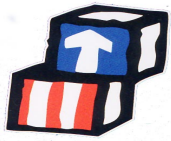


# **ACE HEAD START PARENT HANDBOOK**



**(Revised: September 2006)**



# ACE Integration Head Start

1419-23 BROADWAY • BROOKLYN, NY • 11221  
PHONE: 718-443-3917 • FAX: 718-452-6459

September, 2006

Dear Parent(s):

We are so excited that you have chosen ACE for your child's initial introduction to formal education. The members of the staff will work diligently to make this a memorable experience for you and your child.

We hope that you will volunteer and participate in the many activities available at the center. Parent participation is a necessary and integral part of a Head Start program.

If you have any questions or concerns at any point during your time at ACE, please don't hesitate to contact your child's Teacher, Family worker or any member of the Administration.

Welcome to ACE Integration Head Start! We look forward to working with you all.

Respectfully yours,

Ashley Salmon-Wander  
Administrative Director

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## Mission Statement

**ACE (Acceptance of Self and Others, Creativity, and Ecology) Integration Head Start seeks to be an agent of change to families from Bushwick and beyond by providing a high quality bilingual early childhood education, based on the Reggio Emilia philosophy, and a social service program, for children of all abilities and their families so that they are encouraged to lead self-reliant and productive lives.**

# ENTERING THE PROGRAM....

## Transition from home to Head Start

Our competent Head Start staff is committed to helping you and your child adjust to his/her very new life and school experience. Our Family Workers will assist you and your child with this process.

You may be asked to remain in the room with your child. As your child becomes comfortable, you will be encouraged to gradually remove yourself from the child's play area. This may take several days. Eventually, you will leave the room and tell your child that **you will not be far**. We all must remember that we want every child to feel that he/she is competent and can function for a time without "mommy" or "daddy".

Before your child leaves Head Start, he/she will learn how to move from activity to activity, move to a new classroom, and get ready for public school. Growing up is not easy, but with the proper support system, our children will succeed.

### ACE INTEGRATION HEAD START believes that:

- Parents play an important role in a child's development and education.
- A safe, engaging, nurturing, enjoyable and secure learning environment for all children will promote learning.
- Every child in the program will be treated as a "unique" individual who is respected for his/her uniqueness and diversity.

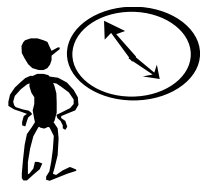
### HEAD START HISTORY

In 1965, Lyndon B. Johnson launched Project Head Start as an eight week summer program designed to help break the cycle of poverty by providing preschool children of low-income families with a comprehensive program to meet their emotional, social, health, nutritional, and psychological needs.

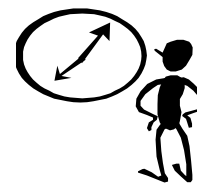
Head Start currently serves almost one million children and their families nation-wide in urban and rural areas, including migrant and native-American communities.



# HOURS OF OPERATION



8:30 a.m. - 3:30 p.m.



## SCHEDULE

Children may not be in the building unattended before 8:30 a.m. or after 3:30 p.m. If you have an emergency, it is your responsibility to contact the Family Worker office with alternate arrangements for your child's pick up.

## ABSENCES

Regular attendance is crucial to your child's success and we encourage you to make every effort to bring your child to school. Please call the center if your child is going to be absent! If a child is out three (3) or more consecutive days due to an illness (2 days in Family Day Care Homes), a doctor's note is required. If a child is absent for 2 weeks or more and the center has not been able to contact the parent after repeated calls, it will be assumed that the family has voluntarily dropped the child from the program. Special arrangements can be made in advance for families that have vacation plans.

## LATENESS

Lateness is greatly discouraged! If you arrive after 9:05 a.m., you must bring your child to your Family Worker to get a late pass. These passes will help monitor lateness and will be kept in your child's folder.

While lateness may on occasion be necessary, being prompt helps promote stability and facilitates better classroom routine.

## ILLNESSES

A child's illness should be reported to the school. All parents will be notified if your child has been exposed to a contagious disease. A doctor's note will be required if a child is absent for three (3) days (2 days in Family Day Care Homes). Any child who has been sick overnight with coughing, sneezing, excessive mucous or nausea should not return to school the following day. If a child becomes ill during the course of the school day, the parent or emergency contact will be called to pick up the child, both for the well-being of the sick child and for the safety of his/her classmates.

## ESCORT RELEASE POLICY

**\*CHILDREN WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS\*** Only persons to whom you have given authorization, and are on our Emergency Pick Up Form, will be allowed to pick up your child. Anyone authorized to pick up your child must be 18 years of age or older.  
**Please keep your Emergency Pick Up Form current.**

## CLOTHING

Please send your child in casual, comfortable clothes that will very likely get dirty during the day. Remember that dirty clothes are a sign of real involvement in school fun! All children are required to have at least one complete change of clothes and one extra sheet at all times because "accidents" can happen. Please do not send children to school in sandals in the summer due to potential injuries.

All clothing, sheets, and backpacks should be marked with the child's name. Children grow, and seasons change. Therefore, it is important to see that the clothing in the classroom fits the child and is seasonably appropriate. Staff may, at times, purchase small items of clothing in for the children as necessary. If you would rather not participate in this, please inform your Family Worker.

### **JEWELRY POLICY**

Children may not come to school wearing excessive jewelry. ACE is not responsible to damaged or lost jewelry.

### **TOY POLICY**

Children are discouraged from bringing toys to school. Children bringing toys to school that have not been requested by the teachers will be asked to leave toys in their cubbies.

### **NUTRITIONAL MEALS**

Children will be served breakfast, lunch and a snack. Our meals are nutritionally complete and USDA approved. We try to introduce new foods to the children as much as possible.

Please inform us of any food allergies your child has, and provide a doctor's note indication the allergy and possible reaction.

### **BIRTHDAY PARTIES**

Since we strive to maintain healthy nutritional guidelines, we ask that if you are planning a party for your child in their classroom, please do not bring soda. A cake may be served, with small treats to take home, but only at snack time for the center, which is generally at 2pm.

### **FIELD TRIPS PERMISSION FORMS**

- Permission forms for field tips will be distributed two weeks before the trip date. All permission forms must be signed by the parent and returned to the Teacher by the due date, along with any monies due. Some trips require pre-payment and a number count of all who will attend, that is why it is important to return permission forms by the due date. If permission forms are not returned by the due date, your child may be excluded from that particular field trip.
- Parents will rotate accompanying their child on field trips, so that everyone has the opportunity to attend.

- Parents selected to go on field trips must have a current Physical on file with the Family Service Office. This is a Department of Health Regulation made to protect your children. **There will be No Exceptions!**
- Fields Trips may require parent participation so that your child may participate. This is done to ensure a safe environment for all of the children.
- If a child will not attend a field trip he/she may STILL come to school.

### **PARENT TEACHER CONFERENCES**

This agency conducts Parent/Teacher Conferences twice a year. During Parent/Teacher Conferences, a child's accomplishments are shared, developmental profiles are reviewed, and goals are set for the child. They are an opportunity for both parents and teachers to share important information. We will hold conferences both in the mornings and in the evenings to accommodate all schedules.

### **HOME VISITS**

We believe that parents are the primary educators of their children. Therefore, teaching staff and a Family Worker will visit the home two times during the school year. We believe that to truly know a child, we must know his or her environment. Home visits are planned and conducted based on the convenience, need and desires of a family. A parent and the child must be in the home when these visits are conducted. These visits are required under our Head Start grant. However, the family reserves the right to refuse the home visit. In this case, the "home visit" will be conducted at the center.

### **CURRICULUM**

Since 1995, ACE Head Start has been involved in exploring the Reggio Emilia approach as the early childhood curriculum for our program. Reggio Emilia is a small town in Italy rich in art and architecture, agriculture, industry and tourism. In the 1950's, educators and parents became aware of the increased importance of early childhood education. As a result, the Reggio Emilia method was founded by Louis Malaguzzi.

The Reggio philosophy is based on the following: A respectful image of each child having the potential to be competent and capable; The role of the Teacher as co-researcher and co-constructor in the learning process; The child's role in creating knowledge via exploration; The importance of the school environment as a source of well-being and educational force; The use of a wide range of media and materials to foster self-expression, learning and communication; The inter-relationship of children, parents and Teachers; The value of collaboration among all participants in an educational system; and The relationship between school and community.

### **NATIONAL REPORTING SYSTEM**

In the fall of 2003, all Head Start programs became required to assess children that are leaving the program to enter kindergarten the following fall. This evaluation is conducted in the fall and spring and is designed to measure the quality of services your child receives from Head Start. This assessment consists of five sections and lasts only about fifteen (15) minutes.

A consent form will be sent home for parents to sign to allow their children to be tested. Prior to testing, parents will be informed to ensure good attendance. Our Head Start will receive a report comparing our program to others in the nation.

### **INCLUSION PROGRAM**

Many students in our program receive special services through an evaluation completed by the CPSE. Services include speech therapy, physical and occupational therapy, and behavior management. If your child is not currently receiving services and you have any concerns about your child's development please speak to your teacher, who can refer you to the Inclusion Director.

### **FAMILY AND COMMUNITY PARTNERSHIPS**

The Family Worker develops a close, professional relationship with the families in the program. As a team, goals can be met. The Family Partnership Agreement describes family goals, responsibilities, timetables, and strategies for achieving these goals. Our Family Service staff is aware of the resources in the community and assist with needed referrals and/or emergency assistance. They also serve as the link between families and the communities and in the development of partnerships that will empower families to be effective advocates for their children and the community.

### **CONFIDENTIALITY**

Families have the right to the protection of their personal information. Children's files are kept in locked file cabinets. Only Head Start staff and consultants have access to them. Parents are prohibited from reviewing records other than those of their own children. No information will be released to anyone outside the program without written consent from the family, except in reporting suspected child abuse and neglect cases.

### **CHILD ABUSE/MANDATED REPORTERS**

In the state of New York, ALL childcare and Head Start employees are mandated reporters of suspected child abuse. Failure to comply is punishable by fine, imprisonment or both, and/or termination of the program.

### **PARENT INVOLVEMENT**

If your children are to reach their fullest potential, families must have an opportunity to influence the character of programs, which affect the development of their children. Parents of enrolled children are automatically members of their child's classroom committee. We strongly urge you to attend orientation and elections for the committees, which are held every fall.

Every parent will have an opportunity to become a part of the governing body. You will be responsible for policy and decision-making, advocating for your family, and reaching out to community members and developing partners.

### **DELEGATE AGENCY POLICY COMMITTEE (DAPC)**

The DAPC is a decision-making group, which allows parents and community members to play a meaningful role in determining the nature and direction of the program. Parents do not need any experience to be on the Policy Committee, training is provided. Meetings are held once a month at a time that is convenient to committee members.

#### **Members of the DAPC:**

- 1.** Work in partnership with the Director and staff to establish overall policies and procedures for the Head Start program, in conjunction with the Sponsoring Board.
- 2.** Serve as a link between public and private organizations and the community it serves.
- 3.** Have the opportunity to initiate suggestions and ideas for program improvement and to receive a report on action taken by the agency with regard to its recommendations.
- 4.** Plan, coordinate and organize agency-wide activities for parents with the assistance of staff.
- 5.** Assist in communicating with parents and encourage their participation in the program.
- 6.** Aid in recruiting volunteer services from parents, community residents and community organizations, and assist in mobilization of community resources to meet identified needs.

### **VOLUNTEER REQUIREMENTS**

All parents who would like to volunteer in the classroom and on trips must get a physical and TB test (See family service staff for forms). Parents that volunteer in the classroom are given first preference to go on trips.

We are committed to providing opportunities for parents to volunteer in our program. Parents may volunteer in the classrooms, kitchen, or offices. We would like to see at least one volunteer in each classroom everyday; however we prefer that parents volunteer in classrooms other than their child's. You can volunteer as many times as you wish and for as much time as you can give. (Even 10 minutes can make a difference). By volunteering you learn, discover, and practice new or existing skills. As a volunteer, you contribute to the program and show your children that you actively care about them and their education. You also gain life experience which can be included on a resume when applying for a job or count as credit when pursuing a college degree.

Further, active volunteers are given first preference when we are in need of a paid substitute in a classroom.

**Here are some tips to remember when volunteering:**

- Be dependable and arrive as planned
- Do not use this time to conference with the teacher.
- Keep any information you may have learned about the children confidential. Do not discuss children away from the classroom.
- Follow the Teacher and Assistant's lead in how to work with children and activities. If you disagree with something that has happened during the day, wait until the day is over to discuss it with the Teachers.
- Sign and fill your time and type of activity on the volunteer sheet each time you volunteer.
- Plan to attend the parent workshop on volunteering in the classroom that will be offered at the beginning of the year.

**COMMUNICATION**

- In order to assist the parents in communication with each other, your phone number will be provided to other parents in your classroom. If you are not comfortable with this, please inform your Family Worker within the 1<sup>st</sup> month of receiving this booklet and we will keep your number private.
- Every month, you will receive a monthly calendar to keep you informed of any special events or dates. Please make sure to check your child's book bag and communication notebook daily to learn of important announcements.
- Notices will also be posted for parents outside classrooms.

**BOOK BAGS**

Please provide your child with a book bag (**labeled with his/her name**) so that we can send messages from the program. Please look inside this bag and communication notebook everyday. Return all messages in a timely manner.

**FIRST AID**

Parents will be notified of any incident requiring the administration of first aid to their child. At least ten staff members have a current Pediatric First Aid and CPR Certificate.

**\*MEDICINE ADMINISTRATION**

**\*Pending Board Approval**

ACE strongly encourages parents to disseminate all medications at home. However, any children in need of medication may receive it at school from one of our trained staff members. All medication may only be administered on physician's instructions. A parent or legal guardian must sign a written consent prior to each episode of the administering or if on-going, then the agreements must be reviewed every six months or earlier, if necessary.

### **EMERGENCY INFORMATION CARDS**

**\*It is extremely important that every parent maintains up-to-date emergency information for themselves and authorized emergency contacts.** In an emergency situation, current information will make all the difference should we need to contact you regarding your child. Please make sure to notify the Family Service Office of all necessary information and any contact changes.

### **DISCIPLINE**

The staff does NOT use corporal punishment or abusive language. Limits are set and constantly reinforced in order for children to learn acceptable behavior. Parents are encouraged to discuss discipline methods with the staff. We strive for a friendly, sharing, safe and cooperative social environment.

### **IN-SERVICE DAYS**

Approximately one day a month, school may be closed for staff development. These days will be indicated on your monthly calendars as "in-service days". It is a Federal requirement that staff be actively involved in ongoing training. We will try to provide you with as much notice as possible.

### **SAFETY**

- This agency provides a safe environment for every child.
- Children will not be released to any individual who appears to be under the influence of alcohol or drugs.
- Parents and **siblings** are not permitted to roam hallways during school hours.
- Children are not to be picked up later than the scheduled dismissal time. Parents must notify the center if they are running late due to an emergency situation.
- In order for the child to be released to someone other than the official designee parent/guardian must call the school and speak to the Family Worker or Director. In addition, the individual must bring a letter signed by the parent/legal guardian authorizing him/her to escort his/her child to or from the center along with some identification bearing his/her name, address, and preferably, a photograph. A telephone call is then made to the parent/legal guardian for verification.

- If an unauthorized escort arrives at the center to pick up a child from the center and the school has not been notified, the child will not be released. Escort lists must be continuously updated. Authorized escorts must be at least 18 years age. There will be no exceptions.

### **RULES OF CONDUCT**

- There will be no physical confrontation or threats allowed to another parent or staff member.
- Rude and/or foul language will not be permitted anywhere in the center.
- No one will be permitted into the center with weapons and/or drugs.
- No one will be permitted into the center under the influence of drugs and/or alcohol.
- Threatening the safety of children will not be tolerated.
- Smoking is not permitted within 10 feet near the premises.
- Coercing or enticing others to limit work performance or engage in and practice any violation of center rules will not be tolerated.
- Gossip that may damage the professional or personal reputation of a parent or staff member, child or the agency will not be tolerated.
- Anyone violating these rules can and will be subject to banishment from the premises.
- Violators banned from entering the center will have to make alternate arrangements for the drop-off and pick-up of their children. The Parent Committee, in conjunction with Administration, will decide the length of the suspension.

### **MY RESPONSIBILITIES AS A HEAD START PARENT**

- To learn as much as possible about the program, and to take part in major policy decisions.
- To accept HEAD START as an opportunity through which I can improve my life and my children's lives.
- To take part in the classrooms as an observer, a volunteer worker or a paid employee, and to contribute my services in whatever way I can toward enrichment of the total program.
- To take part and observe therapy sessions with my child.
- To provide parent leadership by taking part in elections, explaining the program to other parents and encouraging their full participation.

- To welcome Teachers and staff into my home to discuss ways in which parents can help their children's development at home in relation to school experience.
- To work with Teachers, staff and other parents in a cooperative way.
- To guide my children with firmness, this is both loving and protective.
- To offer constructive criticism of the program, to defend it against unfair criticism and to share in evaluating it.
- To take advantage of programs designed to increase my knowledge about child development and my skills in areas of possible employment health, education, and recreation for all.
- To bring my child to school on time.

### **MY RIGHTS AS A HEAD START PARENT**

- To take part in major policy decisions affecting the planning and the operation of the program.
- To help develop adult programs, this will improve daily living for my family and me.
- To be welcomed in the classrooms.
- To choose whether or not I participate without fear of endangering my child's rights to be in the program.
- To be informed regularly about my child's progress in Head Start.
- To be always treated with respect and dignity.
- To expect guidance for my child from Head Start teachers and staff that will help his/her total individual development.
- To be able to learn about the operation of the program, including the budget and the level of education and experience required to fill various staff positions.
- To take part in planning and carrying out programs designed to increase my skill in areas in possible employment.

## **ACE HEAD START'S**

# MAIN PHONE NUMBERS



## **Head Start**

Tel. 443-3917  
443-1359  
443-1360  
Fax. 452-6459

## **Inclusion Program**

Tel. 443-8070  
443-8276  
443-7873  
Fax. 443-2933

## **Family Workers**

Tel. 453-6488  
452-2842  
452-3822

ACE Integration Head Start  
Company Directory

2006-2007

**Administration**

Dr. Frieda Spivack **206**  
Executive Director

Jennifer Byrnes-Sabri **223**  
Inclusion Director

Ashley Salmon-Wander **222**  
Administrative Director

Vera Gregory **234**  
Education Director

**Administrative Assistants** **200**

Yolanda Sandoval  
Head Start

Nicky Peña **213**  
Inclusion Program

**Fiscal**

Donzella Fibleuil **209**  
Bookkeeper/Secretary

John Pasutto **229**  
Fiscal Consultant

**CLASSROOMS**

**Magic Garden** **231**

Regina Wright  
Kecia Douglas  
Rose Rosales  
Barbara Robinson

**Skylight** **215**

Richardmar Pierre-Lewis  
Phylcia Thornton  
Coresa Griffin  
Yahayra Rolffot

**Sunshine Room** **217**

Denise Ramos  
Jan Vaughn  
Carol Semple  
Shavonne Dillard

**Little Angels** **573-0122**

Jean Jacks  
Jerika Figueroa  
Craig Weinberg, FDC Supervisor

**Little Clouds** **455-1515**

Maxima Zambrano  
Esther Peralta

**Family/Community Room** **237**

**Family Services Coordinator**

Lydia Williams **211**

**Family Workers**

Yisenia León **235**

Yoanda Rosado **246**

Maria Perez **208**

Barbara Utendahl **228**

**Kitchen** **210**

Maria Gomez  
Maribel Muñoz

**OT/PT** **240**

Maria Navarro, PT  
Herricka Walker, OT

**Speech Supervisor** **220**

Vilma Martinez

**Rainbow Room** **216**

Shenequah LaMotteo  
Aquila Peebles  
Sandra Tercero  
Patricia Acosta

**Speech**

Dwight Henderson **242**

Giselle Marte **221**

**Social Work** **218**

Ilene Kopstein

**Starlight Room** **219**

Gerlande Nicholas  
Christina Romero  
Tashema Mallory  
Wendy Sylvester

**Rainforest Room (UPK)** **230**

Nicole Forrest  
Emily Haroz

<b>SEPTEMBER 4, 2006</b>	LABOR DAY (NO SCHOOL)
<b>SEPTEMBER 5-6, 2006</b>	STAFF DEVELOPMENT (NO SCHOOL)
<b>SEPTEMBER 7-8, 2006</b>	PARENT ORIENTATIONS
<b>MONDAY, SEPTEMBER 11, 2006</b>	FIRST DAY OF SCHOOL
<b>MONDAY, OCTOBER 9, 2006</b>	COLUMBUS DAY (IN-SERVICE) (NO SCHOOL)
<b>NOVEMBER 23-24, 2006</b>	THANKSGIVING (SCHOOL CLOSED)
<b>TUESDAY, DECEMBER 19, 2006</b>	LAST DAY FOR CHILDREN
<b>DECEMBER 20-21, 2006</b>	STAFF DEVELOPMENT (NO SCHOOL)
<b>DECEMBER 22-JANUARY 1, 2006</b>	WINTER BREAK (SCHOOL CLOSED)
<b>TUESDAY, JANUARY 2, 2007</b>	SCHOOL BACK IN SESSION
<b>MONDAY, JANUARY 15, 2007</b>	MARTIN L. KING DAY – (SCHOOL CLOSED)
<b>MONDAY, JANUARY 22, 2007</b>	IN-SERVICE (NO SCHOOL)
<b>MONDAY, FEBRUARY 19, 2007</b>	PRESIDENT’S DAY (SCHOOL CLOSED)
<b>FEBRUARY 20-23, 2007</b>	IN-SERVICE WEEK/PARENT & TEACHER CONFERENCES (NO SCHOOL)
<b>MARCH 30, 2007</b>	IN-SERVICE (NO SCHOOL)
<b>APRIL 2-3, 2007</b>	HOME VISITS (NO SCHOOL)
<b>APRIL 4, 2007</b>	IN-SERVICE (NO SCHOOL)
<b>APRIL 5-6, 2007</b>	SPRING BREAK/GOOD FRIDAY (NO SCHOOL)
<b>MONDAY, MAY 28, 2007</b>	MEMORIAL DAY (SCHOOL CLOSED)
<b>FRIDAY, JUNE 29 2007</b>	IN-SERVICE (NO SCHOOL)
<b>WENDSDAY, JULY 4, 2007</b>	INDEPENDENCE DAY (SCHOOL CLOSED)
<b>FRIDAY, AUGUST 11, 2007</b>	LAST DAY OF SCHOOL

**THE ABOVE LIST DOES NOT INCLUDE A FULL LIST OF IN-SERVICE DAYS, WHERE THE CHILDREN STAY HOME. THESE MAY BE SCHEDULED ONCE A MONTH AND WE WILL PROVIDE YOU WITH AS MUCH NOTICE AS POSSIBLE.**

**2006 DELEGATE AGENCY POLICY COMMITTEE CALENDAR**

Thursday, September 7, 2006      Mandatory Parent Orientation      6:00pm – 8:00pm

Friday, September 8, 2006      Mandatory Parent Orientation      10:30am – 12:30pm

\*\*Parents MUST make every effort to attend one of the above meetings. If you cannot, you MUST make an appointment with the Administrative Director to have an orientation within a month of your child beginning school.

Thursday, September 28, 2006      DAPC Orientation      6:00 p.m.

Thursday, October 12, 2006      DAPC Election      6:00 p.m.

Monday, October 16, 2006      DAPC Installations      6:00 p.m.

Thursday, October 18, 2006      First DAPC Meeting and Training      6:00 p.m.

\*\*From this point on, the DAPC will meet at least one time a month for leadership training and policy planning for the Center. Times and meeting dates will be decided by the parents elected to the DAPC. These meetings are separate from your classroom committee meetings.

\*\*Some of the above dates are subject to change.