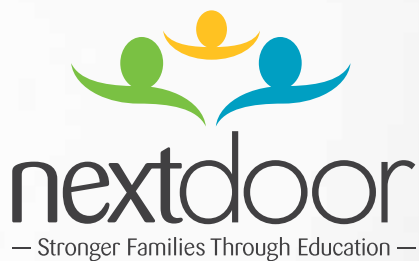




Family Handbook 2016-2017

Early Head Start and Head Start Partnership



Welcome!



Center: _____

Address: _____

Center Phone number: _____

Family Advocate Specialist: _____

FAS Phone Number: _____

Readiness Coach: _____

Readiness Coach Number: _____

Please call the center when your child will be absent.

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Welcome from the Next Door Early Head Start Head Start Partnership Directors!

Dear Families:

We welcome you and are grateful that you selected to enroll in one of Next Door's EHS/HS Partnership programs. We are dedicated to providing your child the best care, quality education and social service programming tailored to meet the individual needs of your family. At Next Door, we believe that it takes everyone; parents, staff, teachers and children to build a successful learning community.

We encourage all parents to become active members in their child's educational experience. We look forward to seeing you in the hallways, classrooms and at parent activities.

This book provides important details regarding your participation in an Early Head Start or Head Start program partnership with Next Door. Please take the time to carefully read through the contents of this handbook. This handbook goes along with the handbook you will receive from your child's school. If there are any questions, please refer to your assigned Family Advocate Specialist. Also, please do not hesitate to contact one of the partner program directors, or one of us. Our contact information is listed on the next page.

Welcome to Early Head Start & Head Start!



Monica Brooks
Head Start Director
414-562-2929 ext. 240



Myranda Syrjanen
Early Head Start Partnership Director
414-562-2929 ext. 770

Next Door Partner Locations

COA Youth and Family Centers-Riverwest (Early Head Start)

909 E Garfield Ave.
Milwaukee, WI 53212

COA Youth and Family Centers-Burke (Early Head Start)

2320 W. Burleigh St.
Milwaukee, WI 53206

Kindercare - West Allis (Early Head Start)

2374 S 61st St.
West Allis, WI 53219

La Causa, Inc. (Early Head Start)

809 W Greenfield Ave.
Milwaukee, WI 53204

Malaika Early Learning Center (Early Head Start and Head Start)

125 W Auer Ave.
Milwaukee, WI 53212

Neighborhood House (Early Head Start)

2819 W Richardson Pl.
Milwaukee, WI 53208

St. Ann's Children's Center - Bucyrus Campus (Early Head Start and Head Start)

2450 W North Ave.
Milwaukee, WI 53205

St. Joseph Academy (Early Head Start)

1600 W Oklahoma Ave.
Milwaukee, WI 53215

Stepping Stones Children's Center-Belgium (Early Head Start)

420 Park St.
Belgium, WI 53004

YMCA Northwest (Early Head Start)

9050 N Swan Rd.
Milwaukee, WI 53224

YMCA Northside (Early Head Start)

1350 W North Ave.
Milwaukee, WI 53205





Next Door's Mission Statement

Next Door's mission is to "support the intellectual, physical, spiritual and emotional development of children so they become self-sufficient, contributing members of the community."

Next Door's Vision

"To position neighborhood children and families for long-term success."

What We Do

Next Door gives children and families the skills they need to achieve sustainable success in school and in life.

Next Door's Core Beliefs

- Children come first
- The classroom is an important place
- Families are valuable partners
- Parents are their child's first and most important teacher

Parent/Guardian Responsibilities

Next Door recognizes that you, as a parent or guardian, are the most important partner in your child's education. Your involvement is essential to your child's educational success. Your child's classroom is the most important place for formal education.

As a parent or guardian, you are responsible for:

- Communicating to your child that education is important.
- Seeing that your child attends school regularly and arrives on time. You must provide explanations for absences and tardiness to your child's teacher and Family Advocate Specialist.
- Informing the school when you change address, telephone number or the persons identified as emergency contacts have changes of information.
- Ensuring that your child has all health information and immunizations as required.
- Attending parent conferences, participating in Parent Committee, home visits and activities at school.
- Conducting yourself in a respectful manner and modeling appropriate behaviors for your child/children.
- Completing in-kind parent-child activities, working on your child's individual curriculum plan goals and making progress toward your Family Partnership Agreement goals.

Attendance

- Attendance plays an important role in your child's school success.
- All children in the Early Head Start and Head Start programs are required to attend school regularly.
- Federal regulations require 85% attendance.
- Chronic absence is missing two or more days of school per month.
- Chronic absence will result in a meeting with your Family Advocate Specialist.

Emergency Information Policy

If you move or change your phone number, let your Family Advocate Specialist know. Emergency Contact information will be reviewed once a month.

Shared Custody

- Staff will not engage in disputes between family members regarding custody.
- Parents cannot be excluded from visiting their children.
- We cannot refuse pick up or drop off by a parent without an original, binding legal documentation stating the names to be excluded from contact with the child.



Our Families Can Be a S.T.A.R. at Next Door!

Be Safe

1. Always sign in your child according to your assigned center's policies.
2. Keep your children with you at all times.
3. Hold your child's hand when crossing the street and walking through the parking lot.
4. Keep your phone numbers and the phone numbers of Emergency Contacts up to date with your child's teacher and Family Advocate Specialist.
5. Dress your children for the weather.

Be Thoughtful

1. Park only in designated areas.
2. Volunteer in the program when you can.
3. Turn in Weekly Take Home Activities and In-kind Sheets.
4. Communicate important information regularly to teachers and Family Advocate Specialist.
5. Call the center if your child will be absent or you will be picking up late.





Be **A**ccountable

1. Follow your child's schedule.
2. Have your child to school by 8 a.m. for Charter School classrooms and by 9 a.m. for all other classrooms.
3. Keep all required paperwork, forms and health requirements up to date.

Be **R**espectful

1. Refrain from using your cell phone during drop off and pick up.
2. Use appropriate language and tone of voice in hallways and classrooms.
3. Remain professional in your interactions with staff and children.
4. Wear appropriate attire when picking up and dropping off children.

Child Abuse and Neglect Reporting

- All staff are trained on their responsibilities as mandated reporters of possible child abuse and neglect.
- Any staff person who fails to report suspected abuse or neglect jeopardizes their continued employment.
- We are responsible for letting parents know of our responsibility as mandated reporters.

Health Services

- All children are required to have screenings and immunizations completed. Height, weight, vision, hearing and blood pressure screens will be done within 45 days of enrollment if not done prior to enrollment.
- Physical exams are required to be done within 90 days of enrollment.
- Required ages of exams for EHS: 2 months, 4 months, 6 months, 9 months, 12 months, 15 months, 18 months, 24 months, 36 months.
- Head Start children will have an annual physical exam.
- Health exams should be done by your primary care physician. Next Door nursing staff will assist when necessary.
- Immunizations requirements follow the state of Wisconsin requirements for schools and daycares.
- Family Advocate Specialists will assist you in finding a medical or dental home if needed.
- Let us know if your child has asthma, allergies or other health concerns.

Special Needs

- Next Door is committed to serving children with special needs and their families.
- Please notify us if your child is already receiving special education services. We will need a copy of your child's IEP or IFSP.
- Additional resources can be accessed to serve your child and family if needed. For Early Head Start children we can connect you to Mental Health services and the Birth to 3 program. For Head Start, we can also access Mental Health services as needed, as well as other Special Education services.
- We will meet the needs of all children through inclusion and individualization.

Family Engagement

- Become involved in your child's education!
- Two Home Visits are conducted per year with your child's teacher and Family Advocate Specialist to discuss goals, strengths and interests.
- Two Parent Teacher conferences are conducted at school per year to discuss child's progress and development and to set educational goals for your child.
- Weekly take-home activities may be sent home by your child's teacher to enhance the learning being done.

Additional Family Engagement Opportunities

Fatherhood Engagement Opportunities

- Strengthen the bond with your child.
- Take courses that talk about positive discipline, communication skills, co-parenting and anger management.
- One-on-one counseling on employment, career planning and healthy relationships.

Program Governance

- Be involved in decision making at your child's school!
- Learn about what's happening.
- Represent your child and other families.
- Monthly meetings.

Parent Café/Committee: You're automatically a member! Attend the monthly meeting to assist in developing activities that address your interests and needs. Receive updates on the program.

Policy Council: Meet monthly and share responsibility with other EHS/HS staff in the delivery of services in the programs. Be part of making decisions in the program. Develop team building, communication and leadership skills.

Family Services

Each family is assigned a Family Advocate Specialist to assist with the following:

- Developing a Family Partnership Agreement (FPA)
- Identifying strengths and set goals
- Finding community resources
- Responding to the needs of your family

Family Partnership Agreements

Work with your Advocate to develop and achieve goals for you and your family. Advocates will assist with resources, support and referrals to help in meeting your goals. These plans are kept confidential.

Important Contact Information

Next Door Early Head Start Partnership Staff:

Myranda Syrjanen – EHS Partnership Director
414-562-2929 ext. 770

Hope Osborne – EHS Partnership Administrative Assistant
414-562-2929 ext. 771

Darlene Grant – EHS Partnership Family Support Supervisor
414-562-2929 ext. 790

Cheryl Wendt – Pediatric Nurse Practitioner
414-562-2929 ext. 234

Next Door Head Start Partnership Staff:

Monica Brooks – Head Start Director
414-562-2929 ext. 240

Tamika Morris – Head Start Administrative Assistant
414-562-2929 ext. 294

Jenna Heinen – School Readiness Coach
414-562-2929 ext. 152

Cheryl Wendt – Pediatric Nurse Practitioner
414-562-2929 ext. 234

Acknowledgment Page



I, _____ have read
and understand all of the information presented to me in
this Family Handbook.

Signature: _____

Date: _____





nextdoor

2545 N 29th St. • Milwaukee, WI 53210 • 414.562.2929 • www.nextdoormil.org