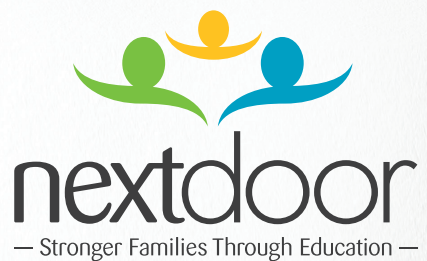




# Family Handbook

Early Head Start and Head Start Partnership



# Welcome!

Center: \_\_\_\_\_

Address: \_\_\_\_\_

Center Phone number: \_\_\_\_\_

Family Advocate Specialist: \_\_\_\_\_

FAS Phone Number: \_\_\_\_\_

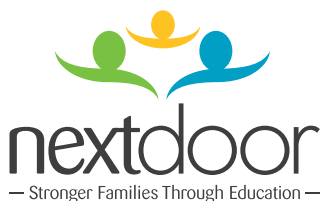
Instructional Coach: \_\_\_\_\_

Instructional Coach Number: \_\_\_\_\_

Please call the center when your child will be absent.

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## Welcome from the Director of Childcare Partnerships!

Dear Families,

We welcome you and are grateful that you decided 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, as well as information 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 me. Our contact information is listed here and on the welcome page.

**Welcome to Early Head Start & Head Start!**

**Lydia Reaves**

Director of Childcare Partnerships  
414.999.2650

## Next Door Partner Locations

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

909 E Garfield Ave. • Milwaukee, WI 53212  
414.263.8397

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

2320 W. Burleigh St. • Milwaukee, WI 53206  
414.447.9039

**Kindercare - West Allis (Early Head Start & Head Start)**

2374 S 61st St. • West Allis, WI 53219  
414.546.0730

**La Causa, Inc. (Early Head Start)**

809 W Greenfield Ave. • Milwaukee, WI 53204  
414.647.5980

**Malaika Early Learning Center (Early Head Start & Head Start)**

125 W Auer Ave. • Milwaukee, WI 53212  
414.532.4997

**Neighborhood House (Early Head Start)**

2819 W Richardson Pl. • Milwaukee, WI 53208  
414.933.7768

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

2450 W North Ave. • Milwaukee, WI 53205  
414.210.2450

**St. Joseph Academy (Early Head Start)**

1600 W Oklahoma Ave. • Milwaukee, WI 53215  
414.645.5337

**YMCA Northwest (Early Head Start)**

9050 N Swan Rd. • Milwaukee, WI 53224  
414.357.1920

**YMCA Northside (Early Head Start)**

1350 W North Ave. • Milwaukee, WI 53205  
414.374.3450

**Jo's Early Learning Academy (Early Head Start & Head Start)**

3027 W. Greenfield Ave. • Milwaukee, WI 53215  
414.384.7825





## Next Door's Mission Statement

Next Door's mission is to "support the intellectual, physical 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."

## Next Door empowers central city children to dream of a bright future.

As an award-winning early education provider, Next Door focuses on improving literacy and school readiness for children ages 0-5 in Milwaukee's central city. When combined with adult education and family support, our research-based programming helps children close the achievement gap and focus on a bright future.

## 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 your 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.

Next Door and our Child Care Partnership sites are drug and alcohol free campuses. Parents and/or families members who appear under the influence of drugs or alcohol may be addressed by a staff member and assessed for drop off and pickup of a child. Substance use concerns will be addressed with a parent and if there is a safety concern, may result in staff following Next Door's Child Abuse and Neglect Reporting Policy.

### 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.





## S.T.A.R. Values and Behavioral Expectations

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

By fostering these values in every member of the Next Door family – students, parents, teachers and staff – we set a foundation for success that goes much deeper than academics. When children learn the power of respect, the value of owning their own behaviors, and the importance of thinking through challenges – all within a safe and loving environment – every child becomes a STAR.

#### 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 Accountable

1. Follow your child's schedule.
2. Have your child to school on time.
3. Keep all required paperwork, forms and health requirements up to date.

#### Be Respectful

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 must have an annual physical exam.
- Health exams should be done by your primary care physician. Next Door health 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!
- Complete the Ages and Stages questionnaire (ASQ). This tool helps your child's teacher learn more about your child's development .
- 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 with their classroom teacher.
- Weekly take-home activities will 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.

### 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.

### Program Governance Opportunities Include:

**Parent 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. Meetings are held at your child's school.

**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. You must be elected from Parent Committee to serve on policy council. Monthly meetings are held at Next Door - Capitol, 5310 W. Capitol Dr. in Milwaukee.

## 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 Partnership Management Staff:

#### Lydia Reaves

Director of Childcare Partnerships  
414.999.2650

#### Melissa Brockie

Director of Family Services  
414.999.2634

#### Kim Bates

Family Support Supervisor  
414.999.2641

#### Michael McConeghy

CCP Manager  
414.999.2640

#### Michelle Mullen-Burkart

Disabilities and Mental Health Specialist  
414.999.2631



[illegible]

A vibrant illustration of a young child with dark skin and black hair, wearing a yellow shirt with orange floral patterns and green shorts. The child is captured mid-jump, with arms outstretched and legs bent, as if leaping over a tall stack of books. The stack of books is composed of several volumes with various colored spines (orange, blue, red, grey, white, yellow, brown, green). Two books are clearly labeled: 'Good Night Moon' with an orange spine and '5 Little Ducks' with a grey spine. Below these, a book with a brown spine is labeled 'Cat in the Hat'. The background is a deep purple with stylized white clouds and several yellow and white starburst shapes. The word 'Kids' is written in large, white, sans-serif font at the top left. On the left side, the text 'rary' and '5 pm' are visible, likely part of a larger title or schedule.





## Guiding adults to bright futures.

### Adult Education

If you're looking to advance your own education, Next Door can help. We offer an adult education program during the week with certified instructors and volunteer tutors. They will work with you on improving basic skills, preparing for the GED and transitioning to a job or higher education. Our team wants to help you get on a path to success so you can support your family as best as possible. There is no cost for this program.

For more information please call  
414.562.2929 x2563.



## Acknowledgment Page

I, \_\_\_\_\_ have read

and understand all of the information presented to me in this

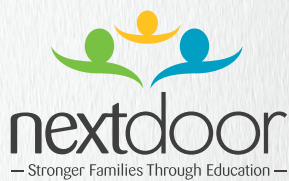
Family Handbook.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_







2545 N. 29th St. • Milwaukee, WI 53210 • 414.562.2929 • [www.NextDoorMKE.org](http://www.NextDoorMKE.org)