

Parent/Guardian Handbook - Manchester Preschool Center

2016/2017 SCHOOL YEAR

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ABSENCES

Please report all absences, tardiness or any other attendance issue on the day of the occurrence by telephone at 860-647-3502. Calls can be made at any time. Please give your child's full name, teacher, and reason for absence. If your child is absent and no message is left, you will receive a phone call from our staff so that we may determine the reason for absence.

ADMISSION

Applications are taken continuously during the school year with a formal recruitment period beginning in March. The Recruitment Committee meets in late spring to review eligible applicants for the following year. Eligible children who are not admitted at that time, or who apply later, are placed on a waiting list. Children are taken from the waiting list to fill vacant slots during the school year. In order to be considered for admission, children **MUST** be income eligible, age eligible and live in the **CITY OF MANCHESTER**. A portion of existing slots are reserved for children with special needs regardless of income eligibility.

— ***Proof is required for income, age, and residency. Children must have an updated physical and updated immunizations.***

ASBESTOS

The Manchester Board of Education, in compliance with federal law, has developed an asbestos management plan concerning the presence or suspected presence of asbestos-type materials within district school buildings, requested inspections and preventive measures related thereto. In accordance with federal law, members of the public, including parents, shall be permitted access to the asbestos management plan of the Manchester Board of Education. Parents may contact the school Principal.

ATTENDANCE

Regular and punctual attendance is important in order for children to receive the maximum benefit from the program, to reduce separation anxieties, and to ensure program continuity for children and staff. **All children must arrive at school by 8:45 a.m.**

Having your children arrive on time helps them learn consistency and establishes important routines. At the start of the day, children and teachers discuss the plans for the day, share new ideas, and provide an opportunity for children to be involved in making choices as to how they will spend their morning.

We ask that adults accompany their child into the classroom each morning. This encourages opportunities for daily family/teacher communication. Please sign in at the reception desk and then again on the sign-in log located in or near your child's classroom. Children are also asked to sign in or make their best attempt as this provides one of many opportunities during their day where they are exposed to "writing for meaning."

A cubby will be assigned to your child for coats, hats, etc. We encourage you to allow your child to be as independent as possible.

CHALLENGING BEHAVIORS

Sometimes children may have challenging behaviors. We define challenging behavior as any behavior that:

- Is harmful to the child, other children or adults;
- Interferes with classroom learning; and/or
- Puts a child at high risk for later school failure or social problems.

In cases like this, the parent will be notified verbally and in writing about the behavior. For repeated incidents, the child will need to go home and the parent must meet with the teacher or intervention team to develop a behavioral plan.

If a pattern of challenging behavior persists that endangers self, others or property, or significantly disrupts the program, we will work with a child's family to find solutions, up to and including:

- A request for additional consultations;
- An adjustment of the child's school schedule; and/or
- Referral to special education for further testing.

CLASSROOM CONCERN PROCEDURE

Manchester Head Start PROCEDURE WHEN A PARENT HAS A CONCERN ABOUT AN ISSUE INVOLVING THE CLASSROOM

Step # 1	<ul style="list-style-type: none"> · Parent notifies the teacher of the concern. · If concern is not resolved in a satisfactory manner, the teacher encourages parent to contact Family Advocate or the Principal. · Teacher informs Family Advocate and Principal that the parent may be calling
Step # 2	<ul style="list-style-type: none"> · If the parent contacts the Family Advocate and the matter is not resolved in a satisfactory manner, the Family Advocate encourages the parent to contact the Principal. · Family Advocate updates teacher and Principal that the parent may be calling.
Step # 3	<ul style="list-style-type: none"> · If parent contacts the Principal and the issue is not resolved in a satisfactory manner, the parent can take the matter to the Policy Council for final resolution. · Principal notifies teacher and Family Advocate of the situation. · Parent will need to contact Family Service Manager. · Family Service Manager informs Policy Council of situation.

(Revised by Policy Council on 6/12/13)

CLASSROOM STAFF

Room 1: Ms. Jessica Diakun, Teacher Ms. Michelle Ackerman, Paraprofessional Ms. Robin Frost, Family Advocate	Room 22: Ms. Judith Friedman, Teacher Ms. Trudy Gemegah, Paraprofessional Ms. Robin Frost, Family Advocate
Room 2: Ms. Karen Van Heest, Teacher Ms. Stephanie Schwartz, Paraprofessional Ms. Rosa Guzman, Family Advocate	Room 23: Ms. Debbie Mazzaro, Teacher Ms. Glorious Menefee, Paraprofessional Ms. Emelie Lopez, Family Advocate
Room 5: Ms. Mindy Burke, Teacher Mrs. Nancy Butler, Paraprofessional Ms. Rosa Guzman, Family Advocate	Room 24: Mrs. Sarah Jewett, Teacher Ms. Cindy Crockett, Paraprofessional Ms. Emelie Lopez, Family Advocate
Room 6: Mr. Nar Scaia, Teacher Mrs. Toosi Lowe, Paraprofessional Ms. Michelle Macsuga, Family Advocate	Room 25: Ms. Amy Doyle, Teacher Mrs. Marisol Fabian, Paraprofessional Ms. Michelle Macsuga, Family Advocate
Room 7: Mrs. Donna Acker, Teacher Cristina Ayala, Paraprofessional TBD, Family Advocate	Teacher Bldg. Sub.: Ms. Soorina Bashir Para. Floater: Ms. Stacey Greene, Paraprofessional
READ Tutors: Candace Hilton-Rang Erinn Dykstra Lynn Rhodes	Kitchen: Mrs. Theresa Miffitt, Food Service Manager Ms. Jessica Moulton, Food Service Support

CLASSROOM START TIME

- Classroom start time will begin promptly at **8:30 a.m.**

CLOTHING

Children in our program engage in active play, which includes experimenting with many kinds of materials. It is recommended that they dress in comfortable, washable clothing.

- Rubber-soled, closed-toed shoes are strongly recommended. **No Flip Flops!!!**

- Parents must send in a complete change of clothing to be kept in school in case an emergency change is necessary. If an emergency change of clothes is necessary, please replace clothes immediately. All clothing should be clearly marked with your child's name. Make sure your child is dressed accordingly for the weather and season.



COMMUNICATION

The Head Start staff wants to make this program year an enjoyable one for both children and families. Regular communication between the program staff and the family is **extremely necessary** to ensure this goal. Teachers, as well as Family Advocates, meet with the parents at the center and at the home. They also make phone calls to give information, remind you of meetings, or to invite parents to activities at the center. Newsletters, calendars, memos and other information about the program activities and community events are sent home regularly with the children.

- In case of an emergency, parents will be called immediately. ***It is mandatory that the office has up-to-date home, work, and emergency telephone numbers at all times.*** Please notify the office of any changes in any of these numbers. Every family must have two emergency numbers. (Emergency contacts could be: relatives, neighbors, friends, etc.)

Cell Phones: The Head Start Staff asks that you **please do not use your cell phone** when you are in the classroom, the school building, or at the bus stop. Children need a positive connection with you as they transition into and out of the classroom and on and off the bus. Thank you for your cooperation.

COMMUNITY COMPLAINT PROCEDURE

Concerns or complaints about the program by members of the community must first be directed to the Principal for resolution. In the event that immediate resolution is not possible, the Principal documents the complaint in writing and communicates the complaint to the Policy Council and the appropriate administrative level (**Manchester Superintendent**). The Executive Board of the Policy Council addresses the complaint in conjunction with the above administrative level. ***The full Policy Council will be involved only when it is necessary.***

Community Complaint Procedure



Concerns or complaints about the program by members of the community must first be directed to the principal for resolution.



In the event that immediate resolution is not possible, the principal documents the complaint in writing and communicates the complaint to the Policy Council and the appropriate administrative level (Manchester Superintendent).



The Executive Board of the Policy Council addresses the complaint in conjunction with the above administrative level.

The full Policy Council will be involved only when it is necessary.



(Revised by Policy Council on 6/12/13)

CONTACT INFORMATION / STAFF DIRECTORY

Manchester Head Start Main Office
 60 Washington St
 Manchester, CT 06042
 Telephone: (860) 647-3502
 Fax: (860) 647-5046

Building Principal
Sinthia Sone-Moyano
Tel.: (860) 647-3501

Name (Last, First)	Position / Job Title	Telephone Number
Boyle, Erin R.N.	Health & Nutrition Manager	(860) 647-5003
DeJesus, Cynthia	Education Manager	(860) 647-0208
Einsiedel, Nydia	Family Services Manager	(860) 647-5004
Frost, Robin	Family Advocate	(860) 647-5005
Gaudette, Georgia	Administrative Assistant	(860) 647-3502
Giangreco, Barbara	Family Services Support	(860) 643-3605
Guzman, Rosa	Family Advocate	(860) 645-4811
Lewis, Kara	Family Resource Coordinator	(860) 647-3504
Lopez, Emelie	Family Advocate	(860) 643-3604
Macsuga, Michelle	Family Advocate	(860) 647-5045
Martinez, Yesenia	Family Services Receptionist	(860) 647-3502
Sone-Moyano, Sinthia	Building Principal	(860) 647-3501
Stephens, Lance	Custodian	(860) 647-3502
Stolzenberg, Elissa	Social Worker	(860) 647-3502
TBD	Family Advocate	

EARLY PICKUP POLICY

In the event you need to pick your child up before school is over for the day, please notify the office before 2:00 p.m. so that your child will not be put on the bus. You must sign out your child at the front desk. If regular early pickups are needed, you must make arrangements with the Family Service Manager (860-647-5004). **Due to the 11:00 a.m. dismissal time on Fridays, early pickups on Fridays are not allowed prior to 10:45 a.m. unless prior arrangements have been made with the Family Service Manager.**

EDUCATION

There are 18 children in each of the nine classrooms. Children attend school six hours Monday through Thursday (8:30 a.m. to 2:30 p.m.) and two and one-half hours of Fridays (8:30 a.m. to 11:00 a.m.) All classes run on the same school calendar as the Manchester Public Schools.



In the classroom, the children will learn to interact with other children.

The daily activities will provide each child with the opportunity to develop at his/her own rate according to his/her specific needs.

Activities in the classroom are designed to foster social, emotional, physical, cognitive, and language growth. There is a certified teacher in each classroom accompanied by an assistant and at times a parent

volunteer. Parents are encouraged to volunteer in the classroom. Twice during the school year, in the fall and the spring, your child's teacher will arrange a visit to your home. In addition, a parent/teacher conference will be held in late fall and early spring in the classroom. Parents may also request a conference at the end of the school year. The teachers will share their observations of your child's growth and provide suggested home activities for you to do with your child.

FAMILY & COMMUNITY PARTNERSHIPS

This is your link to community services and resources. The Family Advocates make at least three (3) home visits per year to their assigned families. A family and their Family Advocate jointly develop a ***Family Partnership Agreement in order to learn more about the family's interest, strengths, goals and needs.*** Family Advocates work with each family to build on strengths while providing resources for the families to meet their own needs. This approach is crucial to success in Head Start because children learn best when their family is able to support their education. The Family Advocates also help identify where parent's strengths can be used in the classroom, on Policy Council, and in other activities.

HEALTH & NUTRITION

(Approved by Policy Council on June 14, 2011)

(Updated by Policy Council June 13, 2013)

Physical Exam and Immunization Requirements:



To comply with the State Health Department regulations, children cannot attend school unless a current physical exam and all necessary immunizations are completed and on file in the Head Start Health Office.

A current physical exam is one that is not more than one year old. It must include hemoglobin and lead test results as well as determination of low risk for tuberculosis or PPD skin test results, to be considered complete. The current physical exam must be on file in the health office within 30 days of last year's date (no later than one year and 30 days after your child's last physical exam) in order for your child to continue to attend school.

Influenza (flu) Vaccine:

In addition to the vaccines required to enter Head Start, an annual flu vaccine is required each year your child is here or other child care. The vaccine must be for the current flu season and can be received by your child's doctor, clinic or flu clinic between August 1st and December 31st in order for your child to return to school in January.

Oral Health:

To further meet Head Start requirements, and promote good oral health, a **dental exam** is required and should be performed every six months. An oral health form must be completed and signed by the dentist and returned to the health office.

Oral health forms indicating cleanings, fluoride applications and any treatment needed are also submitted.

An oral health record is to be submitted to the health office from your dentist for all treatment needed or received.

If your child is in need of a dentist, a referral list is available. If you are having difficulty making an appointment, please notify your Family Advocate or health office for assistance.

Pre-Entry Health & Nutrition Review:

A pre-entry health review is required **before** your child starts school. It includes vision and hearing screenings, height and weight measurements and body mass index (BMI) calculations. Parents will also meet with the nurse to review and discuss screening results and any allergies, medical conditions and/or health and nutrition concerns. It is at this time that plans are developed to address those conditions and concerns.

Meals:

Children are served both breakfast and lunch. All food served meets or exceeds the government standards set by USDA. Children are encouraged, never forced, to taste everything that is offered. Meals are eaten family style. Menus are sent home in the monthly newsletter and posted on the Manchester Preschool Center website.

Food from Home and Food Allergies:

Because of the health and safety risk to children with food allergies, it is necessary for parents to make sure that **no food or treats are brought to Head Start**. Please check your child's backpack before school for small items or food that can be a choking hazard or cause a potentially life threatening allergic reaction to another child on the bus or in school.

Tooth brushing:

Tooth brushing is performed on a daily basis in the classroom after breakfast and lunch. It is performed under direct supervision by classroom staff and is an activity that reinforces good hygiene. Prevention of cross- contamination between children, toothbrushes and toothpaste is maintained.

WIC:

Height and weight measurements are available upon request.

Birthday Policy:

Due to health and safety risks to the children with food allergies, teachers cannot accept food items from parents for birthday celebrations. Individual birthdays are recognized and celebrated by teachers with nutritious snacks as part of the celebration.

- Birthday invitations, food, and goodie bags **cannot** be distributed at the program by Head Start staff or parents.

LATE ARRIVAL/ABSENCES

We recognize that there are times when it is not possible to get your child to school by 8:45 a.m. Acceptable reasons are doctor appointments, other agency appointments, delayed openings of local school systems, or temporary family problems. **If you have a scheduled appointment and are unable to arrive by 8:45 a.m., a doctor's note is required and will allow you admittance into the program at or before 10:30 a.m.**

Late arrivals are disruptive for the children and their learning environment so we ask that, if at all possible, you keep this in mind when scheduling appointments.

If late arrivals and/or absenteeism is an ongoing concern, the following steps will be taken; however, a meeting can be requested at any time by you, the Principal or Family Service Manager:

1. Level 1 - After the third late arrival (after 8:45 a.m.) or absence, you will receive a phone call from your Family Advocate to determine if the tardiness or absence is health related or due to temporary family emergency.
2. Level 2 - After the fifth late arrival or absence, you will receive a phone call from the Family Service Manager to schedule a meeting to discuss the tardiness or absence.
3. Level 3 - After the sixth late arrival or absence, you will be required to meet with Head Start support staff to help facilitate or create a support plan or modify the existing family partnership agreement per Head Start Standard §1305.8(b): "If, however, the absences result from other factors, including temporary family problems that affect a child's regular attendance, the program must initiate appropriate family support procedures for all children with four or more consecutive unexcused absences."
4. If chronic absence or tardiness continues, a meeting with the School Principal will be held. In accordance with §1305.8(c) of the Head Start Standards, "In circumstances where chronic

absenteeism persists and it does not seem feasible to include the child in either the same or a different program option, the child's slot must be considered an enrollment vacancy."

LATE PICKUP POLICY

Late pickup from school is defined as picking up your child ten minutes or more after school is dismissed for the day. If you are unable to pick up your child for whatever reason, it is your responsibility to arrange for someone listed on your child's emergency list to pick up your child. If you wish to add someone to your child's emergency list, please contact the school office so that the information can be added. Your emergency contact will have to present photo ID when they come into the school to pick up your student; we will not release a child to anyone without picture ID and/or not listed on your child's emergency form.

MENTAL HEALTH & WELLNESS

Mental Health and Wellness Services are available to Head Start Families

Head Start has a Mental Health Manager available to all classrooms.

The Mental Health Manager provides support in the area of Social Emotional Development to all Head Start classrooms, children and families. This support can be in the form of classroom strategies, technical assistance, individual supports and family education in the area of child development and parenting.



The Mental Health Manager also works closely with the Family Advocates to engage parents while supporting their individual goals. Specific workshops and trainings are also provided by the Mental Health manager to address parents' areas of interest.

MISSION

The Manchester Head Start program is a high-quality, comprehensive child development program, providing a foundation that enables children and families to achieve their full potential. The mission of the program aims to:

- ⌘ Build Partnerships with Families and the Community
- ⌘ Support Health and Life-Long Learning
- ⌘ Ensure that the Educational Environment is Developmentally Appropriate for Each Child
- ⌘ Respect and Empower Children and their Families through Education and Parent Involvement
- ⌘ Celebrate Diversity



PARENT INVOLVEMENT

Parent involvement is the key to the success of the Head Start Program. Head Start believes parents are the first and most important teachers children have. Therefore, Head Start ensures every parent has the opportunity to participate in all aspects of the program. Parents may

become part of the decision-making process by serving on the program's Policy Council. The Policy Council meets monthly with the Principal, Family Service Manager, Parent Involvement Manager, Education Manager and other relevant staff. This group reviews program issues and concerns while planning for future activities and events. The Policy Council has input regarding the approval of all staff hiring and terminations, all budgets and proposals, and any changes that directly affect the parents and children at the center. Parents can participate in the Health Advisory Committee Meetings as well as regularly scheduled trainings and workshops held at the center. Each new family is given an interest inventory to help us develop and schedule workshops. Being a federally-funded program, we must provide documentation of parent and community involvement. Parents are encouraged to volunteer their time to various program activities. Please take time to sign the volunteer sign-up sheet whenever you volunteer in the program.

PESTICIDE APPLICATION

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or school grounds. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their children's school assignment area may contact the Principal.

PHOTOGRAPHING AND VIDEOTAPING STUDENTS

From time to time, photographs or videos are taken of classrooms "in action" to demonstrate a particular aspect of a curriculum or the implementation of a special program. These photographs or videos are sometimes used in a presentation to the Board of Education, teachers, parent groups, community groups and on the school website. On occasion, photographs of students are placed in newspapers concerning events at school. If for any reason you do not want your child photographed or videotaped, please indicate such when you verify your child's enrollment online at the district website, www.mpspride.org, click on Registration and then Enrollment Verification.

POSITIVE SCHOOL CLIMATE

Manchester Public Schools supports the implementation of the following core practices:

1. To teach and uphold common expectations for student behavior across schools.
2. To use common language to communicate expectations.
3. To implement a systemic approach to reinforce positive behaviors.
4. To ensure equitable, logical consequences and opportunities to restorative and collaborative practices when negative behaviors occur.

RECORDS & CONFIDENTIALITY

All information in a child's file is confidential and **will not be** released or distributed without written parental consent. Only those people directly related to implementing or monitoring a child's progress are allowed to see the files. The Manchester Head Start staff has access to the

files, but **may not** remove any materials or breach confidentiality. Parents may review their children's records within three (3) business days following a request. Requests should be addressed to the Principal.

We are a component of the Manchester school system; and as such, educational records are started for each child. Your child's school records will be forwarded to the respective kindergarten that he/she will attend.

- **Parents must sign a written release form before any records are sent to any school system other than Manchester during your intake appointment.**

SAFETY DRILLS

Fire drills and crisis response drills are done regularly. Ten drills, including at least three crisis response drills, are completed throughout the school year. All staff are trained in these procedures, and teachers review procedures for these drills with their students.

SCHOOL CLOSINGS & INCLEMENT WEATHER

Head Start follows the same calendar schedule as the Manchester Board of Education. Head Start will follow the Manchester Board of Education's 90-minute delay policy. Information on delays or closings can also be found on the town's website: www.townofmanchester.org

Inclement Weather: Snow days are announced on WTIC a.m. 1080, WPOP a.m. 1410, Channel 3 WFSB and Channel 30 WVIT. In case of an early closing due to weather or other situations: We **MUST have** an emergency phone number where we can contact you or your designated emergency contact.

SCREENING & ASSESSMENT

As part of getting to know your children, teachers complete two screenings within 45 days of the child's first day in the classroom.

- The Speed-Dial looks at academic skills such as knowledge of colors, body parts, concepts, pre-writing, and motor skills.
- The DECA looks at social and emotional skills.

All children are screened. If you have any objections to these screenings, please talk to your child's teacher early in the school year. Teachers continue to evaluate children throughout the year, and this information is put on the "Child Profile." All this information is shared with you during home visit and conference times.

SECURITY & SAFETY



Security:

Whenever someone other than a parent, guardian, or individual listed on the child's emergency card is going to pick up a child at the school, we **must** have a written note giving permission for the designated person to do so.

Under no circumstances will we release a child to anyone without permission from a parent or guardian. The person picking up the child must have a photo identification.

Parent Restriction Policy:

We must have copies of current court papers or divorce decrees in order to maintain the restriction of parents (and others) from visiting with/or picking up any child.

Child Abuse:

By law, we are required to report any suspected abuse or neglect. In each case, we file a report with the **Department of Children and Families (DCF)**. Our purpose in doing so is to protect the child, help the family resolve problems, and ensure needed support for the family.

Safety:

In a continuing effort to be responsible, the following policy has been established regarding children leaving the center. If for any reason, the center staff suspects that either alcohol or drugs impair an individual who is driving a child from the center, he/she will be asked to find a suitable driver. If this request is refused, the local police as well the **Department of Children and Families (DCF)** will be notified immediately.

Please remember our responsibility is to ensure the safety of your children.

SICK POLICY

- If your child exhibits any of the symptoms listed below, he or she should not come to school.
- If your child needs medications such as Tylenol or Ibuprofen to relieve any of these symptoms, he or she is probably not well enough to attend school and should remain at home.
- If you are unsure as to whether your child is well enough to attend school, call the Head Start Health Office at (860) 647-5003 to discuss your child’s condition with one of the nurses.

If your child is in school and experiences these or other symptoms or suffers an injury, you should be available to pick him or her up. If you are not available, please make sure that the emergency contact you have designated can be reached.

- ◆ **FEVER:** A temperature of 100 degrees or HIGHER by mouth
- ◆ **DIARRHEA:** Two or more watery or loose stools
- ◆ **VOMITING:** Two or more times within a 24-hour period
- ◆ **RASH:** An unidentified rash not obviously associated with heat, is accompanied by a fever or which is being treated as an allergic reaction
- ◆ **DRAINAGE:** Thick mucus and pus draining from the eye
- ◆ **APPEARANCE/BEHAVIOR:** Unusually tired, pale, lack of appetite, irritable; if your child is difficult to waken or appears confused, his/her doctor should be notified right away.



- ◆ **SORE THROAT:** A sore throat, especially associated with fever or swollen glands

Your child should be free of any of the above symptoms for 24 hours before returning to school.

It is our goal for students to remain in school whenever possible; however, there are times when a student is ill or injured and must be excluded. At these times the nurse will complete a nursing assessment and make a determination as to how the health and safety needs of both the sick or injured child and the other students can best be met.



The Head Start Health and Nutrition Manager/School Nurse is **always available** for consultation regarding any health and/or nutrition concerns that you may have.

TAKING CARE OF THE BASICS

We are asking for your help. Children do best if they come to school well rested. Late bedtimes make cranky children who struggle through the morning. The average preschool child needs **11-12 hours of sleep.**

Children need sneakers to play safely outside, clothes that can get messy if they paint or cook, and a backpack to carry items safely to school and home.

Getting to school on time is important. Children miss out if they come to school late.

Thank you for “taking care of the basics.”

TRANSPORTATION

The Manchester Board of Education will provide transportation for children who attend Head Start who are not within walking distance of the school. Children are secured in their seats with a five-point restraint system. Your child’s bus pick-up and drop-off **must** be at the same location. The bus route will be given to you prior to the start of school.

If you have questions about transportation, please contact the Family Service Manager (860-647-5004). If you need to contact the bus company directly, please call First Student Transportation @ 860-643-2373.

Parents (or another individual listed on the child’s emergency form) must bring their child to the bus monitor on the bus each morning and come to the bus to pick up their child in the afternoon. ***No one under the age of 13 (THIRTEEN) years old is allowed to place a child on, or take a child off the bus.*** The bus driver or bus monitor cannot get off the bus and walk your child to the door. Individuals who are picking up a child for the first time must bring proper identification; we will not release a child to anyone without picture ID.



It is your responsibility to take your child to the bus stop, and pick him/her up at the bus stop.

When a child refuses to get on the bus it will then be the parent's responsibility to pick up or drop off.

If you miss the afternoon bus, your child will be returned to the Manchester Preschool Center, and you will be responsible for coming to pick him/her up immediately. **If your child is not picked up in a timely fashion (within ½ hour), and no emergency contact can be reached, and no message from the parent has been received, it will be necessary to contact DCF (Department of Children and Families) or the local police.**

Please call the office if you have an emergency situation concerning the bus. (860-647-5004)

Student Return Policy:

When a child is returned to Head Start because there is no one at the bus stop to meet the child, the following procedure will be implemented:

- 1) **FIRST TIME:** A reminder will be given;
- 2) **SECOND TIME:** A written note will be sent home with the reminder that next time the child will not be allowed to ride the bus for a week;
- 3) **THIRD TIME and each incident after:** The child will not be allowed to ride the bus for one week.

****** Children will be returned to the Manchester Preschool Center. ******

Bus Behavior Policy:

If a child's behavior jeopardizes the safety of other children on the bus, the following procedure will be implemented:



- **FIRST:** The Principal will call the parent, and suggestions for improving the behavior will be offered;
- **SECOND TIME:** A written note will be sent to the parent with similar assistance around consequences;
- **THIRD TIME:** The child will not be allowed to ride the bus for one week;
- **FOURTH TIME:** If the child's behavior does not improve, a meeting with the Principal, teacher and Family Advocate will be scheduled to discuss further action.

WEBSITE

Please see [our website](#) for current information, events, etc. at Manchester Preschool Center.

WITHDRAWALS

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In the event your child is absent from school for more than five (5) days due to family vacation, the child will be withdrawn from the program and put in a wait list. If you wish to have your child returned to the program after that time, you will be required to reapply and re-submit all registration paperwork.

ADDITIONAL MANCHESTER BOE POLICIES

Please see the [Manchester Public Schools Policies](#) with respect to Community Relations, Business, Personnel, Students, Instruction, Internal Board Policies, and Bylaws.