



Dear Parents/Guardians:

Welcome to the Urban League of Metropolitan St Louis' Head Start/Early Head Start program. We are both honored and excited to have you and your child(ren) participant in our program. Our goal is to provide a warm, nurturing, safe environment that is designed to prepare your child to be successful in kindergarten. Our staff is also dedicated to provide your family with the resources and support systems that may be necessary for its well-being.

In the Parent Handbook, you will find information about what makes our Head Start/Early Head Start special, and some general information about program policies and practices. We ask that you take some time to read through the handbook. There are many opportunities for parents of currently enrolled children to participate by volunteering to serve on the Policy Council, Parent Committees and to help with classroom activities and "special events." We invite you to be actively involved in your child's education. We hope that the handbook provides you with information that is useful to you.

Once again, thank you for choosing the Urban League Head Start/Early Head Start/Early Head Start Program. We look forward to a positive and productive year. We hope you enjoy your experience with us!

Sincerely,
Gwendolyn W. Diggs, Ed.D
Vice President of Head Start/Early Head Start

MAIN OFFICE LOCATION

8964 Jennings Sta. Rd
Saint Louis, Missouri 63136
Tel: (314) 867-9100 Fax: (314) 388-4697

Vice President, HS/EHS.....Dr. Gwendolyn Diggs
Asst. Director, Educational Leadership.....Dr. Mary Hairston
Asst. Dir., Family & Community Engagement...Pamela Williams
ERSEA Coordinator.....Angela Henderson-Brown
Executive Assistant.....Mollie Dees
Nutrition Coordinator.....Carla DeBoe
Health Coordinator.....Tiana Kimbrow
Education Coordinator.....Kia Jeffrey
Parent Engagement Coordinator.....Ruby Sims
Disability/Mental Health Coordinator.....Suzanne Null
Child Care Partner Specialist.....LaShawna Hunter
Child Plus Specialist.....Nadine Williams
Volunteer & In-Kind Coordinator.....Isaiah DiLorenzo
Program Operations Coordinator.....Deatrice Washington
Program Monitor.....Pamela Cross
Program Monitor.....Judith Kusnierkiwicz
Program Monitor.....Debora Whiteside

PROGRAM INFORMATION

Program Hours:

The Urban League Head Start/Early Head Start Center is open **Monday thru Friday from 7:30 am - 5:30 pm for Full Day students.**



Program Options:

The Urban League Head Start/Early Head Start offers two (2) program options: Center-Based and Home-Based.

Full Day Standard Single-Session

students will attend classes Mon-Fri from 9:00 am - 3:00 pm from September – June.

Children should arrive at school promptly but no more than 10 minutes before class begins and should be picked up no later than 10 minutes after the class ends. Family Service Workers will counsel parent/guardians who fail to observe these rules.

Full Day/Part Year Session

students will attend classes Mon-Fri from 7:30 am – 5:30 pm from September – thru the second week of June.

Full Day Full Year Session

students will attend classes Mon-Fri from 7:30 am - 5:30 pm from September – August.

Full-day services have the following additional requirements for eligibility: parents/guardian must be working, in training and or school and apply for eligibility for participation in the State Child Care Reimbursement Program that has been in effect since July 1, 1998. All Head Start Centers fulfill the Missouri Bureau of Child Care License requirements and are eligible to be a vendor for the

July 1, 1998. All Head Start Centers fulfill the Missouri Bureau of Child Care License requirements and are eligible to be a vendor for the Child Care reimbursement Program. If the family is not eligible for the reimbursement program, there is a weekly co-pay fee of \$35 due each Monday. Fees collected are used for before and after care only.

If at any given time, parents/guardians no longer meet the full-day eligibility requirement, children will be transferred to a full day standard session (if space is available) or placed on the Head Start Wait List. Full-day/Full-year slots are primarily reserved for returning children who are **not** age eligible for kindergarten and who meet the qualifications of the program.

Early Home Based operates year around and closes for one week in August and an extension of the holidays including Winter break.

Note: Summer slots for full day/full year will be filled based on availability.



Home-Based

Welcome to our Head Start Home-Based Program!

The Early Head Start home-based program option was created to help you help your child prepare to enter kindergarten. Once a week, an Early Home-based teacher will visit you and your child in your home. The visit will last 90 minutes. You, your spouse or partner, your child's brothers and sisters, and any other household members may all take part in the visit. Twice a month, you and your child will meet with other children and parents. You will have time to get to know one another and share interesting experiences. Your home visitor will be there too. We call these meetings "socializations."

Home Based Socializations

Group socializations provide a means to support the parent-child relationship. Benefits of these group setting includes opportunities for parents to be involved in planning the content of the socialization, learn from each other, share their struggles and successes, and observe how their children react to other children and adults as well as to new experiences. Socialization experiences also help infants and toddlers feel safe and secure with a small number of consistent and familiar people. Socializations supports the development of emerging communication skills, self-awareness, autonomy, self-expression and physical skills.

HEALTH REQUIREMENTS

The Department of Health and Human Services requires specific exams and health screens to be completed so that children may participate in the Head Start/Early Head Start Program. The exams and screens help to assure that your child is healthy and that any barriers to learning are detected and corrected.

REQUIRED EXAMS

Physical Exam: A complete physical exam is required to detect and prevent disease and allow your child to continue to grow into a healthy adult. **Required within the first thirty (30) days of enrollment and is good for one year. Physicals are required yearly.**

Well Child Check Or child check or physical at **months, 9 months, 2 years, 3 years, 4 years** and prevent disease and into a healthy adult.



Physical Exam: A complete well **1 month, 2 months, 4 months, 6 12months, 15 months, 18 months, and 5 years old** is required to detect allow your child to continue to grow

Dental Exam: Teeth are smiling. In addition, baby permanent teeth developing in the jaw. This is why early detection of dental problems and regular dental check-ups are so important. **Required within the first ninety (90) days of enrollment and is good for one year. Dental exams are required yearly.**

important for chewing, talking, and teeth form a path for the

During the initial dental exam, it may be determined that your child is in need of restorative care or other dental treatment. It is extremely important to seek follow-up treatment immediately. Remember, early detection and treatment of dental problems may prevent the loss of teeth and/or other problems such as gum disease. If treatment is not completed in a timely manner, it may cause for a Hotline call due to neglect of non-treatment.

Please contact the **Health Coordinator** or your **Family Service Worker** if assistance is needed.

Expectant mothers are also required to obtain a **dental exam during their pregnancy.**

HEALTH SCREENINGS

Blood Lead Count: Lead poisoning has become one of the most dangerous health problems for children. At low levels it can lower IQ scores, interfere with growth, and cause behavior problems. At high levels it can cause coma, convulsions, and death.

Some children might need special attention if their blood lead level is high. A child with a blood lead concentration of 5 needs to be screened more frequently. If the blood lead concentration level is 5-10, environmental investigation and intervention should be done. If the blood lead level is 10-20, above the child may need medical treatment for lead poisoning. **Required yearly**

Hemoglobin: Hemoglobin is used to determine if a child is anemic. National Head Start standards determine that any test reading less than eleven (11) is considered anemic. Head Start staff looks at what the child eats each day to see if the diet needs to be changed. Often children are put on iron supplements by their doctor. The child's height and weight is also recorded to determine if he/she is growing properly.
Required Yearly

Vision Screen: Vision tests help determine whether the child has a vision problem. With early detection a problem can be corrected before the child reaches kindergarten. **Required Yearly**

Hearing Screen: Children with hearing difficulties or hearing loss have difficulty learning. A screening will help determine whether or not there is a problem. **Required Yearly**

Blood Pressure: Children, like adults, can have strokes and other disorders. Monitoring the blood pressure is a preventive measure. **Required Yearly**

Tuberculin Test: Studies have shown that Tuberculosis (TB) is on the rise in the U.S. Parents cannot be sure that their child has been exposed to TB. A risk assessment questionnaire for Tuberculosis is completed at enrollment. If the answer to any question is yes, the child must have a Tuberculin Skin Test completed for entry into the program with results read **72 hours later. Required at time of enrollment**

Sickle Cell: A sickle cell test is required to determine whether or not the child has inherited the disease or trait. This information is needed so that parents can be assisted in locating available community resources. **Required one time**

Asthma: All children with asthma written on the Physical or Health History Form must have an attached Asthma Action Plan.

Transportation may be provided to medical and dental visits if needed, during normal business hours. Please contact your **Family Service Worker** or **Health Coordinator**.