

2011/2012

Parent Handbook



I have received the Florence Fuller Child Development Center Handbook which includes Mission Statement, Vision Statement, Parent Involvement, Enrollment Procedures, and Fee's Policy on sick children, Holidays, Lost Child Policy, Open Door Policy, Disability Policy, Parent Resources, and much more.

Date: _____

Child's Name: _____

Parent's Name: _____

Parent's Signature: _____

Child's Classroom: _____

2011/2012 Parent Handbook



ChildDevelopmentCenters
big hearts helping little ones

Administrative & East Campus
200 NE 14th Street
Boca Raton, FL 33432
t 561.391.7274 f 561.391.6641

West Campus
10130 185th Street South
Boca Raton, FL 33498
t 561.482.3006 f 561.482.2902

Website: www.ffcdc.org

CAP/STF: 300/40, AGE: 01-5, DCF:
7:30 - 5:30, FDS: b,l,s, CST: TITLE XX
PRE-K, HEAD START, CSC, PHIL: DEVELOPMENTAL,
AFT: 2:00 - 5:30

Mission Statement

Our goal is to make a positive difference in the lives of young children from economically challenged families in our community. Florence Fuller Child Development Centers provide quality childcare, early education, family support programs and the only Head Start preschool in Boca Raton. We prepare children for a lifetime commitment to learning and social achievement, while empowering their families to build a brighter future.

Vision Statement

Our vision is to provide inclusive multi-cultural quality child care along with comprehensive support services to more economically disadvantaged families in aesthetically pleasing facilities using technology and collaborative partnerships to empower all our families to succeed.

THE FLORENCE FULLER CHILD DEVELOPMENT CENTERS, for your convenience and to better serve you, provides quality day care in our organization at an affordable price. We have a Social Services Department that is available for information and referral services on such topics as:

1. Child care information
2. Housing
3. Financial Assistance

Educational Department:

1. Information and educational activities
2. School library
3. Food nutrition
4. Necessary training is available to all parents: This training includes: Early Childhood Education; Child Development; Positive Discipline; Preventing Child Abuse, etc.

Health:

We have a full-time Nurse on staff who is available for medical, dental and referral information to meet our families needs.

Many of the rules and regulations of our Centers are not our own but are regulated by the federal, state or local government and must be adhered to.

PROGRAM IMPLEMENTATION

The daily schedule and curriculum are structured with a centered approach to learning. Daily activities are geared toward the development level of the children. Socialization is a key factor in planning all center and teacher directed activities with emphasis on language development and socialization.

The thematic approach is presented in a planned curriculum of activities and allows for discovery learning. Thematic topics are chosen for their high interest quality to preschoolers. Centers are arranged around the room and include: reading and language arts; listening station, math and science center; housekeeping; art and fine motor; manipulative, games and puzzles; block play; computer; and dramatic play.

For more information about our educational program, please see the Educational Coordinator.

ENROLLMENT PROCEDURES

All enrollments are handled through the Social Services Department.

The intake application consists of:

The application	Proof of Residency
Social Security Card	Proof of Insurance
Birth Certificate	Proof of Income
Food Form	Pamphlet (Know Your Day care)
Hospital Consent Form	Immunization Records
Alternate Nutrition Plan	Physical Exam Record
Infant Intake (if applicable)	Emergency Card

It is necessary that we have complete up-to-date information on parent's whereabouts for emergency purposes. If your address, phone number, or employment should change after your child is enrolled, it is very important for you to come in and update your file.

Upon completion of your intake application, parents are assigned a calculated weekly fee, which is due each Monday.

FFCDC FUNDING & FEES

We are fortunate to be able to participate in Federally, State and locally funded programs. Head Start, VPK, Family Central (Title XX).

The State of Florida, Department of Children & Families, make available from time to time funds for parents who are eligible for day care services funded by the Social Services Block Grant (Title XX).

Parents or guardians who are unable to pay new fees listed below and if their income is below or at the family guideline fee schedule will be eligible to get on the subsidized waiting list for services. You can get on the waiting list by calling Family Central at 1-800-683-3327 and talk to a parent counselor.

The cost of child care is as follows:

	<u>Daily</u>	<u>Weekly</u>
INFANTS (1-12 MONTHS)	\$34.51	\$172.55
TODDLERS (13-23 MONTHS)	\$30.29	\$151.45
TODDLERS (24-35 MONTHS)	\$27.30	\$136.50
Preschool: (PR3 36-47 MONTHS)	\$26.47	\$132.35
Preschool: (PR4 48-59 MONTHS)	\$26.47	\$132.35
Preschool: (PR5 60 months to SCH)	\$26.47	\$132.35
SCHOOL-AGE	\$24.00	\$120.00
part time	\$18.00	\$90.00

Remember, you may be eligible for free or reduced payments for your child care either through, Family Central, VPK or the Head Start program. The information you give on your application will be kept confidential and will be used only for the purpose of determining eligibility for subsidized day care.

Due to the generosity of the Board of Directors of the Florence Fuller Child Development Centers, rates are subsidized from other sources for families who cannot pay the above listed cost of care.

All the children in the childcare center will be treated the same regardless of the family's ability to pay. No child will be discriminated against because of disability, race, sex, color, religion, sexual orientation or national origin.

CONCERNING FEES

All fees, whether they are preschool care, infant care or school age care, *are due in advance for the week*. **If your fee is not paid by Monday, your child/children will not be admitted to class or picked up from school (afterschool children) Tuesday.**

It is our policy that the full fee is due and payable even if a child is absent due to sickness or vacation. The only exception is if your child is hospitalized and then you will need to bring a doctor's note.

If your child is withdrawn for any reason, you will be charged a registration fee if you wish to reenroll your child.

Acceptable forms of payment include; cash, credit card or debit card. There is a financial penalty for returned checks (\$25.00-\$30.00 per bank service charge). You are allowed twice to have a check returned to us before you will no longer be allowed to write checks at the center. All payments by check must include the check writers Driver's License Number and phone number.

ATTENDANCE POLICY

We expect all children to be present each day. If a child is to be absent, we expect a call stating so. East Center 561.391.7274 -West Center 561.482.3006

Our school hours are between **7:30 a.m. and 5:30 p.m.**

All arrivals after 9:00 a.m. are required to get a note from the office and sign in to our late arrival log. The note and log serves as a record for us in determining how often a child is late. Children who are constantly late are subject to suspension. This may also serve to determine whether the child is in need of full-time child care or not. Children will not be allowed in after 10 a.m. without a doctor's note. No child will be admitted after 12 p.m.

All children are to be escorted into their classroom and signed in by the person dropping off. The time and a daily phone number are required. You must also sign your child out at the end of the day. No initials please. Signer must use **full name** and **blue ink**. Parents of VPK children must sign an attendance verification form at the end of each month to confirm their child's attendance in the program.

NOTE:

CHILDREN WHO ARE LEFT LATE IN THE AFTERNOON (PAST 5:30 PM) ARE PLACED IN THE LOBBY. YOU WILL BE CHARGED \$2.00 PER MINUTE FOR EVERY MINUTE YOU ARE LATE PAST 5:30 P.M. AFTER 3 LATE PICK UPS, YOUR CHILD MAY BE EXPELLED FROM THE PROGRAM.

IF YOUR CHILD IS LATE AND WE ARE UNABLE TO REACH ANYONE BY 6:30 P.M., WE WILL CALL THE POLICE TO COME AND PICK UP YOUR CHILD. IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT THERE ARE PEOPLE OTHER THAN YOURSELF THAT WE CAN CONTACT IN THE EVENT THAT YOUR CHILD IS LEFT AT THE SCHOOL.

EMERGENCY CONTACTS

No one can pick up your child unless his or her name appears on your application. If you wish to add a name to your list, you must let us know in the classroom and the office. No one under 16 years old may bring or pick up your child. In case of emergency, you may telephone us with the name of the person picking up your child for that day. They must bring photo identification.

DISCIPLINE POLICY AND CHILD ABUSE

At the Florence Fuller Centers, a positive approach to discipline is used. These approaches include: consistency, accepting individual differences, natural and logical consequences, redirection, positive reinforcement and time out from physical activities, withholding privileges, restraining and building positive self-esteem.

Our children are disciplined in a constructive manner. Children are not submitted to discipline which is severe, humiliating or frightening. Discipline is not associated with food, rest or toileting. Spanking or any other form of physical punishment is prohibited.

If a child continues to disrupt the classroom and is harmful to him/herself or others, we follow a procedure as described below:

- 1st time in office - talk and warning to the child
- 2nd time in office - call child's parent
- 3rd time in office - Suspension from school for 3 to 5 days.
- 4th time in office - Expelled from the program

In extreme cases, when a child's behavior becomes so disruptive that it threatens the safety and well being of him/herself, other children or the teachers, immediate expulsion will be enforced.

Our discipline policy forbids any form of physical punishment. This also means that we cannot allow *any* physical punishment by anyone (parents included) on the Florence Fuller premises. We ask for your cooperation in helping us adhere to these quality standards.

If you see or suspect any form of child abuse, it is your obligation to call the child abuse hotline (1-800-96-ABUSE) and report it. You can remain anonymous, if you like. Please help us to help the children.

CHILD RESTRAINT POLICY

In the case of a child who is out of control (having a temper tantrum) we have a procedure that has been devised to ensure the safety of the child as well as the adult(s) restraining the child. When possible two adults will be used to restrain the child and remove him/her from the classroom (playground, auditorium, etc.) The child that is having the tantrum will be taken to the teacher's lounge to calm down. The incident will be documented and brought to the parent's attention.

BUS SAFETY AND RIDING PROCEDURES

To ensure the safety of your children at Florence Fuller Child Development Center, we have a policy that all children must remain seated and have on a seat belt while riding the bus. Keep hands and arms inside of the bus at all times. At no time is it appropriate to throw anything out of the bus window. It is OK for your child to speak (at a low level) while on the bus, but it is imperative that noise be kept down as much as possible. Excessive noise can distract the bus driver. Any child that breaks the bus riding rules will be subject to the following consequences:

1st offense – The counselor, teacher and/or bus driver will talk to the child about the rule that they have broken and why it is important to follow bus riding rules.

2nd offense – The child will be required to sit with an adult or near the bus driver for closer supervision.

3rd offense – The child will be brought to the office, written up and you (parent) will be called.

4th offense – The child will be written up and suspended for 3 days.

These rules were established for the safety of your child and the other children. Please review these rules with your child.

FOOD AND TOYS

Children are not to bring food items or toys from home. The center provides all toys, educational supplies and food for the children. Children are not to take food or toys home from the Center. Florence Fuller provides each child with 3 meals per day. Parents are not allowed to bring in food from outside unless their child has a special diet dictated by allergies, religion or medical reasons. In most cases we will provide a substitute meal when possible. A note from a doctor or religious leader is required for any special dietary needs. If your child does have a food allergy or special dietary need, it is posted in the classroom as well as the kitchen so that everyone will be aware of the allergy or special dietary need. Please see our nutrition coordinator for more details.

BIRTHDAYS

Birthdays are celebrated at the end of each month with cake and ice cream at the 3 p.m. snack. If you wish to bring treats for your child's birthday, please notify the teacher in advance. It is our policy that we can only serve store bought products to children.

DRESS CODE

Dress your child in comfortable play clothes. Consider the weather conditions for the day since the children do go outdoors daily.
No boots or flip-flops are permitted.

DIAPER REQUIREMENTS (if applicable)

All infants and toddlers are required to bring 24 disposable diapers every *Monday morning* before the child is left in the classroom.

FFCDC LOST CHILD POLICY

When it becomes apparent that a child is missing from their designated group, the following steps will be taken:

1. Immediately notify an administrative person in the office by phone or in person.
2. Leave the rest of the group adequately supervised, as you immediately conduct a search for the missing child (be sure to include restrooms, etc.).
 - a. If the child is on a field trip, notify the appropriate persons (park ranger, theatre manager etc.) so they may also help in the search.
 - b. If the child is missing from school property, administrative personnel will help search.
3. If the area has been adequately searched and the child is not found, an administrative person will contact the parent.
4. If the parent does not know the whereabouts of the child an administrative person will contact the police.
5. After the incident the responsible person must fill out a detailed incident report that includes the number of staff present, the time of last head count, and the number of the last head count.

INEBRIATED PARENT POLICY

Once it becomes apparent that the person picking up a child is inebriated or under the influence of drugs, the following steps should be taken:

1. If possible ask the person to come with you to the administrative office, while the other staff person maintains custody of the child.
2. Then kindly inform the person that you are unable to release the child to them due to intoxication. We are responsible for child's safety and concerned about the parents as well.
3. The administrative person will call someone else to pick up the child. The administrative person (who's is authorized to transport) may also offer to drive the child and parent (or person picking up) home if the child lives nearby.
4. If the person becomes agitated and attempts to take the child, calmly inform them that you will have to notify the police.
5. If the person does take the child, do not get into a physical altercation with them. Immediately report this to the police with a description of the person, car and, if possible the license plate number.
6. Detailed incident report should be written and documented for files.

OPEN DOOR POLICY

You are free to visit the program at any time, and are strongly encouraged to assist as a volunteer as often as you are able.

If you have a concern, please tell the teacher. If you are not satisfied, contact the Social Services office. If you are still not satisfied, contact the Executive Director.

DISABILITY POLICY

Florence Fuller Child Development Centers, Inc. does not discriminate against any child enrolling in the Center, regardless of race, color, sex, religion, national origin, or physical handicap. We will make reasonable accommodations for children with disabilities.

Although we have successfully main-streamed several physically challenged children, the Center is not equipped to serve profoundly physically challenged children.

If it is apparent that we would be unable to give a child the best care possible, we will assist the parents in placing the child at a more appropriate facility.

EMERGENCY CLOSURE POLICY

In the (rare) case of a severe emergency and we need to close the school early (weather, electrical failure, water outage, etc), parents will be contacted by phone and/email and advised of the situation. Parents are to immediately make arrangements to have their child picked up from school. Instructions will be given as to when we expect to reopen the school and parents will be advised of a phone number they can call as well as our website (www.ffcdc.org) that can be checked for updates.

HURRICANE POLICY

If Palm Beach County Schools are closed due to a Hurricane approaching our area, Florence Fuller Centers will be closed as well. If there is no report available for the status of Palm Beach County Schools being closed we will use the following guidance:

If there is a Hurricane warning at 6:00am on a school day, school will be closed. School will resume the following day, unless a warning is still in effect at 6:00 am that morning (Unless we sustain significant damage or loss of power).

Example: Wednesday, 6:00 am: Hurricane Warning is in effect: No-School.
Thursday, 6:00am: No Warning: School Resumes

-OR-

Thursday, 6:00am: Hurricane Warning is still in effect or school has significant damage or loss of power: No-School.

Please listen to the television news or Radio to find out this information. If you are still not sure if there is a warning, you can call Boca Raton Hurricane Information line at (561) 243-7400.

If a warning occurs during the school day, please pick up your child immediately, or arrange to have them picked up.

Below is a listing of Boca Raton Hurricane Shelters, please listen to local news to find out if, and when they are open.

Spanish River High School, Bible town Community Church, Omni Middle School, and Olympic Height High School.

YOUR CHILD'S RECORDS ARE VERY IMPORTANT
CONFIDENTIALITY STATEMENT

Each child has a record that contains information such as your child's application, health forms, permission slips for a variety of screenings and or observations, and any other information collected at registration. Our team records any contact they have with you and any referrals made either by you or in collaboration with you. Only your coordinators, mental health specialist, family service specialist, health coordinator, education coordinator, Head Start Director, the Palm Beach County Head Start Grantee Agency (Head Start children only) and ACF regional/national staff have the authority to view these records or information. No other person, unless by written consent by the parent/guardian has the right or privilege of these records or information. All records are kept under lock and key. All parent meetings and conferences are confidential.

If you would like to review your child's records you may do so by calling the Social Services Department and setting up an appointment. As a parent you have the right to add information, comments, data and any other relevant material to the child's record. In addition, you have the right to request deletion, removal or amendments of any information by requesting a conference with staff to make your objections known, after the conference and within one week, staff will render to the parent a decision in writing stating the reason(s) for the decision. If the decision is in favor of the parent, staff will immediately put the request into effect.

Parents are advised that they will receive a copy of their child's physical form including screening results and immunization record in preparation for kindergarten registration (if applicable).

The Florence Fuller Child Development Centers, Inc. keeps children's records for no more than 5 years after the child has left the Head Start program or any other program. After that time, these records are destroyed. At any time, prior to the destruction of your child's records, you may request a copy of the information within the records. A nominal fee may be charged if the records are in offsite storage.

PARENT INVOLVEMENT

Parent involvement is the portion of the program that guarantees parents the right to exercise their rights and responsibilities to participate in the Head Start Program at all levels. Staff seeks out parents strengths and welcomes their initiatives.

As the child's primary teacher, parents are encouraged to participate in all facets of the educational program at school. It is our responsibility to inform you of any educational or health needs your child might have and to include you in all decisions made for your child.

You can become involved by

1. Planning classroom activities and curriculum.
2. Volunteering in the classroom
3. Participating in conferences.
4. Attending staff and parent training sessions.
5. Serving on committees
6. Supervising children on field trips.
7. Making things for the classroom.
8. Helping in the office.

Parent Conferences

Parent conferences conducted to be completed four (4) times a year. Florence Fuller invites parents to participate of their conferences during the months of September, January, March and June.

During this time both teacher and parent discuss and reviews child's progress. They also set goals for each individual Child Developmental Plan (CDP).

Conference report and summaries are kept in the child's file, located in the Classroom.

**FLORENCE FULLER CHILD DEVELOPMENT CENTERS, INC.
PARENT/GUARDIAN CODE OF CONDUCT**

The Florence Fuller Child Development Centers strive to create and maintain an environment in which all people are treated with dignity, decency, and respect. It is for this purpose that Florence Fuller family members are responsible for conducting themselves in a manner consistent with Florence Fuller's mission and values during all program-related interactions.

In order for children and families to have a positive experience, children, staff and parents must feel safe. Florence Fuller Centers will not tolerate behavior which is dishonest, offensive, intimidating, or in any way a danger to others.

Appropriate measures will be taken against individuals who violate this policy.

Examples of conduct prohibited under this policy include but are not limited to:

Falsification of documents.

Verbal harassment, including unflattering comments, any manner of threatening, yelling, or name-calling.

Dropping off or picking up children in inappropriate clothing (clothing that is revealing, for example: pajamas or nightgowns, and showing underwear of any kind).

Physical harassment, including obscene gesturing, and unwelcome physical contact or threats.

Attempts to directly monitor or manage staff.

Breach of confidentiality (soliciting or sharing confidential information).

Sexual harassment, including unwelcome advances, or other verbal or physical conduct of a sexual nature.

Non-verbal harassment, including distribution, display, or discussion of any written or graphic material which belittles, insults, or conveys hostility. This would include any harassment done over social networks, such as Facebook.

Inappropriate interaction with community members, program staff, children, or parents.

Involvement with any program-related operation in an impaired condition due to the use of alcohol or drugs.

Individuals attempting to pick up children from Florence Fuller Center by driving under the influence may be offered assistance in making other transportation arrangements.

Individuals that insist on driving themselves while in an impaired condition will be reported to law enforcement.

Possession of firearms or other weapons in any place of Florence Fuller business.

All parents, guardians, and family members interacting with Florence Fuller Center programs are expected to comply with all appropriate policies, procedures and instructions. Depending on the severity of the issue, failure to comply with these expectations can result in an individual's limited access/involvement in center operations, modification of program services, or program ineligibility.

COMPLAINT PROCEDURES FOR COMMUNITY AND PARENT CONCERNS

Any complaints from the community or from parents should be directed to the Executive Director (Head Start Director). If satisfaction is not found, the Parent Committee and Head Start Policy Committee should be the next step. The Policy Committee will listen to the complaint, find them valid or invalid and direct the Director to make the necessary changes they deem appropriate, if the complaint is valid.

Follow up by the Policy Committee should be done to insure these changes take place.

SCHOOL HOLIDAYS

SEPTEMBER --- LABOR DAY

NOVEMBER --- THANKSGIVING (CLOSED THURSDAY AND FRIDAY)

DECEMBER --- DECEMBER 25-31 - WINTER HOLIDAY

JANUARY --- JANUARY 1 - NEW YEAR'S DAY

JANUARY --- MARTIN LUTHER KING'S BIRTHDAY

MAY --- MEMORIAL DAY

JULY --- 4TH OF JULY

Please make other arrangements for your child on these days because the centers will be closed.

In addition to these holidays our After School Program may have a period of two to three days when school ends (depending on date and day of week school ends) that there will be no camp. This is to give the School-age coordinators a chance to prepare for the summer camp. There will also be a period at the end of the summer program in which two to three days may be taken to prepare for the upcoming school year. A notice will be sent out advising you of the actual dates.

CHILDREN'S HEALTH:

Upon admission to the Florence Fuller Center, the following is to be provided by the parent:

- An updated immunization (shot) record on a HRS680 form
- A recent physical on a Palm Beach County School physical form
- An up-to-date emergency phone number list where we can reach you or someone else who will be willing to pick up your child when he/she is ill.
- Be sure to tell us of any medical information we should know about such as allergies.

Please do not bring your child to school if he/she is sick. Because of Public Health rules, we cannot keep sick children at the Center unless they are admitted into our Mildly Ill Clinic. Make arrangements with someone to keep your child.

Your child will be sent home for the following reasons:

- *Temperature of 101 and over.
- *Diarrhea
- *Vomiting
- *A communicable disease (chicken pox, etc.)
- *Impetigo (Communicable skin infection)
- *Conjunctivitis (Pink eye)

A child that needs to be sent home is kept in the clinic or in isolation until someone picks him/her up. When you are called to pick up your ill child, please do so within an hour.

Our center has a Mildly Ill Clinic (East Campus) which is available to any child that has an illness considered to be mild by Health Department standards. Only the school nurse can determine if your child's illness is an allowable illness.

Our Center works closely with the Palm Beach County Public Health Department and they are in agreement with our Center's policy on the following: If a child is sent home with vomiting, diarrhea, or temperature of 101 or above they must also stay home the following day (24 hours) unless they are able to be admitted to the clinic. For communicable diseases, such as Chicken Pox, Measles, etc., the child must stay home one week, plus longer if more pox are appearing, or child continues to be ill or have a temperature elevation.

When sending medication: Only medicine prescribed by the doctor can be given. The bottle must have the child's name, date, name of medicine, dosage, times to be given and the name of the doctor. The doctor must also fill out a Physicians Authorization for Student Medication form. This form must state the type of medicine being prescribed, the times the medication needs to be given and the dosage that is to be given. The form must be signed by both the parent and the doctor. Please do not bring in over the counter cough syrup, aspirin, etc. (These are Public Health rules.)

EDUCATIONAL PLAN:

The educational plan includes an emphasis on:

- a. Socialization
- b. Intellectual skills
- c. Physical growth
- d. Health

Program Implementation:

The daily schedule and curriculum are structured with a centered approach to learning. Daily activities are geared toward the development level of the children. Socialization is a key factor in planning all center and teacher directed activities with emphasis on language development and socialization.

The thematic approach is presented in a planned curriculum of activities and allows for discovery learning. Thematic topics are chosen for their high interest quality to preschoolers. Centers are arranged around the room and include: reading and language arts; listening station, math and science center; housekeeping; art and fine motor; manipulative, games and puzzles; block play; computer; and dramatic play.

For more information about our educational program, please see the Educational Coordinator.

Developmental Screening Process

Within the first 45 days of enrollment all children from 0 to 5 years old are screened using the Ages & Stages Questionnaire: A Parent-Completed, Child-Monitoring System.

Ages & Stages focus on fine and gross motor skills, language and cognition, and social and emotional development.

Also during the first 45 days of enrollment each child (3-5 years old) is screened using ESI-R (ESI-P/ESI-K) developmental assessment tool. Language translators are provided if needed.

ESI-P-3 years old through 4 years and 6 months old

ESI-K-4 years and 6 months old through 6 years old

ESI-R is designed to be a brief developmental screening tool that accurately identifies children who may need special education services in order to perform successfully in school. It enables programs to quickly address any possible learning blocks, such as developmental delays, learning problems, or lack of school preparedness.

The teachers utilize this developmental screening along with ongoing observation and assessments to plan individual activities for each child. If a child scores within the rescreen area that child is then rescreened within a two week period. If that child scores within the refer area the first time or the rescreen area for the second time then a MDT meeting is scheduled. In the MDT meeting, parents/guardians, the child's teachers, the social service coordinator, education coordinator and the disabilities coordinator meet to determine whether the child needs to be referred for services. If the child needs to be referred (with the parents consent), then paperwork for services is provided and explained to parents/guardians. When all the proper paperwork is completed the child is referred for services by the disabilities coordinator.

HEALTH COMPONENT:

Health services provided for pre-school and Head Start children are as follows:

1. Growth assessments (heights, weight), twice yearly.
2. Vision testing every two years.
3. Hearing testing every two years.
4. Hemoglobin or hematocrit determination upon admission.(If it is below the Head Start standard for normal, we will take the child for a repeat in 3 months after the first blood test.)
5. Tuberculin testing, if indicated.
6. Sickle cell testing, if indicated.
7. Assessment of immunizations.
9. Medical examinations and treatment.
10. Dental examinations and treatments.
11. Medical and dental emergency care.

You will be kept advised of all of the results of the above.

All children must have an up to date shot record and a current physical examination.

Rights and Responsibilities of Parents:

My Rights as a Parent and/or Head Start Parent of Florence Fuller Child Development Centers:

1. To take part in the planning & the operation of the program.
2. To help develop adult programs which will improve daily living for my family & me.
3. To be welcomed into the classroom.
4. To choose whether or not I participate without fear of my child's right to be in the program.
5. To be informed regularly about my child's progress in Head Start.
6. To always be treated with respect & dignity.
7. To expect guidance for my child from Head Start teachers and staff which will help his/her total individual development
8. To be able to learn about the operation of the program, including the budget and the level of education of various staff positions.
9. To take part in planning and carrying out programs designed to increase my skill in areas of possible employment.
10. To be informed about all community resources concerned with health, education and the improvement of family life.

My Responsibilities as a parent and/or Head Start Parent of Florence Fuller Child Development Centers:

1. To learn as much as possible about the program & to take part in policy decisions.
2. To accept Head Start as an opportunity through which I can improve my life & my child's life.
3. To take part in classroom as an observer, a volunteer worker or paid employee, & to contribute any way I can toward enrichment of the total program
4. To provide parent leadership by taking part in elections, explaining the program to other parents & encouraging their full participation.
5. To welcome teacher & staff into my home to discuss ways in which parents can help their children's development at home in relation to school experience.
6. To work with the teacher, staff & other parents in a cooperative way.
7. To guide my child with firmness, this is both loving and protective.
8. To offer constructive criticism of the program, to defend it against unfair practices.
9. To take advantage of programs designed to increase my knowledge about child development and my skills in areas of possible employment.
10. To become involved in community programs which help to improve health, education and recreation for all.

Children Learn What They Live

If children live with criticism
They learn to condemn.

If they live with hostility,
They learn to fight.

If children live with ridicule,
They learn to be shy.

If children live with shame,
They learn to feel guilty.

If children live with tolerance,
They learn to be patient.

If children live with praise,
They learn confidence.

If children live with fairness,
They learn justice.

If children live with security,
They learn to have faith.

If children live with approval,
They learn to like themselves.

If children live with acceptance and friendship,
They learn to find love in the world.

Dorothy Law Nolte