



2022-2023

HEARTLAND EARLY EDUCATION

**EARLY HEAD
START CHILD
CARE PARENT
HANDBOOK**



MESSAGE FROM THE DIRECTOR

Dear Families,

Welcome to Heartland Early Education! We are excited to start a new school year that is sure to be full of fun and lots of opportunities for learning and making new friends!

Heartland's mission is to **inspire and empower families and children through quality education**. And we take that seriously! Family consultants can help you reach your goals as a family that may include things like getting your GED or college degree, supporting your toddler as they learn to walk, helping your preschooler count, paying off a water bill that is past due or buying a car. Heartland staff will support you and your child.

Volunteerism is an important part of our program. We are required to document \$25 of In Kind services for every \$100.00 we receive in grant funding. A valid In Kind contribution is one that supports the program and is a service for which Head Start/EHS funds would have been used. If every parent volunteered and documented **two hours** of In Kind services each month per child, our In Kind volunteer amount would be substantial.

Below are some ways you can generate in-kind:

- Prepare classroom materials ● Repair Toys
- Be a Policy Council representative ● Help plan parent meetings
- Complete "Skill-Builders" with child ● Serve on committees
- Participate in staff interviews ● and the list goes on

Volunteering is an awesome way to show your child that being involved is important! You can make a difference when you give your time by supporting Heartland Early Education. Please make a commitment to do so today!

Again, welcome to Heartland Early Education! I hope this is a special year for you and your family!



Lesa Larson, Heartland Early Education Director

HEARTLAND CENTER & PROGRAM LOCATIONS

SALINA MAIN OFFICE

700 Jupiter Avenue
Salina, KS 67401
785-309-5000
Office Hours: M-F 7:30-4:30

HEAD START CLASSROOM ALSO AT:

SALINA EDUCATION CENTER
219 S 3rd Street; Room #114

ELLSWORTH COUNTY

HEAD START CLASSROOM

313 W 14th
Ellsworth, KS 67439
785-472-5254

DICKINSON COUNTY OFFICE

307 NE 14th
Abilene, KS 67410
785-263-0210
Office Hours: M-TH 8-3:30

ABILENE

HEAD START CLASSROOM

1003 N Brady
Nichols Education Center Entrance
Abilene, KS 67410
785-263-3430
Cell: 785-829-8696

ENTERPRISE

HEAD START CLASSROOM

115 North Street
Enterprise, KS 67441
785-263-8188
Cell: 785-819-3590

This handbook does not contain all program policies & procedures. Many procedures depend on current guidance from health authorities. Please ask your teacher or family consultant for information on additional policies & procedures.

EMERGENCY PHONE NUMBERS

Heartland Early Head Start Center Hours are: 7:30 a.m.—4:30 p.m.

Arrival by 8:30 a.m. is required and Pick Up by 4:30 p.m. is required

If arriving after 8:30 a.m. or picking up before 3:30 p.m., you will need to enter through the Heartland main entrance on Jupiter Avenue.

The classroom telephone number is: _____

My child's teacher is: _____

My child's teacher assistant is: _____

Our family consultant is: _____

Our family consultant's office number is: _____

Our family consultant's cell number is: _____

The main office telephone number is: **785-309-5000**; Main Office Hours are 7:30-4:30

During school hours we are busy teaching your children and may not answer the phone. If it is an emergency, please call the main office telephone number (listed above).



Early Head Start (EHS) Child Care
7:30 a.m. – 4:30 p.m.

2022-2023

Salina Early Head Start Child Care

August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug 9 & 10 Child Care Closed Staff Training

September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Sept 5 Holiday/Offices Closed
EHS Child Care Closed
Sept 16 EHS Child Care Closed Teacher Work Day

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Oct 14 Child Care Closed Teacher Work Day

November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Nov 4 Child Care Closed Teacher Work Day
Nov 23-25 Holiday/Offices Closed
Child Care Closed

December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dec. 21 Child Care Closed / Staff Fellowship
Dec 22-30 Child Care Closed Winter Break

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 2 Child Care Closed Holiday
Jan 16 Child Care Closed Teacher Work Day

February 2023						
S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Feb 17 Child Care Closed Teacher Work Day

March 2023						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mar 10 Child Care Closed Staff Work Day
Mar 17 Child Care Closed
Offices Closed Spring Break Holiday

April 2023						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Apr 10 Child Care Closed Teacher Work Day

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 19 Child Care Closed Teacher Work Day
May 29 Child Care Closed
Offices Closed Memorial Day Holiday

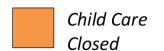
June 2023						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

Jun 16 Child Care Closed Teacher Work Day
Jun 19 Child Care Closed
Offices Closed Juneteenth Holiday

July 2023						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jul 4 Holiday/Offices Closed
Child Care Closed July 4th Holiday
Jul 21 Child Care Closed Teacher Work Day

Early Head Start Child Care
700 Jupiter Avenue
Salina, KS 67401
785-309-5000

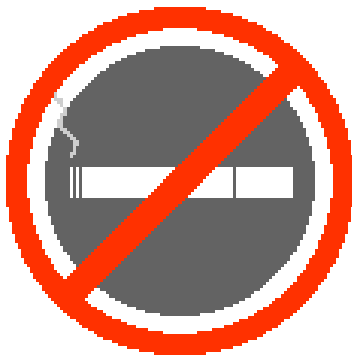


This calendar may be altered at the discretion of Heartland Early Education Revised 6.8.2022

NOTIFICATIONS

SMOKE AND VAPE FREE ENVIRONMENT

All Heartland buildings are smoke and vape free. Heartland requests that home visits also be smoke and vape free.



FIREARM AND WEAPON FREE BUILDINGS

Heartland does not allow firearms or weapons to be brought into the building.



HAND WASHING POLICY

Anyone who comes into the classroom to stay for any amount of time MUST wash their hands. It is the parent/guardian responsibility to wash your child's hands when you drop them off. If your infant is 4 months or under you may use a wet wipe to clean their hands. This will teach your child good hygiene habits and will help keep our classrooms germ free. If you have any questions, please ask.



NO CELL PHONES

Do not talk or send messages on your cell phone when dropping off and picking up your child.



HEARTLAND EARLY EDUCATION CODE OF ETHICS SUMMARY

The following guidelines allow for appropriate and fair relationships with every enrolled family:

Staff will avoid dual relationships. Present or previous friendships or relationships involving family, financial, sexual, or emotional ties are all examples of dual relationships.

Staff will make every effort to avoid dual relationships with families because they can weaken professional judgment or increase the risk of mistreatment.

If a staff member is assigned a family with whom a previous relationship has been established, it must be reported immediately to the supervisor.

Dual relationships can also be avoided by following the guidelines listed below.

Staff will not:

- ◆ purchase items for families (at stores, garage sales, auctions, etc.)
- ◆ move furniture for a family
- ◆ attend family/child birthday parties, weddings, parties or other “family” events
- ◆ give medical advice or legal advice
- ◆ provide child care for families and families will not provide child care for staff
- ◆ invite families into their home or to family activities
- ◆ purchase from or sell anything to families (for example; Girl Scout cookies, etc.)

Staff will follow USD 305 Social Media Guidelines and are discouraged from connecting with parents/guardians or families enrolled in the program. If a preexisting relationship exists, staff will disclose this information to their supervisor.



2022-2023 EHS CHILD CARE PARENT HANDBOOK

POLICY COUNCIL

Policy Council representatives are the link between the parent committees and Heartland and make decisions that impact the program. Members vote on various issues including personnel decisions, program changes and community involvement. Representatives attend a monthly meeting in Salina. Child care and meals are provided at each meeting.

HEALTH

Taking care of health concerns early is important. We require a current physical and up-to-date immunizations on all children. Children are required to have a yearly dental exam and follow up treatment.

NUTRITION

Meal time is part of the day's activities at Heartland. Parents are welcome to make suggestions for meals and snacks and learn about nutrition, meal planning and food safety.

⇒ Children attending full day classrooms receive breakfast, lunch and a snack everyday.

These meals are reimbursed through the Child and Adult Care Food Program (CACFP). If your child has a special dietary need, you will need to fill out a meal modification form. This form is available from your family consultant.

Meals served during parent meetings, Policy Council, and socializations are not reimbursable through CACFP. Heartland Early Education will not be able to provide a modification for the meal being served. Parents and/or caregivers will need to provide a substitute for their child.

OUTSIDE FOOD AND DRINKS

Due to health and sanitation regulations, parents are not allowed to bring food for classroom children or Heartland staff. Therefore, food brought in by parents cannot be served.

Please do not bring your child to the classroom with food or candy in their mouths or hands. No food or candy should be brought in your child's book bag.

EDUCATION AND DISABILITY SERVICES

Children learn through play. Heartland classroom activities are play oriented. Weekly school readiness plans are posted in each classroom.

Children with a diagnosed disability will have an Individual Education Plan (IEP) or an Individual Family Service Plan (IFSP), which is developed with the parents to provide individualized services. Staff work with all children on a regular basis to meet individual goals. The (SIT) Student Improvement Team process is utilized as needed.

TEACHER HOME VISITS & PARENT TEACHER CONFERENCES

Two teacher home visits and two Parent Teacher Conferences will be scheduled with families during the school Year.

ADULT EDUCATION

Parents who wish to learn English as a Second Language (ESL) or complete their GED may attend classes offered in the community. Heartland can help pay for the classes. For further information, contact your family consultant.

SOCIAL SERVICES

Heartland family consultants (FCs) assist families in accessing community services such as energy and housing assistance and other resources. The FC's also recruit and enroll children in the program and monitor their attendance. FCs offer parents support and training through regularly scheduled visits to help their child be ready for kindergarten and to help their family become self-sufficient.

MENTAL HEALTH

Heartland encourages healthy emotional and social development of children and families. Parenting classes and support groups may be provided at no cost to qualifying families. Consultation is also available for parents in the area of mental health. Contact your family consultant for further information.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or (2) fax: (833) 256-1665 or (202) 690-7442; or (3) email: program.intake@usda.gov This institution is an equal opportunity provider.

2022-2023 EHS CHILD CARE PARENT HANDBOOK

SCHOOL SAFETY PLAN

- ◇ Each Heartland location has its own Safety/ Evacuation Plan.
- ◇ Parents will be given a copy of the Safety Plan for their school.
- ◇ Intruder drills, fire drills and severe storm drills will be practiced on a regular basis.
- ◇ Contact your child's teacher or family consultant for more information.

SALINA PUBLIC SCHOOLS APP

Parents are encouraged to download the **Salina Public Schools App** to view news stories, receive reminders of upcoming activities, and important alerts.

CHILD ABUSE & NEGLECT POLICY

- ◇ Names of all full-time and part-time staff, substitutes and regular community and parent volunteers will be submitted to the Kansas Bureau of Investigation (KBI) and the Department of Children and Families (DCF) for a criminal registry check.
- ◇ All school staff are required by Kansas State law to report suspected cases of child abuse, child sexual abuse, and child neglect to the DCF. We realize that parenting is not an easy job and sometimes parents need resources from the community to assist them. Please remember that we are here to listen and support families in their time of need.

CONFIDENTIALITY POLICY

Files and personal information on all Heartland children and their families will remain confidential. Staff members work together as a team for the welfare of the child and family. Information may be shared with other staff members when it is necessary for the best interest of the child and family or if there is suspected abuse and/or neglect. No information regarding a Heartland child or family will be shared with anyone outside the program/school district staff unless parent(s) sign a release. This policy includes community volunteers who work on the bus, in the classroom, or in other areas of the building. Information will not be shared with family members who are not listed on a release.

COMPLAINT PROCEDURE

Parents who have a complaint against Heartland Early Education should take the following steps.

1. Respectfully discuss the problem with the staff person the complaint concerns.
2. Proper language and courtesy are a way of showing respect to people. Profanity and/or obscene language is not permitted by parents or staff.
3. If no satisfaction is attained, the problem should be discussed with the staff member's supervisor.
4. If no satisfaction is attained, the problem should be discussed with the program coordinator, human resources specialist, CKCIE Coordinator or Heartland Director.
5. If the program coordinator, human resources specialist, CKCIE Coordinator or Heartland Director cannot satisfactorily work out the problem, the complaint will be put on the agenda for the Policy Council.
6. The Policy Council will address the complaint and if necessary appoint a committee to study further.
7. The Policy Council and director will make the final decision.

SOCIAL MEDIA

We are on Facebook, Twitter and Instagram! Make sure to "Like" our page to receive important updates and learn about what is happening in our classrooms!



Facebook:

@HeartlandEarlyEd and Classroom Facebook groups available by invitation

Twitter:

@HeartlandEarlyE

Instagram:

heartland.early.education

2022-2023 EHS CHILD CARE PARENT HANDBOOK

EMERGENCY SAFETY INTERVENTION

USD 305 is committed to limiting the use of Emergency Safety Intervention (ESI) with all students. Training is provided to all USD 305 employees and all employees are encouraged to use prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

ESI will only be used when the child presents a reasonable and immediate danger of physical harm to self or others. ESI's will not be used for discipline, punishment or the convenience of a staff member.

ADDITIONAL PARENT INFORMATION:

<http://usd305.ss12.sharpschool.com/cms/one.aspx?pagelid=12423562>

REGISTERED SEX OFFENDERS IN THE SCHOOLS

USD 305 Guidelines

Offenders are allowed to come into the building for social events that are for parents. Examples of these would be parent meetings, enrollment days, music programs, parent night, conferences, etc.

Offenders are allowed to come in the building at the main entrance of the school to pick up his/her own child(ren) but the child(ren) must meet them in the office rather than the offender going to the classroom to get the child(ren). They must immediately leave after the child(ren) have arrived in the office.

Offenders are not allowed to be around any child who does not have his/her parent(s) with them. Examples of this type of situation are to volunteer in the classroom, eat lunch with the class, or go on a class field trip when every other child does not have his/her parents accompanying them on the class trip.

To alleviate concerns of others in the building that may know of the registered offender status as well as to protect the offender from uncomfortable accusations or suspicions, it would be in the best interest of all if the offender could be accompanied by a spouse or significant other when in the presence of other parents and their children in the school setting.

DONATED ITEMS

- ◇ Heartland families should not accept donations if the family does not need the items.
- ◇ Heartland families should not sell any donated items.
- ◇ Heartland families are encouraged to write a personal thank you note to the agency/group that donated the item.

VISITING THE CLASSROOM

Parents/Guardians should follow up with the classroom teacher regarding procedures for visiting the classroom.

Visitors to the building will be asked to wear a visitor sticker while they are in the building. Visitors who do not have on the sticker will be stopped by staff and redirected to the main office to sign in and receive a sticker.

Do not use your cell phone while in the classroom.

FIELD TRIPS

The transition classrooms must follow licensing guidelines that require advance parent permission for all field trips taken off site.

PRIMARY CARE

Early Head Start child care practices the use of primary care. Each child will have one staff member who becomes an expert on that individual child. Primary caregivers are assigned as the children become familiar with the staff.

EMERGENCY MEDICAL CARE

For emergency care, Heartland staff will call 911. In case of an accident or illness, the center's first step is to contact the parent or person listed as the emergency contact. Parent(s) are responsible for keeping the emergency contact information current at all times.

Heartland requires at least two active emergency contact numbers at all times.

2022-2023 EHS CHILD CARE PARENT HANDBOOK

WHAT IF MY CHILD IS SICK?

A child should not come to the center or attend an event if one of the following conditions exist:

- ◆ fever (100.4 or above) within a 24 hour period (one day)
- ◆ vomiting 2 or more times within a 24 hour period (one day)
- ◆ diarrhea more than one time within a 24 hour period (one day)
- ◆ severe coughing when the child gets red or blue in the face or makes high-pitched croup or whooping sounds after coughing
- ◆ Shortness of breath or difficult or rapid breathing
- ◆ yellowish eyes or skin
- ◆ Head lice - See Head Lice Procedure
- ◆ sore throat or trouble swallowing
- ◆ unusually dark, tea-colored urine
- ◆ gray, white or black bowel movement
- ◆ headache and stiff neck
- ◆ severe itching or scratching of the body or scalp

You will be contacted if your child becomes ill at school. You will be required to pick your child up immediately.



CONTAGIOUS INFECTIONS/DISEASES

Heartland Early Education will follow current guidance provided by public health authorities regarding contagious/infectious diseases.

When a child is ill due to a contagious infection or disease, a doctor's written release may be required before the child returns to school.

Children cannot return to school for a specified period of time if diagnosed with certain diseases or conditions:

INFLUENZA - Five days from start of symptoms and fever free without aid of medicine for 24 hours.

COVID-19 - Quarantine/isolation period will be determined using current CDC guidelines.

STREP INFECTIONS / SCARLET FEVER - 24 hours after the start of treatment and fever free for 24 hours.

CHICKEN POX - all pox have crusted over with no new pox appearing.

IMPETIGO - after treatment from healthcare provider has begun.

SCABIES -after treatment from a healthcare provider has begun.

HEAD LICE - See Head Lice Procedure

RING WORM - after treatment from a healthcare provider has begun.

PINK EYE - 24 hours after medication has been started and there is no drainage from eyes.

HEAD LICE PROCEDURE

- ◆ When a child is found to have live lice/viable nits, staff will contact the parent/guardian to inform them of the lice/viable nits and of the expectations regarding treatment.
- ◆ Children will be treated at home by the parent/guardian that afternoon/evening.
- ◆ Parents/guardians will be given information on removing head lice and treatment methods for the child, family members and the home environment.
- ◆ If the child returns to school and still has live lice, the same procedure will be followed.
- ◆ Upon identification of head lice in a classroom, notes providing information on how to identify head lice and treatment methods for head lice may be sent home to families in that classroom.

2022-2023 EHS CHILD CARE PARENT HANDBOOK

PROVIDING MEDICATION & SPECIAL DIETS AT THE CENTER

No child will receive medical treatment or medication while at Heartland unless a doctor's written order is provided.

Medications:

For your child's safety all paperwork must be complete before any medication can be administered. Please give medication at home if possible. If this is not possible please see your child's teacher or family consultant. Medication will only be given to your child with a written order from your doctor and signed releases from you. The first dose of a new medication must be given at home. It may take up to a week before all paperwork is complete. Please allow sufficient time to process your request. If the necessary paperwork is not received, Heartland reserves the right to exclude your child from the classroom.

Medication CANNOT be transported in book bags to or from school.

Meal Modifications:

The "Medical Statement to Request Meal Modification" or the "Parent Request for Meal Modification" form must be submitted and approved by the kitchen manager before any meal modifications will be put in place in the classroom. These forms are available from your family consultant.

Meals served in the classroom are breakfast, lunch, and snack. These meals are reimbursed through the Child and Adult Care Food Program (CACFP). If your child has a special dietary need, including omitting or substituting a food, a meal modification form must be completed, authorized by your child's doctor, and reviewed by our dietary manager before meals or snacks can be provided during the school day.

Meals served during parent meetings, policy council, and socializations are not reimbursable through CACFP. If your child has a special diet need, Heartland Early Education will not be able to provide a modification for the meal being served. Parents and/or caregivers will need to provide a substitute for the meal being served.

BREAST MILK GUIDELINES

The classroom supports families who choose to breast feed their children. Please help us in providing the best experience for you and your child.

- ◇ Store breast milk in clean bottles with lids or plastic bags specifically made for breast milk.
- ◇ Label the bottle or plastic bag with your child's first and last name; the date; and time the breast milk was expressed.
- ◇ Store only 1-3 ounces in a container at a time to avoid waste.
- ◇ Once the breast milk is offered to the child, any remaining breast milk must be thrown away.
- ◇ Refrigerated breast milk must be used within 48 hrs. from the time the breast milk is expressed.
- ◇ Frozen breast milk can stay in the freezer for up to 3 months. Once it is thawed the breast milk must be used within 24 hrs.
- ◇ Communicate with your teacher if you would like to supplement formula at any time.

REST TIME

A rest time will be part of your child's daily classroom routine. A nap mat and blanket will be provided for your child. Children are not required to sleep. Children that do not sleep will be provided with a quiet activity during rest time.

SCHOOL CLOSINGS AND DELAYED START

All school closings and delayed starts will be announced on the local radio stations, TV, school district web site and Facebook. Heartland classrooms follow the USD305 schedule for inclement weather. See www.usd305.com for closing information.

BIRTHDAYS AND TEACHER GIFTS

No treats or "goodie bags" should be brought or sent to school. If they are sent in book bags they will not be distributed and will be sent home. Class lists will not be provided for invitations.

Teachers and Staff are not able to accept gifts or food from families.

2022-2023 EHS CHILD CARE PARENT HANDBOOK

WHAT SHOULD I BRING THE FIRST DAY?

To help your child be comfortable with the transition to child care we want to use the same items you use at home.

1. Three (3) bottles with nipples and caps—marked with your child's name.
2. Two (2) seasonal changes of clothes, including socks.
3. Blanket or other comfort item for napping.
4. Pacifier to keep at the center.
5. Babies under 12 months need a nose sucker to keep at the center.

Parents will supply diaper ointment or powder throughout the school year. Staff will send home notes when the child's supply is low.

Extra clothes

Parent/Guardians will need to keep two sets of clothes at the center at all times in case of an accident. Therefore, if your child comes home in extra clothes, please send another set the next day.

WHAT SHOULD MY CHILD WEAR?

- ◇ Please send your child to school in tennis shoes every day. Cowboy boots and sandals are not safe when running and playing.
- ◇ Send your child to Heartland in comfortable clothing. Wash-and-wear clothing that **can get dirty or stained is best.**
- ◇ Print (with a permanent marker) your child's name on the inside of coats and other clothing that your child might take off at school.

Please dress your child according to the weather because the children will go outside every day.

ATTENDANCE

Heartland staff ask for your cooperation and support by sending your child to school every day unless your child is ill. Regular attendance is very important to make sure your child is successful in school.

1. **The parent is required to call the office by 8:30 a.m. if their child is going to be absent.**
2. To ensure child and family safety, Heartland staff will attempt to contact the parent/guardian if the child is unexpectedly absent and no call or message has been received by 9:15 a.m.
3. If the parent does not call in and the child has been absent two days in a row, the family consultant will contact the family and/or come to the home. The family consultant will help the family problem solve the issues that are causing the child to miss school.
4. The family consultant will send home or give to the family, on the home visit, a report of the child's average daily attendance rate.
5. Family consultants will monitor each child's attendance. Each child is required to keep at least an 85% average daily attendance rate at all times during enrollment in the program.
6. If the child's average daily attendance drops to 85% or below, the family will attend a special meeting with the family consultant, family consultant specialist, and teacher.
7. With prior notification you are allowed to take two weeks of family or vacation time during the year without penalty. (You are still responsible for payments during this time.)

2022-2023 EHS CHILD CARE PARENT HANDBOOK

BRINGING YOUR CHILD TO SCHOOL

Please hold your child's hand or have your child walk beside you to and from the classroom.

If you arrive to the building after the morning drop off time, you will need to enter through the Heartland main entrance on Jupiter Avenue. You will be asked to sign in, put on a visitor sticker and will be escorted by staff to and from your child's classroom.

PERMISSION TO RELEASE A CHILD

- ◇ Parents/guardians will complete the release form at enrollment. Additions or changes to the list of who your child can be released to must be made with your Family Consultant or teacher. **You may be asked questions by Heartland staff to verify your identity prior to accepting a change to the release list.**
- ◇ A child will only be released from the classroom to a parent, guardian, or a person listed by the parent/guardian on the release paperwork. The exception is when legal paperwork in the child's files states that a parent cannot pick up the child.
- ◇ Changes to the release paperwork can only be made by the parent/legal guardian.
- ◇ It is the parent/guardians responsibility to keep the release and contact information up to date. Parents will be asked to review and update the emergency contact and release information throughout the year.

RELEASING CHILDREN FROM THE CLASSROOM

Parent/guardians picking up children prior to the afternoon pick-up time, must enter through the Heartland main entrance on Jupiter Avenue. You will be asked to sign in, put on a visitor sticker, and will be escorted by staff to and from your child's classroom to pick up.

All persons picking up children must sign out in the classroom.

All adults should have their Picture ID available for staff to verify identity.

- ◇ **Do not leave small children unattended in the car when picking up a child from the center. By law, this is considered endangering the life of a child (Kansas statute KSA21 3608) and the police will be called.**
- ◇ Do not leave your car running when coming into the building. Turn off your vehicle and bring your keys with you into the building.
- ◇ Persons on the release list must provide photo ID to establish their identity prior to the child's release.

LATE PICK UP

- ◇ Parents/guardians must be in their child's classroom for pick up prior to center closing time (4:30 p.m.).
- ◇ Parents/guardians picking up late will be contacted by staff to follow up regarding the late pick up.
- ◇ A meeting with parents/guardians and center staff may be scheduled to follow up further.



COMMUNITY SERVICE AGENCIES

CLOTHING

Ashby House
www.ashbyhouse.org
150 S. 8th St.
Salina, KS 67401
785-826-4935

Bargain Basket
dvack.org/
bargain_basket_42.html
148 N Oakdale
Salina, KS 67401
785-826-9042

Abilene Area Food &
Clothing Center
409 N.W. 3rd
Abilene, KS 67410
785-263-1221

DAV Thrift Store
901 West Crawford
Salina, KS 67401
785-827-6177

Good Will Industries
2640 Planet Avenue
Salina, KS 67401
785-827-8944

Salvation Army Thrift Store
(Ejercito De Salvacion)
157 S. 5th
Salina, KS 67401
785-823-1409

Salina Rescue Mission
www.salinarescuemission.com
1716 Summers Road
Salina, KS 67401
785-823-2610

Birthright
<https://birthright.org/salina>
1125 E. Iron
Salina, KS 67401
785-823-3113

DISABILITY SUPPORT SERVICES

Choices Network Inc.
www.choicesnetwork.net
2151 Centennial Road
Salina, KS 67401
785-820-8018

Disability Planning Org. of Kansas
www.dpok.com
785-823-3173

Disabilities Rights Center of KS
www.drckansas.org
Topeka
877-776-1541

CKCIE—Children ages 3-21
<https://www.305ckcie.com/>
409 W. Cloud
Salina, KS 67401
785-309-5100 (Saline County)
785-263-1773 (Dickinson County)

ICD—Children ages birth to 3
Serving Saline and Ellsworth
County
155 N. Oakdale Suite 300
Salina, KS 67401
785-452-6050

Infant Toddler Services (ITS)
Infant/Toddler Screening for Disabili-
ties
Dickinson County
300 N. Cedar, Suite 214
785-263-2208

OCCK
www.occk.com
1710 W. Schilling
Salina, KS 67401
785-827-9383 (Saline County)
785-263-2208 (Dickinson County)

Midland Professional Associates
631 East Crawford Suite 209
Salina, KS 67401
785-309-2200
*A public interest law firm dedicated to
representing individuals attempting to
obtain disability benefits through the So-
cial Security Administration.*

Social Security Administration
1410 E. Iron St. 7
Salina, KS 67401
877-405-3494

Representative Payee Program
255 S. Chicago
Salina, KS 67401
785-827-7111
*Located at the Food Bank: Representa-
tive Payee services include monthly bills
paid on time, weekly meeting with client
to determine needs and advocacy on
their behalf with other agencies.*

HEALTH & MEDICAL SERVICES

Central Kansas Mental Health
420 NE 10th—Abilene, KS
100 E. Helen—Herington, KS
800-284-6027 (Dickinson County)
809 Elmhurst—Salina, KS
785-823-6322 (Saline County)
800-794-8281 (Ellsworth)
866-823-6380 (After Hours Emergency)
*CKMHC provides a wide range of mental
health services, including outpatient psy-
chotherapy, psychiatric/medical services,
24-hour emergency services, case man-
agement, psychosocial services, educa-
tion and others.*

Veridian Behavioral Health
www.veridianbh.com
400 S. Santa Fe, Salina
785-452-6113
730 Holly Lane, Salina
785-452-4930
Serving Saline, Dickinson and
Ellsworth Counties
800-284-6027

Birthright
<https://birthright.org/salina>
1125 E Iron
Salina, KS 67401
785-823-3113
*Free pregnancy tests, counseling and
practical help. Emergency pregnancy
services.*

Ellsworth County Health Dept.
1063 Aylward Ave.
Ellsworth, KS 67439
785-472-4488
Immunizations and KBH Physicals

Dickinson County Health Dept.
1001 N. Brady St.
Abilene, KS 67410
785-263-4179
Immunizations and KBH Physicals

G & B Enterprises
Saline, Dickinson and Ellsworth Counties
785-537-2086
*Offers free rides to doctor or dental ap-
pointments for those with Medicaid or
KanCare.*

McPherson Co. Health Dept
[https://mcphersoncountyks.us/15/
Health-Department](https://mcphersoncountyks.us/15/Health-Department)
1001 N. Main
McPherson, KS 67460
620-241-1753

COMMUNITY SERVICE AGENCIES

Saline County Health Dept.

www.sschd.org

(Departamento de Salud de Saline County)

785-826-6600

Salina Family HealthCare

(Centro Médico Para Familias de Salina)

www.salinahealth.org

651 E. Prescott

Salina, KS 67401

785-825-7251

CDC en Español SIDA & EST

(Telephone para solicitador ayuda)

800-232-4636

EMPLOYMENT

Salina Workforce

www.kansasworkforceone.org

785-827-0385

North Central Workforce Center,
OCCK Inc.

785-827-9383 Ext. 176

Provides free job information about and access to a wide array of job training, education and employment services. As a workforce center, partners join together to provide all the information, technology and services that businesses need to grow and job seekers need to achieve for a successful career.

Kansas Employment Call Center

800-292-6333

DCF

<http://www.dcf.ks.gov/>

901 Westchester—Salina

785-826-8000

1010 W. 6th—Junction City

785-762-5445

Provides a variety of services to support Kansans.

Salvation Army

(Ejército De Salvacion)

1137 N. Santa Fe

Salina, KS 67401

785-823-2251

RAPE OR SEXUAL ASSAULT

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866-823-6380 (After Hours Emergency)

Child Advocacy & Parenting
Services (CAPS)

(Servicios De Educación y Apoyo para Niños)

www.capssofsalina.org

Ages 15 and Under

155 N. Oakdale, Suite 200

Salina, KS 67401

785-825-4493

Chris's Place

www.capssofsalina.org

155 N. Oakdale, Suite 200

Salina, KS 67401

785-643-2424

785-452-9782

Provides advocacy and support for children who have been sexually or physically abused and their families in the North-east Kansas region.

Domestic Violence Association of
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www.dvack.org

785-827-5862

800-874-1499

Salina Regional Health Ctr

Emergency Dept SANE/SART

400 S. Santa Fe

Salina, KS 67401

785-452-7095

Veridian Behavioral Health

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400 S. Santa Fe

Salina, KS 67401

Serving Saline, Dickinson and

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785-452-4930

800-284-6027

Brighthouse

www.brighthouseks.org

335 N. Washington, Ste. 240

Hutchinson, KS

620-241-1753

SUPPORT FOR THE FAMILY

Catholic Charities

(Caridades Catolicas)

www.catholiccharitiessalina.org

1500 S. 9th

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Heartland Mental Health Staff

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700 Jupiter Avenue

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785-309-5000

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www.ashbyhouse.org

150 S. 8th St.

Salina, KS 67401

785-826-4935

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Theresa—785-643-1800

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800-284-6027

Brighthouse

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335 N. Washington, Ste. 240

Hutchinson, KS

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150 S. 8th St.

Salina, KS 67401

785-826-4935

Breastfeeding Help

IBCLC Certified BF Educators

Theresa—785-643-1800

Brenda—785-263-4179

COMMUNITY SERVICE AGENCIES

HOUSING & HOUSEHOLD ITEMS

Salina Housing Authority
469 S. 5th
Salina, KS 67401
785-827-0441

Salina Habitat for Humanity
PO Box 3583
Salina, KS 67401
785-823-9331

Ashby House
150 S. 8th
Salina, KS 67401
785-826-4935

Shelter and life skills instruction are available to families who otherwise would not have a place to live. Advocacy and referral services are available. Household assistance is provided to families with the following: clothing and kitchen items. Provides assistance to persons who are homeless or at imminent risk of becoming homeless.

Salina Emergency Aid Food Bank
www.salinafood.org
255 S. Chicago
Salina, KS 67401
785-827-7111
Utility assistance, prescriptions, eye exams, household items. Available to Saline County residents only.

LIEAP—Low Energy Assistance Program
www.ks-energy-assistance.com
Visit website to complete application
The Low Income Energy Assistance Program (LIEAP) is a federally funded program that helps eligible households pay a portion of their home energy costs by providing a one-time per year benefit.

American Red Cross
www.redcross.org/ks/salina
145 S. Broadway
Salina, KS 67401
785-827-3644
Provides relief to victims of disaster and helps people prevent, prepare for and respond to emergencies.

Ellsworth Housing Authority
811 Elizabeth St.
Ellsworth, KS 67439
785-472-4922

Hope Center
409 NW 3rd St. G
Abilene, KS 67410
785-263-4673
Financial counseling interview, assistance with utilities and rent.

Neighbor to Neighbor
803 N. Cedar St.
Abilene, KS 67410
785-200-6750