



**2022-2023**

HEARTLAND EARLY EDUCATION

**SDSY 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

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## SALINA MAIN OFFICE

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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

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### HEAD START CLASSROOM

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

## DICKINSON COUNTY OFFICE

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

## ABILENE

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### HEAD START CLASSROOM

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

## ENTERPRISE

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### 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

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**School Day School Year Classes are held: 8:00 a.m. – 3:00 p.m.**

The classroom/center's telephone number is: \_\_\_\_\_

My child's teacher is: \_\_\_\_\_

My child's teacher assistants are: \_\_\_\_\_

Our family consultant is: \_\_\_\_\_

Our family consultant's office number is: \_\_\_\_\_

Our family consultant's cell number is: \_\_\_\_\_

Our family consultant's e-mail 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).

**First Day of School**  
 SDSY Staggered Start Aug 17-22  
 Start Regular Schedule Aug 23



**SDSY Preschool (Mon – Thurs) + Fun Fridays**  
 8:00 a.m. – 3:00 p.m.

**Office – 700 Jupiter**  
 7:30 a.m. – 4:30 p.m. Monday - Friday

**Parent/Teacher Conferences:**  
 Oct 13  
 Feb 16

**2022-2023**  
 Salina Head Start  
 (School-Day School Year)

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 17-22 Staggered Start  
 Aug 23 Start Regular Schedule

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 2 – Preschool in Session – Fun Friday  
 Sept 5 No School/Holiday  
 Sept 15 No School/Teacher In-Service

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 7 – Preschool in Session – Fun Friday  
 Oct 13 No School – Parent/Teacher Conferences

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 – Preschool in Session – Fun Friday  
 Nov 23-24 No School/Holiday

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 2 – Preschool in Session – Fun Friday  
 Dec 21 - No School/Staff Work Day  
 Dec 22-29 No School/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 2-3 No School/Winter Break  
 Jan 4 School Resumes  
 Jan 6 – Preschool in Session – Fun Friday  
 Jan 16 No School

February 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				

Feb 3 – Preschool in Session – Fun Friday  
 Feb 16 No School/Parent-Teacher Conferences

March 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	

Mar 3 – Preschool in Session – Fun Friday  
 Mar 13-16 No School/Spring Break

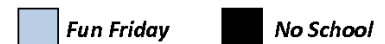
April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Apr 7 – School in Session – Fun Friday  
 Apr 10 No School  
 Apr 20 No School

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 18 Last Day of Preschool (All Programs)

**Head Start**  
 700 Jupiter Avenue  
 Salina, KS 67401  
 785-309-5000

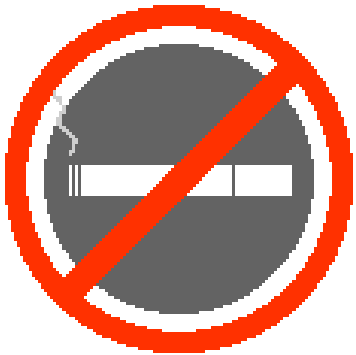


This calendar may be altered at the discretion of Heartland Early Education. June 2022

# NOTIFICATIONS

## SMOKE AND VAPE FREE ENVIRONMENT

All Heartland buildings are smoke and vape free. We request that all 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 buildings.



## CHILD ARRIVAL AND DISMISSAL TIMES

Children may not arrive at school more than **5 minutes** before class begins and must be picked up no later than **5 minutes** after class ends.



## 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

# 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 SDSY 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 should 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 enrolled in SDSY receive breakfast, lunch and a snack every day.

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 FCs 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, audiotape, 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](mailto:program.intake@usda.gov) This institution is an equal opportunity provider.

# 2022-2023 SDSY PARENT HANDBOOK

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## **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 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.

## **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>



# 2022-2023 SDSY PARENT HANDBOOK

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## 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.

## 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.

## 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.

## 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.**

## 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 as weather permits.**

## SCHOOL CLOSINGS AND DELAYED START

All school closings and delayed starts will be announced on the local radio stations, TV, school district website and Facebook. Heartland classrooms follow the USD305 schedule for inclement weather. See [www.usd305.com](http://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.

## 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.

# 2022-2023 SDSY 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 the expectations regarding treatment.
- ◆ Children will be treated at home 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 all families.

# 2022-2023 SDSY PARENT HANDBOOK

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## 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 CAN NOT 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.

## ATTENDANCE

Heartland staff asks 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 main office by 8:00 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 9:00 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.

## TARDY PROCEDURES

- ◇ Children arriving to school 15 minutes after the start of the session will be marked as tardy.
- ◇ Classroom staff will follow up with parent/guardians of children who arrive tardy to school.
- ◇ Parents/guardians of children who arrive tardy to school multiple times must attend a meeting with program staff to problem solve barriers to on time arrival.

# 2022-2023 SDSY PARENT HANDBOOK

## BRINGING YOUR CHILD TO SCHOOL

It is your responsibility to walk your child to their assigned classroom drop-off location. Please hold your child's hand or have your child walk beside you during drop-off.

If you arrive late to the building at drop off time, you will need to bring your child inside the building at the main entrance and check in with the front office staff.

**Reminder to parents:** Do not park in the north parking lot. This lot is reserved for bus loading and unloading and staff parking. Reserved Parent Parking is available in the parking lot east of the main entrance.

**Do not leave small children unattended in the car when dropping off a child for school. By law, this is considered endangering the life of a child (Kansas statute KSA21 3608) and the police will be called.**

## PERMISSION TO RELEASE A CHILD

- ◇ A child will only be released from the classroom or 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.
- ◇ 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.**
- ◇ 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 to information throughout the year.

## RELEASING CHILDREN FROM THE CLASSROOM

**ANYONE PICKING UP A CHILD WILL BE REQUIRED TO SIGN-OUT. ALL ADULTS SHOULD HAVE THEIR PICTURE ID AVAILABLE FOR STAFF TO VERIFY IDENTITY.**

If you wish to pick up your child prior to regular dismissal time, you will need to enter at the main entrance and check in with the front office staff.

- ◇ 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.
- ◇ 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.
- ◇ Persons on the release list must provide photo ID to establish their identity prior to the child's release.
- ◇ Changes to the release list can only be made by calling the family consultant or teacher.

## LATE PICK UP

- ◇ If a student remains in the classroom 10 minutes after the session ends with no contact from the parent/guardian, staff will begin calling all Emergency Contact numbers until a contact is reached to come pick up the child.
- ◇ Emergency Contacts arriving to pick up a child must bring a photo ID to verify their identity prior to the child being released.
- ◇ If a child has not been picked up or communication from the family is not received, program staff may contact law enforcement.

# 2022-2023 SDSY PARENT HANDBOOK

## SDSY TRANSPORTATION

### TRANSPORTATION IS NOT PROVIDED FOR ALL FAMILIES

Heartland has limited transportation services available for SDSY enrolled children. Families should contact their Family Consultant to problem solve transportation issues and help link them to other transportation resources.

**Changes in transportation:** All transportation changes must be made through the family consultant or the transportation supervisor. Bus changes will only start on Mondays. **Bus drivers and teachers are not allowed to make changes.**

All changes are considered permanent. Each family is limited to three transportation changes per year.

### IF YOUR CHILD RIDES THE BUS

- ◇ **No eating or drinking is permitted on the bus. Toys, food or gum cannot be sent with your child.**
- ◇ Children must be ready when the bus arrives. **The bus will wait one minute.**
- ◇ It's your responsibility to **walk your child all the way to and from the bus door.**
- ◇ Most pick up and drop off locations will be bus stops.
- ◇ If your child is picked up at home and your child will not need transportation, the **NO BUS NEEDED** sign (provided by Heartland) should be placed in the window or door so the bus driver doesn't stop.

## RELEASING CHILDREN FROM THE BUS

### ALL PERSONS WILL HAVE THEIR PICTURE ID

### AVAILABLE FOR STAFF TO VERIFY IDENTITY.

- ◇ When your child is dropped off after school, the adult getting the child off of the bus must be on the emergency release form. Your child will not be released to anyone who is not listed on the release form. Bus staff will ask to see a picture ID to verify identity.
- ◇ If an adult not on the emergency release form is at your child's drop off location, your child will be returned to school and the parent or an adult listed on the release form must come to school to pick up the child. If the parent/guardian listed adult is not able to be reached, the police department may be contacted.
- ◇ If a child is returned to school multiple times, a meeting with the parent, family consultant, family consultant supervisor and possibly the transportation supervisor will be held. Bus privileges may be suspended.
- ◇ If the child is returned to school following a meeting with Heartland staff the police department and/or DCF could be called.



# COMMUNITY SERVICE AGENCIES

## CLOTHING

Ashby House  
[www.ashbyhouse.org](http://www.ashbyhouse.org)  
150 S. 8th St.  
Salina, KS 67401  
785-826-4935

Bargain Basket  
[dvack.org/](http://dvack.org/bargain_basket_42.html)  
[bargain\\_basket\\_42.html](http://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](http://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](http://www.choicesnetwork.net)  
2151 Centennial Road  
Salina, KS 67401  
785-820-8018

Disability Planning Org. of Kansas  
[www.dpok.com](http://www.dpok.com)  
785-823-3173

Disabilities Rights Center of KS  
[www.drckansas.org](http://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 Disabilities  
Dickinson County  
300 N. Cedar, Suite 214  
785-263-2208

OCCK  
[www.occk.com](http://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 Social 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: Representative 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 psychotherapy, psychiatric/medical services, 24-hour emergency services, case management, psychosocial services, education and others.*

Veridian Behavioral Health  
[www.veridianbh.com](http://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 appointments for those with Medicaid or KanCare.*

McPherson Co. Health Dept  
<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](http://www.sschd.org)

(Departamento de Salud de Saline County)

785-826-6600

Salina Family HealthCare

(Centro Médico Para Familias de Salina)

[www.salinahealth.org](http://www.salinahealth.org)

651 E. Prescott

Salina, KS 67401

785-825-7251

CDC en Español SIDA & EST

(Telefone para solicitador ayuda)

800-232-4636

## EMPLOYMENT

Salina Workforce

[www.kansasworkforceone.org](http://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

(Ejercito De Salvacion)

1137 N. Santa Fe

Salina, KS 67401

785-823-2251

## RAPE OR SEXUAL ASSAULT

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)

Child Advocacy & Parenting  
Services (CAPS)

(Servicios De Educación y Apoyo  
para Niños)

[www.capssofarina.org](http://www.capssofarina.org)

Ages 15 and Under

155 N. Oakdale, Suite 200

Salina, KS 67401

785-825-4493

Chris's Place

[www.capssofarina.org](http://www.capssofarina.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  
Central Kansas (DVACK) Shelter

[www.dvack.org](http://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

[www.veridianbh.com](http://www.veridianbh.com)

400 S. Santa Fe

Salina, KS 67401

Serving Saline, Dickinson and

Ellsworth Counties

785-452-4930

800-284-6027

Brighthouse

[www.brighthouseks.org](http://www.brighthouseks.org)

335 N. Washington, Ste. 240

Hutchinson, KS

620-241-1753

## SUPPORT FOR THE FAMILY

Catholic Charities

(Caridades Catolicas)

[www.catholiccharitiessalina.org](http://www.catholiccharitiessalina.org)

1500 S. 9th

Salina, KS 67401

785-825-0208

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)

Veridian Behavioral Health

[www.veridianbh.com](http://www.veridianbh.com)

400 S. Santa Fe

Salina, KS 67401

Serving Saline, Dickinson and  
Ellsworth Counties

785-452-4930

800-284-6027

Child Advocacy & Parenting  
Services (CAPS)

[www.capssofarina.org](http://www.capssofarina.org)

155 N. Oakdale, Suite 200

Salina, KS 67401

785-825-4493

Heartland Mental Health Staff

[www.305heartland.com](http://www.305heartland.com)

700 Jupiter Avenue

Salina, KS 67401

785-309-5000

Ashby House Life Skills

[www.ashbyhouse.org](http://www.ashbyhouse.org)

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

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New Start Life Skills  
1125 W. South St.  
Salina, KS 67401  
785-827-2800

Parenting Helpline  
800-332-6378 (Toll Free)

Salina Rescue Mission  
[www.salinarescuemission.com](http://www.salinarescuemission.com)  
1716 Summers Road  
Salina, KS 67401  
785-823-2610

Salvation Army  
1137 N. Santa Fe  
Salina, KS 67401  
785-823-2251

Salina Human Relations  
300 W. Ash Room 101  
Salina, KS 67401  
785-309-5745

St. Francis Community Services  
509 E. Elm  
Salina, KS 67401  
785-823-0001

DCF  
[www.dcfks.gov](http://www.dcfks.gov)  
901 Westchester—Salina  
785-826-8000  
1010 W. 6th—Junction City  
785-762-5445

Kids In Crisis  
PO Box 369  
Abilene, KS 67410  
[k.crisis@yahoo.com](mailto:k.crisis@yahoo.com)  
785-263-3474  
785-787-2098

## FOOD

American Red Cross  
[www.redcross.org/ks/salina](http://www.redcross.org/ks/salina)  
145 S. Broadway  
Salina, KS 67401  
785-827-3644

Emergency Aid Food Bank  
[www.salinafood.org](http://www.salinafood.org)  
255 S. Chicago  
Salina, KS 67401  
785-827-7111

*Food pantry and hands-on meal preparation classes for adults and children.*

Salina Rescue Mission  
[www.salinarescuemission.com](http://www.salinarescuemission.com)  
1716 Summers Road  
Salina, KS 67401  
785-823-2610  
*Free lunch 12:00 to 12:30pm and Supper 6:30 to 7:00pm, 7 days a week.*

Salvation Army  
1137 N. Santa Fe  
Salina, KS 67401  
785-823-2251  
*Free supper served 5:00 to 5:45pm Monday thru Friday*

DCF Food Stamps  
<http://www.dcf.ks.gov/services/ees/Pages/Food/FoodAssistance.aspx>

WIC Program  
*For pregnant moms and children under 5*  
785-826-6602 (Salina)  
785-263-4179 (Dickinson County)

La Leche League  
*Breastfeeding Information*  
785-643-1800  
785-536-4300

Abilene Area Food & Clothing  
409 NW 3rd  
Abilene, KS 67410  
785-263-1221

## DRUGS/ALCOHOL

Family Hope Center  
[www.fpcsalina.org](http://www.fpcsalina.org)  
308 S. 8th St.  
Salina, KS 67401  
785-825-0226

Regional Prevention Center  
8105 S. Ohio  
Salina, KS 67401  
785-825-6224

Saline County Health Dept.  
[www.saline.org/Departments/Health-Department](http://www.saline.org/Departments/Health-Department)  
125 W. Elm Street  
Salina, KS 67401  
785-826-6600

Salina Family HealthCare  
[www.salinahealth.org](http://www.salinahealth.org)  
651 E. Prescott  
Salina, KS 67401  
785-825-7251

St. Francis Community Outreach  
[www.st-francis.org](http://www.st-francis.org)  
5097 W. Cloud  
Salina, KS 67401  
785-825-0563

Central Kansas Foundation  
<https://ckfaddictiontreatment.org/>  
617 E. Elm St.—Salina, KS  
785-825-6224  
306 N. Cedar St.—Abilene, KS  
785-263-1328  
*Provides education and materials on fetal alcohol syndrome to teens, community members, expectant mothers and fathers. CKF provides both quality and affordable alcohol and other drug education and treatment services.*

Tobacco Quitline  
1-800 QUIT NOW (or)  
1-800 KAN STOP

Al-Anon & Alateen  
Abilene  
785-823-1646

Alcoholics Anonymous  
785-263-7096 (Abilene)  
785-448-2286 (Solomon)  
785-472-4389 (Ellsworth)  
785-823-3338 (Salina)

## EDUCATION

Salina Adult Education Center  
[www.usd305.com/SAEC](http://www.usd305.com/SAEC)  
2620 Centennial  
Salina, KS 67401  
785-309-4660  
*GED preparation, basic education and English as Second Language classes are offered at convenient times throughout the week. To be eligible for the Salina Adult Education Center's programs, a person must: Be age 16 or older, not be enrolled or required to be enrolled in school, or lack of high school diploma and have a skill level below eighth grade.*

Smoky Hill Ed Service Center  
[www.smokyhill.org](http://www.smokyhill.org)  
605 E. Crawford  
Salina, KS 67401  
785-825-9185



# COMMUNITY SERVICE AGENCIES

The Learning Center  
605 E. Crawford  
Salina, KS 67401  
785-825-0435  
[High School Diploma Completion Program](#)

Salina Area Technical College  
[www.salinatech.edu](http://www.salinatech.edu)  
2562 Centennial  
Salina, KS 67401  
785-309-3100  
*SATC provides a diverse community of learners with technical and general education skills necessary for employment, personal growth and lifelong learning.*

Kansas State Polytechnic  
[www.polytechnic.k-state.edu](http://www.polytechnic.k-state.edu)  
2310 Centennial Rd.  
Salina, KS 67401  
785-826-2640

Center KS Ed Opportunity Center  
1025 Main  
Great Bend, KS  
620-793-8164

New Start Life Skills  
1125 W. South St.  
Salina, KS 67401  
785-827-2800  
*A place where adults and youth attend life skills classes. Batterer's Intervention classes for both men and women. Court orders and self admittance for anyone wanting help. Teen program is for at risk youth struggling with behavior issues. Community and school based programs available.*

## INSURANCE

KanCare  
[www.kancare.ks.gov](http://www.kancare.ks.gov)  
800-792-4884

Children's Mercy Family Health Partners  
[www.fhp.org](http://www.fhp.org)  
877-FHP-9363  
Nurse Advice Line—800-347-9369

Salina Family HealthCare  
[www.salinahealth.org](http://www.salinahealth.org)  
651 E. Prescott  
Salina, KS 67401  
785-825-7251  
Discount program for uninsured medical and dental.

## CHILD CARE

Morning Out for Mom & Dad  
302 S. 7th  
Salina, KS 67401  
785-825-4493  
*Parents must call to schedule care for their children. Care is provided on Wednesdays from 9:00am-11:30am or 12:30pm – 3:00pm. Licensed child care center providing relief for parents needing time away from stresses of parenting young children. No cost to families if they fall within income guidelines. (Free or reduced category for school lunch program.) Children ages 3 weeks to 5 years.*  
Child Care Aware of NE & NC KS  
<http://www.ks.childcareaware.org/>  
1512-A E. Iron  
Salina, KS 67401  
785-820-8232  
877-678-2548  
DCF  
[www.dcf.ks.gov](http://www.dcf.ks.gov)  
901 Westchester—Salina  
785-826-8000  
1010 W. 6th—Junction City  
785-762-5445

Heartland FDFY Child Care  
[www.305heartland.com](http://www.305heartland.com)  
700 Jupiter Ave.  
Salina, KS 67401  
785-309-5000

## TRANSPORTATION

OCCK  
[www.occk.com](http://www.occk.com)  
1710 W. Schilling  
Salina, KS 67401  
785-827-9383  
*OCCK is a not-for-profit Kansas corporation dedicated to helping people with physical or mental disabilities remove barriers to employment, independent living, and full participation in their communities.*  
Salina City-Go Bus  
[www.occk.com](http://www.occk.com)  
785-827-9383  
*Fares for the CityGo buses are \$1 per trip, \$2 per one-day pass, \$5 for a six-trip pass, and \$30 for a monthly pass. Children 10 and under will ride for free, but must be accompanied by someone 16 or older. Personal Care Attendants will also ride without charge. Each bus is wheelchair accessible.*  
G & B Transportation  
800-826-8294  
*Offers free rides to doctor or dental ap-*

*pointments for those with Medicaid or KanCare.*  
Med-A-Van  
785-826-1583  
*Non-emergency medical transportation to and from the Salina Regional Health Center and its affiliates – Salina Medical Arts Building, SRHC Penn Campus, Santa Fe Medical Plaza, Tammy Walker Cancer Center, Salina Surgical Center, and Hospice of Salina – is available at no cost. Seating is limited; for scheduling please call in advance.*  
Ellsworth Public Transportation  
785-472-3032  
Abilene Public Transportation Van  
785-263-7266

## LEGAL SERVICES

Catholic Charities  
<https://ccnks.org/>  
1500 S. 9th  
Salina, KS 67401  
785-825-0208  
*Provide counseling service in individual, marital, family, adoption and crisis pregnancy and to assist with legal immigration documentations.*  
Disabilities Rights Center  
<https://www.drckansas.org/>  
877-776-1541

## Legal Forms

[www.kansasjudicialcouncil.org](http://www.kansasjudicialcouncil.org)  
*Divorce forms for self-represented parties have been approved by the Kansas Supreme Court and a link has been posted on the Legal Forms Page.*

## Kansas Legal Services

1000 Westchester  
Salina, KS 67401  
785-825-8147  
*Family must call the number to apply for services. Help for families experiencing legal issues. To provide civil legal assistance, mediation, and employment training to low income Kansans.*

# COMMUNITY SERVICE AGENCIES

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## 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](http://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](http://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](http://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