



**Bradford-Tioga  
Head Start, Inc**



## Parent Handbook



**5 Riverside Plaza, Blossburg, PA 16912**

**(570)638-1400**

**(570)638-1425 Fax**

[www.bradfordtiogahs.org](http://www.bradfordtiogahs.org) or find us on







**Bradford-Tioga  
Head Start, Inc**



**Bradford-Tioga Head Start, Inc. Parent Handbook**

**Table of Contents**

Welcome, Vision and Mission Statements, and Curriculum .....	2
Typical Day .....	3
Staff Qualifications and Communication.....	4,5
Confidentiality, Non- Discrimination Statement .....	5
Funding, Attendance and Meals .....	6
Food Allergies, Screenings, Inclusive Services.....	7
Positive Guidance and Positive Behavior Interventions and Supports (PBIS).....	8
Health, IHP's, and Skilled Nursing .....	9
Head Lice, Illness, Sunscreen and Child Abuse Reporting.....	10
Photographs/ Videos, Social Media and Transportation .....	11-12
Pedestrian Safety .....	13
Inclement Weather/ Closings and Volunteering.....	14
Moving Away/ Transferring and What to Bring to School .....	15-16
How to support your child's success.....	17
Bradford- Tioga Head Start Inc. Centers/ Contact Information.....	18

## **Welcome to Bradford -Tioga Head Start Inc.**

We are so excited that you have chosen Bradford- Tioga Head Start Inc. to make a difference in your and your family's life. We proudly offer positive learning experiences for you and your child. We recognize that parents are the child's most important teacher and play a key role in their child's school readiness. We encourage families to get involved with their child's education, by volunteering, attending parent meetings and trainings, attending parent- teacher conferences, and actively participating with their child, both at home and at school. Our staff are here to assist you and your child every step of the way.

## **Bradford-Tioga Head Start Inc. Vision Statement**

All families are successful members of the community and every child is ready for school.

## **Bradford-Tioga Head Start Inc. Mission Statement**

Our highly competent staff provides exceptional, educational opportunities and high quality supportive services, which empower children and families to grow and thrive.

## **Bradford-Tioga Head Start Inc. Curriculum**

Bradford- Tioga Head Start Inc. provides a variety of positive learning experiences to support your child's individual development. The well-structured program is built around activities to foster school readiness for children in all developmental areas. The small class size and high staff to children ratio (3:17) gives children many opportunities to work one on one with their teachers.

Our staff help children grow academically and socially in order to prepare them for Kindergarten. We implement the Creative Curriculum for Preschool. Creative Curriculum is a research-based system of learning that focuses on all areas of child development- social/emotional, physical development, math, science, language and literacy. The teachers use their own experiences, as well as the children's interests to adapt the curriculum to meet the needs of their individual students. We believe that social emotional development is the foundation for all learning. Learning about feelings, how to get along with others, becoming more independent and following instructions are a large focus in becoming school ready.

We also believe that children learn through play. Play allows children to learn about the world and themselves. As children play, they learn new skills, develop friendships and test new ideas. Creative Curriculum provides extensive guidance for teachers to ensure that the classroom environment is set up in a way that learning can happen naturally through play. Our play based curriculum offers children many opportunities for positive interactions with other children and adults.

## **Bradford-Tioga Head Start Inc. Typical Day**

Although each classroom has the flexibility to set their own daily schedule and utilize the teaching strategies that are most appropriate for their students, there are certain components and requirements that are common to all classrooms.

- **Large Group Instruction:** Large group is when all children gather together on the carpet. Large group activities include welcome message or song, weather, calendar, story time and literacy activities.
- **Small Group Instruction:** Small Group time is the opportunity for the education staff to work with a smaller amount of children practicing the skills taught in large group and interactive story.
- **Music and Movement:** Music and movement activities include singing, dancing, using instruments, and exercise.
- **Choice Time:** Choice time is an opportunity for children to choose where they would like to play. A variety of interest areas are set up throughout the classroom such as science, library, art, block play and housekeeping.
- **Outside Play/Gross Motor:** Each classroom has access to a playground with age appropriate equipment that allow children to run, jump, climb and play. When the weather does not allow children to play outside, children participate in indoor play to exercise their muscles, called gross motor.
- **Quiet Learning:** Quiet Learning time is a time when children can rest from busy activities from the day. Children may work with puzzles, read books, or play with games, generally, the lights are dim and calming music is played during this time.
- **Individualization:** Teachers provide individualized instruction to every child each week to work on goals that the parent and teacher set for the child.
- **Tooth brushing:** Proper dental hygiene is taught to children and tooth brushing occurs daily.
- **Meals:** Each day your child will receive breakfast/snack and lunch. Children eat family style, learn to set tables, serve themselves and clean up after the meal. The education staff eat with the children and engage in conversations that make meal time a learning experience.

## **Bradford-Tioga Head Inc. Start Staff Qualifications**

All of the teachers employed by Bradford-Tioga Head Start Inc. meet or exceed the educational requirements. All lead teachers have completed coursework in Early Childhood Education. Each year all staff must complete a required number of training hours to ensure that they continue their professional development. All of our staff have experience working with young children.

## **Bradford Tioga Head Start Communication**

Communication between home and school is vital to your child's success. It is important to keep Bradford Tioga Head Start informed of any changes that may affect your child, and ways we may be able to support and assist you.

## **Program Wide Communication**

**The Website:** We have a wonderful website for you to access lots of great information. On our website, you can find information about:

- About Us: Find out about our history and what our program has to offer
- Classrooms: Staff photos, monthly newsletters, menus, activity calendars, and photos of classroom activities
- Early Head Start: Staff photos, newsletters and photos of Early Head Start activities
- Program Calendar: Here you can view the program calendar
- Nutrition: Activities to support health and nutrition, including recipes, and fun physical activities
- Health: Information about the latest updated and current news in Health
- Employment: Current job openings
- Policy Council: Learn about Policy Council and how you can become involved
- School Readiness and PFCE: Learn about our program goals in school readiness and Parent, Family, Community, Engagement and the outcome of how we are doing.
- Volunteer: Here you can learn about volunteering and our Foster Grandparent Program.

To view these items and so much more please visit: [www.bradfordtiogahs.org](http://www.bradfordtiogahs.org)

**School Messenger:** We utilize an electronic messaging system to share important information about program closings, delays, emergency information, and important events. It is important that you ensure we have an accurate phone number so that you can be sure to get these important messages.

**Facebook:** You can follow us on Facebook. Our Facebook page highlights classroom photos, articles, job openings, and important announcements.

## **Classroom Communication/ Specific Child Information**

**Printed Communication:** Monthly newsletters, menus and calendars will be sent home with each student in a printed format. Important reminders may be sent home. It is important to check your child's backpack or folders each day.

**Phone calls:** Staff will call you to discuss important topics such as:

- if your child is sick or if any incidents occur while at school
- to find out reasons for child absences, if you forgot to notify us of his/ her absence.
- to talk with you about your child's success or struggles in the classroom.

**Conferences and Home Visits:** Staff will schedule home visits and conferences with you throughout the school year to discuss your child's progress and development as well as to set goals to support learning.

**Classroom Bulletin Boards:** Each classroom will have a bulletin board with important information for parents; This usually includes the newsletter, calendars, policy council minutes, job openings and important reminders.

## **Confidentiality**

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. Bradford- Tioga Head Start Inc. takes confidentiality very seriously and makes every effort to protect each family's privacy. Communications among staff and parents about children should be kept confidential at all times. We recommend that conversations about a child, behavior, or incident should be conducted in private away from the children and other members of the community. If a parent has a question or concern, we suggest that the parent contact a staff via phone, or in person to schedule a time to discuss.

## **Non- Discrimination Statement**

Bradford Tioga Head Start does not discriminate in their admission policy, meal service, use of facilities, employment or delivery of care. All meals served to children under the Child and Adult Care Food Program are served at no charge regardless of race, color, national origin, sex, religious creed, age, disability, political beliefs or reprisal or retaliation for prior civil rights activity in any program or activity funded by the USDA. Any complaints of discrimination should be submitted in writing to the U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410.

## **Funding**

Bradford-Tioga Head Start Inc. is funded through the Department of Health and Human Services thru the Office of Head Start, the PA Department of Education, and child and Adult Care Food Program (CACFP).

## **Attendance**

Bradford-Tioga Head Start Inc. strives to ensure regular attendance throughout the program. Regular attendance supports our School Readiness and Parent Family Community Engagement goals and outcomes. **Regular attendance is required and makes a great difference in a child's academic and social progress.** Children's potential for growth and development is maximized through participation in a high quality environment. The development of relationships with teachers and peers along with consistent learning experiences that build on each other from day to day experiences come from regular attendance in a preschool setting. Bradford-Tioga Head Start Inc. has an Attendance Policy, which supports parents to ensure the child attends the program on a regular basis and meets at least 85% attendance. We will track your child's attendance, reasons for absences, and if the absences are excused.

Well-documented/ excused absences are defined as absences due to illness, medical/ dental appointments, death, religious/ cultural date, transportation emergency and family trip with prior notice.

In the event of irregular attendance (4 or more consecutive absences or an absence trend), a plan will be developed to support the child's attendance.

We remain sensitive to any special circumstances influencing attendance patterns and will work closely with parents and provide them with the support needed to be successful in keeping their children enrolled in the program.

You can request a copy of the Child Attendance Policy (CAR-150) from Bradford Tioga Head Start Staff.

## **Meals**

Each day your child will receive a nutritious breakfast/snack and lunch. Children eat family style, learn to set tables, serve themselves and clean up after the meal. The education staff eat with the children and engage in conversations that make meal time a learning experience. Children are encouraged but never forced to eat. Food is never used as a reward or punishment.

In order to ensure proper sanitation, food handling, and precautions for food allergies, Bradford-Tioga Head Start Inc. cannot accept any food brought in by a parent or volunteer, whether it be homemade or store bought. The classrooms are required to order meals from the approved vendor for every meal in order to follow regulations of the Child and Adult Care Food Program.



## **Food Allergies**

Please let us know right away if your child has a food allergy. If your child has a food allergy, you need to inform us. Bradford-Tioga Head Start Inc. will create an Individual Health Plan for your child that must be signed by you and your doctor. At your doctor's request, we can make reasonable substitutions to the menu based on your child's allergies.

## **Screenings and Referrals**

Within 45 days of enrollment, all children will be screened to identify concerns regarding a child's developmental, behavioral, motor, language, social, cognitive and emotional skills, as well as, hearing and vision concerns.

Staff will communicate your child's results of screenings and let you know if any follow-up or additional information is needed.

If concerns are found during the screening process, it may be recommended that your child receive a further evaluation. Parental permission will be obtained, before a referral for an additional evaluation is made. We will be a resource and support through the referral process.

## **Inclusive Services**

We believe that all children benefit from learning early in their lives that each person is special, unique, and has important things to share with each of us.

According to the American with Disabilities Act of 1990, all children with disabilities are a regular part of the classroom. If your child has a special need, he or she will participate in all of the classroom experiences.

Sometimes it is necessary to have additional support staff to assist a child with special needs. We make necessary accommodations to support children such as adaptive equipment, supplies, and handicap accessible buses and classrooms.

If your child has an Individualized Education Program (IEP), we will assist to ensure that your child is receiving appropriate services and supports. We will also assist you and your child in their transition to kindergarten, by attending a meeting with the school district to review your child progress, and any necessary modifications to provide a smooth transition to kindergarten.

Information is available to you on your rights as a parent and how to advocate for your child.

## **Positive Guidance**

Bradford-Tioga Head Start, Inc. uses positive discipline techniques to guide and teach children how to be in control of their own behavior and how to problem solve. Young children are in the process of learning acceptable behavior and it is the program's role to support and nurture this developing process. The children are supported and encouraged in their own efforts to learn self-control and to solve problems. The classroom may be a child's first preschool experience and experimentation may occur. Ongoing communication between the parents/ guardian and staff is essential in supporting the child's social and emotional development.

Below is a list of Standard Practices and Resources that support all children in the classroom.

- Staff are trained in developmentally appropriate practices and use several indirect strategies such as classroom arrangement, daily schedules, routines, classroom rules, and lesson plans that support the developmental level of the children.
- Staff provide a positive, nurturing and supportive environment.
- Staff provide consistent rules and routines to help children adjust to the classroom setting.
- Staff use a variety of direct strategies to support children in the classroom such as Teaching Class Rules, Use of Positive Attention, Reinforcement, Conflict Resolution, Warnings, Consequences, Modeling, Redirection, Positive Reminder, Offer Choices, Time Away, and Ignoring.
- Staff continually implement Positive Behavior Intervention Supports (PBIS) to support children. Children are acknowledged in their efforts with positive behavior.

### **Positive Behavior Intervention Support (PBIS)**

PBIS is an approach for supporting the social development in children as well as preventing challenging behaviors. This program is used in the classroom and parents are educated and encouraged to use the strategies in the home as well.

A PBIS Strategy, Head Start Heroes will teach our children and families to be accountable for their actions in a positive way and providing them with the tools they need to be successful.

The children will learn three basic rules to be a Head Start Hero

- Be Safe
- Be Kind
- Be Responsible

Children are reinforced with Stars to put of their hero's cape when they are seen being safe, kind, and responsible in the classroom.

### **Health Services**

Upon enrollment, you will be required to provide documentation of the following health services.

- A current physical examination(within 1 year) that includes a blood lead level and hemoglobin level ( according to the PA EPSDT schedule)
- Up-to-date Immunizations( according to the PA immunization schedule)
- A current dental examination(within 1 year)

Having these services in place will assist staff in best meeting the needs of each child and ensuring their health and safety.

### **Individual Health Plans**

If a child has a health condition (asthma, seizures, or food allergies) that has been diagnosed and documented by a health care provider, he/ she must have an Individual Health Plan (IHP) completed.

An IHP is a step-by-step plan written specifically for each health condition and the steps that must be followed in case of an emergency. The parent / guardian and the child's health care provider must sign an IHP.

The IHP will be kept in a confidential file. All staff in the classroom are aware of all IHP's in case of an emergency. IF your child has a documented food allergy, alternate foods will be provided.

Having an IHP in place prior to your child starting will ensure their health and safety.

### **Skilled Nursing**

Some children enrolled may have health care needs that cannot be met by Bradford Tioga Head Start staff. An agency may provide a nurse, or aide to work with that specific child to provide care. Those services are paid for by the child's medical insurance. We will work with the agency to ensure that care is provided at all times so that the child can fully participate in every aspect of the Head Start Day.

If your child has health care needs that you feel may need the assistance of a nurse, or aide, please talk with your Family Advocate who can assist you in the process.

A full copy of the Skilled Nursing Care/ Aide Policy is available upon request.

### **Head Lice**

Each child is checked for head lice the first day each week that they attend. If lice or nits are found, the parent/ guardian will be notified, and the child will need to be picked up.

A full copy of the Head Lice Policy is available upon request.

### **Child Illness and Exclusion**

When a child arrives to the classroom ill or becomes ill while in attendance, a determination must be made whether the child requires exclusion. If the child does not require immediate medical attention, the Bradford Tioga Head Start staff will determine whether the child can safely attend the program.

A full copy of the Child Exclusion Policy is available upon request.

### **Sunscreen**

Outdoor experiences are a large part of your child's day. Bradford Tioga Head Start provides a broad-spectrum sunscreen to all children before outdoor play. Parental Permission must be granted for staff to apply sunscreen to your child.

If you would prefer to send a different sunscreen, it must be in the original container and labelled with your child's initials.

Please consider having loose fitting clothing, that cover as much skin as possible and a hat labelled with your child's name to limit the amount of exposure to the sun.

A full copy of the Sunscreen Policy is available upon request.

### **Child Abuse Reporting**

Bradford- Tioga Head Start Inc. staff are required to report and cases of suspected or identified child abuse by the Pennsylvania Child Protective Services Law (Act 151, 1994) and Bradford Tioga Head Start Regulations. These reports are made to Childline and may be made to the Protective Services Unit of the local agency for children and youth.

Bradford Tioga Head Start will cooperate fully with Child Protective Services and will not undertake, complete its own investigation, or intervene in cases of suspected child abuse. We will advocate and provide support services to the family when and where appropriate. We will preserve confidentiality of all records pertaining to child abuse in accordance with the state law.

## **Photographs and Videos**

Only cameras provided by the program are allowed to be used for taking pictures of any child during the classroom day. **Personal cameras including cell phones are not allowed due to safety concerns.**

Each parent will sign the Permission to Photograph statement on the permission form when the child is enrolled.

Each parent/guardian will respect and understand that taking photos or videos could jeopardize a child or family's wishes and/or safety to be photographed or videoed, since we do not have permission to photograph or videotape all children.

## **Social Media**

Bradford-Tioga Head Start, Inc. wants to ensure that the use of all social media platforms, during work time and non-work time, respects and protects the privacy and safety of the program's employees and the families we serve and to guarantee compliance with legal restrictions and confidentiality agreements.

Many of our staff and parents use social media such as Facebook to keep in touch with family and friends. We would prefer that, the relationship between staff and parents is kept on a professional level while your child is enrolled in our program.

Bradford Tioga Head Start, Inc. strongly discourages staff from responding to "friend" requests from currently enrolled families to ensure a professional relationship is maintained throughout the service period. Please remember that the information that is posted on social media is not private and can often be viewed by anyone who logs onto your page.

## **Transportation**

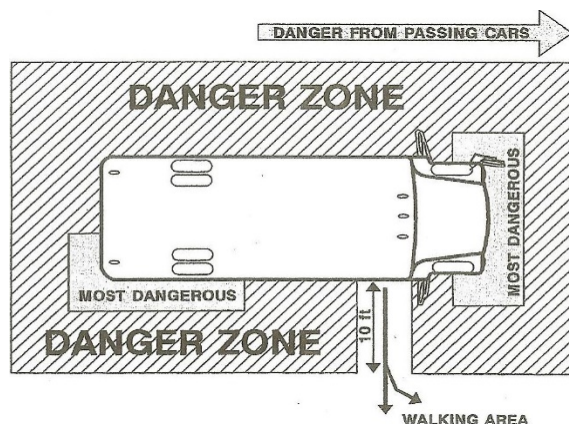
Transportation to the classroom may be done in two different ways.

**Self- Transportation:** You or your designated emergency contact person may transport your child to and from the classroom. Please bring and pick up your child at designated times. It is important that you adhere to the classroom times as closely as possible so that we can maintain our classroom schedule. To ensure the safety of your child, you must escort your child into the building and give your child to a staff member.

**Bus Transportation:** The bus may pick up and deliver your child at a designated location. Not all of our classrooms have busses; Staff will let you know if your classroom has a bus. The bus is staffed with a Driver as well as a Bus Monitor to ensure your child's safety. All buses are equipped with five star safety restraints.

- **Routes** are established at the beginning of the year. It may take 1-2 weeks until bus times are finalized. Buses try their best to maintain the schedule.
- **Pick up Process**
  - Please be ready and waiting for the bus.
  - Wait for the bus at least 10 feet from the road and hold your child's hand.
  - If you have driven to the pick-up location, please remain in your car until the bus arrives.
  - Wait for the bus doors to open before approaching the bus.
  - Hand your child to the Bus Monitor. We ask that parents not board the bus with their child
  - Do not move your vehicle from the parking area until the bus has pulled away.
- **Drop off by a bus**
  - Please be ready and waiting for the bus.
  - Wait for the bus at least 10 feet from the road.
  - Wait for the bus doors to open before moving towards the bus.
  - Please take your child's hand as they exit the bus. Remain holding your child's hand until you are a safe distance from traffic.
  - Do not move your vehicle from the parking area until the bus has pulled away.
  -
- **Emergency Contacts**
  - We understand that there will be times that you may not be available to pick up your child. It is important that Staff know whom we can release your child to. **These persons must be listed on the Emergency Card** as an "acceptable person" and they may be asked for identification if a staff member is unfamiliar with them. **If a person comes to pick up your child and they are not listed on the Emergency Card, your child will not be released to them.**
  - If no one is at the designated spot for your child, a staff member will contact the primary parent or guardian to pick up the child. The Driver will continue the rest of the route. When the route is completed, the Driver will go back to the designated location, the classroom, or to an acceptable person's home if it is within the area. The Driver will only release the child to a parent/ guardian, acceptable person from the emergency card, or to Staff.

- **Safe Zones:** Please review the diagram below to learn about danger and safe zones of the bus.



### **Pedestrian Safety**

Your child's safety is our utmost concern. We want your child to be safe when walking and playing in their community. Adult supervision is necessary to avoid injury, harm or death. Please review the following with your child to help us keep them safe:

- Do not cross the street alone. It is best to hold an Adult's hand to cross a street.
- Stop at the curb and look both ways before crossing the street.
- Walk; do not run, across the street.
- Always cross at corners using crosswalks and following traffic signals.
- If you are walking, make sure to walk facing traffic.
- Make sure drivers see you before crossing in front of them.
- Do not play in driveways, streets, parking lots or unfenced yard by the street.
- Wear white clothing with reflectors if walking at night.
- Always cross at least 10 feet in front of a bus.
- Review traffic signs and their meaning.

When walking with your child, be sure to talk with them about pedestrian safety. It is important for you to be aware of your surroundings and display and practice pedestrian safety. Always set a good example for your child.

## **Inclement Weather, Closing, and Make up Days**

You will be given a program calendar. The program calendar will list days in session as well as make up days. Please keep in mind that your child's safety is our utmost concern during inclement weather.

- If the local school district is closed due to the weather your classroom will also be closed.
- If the local school district is delayed or dismisses early due to weather your classroom will be affected.
- The classroom may have to close when the district is not closed due to specific facility issues or safety concerns.

You will be notified of all closings, delays, or early dismissals through School Messenger, our electronic parent notification system. You may also listen to your local radio or television for closings, delays and early dismissals.

If the Classroom is closed, a make-up day will be scheduled. Staff will inform you of the make up day through written communication in advance

## **Volunteers**

A volunteer is a parent, community person, or organization who donates their time, mileage, and or services. For every \$4 federal dollars that is given, we must match \$1 through donations. Your time as a volunteer can help us meet that goal.

We encourage you to volunteer in the classroom if you are able. Your presence in the classroom will help staff give individual attention to each child. Preschool children are learning so much, and changing so fast! It is an exciting and rewarding time to be involved in their rapid development helping them learn and grow.

To ensure your child's safety, children will never be left alone with volunteers; Only Staff should open the secured entry doors to the classroom.

### **Ways that you can volunteer:**

- Assisting with classroom activities
- Attending Policy Council Meetings
- Attending Parent Activity Days
- Helping with special Classroom Projects
- Cutting out Materials
- Reading to Children at home or the classroom
- Cleaning the classroom toys
- Assisting on a field trip



### **Ways to be successful volunteer:**

- Have fun and play with the children
- Be friendly; listen and talk to the children; ask questions to encourage conversation
- Get on their level; sit on the carpet or at the tables, do not be afraid to join in
- Encourage children to do things on their own, be there to offer help
- Wear appropriate clothing
- Remember you are a role model. Model Healthy Habits ( handwashing, healthy eating), Model kindness and positive attitude
- Offer praise and encouragement
- Tell your child ahead of time that you are coming to volunteer- Sometimes your child will act differently when you are present. Allow the teacher to handle any behaviors.
- Remember that children learn through doing, asking questions, playing and experimenting
- Ask Staff how you can help, and be ready to follow directions
- Find out what to do in an Emergency
- Keep everything you hear and see confidential

### **Please Avoid the Following while Volunteering**

- Avoid visiting with staff and other volunteers
- Avoid talking about children
- Avoid comparing children
- Never discipline a child, even your own. It is the role of Bradford Tioga Head Start staff to provide support and guidance.
- Avoid use of your cell phone.
- Avoid coming to the center if you are ill.
- Avoid bringing younger or older siblings. This way you can devote time specifically to the children enrolled in the classroom.
- Sites are tobacco free. You may not use tobacco products or electronic cigarettes, in or on the grounds, including outdoor areas.

## **Moving Away or Transferring to another Center**

If you must move during the school year. Please contact your Family Advocate, as soon as possible. We may be able to help find you another Center near your new home.

If there is an opening at the classroom that you are moving to, your child will be able to transfer. If there are no openings, a new application will be completed and your child can be placed on the Wait List for that location.

If your child is moving from one classroom to another classroom, your child's file and all of their information will go to your child's new teacher.

If you are transferring to another Early Childhood Program, We can provide you copies of items in your child's file upon written request.

## **What to Bring to School**

**Dress:** Please remember to label each item that your child brings to school.

- Your child should be dressed for active play. We do not want your child's creativity to be dampened because they are wearing clothes that should not get dirty.
- Your child should wear sturdy protective shoes. Sneakers are the safest form of footwear for the active play that happens.
- Your child will go outside most days, so please dress appropriately for the weather.
- In the winter, hats, mittens, and coats are needed every day. Snow pants and boots are important if there is snow on the ground.

**Extra Clothes:** Accidents happen often with young children. Please send in a complete change of clothing including socks and underwear to be kept at the classroom. We also ask that you send a sweatshirt or sweater that can be kept at the classroom in case your child gets chilly. **Please mark this clothing with your child's name or initials.**

**Photos:** Some children have a hard time transitioning to the classroom. Sometimes it is helpful to have a family photo that they can carry along with them throughout the day. We encourage you to send in a photo that can be kept at the classroom.

**Backpack:** A backpack is not required for your child, but it may be helpful to transport your child's belongings to and from the center.

## **What NOT to Bring to School**

**Toys and personal items:** We ask that your child not bring toys, electronic devices, foods or personal items such as blankets to the classroom. Our classrooms are full of all of the toys and items that your child will need. If your child does bring these types of items, we will instruct them to leave it in their backpack or cubby.

**Food:** In order to ensure proper sanitation, food handling, and precautions for food allergies, Bradford- Tioga Head Start Inc. cannot accept any food brought in by a parent or volunteer, whether it be homemade or store bought. Please do not send food or drinks with your child.

## **How to Support your child's Success**

**Ready to Learn:** Be sure your child is ready for each school day. You can help your child to be ready to learn by:

- Getting enough sleep: Preschool children require 10-12 hours of sleep each night.
- Keep a routine: We know it is challenging but keeping a routine will help your child know what to expect each day. Please do your best to arrive at school on time.
- Maintain Healthy Habits: Eating healthy foods, bathing, and going to the doctor will help your child stay healthy and focused on learning.
- Come to school: Regular attendance is very important. Your child will learn more and feel a strong sense of belonging by attending every scheduled school day.
- Communication: Tell staff about special or unusual events at home such as birth of a new baby, major family illness or deaths. Our staff will help you and your child through these life events.
- Medications and Health: It is important to let staff know if your child is on a medication and or is having health issues. Staff can observe for side effects or changes in your child's behavior.

## **Closing**

Thank you for choosing Bradford-Tioga Head Start Inc. If you have any questions about any of the information in the Parent Handbook, or have questions and concerns throughout the year, please reach out to us.

**Bradford-Tioga Head Start Inc. Contact Information**

<b>Location</b>	<b>Address</b>	<b>Contact Number</b>
Bradford-Tioga Head Start Inc. Central Office	5 Riverside Plaza, Blossburg, PA 16912	570-638-1400
Athens 1, 2 Head Start	116 Walnut St., Athens, PA 18810	570-888-2370
Athens 3 Head Start Lynch Bustin Elementary,	253 Pennsylvania Avenue, Athens, PA 18810	570-882-6272
Blossburg 1 Head Start	228 Main Street, Blossburg, PA 16912	570-638-1415
Blossburg 2 Head Start Blossburg Elementary	133 Hannibal St Blossburg, PA 16912	570-635-2146 ext. 2
Canton Head Start	Gleckner Building, 125 Sullivan St, Canton, PA 17724	570-673-8298
Canton 2 Head Start Canton Elementary	545 East Main St Canton, PA 17724	570-673-5078
East Smithfield Head Start, SRU Elementary School	3 Church Street, East Smithfield PA 18817	570-882-6271
Elkland 1,2 Head Start	117 Court Ave, Elkland, PA 16920	814-258-7490
Mansfield Head Start, W.L. Miller Elementary School	Dorsett Drive, Mansfield, PA 16933	570-513-0895
Rome 1, 2 Head Start	1355 Main St., Rome PA 18837	570-247-0110
Troy 1,2 Head Start	141-143 Canton St, Troy, PA 16947	570-297-4300
Wellsboro Head Start	29 East Ave, Wellsboro, PA 16901	570-724-5290
Wyalusing Head Start, Wyalusing Valley Elementary	11450 Wyalusing New Albany Rd, Wyalusing, PA 18853	570-746-1807