



**Newark Preschool Council, Inc.
Head Start Program**

**HEAD START
PARENT MANUAL
Revised 2011-2012**

OFF TO A GOOD START



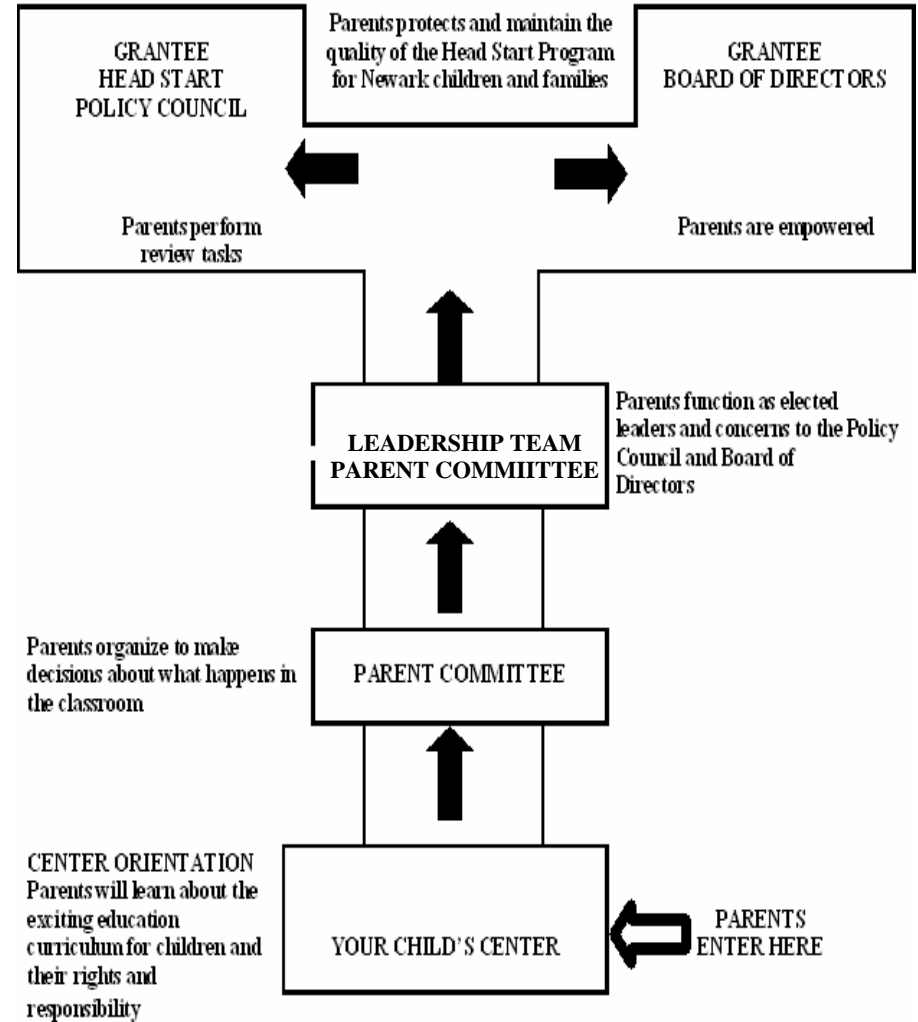
*Jacqueline P. Crawford, Executive Director
Patrick Council, President, Board of Directors
Haneefah Webster, Chairperson, Policy Council*

Preparing Children and Families for Tomorrow . . . Today!

Ten Park Place, Fourth Floor • Newark, New Jersey 07102 • (973) 848-5000 • Fax (973) 621-6051 • www.newarkpreschool.org



The Decision – Making Structure at a Glance



MANAGEMENT STAFF DIRECTORY

Jacqueline P. Crawford
Executive Director (973) 848-5001

Susan Chaberski
Finance Director (973) 848-5017

Gina Berry
Director of Management Information Systems.....(973) 848-5070

Carolyn Brown
Director of Functional Area Services (973) 848-5081

James Nolley
Human Resources Director (973) 848-5007

Samuel Richardson
Director of Facilities..... (973) 848-5038

Jacqueline Rosario
Director of Even Start (973) 848-5071

Celeste F. Thatcher
Director of Center Operations..... (973) 848-5108

Evelyn Bruington
Parent Involvement Manager.....(973) 848-5047

Velda Font-Morris
Health Department Manager..... (973) 848-5066

Paula Johnson-Case
Education Manager..... (973) 848-5041

Joan Martin
Nutrition Manager..... (973) 848-5057

Iris Done-Perez
Social Services Manager..... (973) 848-5042

Earnestine Simpson
Special Services Manager (973) 848-5089



TABLE OF CONTENTS

A Message to the Parents 2

Mission Statement and Goals 3

Program Description 4

Licensing 4

Parent and Community
 Concerns/Complaints Procedure 5

Parent Code of Conduct 6

Information for Parent 7-8

Inclement Weather Conditions 9

Volunteer Pledge of Commitment
 & Statement of Confidentiality 10

Head Start Vision of Parent Involvement 11

Head Start Functional Areas 12-14

Staff You Should Know 15

Newark Preschool Council Center Head Start Locations 16

Leadership Teams 17-21

Head Start Child Care Collaboration-Partnerships 22-23

Management Staff Directory 24

The Decision-Making Structure at a Glance 25

A Message to the Parents.....

Welcome Parents!

The Newark Preschool Council, Inc. Head Start Program welcomes you and your child to an exciting year of the Head Start experience. Our dedicated staff, Board Members, Policy Council Members and loyal volunteers work tirelessly to provide a quality program for our children and families all year round.

Head Start is a comprehensive program developed over 45 years ago that serves children from birth to five years old. The program is unique because it recognizes and appreciates the importance of you the parent in every aspect of our operation. We realize that the learning experience is not limited to the classroom but starts and continues in the home. Head Start services are family-centered and offer family members opportunities for growth and development in various areas through “active participation”. Parent Involvement plays a vitally important role in the success of our preschool program and we encourage your participation. As parent volunteers and policy makers, you will have the opportunity to plan, evaluate, and contribute to the education of your child and all the children of this agency.

This *Parent Manual* is designed to provide you with an overview of the operation of our agency and specific information about the preschool program and family services. Our organizational structure operates in accordance with Federal Head Start Performance Standards and Regulations which are designated by three functional areas. The functional areas are (1) Early Childhood Education and Health Services which include education, health, nutrition and special services (2) Family and Community Partnership which includes social services, parent involvement and adult education, and (3) Program Design and Management which includes personnel, fiscal, administrative, governance and facilities. (The functional areas will be reviewed in detail in another section of the Parent Manual).

We look forward to the opportunity to work with you to make your child’s experience a great one. We invite your comments and support as we move forward in “Preparing our children and families for tomorrow, today”.

Staff of Newark Preschool Council, Inc.

HEAD START CHILD CARE COLLABORATION—PARTNERSHIPS *(continued)*

NCC-Community Hills
85 Irvine Turner Blvd.
Newark, New Jersey 07103

NCC-Harmony House
278 South Orange Avenue
Newark, New Jersey 07103

Page Academy
530 Central Avenue
Newark, New Jersey 07107

Shiloh Rainbow Academy
110 Davenport Avenue
Newark, New Jersey 07107

West Ward Cultural Center, Inc.
107 Roseville Avenue
Newark, New Jersey 07107

WISOMMM, Holistic Childcare Center, Inc.
15 James Street
Newark, New Jersey 07102

NPC/NPS WRAP AROUND SITES

Clinton Avenue School
Cleveland Street School
McKinley School
Sandra Olszak
Education Supervisor

Infant-Toddler Center
Central High School
100 Summit Street
Newark, New Jersey 07103
Maria Stephen, Center Manager
(973) 424-1112

HEAD START CHILD CARE COLLABORATION—PARTNERSHIPS



In an effort to provide Head Start services to all of Newark's eligible children, Newark Preschool Council collaborates with 11 child care agencies in 14 sites/locations.

Children and families enrolled in these partnering centers will receive the full array of Head Start benefits and experiences.

Brighter Tomorrow Children's Academy I

796 South Orange Avenue
Newark, New Jersey 07106

Brighter Tomorrow Children's Academy II

578-582 Market Street
Newark, New Jersey 07102

First Steps Services for Children

15 South 9th Street
Newark, New Jersey 07107

Full Gospel Christian Academy

531-33 South Orange Avenue
Newark, New Jersey 07103

Greater Mt. Moriah Christian Education Academy

202 Clinton Avenue
Newark, New Jersey 07108

La Casa De Don Pedro I Day Care Center

75 Park Avenue
Newark, New Jersey 07104

La Casa De Don Pedro II Day Care Center

39 Broadway
Newark, New Jersey 07104

La Casa De Don Pedro III Day Care Center

202-216 First Street
Newark, New Jersey 07107

Newark Preschool Council, Inc. Head Start Program

Head Start Parent Manual 2010-2011

Mission Statement

The mission of Newark Preschool Council is to prepare our children to enter kindergarten ready to learn and ready to read.

Goals

- To provide quality Early Childhood Education
- To employ skilled, professional staff
- To achieve full enrollment in all of our centers
- To offer comprehensive support services for parents, children, and the community we serve



PROGRAM DESCRIPTION

The Newark Preschool Council, Inc. (NPC) Head Start Program is an educational program which is federally funded to provide comprehensive services to families in Newark with three and four-year old children. The Head Start Program is designed to improve the quality of family life, and help children develop to their fullest potential.

Instituted in 1965, Newark Preschool Council, Inc. Head Start Program became an independent grantee in 1982 with its own administrative structure. Newark Preschool Council has been able to meet the challenges it confronts today while broadening its services to children and families and fulfilling the dreams of its founders to give Newark's children and families a healthy start in life.

Newark Preschool Council, Inc. Head Start Program forty-six years later is a living monument to the foresight and determination of a group of community leaders and parents who dreamed of helping Newark's children get a head start in life by involving their families in the early childhood educational process.

The program is currently funded to serve approximately 2,593 Head Start/ Early Head children; including Child Care Partners. Services are provided in approximately 160 Head Start classrooms located in Newark's Central, South, East, North, and West Wards.

Some 750 staff members of diverse backgrounds in the fields of education, social work, mental health, special education, counseling and management are employed at NPC. Community residents with specific interests are provided the opportunity for on-the-job training as volunteers. In addition, college students and other professionals provide assistance to the program.

A self-assessment of the program is conducted annually by parents/guardians, Policy Council, staff, community members, and consultants. This annual evaluation is very important to ensure that Newark Preschool Council is following the guidelines set forth in the Federal Head Start Performance Standards. Training is conducted for all participants prior to the self-assessment.

LICENSING

Newark Preschool Council's centers are licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services (DYFS) pursuant to State Law (N.J.S.A. 30: 5B to 15).

Newark Preschool Council's Central Office is located at 10 Park Place, Newark, NJ, 4th Fl. It is open Monday through Friday from 8:30 - 4:00 PM.

LEADERSHIP TEAM IX

Delores Towe, Center Manager
(973) 497-7074

Centers

Sharpe James I-IV
221-223 Broad Street
Newark, New Jersey 07104

Mt. Zion
208 Broadway
Newark, New Jersey 07104

Alma Vincent, Center Manager
(973) 481-3632

Centers

Nazarene I & II
856 Mt. Prospect Avenue
Newark, New Jersey 07104

Broadway Mini Mall I-III
724 Broadway
Newark, New Jersey 07104

LEADERSHIP TEAM X

Henry Ibarra, Center Manager
(862) 279-4007

Centers

St. Francis I-X
87-89 Francis Street
Newark, New Jersey 07105

Hyatt Court
2 Roanoke Court
Newark, New Jersey 07105

Sandra McKnight, Acting Center Manager
(973) 589-8792

Center

Terrell Homes
14 Riverview Court
Newark, New Jersey 07105

LEADERSHIP TEAM XI

Nicolle Harris, Center Director
(862) 520-2647

Center

Early Head Start at Bakery Village
490 West 4th Avenue
Newark, New Jersey 07107

LEADERSHIP TEAM VII
Cheryl Mack, Center Manager
(973) 484-5430

Centers
Newark Preschool Academy I-VIII
201 First Street
Newark, New Jersey 07107

Pennington Court
173 Pennington Court
Newark, New Jersey 07105

Avril Atwell, Center Manager
(973) 824-3744

Centers
444 Central Avenue I-III
Newark, New Jersey 07103

Trinity Baptist I-III
400 South 12th Street
Newark, New Jersey 07103

LEADERSHIP TEAM VIII
Mary Goglia-Vitaletti
(973) 848-0050

Centers
45 Elizabeth Avenue
Newark, New Jersey 07103

St. Luke I & II
146 Clinton Avenue
Newark, New Jersey 07114

Michelle Coleman, Center Manger
(973) 817-8529

Centers
Elm Street I & II
182 Van Buren Street
Newark, New Jersey 07105

St. Stephan's I & II
Ferry Street & Wilson Avenue
Newark, New Jersey 07105

PARENT AND COMMUNITY CONCERNS/COMPLAINTS PROCEDURE

Newark Preschool Council, Inc. provides a procedure by which parents with children enrolled in Head Start can address matters of concern, particularly in areas related to policy and conduct of classroom and center staff.

1. First, the parent/guardian(s) must bring the points of issue to the attention of the classroom teacher. If the parent/guardian seeks additional clarification of the resolution, the matter should then be discussed with the Center Manager. It is anticipated that the Center Manager will clarify, rectify, or resolve most situations.
2. If the parent/guardian(s) find these preliminary steps unsatisfactory, a meeting may be requested with the Director of Center Operations.
3. If resolution of the concerns/complaints is still not satisfactory, the office of the Executive Director can be petitioned for a meeting.
4. If further resolution is required, the final step would be a hearing before the Head Start Policy Council, which makes the policy for the program. This hearing may be arranged by contacting the Board of Directors/Policy Council Secretary at Newark Preschool Council, Inc., Head Start Program, 10 Park Place – 4th Floor, Newark, NJ 07102 or by calling (973) 848-5003



DISCIPLINE POLICY

Newark Preschool Council staff and volunteers will use positive methods of child guidance and do not engage in corporal punishment, emotional and physical abuse, or humiliation. In addition, they will not use methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

PARENT CODE OF CONDUCT

As a parent/guardian of a child enrolled in Newark Preschool Council, Inc., I agree to abide by the following rules and guidelines listed below:

I will always set a good example especially while visiting in my child's classroom.

I will abide by the daily schedule for bringing and picking up my child from school.

If for any reason, my child is unable to attend school, I will notify staff by telephone by 9:00 am.

I will review the Lesson Plan Book, speak with my child's teacher on a regular basis to keep abreast of the curriculum provided, and I will attend Center Parent Meetings.

I will follow the written procedure for:

Complaints, classroom or program concerns.

Requesting conferences with teachers or appropriate Administrator or other staff members.

I will make sure that I notify staff, if I move, my telephone number changes or my emergency numbers) changes.

I will never become loud and use inappropriate language in my child's classroom. I will treat all staff and other parents with courtesy and respect. I will not curse or threaten staff or other parents.

I understand that all decisions regarding services for my child will be a collaborative effort between school personnel and myself.

I will become involved in my child's school life.

When working as a classroom volunteer, I will provide attention and care for all classroom children.

I agree to comply with the Parent's Code of Conduct to the best of my ability:

LEADERSHIP TEAM V

Phyllis Anderson, Center Manager

(973) 372-2474

Centers

Stuyvesant I-IV

63-65 Stuyvesant Avenue
Newark, New Jersey 07106

Unified Vailsburg I & II
1044 South Orange Avenue
Newark, New Jersey 07106

Peace Anyaocha, Center Manager

(973) 416-1802

Centers

Judith Diggs I-IV

302-310 16th Avenue
Newark, New Jersey 07107

Providence I & II
469 South 17th Street
Newark, New Jersey 07103

LEADERSHIP TEAM VI

Tracy Jones, Center Manager

(973) 623-6425

Centers

Queen of Angels I-VI
44 Irvine Turner Boulevard
Newark, New Jersey 07102

Roseville Presbyterian I & II
36 Roseville Avenue
Newark, New Jersey 07107

Kimberly Ellis, Center Manager

(973) 642-2282

Centers

Telephone Heights I-IV
176 Avon Avenue
Newark, New Jersey 07108

Edna R. Thomas I-III
423-437 South 15th Street
Newark, New Jersey 07103

INFORMATION FOR PARENTS

LEADERSHIP TEAM III

Nellie Williams, Center Manager
(973) 824-4906

Centers

177 Central Avenue I-VI
Newark, New Jersey 07103

E.T. Bowser I & II
207 Irvine Turner Blvd.
Newark, New Jersey 07108

Fernetta Terry, Center Manager
(973) 621-6944

Centers

Metropolitan I-V
149 Springfield Avenue
Newark, New Jersey 07102

Mt. Pleasant I-II
100 Montgomery Street
Newark, New Jersey 07103

LEADERSHIP TEAM IV

Wanda Medina, Center Manager
(973) 482-7354

Centers

Audrey West I-IV
168-174 Roseville Avenue
Newark, New Jersey 07107

Our Savior I & II
542 North 7th Street
Newark, New Jersey 07107

Center Manager -Vacancy

Centers

Redeemer I & II
664 Broadway
Newark, New Jersey 07104

St. Lucy's I-III
106 7th Avenue
Newark, New Jersey 07107

HOURS OF OPERATION

All centers are open Monday – Friday. Hours of operation are specific to center and classrooms as noted below:

8:00 AM—9:00 AM—Early Wrap Around
8:30 AM—3:30 PM—Head Start Hours
3:00 PM—4:30 PM—Late Wrap Around
9:00 AM—3:00 PM—Abbott Hours

PARENTS AND VOLUNTEERS IN THE CLASSROOMS

All centers provide parents of children enrolled, the opportunity to participate in classroom activities. To participate, parents should express their interest with the classroom Teacher or Center Manager. The Parent Coordinator offers additional activities for parents such as: workshops, trips and trainings. We welcome the presence of parents in the classroom, provided it does not interfere with the class schedule. For more information on Parent Involvement contact Evelyn Bruington, Parent Involvement Manager at (973) 848-5047.

SHEETS AND BLANKETS

Parents are expected to provide a sheet and blanket for naptime, which is due on the first day of school. These items will be returned to you weekly (Friday) for cleaning and returned to school on Monday morning.

TRANSPORTATION

Transportation is provided to children based on need. Children with disabilities will receive priority for transportation services. Parents of bused children will receive a special orientation and a manual of busing regulations and procedures.

NOTIFICATION OF CHANGE

Notify the family worker or the classroom teacher **IMMEDIATELY** if there are any changes in:

- address
- home telephone number
- place of employment
- daily escort
- emergency telephone number
- non-custodial contacts

CLOTHING

Comfortable play clothes that children can remove and get into easily are best for wear in the classroom. Please ensure that your child has a change of clothing at all times at school. Soiled clothing will be sent home as needed. Write your child's name on all clothing sent to the classroom.

INFORMATION FOR PARENTS

UNIFORMS

A sample of agency uniforms will be located at your child's center. Check with your parent coordinator for a copy of the **Uniform Policy**, discount information, and locations of providers. You may purchase at any location listed with Newark Preschool Council. Emblems may be purchased separately at these location, "WE BEE KIDS, located at 311 Ferry Street & 126 Broad St, Elizabeth" and "UNIFORMITY, located at 768 Broad Street, Newark" at a low cost;. Children will wear uniforms daily.

SHOE SAFETY

To avoid falls and scraped knees, slick soled shoes, cowboy boots and party shoes are discouraged. Please make sure your child wears shoes with rubber soles and toes covered for protection.

ATTENDANCE POLICY

Children must attend school every day, to receive the full benefit of the program. The center must be notified immediately, if your child is going to be out. The center must have three (3) emergency telephone numbers for your child. Should any of these contact numbers change, you must notify the teacher immediately. Any absence of three (3) days or more requires a physician note upon return. Exceptions are death in the family and family situations

You will be contacted by the family worker on attendance issues with an aim to resolve the problem. Continued poor attendance may result in children being withdrawn from the program for unexcused absences.

RELEASE OF CHILDREN

You must submit the name of any persons you authorized to pick up your child in the event that you cannot do so. The escort must sign the Escort Book when the child arrives and/or departs from the center.

LATE POLICY

Children are to be picked up promptly at the close of the classroom session. Failure to comply with this provision may force the agency to report the situation to the Division of Youth and Family Services. As required of schools by DYFS. In addition, a mandatory conference with the Center Social Worker will be required.

FIELD TRIPS

Classes take field trips at least twice a year. Children must have a signed permission slip from parents in order to participate in a trip, prior to the event.

LEADERSHIP TEAMS

LEADERSHIP TEAM I

Diane Bernstein, Center Manager
(973) 282-0648

Centers

Alberta Bey I & II
300 Chancellor Avenue
Newark, New Jersey 07112

Greater Abyssinian I & II
88 Lyons Avenue
Newark, New Jersey 07112

Madison Frazier, Center Manager
(973) 824-4940

Centers

Mt. Calvary I & II
231-251 Seymour Avenue
Newark, New Jersey 07108

Zion Hill I & II
152 Osborne Terrace
Newark, New Jersey 07112

LEADERSHIP TEAM II

Roberta Bernhard, Center Manager
(973) 926-6030

Centers

IGA I & II
94-104 Maple Avenue
Newark, New Jersey 07112

Henrietta King
936 Bergen Street
Newark, New Jersey 07112

Nancy Horton, Center Manager
(973) 802-1354

Centers

Carmel Towers I & II
440 Elizabeth Avenue
Newark, New Jersey 07112

St. Thomas I & II
34 Ludlow Street
Newark, New Jersey 07114

HEAD START LOCATIONS



Your Head Start Center is:

Name: _____

Address: _____

Phone: _____

Your child's classroom hours are:

Time: _____

Your center is part of Leadership Team #: _____

Telephone # of the Center Manager's Office: _____

PARENT TEACHER CONFERENCES

Parent/Teacher conferences are held twice a year in January and May to discuss your child's progress in the program. Moreover, NPC has an open door policy whereby you are always welcome to visit the classroom and talk to the teacher.

INCLEMENT WEATHER CONDITIONS

In the event it becomes necessary to close schools or to delay their opening, announcements of these closings and delays will be broadcasted between 6:00 a.m. and 9:00 a.m. on local radio and TV stations in our area. Parents, students and staff are advised to listen for these announcements on the following radio and TV stations:

Newark Preschool Council will follow the closing of school for the Newark Public Schools as it relates to inclement weather.

Fox 5 News (Channel 5)

News 12 New Jersey (Channel 12 – Cable T.V.)

and

WCBS 880 AM (880 on your AM dial)

Monday – Fridays at 5:20 a.m. and 8:20 a.m.

In addition, school closing will also be posted on their website at:

www.cbs880.com.

In the event the inclement weather develops after school opens, a determination will be made as early as possible regarding an early dismissal.

When there is a delayed opening, we will proceed in the following manner:

- Schools will open at 10:00 AM
- Breakfast will not be served.
- Schools will close at the regularly scheduled closing time.
- All school trips activities will be cancelled.
- All after school programs will be held as scheduled.

Transported special needs students should expect the buses to arrive between 1 and 1 ½ hours later than their normal pick-up time.

If a site must close because of other emergencies (flooding, fire, lack of heat), you will be notified as soon as possible so that you may make arrangements to pick up your child from the site.

**VOLUNTEER PLEDGE OF COMMITMENT
&
STATEMENT OF CONFIDENTIALITY**

WE NEED YOUR COMMITMENT!

I, _____ MAKE A SOLID AND FIRM COMMITMENT TO VOLUNTEER IN ALL ASPECTS OF THE NEWARK PRESCHOOL COUNCIL PROGRAM DURING THE SCHOOL YEAR 2010-2011.

THIS COMMITMENT IS MADE WITH THE UNDERSTANDING THAT MY INVOLVEMENT IS VOLUNTARY AND NOT REQUESTED TO ENSURE THE ENROLLMENT OF MY CHILD.

AS A VOLUNTEER OF THE NEWARK PRESCHOOL COUNCIL, INC., HEAD START PROGRAM, I HEREBY AGREE TO COMPLY WITH THE PROGRAM'S POLICY OF CONFIDENTIALITY. I HAVE READ THIS POLICY AND UNDERSTAND ITS CONTENTS.

STAFF YOU SHOULD KNOW



The people working in the classroom with your child are:

Teacher: _____

Teacher Assistant: _____

Part-time Teacher Assistant: _____

Food Service Worker: _____

The staff responsible for the supervision of your Leadership Team are:

Center Manager: _____

Social Worker: _____

Parent Coordinator: _____

Nurse/Health Assistant: _____

Family Worker: _____

Besides these, there are other staff members who will work with you and your child. Specialized consultants – including Mental Health consultants can also provide specific services based upon individual needs.

HEAD START FUNCTIONAL AREAS

Social Services Cont.

- Guide and assist families to access community services and resources to enhance to meet their needs, enhances their skills, and achieve family development goals.

Parent Involvement

In order to have a successful Head Start program, we must have parent involvement. Head Start offers many ways for parents to participate.

- Ongoing opportunities for parents to be involved in their child's educational activities.
- Ongoing encouragement and opportunities for parents to participate with their children in group activities.
- Collaboration with community agencies to provide monthly parent meetings/workshops.
- Training and development of parent leaders to make decisions on policy making and operations within the Newark Preschool Council.
- Parenting Skills classes: "Looking at Life", "EPIC", Exploring Parenting", "Incredible Years Parenting Program," and Literacy.
- Various support groups.

It is important that parents attend center meetings to stay informed, to know what their child does at school and to help make decisions!

EVEN START FAMILY LITERACY PROGRAM

Provides instruction to NPC Head Start Program Families, who qualify, in the following areas:

- English as a second language
- Computer Literacy
- Parenting Education
- Parent Interactive Literacy
- GED Preparation
- Job Training

The program also provides at-risk families with home-based support and case management services. Please contact your Family Worker or Parent Coordinator for enrollment in the Even Start Family Literacy Program.

PROGRAM DESIGN AND MANAGEMENT

Administration

- Supervise and monitor total program operation.
- Prepare Head Start grant application and budget.
- Ensure safe facilities, proper insurances, etc.
- Provide public relations for program.
- Provide computer information systems and support to program operation.

THE HEAD START VISION OF PARENT INVOLVEMENT

Head Start's vision of parent involvement is to create and sustain an environment of partnership and collaboration across all elements of the Head Start Program which:

- Support parents as primary educators, nurturers and advocates.
- Assure that every parent has an opportunity for significant experience in Head Start.
- Assure the policy-making role of parents, which is the foundation of Head Start's unique success.

Our Parent Coordinators work diligently with the entire Head Start staff and community agencies to offer parents many opportunities to:

- Volunteer/assist in the educational experiences of their children.
- Increase their leadership/advocacy skills.
- Attend training workshops on program governance and procedure, as well as officer and budget training.
- Receive information on program updates and share in the decision-making process.
- Enhance parenting skills, knowledge and understanding of educational and developmental needs of their children, and share concerns about their children with program staff.
- Participate in family literacy services provided by Newark Preschool Council, Inc. or through referrals.



HEAD START FUNCTIONAL AREAS

The Newark Preschool Council's program consists of functional areas that provide many services for children as well as their families. Some of the services are as follows:

EARLY CHILDHOOD EDUCATION AND HEALTH SERVICES

Education

- Foster socialization by providing a variety of small- and large- group interactions.
- Instill self-worth and self-pride in children and an appreciation of their culture.
- Create a learning environment, inviting children to explore and experiment with hands-on materials.
- Plan daily group and individual activities that support children's development level.
- Individualize activities that support children's developmental level.
- Provide child-initiated and teacher-directed activities.
- Encourage children to verbalize thoughts and feelings thereby increasing their vocabulary and communication skills.
- Conduct education training for parents to enhance parenting skills.
- Ensure a print rich environment that encourages literacy learning for children.
- Encourage technology literacy through the use of computers in the classroom.

Health Services

- Conduct medical screenings, medical and dental follow-up treatment as needed. Screenings include vision, hearing, speech, hemoglobin, lead, sickle cell and growth assessment (height and weight).
- Provide referral service for identified medical problems.
- Perform immunization assessment and obtain immunization administration as needed.
- Perform nutrition assessments and enrollment into WIC (Women, Infants and Children) Program as needed.
- Assist with obtaining dental examinations, topical fluoride and daily dental hygiene for children.
- Conduct classroom mental health observations as needed.
- Ensure each child has a "medical/dental home" and enrollment in NJ Family Care Insurance Program when indicated.
- Conduct First Aid and CPR training for enrolled parents and staff.
- Ensures medications are administered and stored safely.

HEAD START FUNCTIONAL AREAS Cont.

Special Services/Disabilities/Mental Health

- Is provided by competent Mental Health Consultants and Social Workers.
- Conduct Observations/Assessments of children with suspected challenging conditions.
- Provide referrals for ongoing therapy/treatment for diagnosed special needs to children.
- Provide workshops for parents of special needs children.
- Conduct monthly Area Team Assessment Meetings.
- Provide individualized program plans for classroom intervention.
- Conduct Parent Support Groups.

Nutrition

- Provide daily meals to at least two-thirds of the child's nutritional needs.
- Provide culturally appropriate meals, that broadens children's tastes in good food, as well as food preferences.
- Encourage parents to participate in menu planning.
- Evaluate nutrition and food resources for families and make referrals.
- Monitor food preparation and services.
- Establish menu and suggestion for classroom birthday celebration and other in school celebrations.
- Provide all food items needed for all children with special dietary needs.
- Make food resources available to parents.
- Balance good nutrition with physical activities.
- Provide parents with information regarding the preparation of foods and menus.
- Ensure the serving of nutritious foods at parent functions.

FAMILY AND COMMUNITY PARTNERSHIPS

Social Services

Ensuring recruitment, enrollment, & supportive services for children and families.

- **Maintain funded enrollment** (2,504) for Newark Preschool Council, Inc. every school year.
- Ensure that **supportive services** are provided to all children and families. Engage family and offer to develop the Family Partnership Agreement based on needs and goals identified by the parent and link families to community resources to ensure goal achievement.
- Operate the transportation program and provides assistance to as many families as possible who need transportation in order for their children to attend our program.
- Provide late coverage to ensure that all centers and school buses are cleared and each child is picked-up safely at the end of the day.