



2015-2016
Next Door Head Start/Charter School

Parent Handbook



Welcome from the Next Door Program Directors

Dear Families:

We welcome you and are grateful that you selected Next Door. We are dedicated to providing your child with the best care, quality education, and social service programming tailored to meet the individual needs of your family. At Next Door we believe that it takes everyone – parents, teachers, staff and children to build a successful learning community.

We encourage all parents to become active members in their child’s educational experience. We look forward to seeing you in the hallways, classrooms, and at parent activities.

This book provides important details about your rights, responsibilities, and Next Door’s policies/procedures. Please take time to carefully read through the contents of this handbook. If there are any questions, please do not hesitate to contact us at 414-562-2929 for assistance. Welcome to Next Door!



Monica Brooks
Head Start Director



Kate Linscott
School Leader



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Welcome to Next Door!

Our Mission Statement

Next Door's mission is to "support the intellectual, physical, spiritual and emotional development of children so they become self-sufficient, contributing members of the community."

Next Door's Vision

To position neighborhood children and families for long-term success.

What We Do

Next Door gives Milwaukee central city children and families the skills they need to achieve sustainable success in school and in life.

Educational Philosophy

Parents are their child's first and most important teacher, nurturer, and advocate. We believe that young children learn best through meaningful experiences. Our role as teachers is to facilitate learning by providing children with hands-on activities that engage their minds and bodies in exploration, discovery and cooperation.

Children in the Head Start and Charter School program will be learning the things they need to know in order to have a positive and successful learning experience at Next Door and throughout their education.

AS A TOP-RANKED EARLY EDUCATION PROVIDER, Next Door focuses on improving literacy and school readiness for children in central city Milwaukee. **WE BELIEVE** early education combined with family support is the key to a successful future for children. The quality programming and care we provide is an investment that will pay off for years to come.



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Next Door Locations & Building Hours

*Program hours are different per program.
See page 3 for program options and schedules.*

Next Door Main Campus:

Helwig Family Community Center and Head Start (29th Street)

2545 N. 29th Street
Milwaukee, Wisconsin 53210
414-562-2929
7:00 a.m. – 5:45 p.m.

Next Door Head Start

5310 W. Capitol Drive
Milwaukee, Wisconsin 53216
414-562-2929 ext. 710
7:00 a.m. – 5:45 p.m.

Next Door Head Start: Urban Day (In Urban Day School)

3782 N. 12th Street
Milwaukee, Wisconsin 53206
414-263-2781 or 414-316-7115
7:00 am – 5:45pm

Next Door Head Start: OW Holmes

(In Oliver Wendell Holmes Elementary School)
2463 N. Buffum Street
Milwaukee, Wisconsin 53212
414-316-7116
8:00 a.m. – 4:00 p.m.

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Center-Based Program Options & Schedule

Next Door has three center-based program options, Head Start Full Day, Head Start Half Day and Charter School.

Head Start Full Day

The full-day full-year school program provides early learning and care for children 3 – 4 years old from 7:00 a.m. to 5:45 p.m. The eligibility requirements for the full-day programming is:

- Meet the Head Start income and age eligibility requirements.
- Be in an approved work or school activity as determined by Wisconsin Shares Child Care Subsidy System.
- Maintain a current Child Care Authorization (CCA).

Head Start Half Day

This program provides early learning and care for 3-year-olds. AM or PM half-day 3-year old Head Start is as follows: 8:00 a.m. to 11:30 a.m. or 12:30 p.m. to 4:00 p.m.

The eligibility requirements for the full-day programming is:

- Meet the Head Start income and age eligibility.

The Next Door Charter School

The Next Door Charter School collaborates with Milwaukee Public Schools to provide early childhood education as a Non-Instrumentality Charter School.

Full Day K4 (traditional school year 8:00 a.m. – 4:00 p.m.)

Full Day K5 (traditional school year 8:00 a.m. – 4:00 p.m.)

- Meet the Head Start income and age eligibility.
- Meet the MPS age eligibility (4 or 5 years of age by September 1st)

Extended-child care services and Kindergarten Camp requires tuition payments or Child Care Allowance (CCA).



Responsibilities – You Are Your Child’s First Teacher!

Parent/Guardian Responsibilities

Next Door recognizes that you as a parent or guardian are the most important partner in your child’s education. Your involvement is essential to your child’s educational success. Your child’s classroom is the most important place for formal education.

As a parent or guardian, you are responsible for:

- Communicating to your child that education is important.
- Seeing that your child attends school regularly and arrives on time. You must provide an explanation for absences and tardiness to your child’s Teacher or Family Advocate Specialist.
- Informing the school when you change address, telephone number, or your emergency contacts’ information changes.
- Ensuring that your child’s health information is submitted and the immunizations record is up to date and on file as required.
- Attending parent conferences, participating in parent committee, home visits, and activities at the school.
- Knowing the discipline guidelines as stated in this handbook, and the behavior expectations of your child’s classroom. Discuss behavioral expectations with your child and encourage positive interactions.
- Conducting yourself in a respectful manner and model appropriate behaviors for your child/children.
- Completing in-kind parent child activities, working on your child’s Individual Curriculum Plan (ICP) goals, and making progress toward your Family Partnership Agreement (FPA) goals.

Attendance

Attendance plays an important role in the success of your child. Regular attendance supports your child's learning by ensuring that your child has every opportunity to be exposed to each learning activity. Chronic absenteeism and tardiness in early childhood also establishes poor behavior for later school attendance in elementary school. Chronic absenteeism, tardiness with picking up and dropping off will result in a meeting with your child's Family Advocate Specialist and a member of administration. The performance standards requires Next Door to provide a specific amount of days and hours of comprehensive services. We cannot meet attendance expectations if children are chronically absent or tardy.

If a student must be absent, please inform the staff of the reason for the absence by calling your child's classroom or Family Advocate Specialist. In accordance with Child Care licensing; if we do not receive a call, we will be contacting you regarding your child's absence. If a student is absent for (3) three consecutive days without an excuse or has sporadic attendance your Family Advocate Specialist will conduct a home visit.



What You Should Know

Arrival/Departure

All parents are required to sign into their child's classroom daily. Please sign with a full signature and indicate exact time of pick-up and/or drop-off. Per State of Wisconsin Licensing requirements only persons listed on the emergency contact form will be allowed to remove a child from the classroom. Persons picking up children must be at least 12 years of age, and must also be indicated as an emergency contact. Until we get to know parents, guardians, and emergency contacts by face, staff will ask to see a photo ID prior to releasing a child (including: driver's license, state ID, or school ID).

It is imperative that parents and or persons authorized to pick up your child pick up according to the established schedule. Next Door programs are not licensed to provide services after 6:00 pm. All late pick-ups can jeopardize our license with the Department of Children and Families. If we are unsuccessful with contacting the parent/guardian or an emergency contact, Child Protective Services will be notified.

Closing/Cancellations

All families participating in our program will receive monthly program calendars indicating dates our school will be closed. A memo will also be sent home prior to the closing date as a reminder to parents. If the program will not be in session due to unforeseen reasons such as inclement weather, you will receive an automated voicemail message announcing the closing. You can also tune into local television/radio broadcasts or visit Fox 6 Now news website at fox6now.com/weather/closings/ or visit our Facebook page (nextdoorfoundation.org) for updated information. In the event that Milwaukee Public Schools (MPS) is closed due to inclement weather, Next Door will also close for student attendance.

Emergency Information Policy

If you move or change your phone number during the school year, it is very important that you contact your Family Advocate or Teacher by phone and give that person your new address and/or phone number. If there are changes in your emergency contact's information, you should also contact your Family Advocate Specialist or your child's teacher.



Your contact information along with the emergency contact information will be reviewed and updated once a month. **Any time there is a change in your contact person's or your address, telephone (work/home/cell) numbers, please notify the classroom team, Family Advocate or Parent Educator to update your card.** It is critical that we are able to contact you in case of illness or an emergency with your child.

As always, our primary concern is the health and safety of your child and it is for this reason that if at any time we cannot operate safely, the center will be closed. Parents/ caregivers will be called and asked to come and pick up their children as soon as possible. If you have questions or concerns about an emergency situation, please call 562-2929 to get the most current information. Our program has emergency evacuation procedures which are practiced monthly (for example, fire and tornado drills). If an actual emergency occurs and we must evacuate for an extended period of time, we have an agreement to take the children to designated emergency locations.

Shared Custody

Our staff will not engage in any disputes between family members regarding custody of a child in our program. Parents will not be excluded from visiting with their children in the programs and we cannot refuse to allow pick up or drop off by a parent without original, legally binding documentation that specifically names you and the person or persons who must be excluded from contact. We will make a copy of this documentation, and the information will be kept in our confidential files. Information will be shared with staff on a "need to know" basis.

Transportation

It is the policy of Next Door to provide transportation services in a safe, comfortable, and efficient manner consistent with our program goals of educational enrichment and social development. The bus route is considered to be a link between the program and the child and family. Transportation services are limited and based upon each family's need. If you wish to receive transportation services, you will need to contact your Family Advocate to complete a Transportation Referral Form. Due to service limitations, submittal of the referral form does not guarantee that services will be provided.

Picking Up Under the Influence of Drugs or Alcohol

For the safety of children, if a parent or person authorized to pick up a child appears to be under the influence of drugs or alcohol at the time of pick-up, the Management Team will have a conversation with the individual and request that alternate pick-up arrangements be made. If the person under the influence is one of the emergency contacts, we will call the parent or guardian. Management will not allow children to go home with a person who is under the influence.

Concealed Carry Policy

Next Door operates as a school therefore all firearms or other weapons of any type, concealed or unconcealed, on ND properties are prohibited as per the 2011 Wisconsin Act 35, commonly referred to as the Carrying Concealed Weapon (CCW) Law.

Smoke Free Environment

All Next Door campuses are smoke free. We prohibit smoking on the premises, on field trips, or in the presence of children.





Our Families Can Be a **S.T.A.R.** at Next Door!

Be **S**afe

1. Always sign in at the front desk when visiting Next Door.
2. Keep your children with you at all times.
3. Hold your child's hand when crossing the street and walking through the parking lot.
4. Keep your phone numbers and the phone numbers of Emergency Contacts up to date with your child's Parent Educator.
5. Dress your children for the weather.

Be **T**houghtful

1. Park only in designated areas.
2. Volunteer in the program when you can.
3. Turn in Weekly Take Home Activities and In-kind Sheets.
4. Communicate important information regularly to your Parent Educator.
5. Call your child's Parent Educator if your child will be unable to participate in the home visit.



Be **A**ccountable

1. Follow your child's home visit schedule.
2. Have you and your child prepared for your home visit each week.
3. Keep all required paperwork, forms and health requirements up to date.

Be **R**espectful

1. Refrain from using your cell phone during home visits and Play Groups.
2. Use appropriate language and tone of voice in hallways and meeting rooms.
3. Remain professional in your interactions with staff and children.
4. Wear appropriate attire when attending Play Groups and field trips.



School Day!

Learning is fun!

Outdoor Activities

It is important for children, especially young children to have an opportunity to develop their large muscle skills through active play. Classrooms will be provided scheduled times to take children outside to the play, as well as opportunities to use the indoor gross motor area. Parents will need to dress their children appropriately for all children will be going out daily weather permitting. Wisconsin Childcare License (DCF 251) requires all children go outside unless there is inclement weather. Inclement weather is defined as stormy or severe weather such as the following:

- Heavy rain or snow
- Temperatures above 90 degrees Fahrenheit
- Wind chills of 0 degrees Fahrenheit or below for children age 2 or above
- Wind chills of 20 degrees Fahrenheit or below for children under age 2

A doctor's excuse must be provided, if parent is requesting that their child not go outside.

Dress for Play

Please have your child dressed to learn and play for school and home visits. Due to messy play with materials such as paint and water, as well as possible spills from food, your child's clothing may need to be changed during the course of the day. Please send a full change of clothing (shirts, pants, underwear and socks) to be kept in your child's personal cubby at all times. Clothing should be clearly labeled with your child's name. We will remind you to check the clothes periodically to adjust for seasonal and size changes.

Nap/Rest Periods

After a busy morning of play and learning all children require a rest period. After lunch children in full-day programming will be provided a quiet time for up to ninety minutes. After 30 minutes, if they are not sleeping they may get up and do quiet activities until their classmates wake up. Soft, soothing music may be played and teachers may help children fall asleep by sitting near them or rubbing their back.

Your child will have their own cot/mat which is labeled and cleaned weekly with a cleaning solution. Sheets and blankets are sanitized and laundered at least once a week, or as needed.



Nutrition

A 6-week cycle menu is developed by our Nutrition Manager who is a registered dietitian. The menu is developed to meet Child and Adult Food Program (CACFP) Meal Pattern Requirements. Menus are distributed to the classrooms each week and is posted for parents on the parent bulletin board. If you would like a menu to be sent home, please make the request with your child's teacher.



All meals served in the Next Door programs are prepared on site by our internal kitchen staff. Children in full day programs receive breakfast, lunch, and an afternoon snack. AM half day classrooms receive a breakfast and a lunch, the PM half day classrooms receive a lunch and a snack. Meals and snacks are delivered to the classrooms and then served family style to involve the children in the serving their own food and create an atmosphere of socialization. If a child has a specific food allergy, please inform your child's Family Advocate Specialist and Teacher. Verification of the food allergy may be required from your child's health care provider. The nutrition team will work with you to accommodate your child's nutritional needs.

Non-Discrimination Statement

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, please ask your teacher for the *USDA Program Discrimination Complaint Form*.

Birthdays

Next Door understands that birthdays are a special occasion for your child and family. Parents may wish to celebrate their child's birthday by bringing in a treat to share with their child's class. You must work with your child's teacher to discuss appropriate times. Prior to bringing in treats, please consult with your child's teacher regarding classroom food allergies and the class size. Enough treats should be provided to feed each enrolled child and teacher in the classroom.

What you can/cannot bring:

- Any food items brought for birthday celebrations must be store-bought and pre-packaged per Head Start guidelines.
- Homemade treats are not acceptable.
- Items with nuts or nut oils are not acceptable.
- Next Door prefers the treats to be healthy.

Encouraged Foods for Birthday Celebrations

Cheez-it crackers
Fresh whole fruit
Pretzels
Goldfish Crackers
Animal Crackers
Tortilla chips and salsa
Cheese (cubes, slices, string cheese)
Fresh Vegetables (baby carrots, carrot sticks, celery sticks, bell pepper strips, pickles)
Dips (ranch, cheese, veggie)
Yogurt cups and Go-gurt
Teddy Grahams
Vanilla Wafers
Whole Grain Muffins (must not contain nuts)
Whole Grain Cookies (must not contain nuts)
Bagels and low fat cream cheese
Frozen Yogurt
100% Fruit Juice

Encouraged Non-Food Items for Birthday Celebrations

Stickers
Pencils
Activity Books

For items not on this list, you are encouraged to speak with a staff member for more information or approval.

Field Trips

Children will be provided opportunities to have experiences in the community that supplement experiences learned in the classrooms. We encourage parents to volunteer as chaperones on field trips. Your child's teacher will notify you of the date, time, and destination of all trips in advance. You will be asked to complete a permission slip.

When chaperoning, we ask the following: Refrain from purchasing outside foods, and no smoking is allowed. Meals will be provided by Next Door for children, staff, and chaperones. If you have a food allergy, please notify your child's teacher ahead of time in order for a supplement to be provided.

Photo and Filming Permission

We know your child is a star and we are also proud of the work we do here at Next Door! From time to time, our staff or outside media will be taking pictures and using them for marketing and publicity purposes to promote Next Door and also for grant proposals to raise funds. You will be asked to sign a permission to publish/photo release form so we can use your child's image for these purposes. If you do not wish your child's image to be used, please let your teacher know immediately.

Pets

Next Door classrooms are permitted to add pets to the classroom. In the event a pet is part of the classroom environment, staff ensures the pet has appropriate vaccinations, proper hand washing is taught and practiced, the pets are not kept in the food prep or eating space, no children are allergic or fearful of the pet, and all licensing and performance standards are followed. Reptiles, amphibians, turtles, ferrets, poisonous animals, psittacine birds, exotic and wild animals are not accessible to children. You will be notified in writing if your child's classroom has a pet and or if your child will engage with animals as part of the curriculum.

Social Emotional Development & Pyramid Model

Next Door is part of a State of Wisconsin initiative to improve the social emotional competence of the children in our programs called Pyramid Model. The Pyramid Model provides evidence-based practices for teachers and parents to support social emotional development. Next Door has developed a set of behavioral expectations for both children and parents. Through daily interactions instructional activities, and the modeling of expected behavior, children will be taught how to recognize and properly express their feelings, as well as, appropriate social interactions with others. Next Door stresses the importance of the need for parents to collaborate with staff around teaching children appropriate social skills, reinforcing expected school behavior, and ensuring children are exposed to positive environments at school and away from school that fosters social emotional development. Children and families are expected to display "STAR" (Safe, Thoughtful, Accountable, Respectful) behavior at all times.

Child Guidance

Next Door's discipline policy provides positive guidance, redirection and the setting of clear-cut limits. It is designed to help the child develop self-control, self-esteem and respect for the rights of others. Discipline is seen as a positive learning tool. It is used in the form of guidance to help children build skills and attitudes to meet their needs in a healthy, safe, responsible and positive manner.

Delegation of Discipline

Only a teacher or assistant teacher may discipline children. Discipline shall not be delegated to older children, peers or volunteers.



Discipline Techniques

1. Active Listening – Interpret and reflect feelings.
2. Negotiation – Help children resolve conflict.
3. Setting Limits – Keep children safe, in bounds.
4. Modifying the Environment – Make changes, enrich and improvise.
5. Reinforcement and Noticing – Make children feel important.
6. Facilitating – Helping children solve problems.
7. Removing and Sitting Apart – Remove child from group; child decides when to return.

Prohibited Punishments

1. Punishment, which is humiliating or frightening to a child.
2. Spanking, hitting, pinching, shaking or inflicting any other form of corporal punishment.
3. Verbal abuse, threats or derogatory remarks about the child or the child's family.
4. Binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle.
5. Withholding or forcing meals, snacks or naps, or outside play.
6. Children shall not be punished for lapses in toilet training.

Addressing Aggressive Behavior

AGGRESSIVE BEHAVIOR is extremely severe behavior, which includes hitting, kicking, or any behavior that may cause bodily harm to self, another individual or the environment.

Steps to Addressing Aggressive Behavior

1st Step – Teaching staff will conference with student and take him/her to a quiet space with less distractions to give student time to think about and change the inappropriate behavior.

2nd Step – Begin Response to Intervention (RTI) process. Teaching staff will inform the Site Director of the incident(s) and schedule classroom observation for assistance. The teacher will make a call to the student's home to inform the parent of the incident and send home a written report of the incident for the parent to review. After the classroom observation is conducted a team meeting that includes the Charter School Principal will be scheduled, which will include a review of the classroom observation and classroom management.

3rd Step – Teacher will request a student case review meeting to include the Charter School Principal, Site Director, Mental Health Manager, Family Support staff, and Health Manager (Review Team). The parent will be informed of this meeting and is encouraged to participate, but parent attendance is not required. The Review Team will discuss further interventions and these interventions will be implemented for a minimum of three weeks. An Individual Behavioral Plan will be developed and regular scheduled follow-up meetings will be set. The parent will receive a copy of the Behavioral Plan and planned meeting times.

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4th Step – A conference with the Charter School Principal, Site Director and parent will be scheduled to discuss possible alternatives which may include temporary removal (until parents become partners in the Behavioral Plan), a reduction in days/hours in students attendance or referral to another program option.

Response to Intervention

All Next Door teaching staff will modify the curriculum to provide high-quality, culturally responsive instruction to support a child's academic and behavioral needs. Interventions will take place in addition to general curriculum and classroom routines. The interventions are embedded in the learning activities and are selected on an individual basis. Progress is monitored on specific Response to Intervention (RTI) forms.

If your child does not appear to be making progress staff may suggest other professionals observe your child to see if additional supports are needed. Prior to any observation occurring, you will be asked to complete a Consent Form. The referral agencies that are used are Birth to Three for children under age three and Child Find for children age three and above.

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe your child has a disability, please contact Next Door's Disability Services at 414-562-2929 extension 223.



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Health & Wellness – We are here for your child!

Children learn best when they are healthy, happy and feel safe!

Health Services

Health requirements are to be completed by the child's primary health care provider. A physical exam including height, weight, blood pressure and lead-testing must be done within 90 days of enrollment. Please notify the Family Advocate Specialists or Health Team if you have challenges meeting these health requirements.

Immunization requirements are the same as Wisconsin School requirements.

Head Start children will have a hearing and vision screening within 45 days of enrollment if it is not part of the physical exam.

Family Advocate Specialists will assist you to find a medical home (doctor and dentist) if you do not have one.

Accidents or Incidents

If your child receives an injury while at Next Door, you will be notified by your child's teacher immediately by phone for more serious injuries. Serious injuries will be documented on an Incident Report and a copy of the report will be provided to you. For minor injuries, such as a minor scrape, your child's teacher will notify you at pick up. The injury will be documented on a Band-Aid Report and a copy of the report will be provided to you.

If your child sustains an injury that requires outside medical treatment, Next Door requires you to provide medical discharge information including the hospital or clinic with address, the doctor's name, and the treatment provided. This information will be added to the original Incident Report which must be submitted to Wisconsin State Daycare Licensing.

If your child requires emergency medical attention, they will be transported to Children's Hospital via ambulance. You will be notified immediately regarding the situation. A familiar staff will ride with your child to the hospital and will wait with your child until you arrive.



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Sick Child Policy

Staff will assess each child's health status for signs and symptoms of illness or injury when the child arrives and throughout the day. If needed, a child's temperature shall be taken.

The Health Staff follows the Wisconsin Childhood Communicable Disease Criteria for exclusion.

Reasons for exclusion or non-participation include:

- Fever (101° or higher) AND behavior changes or other signs and symptoms (sore throat, rash, vomiting, diarrhea).
- The illness prevents the child from participating comfortably in activities as determined by the staff and/or parent.
- The illness results in a greater need for care than the staff can provide without it affecting the ability to care for other children.
- Vomiting two or more times in the last 24 hours unless it is determined to be a non-contagious condition.
- Diarrhea two or more stools above normal for the child not related to dietary changes. Exclusion is required for diapered children whose stool is not contained in the diaper or for toilet-trained children who have "accidents." Special circumstances that require specific exclusion criteria include:
 - Salmonella
 - Toxin producing E. coli
 - Shigella
 - Blood or mucous not explained by dietary change, medication, or hard stools.
 - Other symptoms of concern would include a sore throat, impetigo, ringworm of the scalp, rash, or any illnesses or conditions having the potential to affect the health of others.

Examples of illnesses that do not warrant exclusion would include: a common cold, a runny nose, ear infection, sinus infection, ringworm (small area of the skin that can be covered with a bandage with the exception of the scalp), pinkeye (unless drainage from the eye), or any illness that is being treated by a physician when proper documentation has been provided.

If your child is too sick to be at school, we will call you and ask that you pick him/her up immediately. While we are waiting for you, your child may be isolated to avoid spreading an illness that may be contagious. If your child needs a doctor's note to return to the center, you will be notified when he/she is picked up.

Medication Policy

We know that children may sometimes need medication while they are at the Next Door. If the medication is prescribed for a child once or twice a day, it is preferable that the medication be given at home.

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If your child needs medication while at school, a medication authorization form must be completed and signed by both the parent and a physician/prescriber. (Medication name, dosage, time, possible side effects from the medication, and prescriber's name, date, and duration of the time the drug is to be given are indicated on the authorization form).

A new signed medication authorization form must be submitted with each new medication or for changes in medication orders.

Medication and medication authorization forms must be turned in to the Next Door Health Office before the start of the medication administration. A new authorization form is required each school year.

Medication must be in its original container with a pharmacy prescription label. **Medication may not be sent to school or stored in a backpack.** The medicine must be brought to school by an adult and transferred to an adult to check it in with the health staff before administration.

Over-the-counter (OTC) medications cannot be given on an as needed basis. Medications must have a specific timeframe when they are to be administered. OTC medications that need to be given on a regular basis require a prescription medication authorization form signed by the child's medical provider.

OTC medications required for short-term use (e.g.: pain medication for several days) require a prescription medication authorization form signed by the parents and may be signed by the Nurse Practitioner or child's medical provider.

We cannot force your child to take medication. We will notify you if your child refuses/ rejects their medication.

Special Needs

Next Door is committed to serving children with disabilities and their families. All children and families who participate in the program are treated with respect and dignity, regardless of special need or disability. If your child is already receiving special education services, please inform your Family Advocate Specialist, or your child's teacher. We will request a copy of your Individualized Education Plan (IEP). If you have a concern regarding your child's development, you can request additional information from your child's teacher or the family support team.

Children's Rights

All children have the right to be safe. Next Door wants to ensure children are in safe environments and are around adults that will do no harm to them. We believe every child has the right to be protected from the following actions by any adults in the center or in the home; including staff, parents and visitors:

- Corporal punishment: including hitting, spanking, swatting, beating, shaking, pinching and other measures intended to induce physical pain or fear or threats regarding or the actual withdrawal of food, rest, use of the bathroom or play.
- Discipline of children for toilet accidents.
- Withholding food.
- Abusive or profane language; any form of public or private humiliation including: threats of physical punishment and any form of emotional abuse including: shaming, rejecting, frightening or isolating a child.

Child Abuse and Neglect Reporting

All staff employed by Next Door are trained on their responsibilities as mandated reporters of possible child abuse and neglect of all children they officially contact. Also, staff must comply with agency procedures for reporting when reasonable cause is established for suspecting that child abuse or neglect is occurring.

All staff has the responsibility of ensuring that parents of children enrolled in the Head Start programs are aware of the responsibility of staff as mandated reporters for reporting child abuse or child neglect.



Parent Engagement and Leadership

We are here for the whole family!

Family Services

Each family is assigned a Family Advocate Specialist (FAS). Families are supported by their FAS as the family meets goals and as they nurture the development of their children. The primary focus of family support is to support your relationship with your child, to encourage you to take an active role in your child's health, well-being, and early learning, and to assist the family in accomplishing family and child goals. Family Support Services will provide individualized attention and are prepared:

1. To assist families in developing a Family Partnership Agreement (FPA).
2. Identify family strengths and establishing goals.
3. Finding community resources.
4. Responding to the needs of your family.

Family Partnership Agreement

The Family Partnership Agreement is a tool used by Head Start to help families develop and achieve goals. Family Support can assist with resources, support and needed referrals to help achieve these goals. All information in the Family Partnership Agreement is confidential and will be kept in that manner. The agreement looks at family strengths, supports, needs and resources, and contains goals initiated by parent(s).

Family Engagement

Becoming involved in your child's early education will benefit your child, their behavior and you!

If a parent:

- Develops their relationship with their child
- Participates in home-school activities
- Reads books with their children and talks about school activities

Children will have:

- Higher reading scores
- Language growth and development
- Motivation and achieve
- Prosocial behavior
- Quality work habits



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Home Visits

Home Visits provide great opportunities to make connections between the home and school setting. They offer a chance for parents and staff to get to know one another and for staff to give individualized attention to family strengths, interests, and goals.

Parent Teacher Conferences

Parent/teacher conferences provide an opportunity to discuss each child's development. During these visits, staff and families will review and co-construct goals for the child based on strengths as well as areas for growth.

In-Kind

The Head Start Performance Standards requires funded programs to provide, monitor, and report in-kind activities. Volunteering or becoming active in the program or completing home activities with your child is a great way to be engaged in and to support your child's education while earning in-kind hours. Parents in Head Start and Charter School will receive Wednesday Folders with activities to do with your child that supports what the child is learning through the weekly classroom curriculum, as well as, activities that are individualized to support your child's Individual Curriculum Plan (ICP) goals. There will also be opportunities for you to volunteer in the classroom or program. By completing these activities and/or volunteering, you will earn in-kind hours. You can contact your Family Advocate Specialist or your child's teacher to find out more information regarding volunteer opportunities.

Additional Parent Engagement Activities

Parents are encouraged to participate in agency activities. The following are some of the ways you can become involved at Next Door:

Pathways to Responsible Fatherhood

Next Door's Fatherhood Enrichment services are designed to help fathers strengthen and become more engaged with their children and families. All participants take fatherhood development courses that cover topics such as positive discipline, communication skills for co-parents and anger management. Men also receive one-on-one counseling on employment, career planning, and healthy relationships.



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Program Governance

Parents are encouraged to be involved in making decisions for their school through their involvement in Parent meetings and Policy Council meetings. Parents will learn about what is going on and have the opportunity to represent their child and other families. The Policy Council also meets monthly and makes decisions and recommendations and approves policies for the Next Door Head Start program.

Parent Meetings – all parents of enrolled children are automatically members of the Parent Committee. Parent Committee meetings are held monthly. The purpose of the meeting is to give parents an opportunity to assist in the development of activities that address your interests and needs. Important program updates will also be discussed. We encourage all family members to attend.

Policy Council – the Policy Council shares responsibility with Head Start staff for overseeing the delivery of comprehensive high quality services to children and families. Serving on the Policy Council provides an opportunity for parents to develop valuable team skills, communication, and leadership skills.

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Curriculums

Next Door Head Start and Charter Schools

Creative Curriculum

The Creative Curriculum is a program specifically designed for early childhood programs serving children ages 3-5 years. It rests on a firm foundation of research and responds to new requirements for addressing academic content. The framework linking theory and research consists of; the learning environment, what children learn, the teacher's role, the family's role and how children develop and learn.

Everyday Math

Everyday Mathematics curriculum is designed for children ages 4-5 years. It is an activity-based, integrated, and problem-solving approach to learning mathematics that emphasizes the application of mathematics to real world situations. The curriculum also provides numerous suggestions for incorporating mathematics into daily classroom routines and other subject areas.

Lead 21

Lead 21 is the literacy curriculum adopted for the K5 classrooms. This curriculum is aligned with the Milwaukee Public Schools' Comprehensive Literacy Plan by adhering to the 90-minute block format consisting of teacher-led whole group instruction, teacher and child independent small group instruction, concluding with teacher led whole group instruction.



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How We Assess Your Child's Progress

Ongoing Assessments and Screeners

Ages and Stages Questionnaire (ASQ-3 & ASQ:SE)

This early childhood screening attempts to assess children in the areas of fine motor, gross motor, language, visual discrimination and memory skills. Each child's learning and development is assessed throughout the year.

Teaching Strategies Gold (TSG)

The comprehensive assessment solutions are based on the latest research and are proven valid and reliable. The assessment is fully aligned with the Wisconsin Model Early Learning Standards (WMELS) guidelines, and the Head Start Child Development and Learning Framework.

PALS

The Phonological Awareness Literacy Screening (PALS) is an assessment used for children ages 4-5 years. This assessment provides a comprehensive assessment of young children's knowledge of the important literacy fundamentals that are predictive of future reading success.

Benchmark Assessment

The Fountas & Pinnell Benchmark Assessment System is designed for children age 5. It is a formative reading assessment that measures decoding, fluency, vocabulary, and comprehensive skills for students in kindergarten.



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Maintaining Eligibility for Head Start Subsidy

Childcare Subsidy & Tuition

Child Care Subsidy (CCA)

In order for your child to be eligible for services in the Next Door Full Day/Full Year program option, Kindergarten Camp, or to receive Before & After School Services, your family must meet the following requirements:

Eligibility

You must be in an approved activity to receive Child Care Allowance (CCA). An approved activity is: working, in training, or attending school. You must have current CCA hours.

You must be able to transport your child to and from Next Door. Transportation opportunities are available for children in Head Start on a limited basis and it is not guaranteed.

Maintaining Eligibility

You are required to keep your Family Advocate Specialist informed of any changes in employment, schedule, or subsidy authorization, before, or as soon as, they occur.

If you discontinue school or work status, a transition of program option may take place. You will need to keep your Family Advocate Specialist informed of school and or work status.

If you are not authorized due to expiration or a lapse in authorization, your child will be transitioned to another program option if available.

It is your responsibility to renew and stay current with CCA subsidy. CCA expirations are established by the Milwaukee Early Care Administration (MECA).

Failure to renew the subsidy in a timely manner will result in a transition of services for your child until such subsidy is in place again.

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School Readiness – We Are Ready!

School Readiness Goals for Next Door Children

Social Emotional Readiness Goal:

85% of children will demonstrate the social competence needed to regulate own emotions and behaviors at or above the developmental expectation.

Cognition and General Knowledge (Mathematics) Readiness Goal:

85% of children will demonstrate an understanding and application of number concepts and operations at or above the developmental expectation.

Language Readiness Goal:

85% of children will demonstrate the ability to comprehend language and use an expanded, expressive vocabulary at or above the developmental expectation.

Literacy Readiness Goal:

85% of children will demonstrate emergent reading and writing behaviors at or above the developmental expectation at or above the developmental expectation.

Approaches to Learning Readiness Goal:

85% of children demonstrate positive approaches to learning at or above the developmental expectation. Physical Development Readiness Goal: 85% of children will demonstrate fine motor strength and coordination at or above the developmental expectation.



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Grievance

Next Door's goal is to partner with you to ensure your child and family are reaching their optimal potential. We understand that your child is your most prize possession. We are thankful you have entrusted the staff at Next Door as your partner to prepare your child for school. Your input is always welcome. In the case there is a concern or complaint about any aspect of the program, please follow these steps:

- Complete a written complaint form (see receptionist or staff member). Written concerns should include a description of the problem, date of occurrence, names of people involved and possible solutions.
- The written concern form will be completed by the individual (s) involved and given to the Program Director within ten (10) working days. A meeting will be scheduled to discuss the situation.
- A written response will be prepared by the Director of the program outlining action taken and given to parent/community members within ten (10) working days of the meeting.
- If the parent/community member is not satisfied with the action taken by the Director of the program, the parent/community member can request a formal meeting with all participants involved in the concern along with the Head Start Director/Director of the program, and the Executive Committee of the Policy Council. A request for a formal meeting will be done in writing and given to the Chair of the Policy Council.
- A written resolution will be provided to the parent/community member within 10 days after the formal meeting.
- If the complaint/concern is still not resolved, the parent/community member can request a meeting with the President and CEO. The request to meet will be made in writing. A face to face meeting will be scheduled. The President and CEO will provide a written resolution within 10 days of the meeting. The President and CEO's resolution is the final resolution.

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Our Staff

Head Start Leadership

Head Start Director	Monica Brooks	414-562-2929 ext. 240
School Leader	Kate Linscott	414-562-2929 ext.151
EC Administrative Assistant	Deborah Williams	414-562-2929 ext. 105
HS Administrative Assistant	Tamika Morris	414-562-2929 ext. 294

Site Directors

29th Street:	Kenya McGee	414-562-2929 ext. 200
Urban Day/ OW Holmes:	Marshall Collins	414-263-2781 press 6
Administrative Assistant	Sharletta Thurman	414-263-2781 press 5

Capitol:

	Tanya Johnson	414-562-2929 ext. 718
	Natalie Nichols	414-562-2929 ext. 719
Administrative Assistant	Teresa Witteman	414-562-2929 ext. 702

Next Door Head Start/Charter School Parent Handbook

Next Door Site: _____

Site Address: _____

Telephone Number: _____

Teachers: _____

Classroom # and Ext: _____

Family Advocate Specialist: _____

Family Advocate Specialist Ext: _____

Class Days & Time: _____

Please Call When Your Child Will Be Absent.

We are pleased you have chosen Next Door as the early education provider for your child! Please let us know if there is anything we can do to improve the Next Door experience for you!





Be sure to like us on Facebook and follow us on Twitter to see all the great things happening at Next Door!

