Parent

Handbook

Luzerne/Wyoming Counties Early Intervention Program

Operated by

Hazleton Area School District

Welcome to Early Intervention!

Dear Parents,

Parent participation is an essential key to a child’s success in any educational program. We recognize that parents are a child’s first teacher! We ask that you become involved as much as possible.

When parents and teachers work together, we can help instill good self-concepts and high levels of esteem in our children and also in ourselves.

Enclosed you will find our policies regarding classroom information, preparation for preschool, health/medical policies and transportation information.

Classroom Information

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

Classroom paraprofessional : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Therapy staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Days/times of attendance : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classroom phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classroom location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reminders:

Please contact your child’s teacher if:

* Your child will be absent from school! – It is VERY important to let the classroom staff know if your child will NOT be in school for the day.
* Any changes in either address or phone number or to add/delete an emergency contact from your child’s file.
* An appointment needs to be rescheduled.
* Any new health concern/issue arises.
* You have any questions or concerns!

Keeping updated phone numbers/addresses on file is VERY important! The EI staff will need to contact you for various reasons throughout the school year. It is important that the staff be able to contact you to report any illnesses/meetings/school closures, etc.

SNOW POLICY

For weather related information, please see attached information for specific school closures.

If your child attends the morning session and your home school district has a 2 hour delay, then there is NO SCHOOL for EI.

If your child attends the afternoon session and your home school district dismisses early, then there is NO SCHOOL for EI.

If your home school district closes for the day, then there is NO SCHOOL for EI (either AM and PM session).

HEALTH and MEDICAL POLICIES

Physical/Immunizations

A copy of your child’s immunizations and recent physical completed by your child’s pediatrician must be given BEFORE your child starts school. If you do not have a copy of the medical packet, please ask your teacher for another copy.

In order to keep a safe and healthy environment, please keep your child home from school if he/she is exhibiting the following symptoms:

* Vomiting
* Diarrha
* Fever – temperature over 100 degrees Fahrenheit or higher
* Greenish nose discharge and/or chronic cough
* Sore throat
* Rash – body rash, especially accompanied with fever or itching
* Discharge from ears
* Lice/scabies – Children may not return to school unless they have been treated and are free of lice and nits (eggs). Children with scabies can return to school once they are treated.

If your child exhibits any of the above symptoms, you will be contacted and expected to pick up your child from school.

If you are unable to be reached, the staff will call the person(s) listed on the emergency form.

Please inform the classroom staff of any changes that need to be made to your emergency contact list.

Medication

When your child is seen by a physician and is placed on medication, it is suggested to keep your child home for at least a 24- hour period.

What to Bring to School:

* Completed physical/immunizations
* Diapers/pull-ups/wipes
* Extra change of clothes
* Snack
* Backpack large enough to fit your child’s snack and communication folder/notebook that is provided by the school

Please label all items including diapers/pull-ups, clothes and coats.

Please dress your child in comfortable (washable) clothing. Clothing should be comfortable for the weather and easy to manipulate to encourage independence with dressing skills. Shoes should be comfortable for running, jumping, climbing, etc on playground equipment. Please do not send your child in to school with flip flops.

Regarding snack foods: Please do not send in soda or candy. Please also do not send in foods that require refrigeration such as milk. Our classrooms do not have the capability to refrigerate all snacks.

Suggestions for snacks

Fresh fruit applesauce pudding cups

Cereal bar cheese/crackers pretzels Goldfish crackers

Cookies fruit cup sandwich

Parents do not need to send in school supplies such as crayons, markers, glue, etc.

The communication folder should be sent each day your child attends school. This folder will include a summary of what your child did during the school day. If you prefer, you can send in a notebook. While the teacher and therapists will not be able to write a detailed description of the day, they can communicate any concerns/questions.

Transportation

For those children being transported by van:

1. Ask the driver to provide you with their name and phone number that you can use to call when needed, such as when your child will be absent from school. Please note: It is YOUR responsibility and not the teacher’s responsibility to call the driver when your child will NOT be in school.
2. Have your child ready for school when the driver arrives. Van drivers are not allowed to wait for the child. This will hold up the driver for any additional children that need to be picked up.
3. Be sure that someone will be home at dismissal time. If you are away from home and unexpectedly delayed, please call the teacher. The drivers cannot leave children unattended or release the child to someone who is under the age of 18 years.
4. Food and drink (including candy) are not allowed on the van.

For those children being transported by parents:

1. Please be ON TIME when dropping off and picking up your child from school. The staff will designate the place and times where they will meet you and your child.

We understand that things happen but please contact the teacher if you are running late.