

# Sharon Baptist Early Head Start and Head Start



## Parent Handbook

**Campus 1:**  
507 E. 165<sup>th</sup> Street  
Bronx, NY 10456

**Campus 2:**  
279-81 E. Burnside Ave.  
Bronx, NY 10457

**Campus 4:**  
1925 Bathgate Ave.  
Bronx, NY 10457

**Central Switchboard: (718) 466-1604**

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## **Mission Statement:**

**Our mission is to provide an exceptional educational program that is responsive to the needs of our children, families, and staff in a loving and nurturing environment.**

**Vision Statement: Our vision is to inspire, empower and transform lives.**

**Core Values: Diversity, Collaboration, Empowerment, Professionalism, and Vision**

*Dear Parents,*

*Welcome to Sharon Baptist Head Start. Our centers were established to provide warm, caring, nurturing, and safe environments in which your child can play, explore, and learn. It is our hope that your child's participation in our program will help lay the foundations for learning that he/she will need upon entering kindergarten. It is also our hope that parents become actively involved in their children's education during their tenure here. We offer full day classes for toddlers (2 year olds) and preschoolers (3 and 4 year olds).*

*It is our hope that you will find this handbook to be a useful reference guide. It has been developed to provide the information you need to be an active participant in your child's preschool experience. This book is full of important information about our program.*

*We look forward to working with and serving you and your child at Sharon Baptist Head Start, and we hope that your year here will be a fruitful one.*

*Respectfully,  
Sharon Baptist Head Start Staff*

## PHILOSOPHY

Sharon Baptist Head Start is committed to providing a developmentally appropriate program that is responsive to the needs of our children. Our curriculum helps children become independent, responsible, and confident – ready for school success. It teaches children how to plan many of their own activities, carry them out, and talk with other children and their teachers about what they have done. Our students learn through active involvement with people, materials, events, and ideas. They gain knowledge and skills socially and emotionally, physically, and cognitively. They also learn about communicating with peers and adults and are provided opportunities to explore literacy. Special attention and respect are given to each child's learning and cultural differences.

## CURRICULUM

Our staff employs *The Creative Curriculum* in each of our classrooms. This curriculum targets children's growth and development in four key areas: **social/emotional development, physical development, cognitive development, and language development.**

*The Creative Curriculum* educational approach is an **open framework** that organizes the children's and teacher's environment, daily routine, and interactions. The framework gives the teaching team a systematic method for planning, organizing, and carrying out their preschool responsibilities. For the children, the **framework** provides a consistent and secure daily experience that promises interesting things to do, attention by their teachers to their interests and needs, and a sense of control over themselves and their environment.

The framework is **open** because the experiences teachers plan for children foster independent thinking, initiative, and creativity. Study topics are planned according to children's interests. Children's language, social, cognitive, emotional and physical capacities develop quickly when they can use materials and their imaginations freely in an environment that promotes investigation, decision-making, cooperation, persistence, and problem-solving. The capacities that children develop in this **open framework** are broad abilities that children can and do use daily in the classroom as well as at home.

## **GOALS AND PURPOSE**

Sharon Baptist Head Start is designed to meet the needs of children and their families in a nurturing way. In the classroom, dedicated professionals foster social, cognitive, and physical growth in children through use of developmentally appropriate practices. We view **play** as the primary vehicle through which young children grow and learn about themselves and the world around them. Through play, children lay the foundations for later learning in math, science, social studies, science, and language. We are dedicated to preparing children for kindergarten and future school experiences. Furthermore, we are dedicated to assisting and supporting parents as the primary teachers of their children. To this end, we offer a variety of opportunities for parents to become involved in the program. Family support through a network of comprehensive on-site services assists parents in moving forward, building upon their strengths and skills, and becoming self-sufficient.

## **CLASSROOM ENVIRONMENT**

Sharon Baptist Head Start classrooms are designed to allow children to play and explore in a space that meets their needs. Classroom furniture and equipment are arranged in several clearly defined interest areas that enable children to find, use, and return materials they need in order to explore, invent, and learn. For example, each classroom is equipped with **learning centers** including **blocks, computers, discovery (science), dramatic play, writing, library, sand and water, music, art, and table toys** areas. **Cooking/Nutrition experiences are also planned regularly.** Within the classroom, a broad array of materials is available daily for children to experience and explore. Early Childhood Development Specialists (Teachers) prepare the environment and explore topics according to interests dictated by the children.

Outdoor spaces have been arranged to allow children freedom to play, run, jump climb, use riding toys, and play with balls, hoops, balance beams, and parachutes.

## **DAILY ROUTINE**

Each day follows a similar schedule of events, providing consistency for both children and adults. Time for free choice, child-initiated activities as well as teacher directed activities are incorporated into the daily program. A clear balance of activities (active vs. less active/quiet) is evident in each classroom on a daily basis. A typical day consists of indoor and outdoor experiences, large group activities (music, movement, and creative dramatics), small group activities (teacher initiated study work), reading time (storybooks), free play (child-initiated and directed work), and regular routines such as meal time and nap time. Children are encouraged during free play to move freely from one activity to the

next, making choices for themselves, provided they return materials to their designated places before changing activities.

## **ADULT-CHILD INTERACTION**

Adults observe and interact with children at their level to discover how each child thinks, reasons and behaves. Adults interact with children in many ways that empower children to take control of their own learning.

## **ASSESSMENT**

Early Childhood Development Specialists (Teachers) regularly record notes on children's behaviors, experiences, and interests. They use these notes to assess each child's development and to plan activities that will facilitate their growth and development. They also use these notes in the Fall, Winter, and Spring as they record checkpoints on a developmental continuum that tracks children's progress from the beginning of the year until the end. These checkpoints are shared with parents via **Individual Child Reports** to help them better understand their children's development. Each child's record is kept in an internet file that is accessible to both parents and teachers alike. If a parent has internet access, and wishes to access his/her child's records from home or work, he/she should discuss this with the child's teacher.

## **STAFF**

The Executive Director, Deputy Director, and Directors of Education are New York State Certified in early childhood education as are many of our teachers. Teachers, Assistant Teachers, and Teacher's Aides have strong background training in early childhood education and development. Credentials include Master's, Bachelor's, and Associate's degrees. Moreover, highly qualified educational, mental health, and social service professionals serve as consultants to the program. Staff members are sensitive to the needs of children and are culturally and linguistically representative of our community.

Staff development is ongoing and in-service training is conducted three days during the school year. All staff attends workshops and educational conferences to stay abreast of recent research in the field of early childhood development and research as well as social services, nutrition, health, and mental health. Parents are given a calendar of our closing dates on a monthly basis so that alternative childcare arrangements can be made.

## **PARENT INVOLVEMENT**

### ***Home Visits:***

Home visits are required by the Federal Government and are conducted by our Family and Community Partnership Specialists and Early Childhood Development Specialists (Teachers) twice per year for each child/family.

### ***Parent Orientation:***

All parents/guardians are strongly encouraged to attend a scheduled parent orientation that takes place in the last week of September annually. Vital program information including the educational curriculum, child nutrition, health, mental health services, monthly calendar, pedestrian safety, policies and procedures, and opportunities for parent involvement are shared during orientation.

### ***Participation In School Activities:***

Parents are offered a variety of ways to become involved in school activities. These include: class meetings, volunteering, field trips, and committee involvement in the areas of education, health, nutrition, personnel, finance, grievance, policy, program design, and fundraising. We welcome and encourage parents /guardians to play an active role in the functioning of the center.

### ***Parent-Teacher Conferences:***

The staff of early childhood professionals will meet with parents regularly to discuss the progress of individual children. Regular conferences are scheduled in **November, March, and May** of each school year. However, parents and early childhood professionals may request a conference at any time throughout the year to discuss a child's progress. We strongly encourage positive, interactive communication between parents and staff that result in the sharing of information about children. Strong parent-teacher relationships ensure a child/family centered program that meets the individual needs of all children families, and staff.

### ***Visiting the Classroom:***

Parents/Guardians are welcome to visit a child's classroom at any time and are welcome to extend the invitation to other family members. If someone other than the parent/guardian will be visiting the center, the parent/guardian must notify the child's Teacher and Family and Community Partnership Specialist in advance. All visitors will be asked to provide identification upon their arrival and must sign in with the receptionist. No child will be released to a visitor, including family



members, unless the center has prior permission on file. The safety of your child is always our first concern at Sharon Baptist Head Start.

### ***Volunteers:***

We strongly encourage and expect parent volunteerism in the center. If you or anyone you know is interested in volunteering at the center on a regular basis, please contact the Education Director or Family and Community Partnership

Specialist. An orientation session is conducted with each volunteer prior to entering so that a schedule of work and description of involvement can be determined. All volunteers must be 16 years of age or older. In addition, volunteers are required to be fingerprinted and to submit a complete physical prior to working in the center.

### ***Cultural/Holiday Celebrations:***

Sharon Baptist strives to be culturally sensitive in approaching holiday celebrations. We understand that our children come to school with a variety of cultural backgrounds, beliefs, and experiences. As such, we do not advocate or endorse any one particular set of beliefs or ideology where holidays are concerned. Rather, we strive to take into account the backgrounds of **all** of our children and families when planning classroom instruction and celebrations. As such, we need your parental input in making us aware of celebrations and traditions in which your family participates so that we may plan appropriately. We strongly encourage parents to visit the classroom to share their traditions and culture with children on a regular basis.

### ***Birthday Parties:***

Parents are welcome to celebrate their child's birthday in his/her classroom. Children's birthdays are celebrated at the end of each month in each classroom. For example, all children born in January celebrate their birthdays near the end of January. We must adhere to Department of Health guidelines when conducting parties in the classroom. **As such, candles (fire hazard), and balloons and goodie bags (choking hazards), and soda are not allowed.** The nutrition staff will provide a cake and 100% fruit juice for the party. Sharon Baptist recognizes that not all families celebrate birthdays in the same way and will make every effort to accommodate each family's cultural practices.

### ***Separation and Transition***

Dealing with separation is sometimes difficult for both the child and parents/guardians. Keeping this in mind, we ask that parents/guardians be flexible during their child's first week in school and arrange time (5 to 10 minutes)

in their schedules to spend in the classroom, particularly at drop-off time, to ensure a smooth transition. If your child is having a difficult time transitioning into the classroom and is experiencing anxiety, you are welcome to stay longer until he/she feels comfortable and relaxed.

### ***Field Trips***

Trips outside the center are mandated and may be local or outside our immediate community. These may include trips to local markets, libraries, museums, zoos, aquariums, parks, and other areas of interest to our children. Trips are generally related to themes explored in the classroom. Parents are asked to sign a **field trip permission form** at the beginning of the school year. This form gives the center permission to take children on trips at any given time throughout the year. Notification will be provided in advance by teachers for trips outside our immediate community (i.e. bus trips).

**Parents are strongly encouraged to attend field trips (bus trips) with their children. Siblings are welcome if space is available on the bus, but parents are responsible for additional admission costs if applicable. Arrival and pick up times may vary from regularly scheduled times on field trip days. Teachers will issue a field trip notification form at least one week in advance outlining changes in arrival and pick up times.**

### ***Escorts***

To ensure the safety of your child, Sharon Baptist **will not release your child** to anyone whose name does not appear on the authorized pick up list. Please be sure to notify **both** your Family and Community Partnership Specialist and your child's teacher of any changes of persons bringing or picking up your child. **All authorized escorts must be eighteen years of age or older.**

**Each time a child is brought to school and picked up, the accompanying adult must sign the sign in/out log in the child's classroom. Please print your name clearly and legibly and avoid writing "Mom," "Dad," "Grandma," etc.**

### **PROGRAM HOURS**

Sharon Baptist operates **full-day** and **extended- day** programs. ***Full-day Early Head Start, Head Start and Child Care*** classrooms operate Monday through Friday from 8:00 AM to 3:00 PM. Campus 2, only, provides extended day care after regular school hours. **All children must arrive at the center no later than 8:45 AM. Regular pick-up time for children is 3:00 pm.**

**After school hours are available for childcare children only whose parent's/guardian's work or school commitments prohibit them from picking up their children at the regularly scheduled time. This is evaluated on a case-by-case basis.** In such cases, parents/guardians will be asked to submit documentation from their employer or school regarding the conflict in schedule. The center will confirm such conflicts with the employer or school by telephone before the child is allowed to participate in the after-school program.

It is important that all children arrive at the center on time and are picked up on time each day. Children need to arrive on time in order to share meals with their classmates and teachers and to ensure that our nutrition staff can prepare the correct number of meals needed for the remainder of the day. If you have an appointment and your child will be late in arriving, please inform our staff in advance. In cases of emergency where you will be picking up your child late, please contact the school to let us know. **You need to notify the center as soon as possible if you will be late for arrival or pick up. Barring an emergency, children must be picked up according to their designated time of dismissal.**

### **SCHOOL CLOSINGS**

The center closes for severe weather conditions in accordance with the closing of the New York City Public School System. **However, if the emergency occurs on a day that public schools are closed due to a holiday, parents should listen for an announcement by the mayor that an emergency (such as snow) is declared and follow directives.** Parents/Guardians are advised to listen to local radio and television stations for information. Should the center need to be closed for any other reason, our staff will contact you directly. **Parents are encouraged to pay close attention to the calendars distributed each month, which will contain information about school closings for holidays and in-service training. These in-service training sessions may not coincide with the New York Public School System closings.**

### **CHILDREN'S CLOTHING**

Children are quite active in school and should be dressed comfortably and appropriately for an early childhood program. Shoes with rubber soles or sneakers are best for school activities. **Each day, children will use paint, markers, play-dough, clay, and sand and water, which can easily spill onto clothing and leave a stain.** All materials in the center are non-toxic, water-based, and washable, but may still stain clothing. As such, **please do not dress children in clothing that you wish to keep free of stains.** Moreover, it is important that you label your child's clothing with his/her full name so that confusion does not take place when children remove a clothing item at school.

Many children have clothes that look similar. It will help staff to identify your child's clothing if it is clearly marked with his/her name. **Sharon Baptist is not responsible for lost or stolen property.**

**Your child will need a complete extra set of clothing for school at all times in case of emergency. This will include underwear, socks, pants, and a shirt.**

**Children are not permitted to wear jewelry to school.** Jewelry can be easily broken or lost while children are actively playing. It can also be dangerous. Hoop earrings and necklaces can be inadvertently pulled by other children, possibly resulting in injury. Please help us keep your children safe by removing jewelry before they enter the classroom.

### **NAP / REST TIME**

Nap time is held daily for children in every classroom. The New York City Health Department mandates that every child have two sheets for his/her assigned cot on a daily basis. Sharon Baptist provides disposable (medical grade) sheets for children for naptime. However, they are constructed of paper and are lacking in comfort and durability. As such, many parents choose to bring in their own child's sheets from home, although it is not mandatory. If you choose to provide your child's sheets, please ensure that they are labeled with your child's name (two flat sheets/no blankets please). Sheets should be taken home each Friday, laundered, and returned the following Monday.

### **POLICY ON CLASSROOM MANAGEMENT / DISCIPLINE**

Children need limits and routines so that they feel safe, secure, and respected. They need to know what is expected of them and what to expect on a daily basis. As such, our staff seeks to provide consistency in the classroom when addressing unwanted or inappropriate behaviors. Staff take into consideration the age and developmental level of the child in approaching such situations. They acknowledge children's feelings and emotions when they are upset or angry and strive to teach children to resolve their own conflicts using a **conflict resolution model**. All staff members receive social-emotional training through a program/approach called **Conscious Discipline**, which was created by Dr. Becky Bailey. They also use a variety of other methods in managing the classroom. These include **providing a consistent daily schedule, observing, anticipating, and redirecting the child toward more acceptable behaviors, developing clear and consistent rules, using encouragement, modeling and reinforcing appropriate behaviors**. It is sometimes necessary for staff to accompany a child as the child leaves the area that poses difficulty, to gently hold a child until he/she is calm, or to have a child sit quietly in a safe and secure

space with adult supervision. **Staff members are instructed to never yell at, disparage, or belittle children for unacceptable behaviors. Physical punishment is never used by any staff member at the center.**

### **CHILD ILLNESSES / ADMITTANCE POLICY**

**When your child is ill, he/she must be kept at home.** Please remember to telephone the Health Specialist at the center to inform him/her that your child is sick and to discuss the nature of the illness. If a communicable disease should arise, all parents will be notified in order to help prevent the spread of the illness and to alert parents to the potential symptoms. **If a child is out of school more than three consecutive days with an illness, he/she will need a doctor's note to be readmitted to the classroom.**

### **PROGRAM HEALTH POLICIES**

1. A child with discolored nasal discharge (indicating infection), a fever (101.0 or above), severe coughing, yellowish skin or eyes, pink eye, unusual spots or rashes, infected skin patches, unusual behavior, gray or white stool, unusually dark tea-colored urine, sore throat or trouble swallowing, headache, vomiting, loss of appetite, or an open rash or wound, head lice or "nits," will not be admitted to class. If children are brought to school and the aforementioned conditions are detected by staff, the parent/guardian will be contacted to pick the child up from school immediately and will be encouraged to seek medical care.
2. Parents/Guardians are expected to notify the center of any communicable diseases contracted by their children so that we may take preventive measures. Parents are asked to report to the agency within 24 hours any absence for: **chicken pox, conjunctivitis, diarrhea, diphtheria, food poisoning, hepatitis, hemophilus, influenza type B infection, impetigo, measles, meningitis (all types), meningococcal disease, methicillin resistant staphylococcus aureau (MRSA), mumps, pertussis (whooping cough), poliomyelitis, rubella (German measles), salmonella, scarlet fever, tuberculosis, or any other disease or condition which may be a danger to the health of children in the setting. Such disease or condition shall not include acquired immune deficiency syndrome (AIDS) or human immunodeficiency virus (HIV) infection.** Return to school following a child's contraction of any of the aforementioned communicable diseases requires a doctor's note providing clearance to return to school.

### **SCREENING FOR DEVELOPMENTAL DELAYS**

With the **consent** of each child's parent, and within 45 calendar days of the child's entry into Sharon Baptist Head Start, each child is screened using the

**Brigance Toddler or Preschool Screening Instrument** This screening procedure is used to identify potential concerns regarding a child's developmental, sensory (functional visual and auditory), behavioral, motor, language, social, cognitive, perceptual, and emotional skills. This screening is conducted in the child's primary language. Parents are involved in the screening process regarding their child's social-emotional well-being and self- help skills during a scheduled interview.

### **SPECIAL NEEDS REFERRAL / EVALUATION / DIAGNOSIS PROCESS**

When a child is suspected of having a special need (e.g. speech, cognitive, physical, or social/emotional delay), the teacher discusses his/her concerns with the parent/guardian and informs the education director and disabilities coordinator. The disabilities coordinator sends a referral to the child's local school district, in conjunction with the child's parent/guardian. Within two weeks of the referral, parents/guardians receive a package from the CPSE (Committee for Preschool Special Education) or EI (Early Intervention). Parents/Guardians select an evaluation site and accompany their child to begin the evaluation process. Upon completion of the evaluation, parents/guardians are notified of a review date by the CPSE or EI administrator. At this time, parents/guardians should inform the disabilities coordinator and the child's classroom teacher of the scheduled review date. The disabilities coordinator and the child's classroom teacher attend the review with the parents/guardians to advocate for the most appropriate services and least restrictive environment for the child.

### **EMERGENCY TELEPHONE NUMBERS / AUTHORIZED PICK-UP PERSONS**

Emergency telephone numbers are used in case of emergencies only. **Please be sure numbers are current and accurate.** It is important that center staff be able to contact a person whom they can speak with directly concerning your child if an emergency occurs. Emergency cards and authorized pick-up information forms will be kept in each child's file. Children will not be released to anyone if the parent has not given prior permission and it is documented in the child's file. (See **Escorts** section for more detailed information). Parents/guardians are required to give the name, telephone number, and relationship of any person they designate to pick their child up at the center. Identification will be required of all persons picking children up at the center if unfamiliar to staff.

**Please notify the center immediately of any changes in phone number, pick-up authorization, or address information. We must be able to reach you should an emergency arise.**

### **MOVING ON DAY**

Sharon Baptist Head Start **does not** hold graduation ceremonies for children who are leaving the program. According to the National Association for the Education of Young Children, such ceremonies have been found to be largely inappropriate for children. Instead, each classroom holds a ***Moving On Celebration*** at the end of the school year. On this day, parents participate in closing activities in their child's classroom. A ***Family Trip or Family Day*** is generally planned near the end of the school year to bring closure to your child's Head Start experience. Parent's/Guardians are strongly encouraged to attend this family trip /day with their children.

### **NUTRITION / MEAL SERVICE**

Children are served nutritious meals daily in our program according to federal guidelines. These include breakfast, lunch, and snack. Meals are served "family style" and each child chooses only the foods he/she wishes to eat. All foods served are low in sugar, salt, and fat. **Menus are posted weekly on parent bulletin boards outside the classroom. Please see CACFP guidelines in the appendix for more information.**

**If your child has a food allergy or does not eat certain foods due to religious affiliation, you should indicate this to your Family and Community Partnership/Child Health Specialist immediately. We do require that parents submit a letter from your physician or religious leader stating the prohibition of such food. Nutrition staff and teachers are notified of all food allergies and children's names/food allergies are posted inconspicuously in the kitchen and in the classrooms.**

### **PARENT RIGHTS IN HEAD START**

1. To take part in major policy decisions affecting the planning and the operation of the program.
2. To help develop adult programs which will improve daily living for me and my family.
3. To be welcomed in the classroom.
4. To choose whether or not I participate without fear of endangering my child's rights to be in the program.
5. To be informed regularly about my child's progress in Head Start.
6. To be always treated with respect and dignity.
7. To expect guidance for my child from Head Start teachers and staff, which will help his/her total individual development.
8. To be able to learn about the operation of the program, including the budget and the level of education and experience required to fill various staff positions.
9. To take part in planning and carrying out programs designed to increase my skill in areas of possible employment.

10. To be informed about all community resources concerned with health, education, and the improvement of family life.

### **PARENT RESPONSIBILITIES IN HEAD START**

1. To learn as much as possible about the program and to take part in major policy decisions.
2. To accept Head Start as an opportunity through which I can improve my life and my children's lives.
3. To take part in the classroom as an observer, a volunteer worker or a paid employee, and contribute my services in whatever way I can toward enrichment of the total program.
4. To provide parent leadership by taking part in elections and to explain the program to other parents and encourage their full participation.
5. To welcome teachers and staff into my home to discuss ways in which parents can help their children's development at home in relation to school experience.
6. To work with the teachers, staff and other parents in a cooperative way.
7. To guide my children with firmness, which is both loving and protective.
8. To offer constructive criticism of the program, to defend it against unfair criticism and to share in evaluating it.
9. To take advantage of programs designed to increase my knowledge about child development and my skills in areas of possible employment.
10. To become involved in community programs which help to improve health, education and recreation for all.

### **CONFIDENTIALITY**

Confidentiality is maintained at Sharon Baptist Head Start at all times. All information relating to our children and families is documented and secured under lock and key in the Family and Community Partnership office. Information is shared only with the family's consent and when it best serves the interest of the family. Safeguarding confidentiality is one way Sharon Baptist conveys respect for and affirms the worth and values of the families we serve. Preserving the confidentiality of private information disclosed during the helping process is critical both for the agency and for the worker's success with the family.

### **PEDESTRIAN SAFETY**

You and your child can be at risk as you walk to and from school each day. Each year, hundreds of pedestrians in NYC are involved in, and often injured, in accidents involving automobiles and even bicycles. Listed below are some safety measures you can observe while getting your child to and from school each day:

- 1) **Always walk on the sidewalk.** If there is no sidewalk and you have to walk



in the road, always walk FACING traffic, so you can see any car that might go out control.

2) **Dress to be seen.** Brightly colored clothing makes it easier for drivers to see you during the daytime. At night, you need to wear special reflective material on your shoes, cap, or jacket to reflect the headlights of cars coming towards you.

3) **Tips for crossing the street:**

- **Cross only at corners or marked crosswalks.**
- **Stop at the curb, or the edge of the road.**
- **Stop and look left, then right, then left again, before you step into the street.**
- **If you see a car, wait until it goes by. Then, look left, right, and left again until no cars are coming.**
- **If a car is parked where you are crossing, make sure there is no driver in the car. Then go to the edge of the car and look left-right-left until no cars are coming. Keep looking for cars while you are crossing, and remember, walk, don't run.**

For more information on Pedestrian Safety, you may contact *Safety City*, a traffic safety program for school children that uses a simulated New York City street to teach children about traffic safety through hands-on experience. *Safety City* is located in the Bronx at 837 Brush Avenue, at Lafayette Avenue and Westchester Creek. The telephone number is (718) 822-4116.

## **EMERGENCY PREPAREDNESS**

Sharon Baptist Head Start maintains and annually updates emergency preparedness procedures in accord with the New York City Office of Emergency Management for the following potential situations or risks:

**Missing Child, Kidnapping, Child Abuse, Assault on Child or Staff, Gas Leak, Building and Site Evacuation, External Hazardous Materials Accident, Internal Hazardous Materials Accident, Shelter-In-Place, Bomb Threat, Emergency Lockdown/Intruder Alert, Suspicious Mail or Package, Large Scale Emergencies/New York Hazards, Hazmats and Chemical Spills, Radiation Exposure, Severe Weather, Thunderstorms, Floods, Tornadoes, Hurricanes, Ice Storms/Winter Weather, Extreme Heat, Earthquakes, Tsunamis, Civil Disorder/Rioting, Terrorist Attack, Bio-terrorism Agents, Anthrax, Smallpox, Disease Outbreaks, Potential Public Health Threats to NYC, Pandemic Flu, Avian Flu, SARS, West Nile Virus, Widespread Loss of Electrical Power, Extreme Heat or Cold, and Carbon Monoxide.**

Additionally, Sharon Baptist conducts the following drills with staff and children throughout the school year:

**Fire Alarm/Emergency (2 x monthly Sept. to December) 1x monthly (Jan. to July)**  
**Building/Site Evacuation (monthly)**  
**Emergency Lockdown/Intruder Alert (October, January, and April)**  
**Tornado Drill (January and April)**

In the event that staff and children must evacuate the building and cannot return to the building for the remainder of the day, evacuation sites away from the center have been established as follows:

**Campus 1 (165<sup>th</sup> Street):**  
**PS 53 Basheer Quisim**  
**360 E. 168<sup>th</sup> Street, Bronx, NY 10456**

**Campus 4 (Bathgate Avenue):**  
**Volunteers of America**  
**1887 Bathgate Avenue**  
**Bronx, NY 10457**

**Campus 2 (East Burnside):**  
**PS 163**  
**2075 Webster Avenue**  
**Bronx, NY 10457**

***PARENTS WILL BE NOTIFIED BY TELEPHONE IN SUCH OCCURRENCES***

**DISCONTINUATION OF ADMITTANCE:**

The Executive Director reserves the right to prohibit any parent or guardian who threatens the safety of a staff member, child, or another parent or guardian from entering the premises.

**CELL PHONE USAGE AND PICTURE TAKING:**

Sharon Baptist Head Start does not allow parents to talk on cell phones while in the classroom during arrival and pick-up times. We also prohibit parents to photograph any child other than their own while on school grounds. In the recent past, a parent took a picture of a child other than his own and posted it on social media along with a disparaging remark. The other child’s parents, understandably, were very upset about this. As a result, we ask that you do not take photographs of children other than your own.

**CHILDREN’S BATHROOM PROTOCOL**

There may be times when your child needs your assistance in toileting and handwashing while you are dropping off or picking up your child. If children other than your own are present in the bathroom at that time, we ask that you wait by the restroom door while your child uses the restroom.

**CHILD ABUSE REPORTING**

Sharon Baptist Head Start employees are mandated by the New York State Department of Social Services to report any suspected cases of child abuse, neglect, or maltreatment to the State Central Register of Child Abuse and Maltreatment. Failure to report such cases constitutes a felony. **WE ARE MANDATED BY LAW TO REPORT ALL SUSPECTED CASES OF CHILD ABUSE.**

**THE SPONSORING BOARD**

In order for a center to be approved to serve children and families, there has to be a concerned group of people committed to the goals and aims of the Head Start philosophy. These people become incorporated and make an application requesting that they be given funds to operate a program. Once the application is approved, monies are then advanced to the Board to operate the center. All funds advanced are the responsibility of the Board. Programs cannot exist or operate without such a Board.

**Sharon Baptist Board of Directors**

**Officers**

Julius P. Bennett and Frances Phipps – Co-Chairpersons  
Marselle Heywood-Julian - Secretary

**Members**

Janet Dweh  
Isatu Kanu- James  
Andre Lake  
Myrna Martorell  
Kerron Norman  
Cherise Myers  
Renee Sutton

**TELEPHONE DIRECTORY**

**Program Directors and Coordinators**

- Barbara Manners – Executive Director ..... (718) 466-1604 ext. 418
- Charles Wright – Deputy Director..... (718) 466-1604 ext. 417
- Shazeema Lutchman – Family Services Coordinator... (718) 466-1604 ext. 411
- Lissette Lopez – Special Services Director..... (718) 466-1604 ext. 410
- Lynn Carr – Nutrition Coordinator..... (718) 466-1604 ext. 104
- Nancy Feliciano – Human Resources Coordinator... (718) 466-1604 ext. 405
- Enrique Velasquez – Fiscal Officer..... (718) 466-1604 ext. 404
- Leisy Polanco – Volunteer Coordinator..... (718) 466-1605 ext. 402

**Staff**

***Campus 1: Telephone Number (718) 585-5876***

- Alba Lopez– Site/Education Director..... Ext. 106
- Wanda Maysonet – Site Manager/ Family Assistant..... Ext. 101
- Nakiea Nash- Parent Family Community Engagement Specialist.....Ext. 102
- Edward Donkor – Parent Family Community Engagement Specialist.....Ext. 103

***Campus 2: Telephone Number (718) 466-1604***

- Sugeyry Nieto– Site/Education Director.....Ext. 208
- Miguelina Paulino – Parent Family Community Engagement Specialist.. Ext. 203
- Evelyn Collazo – Family Assistant..... Ext. 201

Julson Fabien – Fathers For Progress Director.....Ext. 205

Ashmia Conteh – Parent Family Community Engagement Specialist.....Ext. 204

***Campus 4: Telephone Number (718) 466-1604***

Tanya Dumeng - Education Director.....Ext. 407

Shyanne Carpenter – Instructional Coach.....Ext. 406

Nona Samuels – Receptionist/Program Assistant.....Ext. 401

Tania Sharafat - Parent Family Community Engagement Specialist .....Ext. 416

Sylma Mercado- Parent Family Community Engagement Specialist .....Ext. 415

Diamela Rivera – Parent Family Community Engagement Specialist.... Ext. 409

Michelle N. Askins - Parent Family Community Engagement Specialist..Ext. 413

**Sunshine Developmental School:**

Nancy Fernandez – Program Coordinator.....(718) 617-8687

**Classroom teachers can be reached by contacting the center Receptionist, Education Director, or Parent Family Community Engagement Specialist. Teachers are not allowed to receive calls in classrooms, but messages will be relayed and a return call will be made.**

Dear Parent, Guardian or CACFP Participant,

This center participates in the Child and Adult Care Food Program (CACFP) and provides healthy meals at no cost to all children and adults enrolled in care. By completing and returning the attached income eligibility form, you will help your center receive money from CACFP for the meals that are served. If your household's income is equal to or less than the amounts indicated for your household size on the chart below, the center will receive a higher rate of funding for the meals served. The form needs to be completed every year. The information is used only for CACFP purposes.

**INCOME ELIGIBILITY GUIDELINES**  
(Effective July 1, 2019 until June 30, 2020)

HOUSEHOLD SIZE	REDUCED-PRICE MEALS		
	YEAR	MONTH	WEEK
1	23,107	1,926	445
2	31,284	2,607	602
3	39,461	3,289	759
4	47,638	3,970	917
5	55,815	4,652	1,074
6	63,992	5,333	1,231
7	72,169	6,015	1,388
8	80,346	6,696	1,546
FOR EACH ADDITIONAL FAMILY MEMBER	+8,177	+682	+158

\_\_\_\_\_  
SPONSOR/CENTER OFFICIAL

\_\_\_\_\_  
SPONSORING ORGANIZATION

\_\_\_\_\_  
DATE