



CenClear Family Center



2023-2024 Family Handbook

Family Center Site: _____

Telephone Number: _____

Parent Educator Name: _____

WELCOME!!!

Hello and Welcome to **CenClear Family Centers!**

The Family Centers Program provides a variety of experiences for you and your child. It is based on the belief that you, the parent, are the primary educator and most important person in your child's life.

Parent Engagement encourages you and your home visitor to work together to support and improve your child's learning and development. We encourage parents to attend Group Connections, family activities, and Parent Advisory Board meetings.

Vision & Hearing screenings are provided for your child. This will assist you in obtaining any necessary care. Preventative health care is encouraged.

Nutrition Services are available for children who need additional support.

Family Well-Being. We encourage families to work on self-determined goals. Emphasis is placed on using community resources for job/trainings, information, support and recreation. In-home parent-child interactive literacy for children and financial literacy for adults is encouraged.

Child Development provides opportunities to meet the individual developmental needs of your child. These experiences will help him/her to develop socially, mentally, physically, and emotionally. Your child will receive a development screening. Children with special needs are referred to services necessary to grow and progress.

Preventative Mental Health encourages positive mental health through prevention, identification, and early assistance.

We look forward to spending this year with you. We hope that you find the Family Centers Program to be a wonderful experience for you and your child.



Family & Community Partnerships

Personal visits are one of the most important parts of our program. During your personal visit, we will discuss your family goals and your child's development. You will learn to use everyday activities and materials as positive learning experiences. Your Parent Educator will assist you in working with community resources that will help you reach the goals you want to achieve. Our aim is to work with you to learn about your community resources.

Personal-Visit Scheduling

1. Visits in your home will occur twice a month. You and your Parent Educator will choose a scheduled time for the personal visits. Additional visits may be scheduled on an as-needed basis.
2. Please remember that in order for our program to be productive, you need to be a constant, active part of personal visits. You, the parent, **must** be present for personal visits. We ask that every effort be made to be home for scheduled visits. If for some serious reason, you need to reschedule your personal visit, we ask that you provide your Parent Educator with as much notice as possible.

Personal-Visit Activities

The Family Center Program utilizes the Parents as Teachers model:

- Parent-Child Interaction – We help to develop parenting skills that are warm, responsive, encouraging and communicative. This incorporates the activities families are already doing and builds on them.
- Development-Centered Parenting – We inform parents about child development, making connections between your child's stage of development and behavior. We will help you to identify and understand causes of behaviors and move towards solutions as needed.
- Family Well-Being – We place an emphasis on helping parents to focus on strengths, capabilities and skills, and to build on these within your family. We encourage a healthy, nurturing environment in which your family can grow and develop together. We focus on supporting families by learning about your perspectives, needs and wishes, and help to facilitate your decision-making abilities.

Throughout the year, another CenClear staff person may accompany your Parent Educator on a visit to observe, provide guidance, mentor, or provide training. You will be notified, when possible, in advance of extra people coming into your home.



Family & Community Partnership



Confidentiality

All program information is kept confidential. Records are kept for each CenClear child/family in order to best serve you and to document for the State and Federal Government that we are doing our job. These records are open to CenClear employees who need the information to provide services for your child/family. You, the legal guardian, may review only the records concerning your child and family. Please notify the office in writing if you wish to do so. Should you disagree with any recorded information, you will be asked to write your own comments to be kept with your child's records.

As you participate in the program, you may become aware of information pertaining to other children and families. We want a promise from all families, that any and all information remains within the group in which it was shared (e.g. Young Parent Group, training, etc.). Innocent comments can sometimes lead to terrible misunderstandings. Please address any confidentiality concerns with your Parent Educator.

Custody Issues

CenClear respects that adults sometimes make personal choices of separation and divorce. As there are many relationship issues, CenClear staff cannot become involved in divorce or custody proceedings. We **can** refer individuals and families to counseling and legal services. Also, please provide us with a copy of your custody orders so that we can maintain accurate information regarding custody. Additionally, it will help us to know "why" a child may be absent from socializations.

Mandated Reporter

By law, all agency staff are considered to be Mandated Reporters. This means that we must report any repeated or patterned bruises, burns, and injuries which occur that don't appear to be caused by a child's normal activities. Remember, we do care about you and your child and will help you work through any mandated reporter situations that may occur.

CenClear's programs are family/child-focused programs, so your Home Visitor/Teacher/Family Service Worker wants you to remain the key person in your child's preschool experience.

The following are services you can expect to receive:

- A program that supports the social and emotional well-being of you and your child and provides services that are trauma informed and responsive. This occurs by following guidelines established by the Sanctuary Model of Care and Positive Behavioral Interventions and Supports (PBIS).
- Home visits and parent conferences. The number of visits and conferences depends on your preschool program. These will be scheduled at a time convenient for you. You and your teacher, home visitor and/or family service worker will share ideas about ways to teach your child.
- Resource referrals as needed.
- Information and help to resolve family needs: (supplemental food, food stamps, speech therapy, health and nutrition information, childcare, etc).
- Parent engagement activities and professional development trainings.



Community Resources

Information on community resources can be found in the Resource Directory, online at www.cenclear.org or dialing 211 (nationwide service directory). Your Teacher or Family Service Worker can also assist you in locating community resources.



Parent Engagement Information

Parent and family engagement is about promoting safety, supporting strong relationships between parents and children and nurturing ongoing learning and development. Our motto is *"Reaching Children Through Families."*

Parent Committee

Parent Committee are comprised exclusively of parents of currently enrolled children.

Parents are encouraged to attend activities, trainings, and meetings to promote collaborative-thinking and problem-solving.



Volunteer Opportunities

- Bus aide
- Classroom volunteer
- Cook's helper
- Prepare classroom materials
- Policy Council Representative
- Parent Advocate

Parent Advisory Board

This is an opportunity to have your voice heard and to make a difference in the way that services are provided for families. This information is vital for planning the future look of service provision. Information from the Parent Advisory Board is shared at the Clearfield County Collaboration and Prevention Board meetings.

Parent Advocate

A Parent Advocate is a parent who will assist the Home Visitor/Teacher and other parents with activities that are provided within the Parent Center Committee group. To apply for the Parent Advocate position, see your Home Visitor to complete an application. Each applicant is interviewed and successful candidates are chosen.



PLEASE NOTE:

All volunteers are required to have clearances.

Any parent with "crimes against children" are not permitted on CenClear property.

Group Connections

Group Connections are offered through the Family Center Program for you and your child. Group Connections occur at a time best for families either at the center or in the community. There is not a schedule of activities for Group Connections—just a tremendous opportunity for you to follow your child’s lead in play. Through parent-child interaction, you should gain a greater awareness of your child’s cues, capabilities and developmental needs. This is also a terrific opportunity to bond and connect with your child.

Group Connections are also a great time for connecting with other parents and staff. During this time, you will have the opportunity to discuss resources in the community, parenting practices and various health, safety and nutrition topics. This is also an excellent time to discuss upcoming events at CenClear and in the community.

Group Connections Cancellations

Your Parent Educator will contact you in the event of a cancellation due to weather or unforeseen circumstances.

Snack Time

A snack may be provided during Group Connections. Child-centered conversations take place. These may include conversations about the food they are eating, events happening at home, etc. Children, with parental assistance, clean-up their snack area when they are finished.



Parent Curriculum

CenClear uses the **Ready Rosie** parenting curriculum. Ready Rosie enables our teachers, home visitors, and family service workers reach families on a personal level. You can use this app on your phone or computer for simple two-way communication. Teachers share information with families and recommend short videos that are fun for the entire family. Families then share outcomes with their teachers.



READYROSIE

On to Kindergarten...

Here is a list of ideas that will help you plan for your child's transition from preschool to kindergarten. Following these suggestions can make the transition process smoother and less stressful for your child, family, and school.

- Work on your child's readiness skills at home. (Your Parent Educator can give you ideas.)
- Sign the Consent to Exchange Information with the school district.
- Update your child's immunizations.
- Find out where and when to register your child for kindergarten before May 15th.
- Make a list of questions you may have to ask school district staff during registration.
- Register your child for kindergarten.
- Arrange to visit your child's school with your Parent Educator.

Every family with a child entering kindergarten in 2024 should receive a "Kindergarten, Here I Come" activity guide. This resource has excellent information to help you prepare your child as they enter kindergarten.

What is School Readiness?

The Office of Head Start has defined school readiness as "children are ready for school, families are ready to support their children's learning, and schools are ready for children."

CenClear has developed a plan to help parents and all program staff understand how enrolled children are developing and what all of us can do to help them prepare for school. The plan includes ideas for health and nutrition, parent engagement, social services, mental health, and educational support for all children enrolled in our Early Childhood division.

The "Parent, Family, and Community Engagement Framework," which includes our "School Readiness Plan," helps guide us to:

- Decide what trainings to provide for staff.
- Form strong partnerships within the community.
- Provide services that meet the needs of children and families.
- Supports parents to be strong advocates for their children.

Please make sure you talk with your Parent Educator about this plan. It is important for all of us to work together to prepare children for school!



Health, Safety and Nutrition

Immunizations

Effective with the 2023-2024 program year, all preschool children are required to be up-to-date on their childhood immunizations according to the schedules prescribed in the Early and Periodic Screening, Diagnosis and Treatment (EPSDT) before they can be enrolled in preschool. If a child does not have all the prescribed doses, they must work with their doctor to provide a catch-up schedule within the first 5 days of class. The only exceptions are if a child has a medical or religious/moral exemption. A medical exemption must be signed by their doctor. Religious/moral exemptions require a written note from the parents/guardians.

Recommended Childhood Immunization Schedule

Vaccine	Birth	1 month	2 months	4 months	6 months	12 months	15 months	18 months	19-23 months	2-3 years	4-6 years
Hepatitis B	Hep B	Hep B		Hep B							
Diphtheria, Tetanus, Pertussis			DTaP	DTaP	DTaP		DTaP				DTaP
Haemophilus Influenza			Hib	Hib		Hib					
Inactivated Polio			IPV	IPV	IPV						IPV
Measles, Mumps,						MMR					MMR
Varicella						Varicella					Varicella
Pneumococ-			PCV	PCV	PCV	PCV					
Rotavirus			RV	RV	RV						
Hepatitis A						HepA (2 doses)					
Influenza					Influenza (yearly)						



Physical Requirements

All children enrolled in the CenClear Family Center Program are encouraged to be current on their well-child health exams according to the PA EPSDT Schedule.

Your child's doctor should work with you to ensure the recommended schedule for examinations and screenings listed below is followed for your child.

Early and Periodic Screening, Diagnosis, and Testing (EPSDT) Program Schedule

- Age-appropriate scheduled of Well Child Exams:
 - ⇒ Newborn—By 1 month—2-3 months—4-5 months—6-8 months—9-11 months—12 months—15 months—18 months—24 months—30 months—3 years
- Oral Health Risk Assessment completed at age 12 months. Referral to dental home begins at 12 months of age.
- Vision and hearing up to 30 months of age. Vision and hearing screening is required at 3 years and at every check-up thereafter.
- Hemoglobin is tested at age 9-11 months.
- A Tuberculin test is done if indicated by history or symptoms.
- Urinalysis is done at age 5 years.
- Blood Lead Level is to be done at 9-11 months and again at 24 months.
- Sickle Cell testing is to be done if indicated by history or symptoms.

Dental Requirements

All enrolled children are encouraged to have a professional dental exam, at least yearly, beginning as early as a dental professional will see the child. Your Parent Educator can assist you in locating a dental professional and in scheduling appointments and follow up care as needed.

Good oral hygiene, including tooth brushing, will be practiced during socializations.



Health & Developmental Screenings

We offer health and developmental screenings for your child within 90 days of enrollment and annually thereafter. Your Parent Educator will conduct these screenings in your home.

- Vision is assessed using the SPOT vision screening machine for children ages 6 months and older.
- Hearing is assessed using the Otoacoustic Emissions (OAE) hearing machine.
- A developmental screening is conducted using the Ages & Stages Questionnaire.
- A social/emotional screen is conducted using the ASQ:SE2.
- A Health Questionnaire is completed to obtain health-related information (immunizations, health, nutrition, etc).

CACFP Non-Discrimination/Complaint Procedure

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc), should contact the agency (State or Local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form \(AD-3027\)](http://www.ascr.gov/complaint_filing_cust.html) found online at http://www.ascr.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

Fax: (202) 690-7442

Email: program.intake@usda.gov

This institution is an equal opportunity provider.





What is WIC?

WIC is the Special Supplement Nutrition Program to help improve the health of women, infants and children. WIC services are provided at no cost to you and your family.

Who is Eligible?

- **Women** who are pregnant, breastfeeding or recently had a baby (under 6 months).
- **Infants.**
- **Children** under age 5.

WIC is for married and single parents, working families and the unemployed. If you are a father, mother, foster parent or other legal guardian of a child under age 5, you can apply for WIC for your child.

You must live in Pennsylvania, have a nutrition need and not exceed the income guidelines:

WIC Income Guidelines

Household Size	*Monthly (Approx.)
1	\$1,986
2	\$2,686
3	\$3,386
4	\$4,086

For each additional family member, add \$700.

Income (before taxes) is effective 7/1/2021 for each unborn infant, add one to household size.

How To Apply

Get started online at www.pawic.com or call
1-800-WIC-WINS
(1-800-942-9467)

Sanctuary Model

The Sanctuary® Model is a nationally recognized plan for trauma-informed care. CenClear applies Sanctuary principles as the basis for our programs and to guide our staff to share the same values and language. As a result, we have a safer organization that is focused on growth and change.

The Sanctuary model uses (**SELF**) as another component of trauma-informed care:

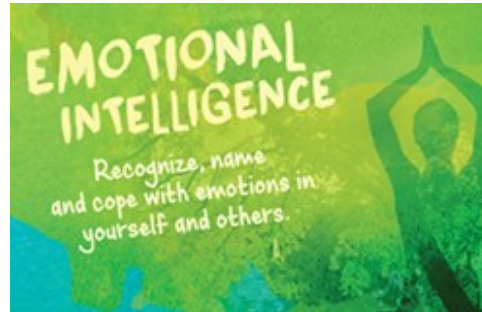
SAFETY allows us to manage our emotions well.

EMOTIONAL MANAGEMENT allows the expression of loss.

The ability to express **LOSS** allows us to think about our future.

Creating our own **FUTURE** allows us to create a safe one.

The Sanctuary model is based on the following **SEVEN COMMITMENTS** which are used to create and maintain a safe and healing environment:



Please ask your teacher and/or home visitor how Sanctuary can benefit you and your family.

Attendance Policy

Consistent classroom attendance is an important part of preparing your child for successful life-long learning. Attendance is required each day class is offered. If your child is absent, the absence is considered excused or unexcused. When your child is absent, you must provide a written excuse.

Children who have excessive unexcused absences and efforts to improve attendance have not been made by the parent/legal guardian may be dismissed from the program.

Acknowledgement of Mandated Reporting

On January 1, 2015 the Pennsylvania Department of Health and Human Services put into effect a new Mandated Reporting law that requires any individual that has direct contact with children under the age of 18 to report any SUSPECTED child abuse.

As an agency CenClear is committed to the safety and well-being of all children we serve. This acknowledgement is to inform parents/guardians of this new law and the responsibility of all CenClear staff to report suspected child abuse. Please understand that CenClear and its employees will comply with all state and federal laws regarding the new mandated reporting.

Family Confidentiality Statement

Information that a parent/guardian gives will be used for planning and assessment purposes and that it will be useful to their family and CenClear.

The information will be confidential, and no one outside our program will have access to it without the parent/guardian's permission.

Family Responsibilities

Families are required to work with the Home Visitor/Teacher/Family Service Worker. CenClear's programs are family/child-focused programs, so your Home Visitor/Teacher/Family Service Worker wants you to remain the key person in your child's preschool experience.

Flexible Instruction Plan (FIP)

Flexible Instruction Days will occur for the following reasons:

- Closure due to inclement weather.
- Act 80 or teacher in-service days in locations located in district buildings when no other students are in the building.
- Center closures due to emergency-related issues (flooding, sewer, building damage resulting in unsafe conditions, health/safety related cleaning)
- Special circumstances approved through the Pre-K Counts/ Head Start Steering Committee prior to implementation

Your Rights!

Admission, the provision of services, and referrals of residents shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age or sex.

Program services shall be made accessible to eligible disabled persons through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment, redesign, the provision of aids, the modifications shall be considered only as a last resort among available methods. Any client (and/or their guardian) who believes they have been discriminated against should contact one of the following agencies:

CenClear

50 Bigler Road, P.O. Box 319
Bigler, PA 16825
Office: (814) 342-5678
Toll Free: 1-800-525-5437

Bureau of Equal Opportunity

Department of Public Welfare
Room 223, Health & Welfare Building
P.O. Box 2675
Harrisburg, PA 17120
1-717-783-1130

Office for Civil Rights Region 3

U.S. Department of Health & Human Services
Suite 372 Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19106-9111
1-800-368-1019

Pennsylvania Human Relations Commission

301 Fifth Avenue, Suite 290, Piatt Place
Pittsburgh, PA 15222
1-412-565-5395

Pennsylvania Human Relations Commission

301 Fifth Avenue, Suite 290, Piatt Place
Pittsburgh, PA 15222
1-412-565-5395

Important Numbers:

_____	_____
_____	_____