2025-2026

HEARTLAND EARLY EDUCATION

PART DAY SCHOOL YEAR PARENT HANDBOOK

MESSAGE FROM THE DIRECTOR

Dear Families,

Welcome to Head Start, also known as Heartland Early Education! We're so eager to begin a brand new school year full of learning, growing, and making new friends!

At Heartland our mission is to ***inspire and empower families and children through quality education.*** Our team is here to support you as you work towards y our goals—whether that's earning a GED, going back to college, helping your child prepare for kindergarten, or even saving for a home or car. We're here for your child **and** for you.

One of the ways families can make a big difference is through **In Kind contributions**—time, talent, or service that supports your childs' learning and helps us meet our grant funding goals. For every $100 we receive, we must document at least $25 in In Kind support. That's why your involvement matters so much!

If each family contributed just **two hours** of their time per child this year, it would have a major impact on both the program and your child's experience.

Here are a few easy ways to contribute:

- Prepare classroom materials
- Be a Policy Council representative
- Complete "Skill-Builders" with child
- Participate in staff interviews
- Repair Toys
- Help plan parent meetings
- Serve on committees
- … and the list goes on!

Volunteering is a powerful way to show your child that school matters—and so does your involvement. Whether you have a few minutes or a few hours, your time makes a difference. Please consider how you can help and make a commitment to volunteer today!

We're so happy you're part of our Heartland family. Wishing you a joyful and successful year ahead!

Warmly,

Lesa Larson

Heartland Early Education Director

HEARTLAND CENTER & PROGRAM LOCATIONS

SALINA MAIN OFFICE

700 Jupiter Avenue
Salina, KS 67401
785-309-5000
Office Hours: M-F 7:30-4:30

HEAD START CLASSROOM ALSO AT:
SALINA EDUCATION CENTER
219 S 3RD ST.

ELLSWORTH COUNTY

HEAD START CLASSROOM
313 W 14th
Ellsworth, KS 67439
785-472-5254

ENTERPRISE

HEAD START CLASSROOM & OFFICE
115 North Street
Enterprise, KS 67441
785-200-3853 Classroom
785-200-3875 Miranda & Office
Cell: 785-819-3590

This handbook does not contain all program policies & procedures. Many procedures depend on current guidance from health authorities. Please ask your teacher or family consultant for information on additional policies & procedures.

EMERGENCY PHONE NUMBERS

Part Day School Year Classes are held Monday-Thursday

AM Session: 8:00 a.m. – 11:20 a.m. PM Session: 12:10 p.m. – 3:30 p.m.

The classroom telephone number is: _____

My child's teacher is: _____

My child's teacher assistants are: _____

Our family consultant is: _____

Our family consultant's office number is: _____

Our family consultant's cell number is: _____

Our family consultant's e-mail is: _____

The main office telephone number is: **785-309-5000; Main Office Hours are 7:30-4:30**

The attendance e-mail is: heartland.attendance@usd305.com

During school hours we are busy teaching your children and may not answer the phone. If it is an emergency call, please call the main office telephone number. (listed above)

First Day of Preschool

August 13

Parent/Teacher Conferences

October 9

February 13

HEARTLAND Early Education

2025 - 2026

Head Start de Salina

(Part-Day School Year)

PDSY Preschool (Mon-Thurs)

Morning Class: 8:00 a.m. - 11:20 a.m.

Afternoon Class: 12:10 p.m. - 3:30 p.m.

Ofice - 700 Jupiter

7:30 a.m. - 4:30 p.m. Monday - Friday

July 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	36	27	28	29	30
31						

Aug. 13 First Day of School

September 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Sep. 1 Holiday / Building Closed

October 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Oct. 9 No Preschool / Conferences

November 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Nov. 24 - 28 Thanksgiving Recess / Building Closed

December 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Dec. 22 - 31 Winter Recess / Building Closed

January 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jan. 1 Holiday / Building Closed
Jan. 5 No Preschool
Jan. 19 No Preschool

February 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Feb. 9 No Preschool
Feb. 13 Conferences

March 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mar. 16 - 20 Spring Recess / Building Closed

April 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Apr. 6 No Preschool

May 2026

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 21 Last Day of Preschool

Head Start
700 Jupiter Avenue
Salina, Ks 67401
785-309-5000

First & Last Day of School

No School

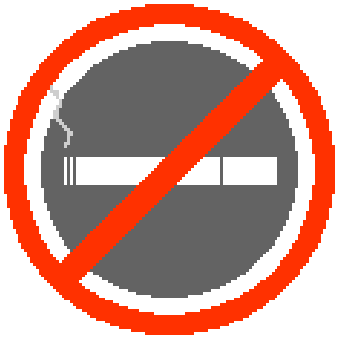
This calendar may be altered at the discretion of Heartland Early Education

Revised June 2025

NOTIFICATIONS

SMOKE AND VAPE FREE ENVIRONMENT

All Heartland buildings and Salina Public Schools property are smoke and vape free. We request that all home visits also be smoke and vape free.



CHILD ARRIVAL AND DISMISSAL TIMES

Children may not arrive at school more than **5 minutes** before class begins and must be picked up no later than **5 minutes** after class ends.

FIREARM AND WEAPON FREE BUILDINGS

Heartland does not allow firearms or weapons to be brought into the buildings.

SOCIAL MEDIA

We are on Facebook and Instagram! Make sure to "Like" our page to receive important updates and learn about what is happening in our classrooms!

Facebook:

@HeartlandEarlyEd

Classroom Facebook groups available by invitation

Instagram:

heartland.early.education

HEARTLAND EARLY EDUCATION CODE OF ETHICS SUMMARY

The following guidelines allow for appropriate and fair relationships with every enrolled family:

Staff will avoid dual relationships. Present or previous friendships or relationships involving family, financial, sexual, or emotional ties are all examples of dual relationships.

Staff will make every effort to avoid dual relationships with families because they can weaken professional judgment or increase the risk of mistreatment.

If a staff member is assigned a family with whom a previous relationship has been established, it must be reported immediately to the supervisor.

Dual relationships can also be avoided by following the guidelines listed below.

Staff will not:

- purchase items for families (at stores, garage sales, auctions, etc.)
- move furniture for a family
- attend family/child birthday parties, weddings, parties or other "family" events
- give medical advice or legal advice
- provide child care for families and families will not provide child care for staff
- invite families into their home or to family activities
- purchase from or sell anything to families (for example; Girl Scout cookies, etc.)

Staff will follow Salina Public Schools (SPS) Social Media Guidelines and are discouraged from connecting with parents/guardians enrolled in the program using their personal social media accounts. Heartland staff may create a professional Heartland account to connect with families on Heartland created classroom or Family Consultant pages.

POLICY COUNCIL

Policy Council representatives are the link between the parent committees and Heartland and make decisions that impact the program. Members vote on various issues including personnel decisions, program changes and community involvement. Representatives attend a monthly meeting in Salina. Child care and meals are provided at each meeting.

HEALTH

Taking care of health concerns early is important. We require a current physical and up-to-date immunizations on all children. Children are required to have a yearly dental exam and complete recommended dental treatment.

NUTRITION

Meal time is part of the day's activities at Heartland. Parents are welcome to make suggestions for meals and snacks and learn about nutrition, meal planning and food safety.

- ⇒ Children attending the AM session receive breakfast and lunch every day.
- ⇒ Children attending the PM session receive lunch and a snack every day.

These meals are reimbursed through the Child and Adult Care Food Program (CACFP). If your child has a special dietary need, you will need to fill out a meal modification form. This form is available from your family consultant.

Meals served during parent meetings, Policy Council, and socializations are not reimbursable through CACFP. Heartland Early Education will not be able to provide a modification for the meal being served. Parents and/or caregivers will need to provide a substitute for their child.

OUTSIDE FOOD AND DRINKS

Due to licensing regulations and child food allergies, parents are not allowed to bring food for classroom children or Heartland staff. Therefore, food brought in by parents cannot be served.

Please do not bring your child to the classroom with food or candy in their mouths or hands. No food or candy should be brought in your child's book bag.

EDUCATION AND DISABILITY SERVICES

Children learn through play. Heartland classroom activities are play oriented. Weekly school readiness plans are posted in each classroom.

Children with a diagnosed disability will have an Individual Education Plan (IEP) or an Individual Family Service Plan (IFSP), which is developed with the parents to provide individualized services. Staff work with all children on a regular basis to meet individual goals. The (SIT) Student Improvement Team process is utilized as needed.

TEACHER HOME VISITS & PARENT TEACHER CONFERENCES

Two teacher home visits and two Parent Teacher Conferences will be completed with families during the school year.

ADULT EDUCATION

Parents who wish to learn English as a Second Language (ESL) or complete their GED may attend classes offered in the community. Heartland can help pay for the classes. For further information, contact your family consultant.

SOCIAL SERVICES

Heartland family consultants (FCs) assist families in accessing community services such as energy and housing assistance and other resources. FCs can make referrals to access Heartland's Weekend Food Support Program. The FCs also recruit and enroll children in the program and monitor their attendance. FCs offer parents support and training through regularly scheduled visits to help their child be ready for kindergarten and to help their family become self-sufficient.

MENTAL HEALTH

Heartland encourages healthy emotional and social development of children and families. Parenting classes and support groups may be provided at no cost to qualifying families. Consultation is also available for parents in the area of mental health. Contact your family consultant for further information.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508- 0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: 1(mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or (2) fax:(833) 256-1665 or (202) 690-7442; or (3) email: program.intake@usda.gov This institution is an equal opportunity provider.

CHILD ABUSE & NEGLECT POLICY

- ◊ Names of all full-time and part-time staff, substitutes and regular community and parent volunteers will be submitted to the Kansas Bureau of Investigation (KBI) and the Department of Children and Families (DCF) for a criminal registry check.
- ◊ All school staff are required by Kansas State law to report suspected cases of child abuse, child sexual abuse, and child neglect to the DCF. We realize that parenting is not an easy job and sometimes parents need resources from the community to assist them. Please remember that we are here to listen and support families in their time of need.

CONFIDENTIALITY POLICY

Files and personal information on all Heartland children and their families will remain confidential. Staff members work together as a team for the welfare of the child and family. Information may be shared with other staff members when it is necessary for the best interest of the child and family or if there is suspected abuse and/or neglect. No information regarding a Heartland child or family will be shared with anyone outside the program/school district staff unless parent(s) sign a release. This policy includes community volunteers who work on the bus, in the classroom, or in other areas of the building. Information will not be shared with family members who are not listed on a release.

COMPLAINT PROCEDURE

Parents who have a complaint against Heartland Early Education should take the following steps.

1. Respectfully discuss the problem with the staff person the complaint concerns.
2. Proper language and courtesy are a way of showing respect to people. Profanity and/or obscene language is not permitted by parents or staff.
3. If no satisfaction is attained, the problem should be discussed with the staff member's supervisor.
4. If no satisfaction is attained, the problem should be discussed with the program coordinator, human resources specialist, CKCIE Coordinator, or Heartland Director.
5. If the program coordinator, human resources specialist, CKCIE Coordinator, or Heartland Director cannot satisfactorily work out the problem, the complaint will be put on the agenda for the Policy Council.
6. The Policy Council will address the complaint and if necessary appoint a committee to study further.
7. The Policy Council and director will make the final decision.

EMERGENCY SAFETY INTERVENTION

Salina Public Schools (SPS) is committed to limiting the use of Emergency Safety Intervention (ESI) with all students. Training is provided to all SPS employees and all employees are encouraged to use prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

ESI will only be used when the child presents a reasonable and immediate danger of physical harm to self or others. ESI's will not be used for discipline, punishment or the convenience of a staff member.

ADDITIONAL PARENT INFORMATION:

http://usd305.ss12.sharpschool.com/cms/one.aspx?pageId=12423562

2025-2026 PDSY PARENT HANDBOOK

SCHOOL SAFETY PLAN

◊ Each Heartland location has its own Safety/ Evacuation Plan.

◊ Intruder drills, fire drills and severe storm drills will be practiced on a regular basis.

◊ First Aid Kits and Go-Bags are utilized in all classrooms. Preparations have been made to ensure to access water or formula is available in the event of an emergency or evacuation.

◊ Adult supervision will remain in place until an "all clear " is given or child is released to verified parent/guardian.

Contact your child's teacher or family consultant for more information. Each classroom has a crisis procedures notebook. An abbreviated list of procedures is noted below:

Fire

- Evacuate outside to assigned location.
- If needed proceed to building evacuation location, Salina Subaru.
- Once students have lined up in a safe place, take attendance.

Tornado

- Take shelter in designated safe room. Take class roster.
- Once students are settled in safe room, take attendance.

Flood/Heavy Snow/Blizzard

- Staff will work with SPS, City and County Emergency Management to monitor changing weather conditions and forecasts.
- Staff/children will remain in classrooms, if directed by leadership, they will move to designated safe room. Take class roster.
- Once students are settled in safe room, take attendance.
- Supervisors will support release to parent/ guardian.

Medical Crisis (Allergic reaction, Illness or Emergency)

- Call 911 if needed.
- Do not move victim, unless in immediate danger.
- If trained, administer first-aid/CPR/AED.
- Notify front office.

Lockdown

- All students/staff go to nearest classroom.
- Lock door, cover windows, remain calm.
- No movement inside building.
- Await further instructions
- Take attendance.
- Emergency contacts are readily accessible.
- Go bag readily accessible.

Heightened Security

- Students return indoors; staff secure perimeter doors.
- All staff increase situational awareness.
- Take attendance, account for students and staff.
- Continue as normal in classroom.
- No students/staff outside without permission.
- Emergency contacts are readily accessible.

Intruder

- Make the decision to Run or Hide.
- If evacuation is not a safe option, barricade entry points.
- Prepare to Evacuate or Fight if needed. Once you are safe, notify supervisor.
- Emergency contacts are readily accessible.
- Go bag readily accessible.

Evacuation (Chemical Spill, Bomb Threat, Utilities Emergency)

- Evacuate building and proceed to Evacuation location: Salina Subaru
- Go to designated area, take attendance.
- Parents/Guardians are not allowed past Check -Out. Classroom staff will release student if parents have checked-in and verified.

Student Abduction/Missing Student

- Contact 911 if needed
- Staff will notify supervisor/director
- Building and school grounds will be checked.
- Student's Parent/guardian will be contacted.
- Lockdown procedures will be utilized if necessary.

REGISTERED SEX OFFENDERS IN THE SCHOOLS - Salina Public Schools (SPS)

Offenders **are allowed** to come into the building for social events that are for parents. Examples of these would be parent meetings, enrollment days, music programs, parent night, conferences, etc.

Offenders **are allowed** to come in the building at the main entrance of the school to pick up his/her own child(ren) but the child(ren) must meet them in the office rather than the offender going to the classroom to get the child(ren). They must immediately leave after the child(ren) have arrived in the office.

Offenders **are not allowed** to be around any child who does not have his/her parent(s) with them. Examples of this type of situation are to volunteer in the classroom, eat lunch with the class, or go on a class field trip when every other child does not have his/her parents accompanying them on the class trip.

To alleviate concerns of others in the building that may know of the registered offender status as well as to protect the offender from uncomfortable accusations or suspicions, it would be in the best interest of all if the offender could be accompanied by a spouse or significant other when in the presence of other parents and their children in the school setting.

VISITING THE CLASSROOM

Parents/Guardians should follow up with the classroom teacher regarding procedures for visiting the classroom.

Visitors to the building will be asked to wear a visitor sticker while they are in the building. Visitors who do not have on the visitor sticker will be stopped by staff and redirected to the main office to sign in and receive a visitor sticker.

SCHOOL CLOSINGS AND DELAYED START

All school closings and delayed starts will be announced on the local radio stations, TV, school district web site, and Facebook. Heartland classrooms follow the Salina Public Schools schedule for inclement weather. See www.usd305.com for closing information.

EMERGENCY MEDICAL CARE

For emergency care, Heartland staff will call 911. In case of an accident or illness, the center's first step is to contact the parent or person listed as the emergency contact. Parent(s) are responsible for keeping the emergency contact information current at all times.

Heartland requires at least two active emergency contact numbers at all times.

WHAT SHOULD MY CHILD WEAR?

- ◊ **Please send your child to school in tennis shoes every day**. Cowboy boots and sandals are not safe when running and playing.
- ◊ Send your child to Heartland in comfortable clothing. Wash-and-wear clothing that **can get dirty or stained is best.**
- ◊ Print (with a permanent marker) your child's name on the inside of coats and other clothing that your child might take off at school.

Please dress your child according to the weather because the children will go outside as weather permits.

BIRTHDAYS, HOLIDAYS, AND TEACHER GIFTS

Due to food allergies and licensing requirements, no food treats or "goodie bags" should be brought or sent to school. If they are sent in book bags they will not be distributed and will be sent home. To protect confidentiality, class lists will not be provided for invitations.

To prevent financial burden for families, all Heartland staff are not able to accept gifts, gift cards or food from families.

DONATED ITEMS

- ◊ Heartland families should not accept donations if the family does not need the items.
- ◊ Heartland families are encouraged to write a personal thank you note to the agency/group that donated the item.

WHAT IF MY CHILD IS SICK?

A child should not come to the center or attend an event if one of the following conditions exist:

1. Your child is showing signs of not feeling well and would be unable to fully participate in the classroom or at an event (with or without fever).
2. Your child has vomited 2 or more times within a 24 hour period without a known cause.
3. Your child is having diarrhea to the point that the stool is not contained in the diaper or, if toilet trained, your child is unable to get to the bathroom before having an accident.
4. Your child shows any signs of severe illness.
    a. Severe coughing causing them to get red or blue in the face or make high-pitched croup or whooping sounds after coughing
    b. Shortness of breath or difficult or rapid breathing
    c. Yellowish eyes or skin
    d. Sore throat or trouble swallowing
    e. Unusually dark, tea-colored urine
    f. Gray, white, or black bowel movements
    g. Headache and stiff neck
    h. Severe itching or scratching

You will be contacted if your child becomes ill at school. You will be required to pick your child up immediately.

CONTAGIOUS INFECTIONS/DISEASES

Heartland Early Education will follow current guidance provided by public health authorities regarding contagious/infectious diseases.

When a child is ill due to a contagious infection or disease, a doctor's written release may be required before the child returns to school.

Children cannot return to school for a specified period of time if diagnosed with certain diseases or conditions:

INFLUENZA - Five days from start of symptoms and fever free without aid of medicine for 24 hours.

STREP INFECTIONS / SCARLET FEVER - 24 hours after the start of treatment and fever free for 24 hours.

CHICKEN POX- all pox have crusted over with no new pox appearing.

IMPETIGO - after treatment from healthcare provider has begun.

SCABIES - after treatment from a healthcare provider has begun.

HEAD LICE - See Head Lice Procedure

RING WORM - after treatment from a healthcare provider has begun.

PINK EYE - 24 hours after medication has been started and there is no drainage from eyes.

HEAD LICE PROCEDURE

- When a child is found to have live lice/viable nits, staff will contact the parent/guardian to inform them of the lice/viable nits and of the expectations regarding treatment.
- Children will be treated at home by the parent/guardian that afternoon/evening.
- Parents/guardians will be given information on removing head lice and treatment methods for the child, family members and the home environment.
- If the child returns to school and still has live lice, the same procedure will be followed.
- Upon identification of head lice in a classroom, notes providing information on how to identify head lice and treatment methods for head lice **may** be sent home to all families.

PROVIDING MEDICATION & SPECIAL DIETS AT THE CENTER

No child will receive medical treatment or medication while at Heartland unless a doctor's written order is provided.

Medications:

For your child's safety all paperwork must be complete before any medication can be administered. Please give medication at home if possible. If this is not possible please see your child's teacher or Family Consultant. Medication will only be given to your child with a written order from your doctor and signed releases from you. The first dose of a new medication must be given at home. It may take up to a week before all paperwork is complete. Please allow sufficient time to process your request. If the necessary paperwork is not received, Heartland reserves the right to exclude your child from the classroom.

MEDICATION CAN NOT BE TRANSPORTED IN BOOK BAGS TO OR FROM SCHOOL.

Meal Modifications:

The "Medical Request for Meal Modification" or the "Parent Request for Meal Modification" form must be submitted and approved by the kitchen manager before any meal modifications will be put in place in the classroom. These forms are available from your family consultant.

Meals served in the classroom are breakfast, lunch, and/ or snack. These meals are reimbursed through the Child and Adult Care Food Program (CACFP). If your child has a special dietary need, including omitting or substituting a food, a meal modification form must be completed, authorized by your child's doctor, and reviewed by our dietary manager before meals or snacks can be provided during the school day.

Meals served during parent meetings, policy council, and socializations are not reimbursable through CACFP. If your child has a special diet need, Heartland Early Education will not be able to provide a modification for the meal being served. Parents and/or caregivers will need to provide a substitute for the meal being served.

ATTENDANCE

Heartland staff asks for your cooperation and support by sending your child to school every day unless your child is ill. Regular attendance is very important to make sure your child is successful in school.

1. **The parent is required to call or e-mail the main office by 8:00 a.m. for AM session or 12:10 p.m. for PM session if their child is going to be absent.**
2. To ensure child and family safety, Heartland staff will attempt to contact the parent/guardian if the child is unexpectedly absent and no call or message has been received by 9:00 a.m. or 1:15 p.m.
3. If the parent does not call in and the child has been absent two days in a row, the family consultant will contact the family and/or come to the home. The family consultant will help the family problem solve the issues that are causing the child to miss school.
4. The family consultant will send home or give to the family, on the home visit, a report of the child's average daily attendance rate.
5. Family consultants will monitor each child's attendance. Each child is required to keep at least an 85% average daily attendance rate at all times during enrollment in the program.
6. If the child's average daily attendance drops to **85% or below**, the family will attend a special meeting with the family consultant, family consultant specialist, and teacher.

TARDY PROCEDURES

- ◊ Children arriving to school 15 minutes after the start of the session will be marked as tardy.
- ◊ Classroom staff will follow up with parent/ guardians of children who arrive tardy to school.
- ◊ Parents/guardians of children who arrive tardy to school multiple times must attend a meeting with program staff to problem solve barriers to on time arrival.

BRINGING YOUR CHILD TO SCHOOL

It is your responsibility to walk your child to their assigned classroom drop-off location. Please hold your child's hand or have your child walk beside you during drop-off.

If you arrive late to the building at drop-off time, you will need to bring your child inside the building at the main entrance, check in with front office staff, and walk your child to their classroom. When dropping off at the classroom you'll need to open the classroom door and make contact with a classroom staff member before leaving.

Reminder to parents: Do not park in the north parking lot. This lot is reserved for bus loading and unloading and staff parking. Reserved Parent Parking is available in the parking lot to the east of the main entrance.

Do not leave small children unattended in the car when dropping off a child for school. By law, this is considered endangering the life of a child (Kansas statute KSA21 3608) and the police will be called.

PERMISSION TO RELEASE A CHILD

- ◊ A child will only be released to a parent, guardian, or a person listed by the parent/guardian on the release paperwork. The exception is when legal paperwork in the child's files states that a parent cannot pick up the child.
- ◊ Parents/guardians will complete the release form at enrollment. Additions or changes to the list of who your child can be released to must be made with your Family Consultant or teacher. **You may be asked questions by Heartland staff to verify your identity prior to accepting a change to the release list.**
- ◊ Changes to the release paperwork can only be made by the parent/legal guardian.
- ◊ It is the parent/guardians' responsibility to keep the release and contact information up to date. Parents will be asked to review and update the emergency contact and release to information throughout the year.

NO CELL PHONES

Do not talk or send messages on your cell phone when dropping off and picking up your child.

RELEASING CHILDREN FROM THE CLASSROOM

ANYONE PICKING UP A CHILD WILL BE REQUIRED TO SIGN-OUT. ALL ADULTS SHOULD HAVE THEIR PICTURE ID AVAILABLE FOR STAFF TO VERIFY IDENTITY.

EARLY PICK UP

If you wish to pick up your child prior to regular dismissal time, you will need to enter at the main entrance and check in with the front office staff.

REGULAR PICK UP

- ◊ A child will only be released from the classroom to a parent, guardian, or a person listed by the parent/guardian on the release paperwork. The exception is when legal paperwork in the child's files states that a parent cannot pick up the child.
- ◊ Persons on the release list must provide photo ID to establish their identity prior to the child's release.
- ◊ Changes to the release list can only be made by the parent/guardian calling the family consultant or teacher.
- ◊ Do not leave small children unattended in the car when picking up a child from the center. By law, this is considered endangering the life of a child (Kansas statute KSA21 3608) and the police will be called.
- ◊ Do not leave your car running when coming into the building. Turn off your vehicle and bring your keys with you into the building.

LATE PICK UP

- ◊ If a student remains in the classroom 10 minutes after the session ends with no contact from the parent/guardian, staff will begin calling all Emergency Contact numbers until a contact is reached to come pick up the child.
- ◊ Emergency Contacts arriving to pick up a child must bring a photo ID to verify their identity prior to the child being released.
- ◊ If a child has not been picked up or communication from the family is not received, program staff may contact law enforcement.
- ◊ A meeting will be scheduled with the parent/guardian to address late pick up concerns.

TRANSPORTATION POLICY

TRANSPORTATION IS NOT PROVIDED FOR ALL FAMILIES

- ◊ Heartland has limited transportation services. Families should contact their Family Consultant to problem solve transportation issues and help link them to other transportation resources.
- ◊ At enrollment parents will be asked to complete an "Application for Transportation" to determine eligibility for transportation. Eligibility for transportation is based on the child's home address and not the possible pick up or drop off address.
- ◊ The bus will not travel outside the route to provide transportation. If you move outside the transportation route, you may no longer qualify for transportation.

Changes in transportation: All transportation changes must be made through the family consultant or the transportation supervisor. **Bus drivers and teachers are not allowed to make changes.**

Changes to pick up or drop off locations will not occur same day and depending on the school calendar may take up to 3-5 days to go into effect. Families will be notified of the start date by program staff.

All changes are considered permanent. Not all transportation changes may be possible.

IF YOUR CHILD RIDES THE BUS

- ◊ **No eating or drinking is permitted on the bus. Toys, food or gum cannot be sent with your child.**
- ◊ Children must be ready when the bus arrives. **The bus will wait one minute.**
- ◊ It's your responsibility to **walk your child all the way to and from the bus door.**
- ◊ Pick up and drop off locations may be bus stops.

RELEASING CHILDREN FROM THE BUS

ALL PERSONS WILL HAVE THEIR PICTURE ID AVAILABLE FOR STAFF TO VERIFY IDENTITY.

- ◊ When your child is dropped off after school, the adult getting the child off of the bus must be on the emergency release form. Your child will not be released to anyone who is not listed on the release form. Bus staff will ask to see a picture ID to verify identity.
- ◊ If an adult who is not on the emergency release form is at your child's drop off location, your child will be returned to school and the parent or an adult listed on the release form must come to school to pick up the child. If the parent/guardian listed is not able to be reached, the police department will be contacted.
- ◊ If a child is returned to school multiple times, a meeting with the parent, family consultant, family consultant supervisor and possibly the transportation supervisor will be held. Bus privileges may be suspended.
- ◊ If the child is returned to school following a meeting with Heartland staff the police department and/or DCF could be called.

COMMUNITY SERVICE AGENCIES

CLOTHING

Ashby House
www.ashbyhouse.org
150 S. 8th St.
Salina, KS 67401
785-826-4935

Bargain Basket
dvack.org/
bargain_basket_42.html
148 N Oakdale
Salina, KS 67401
785-826-9042

Abilene Area Food &
Clothing Center
409 N.W. 3rd
Abilene, KS 67410
785-263-1221

DAV Thrift Store
901 West Crawford
Salina, KS 67401
785-827-6177

Good Will Industries
2640 Planet Avenue
Salina, KS 67401
785-827-8944

Salvation Army Thrift Store
(Ejercito De Salvacion)
157 S. 5th
Salina, KS 67401
785-823-1409

Salina Rescue Mission
www.salinarescuemission.com
1716 Summers Road
Salina, KS 67401
785-823-2610

Birthright
https://birthright.org/salina
1125 E. Iron
Salina, KS 67401
785-823-3113

DISABILITY SUPPORT SERVICES

Choices Network Inc.
www.choicesnetwork.net
2151 Centennial Road
Salina, KS 67401
785-820-8018

Disability Planning Org. of Kansas
www.dpok.com
785-823-3173

Disabilities Rights Center of KS
www.drckansas.org
Topeka
877-776-1541

CKCIE—Children ages 3-21
https://www.305ckcie.com/
409 W. Cloud
Salina, KS 67401
785-309-5100 (Saline County)
785-263-1773 (Dickinson County)

ICD—Children ages birth to 3
Serving Saline and Ellsworth
County
155 N. Oakdale Suite 300
Salina, KS 67401
785-452-6050

Infant Toddler Services (ITS)
Infant/Toddler Screening for Disabilities
Dickinson County
300 N. Cedar, Suite 214
785-263-2208

OCCK
www.occk.com
1710 W. Schilling
Salina, KS 67401
785-827-9383 (Saline County)
785-263-2208 (Dickinson County)

Midland Professional Associates
631 East Crawford Suite 209
Salina, KS 67401
785-309-2200
A public interest law firm dedicated to representing individuals attempting to obtain disability benefits through the Social Security Administration.

Social Security Administration
1410 E. Iron St. 7
Salina, KS 67401
877-405-3494

Representative Payee Program
255 S. Chicago
Salina, KS 67401
785-827-7111
Located at the Food Bank: Representative Payee services include monthly bills paid on time, weekly meeting with client to determine needs and advocacy on their behalf with other agencies.

HEALTH & MEDICAL SERVICES

Central Kansas Mental Health
420 NE 10th—Abilene, KS
100 E. Helen—Herington, KS
800-284-6027 (Dickinson County)
809 Elmhurst—Salina, KS
785-823-6322 (Saline County)
800-794-8281 (Ellsworth)
866-823-6380 (After Hours Emergency)
CKMHC provides a wide range of mental health services, including outpatient psychotherapy, psychiatric/medical services, 24-hour emergency services, case management, psychosocial services, education and others.

Veridian Behavioral Health
www.veridianbh.com
400 S. Santa Fe, Salina
785-452-6113
730 Holly Lane, Salina
785-452-4930
Serving Saline, Dickinson and
Ellsworth Counties
800-284-6027

Birthright
https://birthright.org/salina
1125 E Iron
Salina, KS 67401
785-823-3113
Free pregnancy tests, counseling and practical help. Emergency pregnancy services.

Ellsworth County Health Dept.
1063 Aylward Ave.
Ellsworth, KS 67439
785-472-4488
Immunizations and KBH Physicals

Dickinson County Health Dept.
1001 N. Brady St.
Abilene, KS 67410
785-263-4179
Immunizations and KBH Physicals

G & B Enterprises
Saline, Dickinson and Ellsworth Counties
785-537-2086
Offers free rides to doctor or dental appointments for those with Medicaid or KanCare.

McPherson Co. Health Dept
https://mcphersoncountyks.us/15/Health-Department
1001 N. Main
McPherson, KS 67460
620-241-1753

COMMUNITY SERVICE AGENCIES

Saline County Health Dept.
www.sschd.org
(Departamento de Salud de Saline County)
785-826-6600

Salina Family HealthCare
(Centro Médico Para Familias de Salina)
www.salinahealth.org
651 E. Prescott
Salina, KS 67401
785-825-7251

CDC en Español SIDA & EST
(Telefone para solicitor ayuda)
800-232-4636

EMPLOYMENT

Salina Workforce
www.kansasworkforceone.org
785-827-0385

North Central Workforce Center, OCCK Inc.
785-827-9383 Ext. 176
Provides free job information about and access to a wide array of job training, education and employment services. As a workforce center, partners join together to provide all the information, technology and services that businesses need to grow and job seekers need to achieve for a successful career.

Kansas Employment Call Center
800-292-6333

DCF
http://www.dcf.ks.gov/
901 Westchester—Salina
785-826-8000
1010 W. 6th—Junction City
785-762-5445
Provides a variety of services to support Kansans.

Salvation Army
(Ejercito De Salvacion)
1137 N. Santa Fe
Salina, KS 67401
785-823-2251

RAPE OR SEXUAL ASSAULT

Central Kansas Mental Health
420 NE 10th—Abilene, KS
100 E. Helen—Herington, KS
800-284-6027 (Dickinson County)
809 Elmhurst—Salina, KS
785-823-6322 (Saline County)
800-794-8281 (Ellsworth)
866-823-6380 (After Hours Emergency)

Child Advocacy & Parenting Services (CAPS)
(Servicios De Educación y Apoyo para Niños)
www.capsofsalina.org
Ages 15 and Under
155 N. Oakdale, Suite 200
Salina, KS 67401
785-825-4493

Chris's Place
www.capsofsalina.org
155 N. Oakdale, Suite 200
Salina, KS 67401
785-643-2424
785-452-9782
Provides advocacy and support for children who have been sexually or physically abused and their families in the Northeast Kansas region.

Domestic Violence Association of Central Kansas (DVACK)
148 N Oakdale Ave.
Salina, KS 67401
www.dvack.org
785-827-5862
800-874-1499

Salina Regional Health Ctr
Emergency Dept SANE/SART
400 S. Santa Fe
Salina, KS 67401
785-452-7095

Veridian Behavioral Health
www.veridianbh.com
400 S. Santa Fe
Salina, KS 67401
Serving Saline, Dickinson and Ellsworth Counties
785-452-4930
800-284-6027

Brighthouse
www.brighthouseks.org
335 N. Washington, Ste. 240
Hutchinson, KS
620-241-1753

SUPPORT FOR THE FAMILY

Catholic Charities
(Caridades Catolicas)
www.catholiccharitiessalina.org
1500 S. 9th
Salina, KS 67401
785-825-0208

Central Kansas Mental Health
420 NE 10th—Abilene, KS
100 E. Helen—Herington, KS
800-284-6027 (Dickinson County)
809 Elmhurst—Salina, KS
785-823-6322 (Saline County)
800-794-8281 (Ellsworth)
866-823-6380 (After Hours Emergency)

Veridian Behavioral Health
www.veridianbh.com
400 S. Santa Fe
Salina, KS 67401
Serving Saline, Dickinson and Ellsworth Counties
785-452-4930
800-284-6027

Child Advocacy & Parenting Services (CAPS)
www.capsofsalina.org
155 N. Oakdale, Suite 200
Salina, KS 67401
785-825-4493

Heartland Mental Health Staff
www.305heartland.com
700 Jupiter Avenue
Salina, KS 67401
785-309-5000

Ashby House Life Skills
www.ashbyhouse.org
150 S. 8th St.
Salina, KS 67401
785-826-4935

Breastfeeding Help
IBCLC Certified BF Educators
Theresa—785-643-1800
Brenda—785-263-4179

La Leche League
Breastfeeding Information
785-643-1800
785-536-4300

COMMUNITY SERVICE AGENCIES

Parenting Helpline
800-332-6378 (Toll Free)

Salina Rescue Mission
www.salinarescuemission.com
1716 Summers Road
Salina, KS 67401
785-823-2610

Salvation Army
1137 N. Santa Fe
Salina, KS 67401
785-823-2251

Salina Human Relations
300 W. Ash Room 101
Salina, KS 67401
785-309-5745

St. Francis Community Services
509 E. Elm
Salina, KS 67401
785-823-0001

DCF
www.dcfks.gov
901 Westchester—Salina
785-826-8000
1010 W. 6th—Junction City
785-762-5445

Kids In Crisis
PO Box 369
Abilene, KS 67410
k.crisis@yahoo.com
785-263-3474
785-787-2098

FOOD

Emergency Aid Food Bank
www.salinafood.org
255 S. Chicago
Salina, KS 67401
785-827-7111
Food pantry and hands-on meal preparation classes for adults and children.

Salina Rescue Mission
www.salinarescuemission.com
1716 Summers Road
Salina, KS 67401
785-823-2610
Free lunch 12:00 to 12:30pm and Supper 6:30 to 7:00pm, 7 days a week.

Salvation Army
1137 N. Santa Fe
Salina, KS 67401
785-823-2251
Free supper served 5:00 to 5:45pm Monday thru Friday

Salina Grace Community Resource Center
315 S Broadway Blvd.
Salina, KS 67401
Monday-Friday 11:30 a.m.—12 p.m.

DCF Food Stamps
http://www.dcf.ks.gov/services/ees/Pages/Food/FoodAssistance.aspx

WIC Program
For pregnant moms and children under 5
785-826-6602 (Salina)
785-263-4179 (Dickinson County)

Abilene Area Food & Clothing
409 NW 3rd
Abilene, KS 67410
785-263-1221

PRODUCE/FOOD BOXES

Ashby House Free Store
150 S 8th St.
785-826-4935
Monday-Saturday: 9:00 a.m. until produce is gone. Bring your own bags.

Catholic Charities
1500 S 9th St.
785-825-0208
Monday-Thursday 8 a.m.—5 p.m. and Friday 8 a.m.—2:30 p.m.
Bring proof of ID and household income. May receive assistance once per month for food and once every other month for hygiene items.

Higher Praise Church
1220 Greely Ave.
785-819-3301
Tuesday—Friday: 10 a.m.—2 p.m.
Anyone can receive food assistance once per week.

New Community Christian Church
530 E Cloud St.
785-823-2214
Call to inquire. Blessing Box in church parking lot.

New Jerusalem Church
321 N 8th St.
785-820-9100
Call for appointment. Fourth Saturday of each month: 12 p.m.—3 p.m. If you need food or hygiene items outside of the designated time frame, please contact the church for assistance.

Salina Emergency Aid Food Bank
255 S Chicago St.
785-827-7111
ID & proof of residence Monday-Friday at 1 p.m. and Monday nights @ 5 p.m.
May receive food assistance once every 7 days, 3 visits/mo. Call for other programs: Homeless Bags; Senior Food Boxes, Food 4 Kids Packpack Program; Temporary Tote Outreach.

Salina First Church of the Nazarene
1425 S Ohio St.
785-823-6331
Call to inquire
Monday-Friday: 8:30 a.m.—4:30 p.m.

Salina Shares
155 S 5th St.
785-452-2929
Monday-Friday: 10 a.m.—5 p.m.
Fresh fruit available

The Salvation Army
1137 N. Santa Fe Ave.
785-823-2251
Free produce—Monday, Wednesday, Friday at 1 p.m. Bring your own bags.

EDUCATION

Salina Adult Education Center
www.usd305.com/SAEC
2620 Centennial
Salina, KS 67401
785-309-4660
GED preparation, basic education and English as Second Language classes are offered at convenient times throughout the week. To be eligible for the Salina Adult Education Center's programs, a person must: Be age 16 or older, not be enrolled or required to be enrolled in school, or lack of high school diploma or have a skill level below eighth grade.

Smoky Hill Ed Service Center
www.smokyhill.org
605 E. Crawford
Salina, KS 67401
785-825-9185
High School Diploma Completion Program

Salina Area Technical College
www.salinatech.edu
2562 Centennial
Salina, KS 67401
785-309-3100
SATC provides a diverse community of learners with technical and general education skills necessary for employment, personal growth and lifelong learning.

COMMUNITY SERVICE AGENCIES

Kansas State Polytechnic
www.polytechnic.k-state.edu
2310 Centennial Rd.
Salina, KS 67401
785-826-2640

Center KS Ed Opportunity Center
1025 Main
Great Bend, KS
620-793-8164

New Start Life Skills
1125 W. South St.
Salina, KS 67401
785-827-2800
A place where adults and youth attend life skills classes. Batterer's Intervention classes for both men and women. Court orders and self admittance for anyone wanting help. Teen program is for at risk youth struggling with behavior issues. Community and school based programs available.

INSURANCE

KanCare
www.kancare.ks.gov
800-792-4884

Children's Mercy FHP
www.fhp.org 877-FHP-9363
Nurse Advice Line—800-347-9369

Salina Family HealthCare
www.salinahealth.org
651 E. Prescott
Salina, KS 67401
785-825-7251
Discount program for uninsured medical and dental.

CHILD CARE

Morning Out for Mom & Dad
302 S. 7th
Salina, KS 67401
785-825-4493
Parents must call to schedule care for their children. Care provided on Wed. from 9:00-11:30am or 12:30–3:00pm. Licensed child care center provides relief for parents needing time away from stresses of parenting young children. No cost to families who qualify. (Free or reduced category for school lunch program.) Children ages 3 weeks-5 years.

Child Care Aware of NE & NC KS
http://www.ks.childcareaware.org/
1512-A E. Iron
Salina, KS 67401
785-820-8232
877-678-2548

DCF
www.dcf.ks.gov
901 Westchester—Salina
785-826-8000
1010 W. 6th—Junction City
785-762-5445

TRANSPORTATION

OCCK
www.occk.com
1710 W. Schilling
Salina, KS 67401
785-827-9383
OCCK is a not-for-profit Kansas corp. dedicated to helping people with physical or mental disabilities remove barriers to employment, independent living, and full participation in their communities.

Salina City-Go Bus
www.occk.com
785-827-9383
*Fares for the CityGo buses are $1 per trip, $2 per one-day pass, $5 for a six-trip pass, and $30 for a monthly pass. Children 10 * under ride for free, but must be accompanied by someone 16 or older. Personal Care Attendants will ride without charge. Each bus is wheelchair accessible.*

G & B Transportation
800-826-8294
Offers free rides to doctor or dental appointments for those with Medicaid or KanCare.

Med-A-Van 785-826-1583
Non-emergency medical transportation to and from the Salina Regional Health Center and its affiliates – Salina Medical Arts Building, SRHC Penn Campus, Santa Fe Medical Plaza, Tammy Walker Cancer Center, Salina Surgical Center, and Hospice of Salina – is available at no cost. Seating is limited; for scheduling please call in advance.

Ellsworth Public Transportation
785-472-3032
Abilene Public Transportation Van
785-263-7266

LEGAL SERVICES

Catholic Charities
https://ccnks.org/
1500 S. 9th
Salina, KS 67401
785-825-0208
Provide counseling service in individual, marital, family, adoption and crisis pregnancy and to assist with legal immigration documentations.

Disabilities Rights Center
https://www.drckansas.org/
877-776-1541

Legal Forms
www.kansasjudicialcouncil.org
Divorce forms for self-represented parties have been approved by the Kansas Supreme Court and a link has been posted on the Legal Forms Page.

Kansas Legal Services
1000 Westchester
Salina, KS 67401
785-825-8147
Family must call the number to apply for services. Help for families experiencing legal issues. To provide civil legal assistance, mediation, and employment training to low income Kansans.

HOUSING & HOUSEHOLD ITEMS

Salina Housing Authority
469 S. 5th
Salina, KS 67401
785-827-0441

Salina Habitat for Humanity
PO Box 3583
Salina, KS 67401
785-823-9331

Ashby House
150 S. 8th
Salina, KS 67401
785-826-4935
Shelter and life skills instruction are available to families who otherwise would not have a place to live. Advocacy and referral services are available. Household assistance is provided to families with the following: clothing and kitchen items. Provides assistance to persons who are homeless or at imminent risk of becoming homeless.

Salina Emergency Aid Food Bank
www.salinafood.org
255 S. Chicago
Salina, KS 67401
785-827-7111
Utility assistance, prescriptions, eye exams, household items. Available to Saline County residents only.

LIEAP—Low Energy Assistance Program
www.ks-energy-assistance.com
Visit website to complete application
The Low Income Energy Assistance Program (LIEAP) is a federally funded program that helps eligible households pay a portion of their home energy costs by providing a one-time per year benefit.

American Red Cross
www.redcross.org/ks/salina
145 S. Broadway
Salina, KS 67401
785-827-3644
Provides relief to victims of disaster and helps people prevent, prepare for and respond to emergencies.

Ellsworth Housing Authority
811 Elizabeth St.
Ellsworth, KS 67439
785-472-4922

Hope Center
409 NW 3rd St. G
Abilene, KS 67410
785-263-4673
Financial counseling interview, assistance with utilities and rent.

Neighbor to Neighbor
803 N. Cedar St.
Abilene, KS 67410
785-200-6750

DRUGS/ALCOHOL

Family Hope Center
www.fpcsalina.org
308 S. 8th St.
Salina, KS 67401
785-825-0226

Regional Prevention Center
8105 S. Ohio
Salina, KS 67401
785-825-6224

Saline County Health Dept.
www.saline.org/Departments/Health-Department
125 W. Elm Street
Salina, KS 67401
785-826-6600

Salina Family HealthCare
www.salinahealth.org
651 E. Prescott
Salina, KS 67401
785-825-7251

St. Francis Community Outreach
www.st-francis.org
5097 W. Cloud
Salina, KS 67401
785-825-0563

Central Kansas Foundation
https://ckfaddictiontreatment.org/
617 E. Elm St.—Salina, KS
785-825-6224
306 N. Cedar St.—Abilene, KS
785-263-1328
Provides education and materials on fetal alcohol syndrome to teens, community members, expectant mothers and fathers. CKF provides both quality and affordable alcohol and other drug education and treatment services.

Tobacco Quitline
1-800 QUIT NOW (or)
1-800 KAN STOP

Al-Anon & Alateen
Abilene
785-823-1646

Alcoholics Anonymous
785-263-7096 (Abilene)
785-448-2286 (Solomon)
785-472-4389 (Ellsworth)
785-823-3338 (Salina)