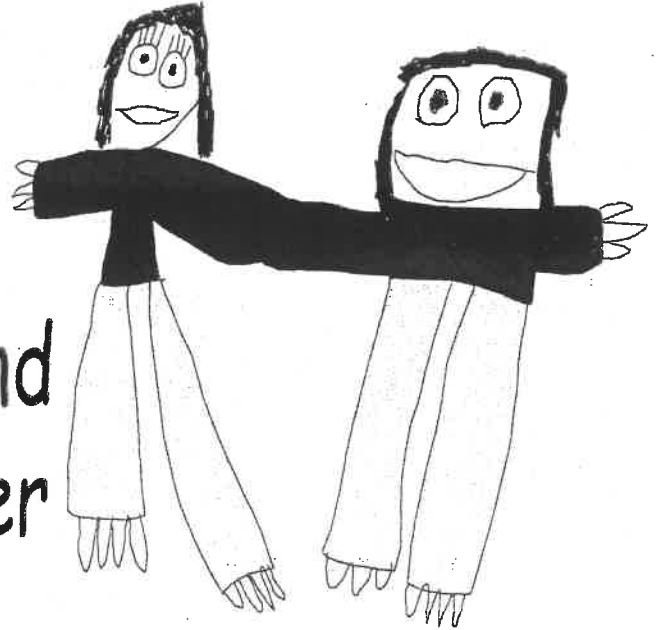




Hand-in-Hand Early Learning Center



A collaboration between
Oak Harbor Public Schools &
Oak Harbor Head Start

The Oak Harbor School District is committed to building a culturally diverse staff to reflect and serve our culturally diverse student population. Oak Harbor School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Executive Director of Human Resources, Oak Harbor School District Title IX Officer, Section 504/ADA Coordinator, and Compliance Coordinator for 28A.640 and 28A.642 RCW, at 350 South Oak Harbor Street, Oak Harbor, Washington 98277.

**Hand-in-Hand Early Learning Center
600 Cherokee Street
Oak Harbor, WA 98277**

We are located at the former Clover Valley Elementary School. Our program consists of Head Start, Oak Harbor Public Schools Special Education Preschool and Title One Preschool classes. In addition to the preschool classrooms we have on staff an occupational therapist, physical therapist, school psychologist, speech therapists and speech assistant, school secretary, family support staff and program administrators.

The Oak Harbor Public Schools and Head Start have combined efforts to create an early childhood learning center for the Oak Harbor community. We look forward to providing a great place for students and families to come together.

Vision

**Together,
creating a partnership
with families,
to provide exceptional,
early childhood experiences !!**

Program Description

The Oak Harbor Public Schools Special Education Preschool is a program for children ages three to five, who qualify for special education services based on state and federal guidelines.

The Oak Harbor Title One Preschool is a public school program for students who meet the qualification guidelines set by the district and will be four years old by September 1st of the following school year. The purpose is to prepare children to be successful in Kindergarten.

The Oak Harbor Head Start Preschool is a federally funded program for families with children ages three to five, who qualify for services based on federal guidelines.

All classes will be providing developmentally appropriate activities, materials and equipment in an effort to meet the needs of the children in our program.

Our program is designed to give all children many varied experiences through activities planned to develop and maintain skills in the following areas: social/emotional, self-help, fine and gross motor, cognition (thinking and learning), early literacy and communication.

Hand in Hand Early
Learning
Center's Core Values

Be Safe

Be Your Best

Be Kind



We encourage families to use similar language when discussing your home values.

General Information

Absences:

Please call our attendance line number below and the transportation department when your child will be absent from school.

OHPS (HIH) : 279-5927 Head Start 279-5932 Transportation: 279-5570

As part of the Becca Bill, we are required to obtain written notes for students who miss school. **If your child is absent for any reason, please send a note to school with him/her when they return.**

Transportation:

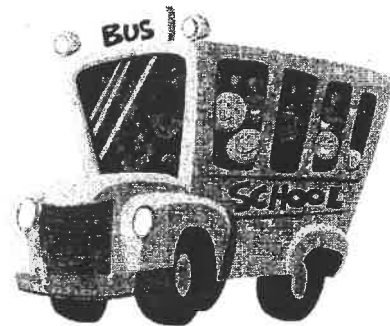
The Oak Harbor Public Schools provide transportation for qualifying students. Depending on your enrollment with Head Start or the Oak Harbor Public Schools, your child will receive either, one or two way transportation. Please check with your child's teacher to confirm if you have questions.

Bus drivers will be contacting you with pick up and drop off times. It is **VERY IMPORTANT** that you call transportation **279-5570**, to notify them of any changes.

Examples of times to call include:

- ⇒ Your child is ill and won't be coming to school
- ⇒ You plan to bring your child to school or pick him/her up from school
- ⇒ You are running late and your child won't be ready in time for the bus
- ⇒ There is an address or phone number change
- ⇒ Or any other time your child will not be riding the bus

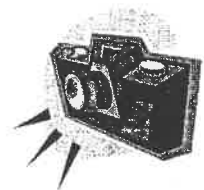
Please be sure your child is wearing a bus tag if they will be riding the bus! We will provide these for you to fill out.

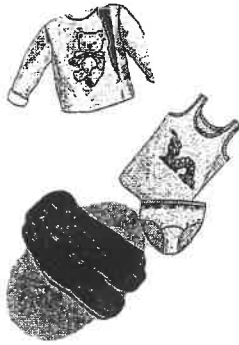


Pictures

We do take pictures and occasionally make videos of the children throughout the year. Most often these are used in the classroom for instructional purposes, posted in the classroom for the children to see or to provide parents with snapshots of special occasions. In addition photos are frequently used on the Hand in Hand website. **If you do not wish to have your child's photo taken, please request a form from the school office.**

Our classes will be participating in a spring picture day. We will be sending home information, etc. when the date is closer.





Clothing:

Please dress your children in washable play clothes. We will be doing projects involving messy materials and playing outside on a daily basis. Sometimes our play involves water, paint, markers, mud, etc. It is important that your child have appropriate clothing for the weather conditions as we play outside most days. Sneakers are preferred for your child's safety. Flip flops are not allowed.

Label all clothing, diapering material, backpacks etc. with your child's name. An extra change of clothes should be provided in case of accidents. Please send the clothes in a gallon size ziplock bag, labeled with your child's name. Also, please replace clothing immediately when it has been used.

Toys:

We ask your cooperation in **not** permitting your child to bring toys or blankets from home, to school. The children become very upset if they are lost or become broken in some way. Thank you for your help with this!



Illness:

Children should never be sent to school when they are ill. This endangers the health of other children and staff members. Please have your child stay at home if they have an elevated temperature, hard cough, severe congestion, nasal discharge or symptoms of a communicable disease. Your child should be fever, diarrhea and vomit free without medication for 24 hours before returning to school. Generally if a child is too sick to play outside, he/she is too sick to be in school. If a child becomes ill at school, we will make them comfortable & notify you or your designated emergency person to come pick up your child.



Head Lice:

Head lice are an ongoing problem in any school setting. Children will be checked daily, at school, for head lice. If a child is noted to have head lice, parents will be called immediately and asked to pick up their child. Because head lice are so contagious, treatment is required before the child will be allowed to return to school. We ask that any signs of nits or eggs be removed prior to having your child return to school.

Contagious:

Impetigo & Ringworm.....may attend school with written notice from your doctor.

Chicken Pox.....Children need to stay home until all vesicles are crusted.

Conjunctivitis (pink eye)....Children need to stay home until eyes are clear and no puss remains.

Mumps....Children need to stay home until fever is gone and there is no visible swelling.



Doctor Reports

When your child visits the doctor, Children's Hospital, etc. for testing and evaluation, please request a copy of the doctor's report be sent to us. This helps insure that we have current information about your child and enables us to plan a program that provides for optimum growth and development. Please be sure to sign a formal release of information form so information can be shared with either the OHSD or Head Start.

Immunizations:

A State Board of Health regulation requires that all children attending school district and Head Start programs must provide current vaccination records or sign a letter of exemption. Please check with your child's doctor to be sure their immunizations are up to date.



Medication:

No medication, including aspirin, cough syrup, Tylenol, sunscreen, diapering ointment, chapstick, etc. can be administered at school unless accompanied by a "physician's instructions for medication" form signed by the doctor. This form is available in our office.

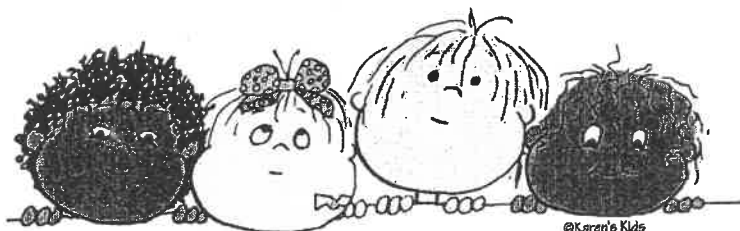
If your child requires some form of medication be available at school and/or on the bus, please consult with his/her teacher. We can help you get the correct paperwork. Both the OHSD and Head Start have requirements that need to be met for the safety of your child.



Child Protection:

We realize children spend their day in a variety of settings. As teachers we are required by law to report any **suspected** child abuse. Our role is not only to protect the child, but also to support the family. It is important that parents provide us with immediate information regarding injuries, bruises, etc. Similarly, we will provide parents with this information in regards to the school day. Our goal is to help you protect your children!

**Questions????
Give us a call**



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