



Maplewood Richmond Heights (MRH)

Parents as Teachers

Family Handbook

2020-2021

MRH Early Childhood Center (ECC)

2801 Oakland Avenue
Maplewood, MO 63143

Principal: Dr. Cyndi Hebenstreit

Phone: 314-644-4405

Assistant Principal: Cynthia Cobb

Fax: 314-256-4588

Parent as Teachers Program Contact (MRH ECC PAT)

Office: 314-256-4562

Email: parentsasteachers@mrhschools.net

Facebook: MRH Parents as Teachers

My PAT educator is _____

Contact info: _____

Maplewood Richmond Heights Parents as Teachers Participation Agreement and Consent for Services

What is the Parents as Teachers program?

Parents as Teachers is an early childhood home visiting program designed to help you learn more about parenting, support your child's development, and help with the challenges of parenting. Our home visits are available to your family until your child enters kindergarten. Your participation is voluntary and there is no cost.

What can you expect?

First, we will get to know you better by learning about your family. We call this a family centered assessment. We will also partner with you to set goals that are meaningful to you and your family.

- *Personal visits*- Home visits by a certified parent educator to support you in your parenting role and provide child development information.
- *Group connections*- Opportunities to play with your child, receive developmental information, and get to know other families.
- *Child screening*- Developmental screening and health review that will help monitor your child's health, hearing, vision and development.
- *Resource network*- Connection to resources in the community based on the interests and needs of your family.

What will we ask of you?

- Be present for and participate actively in all scheduled visits. Please turn off the TV and limit the use of other electronics during the visit.
- Share your observations of your child each visit and during screenings.
- If you need to cancel or reschedule, please contact your Parent Educator 24 hours in advance, if possible.

Record Keeping

During your participation in PAT, routine information will be collected and stored in Visit Tracker which can only be accessed by PAT educators/supervisors. This information includes family background information, health related information, screening results, referrals, recommendations you and your child receive, and information about the services we provide to your family. Parents or legal guardians have access to their family file. If you would like to see your family file, please make this request in writing to the program supervisor Cynthia Cobb at cynthia.cobb@mrhschools.net. You will need to allow at least 5 business days for access and will be required to sign a statement that you were provided with your records.

Confidentiality

By providing your consent, some data information may be shared in order to meet requirements of this program (see above). Any data shared will be summarized and anonymous. The only exceptions would be:

- Our program may share information without your consent in order to protect you or others from serious harm.
- Our program may release information if we receive a court order requiring us to do so.

The limits of our services

Our Parent Educators are certified, trained professionals but they are not psychologists or medical professionals. They do not diagnose developmental, psychological, or medical conditions. However, we can help you connect to quality professionals and resources that can assist in these situations.

I have read and understand the above. I agree to participate in Parents as Teachers services. By signing the consent form, I agree to allow the information described in section IV to be collected and kept by the PAT program. I understand that at any time, I can let my parent educator, or the supervisor know verbally or in writing that I no longer want to participate.

Signature of enrolled participant	Printed name of enrolled participant	Date
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Signature of enrolled participant	Printed name of enrolled participant	Date
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Signature of parent educator	Printed name of parent educator	Date
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****Please Note: This consent must be signed annually.***

Parents as Teachers

Welcome to a new program year! It is always exciting to meet with you and hear about the growth and development of your child. We look forward to visiting with you and providing group connections for your family at the Early Childhood Center and at other locations throughout the community. Many articles in educational journals point out the importance of a partnership between school and community when enabling children to experience lasting success. We are very fortunate in our school district to begin this partnership early in the child's life. The partnerships that we have formed, based on a respect for each other's value, help each child to be successful in school.

Parents as Teachers offers four main components:

Home visits: These are opportunities to discuss child development and parenting issues that come up at various ages. Your Parent Educator will help you know what to expect as your child grows. When you know what to expect, you can observe your child's accomplishments and appreciate each as a significant step in development. Your Parent Educator will provide you with developmental information and activity ideas appropriate for your child's development.

Virtual visits: In extenuating situations, home visits can be provided virtually through video conferencing or phone calls.

Group Connections: Once a month we offer a Saturday Group Connection at the ECC. At the group connections, we have many activities set up around the room for children ages 0-5 and their families to explore. The group connections are also a great place to meet other families of young children in the district. We also offer periodic evening presentations for parents on developmental topics.

Developmental and Health Screenings: Your child's first five years of life are crucial for his/her development and we want to help provide the best start possible! A central component of the PAT model is administering screenings for children ages three months through kindergarten entry. The screenings we use at MRH ECC are the *Ages and Stages Questionnaire (ASQ)* for children three months to six years old, and the *DIAL-4* for children three to six years old. These screenings look at a child's development in the following areas: speech, language, fine and gross motor, personal-social skills, and concepts.

Resource Connection: As needed, referrals to community resources are provided to further support your child's growth and development.

MRH School District Early Childhood Center Guiding Principles

Parents are vital to the education of their children

Every effort will be made to offer all children age prenatal to Kindergarten entry and their families a full continuum of early childhood services that are appropriate for their child.

The early childhood program will form partnerships with other community agencies and services available for children prenatal to Kindergarten entry.

A long lasting partnership will be formed between parents and the school district as each focuses on the education of the child.

Early Childhood Center

2801 Oakland Avenue
Maplewood, MO 63143
Phone: 314-644-4405
Fax: 314-256-4588

Vision Statement:

The MRH School District-Early Childhood Center will be a leader in parent education and child development.

Mission Statement:

The MRH School District-Early Childhood Center programs strengthen the family unit by providing support and interaction through meaningful parent/child involvement.

MRH School District-Early Childhood Center:

During the past three decades, educators have increasingly turned their attention to research and practices that affect young children. This has been the same for the MRH School District. Many programs have been developed that address the significant learning that takes place in these important early years.

3 Month to Kindergarten Developmental Screening

A free yearly developmental screening is offered to children from age 3 months to kindergarten entry. This screening examines four areas of development: communication, gross motor, fine motor, problem solving and personal-social/emotional. Children also have an opportunity to be screened in vision and hearing.

The ASQ is completed by the parent, the parent educator, and the child. During the screening, you will be asked questions about your child and your child will also perform several tasks to demonstrate development.

The DIAL-4 is completed by the child and the parent educator and uses games and activities to measure your child's ability to complete various age-appropriate tasks.

After the screening, you will receive an information summary that provides a score in each area. If there are any areas of concern, your parent educator will discuss options for the next steps and help connect you with the appropriate resources, if necessary. Additionally, you will be provided with information about your child's progress and given resources for ways to support their development across these domains as they grow.

Scheduling a Screening

Screenings can be scheduled at agreed upon times between the parent and parent educator. To make an appointment to have your child screened, please reach out to parentsasteachers@mrhschools.net or your parent educator.

Group Connections

MRH provides a variety of group connections for families to enjoy. These meetings are designed to give parents opportunities to share experiences and gain new insights from other parents. Some of the meetings discuss topics of development pertinent to children; others are parent-child activity meetings for you to enjoy play with your child. All Group Connections and PAT events will be advertised in the monthly e-newsletter and on the MRH Parents as Teachers Facebook page.

Inclement Weather

Visits may need to be rescheduled in the event of inclement weather. Your parent educator will reach out to you to reschedule. Group connection cancellations will be emailed to the mailing list and posted on the MRH Parents as Teachers Facebook page.

MRH School District Preschool Programming

MRH offers several preschool programs designed to meet our families' needs. Our preschool program follows the calendar of our district's elementary schools. All teachers in our preschool program have certification in early childhood and/or early childhood special education. Parents are welcome to tour our classrooms by appointment. Classes are held at MRH Early Childhood Center. Curriculum is guided by all learning domains and subjects.

The preschool has a First Friends program for 2-3 year old children and 6 participation schedules into which parents can enroll their 3 -5 year old children.

5 Full Day M-F 8am-3pm	3 Full Day M/W/F 8am-3pm	2 Full Day T/Th 8am-3pm	5 Half Day M-F 8am-11am	3 Half Day M/W/F 8am-11am	2 Half Day T/Th 8am-11am
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The MRH Preschool is guided by the Missouri State Standards for pre-kindergarten education, in conjunction with research on best practices on a child's ability to learn, especially in the following learning domains: personal and social development, language and literacy, mathematical think, scientific thinking, social studies, art, music, physical development, and health. The program is inspired by the Reggio Emilia approach.

Reggio Inspired Approach to Preschool Education

The languages of drawing, dance, sculpture, architecture, and drama inspire the thinking and learning in "School as Studio" at MRH Early Childhood Center. This method is shaped by the practices of Reggio Emilia. Founded in the municipal preschools in Italy, Reggio is recognized worldwide for its innovative approach to education, an approach where children are active participants in the teaching and learning process, and which acknowledges the relationships children have with each other and their community.

For current information on tuition and programs, contact the ECC.

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Parent Involvement

One of the most important determinants of a child's success in school is whether that child's parents are involved in his or her education. The Parents as Teachers Program believes that a partnership between home and school is a crucial aspect of a successful early childhood program. This partnership begins with enrollment in the Parents as Teachers Program.

MRH School District has many opportunities for families to become involved in programs that are offered in connection with Parents as Teachers or MRH School District Preschool Programming.

Parents as Teachers Community Advisory Committee

The Parents as Teachers community Advisory Committee is a district-wide committee. The goal of this committee is to support and promote MRH Parents as Teachers services. In addition, this group will assist with the planning and evaluation of our services to families. This Committee will meet a minimum of two times per school year once in the fall and once in the spring. The work of the committee will determine whether additional meetings need to be scheduled.

PAT Monthly Newsletter

When enrolled in the Parents as Teachers program, your family will begin receiving our monthly newsletter. The newsletter will detail the PAT events that are upcoming, provide developmental information, and update families on any relevant district information. To sign up for the newsletter, contact parentsasteachers@mrhschools.net.

Missouri HealthNet for Kids Healthy Children and Youth Program

Infants, children and youth can get check-ups and health care that helps them to stay well. The Healthy Children and Youth (HCY) program covers the health care needed to treat medical and behavioral problems. MO Health Net is a Health insurance program for families who do not have access to affordable health insurance.

Who is eligible?

A Child:

- Who is under 19 years of age;
- Who applies for social security number;
- Who lives in Missouri and intends to remain;
- Who is a United States citizen or an eligible qualified non-citizen;
- The parent must cooperate with Child Support Enforcement (CSE) in the pursuit of medical support; and
- Whose countable family income meets the income guidelines.

Where do I Go to Get Health Care?

Children in some parts of Missouri get care from a MO HealthNet Managed Care Health Plan. The health plan takes care of the child's health care needs. The parent must pick a Primary Care Provider (PCP). The health plan's Member handbook tells what care they cover and how to get the care. If you are not in a health plan you can make an appointment with any doctor, clinic, nurse practitioner, dentist or other health care provider who is an approved MO Health Net provider.

Can My Child Get a Ride to Health Care Appointments?

Most children can get a ride to health care appointments. If you are in a health plan, call the health plan for a ride. Other children may get a ride through the state's non-emergency medical transportation program. Call 1-888-269-5927 to find out more, or to get a ride.

Can I Get Help to Pay for Other Health Insurance?

MO HealthNet for Kids has a program that pays the cost of health insurance. It also pays the amounts the insurance says you should pay for the service. You may contact the HIPP Section by calling (573) 751-2005, or by writing to P.O. Box 6500, Jefferson City, MO 65120-6500.

What Medical Care Can My Child Get?

Infants, children and youth should get regular health checks (screens) to make sure they are healthy. HCY pays for these screens. The HCY program covers medically necessary care if the doctor finds a problem during the health screen. Dental check-ups and care can begin at age 6-12 months. Children between 6 and 72 months should get a check-up for lead poisoning. Get your child a health check-up at these ages:

Newborn (2-3 days)	6-8 months	18-23 months	5 years	12-13 years
By one month	9-11 months	24 months	6-7 years	14-15 years
2-3 months	12-14 months	3 years	8-9 years	16-17 years
4-5 months	15-17 months	4 years	10-11 years	18-19 years

How to apply for MO HealthNet for Kids

The MO HealthNet for Kids application is not complicated. Everything can be handled through the mail or by phone. Here's how you can get an application:

- Apply online: <https://mydss.mo.gov/>
- Download and print an application to fill in and mail
- Call toll free at 1-855-373-4636 to request an application
- Visit your local Family Support Division to apply

Who Can I Call If I Have Questions?

Call the state's Participant Services Agent at: 1-800-392-2161

Public Notices

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The MRH School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young children with a developmental delay.

The District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps Program.

The MRH School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Education Rights and Privacy Act (FERPA).

The MRH School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the MRH Central Office.

This notice will be provided in native languages as appropriate.

Interim Superintendent: Roxanna Mechem, MRH Schl Dist
7539 Manchester Road, Maplewood, MO 63143
Phone: (314) 644-4400 Fax: (314) 781-3160

DISTRICT PROCEDURES FOR ADDRESSING DISCRIMINATION/HARASSMENT TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972

The statute states "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

It is the policy of the MRH School District to maintain a learning and working environment that is free from discrimination on the basis of sex in the educational programs, activities, and vocational opportunities offered by the District. The provisions of the Title IX extend not only to students with regard to educational opportunities and freedom from harassment, but also to employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the District does business.

It is a violation for any employee of the MRH School District to harass another staff member or student through conduct or communication of a sexual nature. It is also a violation of this policy for students to harass other students through conduct or communication of a sexual nature. It is a violation of this policy for any person who is not an employee or student of the District to harass a staff member or student of the District through conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the District or while such student is under District supervision.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Actionable behaviors include, but are not limited to, language, jokes, threats, actual physical aggression, or the failure to effectively address such behaviors on the part of a teacher or administrator. Educators have an obligation to actively encourage the maintenance of an environment free from racial and/or national origin discrimination/harassment and to effectively respond to instances of such behavior.

MRH SCHOOL DISTRICT CODE OF STUDENT CONDUCT

Any person who alleges discrimination and/or harassment by a district employee, student or volunteer may complain directly to a principal/designee or the Assistant Superintendent. If an investigation substantiates the allegation of sexual harassment and/or harassment or discrimination, disciplinary action commensurate with the severity of the violation will be taken.

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NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will arrange access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write to the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing process will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administer FERPA are:

Family Policy Compliance Office
U.S Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent **FERPA** permits the disclosure of PII from students' education records without the consent of the parent or eligible student if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.31 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that conditions listed in §99.31 (a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorize representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities

may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38.(§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

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