

NEIU 19

EARLY INTERVENTION  
PARENT HANDBOOK



*The following is important information about your child's services:*

School: \_\_\_\_\_

Address: \_\_\_\_\_

<b>Position</b>	<b>Name</b>	<b>Phone Number</b>
Service Coordinator		
Driver		
Teacher		
Speech Therapist		
Occupational Therapist		
Physical Therapist		
Hearing		
Vision		
Orientation and Mobility		
Director of Early Intervention	Colleen Penzone	876-9337
NEIU 19 Office	Switchboard	876-9200

*The following tips will help you and your child prepare for the school program:*

### **CLOTHING**

- PRINT CHILD'S NAME IN MARKER THAT WILL NOT WASH OFF ON ALL CLOTHING THAT THEY WILL TAKE OFF IN SCHOOL (COAT, HAT, BACKPACK, ETC.)
- SEND AN EXTRA SET OF CLOTHING FOR YOUR CHILD TO KEEP AT SCHOOL.

### **POTTY TRAINING**

- IF YOUR CHILD IS STILL IN DIAPERS OR PULL UPS, PLEASE SEND DIAPERS IN WITH YOUR CHILD EVERY DAY.
- SEND ONE TUB OF WIPES WITH YOUR CHILD. WE WILL LET YOU KNOW WHEN WE NEED MORE.
- IF YOUR CHILD IS STILL BEING TRAINED, BUT WEARS UNDERWEAR, PLEASE SEND MORE THAN ONE SET OF EXTRA CLOTHING TO KEEP AT SCHOOL DURING THE TRAINING PROCESS.

### **SNACKS**

- BREAKFAST AND LUNCH ARE NOT PROVIDED.
- SNACK WILL BE GIVEN DAILY.
- THE BEGINNING OF EACH MONTH, PLEASE SEND IN A LARGE BAG OF A SNACK TO BE SHARED (PRETZELS, CHIPS, CRACKERS, COOKIES, ETC.)
- YOUR CHILD WILL BE LEARNING TO ASK FOR WHAT THEY WOULD LIKE AS WELL AS TO SHARE AND TAKE TURNS DURING SNACK.
- YOU MAY SEND IN A SPECIAL SNACK FOR YOUR CHILD'S BIRTHDAY. PLEASE TELL THE TEACHER THE DAY BEFORE.

## PARENT/SCHOOL COMMUNICATION

- PROVIDE A BACKPACK LARGE ENOUGH FOR A 9 X 12 INCH FOLDER. THIS WILL BE USED TO SEND NOTES, SPEECH FOLDERS, PERMISSION SLIPS, ACTIVITIES, ETC. TO AND FROM SCHOOL.
- CHECK YOUR CHILD'S BACKPACK EVERY DAY.
- FILL OUT FORMS REQUESTED AND RETURN THE NEXT DAY.
- SPEECH FOLDER: PLEASE REVIEW THE WORK WITH YOUR CHILD AND RETURN THE FOLDER TO SCHOOL.
- PLEASE COMMUNICATE ALL IMPORTANT INFORMATION BY SENDING A NOTE OR CALLING THE SCHOOL BEFORE OR AFTER CHILDREN ARE IN SCHOOL.
- WHEN LEAVING A PHONE MESSAGE, PLEASE SPEAK SLOWLY AND CLEARLY. YOU MAY WANT TO REPEAT YOUR PHONE NUMBER TWO TIMES TO BE SURE THAT IT IS HEARD.
- **EMERGENCY CONTACT FORMS** MUST BE KEPT CURRENT AT ALL TIMES. PLEASE REPORT CHANGES TO YOUR PHONE NUMBER AS SOON AS THEY HAPPEN. WE NEED TO BE ABLE TO CONTACT YOU OR ANOTHER CONTACT IN CASE OF AN EMERGENCY.
- IT IS THE RESPONSIBILITY OF THE PARENT TO NOTIFY THE CHILD'S TEACHER AND DRIVER IF THE CHILD WILL NOT BE COMING TO SCHOOL.

## ILLNESS

- IF YOUR CHILD IS ILL (FEVER, VOMITING, DIARRHEA, CONTAGIOUS CONDITIONS, OR OTHER ILLNESSES) PLEASE KEEP YOUR CHILD HOME SO THAT YOUR CHILD CAN RECOVER MORE QUICKLY AND NOT INFECT OTHERS IN THE CLASSROOM.
- A CHILD MUST BE FREE OF FEVER, VOMITING, AND DIARRHEA FOR A FULL 24 HOURS BEFORE RETURNING TO SCHOOL.
- FOLLOWING A CONTAGIOUS CONDITION, PLEASE FOLLOW THE ENCLOSED PENNSYLVANIA DEPARTMENT OF HEALTH EXCLUSION GUIDELINES. YOU MAY BE ASKED FOR A NOTE FROM THE DOCTOR BEFORE YOUR CHILD MAY RETURN TO SCHOOL.
- IF YOUR CHILD HAS TAKEN A LAXATIVE DUE TO CONSTIPATION OR IS HAVING LOOSE BOWEL MOVEMENTS, PLEASE KEEP YOUR CHILD HOME UNTIL REGULAR BOWEL MOVEMENTS RETURN.
- IF YOUR CHILD BECOMES ILL DURING SCHOOL HOURS, YOU MAY NEED TO PICK UP YOUR CHILD.

## Pennsylvania Department of Health Guidelines

### **Exclusion Period**

<b>Fever/Diarrhea/Vomiting</b>	24 hours free of the fever/vomiting/diarrhea.
<b>Chicken Pox</b>	7 days or until all lesions have crusted over for 24 hours.
<b>German Measles</b>	7 days after the rash appears.
<b>Impetigo</b>	Until all crusts are gone or until doctor states child can return to school.
<b>Measles</b>	6 days from onset of rash.
<b>Mumps</b>	7 days after appearance or until swelling has gone.
<b>Pediculosis</b>	Until free of all lice and nits.
<b>Pink eye</b>	Until eyes are clear and no pus remains or 24 hours after the start of treatment by a Doctor.
<b>Ring Worm</b>	Until doctor states the child can return to school or after 24 hours of treatment.
<b>Scabies</b>	Until 24 hours after the start of the effective treatment.
<b>Shigilla – Dysentery</b>	Until diarrhea ceases and 2 successive negative stool cultures are obtained.
<b>Streptococcal Sore Throat</b>	Until 24 hours after the beginning of adequate and effective therapy and without fever.

## TRANSPORTATION

Please be advised of the following NEIU policy regarding student transportation:

- Teachers **will not allow** a child to leave school with any person other than their assigned driver or a parent unless you send in a **written note requesting otherwise.**
- In addition, children transported by NEIU or home district drivers **will not be left when no one is home.** Please be home at least 15 minutes **before** your child is expected to arrive. If no one is home, the driver is instructed to take the child to an emergency drop off. If no one is home at this location, the driver is instructed to take your child to the local police station.
- Do not give your child small objects, toys, food or drink in the car. This is for the safety of your child and other children in the car.
- If you transport your own child, upon arrival at school, please wait outside in your vehicle with the other drivers, until you see the classroom teacher or para educator. Please do not enter the building. This is for safety reasons and for consideration of other classrooms or programs. It also assists us in maintaining a routine which is important for your child.
- Finally, if there is a permanent change in your child's transportation it will need to be approved by the transportation department before it can go into effect. Please submit your request for a change, in writing, to your child's service coordinator (**Joanne Esterline, Ann Walker or Marcie Marquez**).

## SCHOOL CALENDAR

- The NEIU Early Intervention Program follows a "stretch year" calendar that begins the end of August one year and goes to the beginning of August the following year.
- Stretching services over a year allows for consistency with no longer than approximately a 3 week break.
- A copy of the calendar should be provided to you when your child begins services. You may request a copy at any time.

## Guidelines for Classroom and Program Site Visitations

The Early Intervention Program (“Program”) encourages parents/guardians to make informed decisions about the programs and services recommended or assigned for their children. Informed decision-making can involve visiting a classroom or program site. The program also encourages parents to become involved in the ongoing education and development of their children and recognizes that occasional visits can promote effective parental involvement. The Program, however, must consider the need of many children for consistency and predictability within their environment and routines, as well as the need for low levels of visual and auditory distractions. The guidelines established below recognize the need for parents to make informed decisions and to be involved in their child’s education without compromising the rights of other children to a stable, safe and disruption free learning environment.

***Classrooms and Program Sites that are Subject to Visitation:*** Parents, guardians, or persons with appropriate professional expertise designated by the parents or guardians may visit classrooms or program sites specifically recommended for their child or where their child is currently attending or receiving services. Official recommendations are made until an IEP team has convened to make a final recommendation.

- **Scheduling Visits – Advanced Notice:** A parent/guardian must arrange a classroom or program site visit in advance with their child’s classroom teacher. A parent or guardian shall inform the teacher of the reason for visitation. Scheduled visits will occur at a time convenient for both the parent and teacher. This does not pertain to visits extended by the teacher as part of planned parent activities. Children who are not currently in a placement or are in a placement other than an early intervention classroom may make arrangements with their child’s service coordinator to schedule a visit. Professionals from outside agencies should schedule visits in advance with the classroom teacher, if known, or service coordinator.
- **Scheduling Time:** Visits should not be longer than 1 hour of silent observation. Timing of visits shall be determined by the Program, depending on such factors as the type and intensity of planned instruction or activities, the concern for individual children in regard to disruption known or thought to be caused by the visit, the number of adults the visit will place in the room at the same time and the total amount of traffic in the classroom at or near the time of the visit.
- **Conditions of Visits:** Visitors are limited to two individuals at any one time. Conversation and interaction with children and staff during observation should be kept to a minimum. Questions or concerns that arise about the visit or anything observed during the visit need to be addressed to the classroom teacher and specific program staff after the visit and outside the presence of the children or working staff members. The Program staff responsible for the classroom or program site, may at its discretion, end an observation if the visit is disrupting the children, the staff, or the learning process or becomes a concern for the health, safety or welfare of the children or staff. For professionals from other agencies visiting for the first time, a release of information must be signed prior to the visit and presented at the time of the visit. *No information shall be shared concerning any children other than the child who is being observed.*

**Here are some helpful hints:**

Play and laugh with your child.  
This may be the greatest gift you can give each other.

Talk to your child throughout the day.  
Hearing language helps children learn new information.

Play music - Sing songs.

Read or look at books every day.  
Exposure to books encourages many skills such as  
sitting, listening and speaking.

Tell your child every day that you like something he/she has done,  
no matter how big or small.

Finally, you know your child better than anyone.  
Please share helpful information about your child.

