

North Central Kansas Parents as Teachers

2017-2018
Parent Educator Handbook

Approved
JULY 17, 2017

VISION

All children will learn, grow and develop
to realize their full potential.

MISSION STATEMENT

To provide the information, support and encouragement
parents need to help their children develop optimally
during the crucial early years of life

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PURPOSE:

This handbook was prepared to guide Parent Educators in the Interlocal #636 Parents as Teachers program. This is merely an attempt to delineate a process to be used by the parent educators. Remember that you are a professional employee of Interlocal #636 providing services through the Parents as Teachers program.

ROLES AND RESPONSIBILITIES

- **Program Supervisor** – Maintains overall responsibility for the program. Supervises the fiscal aspects of the program. Develops the budget, approves time cards, mileage reimbursements, and purchase requests. Individually supervises and evaluates Parent Educators.
- **Program Coordinator** – Ensures program compliance with all state and national requirements. Serves as a liaison with the state PAT Coordinator. Attends coordinator meetings and disseminates information to all parent educators in a timely manner. Facilitates staff meetings, group reflections and collaborative activities. Ensures annual family group meetings are organized. Collects required data from parent educators in a timely manner in order to compile required reports. Submits required reports in a timely manner. Completes and submits applications for the Hansen Foundation and State continuation grant by respected deadlines. Ensures parent educators maintain required credentials and meet professional development requirements. Ensures monthly newsletter is developed.
- **Parent Educator** – Provides home-based parental instruction based on National PAT Center approved curriculum. Demonstrates appropriate child developmental games and activities with parents. Stays abreast of current research and supports parents with printed research-based materials in early childhood development. Maintains a lending library of developmentally appropriate children’s books and parental resource materials. Provides parents with resource options as needed. Conducts developmental screenings and makes referrals to KIDLINK when appropriate with parental consent. Documents home visits/progress information in a timely manner. Coordinates services with other agencies and services with similar purpose. Actively recruits eligible families to participate in the program. Develops professionally and meets annual continuing education requirement to keep certification current. Provides data/information to the program coordinator in a timely manner for all reporting requirements. Assists the program coordinator in reviewing and evaluating data such as parental surveys. Assists the program coordinator in developing and implementing program goals and objectives. Assists in the development of the monthly newsletter. Actively participates in collaboration and staff meetings.

Purpose: To provide personal instruction, demonstrate appropriate educational activities; deliver research-based printed materials to parents regarding child development and related issues. To conduct child developmental screening including but not limited to vision, hearing, the understanding and use of language, motor development, hand-eye coordination, health and physical development for children birth to age three.

Responsible to: Program Supervisor

Qualifications:

1. Earned minimum of 60 hours of college credit, degree preferred. Early Childhood Education or related field of study preferred.
2. Demonstrated ability to work with adults and their young children.
3. Holds valid driver's license, vehicle registration and insurance. Possesses maintained /operating vehicle.

Essential Functions:

1. Provides professional parent instruction and delivery of information to district families implementing the curriculum provided by the National Parents as Teachers (PAT) Center.
2. Supports the value of education and early interventions.
3. Coordinates with other community programs with similar purpose.
4. Represents assigned districts at various community events supporting families and/or young children.
5. Supports the missions and philosophies of assigned districts.
6. Supports the mission and philosophy of Parents as Teachers.

Physical Requirements/Environmental Conditions:

1. Occasional stooping, bending, lifting, and reaching.
2. Requires travel.

General Responsibilities:

1. Provides home-based parental instruction based on National PAT Center approved curriculum.
2. Demonstrates appropriate child developmental games and activities with parents.
3. Stays abreast of current research and supports parents with printed research-based materials in early development.
4. Maintains a lending library of developmentally appropriate children's books and parental resource materials.
5. Provides parents with resource options as needed.
6. Conducts developmental screenings and makes referrals to KIDLINK when appropriate with parental consent.
7. Documents home visits/progress information in a timely manner.
8. Coordinates services with other agencies and services with similar purpose.
9. Actively recruits eligible families to participate in the program.
10. Develops professionally and meets annual continuing education requirement to keep certification current.
11. Provides data/information to the program coordinator in a timely manner for all reporting requirements.
12. Assists the program coordinator in reviewing and evaluating data such as parental surveys.
13. Assists the program coordinator in developing and implementing program goals and objectives.
14. Assists in the development of the monthly newsletter. Actively participates in collaboration and staff meetings.

CASELOADS

- Family caseload numbers will be determined by the assignment and the number of weekly hours worked by the parent educator. Once the parent educator's caseload threshold is reached, families will be added to a wait list and will begin services in the order they entered the wait list with priority given to any underserved district.
- Local district contributions to the program are based on the district's Full Time Equivalency (FTE). Therefore, a parent educator's caseload "slots" will be divided between the districts based on the FTE of the districts.

For Example: A parent educator's caseload is deemed to be 35 families. The parent educator serves three districts and the combined FTE of those districts is 1,124 students. District A has 250 students (22.25%); District B has 149 (13.25%) students; and District C has 725 (64.5%) students. The parent educators 35 family slots would be divided in the following manner: District A would receive 8 slots; District B would receive 5 slots and District C would receive 22 slots.

- It is our desire to keep caseloads evenly distributed by district FTE. However, we also desire to serve as many families as possible. In the example given above, there may come a time when there are more families from a particular district interested in the program than another district. In that situation, rather than holding slots empty and requiring the families from the district with more interest to remain on a wait list, it will be permissible to enroll those families and serve them. When interest returns in the underserved district, families from that district have priority on the wait list in order to return the caseload back to the balanced distribution.
- Parent educators are responsible for maintaining a full caseload. If a situation arises when caseload numbers are not maintained in a particular district the program supervisor will visit with the parent educator regarding recruitment efforts in that district.
- Parent educator caseloads or weekly hours may be reviewed and adjusted by the program supervisor in an effort to best serve family needs.

PERSONAL VISITS

- Each family is offered monthly personal visits throughout the year. The calendar year for the program is from July 1 – June 30.

- Although the program allows parent educators some flexibility, parent educators are responsible for trying to accommodate parents and family routines as much as possible when scheduling visits. When possible home visits should be scheduled when both parents can be present.
- Sharing developmental information is the focus of each visit. Parent educators share information that is based on sound educational research.
- As a professional courtesy, parent educators will notify families scheduled for visits when the parent educator will be late arriving for visits.
- Visits for families who enroll late may be prorated. Each family should receive a personal visit every month. A sample guide to use in scheduling visits is as follows:
- If families need to be seen more frequently than the prescribed number of visits, parent educators may increase visits.
- Personal visits should last approximately one hour for one child, one and one half hours for two children.
- Personal Visit Records (PVR's) are to be completed on each child visited by the parent educator within 5 work days of visit. Specific, concise, objective reports are crucial documentation to the family and success of our program.
- Family and child data is the responsibility of the parent educator. Parent educators are encouraged to update information as often as change occurs.
- Clean all washable activity items taken on personal visits with Clorox water or wipes after each visit to fight the spread of germs and/or communicable diseases.

Cancellations

- If a parent educator has to cancel a visit it is the parent educator's responsibility to reschedule.
- If a parent cancels a visit, the parent educator is encouraged to reschedule the visit as soon as the parent educator's schedule allows.
- If the school district in which the family resides and/or the school district the parent educator lives in cancels school or activities due to inclement weather, personal visits are canceled and rescheduled when the parent educator's schedule allows.

Repeated No Shows and Cancellations

- Parent educators are encouraged to be persistent about seeing families.
- If a family has repeatedly missed appointments, it is the parent educator's responsibility to contact the family to determine future program participation.

Professional Conduct

- Parent educators are encouraged to dress professionally for all activities in the program.
- It is strongly encouraged to carry your cell phone in your pocket during a home visit. However, the personal use of cell phones is inappropriate. All phones should be placed in the "silent mode" during visits and calls should not be returned until the visit has been completed. The only acceptable time the phone should be used during a visit is in the case of an emergency or if the parent educator is in danger.

SUSPECTED ABUSE/NEGLECT POLICY

Required Reporting of Suspected Abuse and/or Neglect:

- When any parent educator has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, he/she is required by law to report that information to the Kansas Protection Report Center (KPRC) at 1-800-922-5330. Telephone lines at the KPRC are staffed 24 hours a day/ 7 day a week. In the event of an emergency contact local law enforcement or call 911. Failure to make the report is a class B misdemeanor, moreover, preventing or interfering with any other individual with the intent to prevent them from making a report required by this statute is also a class B misdemeanor.
- It is not the responsibility of the parent educator to determine the validity of the abuse or neglect, that investigative role belongs to SRS and law enforcement. The parent educator has the responsibility to report all cases of suspected abuse or neglect.
- It is recommended, but not required, that the program supervisor also be notified prior to the report being made.

- Questions regarding this mandatory reporting requirement should be directed to the program supervisor.

SCREENINGS

- The following screenings/checklists are to be completed at the following age milestones and annually thereafter.
 - Vision – between the age of four to seven months.
 - Hearing – between the age of four to seven months.
 - Health Record – updated annually or as information is provided.
 - Dental – updated on Health Record
 - ASQ III – done on a yearly basis
- Additional screenings may be done at any time the parent educator deems necessary, if screening shows concerns.
- Referrals should be recorded on PVR's. Parental consent will be given before referrals are made.

ANNUAL GROUP MEETINGS

- Parent educators will assume responsibilities for parent group meetings held in the districts they serve. Group meetings will last approximately one hour.
- Responsibilities when in charge of a group meeting include:
 1. Reserving the space for the group meeting.
 2. Set up and clean-up of the room used.
 3. Filling out necessary forms and paperwork.
 4. Contact speaker, if having one.
 5. Gather materials needed and make any needed copies.
 6. Arrange for door prizes.
 7. Publicity of the group meetings.
- Parent participation in group meetings will be recorded in each family's personal file.

- Group meeting records are to be stored in the main file cabinet and are to be completed by the parent educator in charge of the meeting. They are to be completed within 5 working days of group meeting.

FAMILY RECORDS

- Parent educators will maintain up-to-date records and folders on each family enrolled in the program. These records will be available for periodic peer review.
- Only specific, objective and concise developmental observations are recorded in the family lesson plans.
- Information in the family folder includes enrollment/exit forms, summary of services, health records, lesson plans, screenings, and results.
- Visit reports will be completed within 5 working days of visit.
- Child and Family information will be safeguarded and treated as confidential.

Families Exiting

- When a child exits the program because he or she is turning three, an exit form will be completed. The exit report will be maintained in the file.
- If the family exits the program for other reasons, such as moving, lack of interest, etc. and has been seen as least once then an exit form should be completed and maintained in the file.

Family Contact Information

- In order to keep accurate information on families, the parent educator needs to keep family information up to date, i.e. new babies, telephone numbers, email address and physical address changes.
- Each Parent Educator will submit a current family list and waiting list of each district by September 1 to Program Supervisor. An updated list will be submitted by December 1 and again March 1.

CONFIDENTIALITY

- Maintaining confidential information is an extremely high priority in the Parents as Teachers program and in the Districts served.
- Parent Educators have access to family records and other information that is considered confidential.
- Parent Educators will safeguard this information when in use, filing it properly when not being used, and discussing it only with those who have a legitimate need to know.

MONTHLY NEWSLETTERS

- Newsletters will include information on:
 1. General Child development
 2. Parenting tips
 3. Health and Safety information
 4. Parent/Child activities
- Parent Educators compile and send monthly newsletters to:
 1. Families enrolled in PAT.
 2. Identified families with children birth to age 3 in participating districts.
 3. District Superintendents and State Legislators.
 4. Area health providers, extension offices, libraries, and other collaborating agencies.
- Mailing/ Emailing the Newsletter:

In an effort to conserve resources, all participating families will be asked which delivery method they prefer to receive their monthly newsletter. An email distribution list will be maintained and kept current as well as a mailing list for those who prefer to receive a paper copy. The completed monthly newsletter will be published in electronic format and paper copy and mailed/emailed at the first of each month.

REPORTS

- The Mid-Year/End-of-Year reports are to be completed and sent to the State PAT Office by the due date. The program coordinator will be responsible for submitting these reports.
- The annual Individual Education Report is the responsibility of each parent educator.
- Both funding grants will be completed and submitted by the program coordinator by their respected due dates. Budget information necessary to complete these grant applications will be provided to the program coordinator by the program supervisor in a timely manner.
- Each Parent Educator will prepare a monthly report for each district he/she serves. This monthly district report will, at a minimum, provide; the number of families and children currently participating in Parents as Teachers within the district, the number of visits conducted in the district during the previous month, any special activities conducted during the previous month, any upcoming special activities planned for the upcoming month. This monthly district report will be submitted to the district superintendent on or before the first Friday of the month. A copy will also be submitted to the Program Supervisor.
- Each Parent Educator shall provide at least one annual presentation to each Board of Education served by the Parent Educator. The presentation will provide an overview of the program and the specific efforts of the program within the district. Each Parent Educator will schedule these presentations with their respected District Superintendents and the dates provided to the Program Supervisor no later than October 1st.

OFFICE TIME

- Parent educators may conduct necessary office hours at a school building within one of the districts they serve or, if preferred, his/her home. These office hours are for making periodical parent contact, scheduling home visits, completing visit reports, contacting referral agencies, etc. If the parent educator prefers a home office rather than a school-based office, no reimbursement will be provided for phone, internet or other home office expenses.
- Bi-weekly staffing days will be held at the NCKSEC office at Phillipsburg. The focus of these staffing days will be collaboration and problem-solving of cases, planning of upcoming group meetings, staff meetings

with the program coordinator and/or program supervisor, individual supervision and reflective evaluation activities, as well as insuring the monthly newsletter is developed and mailed/emailed.

Time Sheets and Monthly Mileage Reports

- Time sheets and monthly mileage reports will be sent to the NCKSEC office on the parent educator's last work day of the month. Time sheets not received by the end of month deadline may not make the payroll deadline as they must be reviewed for accuracy and approved by the program supervisor prior to being given to the board clerk for payroll. If a time sheet or mileage report is not received by the monthly deadline, the hours worked and miles driven may be held over and paid on the next month's payroll.
- All requests for materials and requisitions for local purchases under \$50 require prior approved by the program supervisor.
- Sick days and personal day(s) are to be reported on the time card and must be documented on a Leave /Absence Report Form signed by the program supervisor.
- All above required forms are available on the NCKSEC website or hard copies are available in the consultant's room at the NCKSEC office.

Benefits and Compensation

Salary:

- Initial hourly entry wage will be determined by the program supervisor based on educational background, job skills, experience and roles and responsibilities to be performed.
- Salary increase will be considered annually and will be effective for the new fiscal year starting July 1. The annual salary increase will be 75% of the certified teacher raise negotiated by the NCKSEC teacher association and approved by the NCKSEC Board of Directors. This salary increase will be converted to an hourly raise by taking 75% of the approved certified teacher amount and dividing it by 1116 hours (1.0 FTE).
- Due to PAT grant deadlines and need to have exact salary projections for the grant budget, parent educators will receive the raise amount negotiated the prior year (e.g., the raise amount negotiated and approved

for FY 13 will be the raise budgeted and paid to parent educators for the FY 14 school year).

Board Paid Health Insurance Benefit:

- Parent educators qualify for a Board Paid Health Insurance Benefit calculated at rate of 75% of the benefit provided to certified teachers under the negotiated agreement. ~~The Board Paid Benefit is \$518.00 for the 2016-2017 school year.~~ The Board Paid Benefit will be prorated for part-time positions of less than 1116 hours per year.
- The Board Paid Benefit may only be applied towards a medical premium offered by the NCKSEC. There is no cash value if the employee declines coverage or if the Board Paid Benefit exceeds the premium selected by the employee.

Other Fringe Benefits:

The purpose of this plan is to furnish employees with a choice of certain tax-free benefits provided by the NCKSEC in lieu of taxable compensation and to comply with Section 125 and Section 403b of the Internal Revenue Code.

FLEXIBLE FRINGE BENEFIT PLAN-125

- A. Participants shall be entitled to select (by completing the Employee's Selection Form) any one or a combination of benefits as provided. The eligibility requirement is an employee must work a minimum of 17 1/2 hours a week.
- B. Benefits costs can include up to \$2,500 per month salary reduction or a maximum of \$30,000 per year. Benefits cost cannot exceed the employee's salary.
- C. Selection of Benefits includes:
 - i. Group Health Insurance
The board will pay a fringe benefit monthly, solely for the purchase of health insurance, based on 1116 hours being considered full time. Parent educators assigned less than full time shall have the fringe benefit prorated. The fringe benefit will be prorated according to start date and adjusted in accord with any significant changes in assignment throughout the school year.
 - ii. Salary Protection Insurance
 - iii. Cancer Insurance
 - iv. Dental Insurance
 - v. Group Life Insurance
 - vi. Dependent Care (maximum \$5,000)
 - vii. Medical Reimbursement (maximum \$3,600)
 - viii. Individual Life Insurance
 - ix. Smart Heart Policy

- x. Accident Policy
- xi. GAP Plan

D. If a carrier of any option cancels the coverage, or refuses to provide group coverage, the Board may eliminate such option from the 125 plan.

ESCROW FOR SECTION 125 DEDUCTIONS

When selecting section 125 deductions the employee is strongly encouraged to choose deductions that can be supported by payroll. In the event section 125 deductions may exceed payroll the NCKSEC must receive advanced payment of the difference between deductions and payroll. If the NCKSEC does not receive funds from the employee in advance the employee portion of premium will not be paid resulting in cancelation of policies. The NCKSEC will collect payment quarterly and deposit this into an Escrow account. Any interest derived from this Escrow account shall be the property of the NCKSEC. Following open enrollment the employee should notify the NCKSEC if they have selected options that may exceed any one month's pay. The NCKSEC will estimate the necessary Escrow amount to fund the employee's portion through Dec 31st. The employee must submit payment in that amount to the NCKSEC on or before August 31st. Following December payroll the NCKSEC will estimate the necessary Escrow amount to fund the employee portion through March 31st. The employee must submit payment in that amount to the NCKSEC on or before December 31st. Following March Payroll the NCKSEC will estimate the necessary Escrow amount to fund the deductions for the remainder of the plan year. The employee must submit payment in that amount to the NCKSEC on or before March 31st. If at any time during the year there is insufficient funds in the employee's escrow account the employee will be notified and must submit sufficient funds to cover the cost of the section 125 selections by the end of the month. At the end of the plan year the NCKSEC will reimburse any unused Escrow that was collected. The NCKSEC will reimburse any unused Escrow upon termination of employment.

Fringe Benefits Time Period

- A. Employees may elect to participate and select benefits once each plan year. The plan year shall begin September 1 and end August 31.
- B. Benefits selected cannot be changed (except as provided for in the following section- Period of Coverage, part B) until the beginning of the next plan year.
- C. Employees hired after the start of the new school year will have no later than forty (40) days following the first working day for the employee, to elect to participate in the 125 Fringe Benefit Plan.

Period of Coverage

- A. The period of coverage during which a benefit is provided is the Plan Year.

- B. A participant may elect to terminate the payroll reduction agreement or change election as to the NCKSEC's contribution or change the benefits elected only if a qualifying event has changed the current family status as defined by the 125 plan.

Refunds or Returns on Premiums

- A. Refunds, i.e. returns on unused premiums, shall be returned to the parties in proportion to the share of the cost assumed. This shall not include any refunds on unused policies. All such refunds shall be the property of the NCKSEC. Nothing in this agreement is intended to provide insurance coverage as an item of salary and coverage is intended for those not otherwise covered by similar insurance coverage by the same or other agent.
- B. Should an employee enroll in coverage in which the Board participates in payment, while the employee is covered by similar insurance by the same or another company the full amount of premium paid by the Board will be deducted from the employee's salary.

FLEXIBLE FRINGE BENEFIT PLAN- 403b

- A. All NCKSEC employees are eligible to participate in a 403b plan. The 403b plan will comply with the Internal Revenue Code.

KANSAS PUBLIC EMPLOYEE'S RETIREMENT SYSTEM

All staff entering school services in Kansas are required to participate in the Kansas Public Employee's Retirement System if they work a total of 630 hours a year.

Members hired prior to July 1, 2009 and new hires after July 1, 2009 who were inactive, vested members returning to work will have 6% of the Employee's salary deducted and submitted to the system (KPERS 1). Interest is credited annually based on the balance in your account; the interest rate percentage varies depending on the year of membership.

Members hired after July 1, 2009 first employed in a covered position and who are new to the KPERS system will have 6% of the Employee's salary deducted and submitted to the system (KPERS 2). Interest is credited annually based on the balance in your account; the interest rate percentage varies depending on the year of membership.

Employees hired after January 1, 2015, and inactive KPERS 1 and KPERS 2 members who were not vested and return to work after January 1, 2015 will have 6% of the Employee's salary deducted and submitted to the system (KPERS 3). Employee earns retirement credits quarterly based on years of service.

An employee's contributions may be withdrawn if he/she leaves the Kansas school service.

WORKERS COMPENSATION

Notice of Accidents - employees must notify the NCKSEC clerk of the board within ten (10) days of an accident or the claim may be barred. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the NCKSEC office.

Coverages - benefits are for personal injury from accident or occupational disease arising out of, and in the course of, employment with NCKSEC. Injuries which occur during recreational or social events under circumstances where the employee is under no duty to attend, and where the injury did not result from the performance of tasks related to normal job duties are not covered under workers compensation.

Any employee who is off work and drawing workers compensation shall be required to provide the clerk of the board with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under worker's compensation shall be restricted as provided by current statute.

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify.

UNEMPLOYMENT COMPENSATION

For answers to questions regarding unemployment insurance policies, benefits and claims, contact the clerk of the board or the nearest Department of Human Resources, District Job Insurance Office.

Leave and Absences

The parent educator will be granted such leave as approved by application of NCKSEC Policy. The employee shall receive approval by the program supervisor for paid leave. All types of paid leave will be converted to hours; conversion based on multiplying the leave benefit days by the parent educators' daily assigned hours (i.e. 8 days x 6 hrs (assigned hrs/day) = 48 hours of sick leave). All types of paid leave will be charged in 15 minute increments. All leave and absences requested and approved will be charged as "paid" leave until said leave category is exhausted. Because of the flexible nature of the parent

educator position, paid leave can be taken in any 15 minute increment up to 8 hours per day.

Bereavement Leave

Parent educators will receive 4 days of bereavement leave in the event of death in the immediate family (exceptions to this limitation may be granted by the Director) . The 4 days will be converted to hours by multiplying 4 days by the Parent Educator's daily assigned hours (i.e. 4 days x 6 hrs (assigned hrs/day) = 24 hours of bereavement leave). Leave will be prorated according to start date or prorated if a change in assignment of 50% or greater occurs throughout the school year. Such leave is not accumulative from year to year. Bereavement leave will be with full pay and may be requested using the leave/absence form.

Personal Leave

Parent educators will be granted one day of personal leave. The 1 day will be converted to hours by multiplying 1 day by the Parent Educator's daily assigned hours (i.e. 1 day x 6 hrs (assigned hrs/day) = 6 hours of personal leave). Leave will be prorated according to start date or prorated if a change in assignment of 50% or greater occurs throughout the school year. Any parent educator that is employed full time (1116 hrs per year) with more than 10 years consecutive experience will receive one additional day of personal leave. A leave/absence form needs to be completed and turned into the program supervisor at least one week before the day of requested leave. You should receive the leave request form back a few days before the day of leave, if not call the NCKSEC office.

Sick Leave

Parent educators will receive 8 days of sick leave per year, accumulative to 300 hours. The 8 days will be converted to hours by multiplying 8 days by the Parent Educator's daily assigned hours (i.e. 8 days x 6 hrs (assigned hrs/day) = 48 hours of sick leave). Leave will be prorated according to start date or prorated if a change in assignment of 50% or greater occurs throughout the school year. This leave will be recorded on the yellow leave form. Because the NCKSEC provides leave under specific categories, sick leave must be used only for illness of self or immediate family members. After five (5) consecutive days of sick leave, a doctor's statement may be required and must be provided by the employee upon request from NCKSEC. Sick leave shall not be used for reasons which best fit under the category of personal leave.

Professional Leave

A parent educator may apply for professional leave for various trainings and professional development activities. This leave must be applied for via the usual leave application process (leave/absence form) and be approved by the program supervisor. If approved by the program supervisor, the request form will be returned to the applicant for their personal file. Copies of the form will be kept at the NCKSEC office.

Family and Medical Leave

Family and medical leave shall be granted for a period of not more than 12 weeks during a 12 month period. You must have been employed for 1 year before you are eligible for this leave. The 12 month period is defined as a fiscal year beginning July 1 and ending the following June 30th. Spouses employed by the district may only take an aggregate of 12 weeks of leave for a birth or placement for adoption of a child, foster child or to care for a child with a serious health condition. A leave form needs to be completed. For more specific information concerning this leave, contact the NCKSEC office.

Court Duty

A parent educator called to jury duty or subpoenaed in case involving a family served through PAT will be paid regular school wages if the employee endorses all jury duty pay, except reimbursement for mileage and subsistence, over to the NCKSEC. Fill out a leave form (yellow sheet) prior to the leave. Those wishing to attend court hearings or subpoenaed in cases regarding personal, family or other civil matters unrelated to the NCKSEC should apply for personal leave.

REIMBURSEMENT/TRAVEL EXPENSE

A parent educator may request or be requested to attend state and/or local meetings, conferences or trainings.

An employee planning to attend a conference or inservice must submit to the Program Supervisor a Leave/Absence Report form with all requested information completed. The form should be submitted at least two weeks in advance. The Program Supervisor will give his/her approval or denial of the leave request. If denied by the Program Supervisor, the request form will be sent back to the applicant with an explanation.

If approved by the Program Supervisor, the request form will be returned to the applicant for their personal file. Copies of the form will be kept at the NCKSEC office.

Expenses typically provided by the NCKSEC for those attending approved meeting, conferences, etc., are as follows:

- i. Registration cost
- ii. Transportation: (1) district provided transportation; or (2) mileage from employee mileage base or actual miles driven, whichever is less, to and from conference. Car-pooling required when feasible.
- iii. Motel Accommodations.
- iv. Meals. Expenses incurred up to \$30.00 a day (prorated, if less than full day) will be reimbursed by the NCKSEC, provided receipts are submitted. If the approved leave is a day trip, the reimbursement will be made to the

applicant through payroll on regular payroll day. If the approved leave is an overnight trip, the reimbursement will be made through petty cash or purchase order, depending on the amount of reimbursement.

The employee will be responsible for making their own arrangements for registration, travel, and lodging. If completed in a timely manner, such expenses may be arranged for direct billing to the NCKSEC.

All reasonable expenses approved, within the set limits, will be reimbursed upon submission of receipts from the employee.

The employee will be responsible for any late fees or expenses due to late registration or cancellations of workshops, conferences, etc.

STANDING PROGRAM GOALS

- Increase parent knowledge of early childhood development and improve parenting practices
- Provide early detection of developmental delays and health issues
- Prevent child abuse and neglect
- Increase children's school readiness and school success

CORE VALUES

- The early years of a child's life are critical for optimal development and provide the foundation for success in school and in life.
- Parents are their children's first and most influential teachers.
- Established and emerging research should be the foundation of parent education and family support curricula, training, materials and services.
- All young children and their families deserve the same opportunities to succeed, regardless of any demographic, geographic or economic considerations.
- An understanding and appreciation of the history and traditions of diverse cultures is essential in serving families.

DRAFT

INTERLOCAL #636 PAT PROGRAM GUIDELINES FOR PERSONAL SAFETY WHEN MAKING HOME VISITS

The following guidelines should be reviewed and followed by Interlocal #636 PAT employees when making a home visit. Supervisors of employees who make home visits are responsible for sharing these guidelines.

Preview the Neighborhood

If unfamiliar with a particular area, preview the neighborhood before making a home visit. After locating the address, there are a number of possibilities:

- You feel comfortable in the neighborhood and the home visit may be scheduled at a mutually agreeable time.
- You decide that you are uncomfortable with going to a particular location, so you meet on school property or in a public setting.
- You decide that the appropriate time to visit would be during daylight hours only.

Prepare Before Leaving

- Dress professionally. Use reasonable judgment about jewelry and accessories.
- Before leaving for a visit, put valuables in trunk.
- Always leave one hand free to carry your car key.
- Call ahead of time to remind family that you are on your way. When appropriate, ask them to suggest the best place to park.
- Carry your cell phone.
- Leave your itinerary for co-workers or your family to note. Tell co-workers or family about possible changes of plans. If making an evening or weekend visit, notify a friend or family member of your plans.
- Discuss any concerns with supervisor and arrange a plan to address concerns.
- Be prepared for the weather and consider driving conditions.
- When the school district cancels classes or evening activities all PAT activities may also be cancelled including personal visits and group meetings.

Be Alert During the Home Visit

- Be alert to the people in the neighborhood, the building, and the home. Do not enter a building whose entrance is blocked by people or objects. Do not enter a building or home where people are engaged in illegal activities.

- Locate entrances, exits, and phones.
- After knocking/ringing bell wait for an adult to open the door and offer access.
- Be cautious when approaching animals within the home setting. Animals may be territorial and protective. If necessary, ask a family member to confine the animal while you are on your visit.
- Use universal precautions always being aware of blood borne pathogens.
- If you detect a noxious or suspicious odor leave the premises and notify your supervisor immediately.
- Any situation that causes a well-trained home visitor to feel uncomfortable or fearful can be grounds for discontinuing a home visit.
- If you are asked to leave the premises, do so immediately.
- If it makes you feel safer as you leave, ask a family member to observe until you drive off.
- Call 911 if in danger or an emergency medical situation arises. Never attempt to take care of situations on your own!
- Park your car in a well-lit area of the street or parking lot. Park on the street or in a parking space where your car cannot be blocked in the space.

PARENTS AS TEACHERS PARENT CONTRACT

GENERAL INFORMATION ABOUT PARTICIPATION IN PARENTS AS TEACHERS(PAT)

We are excited to have you in PAT! PAT informs, supports, and encourages you in your parenting role. Our services are designed to help you learn more about your parenting and your child's development, help you cope with the challenges of family life, and help identify and address any potential delays in your child's development. The following is an agreement between the Parents and Parent Educator that will help us work as a team and your child to receive the maximum benefit of the PAT Program.

YOUR PARENT EDUCATOR WILL:

- Schedule monthly personal visits at a time convenient for parents, child and parent educator.
- Provide developmental information and activities using current research-based curriculum.
- Offer yearly child screenings including: development, hearing, vision, and health.
- Connect your family to resources as needed or requested.
- Invite your family to group connections throughout the year.
- Keep all information confidential unless written permission is given.

WE ASK THAT PARENTS PARTICIPATING IN PAT DO THE FOLLOWING:

- Actively engage with your child and Parent Educator during the monthly home visit.
- Schedule monthly home visits with your Parent Educator and not cancel those appointments unless absolutely necessary.
- Minimize distractions during the personal visit (television, cell phone, pets, etc.)
- Use parent-child activity ideas throughout the month and make observations.
- Attend group connections.
- Provide feedback to the program by completing the yearly Parent Satisfaction Survey.
- Read to your child frequently!

RESCHEDULING VISITS/CANCELLATIONS:

- We request that if your child is ill, has had a fever, vomiting or diarrhea within the last 24 hours that you call your Parent Educator to reschedule your personal visit.
- If you need to reschedule your personal visit due to illness or schedule conflicts, let your Parent Educator know as soon as possible.
- We request that any necessary rescheduling occurs in the same month as the cancelled visit. If two monthly home visits are missed (rescheduling a visit for the same month is not included in this), your parent educator will be discussing with you how Parents as Teachers can better serve your family. If a third monthly visit is cancelled by parent, we will consider dropping your family from the program.

INCLEMENT WEATHER:

If school in your district is cancelled, your personal visit will be cancelled and rescheduled. All PAT group connections will also be cancelled.

MANDATED REPORTING:

Just like other school district employees and healthcare employees, Parent Educators are also mandated reporters of abuse or neglect.

RELATIONSHIP AGREEMENT:

Families and Parent Educators often develop close relationships; however Parent Educators will refrain from attending your special gatherings while your child is receiving personal visits.

INFORMED CONSENT AND RELEASE OF INFORMATION GENERAL RELEASES OF INFORMATION (PLEASE INITIAL WHERE CONSENT IS GIVEN)

___ I will allow photographs to be taken of my child and family, and our names may be used for public relations news media and promotional media (including the website, YouTube and social media such as, Facebook) outside of our local PAT program.

___ I will allow photographs to be taken of my child and family and our names may be used during program activities. Our names and pictures may be used within our local PAT program and may appear in PAT scrapbooks, displays, and/or parent newsletters.

___ Kansas WebIZ: For obtaining your child's immunization history.

FOUNDATIONS FOR SCHOOL SUCCESS DATABASE (PLEASE INITIAL WHERE CONSENT IS GIVEN)

As of 2012, the Kansas State Department of Education is requesting information about you, your family, and your involvement in Parents as Teachers (PAT). With your consent, our local PAT program will collect the information and send it to them through a secure online computer database called Foundations for School Success (FSS). FSS will link data entered about your child and family into their future K-12 experience. Your information will be combined with other participating families and used for data purposes only. This data collection will help inform our local Parents as Teachers program while also providing information on the early experiences that make a difference for success in K-12 education.

If you choose to participate, your privacy will be protected. Only approved program and evaluation staff will have access to this data. Your consent is voluntary. PAT program services will not be affected regardless of your decision to consent.

I choose to participate in the Foundations for School Success (FSS) data collection. I authorize the follow initialed information about my family and my child to be released or shared in the FSS database at the Kansas State Department of Education:

___ KIDS Child ID# (Required child information to obtain a number: legal first/last name, birthdate, gender, ethnicity, race, district of residence, current school year, and current grade level)

___ Child Demographics Form

___ Child Screenings (Hearing/Vision/Developmental)

___ Family Demographics Form

___ Family Needs Assessment

___ In participating in this data collection for early learning, I further consent to information about me or my family to be shared with other early learning programs participating in the Foundations for School Success data collection for which my child(ren) are or may enroll. (Programs may include: Tiny K Network (Early Intervention), Kansas Parents as Teachers Programs)

___ I choose not to participate in the Foundations for School Success (FSS) data collection. I do not authorize information about my family or my child

to be released or shared. I understand this action will not affect the Parents as Teachers services my family will receive.

Printed Name of Child
Child

Printed Name of Child

Printed Name of

Printed Name of Parent or Primary Caregiver

Date

Signature of Parent or Primary Caregiver

Date

Signature of Program Staff

Date

DRAFT