



# GIVE YOUR CHILD A HEAD START



## Parent Handbook

HRDC Early Childhood Education is a high quality program for children and families, forming a foundation for school readiness and lifelong learning.



**HRDC**  
BUILDING A BETTER COMMUNITY





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## DISCLAIMER

All contents of this handbook are subject to change at ANY time. You will be notified of any changes.





## Welcome to our program

### Dear Parents,

Welcome to HRDC's Early Childhood Education program, where we believe that every child deserves a head start. We strive to create an inclusive and supportive preschool that surrounds and supports your child's natural environments and play based learning.

We believe in supporting the whole child and the whole family in their development and school readiness. This handbook will provide you with more information about who we are as a program, our curriculum, and standards to ensure children's health, safety and well-being. This living document is designed to be a go-to spot for you to access our program policies, information and resources in support of your family and your child's success at school with us this year. We will notify you of any changes that are made to these policies over the course of the year through classroom communication.

At HRDC we believe that you are your child's first and most important teacher, and an equal partner in your child's learning and development. Your involvement will directly impact your child's success in our program and in life. We welcome and encourage you to ask questions and work closely with your child's teachers and staff throughout the year to support your child along our journey together.

I am always available to you with any questions you might have. We are so excited to have you be part of HRDC's Early Childhood Family.

**Sara Savage**

**Early Childhood Education Director**

[ssavage@thehrdc.org](mailto:ssavage@thehrdc.org)

**406-586-9652**

# Quick Reference

## Your Child's Teachers

Lead

TBD

Assistant

TBD

## Your Class Times

TBD

## Your Child's Emergency Neighborhood Site

See page 27 for  
more info

## Your Family Support Coordinator

Based on your center's location- All contact info  
Listed on page 5

## Your Center Contact Information (click to go to map)

### **Bozeman Center**

52 N 24th St.  
Bozeman, MT 59715  
582-1767

### **Belgrade Center**

82 N. 7th St.  
Belgrade, MT 59714  
388-8140

### **Livingston Center** 201 S.

F Street Livingston, MT  
59047  
222-4473

**Attendance hotline: 406-586-9652**



# Our Program

HRDC strives to create an expansive and inclusive program that supports your child's learning in the classroom. We do this in many ways including Family Support, Health and Nutrition education, and Disabilities services. All of our centers are licensed by the state of Montana and participate in the STARS to Quality improvement program. We seek to employ teachers with a bachelors degree in Early Childhood Education and all staff receive ongoing professional development. We also provide many opportunities for parents to become engaged and help contribute to the success of their children and our program.

## Support Staff

### Sara Savage

Director

586-9652

### Kathy Piatz

Program Manager

586-9652

### Sandy Stavig

Education Manager

586-9652

### Megan Davies

Family Support Coordinator—Livingston

282-3505

### Theresa Hartman

Family Support Coordinator—Bozeman

539-8836

### Darcy Saffer

Family Support Coordinator—Belgrade

924-3045

### Jordan Moore

Bozeman Site Supervisor

582-1767

### Kim Edmisten

Belgrade Site Supervisor

388-8140

### Jamie Horst

Health and Nutrition Coordinator

586-9652

### Katie Mayfield

Disabilities Coordinator

586-9652

### Hannah David

Enrollment and Compliance Specialist

586-9652

# Yay! Welcome! Now, what to expect next...

By the time you receive this handbook you will have already made contact with your Family Support Coordinator. They will walk you through the process of getting your child started in the classroom. These are the next steps in the enrollment process. For more details on the enrollment process please visit the Family Information Binder located in your child's center.

## **Before your child starts class:**

- ☐ Complete enrollment paperwork with your Family Support Coordinator (FSC)  
(electronically or in person depending on restrictions)
  - ☐ Learn about our program by reading the Parent Handbook
  - ☐ Complete first Parent DECA (sent separately and electronically)
  - ☐ Set up meeting with your FSC and learn how you can partner with them to meet needs and reach personal and family goals!
- ☐ Complete first visit (in person or remote depending) with your child's new teachers
  - ☐ Provided classroom schedule and routines
  - ☐ Discuss DECA results and strategies
  - ☐ Become familiar with our curriculum and learning objectives and use this to create education goals for your child with your child's teacher
  - ☐ Discuss how your child's goals can be supported at home (Parents as Teachers)
- ☐ *If applicable*, all special diet, medication, and/or healthcare plan(s) must be processed and approved by Health and Nutrition Coordinator PRIOR to your child's first day at school. Expect to receive this paperwork electronically.

- ☐ Your child's first day! Work with your teacher and FSC to feel prepared.

## **Within the first 45 days your child will be screened by center staff for:**

- ☐ Vision, hearing, height, weight
- ☐ Speech/language and social emotional development

# The Classrooms

Children in HRDC Early Childhood Education develop friendships, learn self control skills, and gain independence, in a nurturing play based environment. Individualized support for each child provides school readiness skills that last a lifetime. Children enter Kindergarten with confidence, resilience and a love of learning.

## To support this, HRDC staff will:

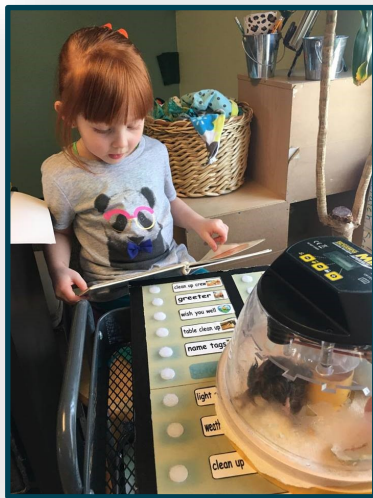
- ♦ Welcome you in the classroom.
- ♦ Involve parents in setting goals and planning child activities.
- ♦ Provide a safe, healthy, classroom that provides opportunities for children's language , literacy, physical, social, emotional, and cognitive development.
- ♦ Provide opportunities for curiosity, investigation, collaboration, problem solving, and creativity.
- ♦ Work with you to support your child's development.
- ♦ Meet with you four times a year to set goals for your child.
- ♦ Share your child's accomplishments.
- ♦ Offer nutrition activities and teach good health and safety habits.
- ♦ Support individual and cultural differences that help children develop self-identity and strengthen their family and community relationships.
- ♦ Collaborate with school districts to help your child transition easily to Kindergarten.





## Creative Curriculum

Creative Curriculum is used as the basis for classroom learning. Creative Curriculum is enhanced by using the Project Approach and other supplemental curriculums. Topics covered by this curriculum include the following:



- ♦ Social Emotional
- ♦ Physical
- ♦ Language
- ♦ Literacy
- ♦ Mathematics
- ♦ Science & Technology
- ♦ Cognitive
- ♦ The Arts
- ♦ English Language Acquisition
- ♦ Social Studies

## Conscious Discipline

Conscious Discipline is our social emotional curriculum. It is a comprehensive, self-regulation program that integrates social emotional learning, school culture and discipline. It fosters emotional intelligence of teachers and children. This provides positive, healthy, and educational classroom climates. It is based upon three basic core components:

**Safety:** Self regulation; the ability to recognize and manage emotional upset

**Connection:** Creating a compassionate school family culture

**Problem Solving:** Boosts the ability to adapt to changing situations

# Social Emotional Development

Our goal is to promote young children's development of social skills and emotional self-regulation. Social emotional skills are linked to academic success. We use a team approach and the DECA assessment tool to develop a supportive plan for every child.

Teachers and support staff help children learn to share feelings, build trust, solve problems/ conflicts, and develop healthy relationships as well as independence. All of these lead to the growth of positive social and emotional development. HRDC has a Social Emotional consultant at your site on a regular schedule to provide extra support for children and staff.

## **Social emotional goals for children and families are to:**

- ♦ Promote social emotional development; attachment, self-regulation, and initiative.
- ♦ Provide a safe, secure, nurturing environment for children, parents, and staff.
- ♦ Foster resilience.
- ♦ Build skills for school and life success.
- ♦ Promote the resilience of adults who care for young children.



Community resources and social emotional referral agencies can be found on pages 35-37 of this handbook.

For more information please **contact your Family Support Coordinator.**

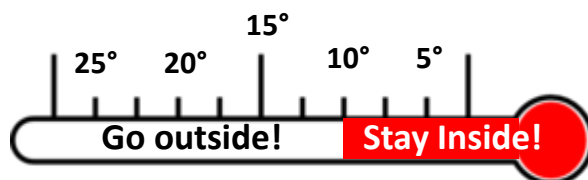


# Outside Play

The playground is an extension of the classroom. Outdoor play is an important part of HRDC Early Childhood Education curriculum. Children will go outside daily except when temperatures are colder than 10 degrees or in stormy weather.

## For outside play:

- ♦ Wear comfortable, washable play clothes. Bring an extra set of clothes to leave at the center or in your child's backpack.
- ♦ Wear shoes that are appropriate for running, climbing, and playing.
- ♦ Dress for the weather, including hats, mittens and boots. Please label all clothing!
- ♦ Apply sunscreen to your child before they come to school. It is a program policy that we DO NOT apply sunscreen to children at school. Sunscreen will be provided for parents/guardians to apply.
- ♦ If your child is too sick to go outside, then your child is too sick to come to school.





# Parent Engagement

As a program, we have created a variety of ways that parents can become more engaged in their child's educational experience. Being part of a committee, doing at-home activities to support your child's goals, and attending the many family events are only a few of the ways you can become more engaged. Below is a list of committees and councils you are encouraged to participate in. Please speak to your Family Support Coordinator (FSC) if you'd like to be involved in any of the following.

## **Policy Council**

HRDC Early Childhood Education is governed by a Policy Council, an advisory group consisting of parents and community members that actively participate in decisions and discussions that affect the program. Meetings are held monthly throughout the year at our main office in Bozeman with dinner and childcare provided. Policy Council members have a voice in making policies and procedures, approve selection of staff, budget planning, and approval of funding applications. Parents elect classroom representatives in the Fall.

## **School Readiness Committee**

The School Readiness Committee is a team of administrators, teachers, community people, and parents that make data driven decisions to support children's seamless transition to Kindergarten. This transition comes with the understanding that community, school districts, preschools, and families have a strong influence in this transition. This committee meets three times per year.

## **Menu Planning Committee**

Menu Planning Committee assists in the menu planning for the program. Committee meets once a year.

## **Parent Committee**

All parents have an opportunity to start a Parent Committee. Please reach out to your Family Support Coordinator for more information.

## **Health Services Advisory Committee**

HSAC meets to develop, evaluate and advise the policies and procedures pertaining to the health, nutrition, meal planning and mental health focus areas of the program. Committee meets once a year.

## Attendance Matters!

Head Start federal guidelines state that children are required to maintain 85% attendance. That is no more than 2 days absent per month. Here are some reasons why it is important that your child is consistently at school:

- ♦ Teachers plan their lesson plans out in advance to meet learning objectives. If your child is absent, they will miss out on important early education lessons and not be prepared for school.
- ♦ It is hard for children to develop appropriate social skills when they are frequently absent from class.
- ♦ Practicing good attendance now helps children establish appropriate and healthy attendance habits and routines for their continuing education.

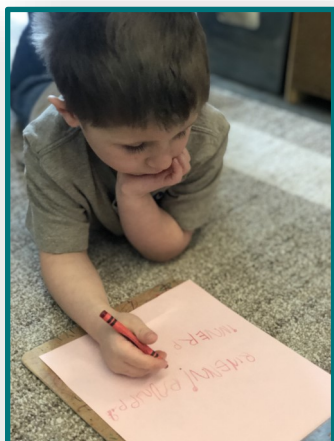
If you need support getting your child to school on time and/or with regular attendance please reach out to your Family Support Coordinator.



### Our Attendance System

1. To report an attendance call [406-586-9652](tel:406-586-9652), leave a voicemail if you are unable to reach someone. Please leave your child's name, classroom, reason for absence, and date child will be absent.
2. If you forget to report your child's absence, you will receive an automated phone call at your child's primary phone number asking for you to report your child's absence. Please follow up by calling the absence hotline immediately.

Please report all absences. You can also call ahead and report future absences. For more information about our attendance procedures, including chronic absence follow up by our staff please visit with your Family Support Coordinator or reference page 28 in this handbook.



# Ways YOU can help support our program & your child

Since our program is federally funded by a Head Start grant, we are required to raise 25% of our Head Start grant funds in donations, volunteer time, and partnering with parents. You can help! By partnering with your teachers to support your child's goals and helping generate and find in kind donations you can help our program keep our funding!

## Parents as Teachers

**You are your child's first teacher.** In order to provide your child an education we need to partner with you, as the parent, to match the time spent in class with time learning at home. Please help your teacher by practicing your objective based goals at home. Connect with your child's teacher to learn how to record activities you do at home to support your child's development and educational growth.

**Find Parents as Teachers on our HRDC Early Childhood Education App!**

**More information on page 15.**

## In Kind Donations

Each year, our program works hard to meet our in kind goals. We can't do it without your help. There are a variety of donations, volunteering, and in person services that count towards in kind donations.

When in doubt, call [406-586-9652](tel:406-586-9652) to run your ideas for donations by a staff member.

### **Examples of in kind donations:**

- ◆ Classroom supplies (glue, dry erase markers, art supplies, books, etc...)
- ◆ Professionals to visit our classrooms (firefighters, police, dentist, architect, etc...)
- ◆ Volunteering in the classroom or office
- ◆ Chaperoning field trips
- ◆ Joining a committee

**We appreciate the time you spend helping your child achieve his or her education goals and the time you donate helping our program!**



## Social Media



Download our program app! Search your app store for **HRDC Early Childhood Education**. Access many components of our program including events, calendars, contact information, resources, and more! →



Follow us on Facebook! Like “**HRDC Early Childhood Education Programs**” for updates on resources, activities, and happenings in your school and community.



Each classroom uses Class Tag to keep families up to date on announcements, events and activities. They also use Class Tag to post photos, communicate with parents, and schedule conferences. **You will receive a code from your teachers to connect to this service in your beginning of the year conference.**

For more information please visit [classtag.com](https://classtag.com)

### Social Media Guidelines

We ask our families to respect the confidentiality of other families/children. Please do not take photos, and/or share photos on social media of children or adults from any HRDC Early Childhood Education facility. Also, to maintain confidentiality, you will be removed from Class Tag after your child moves on from our program. All staff are prohibited from friending or communicating with currently enrolled families from their personal accounts on any social media platform to ensure confidentiality. If you have concerns or questions about our social media guidelines, please speak with your Family Support Coordinator.

## Connecting to our App!



Scan this QR code:

1. Open your phone camera
2. Hold up to QR code
3. Don't take a picture
4. Link will pop up for website, click link.

OR

5. Search HRDC on your app store

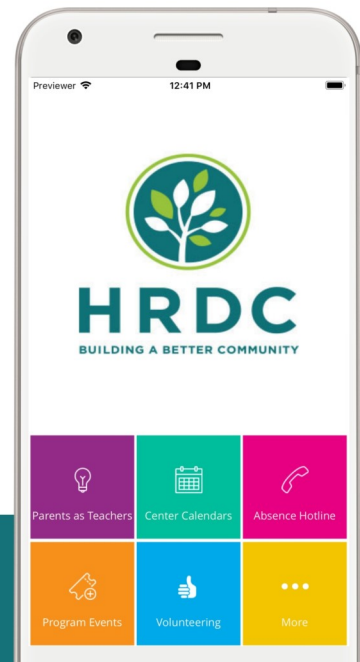
## GET CLASSROOM UPDATES WITH OUR APP

Connecting with us is easier than you think!  
Download our app today for all things Head Start.

SEARCH FOR:

**HRDC EARLY CHILDHOOD  
EDUCATION**

IN YOUR APP STORE



### Once downloaded...

1. Walk through the welcome screens. **Please consider allowing notifications, this is how we connect with you!** Don't worry, we don't send any information that isn't pertinent to your child.
2. Once you've reached the sign in screen, **click "Request Account"**
3. Please type your full name (First, Last), best email, and create a password.
4. Click, "Next" This sends your request directly to our staff. **Please allow 1 business day for your request to be received.** Once we have granted you access, you will receive a notification (if you have allowed them) that you can now access the app.
5. **Please exit out of the app completely.** On most phones you can double click your home button and swipe up to exit out of the app. Once granted access, you can open the app and now see the home screen!

# Family Support

Not only does your child have a team to support their development, learning, and goals, but HRDC Early Childhood Education also believes strongly in creating a bond with families so that each family feels equally supported by our program. To provide this support, our program offers every family a Family Support Coordinator (FSC). Your Family Support Coordinator is present to help with meeting any needs your family may have, working towards individual and family goals, and learning about community resources and services. Your Family Support Coordinator will also work with your children's teachers to coordinate any support that your family may need.

## What does your FSC do during the school year?

- Facilitates your enrollment and ongoing paperwork
- Provides regular office hours at your child's center
- Educates your family about all program activities and events throughout the year
- Meets with you to work towards your identified needs and goals
- Facilitates family events
- Teaches Circle of Security parenting class
- Connects you with any resources you are interested in
- Assists you with your family's transition to Kindergarten

## Events to look forward to...

Family Fun Night @  
Museum of the  
Rockies

Pancakes for Parents!

Circle of Security  
Parenting Classes!

Financial Class

Literacy Carnival!

Health Care Institute!



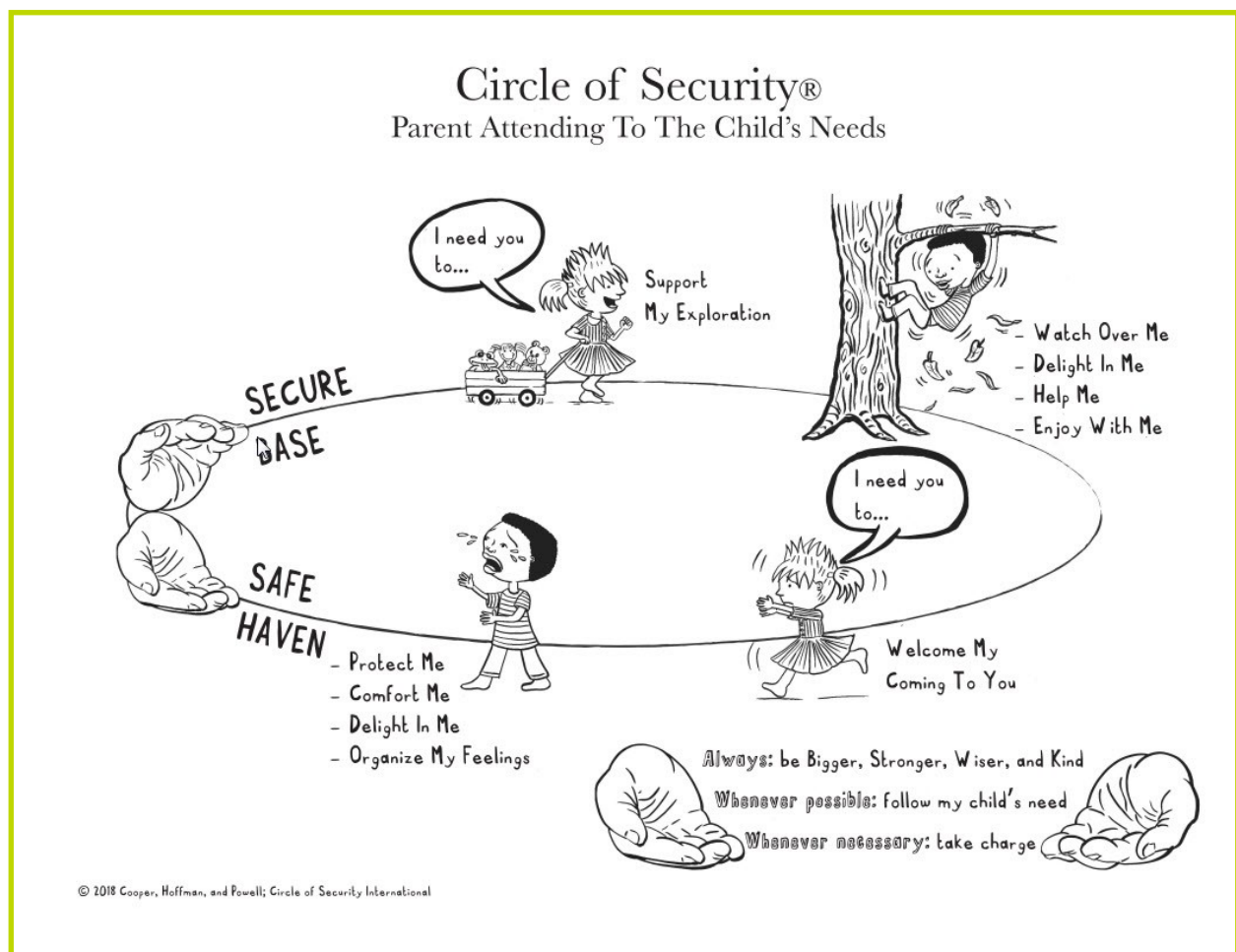


# Circle of Security

At times all parents feel lost about what our child might need from us. Imagine what it might feel like if you were able to make sense of what your child was really asking from you. The Circle of Security® Parenting™ program is based on decades of research about how secure parent-child relationships can be supported and strengthened.

## Learning Objectives of the Training:

- Understand your child's emotional world by learning to read their emotional needs
- Support your child's ability to successfully manage emotions
- Enhance the development of your child's self esteem
- Honor your innate wisdom and desire for your child to be secure



**We will be offering this training in the Fall and Spring. Please watch communications from your Family Support Coordinator to learn more about the upcoming classes!**

## Family Goal Setting

As Family Support Coordinators we can support your family members in achieving self identified goals. In partnership, we help guide you in your endeavors. We strive to create a process of goal setting that strengthens partnerships through open, honest, and mutually respectful communication. Your Family Support Coordinator is available to you to share this process and help create an impact on your family's life.



Financial Class—Offered in January



Thanksgiving Food Baskets



Pancakes for Parents



Memorial Day Parade



Museum of the Rockies Event

## Dual Language Families

HRDC Early Childhood Education incorporates the unique cultural, ethnic, and linguistic backgrounds of families in the community into our program. We establish and maintain collaborative relationships with each child's family to foster all children's development in all settings. These relationships are sensitive to family composition, language, and culture. As Family Support Coordinators it is our job to make sure your family is supported regardless of family composition, language, and/or culture. The following are some of the many supports we offer:

- ◆ Interpreters at program events, conferences, and home visits
- ◆ Translated newsletters, flyers, and program information
- ◆ Connection to bilingual resources, classes, and community opportunities

**As always, please do not hesitate to reach out to your Family Support Coordinator for support!**

# Health

## Emergencies or Sudden Illness

We will provide emergency first aid and call 911 if needed. In case of an emergency we will call you at home, school, or work. If you are not available, we will call your emergency contacts that you listed on the Emergency Contact form.

## Dental Exams

**It is a Head Start requirement that all enrolled children have proof of a current dental exam within 90 days of entering the program.**

The American Dental Association and the American Academy of Pediatrics say that every child should visit a dentist by age 1 or as soon as the first tooth appears. This visit teaches parents and caregivers how to care for their children's teeth and help them remain cavity-free. As part of her dental checkup the dentist will make sure all teeth are developing normally and that there are no dental problems and give you further advice on proper hygiene. The dentist may also apply a topical fluoride solution to provide extra protection against cavities. If you live in an area where the water is not fluoridated, they may prescribe fluoride drops or chewable tablets. During the school year a free dental screening will be provided to each classroom by Dr. Jane Gillette.



## Physical Exams

**It is a Head Start requirement that all enrolled children have proof of a current physical exam within 90 days of entering the program.**

Parents often take their child to the doctor when they are sick but yearly visits are just as important. The benefits of yearly Well Child Checks are:

- **Tracking growth and development.** See how much your child has grown in the time since your last visit, and talk with your doctor about your child's development. You can discuss your child's milestones, social behaviors and learning.
- **Raising concerns.** Make a list of topics you want to talk about with your child's pediatrician such as development, behavior, sleep, eating or getting along with other family members. Bring your top three to five questions or concerns with you to talk with your pediatrician at the start of the visit.
- **Team approach.** Regular visits create strong, trustworthy relationships among pediatrician, parent and child. The AAP recommends well-child visits as a way for pediatricians and parents to serve the needs of children. This team approach helps develop optimal physical, mental and social health of a child.



# Illness Policy

## A child must be kept home if:

- Child vomited 2 or more times in 24 hours
- Child has a fever of 100.4. Your child's temperature should be normal for 24 hours without medications.
- Child has diarrhea (2 or more watery stools in 24 hours), or stool that is occurring more frequently or is less formed in consistency than usual for the child.
- The child has a rash which involves multiple parts of the body *with a fever, changes in behavior, or oozing/open wounds*. Children with rashes need a note by their health care provider stating they are non-infectious before they return
- Child has live head lice. Treatment may be delayed until the end of the school day.
- Child has mouth sores with drooling that the child cannot control or skin sores that are weeping fluid and are on an exposed body surface that cannot be covered
- Child has a severely ill appearance. This could include lethargy or lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a quickly spreading rash.
- Other conditions with specific diagnoses:
  - Strep throat– May return when the child has started antibiotics.
  - Scabies, Ringworm, Impetigo– May return once child has started treatment.
  - Chickenpox– May return once all lesions have dried or crusted and no new lesions have showed for at least 24 hours.
  - Pinkeye- And shows additional signs and symptoms such as a fever or changes in behavior..

## Please keep me home if...

I'm vomiting or  
have diarrhea



I have lice



I am very ill



I have mouth  
or skin sores



I have a fever



I have a rash





## Illness Policy: COVID-19

### A child must be kept home if:

- Child is experiencing COVID-19 like symptoms, including:
  1. persistent cough
  2. Child has shortness of breath or difficulty breathing
  3. Fever (100.4°F)
  4. Chills
  5. Muscle pain
  6. Sore throat
  7. New loss of taste or smell
  8. Headache
  9. Diarrhea
  10. Nausea
  11. Vomiting
  12. Congestion/runny nose

The child will be separated from the group and given a mask to wear until the parent/guardian arrives at the center. Contact the child's healthcare provider to determine if they should be tested for COVID-19. If the child is not tested for COVID-19 they should stay home away from others until 72 hours after the fever and symptoms are gone OR 7 days after symptom onset if child did not have a fever. If the child is diagnosed with COVID-19, they must remain out of the facility for a minimum of 7 days after the onset of first symptoms. They may return under the following conditions:

- If child had a fever: 3 days after the fever ends AND you see an improvement in your initial symptoms (e.g. cough, shortness of breath)
- If child did not have a fever, 3 days after you see an improvement in your initial symptoms OR 10 days after symptom onset
- If an individual believes they have had close contact to someone with COVID-19 but are not currently sick, they should stay home and monitor their health for 14 days after the last day they were in close contact with the person with COVID-19.

A classroom teacher will contact **parents/guardians** immediately or if unavailable, **the emergency contact person**, to come pick up your child at school when they have any of the above conditions.

### Resources for COVID response

CDC- <https://www.cdc.gov/>

Gallatin County- <https://www.healthygallatin.org/coronavirus-covid-19/>

Governors Coronavirus Task Force- <https://covid19.mt.gov/>

World Health Organization- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

***\*The above information about COVID-19 is subject to change and will be updated according to the CDC's recommendations.\****

## Health and Nutrition Resources



Healthy Montana Kids (HMK), Children's Health Insurance Plan is just one of many Montana Healthcare Programs offering a free or low-cost health insurance plan which provides coverage to eligible Montana children up to age 19. Covered services include medical, dental, eyeglasses, and other related services. To apply visit [apply.mt.gov](https://apply.mt.gov).

Women, Infants, and Children (WIC) is for pregnant women and children, up to five years old. WIC provides food and tips to help families to be healthy, successful, and strong today, and for a lifetime. To apply visit any of the following locations:

**Bozeman**

215 W. Mendenhall  
406-582-3115

**Belgrade**

201 W Madison  
406-539-7070

**Livingston**

CHP Office  
112 W. Lewis  
406-222-4145



Supplemental Nutrition Assistance Program (SNAP) offers nutrition assistance to low-income individuals and families. SNAP debit cards can be used at eligible Farmers Markets where you can double your bucks up to \$20. To apply visit [apply.mt.gov](https://apply.mt.gov).

## Health Care Institute

The Health Care Institute is a training that our program offers to all parents and community members. The Institute teaches families how to best manage the healthcare needs of their children. The training enables parents to become better caregivers to their children by improving their health care knowledge and parenting skills. Additionally, it empowers parents to become better-informed decision makers for the health care needs of their children and enhances the self-esteem and confidence of parents in meeting their parental objectives. This training is offered multiple times a year to interested families, and covers a variety of health topics.



# Nutrition

HRDC receives federal cash assistance to serve healthy meals to your children. Meals served at HRDC Early Childhood Education must meet nutrition requirements established by the USDA's Child and Adult Care Food Program (CACFP). The following is a sample menu that will be posted each month. If your child has a food allergy or special diet due to a disability or medical concern we can accommodate these needs.

Monday	Tuesday	Wednesday	Thursday
<b>Week 1</b>  B: Milk, Whole grain English muffin (with butter) & peach slices  L: Milk, rainbow whole wheat spaghetti (red, green, orange bell peppers, mushrooms) with ground turkey and tomato sauce & spinach salad with carrots  S: Greek yogurt dip & Apples	B: Milk, Whole wheat French toast with fresh or frozen fruit & yogurt on top  L: Milk, Stir-fry brown rice chicken fajita with squash and corn, with pineapple  S: Bean dip with salsa and WW crackers	B: Milk, Scrambled or baked eggs, with Fresh seasonal fruit  L: Milk, Healthy Request tomato soup & whole wheat grilled cheese, frozen stir-fry vegetables, with seasonal fruit  S: Mandarin oranges or Cuties & cheese stick	B: Milk, Oatmeal & blueberries  L: Milk, falafel, Whole wheat pita, tzatziki sauce, cucumbers, tomatoes, lettuce and seasonal fruit  S: Fruit smoothies (spinach, banana, milk, strawberries) & Graham crackers
<b>Week 2</b>  B: Milk, whole grain pancakes with berries & cottage cheese  L: Milk, Tuna fish sandwich or fish patty on Whole wheat roll or bread, with squash & cantaloupe  S: Milk, Whole wheat pita chips and fruit salsa	B: Milk, Veggie pizza (whole grain English muffin, cheddar cheese, broccoli, carrots)  L: Milk, Chicken curry Whole wheat casserole OR Sesame Asian WW noodle Chicken Salad with green beans & seasonal fruit  S: ½ hard-boiled egg & mixed berry salad	B: Milk, Hot or cold cereal & banana  L: Milk, black bean burgers (condiments on the side) on a Whole wheat bun with roasted or baked sweet potatoes and apples  S: Tuna or salmon salad or bean dip & carrots/celery sticks	B: Milk, Southwest Tofu Scramble with fresh or frozen fruit  L: Milk, Whole wheat fiesta wrap or taco, cucumber & orange slices  S: Cantaloupe, cheese slices & rice crackers
<b>Week 3</b>  B: Milk, Whole wheat waffle apple sandwich w/ Greek yogurt  L: Milk, Whole wheat macaroni & cheese w/ ham and spinach, asparagus & blueberries  S: Cauliflower popcorn & cheddar cheese stick	B: Milk, Spinach and egg frittata with mixed fruit  L: Milk, Purple bean vegetarian Whole wheat wrap, with frozen green beans & kiwi  S: Roasted chickpeas (with salt, pepper, and garlic) & apples	B: Milk, Warm baked granola & fresh fruit  L: Milk, chicken salad or teriyaki chicken salad on a bed of lettuce with pineapple & brown rice  S: Fruit smoothies (yogurt & frozen fruit) & rice crackers	B: Milk, breakfast burrito (eggs, black beans, salsa, cheese) with seasonal fruit  L: Milk, Chicken Noodle Soup with Whole wheat noodles, with cheese stick, snap peas & orange slices  S: Milk, graham cracker "cheesecakes" (graham crackers, cream cheese & berries)
<b>Week 4</b>  B: Milk, ½ Whole wheat biscuit with yogurt & mixed fruit  L: Milk, lentil sloppy joes on a Whole wheat bun w/ corn & coleslaw  S: White Bean dip with salsa and whole wheat crackers	B: Milk, berries & cottage cheese  L: Milk, Whole wheat tortilla or taco with lettuce, cheese, salsa & tropical fruit (rotisserie beef, chicken, fish, tofu, & bean)  S: Milk, cold cereal, bananas	B: Milk, hard-boiled or scrambled egg, Whole wheat toast & mixed fruit salad  L: Milk, chicken-stir fry & brown rice with steamed broccoli & cauliflower  S: Kale chips & cheese stick	B: Milk, whole wheat Pancakes with fresh blueberries  L: Milk, COOK'S CHOICE  S: Sugar snap peas/carrots & hummus

## Meal Times

We provide nutritious, healthy, regularly scheduled meals and snacks under the guidance of a registered dietitian. In our full day classes, breakfast, lunch and snack are offered. In our half day classes breakfast and lunch is offered.



HRDC promotes healthy food choices. Children learn and practice **Family Style Dining** at the table when they serve and pour for themselves, pass foods and take part in conversations. We trust children to manage their own eating. They are allowed to eat at their own pace and ask for more if they are still hungry. During mealtimes in the classroom, children are encouraged to try new foods. Children eat different foods at school than they may at home and learn about new foods through monthly nutrition activities.

You are **always** welcome to come enjoy a meal in the classroom with your child! Please let the classroom staff know at least one day in advance if you will be joining your child for a meal.



Our program participates in Montana Harvest of the Month. The Montana Harvest of the Month program showcases Montana grown foods in Montana schools and



communities. Each month, one locally grown item (e.g., winter squash) is served at least once for lunch or snack. The goals for this program are to expose children and adults to new, healthy foods and to support Montana's farmers and ranchers.



## Pedestrian Safety

At HRDC Early Childhood Education, safety is our first priority. Your teacher will review this with you and your children throughout the year. Please take the time with your children as well to highlight the key steps of crossing. Here are a few ways to practice Pedestrian Safety with your children. [Watch this video!](#)



# Abilities Awareness/Disabilities Support

HRDC Early Childhood Education enrolls children with disabilities. We provide an inclusive approach for the education of children with disabilities or chronic medical conditions. This means that all children, regardless of differences or needs, receive education in our classrooms when it is determined appropriate for them.

Staff conduct health and developmental screenings early in the school year. This is to identify areas where more testing may help us to provide better services for your child. We work with community specialists and your neighborhood public schools to get additional testing and services for your child if necessary. If you have any concerns about your child's development, please talk to your child's teacher or our Disabilities Coordinator.

## Our Community Resources

Family Outreach

Livingston Public Schools

Belgrade Public Schools

Bozeman Public Schools

Gallatin-Madison Special  
Education Coop

Shield's Valley School District

Park County Special  
Education Co-op



# Emergency Preparedness

Staff and children practice monthly fire drills and quarterly disaster drills such as earthquake, shelter-in-place, and evacuation procedures. Children will also participate in Bus Evacuation procedures prior to going on any field trips.

## Relocation Plan

In most emergencies, children will remain and be cared for at the center where they attend. In the case of an emergency that constitutes staff and children leaving the center, your child will be relocated to either of the sites listed for your community below.

### In case of emergency:

1. Listen for emergency broadcast information on radio or television.
2. Wait for instructions for picking up your child. We will notify parents via text or phone call if needed.
3. ALWAYS MAKE SURE YOUR EMERGENCY CONTACT INFORMATION IS CURRENT

### Livingston

#### **Neighborhood Site:**

American Lutheran Church  
129 South F Street  
Livingston, MT

### Bozeman

#### **Neighborhood Site:**

Unitarian Fellowship  
325 N. 25th Ave  
Bozeman, MT

### Belgrade

#### **Neighborhood Site:**

Peace Lutheran Church  
203 Jackrabbit Lane  
Belgrade, MT

For more information on our emergency preparation procedures see Family Services Information binder located in all centers. Please review our state licensing regulations for a complete description of the health and safety requirements of our preschool program.

The licensing regulations are available on the DPHHS website:

<https://dphhs.mt.gov/Portals/85/qad/documents/LicensureBureau/ChildCare/LicensingRequirementsforChildCareCenters.pdf>



# General Program Procedures

All procedures will be consistently enforced by all HRDC Early Childhood Education staff.

## **Attendance**

**Federal guidelines state that each child is required to maintain an average monthly attendance of 85%.** Children need to be in school on a regular basis. If your child is absent, it is your responsibility to call the attendance hotline before the start of class to explain his/her absence. Staff will call within 1 hour of class start time if your child is absent without reason. A Family Support Coordinator will be contacting you by phone, an emergency phone number, and/or a home visit if the school has not been able to make contact with you for two days or your child has been absent four consecutive days. If necessary, we will set up a time to do an attendance goal plan to address the attendance concern.

## **Authorization to Release**

Staff will only release children to those people the parent has authorized in writing on the Emergency Contact sheet. If a parent needs to add someone to the release list, they must do so in person with their teacher or FSC. If a parent wants to pick up their child, the staff must release that child unless we have a copy of a court order restricting that parent. If an adult comes to the center and appears to be intoxicated or otherwise impaired when picking up the child, the authorities will be called.

## **Behavior Management**

Child guidance should result in a positive learning experience with each child. Important goals in the program include: social development, teaching self-control, responsibility for actions and how to make acceptable choices. The partnership between the child's parent/guardian, teacher and support staff is a key element for successful social interaction, self-discipline and acceptable behavior. **It is important to remember that there is always a reason for a child's behavior. When staff encounters challenging behavior, they need to keep in mind the need to be respectful to the child and themselves.**

## **Child Management at the Center**

Spanking, slapping, yanking, or name-calling of children is not allowed in any HRDC Early Childhood Education facility or on the grounds by anyone, including the child's parents. If this behavior is witnessed, necessary action will be taken.

**\*All policies are subject to change and may vary based on COVID-19 restrictions. \***



## **Communication**

Everyone comes to HRDC with their own beliefs, values, and experiences in life. At HRDC we value the uniqueness of each person. We encourage everyone (children, parents, and staff) to talk to each other using respect. This includes being a good listener and honoring each others differences. If you should have any concerns or questions about communication please contact your Family Support Coordinator.

## **Confidentiality**

Information contained within a child's record and staff files shall be privileged and confidential. Unauthorized removal of records or unauthorized divulgence of parents, staff or programs confidential information is a strict guideline of the program.

## **Drop off and Pick up**

To support teachers and respect their time, children should arrive no earlier than 10 minutes before class time and be picked up no later than 10 minutes after the end of class.

## **Failure to Pick-up**

If your child has not been picked up within 10 minutes of the end of their class the primary guardian(s) will be contacted. If teachers cannot get ahold of the primary guardian(s), they will call emergency contact(s). If the primary guardian(s) cannot be reached, and emergency contact(s) cannot pick up your child after 30 minutes of the end of your child's class, Child and Family Services will be called and your child will be released into their care.

## **Kids Left in Cars**

Children shall never be left unattended in a vehicle (MT Code 37.95.132). Leaving children unattended in vehicles presents serious risk of physical harm and/or death to your child. We welcome all children into the center at pick up, drop off, or for any visit to the center.

## **Mandatory Reporting**

HRDC staff are legally required to report suspicion of child abuse, neglect, or endangerment. If a staff member knows, or has reason to believe, a child is being, or has been neglected or physically or sexually abused, they must immediately (within 24 hours) make a report to an outside agency. According to Montana law, any mandatory reporter who purposely or knowingly fails to report when required or prevents another individual from reporting is guilty of a misdemeanor.

Montana Child Abuse Hotline: (866) 820-5437 (toll free, 24 hours).

**\*All policies are subject to change and may vary based on COVID-19 restrictions.**

## **Other Activities**

Activities of a religious nature, holidays, and birthdays are not endorsed or celebrated by HRDC Early Childhood Education in order to respect and honor all beliefs and practices.

## **Outside Food Policy**

HRDC Early Childhood Education serves nutritious meals in accordance with the Child and Adult Care Food Program guidelines. Due to health concerns including: allergies, food sensitivities, and nutritional content, we must restrict food prepared off site. We will not allow ANY OUTSIDE FOOD to be brought into the center. In addition, we do not allow outside food or drinks, besides water, for teachers, parents, volunteers or any other staff in the classrooms (including coffee and soda). All centers are a Peanut Free Zone.

## **Parent and Siblings**

Parents are always welcome in our classrooms. Siblings are welcome depending on the number of children in the classroom. The parent must let staff know if they will be eating with their child. Parents are responsible for the supervision and behavior of siblings in the classroom, on the grounds, or on field trips.

## **Smoke-Free/Tobacco-Free**

HRDC provides a smoke-free/tobacco-free environment for staff, children, and families at all facilities. There will be no smoking or tobacco use, including the use of e-cigarettes and all other electronic smoking devices, in the center or on the grounds by anyone including staff, volunteers, and parents. This policy also includes activities/field trips that are away from the centers.

## **Transportation**

Due to liability concerns, staff are not allowed to transport parents or children in private vehicles. Transportation for field trips will be provided by a contracted bus service.

## **Visiting the Center**

HRDC highly encourages parent participation in the classroom during the day. Whenever visiting the center outside of drop-off and pick-up time, please sign in at the entrance to your child's center. Upon leaving, please sign out.

## **Weapons:**

Possession of firearms, handguns, or any related items, weapons, or materials while on HRDC premises, or on activities/field trips that are away from the centers is strictly prohibited.

**\*All policies are subject to change and may vary based on COVID-19 restrictions.**

## ***“And Justice For All...”***

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible State or local Agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information is available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)

OR at any USDA office

OR write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

(1) Mail:

U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

**This institution is an equal opportunity provider.**



# Resources

**In the pages following, our program has provided you a resource guide  
for Gallatin and Park County.**

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Child Care/Education .....	34
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Clothing/Personal Care/House Furnishings .....	35
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Financial Counseling/Tax Assistance .....	38-39
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**If you need assistance accessing resources or have questions please  
contact your Family Support Coordinator**



Resources	Contact Information	Assistance Type / Notes
<b>SHELTER / HOUSING</b>		
HRDC- Warming Center <a href="http://www.thehrdc.org">www.thehrdc.org</a>	(406) 587-4188 2104 Industrial Dr, Bozeman	Seasonal homeless shelter that offers everyone a safe and warm place to sleep. Operated approximately from November through March. Open nightly from 7 pm- 7 am.
	(406) 333-2537 119 S. 2 <sup>nd</sup> Street, Livingston	Seasonal homeless shelter that offers everyone a safe and warm place to sleep. Operated approximately from November through March. Open nightly from 7 pm- 7 am.
Family Promise <a href="http://www.familypromisegv.org">www.familypromisegv.org</a>	(406) 582-7388 429 E Story St, Bozeman	Overnight accommodations/shelter for families with both parents present, and single parents with children who are homeless or need a place to stay.
Hope House- Gallatin Mental Health Center <a href="http://www.gallatinmentalhealth.org">www.gallatinmentalhealth.org</a>	(406) 586-3333 (Help Center) 699 Farmhouse Ln, Bozeman	Crisis stabilization facility. Eligibility: individuals who have been screened by the Crisis Response Team and are deemed in crisis or potential danger to self or others.
HAVEN (Gallatin County) <a href="http://www.havenmt.org">www.havenmt.org</a>	(406) 586-7689 (406) 586-4111 (24 hr line) (406) 582-2038 (legal advocate)	A confidential and safe house for victims of sexual and domestic violence.
Tri County Network (Park County)	1-866-88-8425 (406) 222-8154	A confidential and safe house for victims of sexual and domestic violence.
HRDC – Housing First <a href="http://www.thehrdc.org">www.thehrdc.org</a>	(406) 587-4486 32 S Tracy, Bozeman	Works with individuals and families experiencing or at risk of homelessness through case management, financial coaching, and housing support. Emergency rental assistance is available based on housing status (facing eviction or homeless) and income level.
HRDC- Resource Property Management <a href="http://www.thehrdc.org">www.thehrdc.org</a>	(406) 587-4486 32 S Tracy, Bozeman	Affordable housing managed by the HRDC.
	(406) 333-2537 111 S. 2 <sup>nd</sup> Street, Livingston	
HRDC- Section 8 <a href="http://www.thehrdc.org">www.thehrdc.org</a>	(406) 587-4486 32 S Tracy, Bozeman	The Section 8 Program assists low income, handicapped, elderly, and disabled persons with rental costs. Assistance is based on the household's income.
	(406) 333-2537 111 S. 2 <sup>nd</sup> Street, Livingston	
HRDC- Road to Home <a href="http://www.thehrdc.org">www.thehrdc.org</a>	(406) 587-4486 32 S Tracy, Bozeman	We provide Homebuyer's education, pre-purchase counseling, down-payment assistance, access to low-interest mortgages, post-purchase and foreclosure prevention counseling, and other services to assist households in achieving and sustaining homeownership in Gallatin, Park and Meagher counties.
	(406) 333-2537 111 S. 2 <sup>nd</sup> , Livingston	
Habitat for Humanity <a href="http://www.habitatbozeman.org">www.habitatbozeman.org</a>	(406) 388-8225 230 Arden Drive, Belgrade, MT	Works in partnership with individuals in need to build and renovate decent, affordable housing. The houses are then sold to those in need at no profit and with no interest charged.
Aspen (Park County) <a href="http://www.aspenmt.org">www.aspenmt.org</a>	Office: (406) 222-5902 Support Line: (406) 222-8154 411 E Callender St. Livingston	A confidential and safe house for victims of sexual and domestic violence.
VASH Program <a href="http://www.va.gov/homeless">www.va.gov/homeless</a>	(406) 560-4109 Kevin Skocilich	Veterans Affairs Supportive Housing for homeless veterans (includes case management, counseling, and ongoing rental assistance)

<b>PUBLIC ASSISTANCE</b>		
Office of Public Assistance <a href="http://www.dphhs.mt.gov">http://www.dphhs.mt.gov</a>	(406) 582-3010 12 North 3rd, Bozeman	TANF, SNAP, Medicaid for Gallatin County
	(406) 444-6908 866-850-1556	SNAP hotline in Helena, MT

West Yellowstone Job and Social Services Center	(406) 646-7311 200 Yellowstone Ave, West Yellowstone	Can assist people with applications such as Montana Medicaid. Also assists people with vital needs such as food, clothing, health care, and job referrals.
<b>CHILD CARE / EDUCATION</b>		
HRDC Early Childhood Education (Head Start) <a href="http://www.thehrdc.org">www.thehrdc.org</a>	(406) 587-4486 33 S Tracy, Bozeman (Main Office)	An early childhood program that serves children from 3-5 yr. old and families of Gallatin and Park county.
Child Care Connections <a href="http://www.bozemanccc.org">www.bozemanccc.org</a>	(406) 587-7786 or 1-800-962-0418 1600 Ellis Street, Unit 1A, Bozeman	Child care resource and referral services for Gallatin, Park & Meagher Counties.
Thrive <a href="http://www.allthrive.org">www.allthrive.org</a>	(406) 587-3840 400 E. Babcock St. Bozeman	Encourages healthy family and child development through community awareness, parent education, and support to children and families ensuring positive outcomes for children. Resources for ages 0-18.
Youth Dynamics <a href="http://www.youthdynamics.org">www.youthdynamics.org</a>	(406) 585-9402 1609 W. Babcock Street, Suite A, Bozeman	Provides case management, counseling, therapeutic group homes, and mentoring for youth with behavioral health issues and their families.
	(406) 222-6610 817 W. Park St, Livingston	
Big Brothers Big Sisters <a href="http://www.bbbs-gc.org">www.bbbs-gc.org</a> <a href="http://www.bbbsparkcounty.org">www.bbbsparkcounty.org</a>	(406) 587-1216 15 S. 8 <sup>th</sup> Avenue, Bozeman	Helps children facing adversity reach their potential through one-on-one relationships with mentors
	(406) 222-1930 105 S. 2 <sup>nd</sup> St, Livingston	
<b>FOOD</b>		
Gallatin Valley Food Bank <a href="http://www.gallatinvalleyfoodbank.org">www.gallatinvalleyfoodbank.org</a>	(406) 586-7600 602 Bond St, Bozeman	Provides a 5-day emergency food supply based on family size, available once every 30 days. Food box pick up is Monday-Friday 1-4pm, with an additional Tuesday night service from 5-7pm. Also available is the Bread and Produce Room, open during all Food Bank hours and access is unlimited.
Headwaters Area Food Bank	(406) 285-3559 12 E Cedar St., Three Forks	Monday: 1pm-4pm, Thursday: 4pm-7pm
Livingston Food Resource Center <a href="http://www.livingstonfrc.org">www.livingstonfrc.org</a>	(406) 222-5335 202 S. 2 <sup>nd</sup> Street, Livingston	Provides emergency food assistance once a month. Also provides seasonal produce, holiday baskets, and classes. Welcome to stop by any Tuesday or Thursday 1-5pm.
Salvation Army-Bozeman	(406) 586-5813 32 S. Rouse, Bozeman	Offers sack lunches M-F from 8:30-4:00
White Sulphur Springs	(406) 547- 3433	Food Assistance
Ennis Food Bank	(406) 682-7844	Food Assistance
Meals on Wheels	(406) 586-2421 Bozeman Senior Center	Food assistance
	(406) 222 – 7195 206 S. Main St, Livingston	Located in the Senior center, Meals on Wheels offers a noon time lunch right on premises. \$4.00 for seniors (60yrs or older) and \$5.00 for everyone else. They also deliver fresh, hot meals each weekday to those that can't or don't want to leave their homes. Call the schedule meal delivery.
Gardiner Food Pantry	(307)344-9006 205 Main St, Gardiner	Food assistance available Tuesday 1-6pm.
GMHC Homeless Outreach Program	699 Farmhouse Ln., Bozeman	Serves hot meals across from Wal-Mart Sundays at noon.

Help Center	(406) 586-3333	Food available for after normal business hours.
Loaves & Fishes of Livingston	(406) 222-4824 301 N Main, Livingston	Food assistance. Pantry available to public. Free meals on a daily basis from 4-6pm to families and individuals in need of food.
West Yellowstone Job and Social Services Center	(406) 646-7311 200 Yellowstone Ave, West Yellowstone	Office provides food, open on Thursday afternoons from 2- 5.
WIC- Women, Infants & Children <a href="http://www.healthygallatin.org">www.healthygallatin.org</a>	(406) 582-3115 215 W. Mendenhall St., Bozeman	Food assistance, nutrition education & breastfeeding support for Gallatin & Madison Counties.
	(406) 222-4145 112 W. Lewis St, Livingston	Food assistance, nutrition education & breastfeeding support for Park County Residents. Clinic located in the upstairs of CHP clinic.

## **CLOTHING / PERSONAL CARE / HOUSE FURNISHINGS / FINANCIAL ASSISTANCE**

Salvation Army - Bozeman	(406) 586-5813 425 E. Babcock, Bozeman	Emergency assistance (rent, fuel, utilities, laundry, etc.) Lodging: vouchers are available for meals, gas, bus tickets and shelter (in winter); camping supplies as donations allow.
Salvation Army - Livingston	(406) 222-2050 108 North 2 <sup>nd</sup> , Livingston	Ask for Peggy Glass. Emergency assistance (rent, fuel, utilities, laundry, etc.) Lodging: vouchers are available for meals, gas, bus tickets and shelter (in winter).
Kiwanis Clothing Closet	(406) 599-5666 Amber Guth	Clothing, school supplies. Hours vary, contact Amber Guth.
Gallatin Mental Health Drop-In Center	(406) 522-7357 699 Farmhouse Lane, Bzn	Laundry machines available for free during business hours.
Love, Inc. <a href="http://www.loveincgc.org">www.loveincgc.org</a>	(406) 587-3008 (10AM-2PM) 222 E Main, Bozeman	A telephone referral ministry that works with local churches to provide volunteer services such as; transportation for individuals and families, access to resources, clothing and household items or emergency day care as well as wellness treatments.
Goodwill Aid to Individuals	(800) 627-7889 Sharon	Emergency voucher for clothing due to domestic violence, fire, and other natural events.
Park County Ministerial Association	(406) 222-1393	Similar to Love, INC.
Lions Club	(406) 522-9932	Assist with eye and hearing examinations; purchase eyeglasses and hearing aids for people in need.
West Yellowstone Job and Social Services Center	(406) 646-7311 200 Yellowstone Ave, West Yellowstone	The Job and Social Services Office provides services to assist people with clothing.
Sacks Thrift Stores	(406) 587-7283 138 W. Mendenhall, Bozeman	Low-cost clothing, linens, houseware, etc... Homeless assistance available.
Community Closet/Alley Annex <a href="http://www.communitycloset.org">www.communitycloset.org</a>	(406) 222-6200 416 E. Park St, Livingston	Non-profit thrift store that provides low-cost clothing and household items. Open Monday-Sunday 10-5:50. Half of all store items every Saturday 10am-12pm. Plus FREE bin out front of store. Alley Annex, open Saturday-Sundays from 10am-1pm, where prices range from 5 cents to \$1.00.
Goodwill Retail <a href="http://www.easterseals.com/esgw">www.easterseals.com/esgw</a>	(406) 586-2045 2130 Simmental Way, Bozeman	Retail store with reasonably prices used clothing, furniture, housewares, etc...
Bozeman Bike Kitchen	2104 Industrial Drive, Bozeman	Low-cost or free bikes for adults and children. Bikes can be donated upon financial need. Bikes can also be donated in exchange for volunteer hours. No prior experience with bike repair needed. Open Tuesday-Thursdays from 6-8pm.

## **HEALTH CARE / COUNSELING SERVICES / ADVOCACY**

Veterans Affairs	(406) 388-4601 (Kelly Ackerman) 350 Airport Road, Belgrade	Advocate, assists with disability benefits, education, health care, rehabilitation services, residential care, VA Pension for eligible veterans.
VASH Program	(406) 560-4190 Kevin Skocilich	Veteran's Affairs Supportive Housing for homeless veterans.

Alcoholics Anonymous <a href="http://www.aa-montana.org">www.aa-montana.org</a>	Hotline: (888) 607-2000 Visit website to find city details	Fellowship of men and women who help others to recover from alcoholism. No dues or fees.
Healthy Montana Kids <a href="https://dphhs.mt.gov/hmk">https://dphhs.mt.gov/hmk</a>	(877) 543-7669	Health insurance for children and healthcare assistance for families.
Gallatin City-Co. Health Department	(406) 582-3100 215 W Mendenhall, Bozeman	Immunizations, WIC food program.
Gallatin Mental Health Center	(406) 522-7357 699 Farmhouse Lane, Bzn	Mental health treatment and crisis center. Drop-In Center hours: 9-5 M-F, 10-4 Sat and Sun.
Park Co. Health Department	(406) 222-4140 414 E Callender, Livingston	Immunizations, WIC food program.
Community Health Partners <a href="http://chphealthmt.org/">http://chphealthmt.org/</a>	(406) 585-1360 214 E Mendenhall, Bozeman	Community health medical clinic. Offers a sliding fee scale.
	(406) 222-1111 112 W. Lewis Street, Livingston	
	(406) 922-0820 19 E Main St., Belgrade	
	(406) 646-7680 236 Yellowstone Ave, West Yellowstone	
Center for Mental Health-Meagher Co.	(406) 266-3327 321 Broadway, Townsend	Mental health treatment.
L'esprit <a href="http://lespritmt.com/">http://lespritmt.com/</a>	(406) 222-7641 124 S. Main St, Livingston	L'esprit is a mental health center that offers school-based support programs, case management, psychiatric services, medication management, home support, and therapy.
Southwest Chemical Dependency	(406) 222-2812 430 E. Park St, Livingston	The Southwest Chemical Dependency Center provides individual and family counseling for people with drinking and/or drug problems. Assistance for families and friends is also offered. Co-dependency meetings are held weekly. Fees for services are based on sliding scale and are available to anyone with or close to someone with a drinking for drug problem.
Human Development Clinic	(406) 994-4113 1501 S 3 <sup>rd</sup> Ave, Bozeman	Graduate students in the MSU Counseling Program offer individual, couple and family counseling. The clinic provides low cost or free mental health services and counseling for adults, adolescents, children, families & couples in the Gallatin community and beyond.
A.W.A.R.E.	(406) 587-1181 1811 W. Koch, Bozeman	Provides transportation and counseling for people with mental health issues or disabilities. Also provides an Early Head Start program for pre-school aged children.
Community Health Partners – Dental Practice	(406) 585-8701 120 N 19 <sup>th</sup> Ave, Bozeman	Community dentist. Offer a sliding fee scale.
	(406) 222-1111 112 W. Lewis Street, Livingston	
Alcohol and Drug Services of Gallatin County	(406) 586-5493 2310 N. 7 <sup>th</sup> Ave, Bozeman	ADSGC provides addiction and mental health services.
Bridgercare <a href="http://www.bridgercare.org">www.bridgercare.org</a>	(406) 587-0681 1288 N. 14 <sup>th</sup> Ave (2 <sup>nd</sup> Floor)	Reproductive and sexual healthcare and education. Offer a sliding fee scale.
Homemaker Service	(406) 580-1501 Sherry Mulligan 32 S Tracy, Bozeman	The Homemaker/Personal Care Program develops and delivers services based on an individual's needs as well as considering the nature of their support system of family and friends.
ZoeCare <a href="http://www.gotozoe.org">www.gotozoe.org</a>	(406) 586-9444 1216 W Lincoln St. C, Bozeman	Confidential and free pregnancy tests, ultrasounds, and STD testing and treatment.



Suicide Hotlines <a href="http://www.suicide.org">www.suicide.org</a> <a href="http://www.save.org">www.save.org</a>	Bozeman Help Center (406) 586-3333	Our mission is to prevent suicides, support suicide survivors and educate the public about suicide.
Gallatin Co. Victim Assistance Program	(406) 582-2075 615 S 16 <sup>th</sup> , Room 313, Bozeman	Legal support and advocacy for victims of crime.
Help Center/Sexual Assault Counseling Center	(406) 586-3333 421 E Peach, Bozeman	24/7 hotline for crisis, sexual assault, and suicide prevention counseling.
Hearts & Homes (Help Center)	(406) 586-3333 421 E Peach, Bozeman	Support for families with children in foster, kinship, or dual custody care.
Montana Independent Living Project (MILP)	(406) 522-7300 1165 N 14 <sup>th</sup> , Ste 4, Bozeman	Works with people with disabilities in a variety of capacities in order to promote their independence. Helps consumers understand Medicaid, social security; apply for housing, and educating them about their rights as a person with a disability. Provides work incentive counseling for social security beneficiaries who want to go back to work; information; referral; peer advocacy; systems change advocacy; independent living skills training, personal assistance services.
VOICE Center, MSU <a href="http://www.montana.edu/oha/voice">www.montana.edu/oha/voice</a>	(406) 994-7069- 24 hr. crisis line  (406) 994-7662- Office 370 Strand Union	Provides free and confidential services and information for all people affected by sexual assault, relationship violence and stalking, including friends and family of survivors. Advocates can assist with reporting, referrals, academic concerns, protective orders, and medical advocacy. You may choose to be anonymous.
Connections	(406) 556-1139 or (406) 451-9995 1117 N. 7th Ave #3, Bozeman	Re-entry programs for inmates, Hepatitis C and HIV tests, education and support for positives and their families.
P.A.T.H. Outreach	(406) 522-7357 300 N. Willson, Ste. 3005, Bozeman	A behavioral health service program for individuals with mental illness as well as individuals with co-occurring substance abuse disorders who are homeless or at risk of becoming homeless.
West Yellowstone Job and Social Services Center	(406) 646-7311 200 Yellowstone Ave, West Yellowstone	The Job and Social Services Office provides services to assist people with health care, information on immunizations, and schedules appointments with the Gallatin County Public Health Nurse.

## EMPLOYMENT SERVICES / ADULT EDUCATION

Vocational Rehab	(406) 587-0601 / (877) 296-1759 220 W Lamme, Ste 1E	Assists individuals with disabilities to obtain necessary training/testing to maintain employment or get into the working community.
Bozeman Job Service <a href="http://www.montanaworks.gov">www.montanaworks.gov</a>	(406) 582-9200 (406) 582-9205 (information) 121 N Willson, Bozeman	Employment listings, job matching and training, Veteran resources, and counseling. The Job Service also provides computers, phone, fax, copying and printing services for employment searches. Livingston jobs listed as well.
Career Concepts	(406) 586-0231 2419 W Main, Ste 3, Bozeman	Job search for job seekers and for employers seeking to hire new employees.
Career Transitions	(406) 388-6701 20900 Frontage Rd, Belgrade	Assists and strengthens families and individuals to become self-sufficient through education, training and employment.
LC Staffing <a href="http://www.lcstaffing.com">www.lcstaffing.com</a>	(406) 582-8795 626 S. Ferguson Ave. #5, Bozeman	A staffing agency for those seeking temporary or full-time employment.
Express Employment <a href="http://www.expresspros.com">www.expresspros.com</a>	(406) 587-0388 222 E Main St. #102, Bozeman	A staffing agency for those seeking temporary or full-time employment.
HRDC-Youth Development <a href="http://www.thehrdc.org">www.thehrdc.org</a>	(406) 585-4874 32 S Tracy, Bozeman	Job and life skills resources for youth.

Beacon Employment Services <a href="http://www.gallatinmentalhealth.org">www.gallatinmentalhealth.org</a>	(406) 556-6500 699 Farmhouse Lane, Bozeman	Employment assistance for people with mental and physical disabilities. Assistance includes resume writing assistance, job search and placement, job coaching, interview skills development, and benefits counseling.
Adult Learning Center	(406) 522-6096 404 W Main St, Bozeman	Adult education classes.
West Yellowstone Job and Social Services Center	(406) 646-7311 200 Yellowstone Ave, West Yellowstone	The Job and Social Services Office provides services to assist people with job referrals, unemployment claims, and labor law questions.

## LEGAL SERVICES

MT Legal Services	(800) 666-6899	The Montana Legal Services Association (MLSA) is a federally and privately funded program that provides free legal assistance in civil cases to low-income people. The mission of MLSA is to protect and enhance the civil legal rights of, and promote systemic change for, Montanans living in poverty. To qualify for the services, applicants generally must have income of 125% or less of the federal poverty level and limited assets.
MT Fair Housing <a href="http://www.montanafairhousing.org">www.montanafairhousing.org</a>	(406) 782-2573 (800) 929-2611	Support for people who have been victims of housing discrimination.
Gallatin County Tenant Advocate	(406) 581-8003 Jean Nedrud	Information about laws and responsibilities for tenants and landlords.
Gallatin Legal Assistance Clinic <a href="http://www.montanalawhelp.org">www.montanalawhelp.org</a>	(406) 543-8343 ext. 207	Providing no cost, direct legal assistance to Montana's low-income families with family law matters.
Adult Protective Services <a href="https://dphhs.mt.gov/sltc/aps">https://dphhs.mt.gov/sltc/aps</a>	(844) 277-9300	Provides guidance and assistance to persons being exploited and/or harmed. Guidance is assigned to persons who may need assistance in making important decisions.
Court Appointed Special Advocates (CASA) <a href="http://www.casagal.org">www.casagal.org</a>	(406) 222-4904	Volunteers appointed by judges to speak out in the best interests of children who have been removed from their homes through no fault of their own. Children are usually in temporary foster care or group homes.
Disability Rights Montana <a href="http://www.disabilityrightsmt.org">www.disabilityrightsmt.org</a>	(406) 449-2344	Disability Rights Montana is the federally-mandated civil rights protection and advocacy system for Montana. We have the legal authority to represent almost any person with a disability.
Child and Family Services	(406) 585-9984 220 W Lamme St. Suite 2E, Bozeman	Child abuse hotline and family support, resources for families with children involved in foster care, kinship or adoption situations.

## ENERGY ASSISTANCE

HRDC- Energy Share <a href="http://www.thehrdc.org">www.thehrdc.org</a>	(406) 587-4486 32 South Tracy, Bozeman	1-time zero-interest loans for families who are having energy emergencies; Serves Gallatin, Park & Meagher Counties.
HRDC- LIEAP (Low Income Energy Assistance Program) <a href="http://www.thehrdc.org">www.thehrdc.org</a>	(406) 587-4486 32 South Tracy, Bozeman (406) 333-2537 111 S. 2 <sup>nd</sup> Street, Livingston	Helps eligible renters and homeowners during the winter months by paying a portion of their winter heating cost (October-April). Payments are made directly to the heat source vendor, and the application requires proof of income and bank account information.

## FINANCIAL COUNSELING / TAX ASSISTANCE

Rural Dynamics, Inc	(877) 275-2227 2149 Durston Rd, Suite 33, Bozeman	Financial counseling and services.
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VITA (Volunteer Tax Assistance Program) <a href="http://www.thehrdc.org">www.thehrdc.org</a>	(406) 587-4486 32 South Tracy, Bozeman	Free tax preparation and filing, January 26-April 15. Call to schedule an appointment. Offers meetings in Bozeman, Belgrade, and Livingston. Visit HRDC website for specifics.
	(406) 333-2537 111 S. 2 <sup>nd</sup> Street, Livingston	
Love INC <a href="http://www.loveinc.org">www.loveinc.org</a>	(406) 587-3008 Call between 10AM – 2PM	Budget counseling.
Financial Services— Bozeman Deaconess Hospital	(406) 522-1720 Phronsie or Anna 877-522-1720 (toll free)	Bozeman Deaconess Hospital offers a financial assistance program based on income and other guidelines.  MASH program is available to help patients find services and benefits available to them to help pay their medical bills when they exceed a certain dollar amount.

## TRANSPORTATION

Streamline Bus <a href="http://www.streamlinebus.com">www.streamlinebus.com</a>	(406) 587-2434 32 S. Tracy Ave, Bozeman	A free bus system providing service to Bozeman, Belgrade, Four Corners, and Livingston.
Galavan <a href="http://www.thehrdc.org">www.thehrdc.org</a>	(406) 587-2434 32 S. Tracy Ave, Bozeman	Door-to-door transportation for senior citizens and people with disabilities. Call 24 hours in advance to schedule a ride. \$1 donation is requested, but not required for use.
Park County Windrider Transit <a href="http://www.parkcounty.org/Government-Departments/Transit">www.parkcounty.org/Government-Departments/Transit</a>	Rid Dispatch: (406) 922-5683	Windrider is a FREE transit program that operates Monday through Friday from 6:30am-5:50pm. Visit website for online fixed-route map.
Angel Line - Livingston	(406) 222-4668 206 S. Main St, Livingston	Transportation services for senior citizens and people with disabilities.
Skyline, Link to the Peak <a href="http://www.skylinebus.com">www.skylinebus.com</a>	(406) 995-6287	Big Sky's public transit service that provides the link between Bozeman and Big Sky. Offers year round service through the Gallatin Canyon.

## INTERNET

Bozeman Public Library	(406) 582-2400 626 E Main, Bozeman	Free books, movies, music, computer and internet access
Belgrade Public Library	(406) 388-4346 106 N. Broadway, Belgrade	Free books, movies, music, computer and internet access
Gardiner Community Library	(406) 848-7835 NP Depot, Gardiner	
Livingston Public Library	(406) 222-0862 228 W. Callender St., Livingston	



# Notes



## **Acknowledgment of Receipt**

Child's Name: \_\_\_\_\_

I, have received the HRDC Early Childhood Education Parent Handbook and been oriented to the program by my Family Support Coordinator. I have received the information I need to know about my child's enrollment and understand the procedures if a question or concern may arise.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_