

# HELC NEWS

VOLUME 24, ISSUE 7

MARCH 2019

## Important Parent Representative Nomination Information

It's almost time to select representatives for various roles within the Parent Representative Group! Several of these roles are a great way to offer parents that may not be able to attend monthly meetings an opportunity to get more involved in parent-led activities at HELC. Please consider volunteering for one of the Board of Director positions listed below for the 2019-2020 School Year.

President  
Vice President  
Secretary  
Treasurer  
CPA

Harris ELC  
1413 7th Avenue North  
Birmingham, AL 35203  
Phone (205) 252-5060  
Fax (205) 252-6628  
Tax ID # 63-1133951



HELC Website  
[www.harriselc.org](http://www.harriselc.org)



In addition to the Board of Director positions, we need parent volunteers to assist with the following activities:

**Staff Meeting Coordinator (Monthly Lunches) - Once a month**

**Giving Coordinator (Holiday, Birthday, End of Year, TAW, etc.) - Various times throughout the year**

**Christmas Toy Drive Coordinator - Annual event**

**Art Auction Coordinator- Annual event**

**Teacher Appreciation Week Committee Head - Annual event**

**HELC 25 Year Anniversary Committee Head - One time event**

### HELC Administrative Staff

Robbie Roberts, *Director of Teacher Training and Outreach*  
[robbieroberts@harriselc.org](mailto:robbieroberts@harriselc.org)

Diana Blackwell, *Director of Children's Programs*  
[dblackwell@harriselc.org](mailto:dblackwell@harriselc.org)

Carla Hardy, *Administrative Assistant/Office Manager*  
[chardy@harriselc.org](mailto:chardy@harriselc.org)

Lesla Harris, *Assistant Director/Fiscal Manager*  
[ljharris@harriselc.org](mailto:ljharris@harriselc.org)

Vickie Wiley, *Administrative Assistant, Personnel Manager*  
[vwiley@harriselc.org](mailto:vwiley@harriselc.org)



### HELC Office Hours

**7 A.M.—6 P.M.**

## Storm Safety Tips

Given the recent storm/tornado outbreaks in Alabama, we feel it is important to share a few precautionary measures you can take to keep you and your family safe during a severe storm.



1. First and foremost, know where your "safe place" is in your home. This is typically the inner most enclosed area on the ground floor. It is often in an enclosed bathroom, hallway or closet.
2. Prepare a **Storm Safety Kit** that includes: radio with batteries, flashlight, blankets, helmets, phone charger, bottled water, non-perishable snacks, first aid kit, whistle, moist towelettes, pliers, and a manual can opener.
3. Make sure your child has a bike helmet and shoes on.
4. For infants, buckle them in their car seat and raise the handle. Car seats have been known to save very young children's lives.
5. Make an identification item for your child and place it on them. A "My Tornado T-shirt" labeled with a Sharpie pen or slap bracelet, etc. that includes your child's full name, address, date of birth, weight/height, food/medication allergies and contact names and numbers for parents and relatives are all helpful should your child end up at a hospital during a disaster.



## Drop-Off and Pick- Up Reminders

While HELC offers a flexible drop off and pick up schedule to accommodate differing parent work schedules, we want to remind parents of a few things from the HELC Parent Handbook (pg. 12-13)

1. Over 9 hours is considered inappropriate for young children to be cared for in group settings. Therefore, please do not view the full 11 hour schedule as appropriate for a child on a daily basis.
2. Classroom schedules are set up in such a way that educational activities will be well underway by **9am** (after arrival and breakfast is served.) Due to the educational nature of the program, unless your child will be arriving late due to an appointment, please refrain from bringing your child in after 9am as late arrivals are disruptive to the on-going activities in the classroom.
3. Please inform the classroom teachers if you know your child will be arriving later than 9am and unless arranged with the teachers, no child will be accepted at or after lunch or nap time.

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## Infant Car Seats



To prevent potential fire risks/hazards, we ask that you only place car seats on the left side of the hall before you reach Room 101 (5 Car Seats will fit). Other car seats can be left in the Hallway at the Front Office (in front of the elevator). Please leave strollers in your car, unless it is absolutely necessary, as we do not have enough room to store them. Also, please be sure to **label** your child's car seat if you plan to leave it.

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## Parent Reminders

**Please remember:**

- \* Dress your child in appropriate clothes for the weather. Exchange your child's winter extra clothes for a set of spring clothes
- \* Don't forget to send a weather appropriate jacket . Teachers try to take children outside every day, weather permitting.
- \* Sunscreen forms are located at the front desk when you are ready to begin sending sunscreen for your child
- \* If you are planning to withdraw your child from the program, please remember to submit a 30 day notice prior to your child leaving.



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## 2019 Important Dates

**March 20– Parent Representative Meeting**

**April 8-12— Week of the Young Child**

**May 6-10— Teacher Appreciation Week**

**May 27—Memorial Day—HELC CLOSED**

**July 4—Independence Day—HELC CLOSED**

**July 5— Parent Selected Staff Appreciation Day—HELC CLOSED**

