

# HELC NEWS

VOLUME 22 ISSUE 1

SEPTEMBER 2017

## Parent Representative Group

The Parent Representative Leaders are preparing for their first meeting of the new school year.

As you heard during orientation in August, the Parent Representative group supports the teachers and staff at HELC. Parent Representatives help coordinate classroom celebrations, teacher birthdays and holiday gifts and Teacher Appreciation Week activities. All 16 classrooms will have one or more representatives. Throughout the year we raise money to acknowledge non-teacher Center staff with a cash gift to show our appreciation for their support and care of our

children. All parents (and Parent Reps) are invited to attend our monthly meetings but attendance is not a requirement of parents or Parent Reps.

The first meeting of the 2017-2018 school year will be on September 20 at noon in the Chicka Room. You should have received a Parent Representative Welcome email from the Chair, Wynne Speir. The email provides important details and information regarding the group as well as a link to Sign-Up Genius if you are interested in serving as a Parent Representative for your child's classroom.

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Fax (205) 252-6628  
Tax ID # 63-1133951



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



## Leadership Positions for 2017-2018 School Year

### Parent Rep Chair

Wynne Speir

### Parent Rep Co-Chair

Anne-Michelle Barnett

### Parent Rep Secretary:

Lauren Flatt

### Snack Coordinator

Miller Girvin

### Fundraising Coordinator

Tiffany DeGruy

### Staff Christmas Giving Coordinator

Anne-Michelle Barnett

### Christmas Toy Drive Coordinator

Wynne Speir

### Art Auction Coordinator

Katherine Moore-Smith

### Teacher Appreciation Week Coordinator

Leslie Perry

### Family Day/Night Coordinator

Melissa Langston

### 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)

## ATTENTION PARENTS

DHR recently visited HELC for their annual inspection and made us aware of a few things that have recently changed in their guidelines. Our Infant families received a letter with changes specific to their age group, but we have also sent home several forms/letters to all families regarding information we are required to have on file. Some of the guidelines have always been in place, but others are new. Please help us adhere to these important Health and Safety Guidelines by returning or submitting anything that is needed in your child's file.

This includes:

**Prescriptions and Medication Forms**

**Immunization Forms**

**Water play Authorization**

**Handbook acknowledgement forms**



### HELC Office Hours

7 A.M.—6 P.M.



## Hi Mama Daily Reporting App



HiMama is the Daily Reporting App we have chosen to use in place of paper reports. So far, everything seems to be going really well, with only a few minor bumps. We have received positive feedback from both teachers and parents regarding the app. If you still haven't set up your account, just follow the directions on the email you received from your child's teacher.

One thing you may not know about the app is that you are able to add family to your "Crew" to view pictures and other information from your child's report. To learn how to add members to your crew, just visit their website: [www.himama.com](http://www.himama.com). There you will find instructions under FAQ, as well as other information regarding the app.

If you run into any issues, please contact Diana Blackwell at [dblackwell@harriselc.org](mailto:dblackwell@harriselc.org). We would also love to hear your feedback, positive or negative.

Thank you for your patience as we learned (and are still learning) how to use this app!

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## SchoolCast Used As Parent Notification System

HELC will continue to use SchoolCast as a form of communication with parents for two different purposes. Most importantly, we will use SchoolCast to alert parents of school closings, school delays, or emergency situations. This system can be used to email, call, or text all families as soon as we need to get in touch with you. We will use the numbers and emails you provided on your emergency contact sheet. In addition to using this during emergency situations, this system is used to send the HELC Newsletter, to notify you of upcoming events and to send reminders through email.

You received a letter in your child's folder with your Login information and instructions to change and update any contact information. Please let us know if you do not have an email address or if you have any questions.



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## 2017-2018 Upcoming Events/Closings

**September 14** — *Vision Screening*

**September 26-28**— *Speech and Hearing Screening*

**September 20**— *Parent Representative Meeting*

**November 11**--*Veteran's Day- HELC CLOSED*

**November 22-24**--*Thanksgiving Holiday*