

THE DEVELOPMENT OF A PARENT INFORMATION HANDBOOK

by

JANINE M. ATWELL

B.S., State University of New York, College at Oswego, 1974

---

A MASTER'S REPORT

submitted in partial fulfillment of the  
requirements for the degree

MASTER OF SCIENCE

Department of Family and Child Development

KANSAS STATE UNIVERSITY

Manhattan, Kansas

1983

Approved by:

  
Major Professor

LD  
2668  
.R4  
1983  
.A88  
C.2

A11202 244952

TABLE OF CONTENTS

	<u>Page</u>
LIST OF TABLES.....	iii
ACKNOWLEDGEMENTS.....	iv
INTRODUCTION.....	v
BACKGROUND RESEARCH.....	1
QUESTIONNAIRE - PARENT INPUT.....	2
List of Topics Covered in PIH.....	10
THE MODEL PARENT INFORMATION HANDBOOK (PIH).....	11
Cover and Illustrations.....	11
Title.....	11
Contents and Letter to Parents.....	11
Philosophy.....	12
Enrollment, Attendance and Fees.....	14
Personal Needs.....	17
Program.....	19
Parents and Staff.....	23
Forms.....	26
PHONE SURVEY.....	27
RECOMMENDATIONS.....	29
CONCLUSIONS.....	31
FURTHER READINGS.....	32
APPENDIXES.....	36
Questionnaire for Parents.....	37
Model PIH.....	41
Forms for Enrollment.....	69

LIST OF TABLES

Table	Page
1. Parents' Ratings of Stone House Handbook.....	5
2. Write-in Topics after Section 1.....	6
3. Parents' Ratings of Topic Importance.....	7
4. Write-in Topics after Section 2.....	8
5. Categories of Written Comments.....	9
6. Procedure for Phone Survey.....	27

## ACKNOWLEDGMENTS

The author wishes to acknowledge the following people:

Dr. Robert H. Poresky for his long term support, guidance, patience and assistance in the completion of this project.

Dr. Marjorie M. Stith and Dr. Stephen R. Bollman for serving on my committee. Their review of this manuscript and their suggestions have been invaluable.

Lou West for allowing me the privilege of working at the Stone House Child Care Center. The experience of working with her added a valuable dimension to my studies and this project.

Cindy Brey, my friend and typist, for the diligence and care she gave my project.

Finally, my friend and husband, William A. Atwell, who has shown me that there is indeed a great sense of pride in setting a goal and achieving it. He did this through his continual support, encouragement and endless supply of love.

## INTRODUCTION

This report details the rationale and content of a model parent information handbook for use by an early childhood care facility. The need for such a handbook is demonstrated by the number of families involved in child care. In 1979, 49.4%<sup>1</sup> of the married women of the U.S. population were employed. Of these, 43.2%<sup>2</sup> were mothers with children under six years of age. Each newborn increases the demand for quality child care if that child's mother, married or single, plans to return to the labor force. Children's involvement in any type of child care facility leads to two major interactions: the child-caregiver relationship and the parent-caregiver relationship. It is the second relationship, called the parent-teacher relationship in this paper, that stimulated the development of the parent information handbook (PIH). This paper deals specifically with a PIH for a hypothetical child care center called "A Kid's Place".

---

<sup>1</sup>U.S. Dept. of Commerce, "Women in Labor Force with Children in Day Care", Statistical Abstract of the U.S. 1981, 102d ed., Bureau of Census, 1981, p. 140.

<sup>2</sup>Ibid., p. 140