

Abinoojii Oshkii Bimadiziiwin Center  
(AOB Center)  
“A Child’s New Way of Life”



Child Care Parent Handbook  
2008-2009

## Child Care Center Mission Statement

To ensure that each and every child will experience warm, personal care and a variety of developmentally appropriate opportunities for sensory, motor and language learning.

Our program is designed to:

1. Provide an environment that encourages constructive and positive social interaction.
2. Provide exposure to new and varied materials, which develop new play interests and express individual creativity.
3. Encourage good personal hygiene and health habits.
4. Teach proper care of materials, equipment and toys and respect others.
5. Promote care for a child that respects their unique culture and promote self esteem.

### **License to Provide Child Care**

The Leech Lake Band of Ojibwe licenses childcare centers operated by (band employees) within the boundaries of the Leech Lake Reservation.

- A. The Leech Lake Child Care Services Program shall review and process all license applications .
- B. The Leech Lake Child Care Services Program shall conduct the initial license study of the center, the investigation of staff qualifications, the renewal of license every two years and the routine on-site monitoring.
- C. The Leech Lake Child Care Services Program shall process and make recommendations for license suspensions, probation and terminations.
- D. The Child Welfare Commission shall review and approve all recommendations for suspension, probation or termination.
- E. The Child Welfare Commission shall evaluate applications and approve or deny a licensure.

Leech Lake Child Care Services                      218-335-8345  
Leech Lake Child Welfare Commission              218-335-8270

The Child Care Center is licensed to accommodate 61 Children

The Child Care Center carries Reservation property and the program maintains child liability insurance.

The Child Care Center is a “day” program means a program operated during the traditional hours of 6:00 a.m. to 6:00 p.m and does not provide care for sick children

### **Hours of Operation**

The center is open to serve children Monday through Friday 7:30 A.M. to 5:15 P.M.

## **Staff to Child Ratios**

Maximum capacity: 61 Children

The minimally acceptable staff to child ratios and maximum group size within each category is:

Age	Minimum Ratio	Maximum group
Newborn (6 weeks to 7 months)	1: 4	4
Infant (8 months-15 months)	1:4	6
Pre-Toddler (16 months to 23 months)	1:7	6
Toddler (2 yrs. to 3 yrs.)	1:7	12
Preschool 1 (3 yrs. to 5 yrs.)	1:10	16
Preschool 2 (3 yrs. to 5 yrs.)	1:10	20

The maximum group size applies at all times except during meals, outdoor activities, and nap/rest and special activities such as films, guest speakers and holiday programs.

## **Admission Policy**

- 1) Children between six weeks to the first day of kindergarten are eligible to be enrolled at the childcare center.
- 2) The Child Care Center will only accept preschool aged children that are enrolled in an Early Childhood Program during the school year. Parents are responsible for care any days while the Leech Lake Head Start is in session.
- 3) Admission forms that must be completed include:

Family information application	1 per family
School Schedule	
Employment Schedule	
Income Verification	
Tribal enrollment verification	Parent or child
Food program forms	
Individual child enrollment application	One for each child
Current immunizations	
Birth certificate	

To be considered for enrollment, the admission forms are turned in with all the required documents, if there is an opening you will then be contacted to schedule a pre-admission conference, to discuss the parent policy handbook, child schedule, contract hours, financial agreement and billing process, and when there is an opening for your child.

- 4) The minimum amount of hours to hold a contracted spot is 160 hours per month. Contracts for Preschool will be adjusted for the time that school is in session.

## **Admission Selection Criteria**

1. Low income families
2. Children with disabilities
3. Single parent families
4. Children with parents employed by L.L.B.O.
5. Children enrolled in the Leech Lake Head Start Program

## **Waiting List**

If the center openings are filled a waiting list will be established based on the admission selection criteria. To be considered for placement on the waiting list, all the admission forms must be turned in with all the required documents. The Enrollment Staff will contact the parent when an opening occurs based on a waiting list. The Child Care Center will try to accommodate families with more than one child as best as they can.

## **Attendance**

Once the child(ren) have been enrolled and a schedule submitted for each child, that slot is guaranteed for your child(ren)'s care. Please call and inform staff if your child will be absent or late.

If a child has not been in attendance for 3 consecutive days, the Team Leader will attempt to contact family. The Team Leader will document any contact with the parents. If staff has not received notification within 3 days from the parent in regards to the enrollment status of child/children the child/children will be automatically withdrawn from the program. The parent will be notified by letter and charge a one week notice charge from the date of the withdrawal. The child(ren) will then need to be re-enrolled and waiting list policies will apply.

## **Check In/Check Out**

Parents must accompany their child/children in to their classrooms and assist with personal items. Parent and staff will discuss health status. Classroom staff will then write time in and out on both the daily attendance and on child/children daily sheets

If an unexpected emergency situation arises that prevents you from picking up your child/children by closing, it will be the parent/guardians responsibility to contact the persons who are listed on their child's enrollment form who is authorized to pick up the child. The parent must contact the childcare center to inform them of who will be picking up that child. \*Parent notification must be made prior to pick up. The staff has the right to request picture identification when uncertain of whom the person is and take a copy of that identification.

If a child is not picked up within one half hour of the center closing and the parents have not notified center staff the following steps will be taken:

1. Staff will look in the child's file and call parent's home or work.
2. Staff will contact emergency contacts.
3. If unable to reach parent or emergency contact the Education Program Manager will then be notified.
4. Education Program Manager will then notify Leech Lake D.P.S. to pick up the child.

## **Withdrawal Notification**

A one week notice is required for children withdrawing from the program. If a one week notice is not given the parent will be charged for an additional week beyond the last day of service. If at any time, the family withdraws child/children for any length of time that family will need to re-apply. No Slot will be held.

## **Financial Information/Billing Process**

Families will be charge an hourly rate based on their child's schedule, all slots are contract hours. Contract hours means that the program will charge for the child's slot in the program whether the child(ren) is absent. This includes all holidays listed in LLBO General Administration Personnel Policies.

LLCCS charges \$ 2.00 an our per child based on the child's schedule. The minimum amount of hours to hold a contracted spot is 160 hours per month. Preschool is adjusted for the time school is in session and is contracted for 75 hours per month during that time period.

## **Child Care Assistance**

Families utilizing and eligible for the County Child Care Assistance program will be charge an hourly rate based on the child's schedule and contracted slot.

The family will be responsible for the monthly co-payment and that they are responsible to pay for any charges denied by the CCAP program (if enrolled).

Families that participate in any Basic Sliding Fee or County programs will be required to follow all requirements of these programs. If at any given time you are found to be out of compliance with these programs policies and procedures, the Child Care Center has the right to request any information pertaining to work schedules (time cards) income verification and household information. Notification of our findings will be sent to you and the appropriate personnel within these programs.

## **Over Contract Fees**

Parents will be responsible for a late fee of 2.00 an hour for any children picked up after their scheduled pick up time. Any child or children remaining after their scheduled pick up time (whether or not there was prior notification to the staff) will be charged over contract fees. In the instance of an occasional emergency or special circumstance, all over contract fees will apply.

## **Payment**

If parent is employed by a Leech Lake Band of Ojibwe entity, or Indian Health Service, Minnesota Chippewa Tribe you will be required to sign a payroll deduction agreement with the Billing and Enrollment Coordinator. Should the Client choose to end a payroll deduction agreement without making arrangements with the Billing & Enrollment Coordinator, services will be terminated.

Families employed outside the above entities are responsible to submit payment within 5 business days of the date of billing. Payment will be made by Money Order, and Bank Drafts. Cash or Checks will not be accepted.

Failure to comply with financial agreements will result in discontinuation of services.

Child care fee's must be paid in full each month unless other arrangements are indicated.

## **Center Closings**

The Child Care Center recognizes all major holidays and will be closed for services. This includes all holidays listed in LLBO General Administration Personnel Policies.

The following are major holidays.

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Independence Day	Labor Day
Veteran's Day	Thanksgiving Day	Christmas Day
		Native American Day

We will also be closed for staff training days which will be posted on a monthly calendar given to all staff and parents. Administration will notify parents at least two weeks ahead of time. This is for staff to take recommended training in accordance with the licensing requirements.

It is the responsibility of the parent or guardian to have a back up child care service for their child/children for center closings. If any parent needs help in finding back up child care in the event the Child Care Center is closed please call 1-800-890-5399 for child care in your area.

## **Parent Communications**

All-important information to parents will be issued in our newsletters or notices will be sent home to parents. If any changes occur, staff will notify parents directly.

Two parent/teacher conferences will be held per year in the fall & spring. Staff will assess each child twice a year and document their progress in intellectual, physical, social and emotional areas. These assessments will be kept on their file.

## **Parent Visitor Policy**

Parents are encouraged to stop by the Child Care Center at anytime. However, please be considerate of naptimes and any confusion it may cause your child if you visit and do not take the child home after visiting time. Staff must provide continual opportunities for two way communication with parents. Parent observations may be arranged with the child's teacher.

## **Unauthorized and Incapacitated Person**

Child care staff will release children only to their parents or other authorized individuals stated on child's application form. Authorized individuals must be at least 16 years of age.

Other authorizations from parents must be made directly to the staff by a signed and dated note. \* Identification may be requested and copied at the time of pick up.

The center staff will make every attempt to prevent an incapacitated individual or unauthorized individual from removing children from the center. If efforts fail, the staff will record the make, color and license number of the vehicle if possible. The staff will then call Leech Lake Department of Public Safety (or 911 if after hours) to alert authorities.

If individual is other then the parent, the parents will be notified if not already informed. Staff will then notify the Education Program Manager. The person in charge will place documentation form in the child's file at the time of the incident.

Parents must notify all staff of any individual who cannot pick up their children. Parents must also inform and provide to administration staff if there is a court restraining order against any individual or

individuals. Staff will not release your child/children to any unnamed individual without prior permission from the parent in writing. If there are any changes, please notify the staff immediately in writing.

## **Behavior Policy**

The ECD teaching staff has the primary responsibility to ensure the safety of all individuals (children and adults) in the center. Staff will model positive behavior and set the physical environment promoting social competence. When conflict arises, staff will guide the children through a positive way to handle behaviors.

Please advised that the disruptive, aggressive behavior (biting, kicking, punching, swearing, spitting, scratching, bullying and/or throwing objects), that will cause personal harm to self, others and/or property, will not be tolerated.

In cases where persistent unacceptable behaviors occur, staff will be required to keep a record of the behavior, and how it is/was responded to before, during and after the incident. Parents will be notified of unacceptable behaviors.

All unacceptable behavior will be documented on the Student Observation Form and sent home to the parent.

Sometimes problems or changes at home affect your child's behavior. Please don't hesitate to call if you are aware of changes that may affect your child or see behavior changes at home.

### Individualized Behavior Plan

1. Classroom Observations, documentation of unacceptable behaviors, and what guidance techniques the teacher used to interact with the child, (redirect, time out).
2. Each time there is an incident of unacceptable behavior, parents will be informed through a Student Observation Form completed by the staff who witnessed the incident.
3. After three occurrences. A phone contact or a home visit with the parent or guardian will be done to discuss the child's behavior.
4. If the unacceptable behavior continues after the informal contact, a team meeting will be planned. This meeting will include the parents, teachers, Education Program Managers, Special Education Manager and other support staff as needed. The meeting will be called to develop a Behavior Support Plan. The parent will be notified by certified letter. A plan will be developed and goals will be set with expectations of the child, teacher and parents.

***NOTE: If a parent does not attend the meeting, they will be asked to keep their child home until the parent meets with the appropriate staff, (due to safety reasons).***

5. If deemed necessary a behavior specialist will be brought in to provide support to the child, parent and the staff through observations and guidance.

## **Nutrition Policy**

The Leech Lake Early Childhood Program follows the Federal Program Standards and the Minnesota State Child and Adult Care Food Program mandates.

In the Nutrition component, we attempt to do the following things:

1. See that there are two daily nutritional needs met.
2. Provide Early Childhood children and their families with nutrition information, which will help them to understand the importance of eating properly.

The meals are served at:

Head Start:

Breakfast at 9:30am

Lunch at 12:30pm

Day Care:

Breakfast at 8:30am

Lunch at 11:30am

Snack at 2:30pm

The menus are planned with the Tribal Nutritionist and Early Childhood Cooks. The Parent Policy Council approves the menu each year.

The requirements for Child and Adult Food Care Program vary per age of the child. The ages are 6 weeks to five years old require different serving sizes and type of foods. Formula is provided for infant along with baby food.

The children are always encouraged to set the table and to serve themselves in a family style setting.

The children are encourage to try new food but are never forced. Food is never used as a reward or punishment.

## **Child Illness Policy**

The Early Childhood Development Staff may observe for the following symptoms upon arrival in the classroom/center:

- 1) General Appearance (happy, cranky, sad)
- 2) Activity Level (lethargic, sluggish)
- 3) Breathing (normal, labored, wheezing, coughing)
- 4) Discharge (nose, ears, eyes, include color)
- 5) Skin Condition (color, rashes, bruises, sores)

Other symptoms that may be a sign of a severe illness:

- 1) Persistent abdominal pain or headache
- 2) Persistent crying
- 3) Sudden change in breathing

If a child is found to be ill, the following steps must take place:

- 1) Keep child comfortable
- 2) Observe, report and document the symptoms
- 3) Contact parent

Any concerns should be discussed with the parent or guardian as soon as possible. Every child is different and the Early Childhood Development Staff will determine if the child should stay by assessing the condition of the child:

- 1) Does the illness prevent the child from participating comfortably in the program's activities
- 2) Does the child compromise the responsibility staff have to the other children

#### Exclusion 24 – 48 hours

If a child has been sent home with a temperature of 99 degrees or more, Nausea/vomiting, Diarrhea, Poison Ivy, Impetigo or Eczema, the child may return 24 – 48 hours (2 – 3 days) **after the symptoms have subsided**. If the child still appears to be ill, the child will be sent home and a physician statement will be required to return.

#### Short Term Exclusion

The following are short term exclusion from the program:

- |                              |                           |
|------------------------------|---------------------------|
| 1. Chicken Pox               | 5. Rash of unknown origin |
| 2. Strep infection           | 6. Ringworm               |
| 3. Parasites                 | 7. Scabies                |
| 4. Conjunctivitis (Pink Eye) | 8. Influenza              |

A written physician statement **must accompany the child when returning to the program** after short term exclusion has occurred.

When a communicable illness has occurred such as Chicken Pox, a center wide **Health Alert Notice** will be sent out that will include signs, symptoms, duration, etc.

### **Head Lice Policy**                      ***“Lice and Nit Free”***

1. Every Monday morning or the first day of attendance every week; all children will have their heads checked by the classroom staff.  
*\*When deemed necessary, children will be checked more frequently when displaying symptoms.*
2. If lice or nits (***dead or alive***) are found, ***Parents will be required to pick up their child as soon as possible*** or the emergency contact and/ or alternate drop off will be utilized.
3. An Incident/Accident form will be filled out by the child's teacher and be signed by the parent.
4. Each child will receive:
  - a. Lice out (as needed)
  - b. Lice comb (one per child)
  - c. Instructions for further treatment and cleaning including environment
5. Parents will be required to bring their child in the following day and remain until a head check is performed by a Early Childhood Staff member.
6. The child will be allowed to remain in school if no lice or nits are found.
7. If nits or head lice are found, the child will not be able to remain at school and the parent will be required to bring their child in on the next school day free of nits/lice.
8. As Mandated Reporters: Early Childhood Staff will enforce policy for chronic reoccurring cases of head lice/nits (3 or more cases in month) or for children who have developed sores due to lice.

## **Medication Administration**

The Leech Lake Early Childhood Development Program establishes and maintains written procedures regarding the administration, handling and storing of medication for every child.

Labeling and storing, under lock and key, and refrigerating, if needed, all medications, including those required for staff and volunteers.

Prescribed medication (with a written and signed recommendation from a health care provider or prescription label) must be in original, child resistant container and labeled by Pharmacist (or medical provider for over the counter medications), with child's name, name of medication, date prescription was filled, name of physician/provider, expiration date, and administration, storage and disposal instructions.

Parent must bring in medication and sign authorization to administer medication.

Individual documentation of all medications dispensed, time, date, person administering, and dose are included in the child's record along with any special circumstances such as refusal, behavioral changes, physical reactions, etc.

Individual records are reviewed with parents on a regular basis.

Medications are handled by Health Manager or designated staff, selected and trained in accordance with State and Tribal law.

## **Medical Authorizations**

As a parent, you must give the Child Care Center Manager and staff authorization to obtain any and all medical and dental care for the child/children enrolled at the Child Care Center should an emergency arise. In the event of an emergency, the child will be taken to an appropriate medical facility for treatment and the parents will be responsible for the medical charges. Each child's file will contain the name and telephone number of his/her doctor and dentist in case of emergency.

## **Incidents/Accidents Requiring Medical Attention**

Parents are immediately notified by phone or in person in the event of an emergency involving their child. If the parent cannot be reached, an alternate emergency contact person (listed on emergency contact form) will be notified. Continuing attempts will be made to contact the parents in emergencies where children are transported off site.

The Child Care Center will require a Right to Transport Authorization Form to be completed by all parents in the event of an emergency which prevents them from waiting for the ambulance or the parent to pick up the child.

## **Cold Weather Policy**

The Leech Lake Early Childhood program in the interest of our children's safety, adopts the following Cold Weather Policy:

The Cold Weather Policy allows parents/guardians to monitor winter conditions on the daily/nightly basis. This policy also decreases the chance of child illness during freezing weather conditions. It is at

the discretion of the parents/guardians as to whether they choose to send their child to child care when they believe it is too cold.

Snow Day(s) cancellations or early dismissal will be at the discretion of the ECD Director and will be announced on the following radio and television stations, by the appropriate staff:

Bemidji Stations: 95.5, 101.1, 103.7, 98.3, 99.1, 104.5

Grand Rapids Stations: 93.9, 96.9, 96.1

In the event bad weather originates and/or progresses throughout the day it is the responsibility of Team Leaders and Program Managers to bring their concerns to the ECD Director (or designated person). The ECD Director (or designated person) will make the final decision based upon each situation and notify the appropriate staff for parent notification.

In the event that the Band closes due to weather condition prior to the beginning of a day, the Newborn, Infant & Toddler classrooms will also be closed.

In the event that the Band closes during an operating day, the Newborn, Infant & Toddler services will remain open until all parents have picked up their children.

## **Complaint/Grievance Procedure**

**STEP 1)** If you, as a parent/guardian, have a concern or complaint about your child's Early Childhood experience, first you should discuss your concerns with your child's classroom Team Leader. The Team Leader is the head of your child's classroom teaching staff. Most issues can be worked out between you as a parent/guardian and the classroom Team Leader.

**STEP 2)** If you feel that your issue is still not resolved after talking with your child's classroom Team Leader, write down your concerns and feelings about the issue. Then send your concern/complaint *in writing* to your classroom's Education Program Manager (see listings). Be sure to include a phone number or address where the Education Program Manager can reach you. You can write to them c/o Leech Lake Early Childhood Development, 115 Sixth St. NW, Ste. E, Cass Lake, MN 56633.

**STEP 3)** If after consulting with the Education Program Manager, your issue is still not resolved, contact, in writing, the Director of the Leech Lake Early Childhood Program c/o Leech Lake Early Childhood Development, 115 Sixth St. NW, Ste. E, Cass Lake, MN 56633.

**STEP 4)** If after consulting with the Leech Lake Early Childhood Director, your issue is still unresolved, a meeting will be set up with the Leech Lake Executive Director. That meeting may include all involved.

**STEP 5)** If after consulting with the Executive Director, your issue is still unresolved; a meeting will be set up with a representative of the Tribal Council. That meeting may include all involved.

## **A.O.B. Building Evacuation Plan for Fire, Gas and other safety**

### **CLASSROOMS: (9:00 am - 2:00pm)**

- 1) All Head Start Classrooms' will exit through the south playground doors and Day Care will exit the building east side per plan.
- 2) Teachers must take attendance record, parent contact booklet and first aid kit.
- 3) Head Start will exit playground through **back gate** and Day Care through east exits and board waiting buses.
  - a) Specified in Head Start and Dikinaagan Classroom plans
- 4) Depart to Way Side Rest. Unless otherwise notified children will remain on bus
- 5) Notification from Administration on situation will be available shortly after arrival.
- 6) Determination will be made within 30 minutes of situation whether to return and set forth early release procedure.
- 7) Classroom Staff will be responsible to contact parent and private child care provider.
- 8) Administrative Staff will be responsible to contact radio and television stations.

### **ALTERNATIVE PLAN (non school hours/buses unavailable):**

- 1) All Head Start Classrooms' will exit through the south playground doors and exit playground through **front gate**.
- 2) Day Care Classrooms' will exit through north doors and out to front parking lot.
- 3) Teachers must take attendance record, parent contact booklet and First Aid kits.
- 4) Proceed across the street to the Facility Center gym to specified holding areas.
- 5) When available buses will be brought to Facility Center to load in the West parking lot.
- 6) Depart to Way Side Rest, Unless otherwise notified children will remain on bus
- 7) Notification from Administration on situation will be available shortly after arrival.
- 8) Determination will be made within 30 minutes of situation whether to return and set forth early release procedure.
- 9) Classroom Staff will be responsible to contact parent and private child care providers  
Administrative Staff will be responsible to contact radio and television stations.

## **Tornado Procedures**

Classrooms will proceed to hallway; sit against wall as much as possible and put head down.

Alternative: Children will remain in classroom and proceed to cubby area if applicable and sit against walls with head down.

All plans and drills will be posted in each classroom

## **Confidentiality/Access to Children's Files**

The center staff/license holder shall not disclose a child's records to any person other than the child's parent/guardian, the child's representative, employees of the license holder and the Reservation Tribal Council unless the child's parent or guardian has given written consent or otherwise required by law.

Updated 8/18/08