

Head Start & Early Head Start Handbook



**Leech Lake Band of Ojibwe
Early Childhood Development
Internal Operating Policies & Procedures
2024-2025 School Year**

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Mission Statement

As an Anishinaabeg Head Start-Early Head Start program, our mission is to empower children, families, staff and our communities by providing excellent and comprehensive early care and education services.

Vision Statement

Our vision is to inspire a strong, healthy, self-determining Anishinaabeg Nation whereby all are respected and valued with access to opportunities leading to positive individual and community outcomes.

- *We will create rich, safe, indigenous environments that positively impact children and families.*
- *We will support and guide families to help their children access pathways to “Mino-bimaadiziwin”.*
- *All staff will actively engage with children and families to build meaningful and respectful relationships.*

Niminwendaamin Omaa Ayaayan

Education with an Anishinaabe Perspective

Leech Lake Early Childhood

The Department of Health & Human Services (HHS), at the Federal level, funds the Leech Lake Early Childhood program. Through Congressionally appropriated money, the Leech Lake Tribal Council has the legal and fiscal responsibility of providing services to low income Native American children. Although Head Start serves most children between the ages of three and five in the Leech Lake area, categorically eligible criteria are listed below:

- Families who receive Public Assistance (MFIP, SSI, SNAP, TANF)
- Low income families – under 100% Poverty Guideline
- Families facing homelessness
- Children in Foster Care

Other Selection Criteria that help determine enrollment:

- Child in Kinship care
- Children with a diagnosed disability.
- Teen parents (19 & under)
- High Risk Pregnancies
- Children of parents who are incarcerated or in a treatment/rehab program
- Returning student or returning family to the Expectant Family Program
- 4-year-old never enrolled in Head Start

After these groups are served, the program is able to enroll only 49 percent of children from families which exceed current income guidelines provided by the Federal Index.

When the Office of Head Start (OHS) funds a Head Start program, they require the program to follow specific guidelines called the *Federal Performance Standards* and they list the minimum services in which all Head Start Programs are required to provide.

These performance standards require that The Leech Lake Tribal Council and the Leech Lake Early Childhood Policy Council to govern Leech Lake Early Childhood, which is a council of elected Head Start Parents and Community Representatives. Together, the Tribal Council and the Policy Council make local policy decisions affecting your child's Early Childhood program.

The responsibilities of these two groups, the Governing Body and the Policy Council are outlined in 1301.2 of the Federal Performance Standards. Ask your Team Leader where the Performance Standards are kept in your Classroom. Your Policy Council members each have a copy as well.

Leech Lake Head Start & Early Head Start Sites

Abinoojii Oshkii Bimadiziiwin

Main Office: 218-335-8345 Toll Free 1-800-551-0969 Fax # 218-335-8255
16120 60th Ave NW
Cass Lake, MN 56633

Aabinoojii Akii - Onigum

218-547-1420 Fax # 218-547-0467
8831 Onigum Rd NW
Walker, MN 56484

Baaga'dawaaning - Ball Club

218-246-8374 Fax # 218-246-2396
51645 County Rd 118
Deer River, MN 56636

Maa'iingan - Bemidji

218-444-8480 Fax # 218-444-8480
136 Peaceful Meadow Lane SE
Bemidji, MN 56601

Bena

218-665-5312 Fax # 218-665-5309
15085 Old Housing Dr NE
Bena, MN 56626

Early Childhood Development Administration Team:

Lee Turney, Early Childhood Director	335-8256
Pat Broker, Senior Program Manager	335-7249
Office Manager	335-8240
Receptionist	335-8345
Senior Education Manager	335-3718
Family & Community Partnership Manager	335-8230
ERSEA Coordinator	335-8343
Transportation Coordinator	335-8362
Special Education Coordinator	335-8353
Health, Safety, and Nutrition Manger	335-8254
Expectant Families Coordinator	335-8251
Child Care Services Program Manager	335-8257
MNTRECC Program Manager	335-8381
Facilities Supervisor	335-8394

Leech Lake Early Childhood Daily Schedule Sample

HEAD START

Monday – Thursday

9:00 am – 3:30 pm

9:00 – 9:30	Arrival/Manipulative and books
9:30-10:00	Breakfast
10:00-10:15	Clean-up
10:15-10:35	Circle Time
10:35-11:00	Small Group
11:00-11:45	Free Choice/ Outdoors
11:45-12:00	Clean-up/ Handwashing
12:00-12:30	Lunch/Toothbrushing
12:30-12:45	Clean-up
12:45-2:00	Rest Time
2:00-2:30	Table Activities
2:30-3:30	Snack-time/Get ready to go home

EARLY HEAD START

Monday – (Alternating) Friday

8:30 am – 3:30 pm

8:30-9:00	Arrival/Manipulative and books
9:00-9:30	Breakfast
9:30-10:00	Clean-up/Diapering
10:00-10:15	Circle Time
10:15-11:00	Free Choice/ Outdoors
11:00-11:30	Handwashing/Diapering
11:30-12:00	Lunch/Toothbrushing
12:15-12:30	Clean-up
12:30-2:00	Rest Time
2:00-2:30	Free choice/Diapering
2:30-3:00	Snack-time/Clean-up
3:00-3:30	Outdoors

Here are some *examples* of what this look like in the classroom:

Anishinaabe Culture & Language

The classroom staff is expected to promote the Anishinaabe culture in everyday classroom activities. A culture-based atmosphere will help Anishinaabe children respect who they are and where they come from. This type of learning environment will help children build new skills, self-esteem and their self-confidence.

Nutrition & Meal Times:

Children receive a nutritious breakfast, lunch, and snack throughout their day. This is a key time for teachers to check-in with your child and discuss events they learn throughout the day. These times can also be paired with specific nutrition activities that encourage healthy eating patterns.

Large Group & Circle Time

This is a key time for teachers to utilize their Anishinaabemowin to go over specific topics to start their day such as welcoming, singing, calendars, events, and other activities. Teachers focus on literacy, shapes and colors, gross-motor activities, and social settings/interactions.

Small Group

These activities will help the children master developmental skills and self-awareness. Small group activities include but are not limited to activities such as cutting, coloring, number concept & nutrition.

Free Play

This time is at the child's individual discretion for selecting an activity in the classroom. It will help the child develop independence, problem solving skills, and self-help skills. This is also a great time where children learn Social & Emotional skills, such as how to begin to play with other children and make friends.

Special Note Regarding Field Trips

Parent and guardians are encouraged to attend as many field trips as possible. However, all close adult family members are welcome to help on field trips. You will be notified of the dates of the field trips at least one week in advance. You have the option to not have your child participate in Field Trips, in which case, your child should be kept home. *Parents may be required to attend/chaperone certain Field Trips.*

Roles & Responsibilities of our Families

There are no fees during the school hours of 9:00am to 3:00pm. Leech Lake Early Childhood recognizes the Family as their child's primary teachers. To allow your child to have the best opportunities available at the Leech Lake Early Childhood, there are some expectations and responsibilities that you have as a member of our program.

General Day-to-Day:

- Accompany your child to their classroom when dropping them off at school.
- Participate in meal-times, field trips and family engagement opportunities; as much as you can.
- Allow for open communication with teaching staff.
- Reinforce experiences that take place at school by doing them at home; as an example, utilize the phrase "walking feet" or use Ojibwemowin phrases that are used in the classroom.

Family Home Visits:

- Families will meet twice a year with classroom staff and these meetings will be documented on a contact form.
- Families and Teachers will set development goals with teachers, such as:
 - Following school routines
 - Learning to write their name
 - Potty training
- These meetings will allow conversations to help both parent and teacher understand and continue the child's development and growth.
- Kindergarten registration information will be provided at or near the last home visit.

Parent/Teacher Conferences:

- Families will meet twice a year (late fall and early spring) with classroom staff and these meetings will be documented on a contact form.
- These will allow to show progress of child's development, within but not limited to, to goals set during initial Family Home Visit.
- Families can view and question Teaching Strategy Gold (TSG) progress reports given to them by their classroom staff.

Parent Advisory Committee

“Parent Committee”

Parent Advisory Committees provide every Head Start and Early Head Start Parent with the opportunity to help develop activities that address their interests and needs and that support the education and healthy development of their children.

Requirements:

- Must be a Parent/Guardian of an enrolled Head Start or Early Head Start student
- Willing to learn something new
- Willing to stay informed and ask questions
- Willing to share new ideas
- Willing to discuss your child’s classroom experience
- Willing to come up with problem solving techniques
- Willing to organize parent activities
- Willing to be part of the Policy Council

Parent Advisory Committees are broken down as following:

Abinoojii Oshkii Bimadiziwin

- Early Head Start
- Amik
- Esiban
- Giniw
- Maang
- Makwa
- Migizi
- Mikinaak

Aabinoojii Akii (Onigum)

Baaga’dawaaning (Ball Club)

Ma’aingan (Bemidji)

Bena Center

- Omakakii
- Memengwaa
- Nenookaasi

Policy Council Officers

Each Parent Advisory Committee is able to have Primary and Alternate Representatives to the Leech Lake Head Start Policy Council according to the Leech Lake Head Start Policy Council By-Laws.

Elections:

1. All Representatives shall be nominated at the 1st meeting in September.
2. A majority vote shall be necessary to elect.
3. An officer shall have office for one calendar school year from October to October.
4. Each Parent Advisory Committee elects Primaries and Alternates that will represent their Committee to the Leech Lake Policy Council. This allows information/interest to flow back and forth between center parent committee's and Head Start Policy Council.

Chairperson – The Chairperson helps to plan and ensures the Policy Council meeting runs smoothly. A chairperson should attend all meetings and become familiar with the Head Start Performance Standards. The Chairperson is a non-voting member of the Policy Council; the only time he/she would vote is in the event of a tie breaker.

Vice-Chairperson – The Vice-Chairperson should attend all Policy Council meetings to be familiar with all of the Committee's business. The Vice-Chairperson may have to take over as Chairperson to run a meeting at a moment's notice. In Chairperson's absence, the Vice-Chairperson automatically will become the Chairperson of the Policy Council; then is not a voting member, only in the event of a tie.

Secretary – The Secretary makes sure all crucial information is recorded. This includes record of every motion made, all votes taken, and resulting actions. The Secretary also writes down the date and location of the meeting, the time that the meeting starts and the time that the meeting ends. For Secretaries of Parent Advisory Committees these records may be given to the Team Leader who will deliver them to the Family & Community Engagement content area. The Secretary's job is critical, as accurate records of all meetings are necessary for the Policy Council to run smoothly.

Additional Policy Council Committee Representation

Health Advisory Committee Representative

Contact Health, Safety, and Nutrition Manager at 335-8254

- Will represent Parent Advisory Committee on Family Health and Nutrition service issues at two Advisory Committee meetings per year.
- Must give reports on Advisory Committee meetings to the Policy Council.

Education and Disabilities Advisory Committee Representative

Contact Education Program Manger at 335-3718

- Will represent Parent Advisory Committee on Educational services at two Advisory Committee meetings per year.
- Must give reports on Advisory Committee meetings to the Policy Council.

Family and Community Advisory Committee Representative

Contact Family & Community Engagement Manager at 335-8337

- Will represent Parent Advisory Committee on Family and Community services at two Advisory Committee meetings per year.
- Must give reports on Advisory Committee meetings to the Policy Council.

**Leech Lake Head Start/Early Head Start
Classroom Parent Committee
Meeting Minutes**

Center Name _____	Date of Meeting _____
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<i>Staff Present:</i>	<i>Parent's Present:</i>
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Lesson plans reviewed?

Parent Committee Suggestions for Classroom Activities or feedback about classroom curriculum:

Next meeting: _____

Parent Committee Fundraising Policy

A. Introduction

Leech Lake Head Start appreciates the efforts of parents involved in raising funds. Fundraising is used to achieve the following: increase the Parent Committee Fund for purposes to benefit Head Start children, they increase community awareness, and allow parents to network and participate in a fun extracurricular activity.

It is important to be aware that the parents involved in fundraisers are representing the program and need to follow the fundraiser guidelines outlined in the policy. The key to fundraising success is the ability to approach fundraising in a coordinated and accountable manner. Under no circumstances, Leech Lake Head Start cannot be used on any accounts. You will use your Classroom Parent Committee Name on all accounts.

B. Purpose

The purpose of this policy is to put in place fundraising procedures designed to assist parents in maximizing their fundraising potential and to ensure that:

- Fundraising remain consistent and of high standard
- Fundraising activities are properly recorded
- Coordination and communication exists between parents, teachers, and administration.

C. Fundraisers: Each committee will be allowed five Fundraisers per school year. With the exception of outer centers who will be allowed to have 10 Fundraisers per school year, because their committee operates as a complete center. There is no limit to the type of fundraisers completed as long as it falls within the number of restricted fundraiser events.

D. Procedure

1. Classrooms who wish to fundraise must complete a Fundraising Proposal, per event and submit it to the Parent Advisory Committee for presentation to the Policy Council. These proposal requests must be turned in 2 weeks minimal before event.
2. The proposal must be filled out completely, signed by 2 classroom Parent Advisory Committee members and submitted to Policy Council for approval.

Key Areas of focus:

- The Purpose must clearly state what the money will be used for.
- The Fundraiser Primaries will be held responsible for record keeping of all funds, completing the Fundraiser Closeout Form and be available by phone for decision-making and questions (cancel, postpone, general questions, etc.).
- The proposal form must include a signature from one teacher of the fundraising classroom for awareness purpose only; teachers will not be responsible for participation in fundraiser process unless they volunteer their services. Program or Teachers will not be responsible for keeping any money.

- **Primaries requesting the Fundraising Proposal must actively participate and conduct the fundraiser, from start to finish.**
 - **How supplies are acquired must be stated on the proposal.**
3. **The Policy Council representative/primary and/or Parent Advisory Committee Chair will notify fundraising primaries of Policy Council decision.**
 4. **Primaries are responsible for coordinating the whole process of the fundraiser, finding volunteers, assigning specific duties, etc.**
 5. **Time spent by parents during the fundraiser is considered in-kind and will be recognized by the Parent Advisory Committee accordingly. Parents may record their fundraising hours on the *Volunteer Sign-up Sheet* with the classroom teacher should they choose to be recognized at the end of the school year.**
 6. **Money raised must be verified by denomination with two signatures. An Account has to be set up through LL Accounting Dept., and money needs to be submitted within two working days at the close of the event.**
 7. **A signed receipt from the two parents who counted the money, must turn in a copy to the Team Leader of that Classroom. Team Leader will make copies and send home to all parents of that classroom.**
 8. **The fundraising primaries must complete and submit the Fundraiser Closeout form to the Policy Council mailbox located at the AOB Center, within two business days for accountability purposes and presentation to the Policy Council.**

E. Guidelines for possible fundraising activities:

Raffle /Ticket – Because this involves the intake of cash by multiple people, the following guidelines are put into place to prevent theft and reassure our supporters.

- **Tickets must be numbered and accounted for at the close of the event, parents who participate are to be notified of this accountability.**
- **Tickets are to be signed out by a designated person(s), no more than 20 per parent. The designated person must be available by phone for collection and reissuing of tickets.**
- **Tickets must be printed on colored paper to prevent Xerox copying.**
- **Each classroom will be assigned one color for their raffles.**
- **Ticket must state center/classroom, purpose, date, time and place of drawing. Also, to call a designated number if they would like to know the end result.**
- **An insertion/note will be included when issuing tickets to parents to indicate: date, time and place tickets should be returned to, also, any unused tickets will need to be returned.**

Food / Bake Sales / Other

- **Flyers/Posters must clearly state: center/classroom name, purpose, date and time.**

Parent Advisory Committee: Fundraising **Proposal** Form

Center & Classroom:				# 1 - 2
Date of Fundraiser:		Plan to Begin:	Plan to End:	
Fundraiser Event:				
Fundraiser Place:				

1. Purpose of Fundraiser (clearly explain how proceeds will be used):

2. Describe Event: _____

3. Supplies Acquired By:

- Parent Donations
- Business Donations – please list: _____
- Fund Account – please list: _____

By signing this *Fundraising Proposal*, I have agreed to participate in the fundraising event from start to finish and will make certain that all monies raised will be used towards purpose listed above. I am also responsible for completion and submission of the *Fundraiser Closeout* Form at the close of this event within the designated time.

	Phone Numbers		Print Name	Signature	Date
Parent	Day:	Evening:			
Parent	Day:	Evening:			
Teacher	<i>Parents have informed me of classroom fundraising event:</i>				

Policy Council Member: _____

Parent Advisory Committee: Fundraising **Closeout** Form

Center & Classroom:		
Fundraiser Date:		Form completed on:
Fundraiser Event:		
Fundraiser Purpose:		
Fundraiser Approved by Policy Council on (date):		
Fundraiser Profit		
Total in Sales:		
Total Expenses:		
Profit:		

1. Participation was an expected YES NO
 If no, explain:

2. We exceeded expected sales and proceeds YES NO
 If no, explain:

	Phone Number	Print Name	Signature	Date
Primary				
Primary				
Teacher				

FAMILY COMPLAINT/GRIEVANCE PROCEDURE

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 Lead Teacher. 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.

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. Be sure to include a phone number or address where the Education Program Manager can reach you. You can write to them:

**Leech Lake Early Childhood Development
c/o Education Program Manager
190 Sailstar Dr NW Cass Lake, MN 56633.**

3) If after consulting with the Education Program Manager, your issue is still not resolved, contact, in writing, the Early Childhood Director of the Leech Lake Head Start & Early Head Start Program:

**Leech Lake Early Childhood Development
c/o Early Childhood Director
190 Sailstar Dr NW Cass Lake, MN 56633**

4) If after consulting with the Leech Lake Early Childhood Director, your issue is still not resolved, contact, in writing, the Chairperson of the Policy Council:

**Leech Lake Early Childhood Development
c/o Policy Council Chairperson
190 Sailstar Dr NW Cass Lake, MN 56633**

5) If after consulting with the Policy Council, your issue is still unresolved; a meeting will be set up with the Leech Lake Education Director.

FAMILY COMPLAINT/GRIEVANCE FORM

Name of person filing

Name of person/department filing against

Phone Number

Date

A. What happened? *(Please describe the problem in detail and address main issues, use additional paper is needed)*

B. Who was involved? -

C. When did this happen?

D. Where did this happen?

E. What action/relief are you seeking?

ADMINISTRATION USE ONLY:

Date Received _____

The above descriptions are classified as _____ **Complaint**

Actions taken to address:

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE

Subject: Attendance

Performance Objective: The goal of the Leech Lake Early Head Start and Head Start program is to promote the educational experience of your child. Attendance goals for all children is 85% of the school year.

Operational Procedures: Head Start Performance Standards 1302.16 (a) Promoting regular attendance. A program must track attendance for each child.

No Child will be released to anyone under age 16. This is put in place to keep all children safe.

Early Head Start and Head Start Classroom Days and Hours:

No services will be provided on the 1st and 3rd Friday of the month for trainings, administration, and cleanings.

Early Head Start:

AOB: will operate 7:45 am to 4:45 pm; Monday-Friday

Ball Club, Bena and Onigum: will operate 8:30 am - 3:30 pm; Monday-Friday

Head Start:

Classrooms will operate 9:00 am to 3:30 pm; Monday-Thursday

Duration Classrooms will operate 7:45 am to 4:45 pm; Monday-Friday

CLB Kindergarten Transition program will operate for 2 weeks in June. Hours will be from 7:45 am – 2:45 pm. Bussing will be available to and from CLB Elementary School only

1. Absenteeism Follow Up

When a child is unexpectedly absent and there has not been any contact with the teacher within one hour of the program start time, the program must attempt to contact the Parent/Guardian to ensure the child's wellbeing.

- a.) First two days will be phone contact.
- b.) On the third day face to face contact will be made.
- c.) After five days of the child being gone and no contact from the family, there will be a certified letter mailed to the family giving them a date to contact the program by or the child's slot will be considered vacant.

2. Pattern Absenteeism

- a.) If a child starts to come to school in a random pattern, the family will be contacted to see what the program can do to get the child to school every day. Develop appropriate strategies to improve individual attendance including: reviewing FPA, home visits, and phone calls.
- b.) If the program cannot contact the Parent/Guardian, we will follow the steps of Absenteeism Follow Up.

3. Excused Absences

Please contact your child's teacher if they will be absent.

The following are examples of what may be considered excused absences:

- a.) A child is hospitalized
- b.) A child is incapacitated due to illness or injury.
- c.) A child contracts a communicable disease.
- d.) Family Situations will be handled on a case by case basis.

4. Late Pick-ups:

Head Start hours are from 9:00 am and 3:30 pm.

Early Head Start hours are from 8:30 am to 3:30 pm

In the event that a child is not picked up by their scheduled pick-up time.

- a.) Teacher will call the parent/guardian
- b.) If no contact is made the Teacher will attempt to call emergency contacts
- c.) After 3:45 pm and all attempts to contact family and emergency contacts, the Mandated Reporting Policy will be followed;
 - i.) First occurrence- a documented meeting between the teacher and parent/guardian will take place regarding the importance of arriving as scheduled.
 - ii.) Second occurrence- a documented meeting will be completed by a Family Service Advocate/Other designated staff to determine needs or obstacles the family may be experiencing and put a plan in place.
 - iii.) Third occurrence- a meeting is held with parent/guardian, teacher, FSA, and management staff to identify the obstacle and plan to resolve the issue.

5. Early Head Start/Duration Late Pick-ups:

Hours are from 7:45 to 4:45 pm. Exceptions may be arranged for children of staff members and/or parents who work out of the area and require earlier or later services.

In the event a child is not picked up by the scheduled time for those enrolled in the before and after program:

a.) Teacher will call the Parent/Guardian

b.) If no contact is made, the Teacher will attempt to call emergency contacts.

c.) After 4:45 pm and all attempts to contact family and emergency contacts the Mandated Reporting Policy will be followed;

- i.) First occurrence- a documented meeting between the teacher and Parent/Guardian will take place regarding the importance of arriving as scheduled and states the consequences if late pick-ups continue.
- ii.) Second occurrence- a documented meeting between the teacher and Parent/Guardian will take place regarding the importance of arriving as scheduled and states the consequences if a late pick-up occurs again.
- iii.) Third occurrence- Before and After Care services will be suspended for three days. Teachers will document and inform Parents at the time of pick-up, that the child may only receive services from 9:00 am to 3:30 pm for the next 3 days.
- iv.) Fourth occurrence - Before and After Care services will be terminated, and child may only receive services from 9:00 am to 3:30 pm, for the remainder of the school year.

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE

Subject: Mandated Reporter Policy

Program Requirement: All Leech Lake Early Head Start and Head Start program staff are mandated reporters by virtue of their jobs working with children. Any staff person who knows or has reason to believe a child is being sexually and/or physically abused or neglected, as defined in Tribal Code 3B Maltreatment of Minors Code and the Minnesota Statute 626.556, or has been, sexually or physically abused and/or neglected within the preceding three years, shall immediately report the information to the local Family Social Service office. Call Tribal Police or the local Sheriff's office outside of normal business hours. Identify that you are reporting from Leech Lake Early Childhood. If you cannot get ahold of anyone, they will in turn get a hold of Leech Lake Child Welfare.

Operational Procedures for Family incident:

- 1. Immediately report incident to Leech Lake Child Welfare (they will determine if they refer it to the local county agency).**
- 2. Notify immediate supervisor and appropriate Program Manager.**
- 3. Send a written copy of the report (Mandated Report Form) to any intake worker at the Leech Lake Child Welfare via e-mail within 24 hours. The email must be sent by the person making the report. Also, a copy of the report to will be given to the immediate Supervisor or appropriate Program Manager.**
- 4. You must provide the following information in order for the report to be complete:**
 - a. Names and address of child and Family**
 - b. Age of the child**
 - c. Nature and details of the concern, including names of alleged offender**
 - d. Your contact information**
 - e. Any other pertinent information**

Operational Procedures for Employee incident:

- 1. Immediately report incident to Leech Lake Child Welfare and Leech Lake Tribal Police.**
- 2. Notify immediate Supervisor or appropriate Program Manager.**
- 3. Employee making report and Supervisor will inform Family of incident.**

USE THESE NUMBERS TO REPORT INFORMATION:

Leech Lake Child Welfare	(218) 335-8270	1-800-551-0956
Leech Lake Tribal Police	(218) 335-8277	
Cass County Sheriff's Department	(218) 547-1424	
Itasca County Sheriff's Department	(218) 326-3477	
Beltrami County Sheriff's Department	(218) 333-9111	
Hubbard County Sheriff's Department	(218) 732-3331	

CHILD HEALTH AND SAFETY

Subject: Child Illness Policy

Performance Objective: The Leech Lake Early Head Start and Head Start program is concerned with the general health of all of the children. The creation of the Child Illness policy is to help identify and deal with illness.

Operational Procedures:

Daily Health Check:

The staff should observe for the following symptoms when children are boarding the bus or upon arrival to the classroom/center:

1. General Appearance/mood (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)
6. Pain or other symptom which may be a sign of a severe illness

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

1. Keep child comfortable
2. Observe, report and document the symptoms
3. Contact parent/guardian
4. In case of emergency dial 911

Teaching staff are required to consult with the Health Coordinator/Manager or in their absence the Education Manager, before parent/guardian contact is made or a child is sent home.

Any concerns should be discussed with the parent/guardian as soon as possible. Every child is different and the 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 the staff have to the other children?
3. Does the child's illness put others at risk (communicable disease)?

Parent/guardians who feel their child is too ill to participate in outdoor activities will be advised by staff to keep her/him home an extra day to ensure a complete recovery. If a chronic health condition limits participation in outdoor activities, a plan will be developed in partnership with that child's health care provider and parent/guardian. When a child is sent home, communication is very important, with not only the

parent/guardians, but also other staff. Specifically, at the AOB Center, communicate with all teachers (especially teachers receiving children in the morning), bus drivers and the front desk.

Temporary Exclusion

It is recommended when the child has any of the following conditions, be temporarily excluded.

1. Temperature's over 100.4° F (taken by either ear or forehead scan) with behavior changes or other signs and symptoms (sore throat, rash, vomiting, etc.) Infants under six months must be medically evaluated; infants younger than two months with any fever should get urgent medical attention. Ear devices should not be used in children less than four months.
2. Vomiting/Nausea (two or more times, unless it is determined to be caused by a non-infectious condition and child remains hydrated)
3. Diarrhea (defined as watery stools or decreased form of stool that is not associated with a change in diet) (two or more stools above normal for that child)
4. A deep, hacking cough, wheezing or trouble breathing
5. Open sores (including mouth sores), draining or oozing, from poison ivy, impetigo, eczema, etc.
6. Eyes that are red, itchy and have discharge
7. Blood or mucus in the stools not explained by dietary change, medication, or hard stools.
8. Unexplained rash
9. Diagnosis of Staph, Strep, MRSA, Scabies, Ringworm, hepatitis, and measles (etc.) and any child determined by the local health department to be contributing to the transmission of illness during an outbreak.
10. If exhibiting signs and symptoms relating to COVID-19 or new variants,
 - a. A request for testing may be made.
 - b. Depending on test results and positive exposure, a temporary exclusion may be required following the CDC, MDH and Tribal guidance and any recommendations

When requested, a written medical provider's statement ***must accompany the child when returning to the program*** after a ***temporary exclusion*** has occurred. However, a physician statement ***does not*** mean a child may return; it is to ensure a medical assessment was completed. The Early Childhood teaching or management staff will make that determination.

Early Head Start

Infants and Toddlers, who are teething, may experience these symptoms:

1. Irritability, and crying
2. Drooling

3. Chewing on solid objects such as fingers, toys, etc.
4. Decreased sleep
5. Decreased appetite
6. Red, swollen, tender gums
7. Tugging at ears
8. Diarrhea

These conditions are often confused with the common cold, ear infection and stomach disorders.

Staff will work with parent/guardians on providing the best solution to keeping the child comfortable by administering Tylenol or ibuprofen and using teething ring, etc.

However, if these symptoms compromise the responsibility the staff have to the other children and prevents the child from comfortably participating in daily activities then the child will be sent home.

Immunizations:

All children must be up to date or on a catch-up schedule for immunizations. Children must have varicella, Hep A, and MMR per CDC schedule and prior to enrollment into the Head Start and Early Head Start Programs.

Child care and early childhood program providers must have records on file showing that each child 2 months of age and older has been appropriately immunized against certain diseases or has a medical or non-medical exemption. These diseases include diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, Hib (Hemophilus influenzae type b), hepatitis A and B, chickenpox (varicella), and pneumococcal disease. Rotavirus and flu vaccines are recommended for all infants and young children, but they are not required

When a child receives immunizations, the side effects may be soreness at the injection site and an elevated temperature. Parent/guardians must inform teachers in order to provide care if necessary. Staff will work with parent/guardians on providing the best solution to keeping the child comfortable.

Unimmunized Children:

If immunizations have not been or are not to be administered because of a medical condition, a statement from the child's primary care provider documenting the reason why is temporarily or permanently medically exempt, must be on file before child is enrolled.

If immunizations have not been or are not to be administered because of the parent/guardians religious or philosophical beliefs, a legal exemption with notarization, waiver or other state-specified required documentation signed by the parent/guardian should be on file before child is enrolled.

Any child that is behind on immunizations and does not have a documented medical, religious or philosophical exemption from routine childhood immunizations should provide

documentation of a scheduled appointment or arrangement to receive immunizations. An immunization plan or catch-up schedule should be initiated upon enrollment and completed as recommended.

The program currently does not exclude children that are not immunized due to medical, religious, ethical or philosophical beliefs.

CHILD HEALTH AND SAFETY

Subject: Medication Administration

Performance Objective: The Leech Lake Early Head Start and Head Start program establishes and maintains written procedures regarding the administration, handling, and storage of medication for every child.

Operational Procedures:

- 1. The administration of medicines should be limited to prescription and non-prescription (over-the-counter) [OTC] ordered by the prescribing health professional for a specific child with written permission of the parent/guardian.**
- 2. Written orders from the prescribing health professional should specify medical need, medication, dosage, and length of time to give medication.**
- 3. Labeled medications must be brought in by the parent/guardian-in the original container (with a label that includes the child's name, date filled, prescribing clinician's name, pharmacy name and phone number, dosage/instructions, and relevant warnings).**
- 4. Parent/guardian must fill out the authorization to administer medication.**
- 5. 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.**
- 6. Children who are on medication for an extended period of time, their individual medication administration records are reviewed with parent/guardians on a regular basis.**
- 7. Medications are handled by Health Staff or designated staff, selected and trained in accordance with State and Tribal law.**

CHILD HEALTH AND SAFETY

Subject: Dental Policy

Performance Objective: The Leech Lake Early Head Start and Head Start program is concerned with the general health of all of the children. The creation of the Dental policy is to help educate children and start healthy habits regarding their dental care.

Operational Procedures:

1. The Leech Lake Early Head Start and Head Start program classrooms use the Creative Curriculum for dental education/hygiene.
2. Classroom instruction on proper dental hygiene and tooth brushing will begin from the first day of enrollment and be ongoing throughout the year as needed.
3. Early Head Start and Head Start will brush twice daily after breakfast and lunch or breakfast and snack. This will reflect on their daily schedule.
4. Each child will be provided their own toothbrush and it will be stored in a holder to protect it from germs.
5. Early Head Start and Head Start:
 - a. "Circle brushing" which is staff and children brushing while sitting at a table with a cup and napkins while teacher's role models the proper way to brush. This enables the teacher to assist, when appropriate, with any child who has not attained the skill for proper brushing.
6. Early Head Start:
 - a. Infants – without teeth gums will be wiped with approved cloth
 - b. Infants & Toddlers – will use circle brushing with assistance from the teacher
 - c. Infants & Toddlers – will use developmentally appropriate toothbrushes
7. A smear sized amount of fluoride toothpaste approved by the American Dental Association will be used.
8. Information on tooth brushing will be distributed to the family. Children's toothbrushes will be replaced when the bristles become bent or after illness, with a minimum of three times a year and as needed.
9. Due to Covid-19 and the new variants, we will follow CDC, MDH, Office of Head Start and Tribal guidance.

The Health Staff works with the staff and other community resources to assist families in helping to meet the health, dental, developmental and special needs of the children.

CHILD HEALTH AND SAFETY

Subject: Early Head Start Biting Policy

One of our primary goals is to provide a safe and loving learning environment for children. When a biting incident occurs, there are many upset feelings. We take it very seriously and try to find the reason why the child bit and work to extinguish the behavior as quickly as possible and assist in developing positive social skills.

Biting is not uncommon. It causes more upset feelings than any other behavior in group settings for young children. Parent/guardians of the child who was bitten, parent/guardians of the child biting, and their teachers all want the behavior to end as quickly as possible. As we know, young children up to two years of age learn through mouthing objects and people. Typically, this does not continue after the age of three.

Why do children bite? Children will bite for many different reasons. Some of them include:

- * Experimental biting
- * becoming independent
- * learning how to play with other children
- * teething discomfort,
- * using muscles in new ways,
- * frustrated, threatened or confused.

.....
Biting definition: the act of closing one's teeth upon another person, leaving marks, bruises, and/or breaking the skin.

1. When a child bites another child, staff will:

- A. Intervene immediately
- B. Help the child who was bitten:
 - Comfort the child.
 - Apply first aid to the bite. Clean with soap and water. If skin is broken, the bite is covered with a bandage.
- C. **Talk briefly, to the child who bit. Remove him from the situation for a brief period of time. Tell the child in a calm but firm voice, "Biting hurts." Or "You hurt him/her. S/he's crying."**
- D. **Reinforce positive behaviors**
- E. Notify parent/guardians of all children involved. Staff not share the names of the children to protect the privacy of all families.
- F. **An Incident/Accident form will be filled out for each child.**
- G. **A copy of the biting policy will be given to parent/guardians of the biter and the child who was bitten, as well as resources concerning infant/toddler biting, in general and within a group setting.**

2. If the child continues to bite (2nd time within a day or week), the team leader will call the parent/guardian to pick up the child for the remainder of the day. Staff will begin the following procedures.

- A. Parent/guardians of the child who is biting will be asked to meet with the team leader and

appropriate staff (education program manager, special education coordinator, outside consultant) to discuss possible strategies, as well as share any information which might be pertinent.

- B. Staff will establish “shadowing” of the child who is biting.
- C. Staff will divide group in smaller sub-groups to decrease noise and activity levels.
- D. Adapt schedules/rituals/routines, materials, environment, to support the prevention of biting and challenging behaviors.

While using all of these techniques, most children resolve the biting behavior. However, should this continue without improvement, we must take further steps to ensure the safety of all the children in our care.

3. If biting persists or increases dramatically, the child will be sent home.

- A. A meeting with the parent/guardians is scheduled and conducted prior to the child’s return to review the incident and to discuss prevention strategies; individualized adaptations in teaching strategies, learning environments, and curricula. Home strategies with the parent/guardians will also be discussed and planned. These multiple strategies will be implemented to assist the child, staff and parent/guardian to avoid another occurrence.
- B. If it becomes the consensus of the classroom and administrative staff that the biting is a symptom of a more serious situation, the child and family will be referred to professionals more able to offer the help and support needed.
- C. A review of the biting history will be held with the classroom and administrative staff to develop an appropriate plan.
- D. Parent/guardians may be asked to keep child home until proper supports are in place. *According to HSPS 1302.17(1), a program must prohibit or severely limit the use of suspension due to a child’s behavior. Such suspensions may only be temporary in nature.*

4. After one month, if the above strategies do not resolve the biting, the administrative team

will meet, to discuss the health and safety needs of the child, and other children in the classroom. The team must be in consensus as to whether our classroom is an appropriate setting for the child and discuss what other appropriate supports and placements are available.

HSPS 1302.17(b) (3) If after a program has explored all possible steps and documented all steps taken as described in 1302.17(b) (2), a program, in consultation with the parent, the child’s teacher, the LEA, and the mental health consultant, determines that the child’s continued enrollment presents a continued serious safety threat to the child or other enrolled children and determines the program is not the most appropriate placement for the child.

See also [Caring for Children Basics](http://www.acf.hhs.gov/sites/default/files/ece/caring_for_our_children_basics.pdf), at

http://www.acf.hhs.gov/sites/default/files/ece/caring_for_our_children_basics.pdf

CHILD HEALTH AND SAFETY

Subject: Head Start Biting Policy

One of our primary goals is to provide a safe and loving learning environment for children. When a biting incident occurs, there are many upset feelings. We take it very seriously and try to find the reason why the child bit and work to extinguish the behavior as quickly as possible and assist in developing positive social skills. On a daily basis staff model positive, acceptable behavior and set up the learning environments to promote social competence.

Biting is not a typical response from this age group. Biting is a negative child behavior that usually occurs during a phase. Some children will do it at some time because of feelings of frustration or confusion, emotional release, because they like the reaction they get or they are tired of feeling picked on. Biting however is an unacceptable behavior and must be seen and dealt with as such.

TO MAINTAIN SAFE AND HEALTHY SETTINGS, TO ENSURE THE SUPPORT MECHANISMS ARE IN PLACE FOR THE CHILDREN TO BE SUCCESSFUL TOWARDS BUILDING GOOD BEHAVIOR AND TO ENSURE THE SAFETY OF OTHERS, THE FOLLOWING PROCEDURES ARE IN PLACE:

***Incident # 1:* If a child bites another child, the incident is documented and the activities that led to the**

incident is put on the incident/accident form and given to each parent/guardian. Within the classroom, the teacher will use the guidelines of “Positive Guidance” to determine how the incident evolved and then engage the children in the solution. The children involved in the incident are asked to tell the teacher “What happened?” and each explanation will be heard. The solution may be providing a child with the language needed to express himself/herself as well as establishing a clear understanding of the boundaries of physical and emotional safety that need to be observed. Apologies are not forced, but the teacher will be confident that the severity of the situation is understood.

***Incident # 2:* If a second incident occurs (even if it’s the same day) it is documented on an incident/accident form and the parent/guardians are called to pick up their child and the child is sent home.**

A meeting with the parent/guardians is scheduled and conducted prior to the child’s return to review the incident and to discuss prevention strategies; individualized adaptations in teaching strategies, learning environments, and curricula. Home strategies with the parent/guardians will also be discussed and planned. These multiple strategies will be implemented to assist the child, staff and parent/guardian to avoid another occurrence.

Parent/guardians will also be notified of the next step if the child bites again.

***Incident 3:* If a third incident occurs, it is documented on an incident/accident form and the parent/guardian is called to pick up their child and the child is sent home until appropriate**

supports are in place.

A meeting with the parent/guardians is scheduled and conducted prior to the child returning to review the incident, discuss and possibly adjust the strategies that were

put in place to assist the child, staff and parent/guardian to avoid another occurrence. An outside consultant will be contacted to support the center staff, the child who is biting, the parent/guardians of this child, and, if necessary, the parent/guardians of other children within the group.

- a. If it becomes the consensus of the classroom and administrative staff that the biting is a symptom of a more serious situation, the child and family will be referred to professionals more able to offer the help and support needed.
- b. A review of the biting history will be held with the classroom and administrative staff to develop an appropriate plan.
- c. Parent/guardians may be asked to keep child home until proper supports are in place.
- d. The team will meet, to discuss what health and safety needs of the child, and other children in the classroom. The team must be in consensus as whether the classroom is an appropriate setting and discuss what other appropriate supports and placements are available.

See also **Caring for Children Basics**, at

http://www.acf.hhs.gov/sites/default/files/ece/caring_for_our_children_basics.pdf

CHILD HEALTH AND SAFETY

Subject: Management of Persistent Unacceptable Behavior Policy

The teaching staff have the primary responsibility to ensure the safety of all individuals (children and adults) in their classroom and the center. Efforts are made to redirect children away from problems and toward constructive activity in order to reduce conflict and unacceptable behavior.

Unacceptable behavior may include but is not limited to: hitting, kicking, biting, scratching, hair-pulling, spitting, running away, verbal aggression, throwing furniture, etc. Parent/guardians and children must be clearly informed that these unacceptable behaviors cannot be tolerated in the course of transport and daily operations.

1. Unacceptable child behavior will be documented on a Student Observation Form. Parent/guardian will be notified and given a copy of the form.
2. A team meeting will be held to discuss and plan strategies.
3. Adaptation will be made to schedules, rituals, routines, materials and the environment, to assist in the prevention of unacceptable behaviors.
4. The parent/guardian/guardian will be notified of strategies being implemented.
5. After 3 same/similar Student observation forms after adjustments have been made, or if a single behavior is considered an extreme danger to self or others:
 - a. A conference will be held with the parent/guardian/guardian, teacher(s), ECSE Coordinator, Education Program Manager, and other appropriate staff.
 - b. A behavior management plan will be developed with strategies to address the unacceptable behaviors, possible suggestion of referral for play therapy, family counseling, and/or parent/guardian education, as appropriate and necessary.
 - c. Children who present significant behavioral challenges may require the assistance of the mental health consultant to develop a behavior management plan.
 - d. A follow up meeting will be scheduled appropriate to the implementation of the plan.
6. If a child displays behaviors that are consistently aggressive or disruptive, before or after a plan is in place, with safety and well-being as factors, the classroom teachers will make the decision as to when the child is sent home.
7. If a child's unacceptable behavior is extreme (potentially dangerous to self or others), or continues after all available supports and strategies have been utilized, consideration will be given to adjusting the services offered; reducing the number of hours per day and/or days per week the child participates in the program, and/or parent/guardian/guardian support child in classroom during programming. These adjustments will also be considered if the parent/guardian/guardian does not actively work with the team in creating and implementing the behavior management plan.
8. The team may consider other more appropriate settings for the child, when available.

CHILD HEALTH AND SAFETY

Subject: Food and Beverage Policy

Performance Objective: The Leech Lake Early Head Start and Head Start program promotes a healthy and safe environment. The program will follow Federal Performance Standards and the Minnesota State Child and Adult Care Food Program to promote positive experiences for the children and families.

Operational Procedures:

The following will be adhered to in all of the centers/classrooms:

1. No outside food or drink shall be brought into the classrooms at any time. A cup of water is permitted, as the children should be offered water throughout the day.
2. No hot or cold beverages stored outside of the classroom door for staff to step out and consume as it is a safety issue.
3. Staff may use designated break times and areas to consume personal food and drink.
4. Staff will eat “Family Style Meals” with the children and converse appropriately with the children.
5. All meals served to children will be served in the classroom except when classroom is on a pre-approved field trip.
6. All outside food and treats consumed during school hours must be documented and pre-approved by the Education Manager.
7. No homemade treats such as cupcakes will be allowed, classroom staff are responsible for ensuring the store-bought treats are safe for children with allergies to consume.

The following will be adhered to on all buses:

1. No food or drink shall be permitted on the school buses.

This policy is to protect the children by eliminating the potential risk of injury such as burning/scalding and choking hazards. Also, to model good nutrition habits and to educate the children about the food they are consuming.

CHILD HEALTH AND SAFETY

Subject: Storage and Usage Guidelines for Breast Milk

Performance Objective: The Leech Lake Early Head Start and Head Start program encourages mothers to breast feed their newborn and infant children.

Operational Procedures:

The following are guidelines for the storage and use of breast milk in the Leech Lake Early Head Start and Head Start program.

Storage containers:

- Breast milk should be stored in glass or hard-sided plastic containers with well-fitting tops. Freezer milk bags that are designed for storing human milk are also acceptable.
- Containers made with BPA and bottle bags should not be used.
- Each container needs to have date expressed and child's full name on it.

Frozen milk:

- Breast milk can be stored in the freezer for 6 to 12 months.
- Frozen milk is thawed in the refrigerator overnight or under cool running water. Slowly increase the water temperature to heat the milk to feeding temperature.

Refrigerated milk:

- Breast milk can be stored in the refrigerator for up to 5 days.
- Warm milk under warm running water for several minutes or may use approved bottle warmers to heat the milk to feeding temperature.
- Previously frozen milk that has been thawed will be kept refrigerated no longer than 24 hours.
- Thawed milk will not be refrozen.

Room temperature:

- Breast milk can be kept at room temperature for 4 to 6 hours.

Parent/guardians are encouraged to store expressed milk in amounts of 2 to 4 ounces to minimize waste. Milk will not be heated directly on stove or in microwave oven.

Expressed milk will be kept in a refrigerator, in the classroom-

All guidelines are taken from La Leche League International.

CHILD HEALTH AND SAFETY

Subject: Nutrition

Performance Objective: The Leech Lake Early Head Start and Head Start program follows the Head Start Program Standards and the Minnesota State Child and Adult Care Food Program (CACFP) mandates.

Cultural foods are incorporated into the cycle menu; foods are developmentally appropriate and meet the nutritional needs of children, including those with a disability. SNAP Ed or other entities providing nutritional education pieces will abide by the same policies

Operational Procedures:

The Leech Lake Early Head Start and Head Start program will:

1. Provide two-thirds the daily nutritional needs including an afternoon snack.
2. Provide Early Childhood children and their families with nutritional information, which will help them to understand the importance of good nutrition.
3. Ensure that food is not used as a punishment or reward. All children are encouraged to try their food, never forced.
4. Ensure infants and toddlers eating habits (introducing new foods, allergies, etc.) will be discussed with parent/guardians frequently. Any changes, teachers will notify food service staff by contact form to ensure notification of dietary changes.
5. Ensure infants and toddlers receive food appropriate to their nutritional needs, developmental readiness and feeding skills.
6. The children are always encouraged to set the table and be allowed to serve themselves in a family style setting when safe to do so.
7. Staff will sit at the table and eat the same foods as the children.
8. Teachers will use this time as a learning opportunity. Table conversations should include Ojibwemowin, nutrition, math, etc.

The meals are served at the following times:

Head Start:

Breakfast at 9:30am
Lunch at 12:00pm
Snack at 2:30pm

Early Head Start:

Breakfast at 9:00am
Lunch at 11:30am
Snack at 2:30pm

The menus are planned with the Early Head Start and Head Start Health and Nutrition Staff, Tribal Nutritionist and Early Childhood Cooks. The Head Start Policy Council reviews the menu each year. The menu will reflect foods that are high in nutrients and low in fat, sugar and salt.

The CACFP nutrition requirements for children vary with age. The ages of six weeks to five years old require different serving sizes and types of foods. Formula is provided for infants, along with baby food. Three to five-year old's follow a meal pattern for their needs.

Monthly menus made for Head Start and EHS. Menus are sent home to parent/guardians and the teachers receive cycle menu that contain serving sizes.

This institution is an equal opportunity provider.

CHILD HEALTH AND SAFETY

Subject: Nap/Rest Time Policy

Performance Objective: Nap/rest time provides development in cognitive, social, emotional and physical development for the whole child. Scheduling rest time at approximately the same time each day takes advantage of the child's biological rhythms and helps children to know what to expect. Nap/rest time is a regular routine that children can count on for stability.

Operational Procedures:

- Staff members are prohibited from napping.
- Cribs and cots are to be spaced three feet apart with the babies/children laying head to foot fashion to prevent the spread of germs.
- Sheets will be used with cribs and cots at all times.
- Cot sheets must be removed after each use and be placed in a child's individual cubby.
- Personal blankets for children over 12 months (toddlers & Head Start) will be placed in child's individual cubby.
- Blankets must be washed weekly or after an illness or an accident.
- Cots must be sprayed down with a sanitizing solution after each use.
- Crib/cot sheets must be washed weekly or after an illness or an accident.
- Be sure that there is adequate light in the room, enough to be able to see each child's face.
- At least one CPR certified staff member will be in the room at all times.
- While children are sleeping, the time can be used for completing paperwork and cleaning toys.
- Children need to be awakened at the end of naptime to ensure they are ready for snack and end of the day activities.
- All newborn/infant crib sheets will be washed weekly. The crib mattresses also need to be disinfected with bleach spray solution when the sheets are removed.

Infants:

- Under no circumstance shall a child be laid down while feeding from a bottle.
- Allow infants to nap as needed.
- Infants need to be placed on their backs for sleeping without anything in crib such as blankets.
- Infants must be placed in a crib to nap.
- To reduce the risk of Sudden Unexpected Infant Death Syndrome (SUIDS), all sleeping arrangements for infants must use firm mattresses and avoid soft bedding materials, such as, comforters, pillows, fluffy blankets or stuffed toys.
- When swaddling, parent/guardian permission form is required. Infants must not be wrapped too tightly.

Toddlers:

- Nap time will run from 12:00pm-2:00pm unless otherwise specified by administration. Quiet activities will be provided for children that wake up early.
- All toddler staff will help put the children to sleep.

Head Start:

- Rest time will run from 12:45-2:00pm for children that are sleeping. Children are required to rest for 20 minutes and do not have to sleep. They will be permitted to do a quiet activity as scheduled by the teaching staff (puzzles, reading, table toys, etc.).

CHILD HEALTH AND SAFETY

Subject: Leech Lake Early Childhood Head Lice Policy

It is the Leech Lake Early Childhoods' position is that the management of pediculosis (Head Lice) should not disrupt the education process. It is recognizing that head lice infestations do not pose a health hazard, are not a sign of uncleanliness, and are not responsible for the spread of any disease. Children found with live head lice will be referred to the parent/guardian for treatment. Public health policy does not support school exclusion for nits. Staff shall maintain the privacy of students at all times.

1. The teaching staff will screen each child's head for lice every Monday morning or the first day of attendance every week. If live crawling lice are observed and if the child is observed scratching their head more than usual.
2. Parent/guardians will be encouraged to regularly inspect their children for head lice at home.
3. The Classroom/Center Staff will make the decision, along education or health manager, whether the child remains at school.

If live lice and/or nits are identified:

1. The child's parent/guardian will be notified, children with live lice will be sent home to be treated. Once treated, the child is allowed back into school the next day with a head check done by classroom staff.
2. Parents are responsible for making progress towards child being lice and nit free.
3. Information will be provided on methods to eliminate the infestation, and directions to examine household contacts for head lice. If the parent/guardian has further questions regarding treatment options, it shall be recommended that they consult with their health care provider.
4. All contacts will be documented.

Attendance:

Children will be excused from school for one day for each occurrence of live lice. Days missed from school beyond one day for each occurrence of live lice will be unexcused absences. It is recognized that no child should routinely be absent from school due to head lice and parent/guardians are expected to treat promptly when needed and return the child to school the next day.

If a child misses more than one day a referral must be made to the Health Manager for further follow up.

Parent/guardian Notices:

1. Periodic notices will be sent home to keep parent/guardians updated regarding the status of head lice in the school and remind them to check their children's heads regularly for head lice.
2. When there are three (3) or more students found to or reported by parent/guardians to have live lice within a two (2) week period in a classroom, a letter will be sent home with the class/building to inform parent/guardians of the increased incidence of head lice and remind them to check their children for head lice.

CHILD HEALTH AND SAFETY

Subject: Cold Weather Policy

Performance Objective: The Leech Lake Early Head Start and Head Start program, in the interest of our children's safety, adopts the following policy.

Operational Procedures:

This cold weather policy allows parent/guardians/guardians to monitor winter conditions on a daily/nightly basis. This policy also decreases the chance of child illness during freezing weather conditions. It is at the discretion of the parent/guardians/guardians as to whether they choose to send their child to school when they believe it is too cold.

- In the event of inclement weather, the Early Childhood Program Director with the approval of the Director of Education will determine to what extent there will or will not be a morning or afternoon bus run.
- Classes will continue as scheduled; parent/guardians are responsible for transporting their children to the center.
- Buses take a long time to completely warm during freezing weather conditions, leaving children that are not dressed properly at risk of becoming ill.
- Teachers will be responsible for contacting parent/guardians, regarding bussing schedules.
- Snow day(s) cancellations or early dismissal(s) will be at the discretion of the ECD Director with approval from the Director of Education (or designated person) and will be announced on the KOJB – 90.1 radio station, the Facebook page, and the ECD website.
- In the event bad weather originates and/or progresses throughout the day, the ECD Director with approval from the Director of Education (or designated person) will make the final decision based upon each situation and notify the appropriate staff for parent/guardian notification.

Guidelines for use in the decision-making process:

IF THE TEMPS ARE ABOVE -19 IN THE MORNING:

buses will be running, but if the temperature tend to drop during the day we will follow the direction of the Band or Early Childhood Director.

IF THE TEMPS ARE -20 DEGREES WITH OR WITHOUT THE WINDCHILL.

NO BUSES WILL BE RUNNING: we will have parents drop off at 9:00 and pickup at 3:30 p.m. (Depending on the weather condition)

BUSES WILL ONLY GO ON THE ROADS THAT ARE PLOWED.

IF THE BAND CALLS OFF WORK OR IS TWO HOURS LATE:

The Leech lake Head Start will adjust their schedule accordingly and no bus run in am.

This cold weather policy will be enforced at all Leech Lake Early Head Start and Head Start program centers:

- Abinojii Oshki Bimadiziwin (AOB) – Cass Lake Center
- Ball Club Center
- Bemidji Center
- Bena Center
- Inger Center
- Onigum Center

CHILD HEALTH AND SAFETY

Subject: Transportation Policy

Performance Objective: The safety of the children is the highest priority at the Leech Lake Early Childhood Development program and the following procedure is in place in an effort to ensure that safety.

Operational Procedures:

Because we work with children in the age range of three to five-year old's we have had to take on a different perspective in the way we pick up and drop off the children we serve.

- Students may only have one designated bus drop off (i.e. home, daycare, etc.) and must be in our service area.
- If changing location, you must come in and do a new pickup and drop off and it will not go into effect for 24hr. Only in an emergency may your child go to a different location.
- Children should be ready waiting for bus 10 min prior to their pickup.
- Students must have an adult Visible to the Driver when getting on/off the bus.
- Parents must call in when their child will not be riding the bus, it is the parent's responsibility to call and talk to the teacher or let transportation know.
- Parents must call BEFORE 3:00pm if they will be picking up their child at the end of the day and must be picked up by 3:15pm.

Buses are unable to turn around and go back to pick up a child, this disrupts the rest of the route and can make all of the children late for school. The bus will wait up to 2 minutes at each stop so have your child ready otherwise bus will leave to stay on schedule so parent and child must be waiting for the bus.

Pedestrian Safety Training is a requirement of the program. Children will learn about bus rules, safety measures, bus evacuations, crossing the street and safety seats. If you have any questions regarding this, please contact Transportation Department.

CHILD HEALTH AND SAFETY

Subject: Appropriate Release of Children; Parent/Guardian Access to child(ren)

Leech Lake Early Childhood will ensure that Parents/Guardians will notify staff and update when needed; whom can have contact with their child(ren) or whom the child(ren) can be released to.

Procedure:

1. Parent/Guardian is identified when filling out the enrollment packet. At this time, it is also asked if there are any legal restrictions that the program should be aware of and if so we request documentation:
 - Order for Protection
 - DOPA
 - Court Order
 - Temporary Custody
 - 72 Hour Hold

If there is any kind of legal restrictions, the documentation is given to the ERSEA Coordinator. That information will be kept in a file and the information will be shared with the Team Leader, Front Desk Staff the Family & Community Partnership Manager, and the Education Manager. The ERSEA Coordinator would also update the targeted staff if there were any changes.

2. When completing the enrollment packet, the Parent/Guardian must fill out an Emergency Contact form. On the form, it identifies people other than themselves that should be contacted if they cannot be reached in an emergency.
 - Classrooms have emergency contact information given to them prior to their first home visit.
 - The Pick-up/Drop-off Form has emergency contacts on it.
3. If an adult that is not listed on the Emergency Contact Form comes to the school to pick child up the following steps will be taken:
 - We will ask the adult to wait while we verify if they are allowed to pick up child/ren.
 - Parent/Guardian is contacted to verify if this person is allowed to pick child up.
 - If the adult refuses to leave without the child, they will be informed that the Police will be contacted. This will be documented and placed in the child's file.

LEECH LAKE INTERNAL POLICIES

Protocol for intersection between Head Start/Early Head Start Staff/Child Welfare/Police (May 3, 2021)

Any person of authority with business involving children should always have paperwork to indicate their purpose for being onsite. Often the county police will notify the Tribal police of any occurrences that happen within the Reservation boundaries.

Leech Lake Child Welfare works to build relationships with organizations such as Head Start for the purpose of placing our staff at ease with their processes. They ALWAYS call ahead to inform center staff when a visit is necessary. Tribal police and county police should do the same. Any suspicious activity should be thoroughly checked out by asking questions and/or calling supervisors and agencies of visitors that arrive onsite unannounced.

1. Visitors need to sign in.
2. Ask for the person's identification (name, badge, organization, and photo ID).
3. Ask for paperwork that indicates the purpose of the visit. Make a copy of the paperwork to be left at the center.
4. Check the front office to inquire about a preceding telephone call that should have occurred prior to the onsite visit.
5. If there are remaining questions or concerns, it is fine to call the immediate supervisor of the person onsite to seek verification of the visit.
6. In the event of no preceding telephone call, explain to the person that a call should be made to the center as a courtesy and safety measure.

CACFP Non-Discrimination Statement

In accordance with federal civil rights 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 (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), 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.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
- (2) **fax:** (833) 256-1665 or (202) 690-7442; or
- (3) **email:** program.intake@usda.gov

This institution is an equal opportunity provider.