

LEECH LAKE CHILD CARE SERVICES

Miziwegin Family Handbook



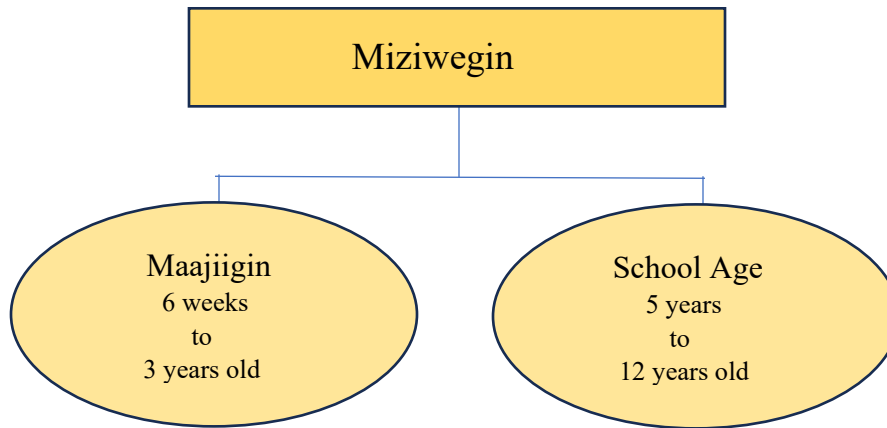
Family Handbook

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Miziwegin Program Summary

Miziwegin offers two family focused child care centers: Maajiigin and School Age Center. We provide fee-based child care for infants, toddlers and school aged children for families who are working or going to school. Our approach focuses on cultural health as a way to build resilient, healthy Ojibwe families and children for generations to come.



Our Centers have Dual Goals

Rebuilding Access - We are rebuilding access to Ojibwe cultural knowledge, skills and language for our families, our staff and the children of our community.

- Families and staff will be learning Ojibwe language providing a place for adults to share and gain cultural knowledge.
- We'll be creating relationships with community members who hold cultural knowledge and making space for new knowledge holders.
- Staff will be learning alongside our families so that they can build experiences for our infants and toddlers that are rich in cultural understanding and Ojibwe language

Ojibwe Land-Based - We are providing a space for our children to be in an Ojibwe language and culture rich environment.

- Our staff, families and children will grow their understanding of Ojibwe values and practices.
- Staff will learn and speak Ojibwe to each other and our children, more and more over time.
- Our children and staff will be outside much of day, year-round in our large outdoor area.
- We will have gardens and children will get dirty.

We are licensed by the Leech Lake Band of Ojibwe and follow the Early Childhood policies and procedures. We operate according to the Leech Lake Band of Ojibwe normal business hours

Center Schedules

The **Maajiigin Center** has four year-round classrooms with two Team Leaders and ten Teachers. The program is licensed to provide full time care for up to 32 children between the ages of 6 weeks and 36 months or the first day of preschool. The distribution of children is as follows:

- Infants (6 weeks – up to 16 months): 4 infants to 2 staff
- Toddlers (12 months – 36 months): 8 toddlers to 2 staff

Front Desk Phone: 218-335-4568
Maajiigin Center Manager: Sarah Jones

The **School Age Center** has three classrooms with three Team Leaders and 6 Teachers. The program is licensed to provide after-school care for up to 45 children between the ages of 5 years through 12 years old. The School Age Center is open during scheduled school release times. Full day summer care will be available.

Front Desk Phone: 218-335-8380
School Age Center Coordinator: Amarin Chanthorn

Child Care Services Program Manager Patti Turney
Early Childhood Director Lee Turney

*Funding for services is made available through the Child Care Development Fund (CCDF)
The USDA is an equal opportunity provider*

Program Statement

Our Vision

“An Ojibwe language speaking community built around resilient, healthy Anishinaabe families and children.”

Our Mission

We are an Ojibwe land-based childcare partnering with families to build a teaching and learning community dedicated to speaking Ojibwe and carrying it out into the community. Our dedication to Ojibwe-Anishinaabe ways and language drives our decisions.

Our Philosophy

We make our best effort to shape our programming and guiding our choices with Ojibwe Anishinaabe thought and practice. It is our responsibility to each other, as Ojibwe-Anishinaabe people, to sustain our lifeways. We must learn and teach our values and traditions in practical ways so that we honor our ancestors by remaining here, as intact as possible, for generations to come. Our program priority is to provide high-quality child care services that reflects and integrates our Ojibwe-Anishinaabe knowledge and practices.

We believe we sustain our Ojibwe language by creating space in our community for speaking and learning Ojibwemowin. We realize that in order to maintain Ojibwemowin for our babies, we as adults must take responsibility to speak and learn Ojibwe. Our program creates opportunities for our staff and families to learn and transmit gidinwewininaan to our newest generation.

We commit to this vision through our people, our ways of selecting and cultivating learning spaces and materials and integrating traditional foods. We continue to strengthen our commitment to the community through relevant and culturally tailored professional development, guidance by knowledgeable community members, and input from our families.

We work always to improve our practice, be it our Ojibwe-Anishinaabe childcare practice, Ojibwe language transmission, or building our community.

View of Families

Our families are at the center of our work. We recognize that our families are critical in order for us to be successful in building community, creating opportunity for Ojibwe language and culture, intergenerational transmission of Ojibwe-Anishinaabe lifeways and the delivery of land-based childcare. We see our families as community leaders who, in partnership with our staff and community knowledge holders, will make significant contributions to our language revitalization efforts in Leech Lake. They help broaden our language and culture revitalization efforts beyond school settings, into the community and beyond. Parents and guardians are considered as the child's first and foremost teacher whose input is highly valued.

View of Children

We approach our children as sacred beings and understand that each child has gifts. It is our role to provide experiences and opportunities so they can develop those gifts.

View of Staff

We are dedicated to building a respectful, healthy community of colleagues. Each team member brings important gifts, experiences and insights that are critical to our success. Each brings their gifts for the good of the community. Our staff participate in deliberate learning and speaking our ancestral language. They build community with our families through respectful and meaningful relationships. Our staff are professionals who are always growing their skills to create the best care possible for our children and families.

Operational Schedule

- | | |
|-------------------|--|
| Maajiigin Center | *Offers care to children ages 6 weeks to 3 years old.
*Open Monday through Friday from 7:45 a.m. to 4:45 p.m.
*Closed on the 1 st and 3 rd Friday of each month
*Closed on Leech Lake Band of Ojibwe holidays |
| School Age Center | *Offers care to children ages 5 through 12 years old.
*Open Monday through Friday from 3:30 p.m. to 4:45 p.m.
*Open from 7:45 a.m. to 4:45 p.m. on school closure days
*Closed on Leech Lake Band of Ojibwe holidays |

Leech Lake Band of Ojibwe Holiday Closures

- | | | |
|----------------------|----------------------------|---------------------------|
| New Year's Day | Martin Luther King Jr. Day | President's Day |
| Memorial Day | Juneteenth | Leech Lake Days |
| July 4 th | Labor Day | Battle of Sugar Point Day |
| Veterans Day | Thanksgiving Day | Christmas Day |

Our Language Program

Our language effort drives our programming. We recognize and embrace the benefits of language learning for our children but acknowledge that without a systematic approach for language learning we do not have the capacity to create learning opportunities. Therefore, we are focusing on adult language learning. Our staff will study and speak Ojibwemowin. We will speak as much Ojibwe as we know, while continually striving to learn more. We also want our families to speak and learn Ojibwe to build whole-hearted communities of Ojibwe speakers at home and beyond. Gradually, with intention and effort, we will develop increasing language goals.

Land-Based Approach

Understanding and building relationships with our place, our natural environment, is key to Ojibwe-Anishinaabe worldview. Learning takes place outdoors every day, regardless of weather. Children will remain indoors only on days when the weather is unsafe to spend time outdoors. Time spent outdoors, especially in natural settings, has many benefits for both children and adults.

Approach to Learning

We provide experiences and opportunities so that our children can find their gifts. Our approach to learning is that we build relationships with each child and their family and make observations about their interests and development. We use these observations to adjust our learning environment and to plan experiences and opportunities responsive to each child's interests and development. It is our belief that our children are healthiest and most secure in unhurried, predictable routines.

Ojibwe Cultural Practices

We engage Ojibwe-Anishinaabe cultural practices including but not limited to; abaabasigewin (smudging); biindaakoojigewin (passing asemaa); ahangewin (seasoning feasts); aadizookewin (storytelling); and zagaswe'iwewin (pipe ceremonies).

To the extent possible, our staff and families will take leadership in these practices. We will seek guidance from community knowledge holders to build an appropriate Ojibwe-Anishinaabe community of practice.

Ojibwe-Anishinaabe Cultural Practice Policy

Policy: We make our best effort to shape our programming and guide our choices with Ojibwe-Anishinaabe thought and practice. It is our responsibility to each other, as Ojibwe-Anishinaabe people, to sustain our lifeways. We must learn and teach our values and traditions in practical ways so that we honor our ancestors by remaining here, as intact as possible, for generations to come. There are many Ojibwe practices and approaches, which, at times vary from community to community. We will work with knowledgeable community members to help build our best practice in our setting. At times, the guidance we follow may not be the same as the home practice of some of our staff and families. In order to create consistent practice, we highlight common practices that we will follow. We will also create opportunities to learn from community members as part of our ongoing staff and family programming and will use it to develop our cultural practices within our centers.

Procedure:

1. We engage in Ojibwe-Anishinaabe cultural practices including but not limited to; abaabasigewin (smudging); biindaakoojigewin (passing asemaa); ashangewin (seasonal feasts); aadizookewin (storytelling); and zagaswe'iwewin (pipe ceremonies).
2. Ojibwe-Anishinaabe practices such as gifting and passing asemaa are appropriate in all of our program Ojibwe-Anishinaabe settings. Staff will be given asemaa and gifts when they are invited to take on the important role of caring for our community's children while learning and sharing our language and community practices. Others may be given asemaa and gifts as appropriate.
3. Use of traditionally harvested asemaa is encouraged as commercially produced tobacco products carry harmful chemical additives.
4. As appropriate, gatherings may include passing asemaa to a community member and a ceremonial pipe may be used as determined by that person.
5. We will host programming that provides opportunities for staff and families to learn cultural understanding and skills.
6. To the extent possible, our staff and families may take leadership in these practices.
7. As we learn, we are encouraged to share these understandings and skills.
8. We will seek guidance from our ojibwemowin mentor to incorporate Ojibwe-Anishinaabe practice in appropriate ways.
9. Our programming will be shaped by Ojibwe-Anishinaabe worldview, including respect for each other, our children and our natural surroundings. Common practices that we observe include but are not limited to:
 - a. Cultural understanding places human beings as part of the natural world, recognizing the right of our relatives, the plants and other beings, to co-exist.
 - b. We engage in reciprocal practice with each other and with our natural environment. We offer asemaa when we harvest food or other things from nature in order to maintain a balance.

- c. We approach our surroundings and each other with respect. This includes our children. Children are to be regarded as complete beings with unique gifts. Our role as caregivers is to support and love our children as they discover and develop their gifts.
 - d. As whole beings, we use well-formed speech when engaging with baby. Real words with animation and elongated vowels will be used.
 - e. We recognize our clans and our Ojibwe names.
 - f. We recognize practices of wewebizowin, dikinaagin, and swaddling as central to Ojibwe-Anishinaabe infant child care practice and are prepared to utilize these practices at each family's written request.
 - g. One aspect of care and respect is that we, especially ikwewag, do not step over other beings, food or belongings in order to protect and care for one another. Our children are taught to keep their items picked up and out of the way so that they are not stepped over.
 - h. Creatures and other beings are not sculpted from snow.
 - i. Children will play outside during daylight hours only. During the winter months children will come inside when the sun sets.
10. Center staff will support each other to ensure these are being followed while providing care in the classrooms or outdoor learning areas.

Language Policy

Policy: With increasing frequency and quality, Ojibwe language will be used as the language for communication within our program and beyond. Each adult associated with our centers will help create an Ojibwe language rich environment by speaking Ojibwe with increasing frequency and accuracy. Staff and families will be provided support and opportunities to build their Ojibwe proficiency.

Procedure:

1. With assistance, staff and families will set Ojibwe language goals and create a language plan to reach those goals.
2. Staff and families will have resources and opportunities to increase their Ojibwe proficiency.
3. Staff and families are encouraged to practice and integrate language every day in all areas of their lives.
4. Throughout the building, Ojibwe language will replace common English interactions, such as greetings, salutations, and routine interactions.
5. Staff must attend language instruction at the center and are encouraged to participate in other language learning opportunities within their communities.
6. Language classes will be provided for members of our centers community.

7. In the childcare setting, classroom staff and adult visitors will create a language environment which is increasingly Ojibwe.
 - a. Staff will increase Ojibwe language skills as they relate to program and professional development goals.
 - b. Staff will receive Ojibwe language support in order to build their language skills over time.
 - c. As childcare staff increase their language skills, they will support each other and families to create an Ojibwe language rich environment.
 - d. Daily Ojibwe time periods will be established in each childcare environment. These may start with only a few minutes but will gradually build over time.
 - e. In the childcare setting, Ojibwe language goals and Ojibwe-only periods will be set by “chunking” topics. For example, meal time language targets would include vocabulary for eating, conversation, and food. Meal times would then be conducted entirely in Ojibwe.
 - f. The Ojibwemowin Mentor will provide support for classroom teams.
 - g. Staff language assessments will be conducted to track proficiency and use.
 - h. Children will not be provided with language instruction but will be provided with whole language experiences by being spoken to in an Ojibwe language rich environment.

Family Programming Policy

Policy: Families are encouraged to be at our centers and are considered partners who commit to our vision of building community around healthy Anishinaabe families. Families are encouraged to contribute a minimum of eight hours each month towards this vision.

Our Families: Our goal is to not only care and teach our children, but to build our capacity as a community to raise healthy Ojibwe children. Leech Lake Child Care Services staff, families, and community members will work together to share resources and learn new skills in Ojibwe language, Ojibwe-Anishinaabe cultural knowledge and skill, child development, advocacy and community building. We encourage all families to be involved and actively participate in our family program activities as well as events sponsored by other programs in our communities.

Family Compact: Families are encouraged to contribute a minimum of eight hours each month towards this vision; however, family contributions may vary based on each family’s unique gifts, skills, and resources. Contributions may be made by one or more family members including grandparents, aunties, uncles etc. Families can satisfy this expectation in a number of ways including attending Family Programming activities, setting family goals, volunteer work in or out of the classroom, trail maintenance, home learning kits, teaching skills to staff and families, attending parent-teacher conferences, cultural reclamation, health/wellness and other activities that contribute to the goals and success of our Child Care Services community.

Procedure:

1. As a program, we will host at least 1 family activity per month.
2. Each classroom may offer additional activities each month.
3. Our programming will be adapted to the interests and needs of our families.
4. Families will contribute to the Ojibwe language environment by speaking Ojibwe and increasing their ability to speak more Ojibwe through study.
5. Ojibwe language resources and family language classes will be provided.
6. Program staff will keep in communication with and provide resources for families that need support.
7. Program staff will track center events attended by families.

Mandated Reporter Policy

Policy: All Child Care Services staff are required by law to report all suspected incidents of child abuse. Any staff member who knows or has reason to believe a child is being neglected, physically, or sexually abused, shall immediately report the information to the Leech Lake Child Welfare Program-Child Protection Department.

Procedure:

1. All Child Care Services staff are Mandated Reporters.
2. All staff will undergo bi-annual Mandated Reporter Training.
3. All suspected abuse or neglect will immediately be reported to Leech Lake Child Protection by the person witnessing the incident.
4. When reporting an incident, the immediate supervisor and the Child Care Services Program Manager will be notified.
5. A written copy of the report will be sent to the Leech Lake Child Protection as soon as possible and no later than 72 hours.
6. When unsure if an incident is maltreatment, staff will talk with their immediate supervisor, manager, and/or Leech Lake Child Protection.
7. Any reports made before 8:00 a.m. and after 4:30 p.m. must be reported to the Leech Lake Tribal Police Department.

Mandated Reporting Contact Numbers

Leech Lake Child Protection	(218) 335-8270	1-800-551-0956
Leech Lake Tribal Police Department	(218) 335-8277	1-888-622-9225
Cass County Sheriff’s Department	(218) 547-1424	1-800-450-2677

Recreational Tobacco Use Policy

Policy: Recreational use of tobacco such as smoking, vaping and snuff is prohibited while on center property. The health and safety of the children at the program is our highest priority. Children exposed to commercial tobacco smoke have an increased risk of lower respiratory illness, middle ear effusion, asthma, and sudden infant death syndrome.

Procedure:

1. All staff, volunteers, families, and visitors are prohibited from the recreational use of tobacco in the following areas:
 - a. inside the building,
 - b. on the grounds (including in parked cars),
 - c. during any activities sponsored by our program,
 - d. within view of the children participating in any center sponsored activities.
2. Commercial tobacco/Smoke-Free signs will be posted at each entrance.
3. Employees who engage in recreational tobacco use must take extra precautionary measures to ensure the health and safety of the children in our care, including:
 - a. Wearing a smock or other clothing that is smoke-free while caring for children.
 - b. All staff must wash hands with soap and water upon returning from a break.
 - c. Commercial tobacco items will be stored outside of the classroom or learning areas and out of view of children participating in center activities.

Parent and Volunteers Code of Conduct Policy

Policy: All employees of Miziwegin sign a code of conduct to help optimize a healthy organization. Parents and teachers will be in communication often throughout the year as a partnership is formed. This will highly benefit the children that we serve. In accordance with the expectations Child Care Services has for all staff to conduct themselves in a professional and courteous manner, we also ask that parents adhere to the same standards.

Procedure:

1. Parents will be respectful of children, staff and other parents in all situations.
2. Parents will do their part to maintain open communication. It is very important to communicate in a positive manner to be heard and understood as a parent in the program.
3. Constructive Criticism is valued. It needs to be done respectfully. Parents will use the first line of open communication with the appropriate person. If necessary, the parent will request to meet with the next level administrator as an attempt to resolve any issues or concerns. Parents understand that there is a grievance procedure to be utilized in the event of unresolved issues or disputes.
4. Parents shall not share images on social media of other family's children unless they have written consent.
5. Parents will ensure to keep the environment safe and healthy while volunteering in the classroom or on a field trip. This includes refraining from smoking or vaping while attending classroom events.

Enrollment Policy

Policy: Child Care Services will accept applications year-round and notify families when they are offered a spot. Families will also be notified if they are placed on the waitlist. Families can update their application at any time but will be required to update their application every 6 months to remain on the waitlist.

Procedure: Enrollment at Leech Lake Child Care Services Centers will act in accordance with the following process:

1. Openings will be advertised through flyers, Child Care Services website, Leech Lake Band of Ojibwe & Child Care Services newsletters, Child Care Services Facebook page, Leech Lake Band of Ojibwe Facebook page, partnership agencies etc.
2. Applications will be available from the Enrollment Coordinator and on the website.
3. Parent/Guardians may fill out their child's enrollment paperwork with Maajigin staff.
4. Once families have completed all required documents, the enrollment packet will be reviewed.
5. The following is a list of enrollment priorities of the program. Those children that meet the highest number of needs will be enrolled first.
 - Children with Special Needs
 - Homeless Children
 - Children of parents in recovery programs
 - Children identified by a human service agency as being at risk for child placement due to abuse and/or neglect
 - Children listed with a human service agency to be in foster care
 - A child who has a hearing impairment, visual disability, speech or language impairment, physical disability, other health impairment, mental disability, emotional/behavioral disorder, specific learning disability autism, traumatic brain injury, multiple disabilities, deaf/or blind disability and needs special instruction and services as determined by the Department of Education.
 - Children with parents under the age of 21.
 - TANF Families
 - Single Parents/Guardians (one adult household)
 - According to income (over income families are not eligible)
6. In order to be eligible, the child, parent or grandparent must be enrolled in a federally recognized tribe and residing on or within 10 miles of the Leech Lake Reservation boundaries.
7. Once a child is determined to be eligible for enrollment, staff will contact family to sign contract and complete financial agreements and to set up an orientation with classroom staff.
8. Children are enrolled according to age of the opening and priority. If there is a waiting list, the list applies as well.
9. If there are no priority children, we will enroll according to points system. The family with the highest points will be selected
10. Homeless, Foster Care and Protective Services have a 45-day grace period for documentation to be gathered.
11. We require all families to complete program orientation and meet with their assigned teacher before their child can start.
12. If there is a waiting list, they will be added to it.

Enrollment Documents: Following are the enrollment documents required before a child can attend a Leech Lake Child Care Services program:

1. Name, birth date and current home address of the child
2. Full name of Parents/Guardians, address, and telephone number of the child's parent
3. Work/school address and telephone number of where Parents/Guardians may be reached when the child is attending the center
4. Names, addresses, and telephone numbers of the child's source of regular medical and dental care to be used in case of an emergency
5. Names, addresses, and telephone numbers of two persons to be contacted if a parent cannot be reached in an emergency or when there is an injury requiring medical attention
6. Names and telephone numbers of any persons authorized to take the child from the center
7. Written authorization for the license holder to act in an emergency, or when a parent cannot be reached or is delayed
8. Basic health history to include documentation of any dietary or medical needs, allergies and any health problems of the child
9. Immunization record
10. Written authorization to administer medication and other nonprescription products
11. Special instructions for children age six weeks to 36 months, a description of the child's eating, sleeping, toileting, and communication habits, and effective methods for comforting the child
12. The caregiver shall ask Parents/Guardians for information regarding the child's development, health and behavioral status and any individual needs
13. Documentation of any individual child care program needs for the child
14. Parent Handbook review verification

Family Orientation: Family Orientation is required with the child's teacher before a child can attend a Leech Lake Child Care Services program. The orientation will cover the following:

1. The ages and numbers of children the center is licensed to serve to include hours and days of operation.
2. Vision and Mission and program overview
3. Center policies
4. Required documents from parent/guardian
5. Billing and financial arrangement
6. Authorization for picking up child policy
7. Telephone number of the Leech Lake Child Welfare Program and Leech Lake Child Care Services Program
8. Individual parent conference schedule
9. Answer any questions or concerns of parent/guardian

Parent Responsibilities

1. Upon pick up and drop off, Parents/Guardians are required to sign their child in and out and must sign weekly attendance sheets verifying the hours are correct.
2. Any enrollment changes should be reported as soon as possible for billing purposes.

Electronic Usage Policy

Policy: While caring for children, electronics will solely be used to support documentation of child development and growth, or research pertaining to classroom activities.

Procedure:

1. Staff use walkie-talkies to communicate as necessary between classrooms.
2. Staff will not use cell phones for personal use while children are in their care, unless being utilized to contact a child's parents or guardians for emergency purposes.
3. Research on a center issued electronic should happen outside of instructional time.
4. No pictures or recordings of children should be taken using a personal device.
5. Staff will only use a center issued electronic device to gather observations of children for the purposes of documentation and planning. This includes photos and videos of children and families. Abuse of cell phones for personal use while providing care for children may result in an employee disciplinary action.
6. Children will not watch television, movies or engage in screen time while at the center.
7. School Age Center children must keep any electronic devices in their locker or turn in to staff at entry.
8. A parent/guardian written consent is required:
 - a. To take pictures/videos of a child.
 - b. To post pictures of a child on social media.

Training and Professional Development Opportunities Policy

Policy: To best serve our families, their children and reach our organizational goals our staff must continue to develop as early childhood educators.

Procedure:

1. The Child Care Services program provides an orientation to all new staff, which includes at a minimum, the program goals, philosophy, procedures and policies.
2. All staff will be involved in ongoing Ojibwe language development according to their professional development plan. Plans are developed in accordance with language goals to develop increasing levels of proficiency.
3. Annual In-Service training will be developed in accordance with the Leech Lake Licensing requirements. It will help assist staff in acquiring or increasing the knowledge and skills they need to fulfill their job responsibilities.
4. Each center will closely align our professional development days of school to cause the least disruption as possible for families. These are critical staff development days designed to meet training requirements as detailed by licensing, to provide training to support the professional development of our learning team staff, including Ojibwe language and culture and to provide opportunity for mentorship, reflection and planning. All learning team members are required to attend. No personal leave will be granted on these days.

5. In accordance with the Leech Lake Licensing Requirements the following will be completed:
 - a. Adult and Infant CPR/First Aid
 - b. Basic Nutrition
 - c. Mandated Reporting
 - d. Fire Safety and Fire Extinguisher Use
 - e. Sanitation and Infection Control
 - f. Sudden Infant Death Syndrome
 - g. Shaken Baby Syndrome
 - h. Child Car Seat Safety
 - i. 16 additional training hours: for staff with direct contact with children
6. In addition to all training required by licensure, our staff participate in ongoing professional development, including Ojibwe language and culture practice study, professional training, mentorship, and reflective practice. Our learning teams utilize their daily/weekly observations of each child to plan and modify the environment and activities to support each child's development.

Guiding Children's Social and Emotional Development Policy

Policy: We will use positive approaches to promote healthy social/emotional development and guide behavior for every child. As our children are learning and developing, every child may demonstrate ordinary challenging behaviors, such as hitting and biting, especially in young children. While these behaviors are often frustrating to adults, they are typical of certain stages of development. Staff work closely together and with the parents/guardians/families when challenging behaviors arise to develop a plan to provide proper support and guidance so that children learn more appropriate methods of meeting their needs as they grow.

Procedure: Some challenging behavior is developmentally appropriate for children to display as they learn to manage strong emotions.

1. Classroom teams will build positive relationships with each child to support appropriate behaviors.
 - a. Teachers will support each child's social and emotional development by interacting with children through play and conversation, and by responding to each child's needs.
 - b. Staff will help children learn to have positive interactions and engagement with others while at the program.
 - c. Appropriate behavior will be encouraged and modeled by adults.
2. Learning will be carefully tailored in an ongoing way to reflect the interests and developmental level of each child.
 - a. Desired behavior will be encouraged by providing materials that are engaging and interesting to the children.
 - b. The environment will be set up to promote social/emotional development.
 - c. Clear, consistent expectations will be established in the learning environments.

3. To support appropriate behaviors in the learning environment, staff will work alongside families to use similar behavior management techniques at home and at each center.
 - a. Staff and families will establish and use predictable routines.
 - b. When children express heightened emotions, we will remain calm.
 - c. When challenges arise, staff will communicate with families. They will identify if similar behaviors occur at home and how they are managed. Staff and families will strategize solutions together.
 - d. Staff will plan ahead to prevent potential problems.
 - e. Approaches to children will be individualized to meet the needs and temperament of each child and take developmental level into consideration.
 - f. Staff will redirect children to other activities as needed.
 - g. Children will be involved in problem solving to help develop self-regulation.
 - h. Adults will acknowledge each child's effort by offering encouragement throughout the day.
 - i. Approaches such as distraction, redirection, role modeling, natural consequences and "taking time" to stay calm or regain composure may be used.
4. When conflict arises between children, staff will utilize the following steps:
 - a. Calmly approach children and stop any hurtful actions; use a calm voice and gentle touch; not taking sides.
 - b. Acknowledge each child's feelings. Say something simple such as "You look really upset;"
 - c. If the conflict is over an object, the adult will hold the item in question and gather information.
 - d. If children are able to communicate, listen and restate the problem: "So the problem is..." Use and extend the children's vocabulary. If they are not yet talking, model a problem state, "It seems like the problem is..."
 - e. Ask for solutions and choose one together. Ask "What can we do to solve this problem?" Encourage children to think of a solution but offer options if the children are unable to at first.
 - f. Be prepared to give follow-up support. Acknowledge children's accomplishments, e.g., "You solved the problem!" Stay nearby in case anyone is not happy with the solution, and the process needs repeating.
5. While many challenging behaviors occur during the course of typical child development, some children may experience a higher than usual level of intensity and/or frequency of particular behaviors. When this occurs, the learning team will strategize a plan of action to address the increased challenges. Regular communication with families will occur.
 - a. Incidents of challenging behavior will be documented on appropriate forms and signed by the staff and parents/legal guardian. Center Manager will review documented paperwork, and paperwork will be placed in child's file.
 - b. Behaviors that cause harm to others are not tolerated and will be addressed.
 - c. If an incident occurs involving other children, incidents and any injuries will be documented and shared with each family. Although children may say who was involved, the names of the other children involved in the incident will never be identified by the staff to the other family.

- d. Staff and families will identify if there are similar incidents at home and discuss how they are managed. It will also be important to identify if there are any possible disruptive factors in the child's life: parental stress, changes in household, illness, etc.
 - e. Parents/guardians and staff will discuss adjustments that will be made (environment, schedules, and/or routines) to reduce the incidents.
6. If extreme behaviors persist, or by family or teacher request, a behavior meeting will be scheduled. The goal of these meetings is to further strategize and correct any problems in routines, environment, or relationships that may be preventing a child from successfully engaging in the environment.
- a. The meeting will include, but is not limited to, the parents/guardian/family, the teachers, and the center coordinator. A parent or guardian must be present for this meeting to take place.
 - b. Together they will discuss the challenging behaviors and additional ways to address them. Expectations for the child, parent, and teachers will also be discussed.
 - c. Referrals will be made, by the Center Manager, to appropriate agencies to provide additional support for the child, parents/guardians, and staff as needed.
 - d. This meeting will be documented and a copy placed in the child's file.

Child Attendance and Late Pick Up Policy

Policy: Our program must track attendance and promote regular attendance for all enrolled children. Our goal is 90% attendance for all children. Children thrive when they experience steady routines. Steady routines help our babies and children in their development as they learn self-control, develop security and emotional stability.

Procedure: We advise our families that transitions will be smoother when we keep consistent routines for drop-off and pick-up. When families develop a consistent pick-up and drop-off schedule, children benefit from arriving during familiar routines. Attendance will be monitored in accordance with the following process:

1. Child Drop-off and Pick-up:
 - a. Maajiigin - Children must be dropped off and picked up by a parent/guardian or an individual who is on the approved list in their child's enrollment packet.
 - b. School Age Center
 - i. On school days, children will be dropped off by a bus from their school of attendance and will be greeted by a staff member at the door.
 - ii. On school closure days (including summer programming), children will be checked in by a parent/guardian at the front desk.
 - iii. Children must be picked up by a parent/guardian or an individual who is on the approved list in their child's enrollment packet.

2. Excused Absences: The following are examples that would be considered as excused absences. If your child is going to be absent for any reason given, we require families to inform their child's teachers or call the front desk.
 - a. A household member has an injury or contagious illness.
 - b. The child is unwell and unable to comfortably participate in scheduled activities.
 - c. The child has a contagious illness.
 - d. A household member is hospitalized.
 - e. Other emergency health issues.
 - f. A death in the family.
 - g. Scheduled family vacation.
 - h. Doctor Appointments.
3. Unexcused Absence Follow Up: When a child has an unexcused absence for 2 consecutive days and the family has not contacted the program, staff will attempt to contact the family to ensure the child's well-being. This will be documented. *Note: A contact with the family is not considered an excused absence.*
 - a. If a child has an unexcused absence for 3 or more days, the teacher will submit an attendance concern documentation to the Family Engagement & Enrollment Coordinator and Center Manager
 - b. The Family Engagement Coordinator will contact the family regarding unexcused absences and document a plan for the child to return to child care .
 - c. If child care is no longer needed, documentation will be taken and an official notice of the child being withdrawn will be sent to the family.
4. Excessive Absence Follow Up: When a child has been excessively absent for 25% within 20 operational days, program staff will attempt to contact the family to discuss the child's attendance. If the child returns to school on the next school day after the discussion, their attendance will be monitored for another 30 days.
 - a. If excessive absence continues, the Family Engagement Coordinator will contact the family regarding excessive absences and document a plan for the child to return to child care.
 - b. If child care is no longer needed, documentation will be taken and an official notice of the child being withdrawn will be sent to the family.
5. Late Arrival Policy:
 - a. Maajigin: Arrivals after breakfast disrupt the center routines and create stressful situations for the children and teachers. Please plan to routinely drop off your child by 9 a.m. for breakfast. We do not accept arrivals after 9 a.m.
 - b. School Age Care:
 - i. After School Care arrival is by bus unless notified of other methods. Drop-off shall be no later than 3:45 to allow for at least one hour of service.
 - ii. School Release and Summer Care arrival is between 7:45 and 8:15 am. Any time beyond the designated drop-off period will be considered late.
 - c. Exceptions may be made to accommodate doctor's visits. Program staff must be notified in advance and a doctor's note must accompany a child arriving late to the program.

6. Late Pick-up Policy:
 - a. Our programming designated pick up time is 4:45 pm. Staff are unable to provide child care beyond our scheduled time. To respect our program staff's obligations, children must be picked up no later than our 5 pm closing time. Parent/Guardians must make prior arrangements if they're unable to make it by that time.
 - b. In the event of an emergency that prevents the parent/guardian from picking up a child on time, program staff should be notified as soon as possible.
 - c. If a child is not picked up on time, staff will reach out to emergency contacts on file. Parent/Guardians must ensure emergency contact information is updated at all times.
 - d. If a child is not picked up and emergency contacts are unavailable, the center is obligated to consider the child's safety, and the teaching staff will notify Tribal Police.
7. Late Pick-Up Occurrence: In the event where a child is not picked up by 5pm the following will occur:
 - a. First occurrence: A documented meeting between the parent or guardian and teacher will take place about the importance of arriving as scheduled and discuss any needs.
 - b. Second occurrence: A home visit between the parent or guardian, teacher, and Center Manager will take place discussing the needs and/or obstacles the family may be experiencing. A referral will be made to outside programs if needed by the family.
 - c. Third occurrence: A suspension of services until a meeting is held between the parent or guardian, teacher, Center Manager to discuss and implement a plan to prevent further occurrence.
 - d. If late pick up persists after following the steps above, or parent/guardians refuse to meet with center staff, termination of services may occur.
8. Time at Service – A child enrolled in the program shall be in attendance for at least 90% of the scheduled operational time, unless allowable circumstances exist. These include:
 1. Excused late arrival
 2. Excused early pick up
 3. Excused absences
 4. Unplanned operational closures
9. Withdraw from Program
 1. A one week (5 business days) written notice from the parent/guardian is required for children withdrawing from the program.
 2. One week (5 business days) of consecutive absence, without notification from parents/guardians, will constitute an immediate withdrawal from the program.
 3. If at any time a child has been withdrawn from the program, for any length of time, families will need to re-apply.

Indoor/Outdoor Play Policy

Policy: Understanding and building relationships within our place and our natural environment, is key to Ojibwe-Anishinaabe worldview. Time spent outdoors, especially in natural settings, has many benefits for both children and adults. Outdoor nature play helps the child develop in many areas of development; social/emotions, cognitive, language, mathematics, science, and physical. It also promotes positive health outcomes, as well as better mental health, lowering the impact of stress, and increased resiliency. At our centers, children will have ample time to play and explore outside, while we build our understanding of our relationship to our natural world.

Procedure:

1. Outdoor Play

- a Children enrolled in our centers will be outside throughout the day.
- b Teaching teams will incorporate our outdoor spaces into daily learning plans and will spend time outside engaging with the children.
- c Classroom staff will obtain permission from family members before applying sunscreen and bug spray on a child. Staff must apply sunscreen 15-30 minutes prior to going outside and every 2 hours that children continue to be in the sun.
- d Staff will check children for ticks when returning from outdoor play and during extended periods outdoors. If any ticks are found attached, staff will remove ticks with a tweezer, clean the spot and mark the area for observation. Staff will save attached ticks and inform the family of the incident.
- e Staff must bring the first aid bag and a charged 2-way radio.
- f Families will provide appropriate outdoor clothing for the children; the teaching team will communicate what type of clothing will be needed.
 - i. If a family encounters barriers to securing appropriate outdoor clothing, center staff will help identify solutions.
- g Teaching teams must bring weather appropriate outdoor clothing to work. The clothing must allow them to actively participate with the children outside.
- h All staff and children will wash hands after outdoor play.

2. Extreme Weather

- a. Children will remain indoors only on days when the weather is unsafe to spend time outdoors.
- b. We will utilize the National Weather Service Wind chill chart to determine when weather conditions make it unsafe to continue our regular outdoor schedule.
- c. Outdoor play time will be enjoyed in shorter periods of time when combined temperature and wind chill is between 0°F and 15°F.
- d. A brief outing can be beneficial even on days when it is too cold for extended outdoor play. When the combined temperature and wind chill is below zero, providers must monitor weather conditions, clothing/gear, and observation of children in care, to determine the length of time that is appropriate.
- e. When combined temperature and wind chill is -10°F or below we will remain indoors.

- f. Children and staff will dress appropriately in layers for the weather during winter months. Infants and toddlers will be dressed in one more layer of clothing than adults are comfortable in.
 - g. When the heat index exceeds 90°F extended periods of outdoor play in dry, unshaded areas is not recommended.
3. Active Play
- a. Infants should have supervised tummy time even when they are awake. Caregivers will interact with an infant on their tummy for short periods (3-5 minutes) increasing the amount as the infant shows interest.
 - b. Infants should never be seated for more than 15 minutes at a time, except during meals or naps. Least restrictive environment is encouraged at all times. Mobile walkers will not be used in the center.
 - c. Toddlers should be allowed 90 minutes for moderate to vigorous physical activity. When outdoor times are limited due to adverse weather conditions, indoor physical activity will be increased.
 - d. School Age children may have an unlimited amount of supervised active play during school day hours and will have multiple sites available for their use.
 - e. Active play will never be withheld from children as a form of punishment.

Nutrition Policy

Policy: Our centers promote healthy lifestyles and serves food to help support the health and development of the children in our program. The Federal Program Standards and the Minnesota State Child and Adult Care Food Program (CACFP) mandates are followed.

Procedure:

1. Provide two-thirds the daily nutritional needs including an afternoon snack.
2. Share nutritional information with our children and their families, helping to follow healthy food choices.
3. Serve fresh fruits and vegetables and non-processed foods.
4. An emphasis will be put on indigenous foods.
5. Food will not be used as a punishment or reward. All children are encouraged, but never forced to taste their food
6. Children's eating habits, such as schedules, amounts, and new foods will be shared with families on a regular basis.
7. Children receive food appropriate to their nutritional needs, developmental readiness and feeding skills.
8. The children are always encouraged to set the table and to serve themselves in a family-style setting, unless other guidance is given from CACFP or the CDC.
9. Staff will eat the same food as the children and converse with the children during the meal time.
10. Menus will be primarily written in Ojibwe and posted in the classroom.
11. Our centers are Peanut and Tree Nut free facilities.

Menus are planned with input from the Nutrition Coordinator, Cook, and Child Care Services staff. Families will have the opportunity to review the menu each year. The menu will reflect foods that are high in nutrients and low in fat, sugar and salt. Meals are served at:

Maajiigin

Breakfast at 9:00 am

Lunch at 11:30 am

Snack at 2:30 pm

School Age Center

Breakfast at 9:00 am

Lunch at 12:00 pm

Snack at 3:30 pm

The CACFP nutrition requirements for children vary with age. The ages of six weeks to 12 years old require different serving sizes and types of foods. Formula is provided for infants, along with baby food. All children will follow a meal pattern that is appropriate for their age and nutritional needs.

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Meals and Feeding Policy

Policy: Staff will eat meals with the children. Families are encouraged to join their child during meals. Staff will ensure each child's health and safety during meals and feedings.

Procedure:

1. A written description of each child's feeding history and instructions will be obtained during the application process. The child's classroom teacher will review and follow the instructions or make recommendations to the parent/guardian.
2. Tables should be cleaned and sanitized before and after meals.
3. Staff and children must wash hands before and after meals. *See Hygiene Policy*
4. Staff will eat family-style meals with the children and engage in conversation and social interactions with the children.
5. No outside food or drinks are allowed in the classroom, with the exception of events, which will need the approval of the Center Manager prior to event. Water in an enclosed (non-glass) bottle is okay if kept out of reach of children.
6. Children may eat outside at our center, while keeping sanitation in mind.
7. Children are always seated to eat and never rushed.
8. Children will not eat off of disposable plates, cups, or utensils

Infants

1. Infants under age of 11 months will be fed formula or their mothers' breast milk.
2. All infants will be held when bottle fed.
3. All bottles will be labeled with the child's name, the date, and time it was made.
4. Bottles will only be given to the child whose name is on the label.
5. All infants will be fed on demand.
6. All bottles will be emptied and washed after each feeding.
7. Infants will be introduced to solid food when developmentally ready and not before 5 months of age.
8. A plan to introduce age-appropriate solid foods will be created by the child's classroom teacher and the child's parent/guardian.
9. On hot days, infants receiving human milk in a bottle are offered additional human milk, and those receiving formula mixed with water are offered additional formula mixed with water.

Breastfeeding

1. We encourage and support all breastfeeding mothers to continue breastfeeding.
2. Mothers can breastfeed their child openly at our program. However, our program also provides a clean, private area in our building with comfortable furniture for mothers to use to breastfeed their child. This area has an electric outlet available to use a breast pump. Any employees who are breastfeeding may also use this area.
3. Infant formula will not be fed to a breastfed infant without the guardians' written permission.
4. All stored breast milk shall have child's full name, date and time milk was expressed.
5. All breast milk (if not frozen) will be refrigerated until immediately before use.
6. Frozen breast milk will be thawed under cold running water or in the refrigerator.
7. Any unused expressed breast milk will be discarded after 48 hours if refrigerated, or after 2 weeks if frozen.

Formula

1. Formula will come to the facility in a factory-sealed container
2. Formula is prepared and stored by the instructions on the formula container.
3. No food will be mixed in the bottles unless the child's doctor provides written documentation.

Dental Policy

Policy: The Leech Lake Child Care Services program is concerned with the general health of all of the children. The Dental Policy is to help educate children and start healthy habits regarding their dental care.

Procedure:

1. Our 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.
3. Maajiigin classroom children will brush at least 1 time either after breakfast or lunch.
4. Each child will be provided with their own toothbrush that will be stored in a holder to protect it from germs.
5. "Circle brushing" will be used where staff and children brush while sitting at a table with a cup and napkins as teachers role model 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.
 - a. Infants without teeth will have their gums wiped with an approved cloth.
 - b. Infants & Toddlers will use circle brushing with assistance from the teacher.
 - c. Infants & Toddlers will use developmentally appropriate toothbrushes.
6. A smear sized amount of fluoride toothpaste approved by the American Dental Association will be used.
7. 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.

Nap and Rest Policy

Policy: Children need sleep for their health and growth, our program provides consistent, safe and comfortable opportunities for rest.

Procedure:

1. Toddlers will be provided with individual cots for rest time.
2. Each child may bring a blanket from home for rest time.
3. All sleep equipment will be labeled with the child's name, until it can be cleaned for another child's use.
4. All sleep equipment will be sanitized daily.
5. Children will be placed to sleep 3 feet apart with children laying head to foot placement to prevent the spread of germs.
6. Staff will check on each child frequently to ensure they rest comfortably.
7. While children are resting or napping, there will be sufficient lighting to ensure that children can be seen by the staff.

8. From time to time, while at infants and toddlers may have nap/rest time outside, with the following guidelines to be followed:
 - a. Weather must allow for safe sleeping.
 - b. The temperature outside must allow a child body temperature to remain at a regular temperature of around 97.4 degrees Fahrenheit.
 - c. Children must be laid on a blanket on the ground.
 - d. For infants, nothing should accompany the child while sleeping, with the exception of a pacifier or a swaddle blanket.

*Additional **infant** procedures:*

1. Sheets must be used in a crib.
2. Infants will always be placed on their backs for sleeping.
3. Infants will be allowed to nap as needed.
4. With parental consent children may rest in a wewebizon, an Ojibwe infant swing.
 - a. Staff will have training on safety precautions and how to use an infant swing.
 - b. Staff will stay close by and must be able to hear and see the child.
 - c. Swings will only be hung in the child's crib.
 - d. Children will be swaddled when using the infant swing.
 - e. To prevent injuries, children will only use the swings until they are able to sit up on their own.
5. With parent consent, children may be swaddled when put to sleep. Swaddling will not be used as a means of restraint. If a child shows distress while swaddled, the staff must immediately un-swaddle the child.
6. With parent consent a child may be placed in a cradle board while sleeping. These guidelines will be followed:
 - a. Staff will have training on safety precautions and how to use a cradleboard.
 - b. Staff will stay close by and must be able to hear and see the child.
 - c. If not held, the cradleboard will be secured in a way that it will not tip over.
 - d. Families and Maajiigin staff will work together to identify an appropriate time to discontinue use of a cradleboard.
 - e. If a child is distressed while in a cradleboard, they will immediately be taken out.
7. To reduce the risk of Sudden Unexpected Infant Death Syndrome (SUIDS), nothing may accompany the child in the sleeping equipment, with the exception of a swaddle blanket or a pacifier.

*Additional **toddler** procedures:*

1. Nap time will run for approximately 2 hours following lunch.
2. Children who wake up early will be given a quiet activity. Children will not be required to go back to sleep.
3. Staff will assist in helping the children go to sleep.

Health and Emergencies Policies

Policy: All efforts will be made to create a safe, engaged learning environment for each child. Staff will be trained in first aid and CPR to prepare for health emergencies or injuries that may arise. In the event a child becomes seriously ill or sustains an injury requiring medical attention, parents/guardians will be notified immediately. All instances will be documented.

Procedure:

1. All staff will be trained in First Aid/CPR.
2. First aid and family contact information will be stocked and readily available.
3. Staff will bring first aid bags along to each learning environment.
4. First aid bags will be restocked whenever items are used and checked weekly to restock.
5. Emergency phone numbers shall be posted in each classroom. This shall include the local fire department, police department, emergency transportation, child protection services, and poison control center.
6. All children will have updated contact information and authorization for emergency care on file and readily available. The contact information will include:
 - a. Parents/Legal Guardian phone numbers and address: Home, Work, and School
 - b. Two emergency contact persons for each child
 - c. Parents preferred hospital
 - d. Child's physician
 - e. Child's dentist
7. When an injury occurs at the center, the staff will attend to and comfort the injured child and apply first aid care if necessary.
8. Each child's file must contain an authorization form signed by the parent/guardian allowing staff to transport children in case of an emergency.
9. Naagaanizid Gekinwaa'amaaged (Lead Teacher) will immediately notify parents by phone or in person in the event of an emergency involving their child. If the parent/legal guardian cannot be reached, an alternate emergency contact person will be notified. Continuous attempts will be made to contact the parents in emergencies where children are transported off-site.
10. An incident/accident report will be completed any time an injury or health emergency occurs. This report will be given to the parents/legal guardians, and a copy will be kept in the child's file.
11. Staff will determine cause of injury and adjust procedures to prevent injuries in the future.
12. If a child becomes seriously injured while at the center, the Center Manager will be notified. to review documentation and determine if additional safety measures are needed.
13. The Center Manager will be responsible for notifying the Leech Lake Child Care Services Program Manager before the close of business. Seriously injured is defined as any injury that requires medical attention.

Medication Administration Policy

Policy: All medication will be labeled and only be administered with written authorization from the parent/guardian. A record of each medicine administration will be kept. All medication will be locked and kept out of reach of children.

Procedure:

1. Staff and children will wash hands before and after administering medication.
2. All medication will be stored as directed, labeled, and locked up. This includes medication for children and staff.
3. Written permission will be obtained from the child's parent/legal guardian prior to administering medication.
4. All prescription medication must be in the original container and labeled by a pharmacist. The Label must include:
 - a. Child's name
 - b. Name of medication
 - c. Date of prescription
 - d. Name of physician
 - e. Expiration date
 - f. Directions for administration, storage, and disposal
5. All over-the-counter medication, diaper products, sunscreen lotions, and insect repellents must be administered according to the manufacturer's instructions, unless different instructions are provided by a licensed physician. Each container should be labeled with the child's name and only used on that child.
6. Sunscreen lotion, diapering products and insect repellents supplied by the program may be used on more than one child.
7. All medication administered will be recorded with the following information and kept in the child's file.
 - a. The child's name
 - b. The name of the medication
 - c. Date and Time given
 - d. Dosage given
 - e. Signature of the person who administered the medication
8. Any unused medication will be returned to the child's parent or destroyed.

Hand Hygiene Policy

Policy: To reduce the risk of infectious diseases or other illnesses children and adults will wash their hands when hands become soiled and at designated times throughout the day.

Procedure:

1. Hand washing procedure (for older infants-adults):
 - a. All parts of hands will be washed for a minimum of 20 seconds with soap and water.
 - b. Hands will be rinsed with water.
 - c. Paper towels will be used to dry hands and turn off faucet handles.
 - d. Paper towels will only be used once.
 - e. Staff will monitor hand washing and assist children who need assistance.
 - f. Water accessible to children must not have a temperature that exceeds 120 degrees Fahrenheit.
2. Hand washing procedure (younger infants unable to support their heads)
 - a. Staff will wash infants' hands with a disposable wipe.
3. All staff, volunteers, and children will wash their hands:
 - a. When they arrive
 - b. Before and after eating
 - c. Before and after giving medication
 - d. After outdoor play
 - e. After diapering, toileting, cleaning, and the handling of body fluids (even if gloves are used)
 - f. After handling animals, animal waste, or animal cages
 - g. After cleaning or handling garbage
 - h. As needed
4. Hand Sanitizers will only be used if running water is not available.
 - a. Children must be older than 24 months.
 - b. Hands must not be visibly soiled.
 - c. A staff member must supervise the child to ensure it is used as directed on the manufacturer's label.

Child Illness Policy

Policy: To limit the spread of illness we partner with families to observe and share information about any potential illnesses that a child has or that our program encounters. Children are required to stay home when they are ill. Illness includes any ailment that prevents a child from comfortably participating in regular activities or symptoms that may be contagious to other children.

Procedure:

1. Staff are expected to tell their immediate supervisor of any symptoms or illness they experience themselves.
2. Families should keep children at home if they are sick enough that they are unable to participate in regular activities and/or if they might be contagious.
3. Daily health checks will be completed and documented by the classroom teacher upon arrival. The teacher will determine whether those who are ill or injured can or cannot have their needs and those of the other children met, and if the child can participate in the program that day. The daily health check shall include:
 - a. A friendly greeting
 - b. Asking the parent/guardian about the child's and family's wellbeing since the child was last at the program.
 - c. Observing the child for signs of obvious illness.
4. The staff will take into consideration the following conditions when determining if a child is ill:
 - a. Can the child participate in the program activities with reasonable comfort?
 - b. Does the child compromise the health and safety of the other children at the program?
5. If a child becomes ill while at the center, the following must take place:
 - a. The child will be removed from direct contact with others
 - b. The child will be kept comfortable
 - c. The symptoms will be observed and documented
 - d. Parents/guardians will be contacted and asked to pick up their child
 - e. If it is an emergency 911 will be called
6. A child may return 24-48 hours after symptoms have subsided, or antibiotics have been started for the following symptoms:
 - a. Temperature of over 100 degrees Fahrenheit
 - b. Nausea/vomiting
 - c. More than three abnormal bowel movements (diarrhea)
 - d. Impetigo

7. The following are subject to short term exclusion from the program, and a written physician statement must accompany the child when returning:
 - a. Chicken Pox
 - b. Strep Infections
 - c. Parasites
 - d. Conjunctivitis
 - e. Rash of unknown origin
 - f. Ringworm
 - g. Scabies
 - h. Influenza
 - i. Significant respiratory distress
 - j. Unexplained lethargy
8. If a child becomes sick with a communicable disease the parent/legal guardian must notify the program within 24 hours to allow staff to notify families at the program. Parents will be given a list of communicable diseases at the time of enrollment.
9. The teaching staff will notify the Center Manager and parents/legal guardians the same day of a positive diagnosis of a communicable disease.

Biting Policy

Policy: One of our primary responsibilities is to ensure the safety of all individuals in our center. Biting is quite common in early childhood and typically stops by age three. Staff will quickly identify any patterns and work diligently to prevent occurrences. There are many reasons children bite. Some reasons may include: 1) Experimenting; 2) Becoming independent; 3) Lack of language skills; 4) Learning how to play with other children; 5) Teething discomfort; 6) Using muscles in new ways; 7) Frustrated, threatened, overwhelmed, or confused

Procedure:

1. Staff will work to prevent biting before it happens by:
 - a. Partnering with families
 - b. Interacting with the child through play and conversation
 - c. Responding each child's needs
 - d. Having clear consistent rules
 - e. Modeling appropriate behaviors
 - f. Planning ahead
2. If a child bites, the staff will:
 - a. Immediately intervene
 - b. Attend to the child who was bitten, comfort the child, wash the bite, and apply a band aid if the skin was broken.
 - c. Move other children away from the situation if necessary. They will use short phrases to the child who bit using phrases such as, "Biting hurts" and "You hurt him/her; she is crying." Or "Gigii-wiisagamaa." "Mawi." "Gigii-moo'aa."

- d. Contact the parents of both children to inform them of what happened.
 - e. Complete an incident/accident form for both children involved.
 - f. Ask the family if behaviors similar to the incident happen at home, how they are managed, if there are any possible disruptive factors in the child's life.
 - g. Discuss with family about adjustments that will be made to reduce behaviors.
3. If biting continues, or by family/teacher request, a behavior meeting will be scheduled.
 - a. The meeting will include, but is not limited to, the family, the teachers, and the Center Manager. The family must be present for this meeting.
 - b. Together they will discuss the behaviors and additional ways to address them. The expectations for the child, family, and teachers will also be discussed.
 - c. If needed, referrals will be made to appropriate agencies to provide additional support to the child, family, and staff.
 - d. The meeting will be documented, and a copy placed in the child's file.

Head Lice Policy

Policy: It is the Leech Lake Child Care Services position that the management of pediculosis (Head Lice) should not disrupt a child's engagement of their care and learning. It is also recognized 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. However, head lice can be a nuisance to get rid of and can cause hardship for other families should head lice spread to other children.

Procedure:

1. Head checks will be performed only when classroom staff suspects a child has head lice.
2. Children found with "nits" (dead lice) will be allowed to remain in service and parents will be informed when the child is picked up.
3. If a child is discovered to have "live" head lice, parents will be notified to come pick up their child to be treated at home. Families will be provided with an information handout, lice shampoo, and a lice comb if needed.
4. The Center Manager will be notified of the situation.
5. If live lice are found, staff will do everything they can to ensure that the child and parent receive emotional support to prevent them from feeling embarrassment or shame.
6. Upon return, the child will be checked for live lice. Parents will be required to stay at the program until the head check is completed.
7. Each incident of finding "live" lice will be documented and signed by the staff completing the head check.

Classroom procedures: In the event of lice infestation, classroom dress up clothes, pillows, and stuffed animals will be laundered or placed in sealed plastic bags for at least 10 days. Rugs and upholstered furniture will be vacuumed, and the vacuum bag will be disposed of after use.

Parent/Guardian Notices: Periodic notices will be sent home to keep parent/guardians updated regarding the status of head lice in the classrooms and remind them to check their children's heads regularly for head lice. When there are three (3) or more students reported to have live lice within a two-week period in a classroom, a letter will be sent home with each child to inform the parent/guardians of the increased incidence of head lice along with a reminder to regularly check their children for head lice.

Diapering and Toileting Policy

Policy: Families and staff will work together to help the child independently use the bathroom. All children are different when learning to use the toilet. Typically, children begin using the toilet between the ages of 18 months and 3 years old.

Procedure:

1. Children and staff will wash their hands after diapering and toileting.
2. No other activities other than washing hands, diapering, and toileting are permitted in the toileting areas.
3. Children will always be supervised while in the bathroom.
4. Bathrooms will be checked after each use to ensure they are kept visibly clean.
5. Maintenance staff will clean and disinfect bathroom areas daily. Classroom staff will clean and disinfect when visibly soiled. Gloves will be worn while cleaning.

Diapering

1. Staff will regularly check a child's diaper to determine if they need to be changed.
2. Diapers and clothing will be changed when wet or soiled. Soiled clothing will be placed in a plastic bag and stored out of the reach of children. Items will be given to the families at the end of the day.
3. While indoors, children will only be changed in the changing area.
4. Staff must remain within reaching distance when children are being changed.
5. A diapering procedure poster will be posted in all changing areas.
6. The following diaper procedure will be followed (CDC guidance):
 - a. Prepare- staff will ensure they bring all necessary supplies with them to the diapering area. Gloves will always be worn.
 - b. Clean child- the child will be cleaned with disposable wipes, always wiping front to back.
 - c. Remove trash- wipes will be placed in the soiled diaper and discarded in the trash can. Gloves will be removed and discarded
 - d. Replace diaper- place a new diaper on the child. Apply diaper cream if needed with a tissue or fresh glove

- e. Wash child's hands with soap and water thoroughly for at least 20 seconds. Child will then be returned to a supervised area.
 - f. Clean up- any visible soil will be wiped up and the entire surface will be sprayed with disinfectant.
 - g. Wash hands- staff will wash their hands thoroughly with soap and water.
7. If families choose cloth diapers, center staff will work together with each family to create a plan.

Toileting

1. Staff and parents/guardians will work together to recognize the following signs that a child is ready to use the toilet.
 - a. Shows interest in the toilet
 - b. Has a dry diaper for several hours in a row
 - c. Has balance when sitting on the toilet
 - d. Can follow simple one or two step directions
 - e. Communicates that they need to use the toilet
2. Staff and families will discuss and document a plan on how to help the child learn to use the toilet
3. The plan will be followed at the program.

Prohibited Action Policy

Policy: Staff will use positive behavior guidance techniques with each child. Prohibited actions will not be allowed.

Procedure: The following are prohibited actions:

1. Corporal punishment and emotional abuse: No child will be subject to corporal punishment or emotional abuse.
 - a. "Corporal punishment" is defined as non-accidental infliction of physical pain on a child by a caregiver. Corporal punishment includes but is not limited to; rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
 - b. "Emotional abuse" is defined as the infliction of verbal or psychological abuse on a child by a caregiver. Emotional abuse includes, but is not limited to, name calling, ostracism, humiliation, or frightening the child.
2. Food, light, warmth, clothing, and medical care will not be withheld from any child.
3. Discipline will not be delegated to another child.
4. Children will not be separated from a group except as noted in the behavior policy.
 - a. An infant will not be separated from the group for disciplinary reasons.
 - b. If a child is separated from the group, they must be in an area or separate room that is well-lit, free from hazards, ventilated, and with a caregiver.
5. No child shall be punished for toileting accidents.

6. No child will be physically restrained by bonds, ties, or straps for disciplinary purposes.
 - a. If a child must be restrained for medical reasons, that restraint will only occur according to the written instruction of the child's physician and/or practitioner and the parent's permission.

Missing Child Policy

Policy: Classroom staff will actively supervise children at all times. If a child becomes missing, staff will act quickly to recover the lost child as soon as possible.

Procedure:

1. Supervision: Preventing Missing Children
 - a. Teaching staff will regularly count the children throughout the day, especially at transitions and when leaving or entering an area.
 - b. Teaching staff must ensure all children are supervised by line of sight and hearing. Line of sight means the ability to see a child with no more than a turn or tilt of the head.
 - c. Teaching staff will be alert and attentive to children.
 - d. Cell phones will not be used for personal use while supervising children.
2. Missing Child
 - a. Teaching staff will notify the Center Manager who will notify the Program Manager immediately.
 - b. Teaching staff will confirm attendance by checking attendance sheets. Center Manager will review the front desk sign out sheet.
 - c. The Center Manager will immediately notify the Program Manager and will initiate a lockdown, where no one will be able to enter or leave the building.
 - d. All available staff shall assist in the search.
 - e. If the child is not found, following a search of the entire building and grounds, the Child Care Service Program Manager will call 911.
 - f. The Center Manager will notify the family and give a copy of the documented report to the Program Manager.

Sanitation Policy

Policy: To prevent the spread of illnesses the building will be regularly cleaned and sanitized.

Procedure:

1. A regular cleaning schedule will be followed, and the schedule will be posted.
2. All equipment will be kept clean, sanitary, and in operable condition.
3. Any surface contaminated by body fluids will be cleaned and disinfected immediately. Gloves will be worn.

4. Cleaned and sanitized daily or when soiled:
 - a. Toilet areas
 - b. Floors
 - c. Rugs
5. Cleaned and sanitized weekly or when soiled:
 - a. Toys
 - b. Bedding and blankets
6. Mouthed toys will be washed and disinfected after each use.
 - a. Toys that are cloth material will be placed in the daily laundry.
 - b. Toys that are other material will be placed in bucket labeled "Mouthed Toys". Toys will be washed with warm soapy water and disinfected by emerging in bleach water solution, then air dried.
7. Liquid hand soap, toilet paper, facial tissues, and single use paper towels will be provided and accessible to children.
8. All children will have separate towels, washcloths, drinking cups, combs, and other personal articles.
9. Garbage will be removed from rooms daily or as needed. All trash will be stored in a closed container that prevents access by children and animals.

Pet and Animals Policy

Policy: It is the intent of the Leech Lake Child Care Services to provide a healthy learning environment for all children. We recognize that animals are an important part of a child's learning experience, and they have beneficial and therapeutic effects for some children including acceptance, bonding, caring and teaching of responsibility. However, for children with asthma, animals can trigger a respiratory reaction that in some cases can be severe. Other potential consequences include allergic reaction, scratches and bites, infections and infestations.

Procedure:

In an effort to provide a safe environment for all children, the following will apply: (This does not apply to service animals)

1. The most effective method of controlling child exposure to animal allergens is to the classrooms free of feathered or furred animals.
2. Before any animal (mammals, birds, reptiles, fish and insects) is allowed on the classroom, permission must be obtained by the Program Manager.
3. No animals, for which vaccine is recommended, will be allowed on the premises without proof of current rabies vaccination. Children will not be permitted to handle wild animals.
4. All animals must be restrained and preferably caged. Keeping animals in classrooms as pets is discouraged. (Fish in tanks may be an exception if there is an appropriate plan for their care).
5. Animals should be kept away from upholstered furniture, carpets and stuffed toys.

6. If a stray or wild animal appears on the premises, children should be kept away from the area until the animal leaves the area or is removed by a local animal control officer, game warden or other appropriate official.
7. If a child is bitten or injured by an animal on the premises, the Center Manager will notify the Program Manager and parent/guardian on the day the injury occurs. A report must be made as applicable to the Leech Lake Health Department. The Lead Teacher shall take responsible steps to confine the animal as safely as possible.
8. Reptiles are a source of salmonella and hand washing after exposure is stressed.
9. Parents will be notified prior to admission of the presences of pets in the facility.
10. Children may not handle animals without supervision.
11. Pet cages must be located and cleaned away from food preparation, storage or serving areas.
12. Play areas must be free of animal excrement not confined to pet cages.

Security Policy

Policy: Our families are welcome and encouraged to visit the centers. At the same time, we will take steps to create a secure environment for the safety of all of us. All individuals entering the facilities will be positively identified by front desk staff and will be required to sign in and out. No unauthorized person may pick up children.

Procedures:

1. Background Screening for all Workers
All staff members, employed or volunteer, will receive background screenings that include criminal record checks, founded reports of child abuse and neglect and credential checks before they are allowed on the premises when children are present.
2. Preventing Access of Threatening Individuals
 - a. All building entrances are observed by a staff member and locked from the outside. The doors are able to be opened easily from the inside by adults. The front desk staff or designee will be the only one authorized to operate and monitor building entrances.
 - b. To enter the building, families and visitors will buzz the doorbell and staff will identify the individual through camera. If staff are unable to recognize the individual, they will ask for their name and the reason for their visit.
3. Sign In/ Sign Out
 - a. Without exception, everyone who enters and exits the facility must use the sign in/sign out procedure.
 - b. Staff will ensure that all individuals entering and exiting the building have signed in and out.
 - c. The sign in/sign out will consist of the individual's name, the time in and out, destination, and reason.

4. Picking up a Child

- a. Individuals authorized to pick up a child from the program will be listed with their full name in the child's file.
- b. No child will be released to anyone who is not positively identified by the staff member. Until the person is known to be an authorized pick up, the staff member will verify the individual by asking to see their ID.
- c. Custody issues or court orders will be copied and placed in the child's file. All staff caring for the child will be informed and honor the document.
- d. In extenuating circumstances when an authorized person cannot pick up a child, another individual may pick up the child from our program if that person is authorized to do so by the parent or legal guardian. Authorization is considered through authenticated communication such as a note or phone call giving consent and specific identifying information about the individual who they are authorizing to pick up their child.
- e. If an unauthorized individual arrives to pick up a child, the parent or legal guardian will be contacted immediately. If the information provided by the parent or legal guardian does not match the information and identification of the unauthorized individual, the child will not be permitted to leave the program. If it is determined that the parent or legal guardian does not authorize this individual to pick up their child, information about the individual will be documented and the individual will be asked to leave. If the individual does not leave and the behavior is concerning to the staff member or if the child is taken by force the police will be contacted immediately.
- f. If a parent or guardian arrives who is intoxicated or otherwise incapable of bringing the child home safely, or a noncustodial parent attempts to pick up the child without consent, they will not be allowed to take the child, and a staff member will call the police to handle the situation.

Severe Weather Policy

Policy: From time to time, weather may impact our ability to maintain our regular schedule. In those cases, our center staff will adapt appropriately to the weather conditions to maintain as safe an environment as possible.

Procedure:

Blizzard

1. The Leech Lake Band of Ojibwe will decide if there will be an early release due to a winter weather advisory.
2. In the event of an early release, the Program Manager will inform staff of the closure of the center.
3. Staff will contact families to inform them of the closure and to pick up their child. Staff and children shall remain inside and continue with regular programming until picked up by a parent/guardian.

Tornado

1. Tornado Drills will be done monthly during tornado season, April to September. The Administrative Assistant at Maajiigin and the Center Manager at School Age Center will schedule all drills. All staff will be notified of the drills in advance. No unannounced drills will occur.
2. Staff will be notified of a tornado by intercom and by two-way radio.
3. When staff and children are outside, they must immediately seek shelter indoors at the closest shelter area. Count children. Check the area quickly but thoroughly.
4. When staff and children are indoors:
 - a. A Shelter and Evacuation Plan will be posted at each site.
 - b. Staff will count and gather children and immediately go to designated tornado shelter using the route specified on their emergency drill poster. Children will stay together and low to the ground. All staff, including administrative staff, will shelter with the children.
 - c. Once at the tornado shelter staff will count the children again and encourage the children to sit in the tornado safety position: sitting or kneeling facing the wall, with hands over the back of their heads and neck and tucked into a ball. For infants, staff will place the infants as low to the floor as possible, such as holding and covering the infant with their body.
 - d. Staff and children shall remain in this position until they hear the “all clear” over their radios.
 - e. The Center Manager will be notified if anyone is missing.
5. Reunification
 - a. Classroom staff will notify parents of the incident and request them to pick up their children.
 - b. Damage will be assessed by maintenance.

Evacuation Policy

Policy: Staff will be well informed of evacuation plans for fire, carbon monoxide leak, chemical spill, natural gas leak or other incidents in which an evacuation is necessary.

Procedure:

Fire Evacuation

1. Fire drills will occur once a month and will be documented.
2. All staff will be informed of the drills. No drills will be held unannounced.
3. After each drill, data will be gathered and Management staff will review it with classroom and other staff members.
4. Emergency Plans will be posted. The plans will include:
 - a. Who in the classroom is responsible for bringing the attendance record, parent/guardian contact numbers, the first aid bag, the two-way radio and any child medication.
 - b. Who in the classroom will clear the room.
 - c. How children will be transported from building.
 - d. Where the meeting point and reunification points are located.
 - e. A responsibility chart on who is to clear each area of the building.
5. Staff must follow the posted Evacuation Plan and evacuate the building in less than four minutes.

Natural Gas Leak, Carbon Monoxide Leak or Chemical Spill Evacuation

If a noxious odor is detected the following procedures shall be implemented.

Early Staff Arrival:

1. Leave building immediately
2. Do not pull alarms in case of spark
3. Do not use center phone or cell phone in building

Upon entry:

1. Secure the building. Do not allow anyone to enter the building.
2. Notify Program Manager. Program Manager will notify 911.
3. Continue to maintain security of building until appropriate personnel have arrived.
4. After assessing the situation, the Program Manager will make the decision to resume services.
5. If the situation is unable to be resolved:
 - a. Program Manager and Center Manager will notify staff.
 - b. Teaching staff will notify Parent/Guardians.
 - c. Early Release procedure will be implemented

Evacuation Policy During Business/Service Hours

1. Teaching staff will line up children at the nearest exit, take a head count and exit the building using the evacuation route. Do not shut classroom door, leave it open
2. Gather children with one staff at the front of the group and one at the back. Younger children can use an evacuation rope or bug rope to evacuate.
3. Infants, toddlers, and/or special needs children may be carried or transported using an evacuation crib
4. PLEASE TAKE TURNS WHEN LEAVING CLASSROOMS SO THERE IS NO CONGESTION. *Be patient and calm, this will expedite the evacuation process.*
5. Designated staff will bring the attendance record, parent/guardian contact numbers, the first aid bag, the two-way radio and any child medication.
6. Designated staff will check the room to ensure all children are out of the classroom.
7. Administrative staff will conduct a check of the building as assigned in the responsibility chart and exit at the nearest exit.
8. The following process will be followed to remove children from danger:
 - a. Maajiigin staff and children will board the bus located at the front of the building loading children 3 to a seat. Staff may need to stand. Buses will transport children to the School Age Center.
 - b. School age staff and children will walk to Dream Catcher Park. In the event of cold or hazardous weather, school age staff will contact the Cass Lake/Bena Elementary School for shelter options.
9. Designated staff will take a head count upon arrival at their designated location and immediately notify the Center Manager if a child is missing.
10. If an injury occurs, teaching staff must administer emergency first aid until first responders arrive.
11. Wait for further instruction from Program Manager on whether it is safe to return to the center or apply early release procedures.

Follow the Evacuation Plans Included

Maajiigin Evacuation Plan

Take Radio and check

Maamawichige Wigamigoons

Rm 103
(front mtg rm)

Zaaga'amoowigamig

Rms 104, 105
(bathrooms)

Copy Rm
Rm 107

Close Doors

Exit Front/Side door

Admin Assistant
Receptionist

CCS Program Manager

Take Radio and check

Storage Rm
Rm 131

Gibichiitaawigamig

Rm 102
(Break room)

Kitchen
Rm 101

Maamawichige Wigamig
(Large Motor)

Close Doors

Exit Mud Room Door

Kitchen Staff
Nutrition Coordinator
CCDF Grant & Budget Coordinator

Take Radio and check

Nitaawigin
Rm 125

Zaagakii
Rm 129

Waabangewigamigoons
Rm 128

Assist with Evacuation

Close Doors

Exit Exterior Classroom Door

Center Manager

Training Culture Coordinator

Family Engagement & Enrollment Coordinator

Take Radio and check

Endazhi-anwebing
Rm 115

Minogin
Rm 12

Zaagibagaa
Rm 124

Classrooms

Assist with Evacuation

Close doors
Exit Exterior Classroom Door

Early Learning Scholarship Subsidy and Outreach Coordinator

Take Radio and check

Office
Rm 116

Laundry
Rm 117

Storage
Rm 119

Close Doors

Locate Fire

Direct Traffic

Exit

Maintenance Licensing Compliance and Grants Coordinator

Maajiigin Evacuation Map



School Age Center Evacuation Plan

RECEPTIONIST

- Take Radio and check
- Front Office > Close Door
- Gymnasium > Close Doors
- Staff/Meeting Room > Close Doors
- Admin Bathrooms > Close Doors
- Exit South by bathrooms

MAINTENANCE (IF APPLICABLE; IF NOT, CENTER MANAGER ASSUME RESPONSIBILITIES)

- Take Radio and check
- Storage room > Close Door
- Classrooms bathrooms > Close Door
- HVAC/Boiler room > Close Door
- Locate Fire
- Assist traffic
- Exit nearest exit

KITCHEN STAFF (IF APPLICABLE)

- Take Radio and Check
- Kitchen areas > Close Door
- Exit nearest exit

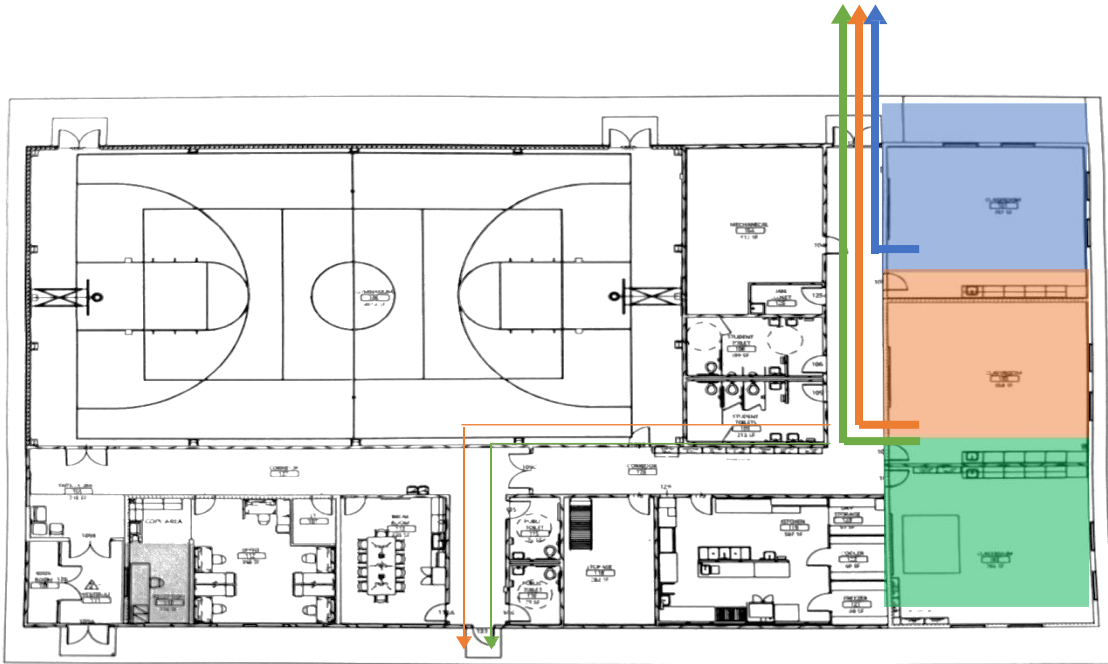
TEACHER LEADS & YOUTH ASSISTANTS

- Take radio and Check
- Gather kids in classroom in orderly manner
 - o Youth Assistant leads the group to the primary designated north exit; if primary is compromised, exit at the south of building.
 - o Teacher-Lead follows the group checking the classroom to ensure no children are left behind > Close Door > Follow group to the primary designated exit.

CENTER MANAGER

If maintenance is not available, Center Manager will take radio and check ALL rooms and hallways starting from farthest north classroom through front offices > exit through south exit doors.

SCHOOL AGE CHILD CARE - FIRE EMERGENCY PROCEDURES FOR EACH CLASSROOM



Fire Emergency Gathering Location



Miziwegin Cold Weather Guide

All children benefit from the fresh air and sunshine they get during daily outdoor play. During cold weather months, a child care provider should monitor weather conditions and outdoor temperatures to determine:

- **The kind of clothing children need to wear.**
- **The length of outdoor time appropriate for conditions and the child's age**
- **If stormy weather will pose a safety threat during the day**

Outdoor play is recommended when temperature/wind chill is 15 degrees F or above.

Use caution when temperature/wind chill is between 0 to 15 degrees F.

Outdoor play is not recommended when temperature/wind chill is 0 degrees F. or below.

All staff and children will remain indoors when the temperature/wind chill is -10 degrees F. or below.

Cold Weather Tips

- A short walk can be beneficial even on days it is too cold for extended outdoor play.
- Mildly ill children, who are active, may also play outdoors. If children are too sick to play outdoors,
- they are too sick to remain in child care.
- Choose play areas that are protected from the window or have warm shelter nearby.
- Scarves and hoods with strings are not recommended due to risk of strangulation.
- Infants and toddlers are unable to tell the care provider when they are too cold, so it is best to schedule shorter periods of outdoor play for this age group. Be sure to monitor their skin temperature to make sure they feel warm.
- Older children can tolerate longer periods outdoors but should be monitored to ensure that they do not remove winter gear.
- Watch for areas of bare skin on areas such as wrists, ankles, ears, fingers etc., that may become exposed during activities.

Cold Weather Forecasting Terms

Blizzard Warning- Snow and strong winds will produce blinding snow, deep drifts and life-threatening wind chills.

Temperature-- The temperature of the air in degrees Fahrenheit. **Wind-** The speed of the wind in miles per hour.

Wind Chill Warning- Sub-Zero temperatures with moderate to strong winds expected which may cause hypothermia and danger to peoples, pets, and livestock.

Winter Weather Advisory- Winter weather conditions are expected to cause significant inconvenience and may be hazardous. If caution is exercised these situations should not become life threatening.

Winter Storm Warning- Severe winter conditions have begun in your area.

Winter Storm Watch- Severe winter conditions, like heavy snow and ice are possible within the next day or two.

		Wind Speed in MPH								
		Calm	5	10	15	20	25	30	35	40
Air Temperature (°F)	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-10	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43
	-20	-20	-34	-41	-45	-48	-51	-53	-55	-57

Miziwegin Warm Weather Guide

All children benefit from the fresh air and sunshine they get during daily outdoor play. During warm weather months, a child care provider should monitor weather conditions and outdoor temperatures to determine:

- **The kind of clothing children need to wear and if sunscreen is needed.**
- **The length of outdoor time that is appropriate for conditions and the child's age.**
- **If stormy weather will pose a safety threat during the day**

Outdoor play is recommended when temperature/heat index is between 71 and 90 degrees F. Use caution when temperature/index is between 85 to 90 degrees F. Extended outdoor play in dry, unshaded areas is not recommended when temperature/heat index exceeds 90 degrees F.

Warm Weather Tips

- Offer water often during time outdoors. Avoid high sugar content beverages and soda.
- Choose shaded play areas when possible.
- Children should dress in lightweight, cotton fabrics and wear a hat to protect them from the sun.
- Apply sunscreen generously and frequently. Look for sunscreen with UVB and UVA ray protection.
- Mildly ill children, who are active, may also play outdoors. If children are too sick to play outdoors, they are too sick to remain in child care. Outdoor play for this age group. Be sure to monitor their skin temperature to make sure they feel warm.
- Infants and toddlers are unable to tell the care provider when they are too hot, so it is best to schedule shorter periods of outdoor play for this age group and monitor them closely.
- Older children can tolerate longer periods outdoors but should be monitored to ensure that they do not go without sun protection.

Warm Weather Forecasting Terms

Heat Index Warning: How hot it feels to the body when the air temperature and relative humidity are combined.

Temperature- The temperature of the air in degrees Fahrenheit.

Wind- The speed of the wind in miles per hour.

Relative Humidity-The percent of moisture in the air.

Severe Thunderstorm or Tornado Watch-Conditions are favorable for the development of these storms.

Severe Thunderstorm Warning- When a thunderstorm produces hail 3/4 of an inch or larger in diameter and/or winds equal or exceed 58 MPH.

Tornado Warning-Tornado is indicated by radar or sighted by storm spotters.

Flash Flood Watch/Warning- Very heavy rain that falls in a short time period can lead to flash flooding. A watch means there is a possibility. A warning means that a flash flood is imminent or occurring.

Relative Humidity by Percent

Air Temperature (°F)	15	20	25	30	40	45	50	55	60	65	70	75	80
100	96	97	100	102	105	111	118	124	129	136			
98	94	95	97	99	105	109	113	117	122	128	134		
96	92	93	94	96	102	104	108	111	116	121	126	132	
94	90	90	91	93	97	100	103	106	110	114	119	124	129
90	86	86	87	88	91	93	95	97	100	103	106	109	112
88	84	85	85	86	88	89	91	93	95	98	100	103	106
86	83	83	83	84	85	87	88	89	91	93	95	97	100
84	81	81	82	82	83	84	85	86	88	89	90	92	94
80	78	79	79	79	80	80	81	81	82	82	83	84	84

Miziwegin

Lock Down Drill Procedures

NOTIFICATION	<ul style="list-style-type: none"> ▪ Administrative Assistant at Maajiigin and Center Manager at School Age Center will announce “Lockdown”. ▪ Tell the children that a lockdown is about to happen.
ACTION	<ul style="list-style-type: none"> ▪ If there are children playing outside, bring them inside. ▪ Teachers bring children to their primary classroom. Administrative staff will go to their respective offices. ▪ No one will leave or enter the building during this time. (NO Exceptions) ▪ Lock the classroom doors and windows, cover the windows, and turn off lights and audio equipment. ▪ Take attendance of children and ensure all children remain in room. ▪ Continue with quiet activities away from windows. ▪ All other staff will shelter in place, close doors and blinds. (offices/cubicle/kitchen area). ▪ Ignore any fire alarm activation.
COMMUNICATION	<ul style="list-style-type: none"> ▪ Turn cell phones on silent or vibrate. ▪ Program Manager will be in charge of all communications with Law Enforcement and Center Manager to relay to the classrooms. ▪ Center Manager will keep teaching staff updated via cell phone. ▪ Note: In a real emergency it might not be safe to talk on the phone, but you can still call 9-1-1 and leave the phone on. Do not make phone calls unless there is an emergency situation (for example, an injured child or adult in need of immediate medical attention).
CARE AND SUPERVISION	<ul style="list-style-type: none"> ▪ Center Manager will be authorized to access meal carts for classroom or assist with bathroom breaks, if necessary. ▪ All restroom use shall take place in the classroom. Rooms without restrooms will be coordinated with management staff. ▪ Follow procedures for addressing (especially infants and toddlers) nutrition and hygiene needs during the period of time they are in lockdown. (i.e. meal carts, feeding, diapering, etc.)
CONCLUSION	<ul style="list-style-type: none"> ▪ Remain in the classroom room or in office/cubicle area until the Program Manager announces the end of the lockdown.