### Mission Statement

Traditional Ojibwe values will guide our efforts to promote the spiritual, emotional, physical, and cognitive wellness of the children, families, and community we serve.

<table>
<thead>
<tr>
<th>SPIRITUAL WELLNESS (A Belief in the Interconnectedness of All Things) Izhitchige Bezhig: MANIDOOWAADIZI MINOCHIGEWINAN (Debweyendam da biinjiaanikoosidoong akina gegoo)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal One:</strong> ECC will strengthen the cultural identity of each child and their family by enhancing their knowledge of Ojibwe language, history, family, and relationship with Mother Earth.</td>
</tr>
<tr>
<td><strong>Outcome:</strong> ECC will promote age-appropriate comprehension and use of the Ojibwe language to all center and home based children as measured by ongoing assessment of children’s language acquisition.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMOTIONAL WELLNESS (Balancing All Of Our Emotions) Izhitchige Niizh: MAMAAJIWIN MINOCHIGEWINAN (Dibaabishkodijaade akina gimamaajiwinan)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal Two:</strong> ECC will work collaboratively and intentionally to identify children and families that may have emotional wellness concerns and connect them with appropriate culturally, responsive services.</td>
</tr>
<tr>
<td><strong>Outcome:</strong> ECC will implement mental wellness programming that promotes emotional health resulting in enhanced relationships for children, parents, staff and community.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PHYSICAL WELLNESS (Attending To Our Physical Selves-Our Bodies) Izhitchige Niswi: ZOONGIZIWIN MINOCHIGEWINAN (Ayaa omaa giinawind i'iw zoongiziwin giinawind gii niivawminan)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal Three:</strong> ECC will implement physical wellness programming that promotes physical health resulting in healthy children, parents, staff and community.</td>
</tr>
<tr>
<td><strong>Outcome:</strong> ECC will engage staff, children and families in physical wellness programming with the outcome of improving knowledge and the long-term physical health of staff, children and families.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COGNITIVE WELLNESS (Having Clear Thoughts) Izhitchige Niiwin: GIKENDAMOWIN MINOCHIGEWINAN (Ayaang biiniteg inendamowinan)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal Four:</strong> To promote programming and services focused on cognitive development and wellness of children ages 0-5.</td>
</tr>
<tr>
<td><strong>Outcome:</strong> ECC will improve child attendance through program awareness, family engagement, data analysis and data sharing.</td>
</tr>
</tbody>
</table>
# Red Cliff Early Childhood Center Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alicia DePerry</td>
<td>HS Teacher</td>
<td>2545/2560</td>
</tr>
<tr>
<td>Amaris Andrews</td>
<td>EHS Home Based Teacher</td>
<td>2538</td>
</tr>
<tr>
<td>Amber Lagrew</td>
<td>Assistant Teacher</td>
<td>0</td>
</tr>
<tr>
<td>Ashley Peterson</td>
<td>Teacher Support Specialist</td>
<td>2521/0</td>
</tr>
<tr>
<td>Angela Whiteman</td>
<td>EHS Teacher</td>
<td>2525/2526</td>
</tr>
<tr>
<td>Cindy Garrity</td>
<td>Family Service Manager</td>
<td>2551</td>
</tr>
<tr>
<td>Caitlin Penhollow</td>
<td>Family Services Coordinator</td>
<td>2552</td>
</tr>
<tr>
<td>David Boyd</td>
<td>Facility Maintenance</td>
<td></td>
</tr>
<tr>
<td>Diann Viater</td>
<td>HS Teacher</td>
<td>2540/2539</td>
</tr>
<tr>
<td>Fred Pillinger</td>
<td>EHS Teacher</td>
<td>2524/2526</td>
</tr>
<tr>
<td>Florence Boyd</td>
<td>Maintenance</td>
<td>0</td>
</tr>
<tr>
<td>Haley Hyde</td>
<td>EHS Home Base Teacher</td>
<td>2536</td>
</tr>
<tr>
<td>Jamie Goodlet-King</td>
<td>Education /Abilities manager</td>
<td>2527</td>
</tr>
<tr>
<td>Jennifer Defoe</td>
<td>Family Service Enrollment Specialist</td>
<td>2533</td>
</tr>
<tr>
<td>John Helmes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Julie Erickson</td>
<td>HS Teacher</td>
<td>2545/2560</td>
</tr>
<tr>
<td>Kathy Haskins</td>
<td>Assistant Teacher</td>
<td>0</td>
</tr>
<tr>
<td>Kelsey Connors</td>
<td>EHS Teacher</td>
<td>2544/2543</td>
</tr>
<tr>
<td>Kim Gordon</td>
<td>Child Care Director</td>
<td>2553</td>
</tr>
<tr>
<td>LaVonne Goslin</td>
<td>EHS Director</td>
<td>2550</td>
</tr>
<tr>
<td>Linda Defoe</td>
<td>HS Teacher</td>
<td>2540/2539</td>
</tr>
<tr>
<td>Liza Armagost</td>
<td>Assistant Teacher</td>
<td>0</td>
</tr>
<tr>
<td>Lori Duffy</td>
<td>Head Cook</td>
<td>2529</td>
</tr>
<tr>
<td>Maggie Pratt</td>
<td>EHS Teacher</td>
<td>2524/2526</td>
</tr>
<tr>
<td>Melissa Gardner</td>
<td>EHS Teacher</td>
<td>2541/2542</td>
</tr>
<tr>
<td>Michelle Smith</td>
<td>EHS Home Base Teacher</td>
<td>2537</td>
</tr>
<tr>
<td>Mikayla Defoe</td>
<td>Health /Teacher Support</td>
<td>2555/0</td>
</tr>
<tr>
<td>Nadine Cadotte</td>
<td>HS Teacher</td>
<td>2547/2546</td>
</tr>
<tr>
<td>Nicole Boyd</td>
<td>Head Start Director</td>
<td>2530</td>
</tr>
<tr>
<td>Patt Kenote-DePerry</td>
<td>Health Manager</td>
<td>2556</td>
</tr>
<tr>
<td>Rebecca Boyd</td>
<td>Assistant Teacher</td>
<td>0</td>
</tr>
<tr>
<td>Sarah Dergon</td>
<td>Assistant Cook</td>
<td>2529</td>
</tr>
<tr>
<td>Samantha Toman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teresa Weber</td>
<td>EHS Teacher</td>
<td>2544/2543</td>
</tr>
<tr>
<td>Terry Newago Jr.</td>
<td>HS Bus Driver</td>
<td>0</td>
</tr>
<tr>
<td>Tiffannie Hanson</td>
<td>EHS Teacher</td>
<td>2525/2526</td>
</tr>
</tbody>
</table>

(715)779-5030
**Children are required to attend daily** Every school day matters!

Federal guidelines state that, “Head Start/Early Head Start Programs must maintain 85% attendance or better.”

1. Parents are required to call the ECC in the event that their child is absent.

2. ECC will attempt to contact family if they do not contact the school within 1hr after the start of the school day to learn of absence reason and/or assist family.

3. After two days of no contact with parents, teachers will make a referral to ECC Family Services staff.

4. Head Start and Early Head Start Directors will monitor attendance weekly and coordinate follow-up if absences are chronic.

5. After two weeks of continual absences (unexcused, unable to contact parents, excessive family days, etc.). A meeting with the family will be attempted to resolve with an attendance plan.

In the event of continued chronic absences children may be exited from the program.

*Please Call 715-779-5030 if your child will be absent*
Head Start Bus Transportation

Head Start will pick up and drop off each child to/from their specified locations.
If there is a change in transportation, please notify the Head Start immediately. The bus will wait two (2) minutes for a child and must move on to maintain a schedule.

Food, drink, candy, and toys are not allowed on the bus.

A designated adult must come out to the bus when picking up and dropping off a child. Monitors are not responsible for escorting children to and from the bus stop.

Bus times will be provided by classroom teachers or transportation manager. If you have any transportation concerns or bus changes, please call the center @ 715-779-5030 ext 2521

CLOTHING & BELONGINGS

Please try to dress your child in something comfortable, easy to care for and that can get dirty. Your child needs to feel free to play and work without fear of soiling his/her clothes. Dress your child according to the weather; outdoor activities are planned for each day, even in the winter. All children go outdoors for part of the day as long as weather permits.

Please send an extra set of clothing to be kept in the classroom in case of accidents.

Make sure your child’s name is on all clothing, including shoes!

We discourage children from bringing personal belongings or toys. Our staff will not be responsible for such items, unless permission is received or the teacher has sent “Show and Tell” notices home.

We appreciate the cooperation to keep the children happy!!

Inclusive Environment

The Red Cliff Early Childhood Center works collaboratively with the Bayfield School District, CESA 12 and Bayfield County Birth to Three Programs to provide special education services to those children who are enrolled in the ECC and have special needs. Specialized staff provide services in the area of Speech and Language Development, Physical Therapy, and Occupational Therapy (fine motor). These special services are provided to children in the classrooms so that children can remain in their natural environment and receive the support services they need. Contact ECC Education Abilities Manager if you have any questions at 779-5030 ext 2527.
Exclusion Criteria

The Red Cliff ECC uses the following criteria to determine whether to exclude children with short-term illnesses:

- The child does not feel well enough to participate in the usual activities of the program.
- The child has a confirmed communicable disease.
- The staff cannot care for the sick child without interfering with the care of other children at the facility.
- The child has a fever and/or has indications of possible contagious disease or an immediate need for medical evaluation.
- The child has been vomiting or has had diarrhea within the last 24 hours.
- The child has a sore throat, frequent cough, eye inflammation, rash, or lice/nits.
- Teachers should seek additional staff opinion when evaluating a child for possible exclusion.
- Parents and guardians cannot insist that the ECC accept an ill child.
- Parents must contact the ECC if medication for fever and/or illness has been provided at home within the last 24 hours before the child attends the Center.

Communicable Diseases:
1. Chicken Pox
2. Fifth Disease
3. Scabies
4. Measles
5. Pink Eye
6. Impetigo
7. Mumps
8. Influenza
9. Hepatitis
10. Pertussis
11. Hand, Foot, Mouth Disease

Home Base Policies

If Parents cannot make their home base visit, they must call their home base teacher to RESCHEDULE.

*Their child does not feel well enough to participate in the visit.
*Their child has a confirmed communicable disease.
*Their child maintains a fever and/or has indications of possible contagious disease or an immediate need for medical evaluation.
*Their child has been vomiting or has had diarrhea within the last 24 hours.
*Their child has a sore throat, frequent cough, eye inflammation,
Wisconsin State Regulations
The ECC license is posted in full view in the main hallway on the bulletin board so that all parents and visitors have the opportunity to read and review the terms of the license. The capacity of the center will be up to 82 children, ages six weeks to eight years. Hours of operation for the Head Start and Early Head Start are 7:45 a.m.-3:00 p.m., Monday through Friday, year round. Wrap-around child care services are offered Monday-Friday from 3-5pm for children ages six week-eight years enrolled in ECC center base services.
The policies and procedures, Wisconsin group child care licensing regulations and violations will be posted in the main hall of the Early Childhood Center. Any parental notices regarding activities, days closed or other information for parental information will be posted on the front door of the center, bulletin boards in hallway and each child will bring home a notice.

Grievance Procedure For Community Complaints
Red Cliff Education Division

Complaint Policy:
All community complaints under the umbrella of the Red Cliff Education Division must abide by the operational procedure established, reviewed, and approved by the ECC Policy Council, the Red Cliff Education Committee and Tribal Council.

Complaint Procedure:
The operational procedure for handling community complaints is as follows:

The complaint must be written and submitted to the appropriate program Director within three (3) working days of the incident involved.
The complaint must include the following information:
- Date of the incident or issue that occurred
- Description of incident or issue
- Names of people and program involved
- Reason for dissatisfaction
- Signature of complainant
The appropriate program Director or their designee must review the written complaint and make a decision within ten (10) working days of receiving it.
The appropriate program Director or their designee and/or assigned staff will investigate the incident and interview people involved as necessary.
The appropriate program Director will review the findings with their supervisor and/or the Chairperson, Vice-Chairperson, and/or the Tribal Administration Liaison.
The appropriate program Director or their designee will make a final written decision to the complainant at the end of the investigation.
The appropriate program Director or their designee will make a decision that is compliant with all applicable laws and regulations and demonstrate professionalism, compassion and understanding for the complainant.
Some Early Childhood Center issues, such as hiring/termination of ECC staff, legislatively require concurrent approval from both Policy Council and Tribal Council. In the event of a dispute between the Policy Council and Tribal Council resulting from a “shared decision-making” issue, the ECC Internal Dispute Resolution Procedures will be followed.

Emergency Closings
Emergency closings (snow days, ice days or any other emergencies) will be announced on the radio, 96.7 FM and will be aired on the Channel Ten WDIO/WIRT TV morning news.
Should the Red Cliff Tribal Office be closed due to inclement weather, the Early Childhood Center is also closed.
Due to the age and vulnerability of ECC children, the ECC Directors have the discretion to close the facility. If the ECC is closed while the Bayfield School and/or Red Cliff Tribal Office Remain Open, ECC Staff will notify families.
If an emergency closing should occur during the day, parents will be notified by phone.
If parents cannot be reached, emergency contacts will be called.
**Family Events**

ECC family events and celebrations are scheduled and posted in the calendar, sent home by flyer and/or in the monthly newsletter. ECC events are open to the entire family and extended community.

***If you have any ideas for a family activity, please let an ECC staff person know!*****

**Family Resource Coordination**

Each enrolled ECC family will have a Family Resource Coordinator to assist them in setting family goals and finding appropriate resources!

A Family Outcomes Assessment is filled out at the beginning of the year for each family with a follow up to be completed in the spring.

Home Visits are typically scheduled and services begin shortly into the school year.

**ECC Family Resource Coordinators include:**

- Cindy Garrity (ext 2551)
- Jennifer Defoe (ext 2533)
- Caitlin Penhollow (ext 2552)
- Family Service Health Worker: Ashly Gurnoe-Gould (ext 255)
As a Red Cliff Early Head Start Home Based Family, you will receive:

**W**eekly personal visits during which your teacher will share age-appropriate child development and parenting information, help you to learn to observe your child, and address your parenting concerns.

**S**ocializations are held to provide opportunities to share information about parenting issues and child development. Parents will be able to support each other and observe their children with other children. A meal is provided for all socializations.

### Advantages of the Home-based program:
- Enhances the child’s and family’s individualization.
- Children learn best in their own natural environment.
- Opportunities to observe parent/child interaction.
- Generalize learned skills can benefit other children in the house as well.
- Parents are directly involved in their child’s program.
- Family involvement.
- Developing home school linkage in the school system.
- Gives the child a solid foundation for success.
- Parents confidence can give their child the best possible start in life.
- Parents develop appropriate ways to stimulate learning.
- Develops strong bonding between parents and school.
- Detects potential learning problems.
- Prevents child abuse and neglect.
- Screening Resource network
**VOLUNTEERS ARE IMPORTANT!!**

Parents, families and community members are what makes the Early Childhood Center successful!! All are strongly encouraged to be involved in the program.

**Volunteers:** Parents, family and community members are encouraged to participate as volunteers at the center. There are many areas where volunteers are needed: classroom subs, teacher aides, kitchen help, bus monitors, field trips etc. Parents can also volunteer at home by assisting staff with home activities. If you are interested in serving as a volunteer, please contact the ECC or your child's teacher.

**WE ARE ALWAYS LOOKING FOR SUBSTITUTES...**

Please contact the ECC for a sub packet and more info.

**2017-2018 Policy Council**

POLICY COUNCIL: This council is comprised of (2) Head Start parents, (2) Early Head Start Home Based, (1) EHS center based, (2) Community Representatives and (1) Tribal Liaison. The five parent representatives are elected by the ECC parents to represent every parent. Policy Council elections are held at the first family night of the new school year in September. The community representatives are appointed to the Policy Council by the Red Cliff Tribal Council and elected by current ECC parents in September of each year.

The Policy Council has important decision making responsibilities for the overall operations of the ECC Programs such as hiring of staff, grant applications/budgets, termination of staff, parent activity fund purchases, ECC policies etc. This council meets once a month. There are circumstances that come when special meetings are needed throughout the program year. A meal/snack is served and childcare is available during these meetings. Contact Cindy Garrity @ 779-5030 ex 2551 for more information.

**2017-2018 ECC Parent Committee**

The Parent committee is comprised of all parents/guardians of children enrolled in the Red Cliff Early Childhood Center. These meetings are fun times that you can share thoughts/ideas for the program, network with other parents and ECC staff, and get the scoop on what will be happening in the future. Parents will be notified of these meetings by flyers, newsletters and the ECC calendar.

**OPEN DOOR POLICY**

The Early Childhood Center has an open door policy. Parents are allowed and encouraged to visit their children at any time during the hours of operation unless access is denied by a court order. Any parent who wishes to volunteer time at the center should contact a staff member. Staff discretion will be used to ensure the safety of all children.

**ECC ADMINISTRATIVE STRUCTURE**

The ECC has an administrative structure that includes a nine member governing Tribal Council, seven member governing Policy Council, Center Directors, Teachers, Teacher assistants, support staff and volunteers. The Tribal council and Tribal Administration oversees the entire program and all employees. The Tribal and ECC Policy Council must be involved in developing ECC policies, procedures, budgets, and hiring of staff at the center.
**TORNADO WATCH/WARNING**

TOR NADO WATCH: weather conditions are severe and the possibility of a tornado exists. TORN ADO

WARNING: tornado has been sighted in the area designated by the Weather Service. The Directors will monitor severe weather by listening to the local radio when necessary. Radios are in each classroom along with extra batteries in the office. The Directors will be responsible to order evacuation, and each classroom will have a designated safe place to go.

**Tornado Drills are done routinely at the ECC to ensure safety for the children and staff!!**

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**FIRE DRILLS**

Fire Drills are done monthly with the children and staff to ensure safety and practice! Children are educated by the ECC staff and the local
The set schedule for mealtimes is:

Breakfast 8:15 a.m.
A.M. Snack 10:00 a.m.
Lunch 11:30 a.m.
P.M. Snack 2:00 p.m.

Any child who wishes to eat during a mealtime may eat but is not forced to. Every child is encouraged to try new food but is not required to. The Red Cliff Early Childhood Center is a member of the USDA Food Program. This ensures that each child is given a well-balanced and nutritional meal. The center is required to have enough prepared food, either out or in the kitchen, to accommodate all children who will be eating during that meal or snack time. No food that has left the kitchen may be reused. It is all placed down the garbage disposal. There are meal pattern requirements that the center must follow and can be found at the end of the Nutrition plan/policy. Any meal changes that are made are documented and turned into the USDA Food Program Department. All menus are age appropriate and can be eaten by all children ages one through twelve. Infants and toddlers who cannot eat these foods have the opportunity to eat baby food that the center has prepared.

Child and Adult Care Food Program (CACFP)

Mealtime is a learning experience and part of the educational program. The CACFP meal program is under USDA Guidelines and offered at no cost to the families.

Copies of menu’s will be shared with parents in handouts or newsletters.

Food is not used as either punishment or reward and children are encouraged (but not forced) to eat or taste. Children and staff, including volunteers, eat together in a family-style atmosphere.

Children serve themselves and are taught to clean their areas after meals.

USDA Statement: The Red Cliff ECC is operated in accordance with the U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin.

Any person who believes he or she has been discriminated against in any USDA related activity should write to:

Administrator, Food & Nutrition Service, 3101 Park Center Drive Alexandria, VA 22302

MENUS

Menus are presented at the monthly Policy Council or Parent Committee Meeting and approved by parents the month prior to posting. If you have any questions regarding the food program or would like to suggest future foods for the menu planning, contact Lori Duffy at 779-5030 ext 2529

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<table>
<thead>
<tr>
<th>Size of family</th>
<th>Poverty Guideline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$12,060</td>
</tr>
<tr>
<td>2</td>
<td>$16,240</td>
</tr>
<tr>
<td>3</td>
<td>$20,420</td>
</tr>
<tr>
<td>4</td>
<td>$24,600</td>
</tr>
<tr>
<td>5</td>
<td>$28,780</td>
</tr>
<tr>
<td>6</td>
<td>$32,960</td>
</tr>
<tr>
<td>7</td>
<td>$37,140</td>
</tr>
</tbody>
</table>

FOR EACH ADDITIONAL PERSON, ADD $5,230

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Menus are sent home monthly in the ECC newsletter. Please stop in and have lunch anytime!
ECC HEALTH SERVICES

The Red Cliff Early Childhood center strives to have all children up to date on Well Child Exams, Immunizations and Dental Care! This can be done through partnership with parents, families and ECC staff, along with community partners and other resources.

By providing authorization for the ECC Health Services staff to retrieve your child’s records from their health and dental provider we can ensure that children are up to date, families are reminded, and that appointments are made and kept. If your family is having a hardship and is unable to make or keep appointments the Health Service and Family Service staff can assist. Please do not hesitate to ask for help; we are here to help! :)

ECC Health Manager: Patt Kenote-DePerry (ext 2546)
| Local Programs & ECC Phone Directory | Red Cliff Early Childhood Center  
88455 Pike Road (Mailing)  
89830 Tiny Tot Drive (Physical)  
Bayfield, WI 54814 |
|-------------------------------------|-------------------------------------------------|
| **EMERGENCY**  
9 1 1  
POISON CONTROL  
1-800-815-8855  
Red Cliff Police Dept.  
779-3733  
NON-EMERGENCY  
RED CLIFF POLICE  
779-3733  
WARDENS  
779-3732  
MMC  
682-4563  
Red Cliff Early Childhood Center  
779-5030  
Red Cliff Administration Building  
779-3700  
Red Cliff Family and Human Services  
779-3700  
Red Cliff Family and Human Services  
779-3706  
Red Cliff Community Health Center  
779-3707  
Pharmacy  
779-3157  
Contract Health  
779-3097  
Dental  
779-3096  
Bayfield County Offices  
| Red Cliff Early Childhood Center  
88455 Pike Road (Mailing)  
89830 Tiny Tot Drive (Physical)  
Bayfield, WI 54814  
| Alicia DePerry  
Amaris Andrews  
Amber LaGrew  
Angela Whiteman  
Ashley Peterson  
Caitlin Penhollow  
Cindy Garrity  
Diann Viater  
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Tiffannie Hanson  |