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

| Purpose I: SPIRITUAL WELLNESS (A Belief in the Interconnectedness of All Things) |
| Izhitichige Bezhig: MANIDOOWAIDIIZI MINOCHIGEWINAN |
| (Deweweyendam da bitiijnikaakooisooong akina gego) |

**Goal One:** To strengthen the cultural identity of each child and their family by building a knowledge of Ojibwe language, history, family, and relationships with Mother Earth.

Objective 1.1 Support age appropriate comprehension and use of the Ojibwe language by providing part-day language immersion in three Head Start classrooms with fifty (50) Head Start children ages 3-5 years old as demonstrated by the Red Cliff Early Childhood Ojibwe Language Assessment tool.

Objective 1.2 Through weekly Ojibwe language tables and supplemental learning opportunities, enhance the level of Ojibwe language understanding and use by parents/families of 50 Head Start children as demonstrated by quarterly Ojibwe language assessments.

Objective 1.3 Create individualized professional development opportunities for all ECC staff to increase knowledge, proficiency, and use of Ojibwe language using ongoing assessments for continuous improvement.

Objective 1.4 Collaborate with other Tribal and non-Tribal entities to develop and sustain Giniwda Gikendamaa, the tribe’s future community learning center.

Objective 1.5 Research, identify, develop, and create a plan to support and sustain long-term Ojibwe language immersion, including expansion to Head Start and elementary grades.

| Purpose II: EMOTIONAL WELLNESS (Balancing All Of Our Emotions) |
| Izhitichige Niiwi: MAMAAJIWIN MINOCHIGEWINAN |
| (Dbaabishkoodijaade akina gimamaajiiwin) |

**Goal Two:** To implement mental wellness programming that promotes emotional health resulting in enhanced relationships for children, parents, staff and community.

Objective 2.1 At least 75% of ECC staff will receive a minimum one session quarterly (during months school is in session) of Reflective Supervision to support their work with children, families and staff.

Objective 2.2 Ensure 100% of expectant and newly delivered mothers receiving EHS Home-Based services are screened for maternal depression and are referred for follow up if appropriate.

Objective 2.3 Enhance the ECC enrollment process by identifying and implementing an assessment tool and process that reflects and integrates the Parent, Family, and Community Engagement (PFCCE) framework.

| Purpose III: PHYSICAL WELLNESS (Attending To Our Physical Selves-Our Bodies) |
| Izhitichige Niiwi: ZOONGIZIWIN MINOCHIGEWINAN |
| (Aayaa omaa giminwind i’w zoongiziwin giminwind gii niyawiniwin) |

**Goal Three:** To implement physical wellness programming that promotes emotional health resulting in enhanced relationships for children, parents, staff and community.

Objective 3.1 Increase opportunities for all center-based children to participate in gross motor and proprioceptive activities every 30 minutes throughout waking hours.

Objective 3.2 Provide on-site dental van services and dental screening at least twice during the program year.

Objective 3.3 Meet with Red Cliff Health Center staff on a quarterly basis to enhance two-way communication, improve recordkeeping system, and streamline health services for ECC children.

Objective 3.4 Seek $750,000 in public or private grant funding to expand the current facility for additional 0-3 classroom space to meet the growing demand for center-based child care, replacing modular units with stick built.

| Purpose IV: COGNITIVE WELLNESS (Having Clear Thoughts) |
| Izhitichige Niiwin: GIKENDAMOWIN MINOCHIGEWINAN |
| (Aayaa biititeg mnetamowiniwin) |

**Goal Four:** To promote programming and services focused on cognitive development of children by enhancing teacher support strategies.

Objective 4.1 Explore classroom observation tools to locate a developmentally appropriate instrument for Early Head Start center-base classrooms that captures the quality of the environment and interactions.

Objective 4.2 Connect the existing Nandakikendaam cultural curriculum to all domains of learning using the Making it Work! Framework. When completed, the integrated curriculum will be shared with Bayfield School staff to support and strengthen cultural readiness.

Objective 4.3 100% of ECC parent/families of kindergarten bound children will participate in kindergarten transition activities planned in collaboration with the Bayfield School.

Objective 4.4 In collaboration with the Bayfield School, continue to actively pursue four-year-old kindergarten options at the ECC.

Objective 4.5 By 12/1/2014, ECC staff and the Zaagichigaazowin Home Visituation staff will pilot a jointly developed collaboration plan to streamline services for pregnant women and children ages birth to three years old.

Objective 4.6 Provide workforce training and development opportunities to new and existing family child care providers in the community on a quarterly basis.

Red Cliff Early Childhood Center 88385 Pike Rd (Mailing) 89830 Tiny Tot Drive (Physical) Bayfield, WI 54814 715-779-5030 (main) 715-779-5046 (FAX) www.redcliffcc.org.
## 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>245/260</td>
</tr>
<tr>
<td>Amaris Andrews</td>
<td>EHS Home Based Teacher</td>
<td>238</td>
</tr>
<tr>
<td>Amber Hanson</td>
<td>EHS Home Based Teacher</td>
<td>237</td>
</tr>
<tr>
<td>Amber LaGrew</td>
<td>Child Care</td>
<td>235</td>
</tr>
<tr>
<td>Ashley Peterson</td>
<td>Office/Finance Manager</td>
<td>221/0</td>
</tr>
<tr>
<td>Beth Dahl</td>
<td>EHS Teacher</td>
<td>226</td>
</tr>
<tr>
<td>Caitlin Gorman</td>
<td>EHS Teacher</td>
<td>224</td>
</tr>
<tr>
<td>Cindy Garrity</td>
<td>Family Service Manager</td>
<td>253</td>
</tr>
<tr>
<td>David Boyd</td>
<td>Maintenance</td>
<td>0</td>
</tr>
<tr>
<td>Dawn Frost-Gokee</td>
<td>EHS Teacher</td>
<td>225</td>
</tr>
<tr>
<td>Dawn Nixon</td>
<td>Launch Director</td>
<td>248</td>
</tr>
<tr>
<td>Dee Gokee-Rindal</td>
<td>Education Division Administrator</td>
<td>249</td>
</tr>
<tr>
<td>Diann Viater</td>
<td>HS Teacher</td>
<td>239/240</td>
</tr>
<tr>
<td>Donna Fischer</td>
<td>Teacher/Mentor Coach</td>
<td>254</td>
</tr>
<tr>
<td>Fred Pillinger</td>
<td>Teacher Aide</td>
<td>0</td>
</tr>
<tr>
<td>Gena Mertig</td>
<td>EHS Home Based Teacher</td>
<td>236</td>
</tr>
<tr>
<td>Gina LaGrew</td>
<td>Transition Manager</td>
<td>252</td>
</tr>
<tr>
<td>Jamie Goodlet-King</td>
<td>EHS Teacher</td>
<td>224</td>
</tr>
<tr>
<td>Jennifer Defoe</td>
<td>Family Resource Coordinator</td>
<td>257</td>
</tr>
<tr>
<td>Jennifer Leask</td>
<td>HS Teacher</td>
<td>246/247</td>
</tr>
<tr>
<td>Judy Ludwig</td>
<td>Traveling Teacher</td>
<td>0</td>
</tr>
<tr>
<td>Julie Erickson</td>
<td>HS Teacher</td>
<td>246/247</td>
</tr>
<tr>
<td>Karen Goodlet-Newago</td>
<td>EHS Teacher</td>
<td>241</td>
</tr>
<tr>
<td>Kim Gordon</td>
<td>Child Care Director</td>
<td>251</td>
</tr>
<tr>
<td>LaVonne Goslin</td>
<td>EHS Director</td>
<td>250</td>
</tr>
<tr>
<td>Linda Defoe</td>
<td>HS Teacher</td>
<td>239/240</td>
</tr>
<tr>
<td>Loretta Gokee</td>
<td>Traveling Teacher</td>
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<tr>
<td>Lori Duffy</td>
<td>Head Cook</td>
<td>229</td>
</tr>
<tr>
<td>Lorine Spinner</td>
<td>Assistant Cook</td>
<td>229</td>
</tr>
<tr>
<td>Madeline Robitille</td>
<td>Family Resource/Teacher</td>
<td>257</td>
</tr>
<tr>
<td>Marianne Gibeau-Szot</td>
<td>Education &amp; Abilities Manager</td>
<td>227</td>
</tr>
<tr>
<td>Maureen Ekelund</td>
<td>Family Service/Autism Waver</td>
<td>258</td>
</tr>
<tr>
<td>Mike Andrews</td>
<td>Child Care Teacher</td>
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</tr>
<tr>
<td>Nadine Cadotte</td>
<td>EHS Teacher</td>
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</tr>
<tr>
<td>Nicole Boyd</td>
<td>Head Start Director</td>
<td>230</td>
</tr>
<tr>
<td>Patt Kenote-DePerry</td>
<td>Health and Mental Wellness Manager</td>
<td>256</td>
</tr>
<tr>
<td>Reggie Cadotte</td>
<td>ANA Grant Coordinator</td>
<td>233</td>
</tr>
<tr>
<td>Rosie Debungie</td>
<td></td>
<td>228</td>
</tr>
<tr>
<td>Teresa Weber</td>
<td>EHS Teacher</td>
<td>243</td>
</tr>
<tr>
<td>Terry Newago Jr.</td>
<td>Head Start Bus Driver</td>
<td>0</td>
</tr>
<tr>
<td>Harold Leask Sr.</td>
<td>Head Start Bus Driver</td>
<td>0</td>
</tr>
</tbody>
</table>
**Children are required to attend Head Start or Early Head Start daily**

Parents must notify the center if their child will be absent.

* If your child is absent and you do not notify the center, a staff person will try to contact you by phone or home visit.

* After two consecutive days of absence or continued absences without notification, Family Services will contact you through phone or home visit.

* If your child has continued unexcused absences, he/she may be dropped from the program in the event that other eligible children are waiting to enroll.

* The ECC will work with families to assist with attendance issues.

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

*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 the specified location as indicated on your transportation form. If there is a change in transportation, please notify the Head Start immediately. The bus is unable to wait more than two (2) minutes for a child, unless weather or other conditions affect the bus 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 transition manager. If you have any transportation concerns or bus changes, please call the center @ 715-779-5030 ext 0.

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 Red Cliff Early Childhood Center 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 Marianne Szot if you have any questions at 779-5030 ext 227.
The Red Cliff E.C.C. 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 the other children at the facility.
- The child maintains 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 E.C.C. 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

Parents must call their home-based teacher to cancel the visit if:

*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**, **rash**, or **lice/nits**.*
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 six years. Hours of operation for the Head Start and Early Head Start are 8:00 a.m.-2:00 p.m., Monday through Thursday, year round. Wrap-around child care services are offered Monday-Thursday from 2-5pm for children ages 18mo-6yrs.

The policies will be posted with Wisconsin regulations for group child care centers and violations 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, each classroom door 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 Division Administrator 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 Division Administrator or their designee must review the written complaint and make a decision within ten (10) working days of receiving it.

The Division Administrator or their designee and/or assigned staff will investigate the incident and interview people involved as necessary.

The Division Administrator will review the findings with the Chairperson, Vice-Chairperson, and/or the Director of Tribal Operations (if they referred the complaint back to the Division Administrator).

The Division Administrator or their designee will make a final written decision to the complainant at the end of the investigation.

The Division Administrator 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 administrator has 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.

Snow Day!
Family Events

ECC family events and celebrations are scheduled and posted in the calendar and sent home by flyer, using REMIND 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 Partnership Agreement is completed at the beginning of the year with the family and Family Resource Coordinator. Home Visits are typically scheduled and services begin shortly into the school year.

ECC Family Resource Coordinators include:

Cindy Garrity (ext 253)  
Jennifer Bresette (ext 257)
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 SUBS IN THE CLASSROOMS...**

Please contact Ashley Peterson, Office Manager, for a sub packet and more info.

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**2014-2015 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 253 for more information.

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**2014-2015 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.

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**ADMINISTRATIVE STRUCTURE**

The ECC has an administrative structure. This structure begins with a nine member Tribal Council, seven member Policy Council, Administrator, Center Directors, Teachers, Teacher assistants, and volunteers. The Tribal council oversees the entire program and all employees. The Policy Council must be involved in developing ECC policies, procedures, budgets, and hiring/firing of staff at the center. The center administrator supervises all management staff members, including the center directors. The center directors supervise all support staff, teachers, teacher aides, and volunteers. Teachers supervise their teacher aides and any volunteer assigned to their group.
**TORNADO WATCH/WARNING**

TORNOADO WATCH: weather conditions are severe and the possibility of a tornado exists. TORNADO 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 fire department.
The set schedule for mealtimes is:
Breakfast 8:30 a.m.
Lunch-11:00 a.m.
P.M. Snack-1:30 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 Nicole Boyd or Lori Duffy at 779-5030.
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 254)