2013-2014 Red Cliff Early Childhood Center Strategic Goals and Objectives

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)

Izhitchige Beshig: MANDOOWADIZI MINOCHICHEWINAN
(Deweyeiyemam da biiji-toxiikowiidoong ojika gego)

Goal One: To strengthen the cultural identity of each child and their family by enhancing their knowledge of Ojibwe language, history, family, and relationship 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 table 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 Giniw Chigendamowin, 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)

Izhitchige Nishig: MAMAAJIKWIN MINOCHICHEWINAN
(Diboobishkendizigaan ojika gimaanagewin)

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 per month (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: To ensure continuity of care, 100% of child care staff will attend ECC trainings and will have the opportunity to shadow Head Start and Early Head Start teachers. The Infant/Toddler Environment Rating Scale (ITERS) and the Classroom Assessment Scoring System (CLASS) will be used for professional development.

**PURPOSE III: PHYSICAL WELLNESS**
(Attending To Our Physical Self-Our Bodies)

Izhitchige Nisit: ZOONGIZIW MINOCHICHEWINAN
(Ayaan eessow giniwidi

Goal Three: To develop programming and services which promote healthy habits through increased opportunities for physical activity and improved nutritional services resulting in improved health outcomes for children and their families.

- 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 examinations and dental screening at least twice during the program year.
- Objective 3.3: Seek $750,000 in public or private grant funding to expand the current

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.redcliffeecc.org
Attendance Policy

**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 a 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.
Exclusion Criteria

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.

**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**.

**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
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

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 Bayfield Public School and/or 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!
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.

2013-2014 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 Nicole Boyd @ 779-5030 ex 253 for more information.

2013-2014 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.

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

TORNADO 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!**

FIRE DRILLS

Children are educated by the ECC staff and the local fire department.

Fire Drills are done monthly with the children and staff to ensure safety and practice!
Early Childhood Center Meal Schedule & Food Program

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)

Mealtimes are 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.
Early Head Start
Home Based Program

As a Red Cliff Early Head Start Home Based Family, you will receive:

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

Socializations 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
ECC Family Services

Family Events

ECC family events and celebrations are scheduled and posted in the calendar and sent home by flyer 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:

Nicole Boyd (ext 253)
Jennifer Bresette (ext 257)
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 partnerships with parents, families and ECC staff, along with community partners for the ECC Health and dental provider.

By providing authorization for the ECC Health Services staff to retrieve your child’s records from their health and dental provider, we ensure that information is 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! ;)

ECC Health Manager: Patt Kenote-DePerry (ext 254)
Local Programs & ECC Phone Directory

EMERGENCY
9 1 1
1-800-815-8855
Red Cliff Police Dept. 779-3733
Red Cliff Early Childhood Center 779-5030
Red Cliff Administration Building Upper 779-3700
Red Cliff Administration Building Lower Level 779-3706
Red Cliff Community Health Center Pharmacy 779-3157
Contract Health 779-3097
Dental 779-3096
Bayfield County Offices Clerk of Courts 373-6108
County Clerk 373-6100
Housing Authority 373-2653
County Nurse 373-6109
Social Services 373-6127
NON-EMERGENCY
RED CLIFF POLICE
WARDENS 779-3733
CLINIC 779-3707
MMC 682-4563
Red Cliff Domestic Violence 779-3706
Red Cliff Food Distribution 779-3740
Red Cliff Elderly Center 779-3720
Center Cafeteria 779-3746
Legendary Waters Resort & Casino 779-3712
Makwa House 779-3726
Red Cliff Fisheries 779-3750
Hatchery 779-3728
Red Cliff AODA 779-3741
Mishomis House 779-3742
Red Cliff Legal Department 779-3725
Indian Child Welfare 779-3747
Red Cliff Housing Authority 779-3744
Red Cliff Water & Sewer 779-5228
Peterson Foods 779-5115
Buffalo Bay Store 779-5309
LCO College 812-1040
Red Cliff Transfer Station 779-0171
EPA 779-3650
Food Distribution 779-3740
Historic Preservation 779-3823

ALICIA DEPERRY 245
AMBER HANSON 235
AMBER LAGREW 241/242
ASHLEY PETERSON 221/0
JENNIFER BRESETE 257
BETH DAHL 224
BETTE BONNEY 222
CINDY GARRITY 238
DAVID BOYD 0
DAWN DERAGON 224
DAWN NIXON 248
DEE GOKEE-RINDAL 249
DIANN VIATER 240
DONNA FISCHER 254
FRED PILLINGER 224
GENA MERTIG 236
GINA LAGREW 252
JAMIE GOODLET 244
JENNIFER LEASK 246/247
JUDY LUDWIG 0
JULIE ERICKSON 246/247
KAREN GOODLET-NEWAGO 241
KATY BUTTERFIELD 225
KEITH KETElsen 0

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KIM GORDON 251
LAVONNE GOSLIN 250
LINDA DEFOE 245
LORI DUFFY 229
LORINE SPINNER 229
MARIANNE SZOT 227
RICHARD LAFERNIER 0
MAUREEN EKELUND 258
HAROLD LEASK SR 0
NADINE CADOTTE 241/242
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