ECC Parent/Teacher Conferences November 20th-30th

ECC Fall Parent/Teacher Conferences will begin Monday, November 20th and go until December 1st. Each family will have a meeting with their child/children's teacher to go over how their child is doing in school.

❄ Dressing for the weather....... Brrrr it's cold outside!

Winter time is here once again so we are asking to please send your child in weather appropriate clothing; jacket, snow pants, boots, gloves, hat, etc. Having another pair of shoes for indoor use is preferred. Please send an extra pair of clothing as conditions can be wet...!!

Inside this issue:
- ECC/Community Event Calendar
- Classroom Updates
- Upcoming Events
- Ojibwemowin
- Attendance
- Nutrition
- Job Opportunities

Special points of interest:
- ECC/Tribe is Closed Nov. 10 for Veteran’s Day
- ECC Parent/Teacher Conferences Nov. 20th-Dec 1st.
- ECC Family Pow wow/Home Base Social Nov. 21st @ ECC
- ECC is closed Nov. 22-24th; ECC/Tribe closed Nov. 23rd.
**School held Monday through Friday from 7:45am-3:00pm unless otherwise indicated**

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<td><strong>Dental Screens</strong></td>
<td><strong>Bayfield Science Festival</strong></td>
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<td><strong>ECC Parent/Teacher Conferences Week</strong> Bayfield</td>
<td><strong>ECC Family Pow Wow/ Home Base Social</strong> <em>regular ECC school day</em></td>
<td><strong>ECC CLOSED</strong></td>
<td><strong>Thanksgiving</strong> ETC/TRIBE CLOSED</td>
<td><strong>ECC CLOSED</strong></td>
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Dear Parents,

We had a very busy and fun October in the Waabooz Room. Each child has grown and developed significantly in our first two months. It is a wonderful thing to be a part of your child’s learning.

Now that November is upon us, we will be working even more on each child’s individual goals. We enjoy seeing your children achieve their milestones.

November will also be bringing cooler weather. In the Waabooz Room we try to get outside at least once a day. We go out when the wind chill is 20 degrees or more. Do please remember to send winter gear for your children as we want them to be comfortable outside.

We look forward to a great November!

Miss Maggie and Mr. Fred
Amik News

Words of the month:
Snow – Zaagiyaan
Sun/moon - Giiizis
Love – Zaagi’
Sharing - Maada’ eekii

What we have been learning about...

For the month of October we worked on our fine motor skills, learning to use our utensils during meal times, using glue sticks, color crayons, and bingo dabbers.

We are also working on our self-help skills; learning to dump our plates after meal times, brushing teeth, and washing hands.

The most exciting part was getting to carve our own pumpkin for the classroom and we did some leaf stamping as well!

Happy 2nd Birthday
Cynthia
November 7th

What we will be working on...

For the month of November we will continue working on our fine motor skills and self-help skills. We will also be learning about outer space, the seven teachings, and why we are proud to be Anishinaabe.

This month we will also be welcoming a new teacher into our classroom! We are excited to have Ms. Lacie in our classroom!

Miligwech,
Ms. Tiff, Ms. Judy, & Ms. Lacie
715-779-5030 x 2525
We have been learning so much in our Makwa class, to share with our friends, serve our selves, got to the dress our selves, help a friend cook, math and cut, we really have a lot of fun on our new loft and our sensory table now we have our trucks in their and ramps, and cooking and serving. Here are some of the things we are doing in our classroom, Teresa Kelsey and Amber.
**News and PLANS**

November already! Where has the time gone? With the cold weather approaching us very quickly, please send your children prepared for being outside with winter gear.

We will be learning about outer pace, proud to be Anishinaabe, and self-dressing skills.

This month is also parent teacher conference. We will be posting schedules for them in the classroom. Please pick a time that works best for you and your family.

-Ms. Melissa

**REMINDERS**

11/10- ECC/Tribe Closed
11/11- Veterans Day
11/20-11/22- Parent Teacher Conference’s
11/22- ECC Closed
11/23- Thanksgiving ECC/Tribe Closed
11/24- ECC Closed & Parent Teacher Conference’s
11/27-11/30- Parent Teacher Conference’s

**What we are doing**

Layla- likes playing with the stuffed animals.
Karla- transitioning in to rest time at school.
Nathaniel- learning how to join in activities with peers.
Javoni- learning how to share
Isaac- loves to paint
Takodah- enjoys helping teachers with the breakfast/lunch cart
Delilah- enjoys playing with instruments
Danielle- starting to play with her peers

**Ojibwemowin**

Thanksgiving day- miigwechiwi-giizhid
November- gashkadino-gizis
Cold weather- gisinaa

**Veterans Day**

November 11
Agongos
Home Based November News

Boozhool!
This month we will be continuing our weekly home visits.
We are also going to start our first parent/teacher conferences of the year! We will begin those the weeks of the 20th and the 27th.

On the 21st we will be having a Family Pow Wow/Home Base Socialization at the ECC so we hope to see everyone there for that!!

Aaniin ezhiwebak!

What's Happening!
- Dental Screens: 1st and 8th
- Home Base Social: Thu. 9th
- ECC/Tribe CLOSED: Fri. 10th
- ECC Parent/Teacher Conferences: the weeks of the 20th and 27th
- ECC Fam. Pow Wow/HB Social: Tue. 21st
- ECC Closed: 22nd, 23rd, and 24th

"Apane ji-mikwendumang gaa piimiiinooyang Anishinaabe bimaadiziiwin!"

"Always remember our teachings"

And as always, we are thankful for each of our families letting us into their homes and being a part of their child's learning.

Miigwech!

November Ojibwemowin
- Mizise: Turkey
- Biitoosijigan: Pie
- Bakwezhiganaaboo: Gravy
- Gashkadino Giizis: Ice Forming Moon

Miigwech!
- Haley ext. 236
- Nicci ext. 237
- Amaris ext. 238
**News and Plans**

Keep up the great attendance!! Thank you so much for letting us know if your child will not be in school. Lots of illnesses are going around. Please practice hand washing with your little ones. We could prevent lot of sickness with proper washing.

Parent Teacher Conferences are coming up at the end of the month. We will be contacting you to schedule a conference.

This month we are learning about Tubes and Tunnels, Leaves, and all about me.

Please remember to label your child’s outdoor gear. It is also helpful if they know what their stuff looks like. We end up with lots of stray mittens at the end of the day. We are working hard teaching the kids about putting their belongings in their cubbies when we come in. If something goes home that is not your child’s we greatly appreciate when you send them back in!

© Ms. Nadine, Ms. Sam and Ms. Becca

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<tr>
<th>Ojibwemowin</th>
<th>REMINDERS</th>
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<tr>
<td>Aniibiish-Leaf</td>
<td>11/10/17 -- ECC/Tribe Closed</td>
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<td>Mitigomin- Acorn</td>
<td>11/22-11/24 ECC CLOSED</td>
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<td>Webanan- Throw it away</td>
<td>11/20-11/30 Parent Teacher Conferences, we will be contacting families to set up conferences</td>
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<td>Mazina’igan- Book</td>
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**What we are doing**

Kendall- Is writing her name.

Elizabeth- Draws pictures and tells about them.

Brylee- Enjoys using scissors.

Jalen- enjoys the swings.

Emil- enjoys using a hammer and tee’s on our pumpkin.

Kashtin- re-tells stories and special events.

Jon- Identifies letters of his name.

Alex- Is making new friends.

Cali- works on writing her name.

Keagan- works hard on letter sounds.

Tate- Helps his friends.

Bella- Works on writing her name.

Danika- enjoys rhyming.

Emma- writes her name.

Layla- enjoys reading under the loft.
Boozhoo Families

BIIBOON OMAA!! Winter time is here. We will be learning about turn taking, sharing, being a good friend, letter and number recognition, clothes study, hibernation, and proud to be Anishinaabe.

We look forward to learning outside daily on our playground and school forest. Friendly REMINDER to all parents please send your child/children to school with warm clothing such as boots, mittens, snow pants, jackets and hats.

We always have a open door policy to welcome and parents or caregivers that would like to come have breakfast, lunch or play outside with us. You are more than welcome to come be part of our busy day.

It's been a busy and fun start of the year so far! We will continue our learning and look forward to having fun the rest of the year! Miigwch to the families for your understanding, and cooperation with us through the year!

Miigwech

Ms. Julie and Ms. Alicia
Where has October gone? We started with some nice warm, sunshine weather, and end with snow and cold!

What a month it has been! Migizi is learning a lot; how to be a friend, safety and following directions are just some of our learning. We have been learning about apples, and went to the orchard for a field trip! The kids truly enjoyed seeing the scarecrows and the apple trees. (Thanks Ms. J)

The children have been asked about sinking or floating, will the apple float or sink? What would sink? What would float?

This month we will be learning about tubes- tunnels and All About Me and our 5 senses.

Our weather change reminds us to please send extra clothes for the children. It's the time of year where we need snow pants, boots, hats, and mittens. We want the kids nice and warm since we go outside every day that we are able to.

Thank you everybody for allowing us to enjoy your children every day! They are a blast and we are so happy when they are with us!

Important dates for November: November 10 – No school

November 22-24 Thanksgiving Break, No School

ENJOY YOUR THANKSGIVING!!

Ms. Kathy, Ms. Linda, Ms. Diann
October 2017
Monthly Attendance

Head Start: Emmett LaFernier
Early Head Start: Isaac Sanders

<table>
<thead>
<tr>
<th>Community</th>
<th>Children</th>
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<tbody>
<tr>
<td>Waabooz</td>
<td>1 Children</td>
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<tr>
<td>Amik</td>
<td>1 Children</td>
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<tr>
<td>Makwa</td>
<td>4 Children</td>
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<td>Esiban</td>
<td>2 Children</td>
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In the **Early Head Start** we had a total of **8 out of 32** students that met the perfect attendance requirement.

In the **Head Start** we had a total of **12 out of 50** students that met the perfect attendance requirement.
Mark your Calendars

ECC will be Closed

Friday November 10th
Veterans Day
Mark your Calendars

ECC will be Closed

November 22-23-24

Thanksgiving Break
Family Pow-Wow

Tuesday

November 21st 2017

At 10:45

Stop on over and dance,

visit with your child in

there classroom

and have some Lunch

Miigwech

For more information contact
Cindy or Jenny at the ECC
715-779-5030
Of Gitichigami

CLOSED

Saturday 11, th Veterans Day
&
Thursday 23, rd Thanksgiving

2017

Miigwech

Boys and Girls Club Staff
Boys & Girls Club of Gitchigami Presents

Basketball Fundamentals

Scheduled Games

November 2017
Co-ed 4th-5th Grades
Weds and Thurs
Hours 4-5:30pm
Red Cliff Youth Center

For more info
Contact us
Boys & Girls Club
Don Gordon III (Butski)
715-779-3722
ATTEND TODAY ACHIEVE TOMORROW

GOOD SCHOOL ATTENDANCE MEANS...

Early Head Start and Head Start were it begins

Elementary students read well by the end of third grade

Middle schoolers pass important courses

High schoolers stay on track for graduation

College students earn their degrees

Workers succeed in their jobs

Too many absences—excused or unexcused—can keep students from succeeding in school and in life. How many are too many? 10% of the school year—that’s 18 missed days or 2 days a month—can knock students off track.
Help Your Child Succeed in Preschool: Build the Habit of Good Attendance
Early School Success goes hand in hand with good attendance!

DID YOU KNOW?

Showing up on time every day is important to your child’s success and learning from preschool forward.

Missing 10 percent of preschool (one or two days every few weeks) can
• Make it harder to develop early reading skills.
• Make it harder to get ready for kindergarten and first grade.
• Develop a poor attendance pattern that’s hard to break.

High quality preschool programs have many benefits for your child. The routines your child develops in preschool will continue throughout school. You can make the most of preschool by encouraging your child to attend every day!

WHAT YOU CAN DO

Work with your child and his/her teacher to help your child develop strong attendance. Your enthusiasm is a big boost to success.

Talk about it — sing about it — make it an adventure!
• Set a regular bed time and morning routine
• Lay out clothes and pack backpacks the night before
• Share ideas with other parents for getting out the door on time

Before the school year starts:
• Find out what day preschool starts and start the exciting count down!
• Make sure your child has the required shots.
• Attend orientation with your child to meet the teachers and classmates.

Ready — Set GO!
• Develop back-up plans for getting to preschool if something comes up
• Ask family members, neighbors or other parents to lend a hand if you need help dropping off or picking up your child
• Schedule medical appointments and extended trips when preschool is not in session
• If your child seems anxious about going to preschool, talk to the program director, teacher, your doctor or other parents for advice. If the problem persists, make sure the program is a good fit for your child.
MY CHILD’S ATTENDANCE SUCCESS PLAN

POSSIBLE STRATEGIES TO REACH MY CHILD’S ATTENDANCE GOALS AND HELP MY CHILD GAIN THE SKILLS TO DO WELL IN SCHOOL AND TO READ BY 3RD GRADE.

- Keep an attendance chart at home. At the end of the week, I will recognize my child for attending preschool every day with _________________________________.
  (i.e. a visit to the park, a new book, a special treat or a hug)
- Make sure my child is in bed by ______ p.m. and the alarm clock is set for _____ a.m.
- Find a relative, friend or neighbor who can take my child to or from preschool if I can’t.
- Set up medical and dental appointments for weekdays after preschool.
- Use sound judgment about mild medical complaints:
  - If my child complains of a stomachache or headache, and medical concerns have been ruled out, I will send him/her to preschool and ask the program to check in with my child during the day.
  - If my child has a cold but no fever (less than 100 degrees), I will send him/her to preschool. If I don’t have a thermometer, I’ll let someone know I need help getting one.

To improve ______________________’s attendance, I commit to the following:

1. _______________________________________________________________________
2. _______________________________________________________________________

To improve ______________________’s attendance, the program commits to:

1. _______________________________________________________________________
2. _______________________________________________________________________

We will review progress to meet this goal in one month

Family Signature: ____________________________________________ Date: __________

Program Signature: __________________________________________ Date: __________

To learn more, please visit www.attendanceworks.org
Adapted with permission from the DeVos Family Foundation, and from materials created by Early Works at Earl Boyles Elementary School in Portland, Oregon. (http://www.childinit.org/our-initiatives/early-works)
1. **My Family**: List who lives in your house.

2. **Everyday Helpers**: Identify who you can call on to help drop your child off or who can pick him or her up when you cannot. These are people like friends, neighbors and relatives who can help regularly.

3. **Occasional Helpers**: Identify people who probably cannot help Everyday, but can help in a pinch. Maybe it’s a godparent, a relative or a friend who lives outside your neighborhood but can be there for short stints.

4. **Potential Helpers**: Identify people who are part of your school community, church or neighborhood who are able to help—if you ask.

If I need help getting my child to and from school, I will ask the following people to be our back-up:

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<tr>
<th>Name</th>
<th>Best Contact Number</th>
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**COMMANDS-ANOONAAN**

Draw a line to match the English words with Ojibwa Word

<table>
<thead>
<tr>
<th>English</th>
<th>Ojibwa</th>
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<tr>
<td>SIT DOWN</td>
<td>BI-MOO-DEN</td>
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<td>EAT</td>
<td>BA-ZI-GWIIN</td>
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<td>LISTEN</td>
<td>WII-SI-NIN</td>
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<td>COME HERE</td>
<td>GWAA-SHKWAA-NIN</td>
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<td>STAND UP</td>
<td>NA-MA-DA-BIN</td>
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<td>LAY DOWN</td>
<td>BI-MI-BA-TOON</td>
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<td>RUN</td>
<td>BI-ZIN-DAN</td>
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<td>CRAWL</td>
<td>GOSH-KO-ZIN</td>
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<td>SLEEP</td>
<td>BI-MO-SEN</td>
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<td>WAKE UP</td>
<td>NI-BAAN</td>
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<tr>
<td>JUMP</td>
<td>ZHIN-GISH-IN-IN</td>
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<tr>
<td>WALK</td>
<td>AM-BE O-MAA</td>
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Night Hunting Advanced Hunter Safety

Course will be held November 4th, 10 a.m. to 6 p.m. followed by a qualification shoot.
Class located at Chief Blackbird Center
Hunters must bring spotlight, rifle, bow, or crossbow, ammunition, eye protection, and ear protection
Rifles must be sighted in before class.
To register please call:
Mike Soulier at (715)209-0093 or Christina Dzwonkowsi (715)892-0874
The Red Cliff Community Health Center Presents the
2017 Red Cliff Community Health Fair
Rock Your Mocs to OZ

Wednesday, November 15, 2017 ~ 4-7pm
R.C. Community Health Center
36745 Aiken Road ~ Red Cliff, WI

Follow the Road to Health & Wellness

Meet Your Care Providers & Staff
Explore Community Resources
Tour the Beautiful Health Center
Get Your Flu Shots & Health Screenings
Visit with local EMS & Fireman
Enjoy Family Fun, Food, Raffles & More

Wear Your Mocs To Celebrate National Rock Your Mocs Day!

For more information, call the Red Cliff Community Health Center 715.779.3707:
Jennifer Boulley ext. 2268 or Heidi Livingston ext. 2261

~ The Red Cliff Community Health Center is a Commercial Tobacco Free Campus ~
The Boys & Girls Club of Gitchigami presents:

DANCE
DANCE
DANCE
DANCE

DJ FOOD RAFFLES
Youth Center Dance

November 18th, 2017
6:30 PM Cyber Bullying Presentation
7:00 PM - 11:00 PM Dance

The First 20 kids to register at the event get a special gift!

Sponsored by: Brighter Futures, Red Cliff Family Violence Program, & Red Cliff Family Services
DOMESTIC VIOLENCE AWARENESS MONTH
October is Domestic Violence Awareness Month
Red Cliff Family Violence Prevention presents Lantern Vigil

Last year, 73 people in Wisconsin lost their lives to domestic violence. Join us to honor the victims of domestic violence and remember those we have lost.

October 24th
5pm - Gather to light lanterns at Family Services *weather permitting*
6pm - Dinner and Social to follow at Legendary Waters Convention Center

BREAK THE SILENCE

This event is sponsored by the State of Wisconsin, Domestic Abuse Services to Underrepresented Populations, #437003-G16-120000844-000-14
Let’s move!

Walk indoors

Monday—Friday

From 8:15 – 8:45

At the Food Distribution Building

For more information call 779-3740

This institution is an equal opportunity provider.
The Food Distribution has a Treadmill Elliptical Exercise Bike open for the public come and use any time during our hours of operation Monday–Friday 8:00-4:00

This institution is an equal opportunity provider.
After School Program

Starting November 6, 2017
Monday—Thursday
3:30–4:00
Food distribution building

physical activities
healthy snacks

For more information call food distribution 779–3740

This institution is an equal opportunity provider.
Cooking Classes

Every Tuesday and Thursday
from 10:00-12:00
at the
Food Distribution Building
Starting in November
For more information call the
Food Distribution 779-3740

This institution is an equal opportunity provider.
Nutrition Education Sessions

Every second Wednesday of the month
from 10:00-12:00
Food Distribution Building
Starting November 8
For more information
call Brandon
at the Food Distribution 779-3740

This institution is an equal opportunity provider.
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<tr>
<td>Chicken patty</td>
<td>Ham &amp; cheese sand.</td>
<td>Chicken fajita</td>
<td>Crustables</td>
<td>Cheese crackers</td>
<td>Cheeseburgers</td>
<td>Cheese crackers</td>
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<tr>
<td>Green beans</td>
<td>Baby carrots with ranch</td>
<td>apples</td>
<td>Raisins</td>
<td>apples</td>
<td>Green beans</td>
<td>Trail mix</td>
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<tr>
<td>Milk</td>
<td>Sun chips</td>
<td>Cheese ritz</td>
<td>Teddy graham's</td>
<td>Choc. Milk</td>
<td>Cheese ritz</td>
<td>Choc. Milk</td>
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<tr>
<td>Cheeseburgers</td>
<td>Hotdogs</td>
<td>Turkey &amp; cheese sand.</td>
<td>Mandarin orange</td>
<td>Ham &amp; cheese sand.</td>
<td>Cheese crackers</td>
<td>Pizza</td>
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<td>Pineapple</td>
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<td>B.O.'s</td>
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Cooking with kids

November 21
From 10-12
We will be making
November Holiday Treats & smoothies
At the Food Distribution
Rides will be provided
Call 779-3740
for more information

Co-sponsored with U.W. Extension &
G.L.I.T.C.

This institution is an equal opportunity provider.
Nutrition Education Sessions

November 8th
Time 10-12
Making apple cider, apple crisp & dehydrated apple slices

For more information
call Brandon
at the Food Distribution 779-3740

Ride will be provided

This institution is an equal opportunity provider.
Caregiving can be a 24-hours a day/7-days a week job. Caring for a senior with Alzheimer’s or a child with special needs can be non-stop. Providing care around the clock can crowd out other important areas of life. And you never know when you will need to rush to the hospital or leave work at the drop of a hat. What challenges do family caregivers face, and how do they manage them day and night?

Morning: Getting off to work. The average family caregiver is a working mother of school-aged children. Mornings become a tricky balancing act of getting the kids ready for school, making sure your loved one has what they need for the day before getting yourself out the door for work.

All Day Long: Managing medications. Up to 70% of the time, the family caregiver – not the patient – manages the medications. The more serious the condition, the more likely it is that the family caregiver manages the medications for the patient. This means ensuring your loved one is taking their medication correctly and maintaining an up-to-date medication list.

During the Workday: Juggling caregiving and work. Six out of 10 family caregivers work full- or part-time in addition to juggling their caregiving responsibilities at home. And most of them say they have to cut back on working hours, take a leave of absence, or quit their job entirely.

Evening: Family time and meal time. Ensuring that you get proper nutrition will help you maintain strength, energy, stamina, and a positive attitude. Nutrition is as important for you as the caregiver as it is for your loved one. Caregiving affects the whole family.

Late at Night: Taking time for yourself. Late at night might be the only time you get a few minutes for yourself. Make sure you take time to rest and recharge. The chance to take a breather and re-energize is vital in order for you to be as good a caregiver tomorrow as you were today.

The Middle of the Night: Emergency room visits. Have you ever had to take your loved one to the emergency room in the middle of the night? Be prepared ahead of time with what you need to know and what you need to have with you.

During National Family Caregivers Month, we recognize the challenges family caregivers face when their loved ones need Caregiving Around the Clock!
Just add water (or milk)!

Does your child ask for juice boxes, soda, or sports drinks when he's thirsty? Loaded with sugar and calories, these choices offer little nutrition. The best way to quench his thirst is to drink water or milk. Try the following tips to encourage healthier beverage choices.

Make it motivating

Let your youngster choose a special cup at the dollar store to use only when he drinks milk or water. Or have him decorate a reusable water bottle. Using permanent markers, he can jazz up a plain bottle with his name, colorful pictures, and creative designs.

Add flavor

Enhance the flavor of water and milk with these healthy twists. Fill an ice cube tray with water, invite your child to add a flavor mix-in (a mint leaf, a pineapple chunk, a raspberry) to each compartment, and freeze. Then he could choose a cube to flavor his water.

Get your groove on

Keeping fit can be as simple as dancing! Put on music, and enjoy these ideas with your youngster.

- Shadow dancing. In a darkened room, have your child face a blank wall while someone else shines a flashlight on her from behind. She could create cool moves to make her shadow "dance."

- Chain reaction. Build a dance sequence together. The first person does a simple movement like swinging her arms overhead. The next dancer copies that move, then adds one of her own. Take turns, each time repeating the sequence from the beginning and adding a new move at the end.
Science in the kitchen

Boost your youngster's enthusiasm for healthy eating with these hands-on experiments that weave in science fun.

"Egg-cellent" snack

**Experiment:** Let your child fill two glasses with water and add 1 tbsp. salt to one. Place a fresh egg in each. What happens? The egg in salt water will float. Why? (The egg is denser than plain water, but less dense than salt water.) Note: If the egg doesn't float, have her add 1 tsp. salt at a time until it does.

**EAT:** Hard-boiled eggs are a protein-rich snack. Place eggs in a saucepan, and cover with water. Put on a lid, boil 1 minute, and remove from heat. Let sit covered for 12 minutes. Drain, rinse under cold water, and peel.

**Popping perfection**

**Experiment:** Have your youngster observe unpopped popcorn kernels. (They're small, brown, and hard.) Then, she should place 1/4 cup kernels in a paper lunch bag and fold the top over a few times. Microwave 2–3 minutes, pour into a bowl, and let her observe again: The kernels are big, white, and fluffy! What happened? (Kernels contain water that turns into steam when heated. Steam expands, making the kernels explode.)

**EAT:** Popcorn is a healthy whole grain. Instead of salt, sprinkle with Parmesan cheese, garlic powder, or paprika.

Q&A

**Q:** Our grocery store stocks pre-cut vegetables and other time-saving items, but they're too expensive for my budget! Any suggestions?

**A:** With a little planning, you can make your own convenience foods at home:

  - On weekends, ask your child to help you prep vegetables for the week. For example, wash and dry lettuce, and place in a covered container with a dry paper towel to absorb moisture. You can also wash, chop, and store firm veggies like carrots, broccoli, and cauliflower.
  - Cook chicken pieces or portions of meat, and seal in zipper bags to use within 2–3 days. You can even make pasta or rice in advance. Tos with olive oil so it doesn't get sticky, and put in an airtight container.
  - Your refrigerator will resemble the prepared-foods case at the grocery store—but you won't spend any extra money.

DiY convenience foods

**Activity Corner**

**Fitness:** It's in the cards!

Put a clever twist on physical activity by helping your youngsters make their own deck of family fitness cards. Here's how:

Together, come up with at least a dozen active ideas that can be done in less than five minutes. Be as creative or silly as you like! Write each one on the front of a separate index card. For example:

- Hop on one foot for one minute while holding the other foot with one hand and pinching your nose. Switch feet and hop for one more minute.
- Lie on your stomach, and pretend to swim like a frog for three minutes.
- Hold hands with a partner. Skip back and forth across the room five times.

On the back of each card, your children can illustrate the activity. Put the cards into a box, and pull one out whenever it's time for a burst of activity!

Healthy holiday classics

No need to forget favorite Thanksgiving dishes. Consider these better-for-you versions.

- **Green bean casserole.** For the topping, toss 1 chopped onion and 1/4 cup sliced fresh mushrooms with 2 tbsp. whole-wheat breadcrumbs. Spread mixture on a greased baking sheet, and bake 10–15 minutes at 400° or until browned. Microwave 12 oz. fresh or frozen green beans, transfer to a dish, and add topping.

- **Cranberry-orange sauce.** In a medium saucepan, combine 10 oz. fresh cranberries, 1 cup water, 1/4 cup honey, 2 tbsp. grated orange rind, 1/2 cup orange juice, 1/2 tsp. cinnamon, and 1/2 tsp. allspice. Boil, reduce heat, and simmer 20 minutes until mixture thickens.

- **Sage-couscous stuffing.** Cook 1 cup whole-wheat pearl couscous according to package directions. Then, heat 2 tbsp. olive oil in a large skillet over medium heat. Add 1/2 cup each diced onion, celery, and carrots. Saute until soft. Stir in couscous, 1 tbsp. fresh sage, and 1 tsp. each salt and pepper.
Age 3

Tips for Supporting Development

- Let your child help you with small chores, like putting clean socks in a drawer or stirring pancake batter.
- Offer toys, like small balls and beads to string on a shoe lace, to build fine motor skills (finger use).
- Keep reading to your child. Reading the same book over again helps your child learn.
- Give your child a few simple choices, such as what to wear or what to eat for a snack.
- Provide clear, consistent rules.
- Provide options when you say “no” such as offering coloring or reading instead of active play near bedtime.
- Urge your child to play with other children, take turns, and share.
- Be patient with toilet training. Treat accidents calmly and simply.
- Talk often with your child. Ask questions and listen.

Benefits of Play: Play helps children's brains develop. They learn how things fit together, how items compare, and how to discover patterns. Play helps them learn to connect with others, settle conflict, develop compassion, caring, and learn patience. It helps them make sense of their world.
Developmental milestones are skills that appear in a certain order for all children. Each child will reach these milestones at different rates. Developmental milestones help parents understand what to expect as their child grows.

Developmental Milestones

At age 3, watch for your child’s ability to:

- Dress and undress himself
- Go up and down stairs holding a railing
- Use children’s scissors
- Draw a person with 2-4 body parts
- Follow 2-3 steps of instructions
- Play make-believe with toys, pets, and people
- Say first name, age, and sex
- Name a friend
- Understand the idea of his, hers, and mine
- Speak in 5-6 word sentences
- Show interest in new things
- Be able to name some colors
- Copy adults and friends

What is developmental screening?

Developmental screening can help you determine if your child is developing on track for his or her age. It’s a way to check if there are any problems in how your child learns, plays, speaks, or acts.

Ask your child’s doctor, child-care provider, early childhood teacher, or home visitor about doing a developmental screening. There are tools that have been developed just for parents to use with their children. Find one for your child’s age at:


Parents who have used a developmental screening tool with their children say it helped them learn more about child development. It’s great hands-on parenting!

UW-Extension Family Living Programs
"Raising Kids, Eating Right, Spending Smart, Living Well"

For more information, please contact your county UW-Extension office:

UW-Extension Family Living Programs
UW-Extension Bayfield County Courthouse,
PO Box 218 ~ Washburn, WI 54891
715-373-6104, ext. 252 ~ liz.lexau@ces.uwex.edu

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Age 4

Tips for Supporting Development

- Offer sincere, specific praise to reward behavior you want to encourage. “I like the way you sat quietly and listened.”
- Encourage your child’s imagination and creativity by taking time to answer her questions, introducing different ways of using things, and providing new experiences.
- Help your child express his feelings through the use of his words, pretend play, or drawing a picture.
- Encourage outdoor play to keep your child active and build motor skills.
- Give your child new opportunities and help her finish what she starts. Provide support, while letting her finish and feel the accomplishment.
- Provide consistent, daily routines.
- Give your child plenty of time to engage in activities. Rushing is stressful.

Social and Emotional Growth: Help your child build a strong foundation for life by being her role model. Coach your child on how to cope with her feelings, understand others’ feelings and needs, and have positive relations with others. Help her practice sharing.
Developmental milestones are skills that appear in a certain order for all children. Each child will reach these milestones at different rates. Developmental milestones help parents understand what to expect as their child grows.

**Developmental Milestones**

At age 4, watch for your child’s ability to:

- Follow a few, short, easy directions
- Sing a song or say a short poem
- Stand on one foot for 5-10 seconds and not lose balance
- Stand, hop on one foot, and jump at least 20 inches forward on two feet
- Color mostly within the lines
- Copy some letters of the alphabet
- Count 5 or more objects
- Play simple board or card games
- Express anger with words rather than in a physical way
- Have a sense of humor and try to make others laugh
- Enjoy playing with other children

**What is developmental screening?**

Developmental screening can help you determine if your child is developing on track for his or her age. It’s a way to check if there are any problems in how your child learns, plays, speaks, or acts.

Ask your child’s doctor, child-care provider, early childhood teacher, or home visitor about doing a developmental screening. There are tools that have been developed just for parents to use with their children. Find one for your child’s age at: [http://www.cdc.gov/ncbddd/actearly/milestones/index.html](http://www.cdc.gov/ncbddd/actearly/milestones/index.html).

Parents who have used a developmental screening tool with their children say it helped them learn more about child development. It’s great hands-on parenting!
Age 5

fyi.uwex.edu/parentingthepreschooler/

Tips for Supporting Development

- Provide your child with board games, play dough, puzzles, books, glue, scissors, crayons, paper, and blocks to build skills and brain power.
- Help your child learn new skills such as skipping or swimming. Five-year-olds are ready to try new things and master skills that build confidence.
- Share stories from diverse cultures. Ask your child to tell you a story.
- Encourage your child to help with simple chores.
- Help your child to learn through all of the senses (smelling different scents and feeling fuzzy, silky or scratchy fabric while blindfolded).
- Discuss safety rules and why they are important. Examples are wearing a bike helmet or holding hands while crossing the street or in a crowd.
- Build your child's imagination, curiosity, and need to fit in the world by asking "what if?" questions, such as "What if you were taller than a tree?"
- Help your child through the steps to solve problems when she is upset.

Healthy Bodies: Enjoy meals with your child as often as possible. Eat lots of fruits and vegetables as a way to urge your child to eat them, too. Make sure your child gets the rest he needs. Balance screen time with physical activity so your child learns to love being active.
Developmental milestones are skills that appear in a certain order for all children. Each child will reach these milestones at different rates. Developmental milestones help parents understand what to expect as their child grows.

Developmental Milestones

At age 5, watch for your child's ability to:

- Ride a bike with training wheels, swim, skate, and jump rope
- Walk on tiptoes across a room and begin to skip
- Tell riddles and jokes
- With practice, catch a medium size ball
- Say full name, address, and birthday
- Print some letters of the alphabet without examples to copy
- Draw a person with a head, body, arms, legs, and other body parts
- Use scissors to cut out shapes
- Count to 20 and name colors
- Take turns often during play and share more
- Express feelings and have friendships

What is developmental screening?

Developmental screening can help you determine if your child is developing on track for his or her age. It's a way to check if there are any problems in how your child learns, plays, speaks, or acts.

Ask your child's doctor, child-care provider, early childhood teacher, or home visitor about doing a developmental screening. There are tools that have been developed just for parents to use with their children. Find one for your child's age at: http://www.cdc.gov/ncbddd/actearly/milestones/index.html.

Parents who have used a developmental screening tool with their children say it helped them learn more about child development. It's great hands-on parenting!
1: BLUE
2: ORANGE
3: BROWN
4: RED
5: YELLOW

Turkey
Color by Number

www.traurigsintraining.com
I CRUNCH BECAUSE...
RED CLIFF BAND
of Lake Superior Chippewa

:: Job Openings ::

Current Openings

Job Center of Wisconsin displays open job orders maintained by the Job Center of Wisconsin.
[Link to Job Center of Wisconsin]

All jobs require that you use the Job Application posted on this site and require a Background Information Disclosure (also posted).

Disclosures

Current Openings for the Red Cliff Tribe

**Family Violence Case Manager**
DEADLINE: November 7, 2017 at 4:00pm

**Project Coordinator**
DEADLINE: November 7, 2017 at 4:00pm

**Early Head Start Home Based Teacher**
DEADLINE: November 17, 2017 at 4:00pm

**Office Support Specialist**
DEADLINE: November 17, 2017 at 4:00pm

**Dental Assistant**
DEADLINE: Open Until Filled

**ECC Family Services Worker**
DEADLINE: Open Until Filled

**Coordinated Service Team and Brighter Futures Initiative Coordinator**
DEADLINE: Open Until Filled

**Senior Accountant**
DEADLINE: Open Until Filled

**Medical Billing Specialist**
DEADLINE: Open Until Filled

**Tribal Law Enforcement Officer – Part Time**
DEADLINE: Until Filled

**Chief Financial Officer**
DEADLINE: Open Until Filled

**Tribal Administration Liaison**
DEADLINE: Open Until Filled

* * * Current Openings for Legendary Waters Resort & Casino

[Click Here to view Current Legendary Waters Resort & Casino Job Openings]

**LW Slot Attendant**
DEADLINE: Open Until Filled

http://redcliff-nsn.gov/Employment/openings.htm
LW Surveillance Operator
DEADLINE: Open Until Filled

LW Administrative Assistant
DEADLINE: Open Until Filled

* * * Current Openings for Milwaukee Indian Community School

Culture Apprentices
Culture Coordinator

* * * Current Openings for GLITC

Great Lakes Inter Tribal Council Job Postings

* * * Current Openings for GLIFWC

GLIFWC Website with Current Job Openings

* * * Current Openings for School District of Bayfield, WI

Click here for Available Job Vacancies at Bayfield School

Substitutes Vacancies at Bayfield School

* * * Current Openings for Family Forum

Family Forum Job Openings

Family Forum Head Start Bus Driver

* * * Current Openings for Bay Area Home Health

Bay Area Home Health - Personal Care Workers / Supportive Home Care Workers / Certified Nursing Assistants

* * * Current Openings for the BIA.gov

BIA Fire & Forestry Job Openings

* * * Current Openings for the University of Wisconsin Extension

Current Opportunities for UW Extension Cooperative Extension Site

Current Opportunities for UW Extension

* * * Current Openings for the UMOS Job Openings

Current Opportunities for UMOS
Red Cliff Band of Lake Superior Chippewa Indians  
88455 Pike Road  
Bayfield, WI 54814  
Phone: 715-779-3700 Fax: 715-779-3704  
Email: redcliff@redcliff-nsn.gov

Red Cliff Tribal Council

JOB DESCRIPTION

POSITION: Early Head Start Home Based Teacher

LOCATION: Red Cliff Early Childhood Center

PROGRAM: Early Head Start

WAGE: $10.00 to $12.00 Entry Level Wage Scale, Plus Benefits

Entry level wage scale refers to starting wage for new hires only. Educational background and years of experience will be considered in wage determination upon hiring.

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

SUPERVISOR: Early Head Start Director

JOB SUMMARY: Primary responsibility is to provide weekly home-based services to a maximum of 12 Early Head Start families, which includes infants and toddlers 0 – 3 and pregnant women, using a Creative Curriculum home visitor curriculum. Home visits are provided primarily during weekday and daytime hours. Late afternoon home visits may be considered if necessary, with approval from director. Job duties require planning and implementation of home-based option which reflects best practices while incorporating Ojibwe language and culture into curriculum.

JOB RESPONSIBILITIES
1. Must satisfactorily complete New Home Base Teacher Training checklist during first 75 days of employment.
2. Conduct minimum of 1½ hour weekly home visits for each Early Head Start home-based family as well as each prenatal mom as stated in Federal Performance Standards, with minimum requirement of 46 home visits per family per program year.
3. Plan and implement home-based activities which are age appropriate and that enhance infant and toddlers’ social/emotional, physical, cognitive development and child development, parenting information for pregnant women.
4. EHS Home Based teachers will jointly provide up to 22 group socializations per year for Early Head Start children and their parents to allow for age-appropriate peer group interaction with parent involvement. This could include play groups, group meetings,

"The Hub of the Chippewa Nation"
parent-child interactions which are held during the day or early evening, and could be held on a weekend occasionally, if needed.

5. Responsible for working with each family to develop a Family Partnership Agreement in accordance with Head Start Federal Performance Standards.

6. Must attend all Coordinated Service Team meetings scheduled for your 12 families.

7. Responsible for recordkeeping on Child Plus, Teaching Strategies' Gold, and maintenance of weekly Creative Curriculum home-based files/portfolios, and documenting resource or referral for delivery of other services as needed.

8. Mandatory depression screen training to screen prenatal and postpartum mothers will be provided through a collaborative agreement with the Red Cliff Community Health Center.

9. Mandatory first aid and CPR certification training within six (6) months from date of employment. Program will cover costs.


11. Work with tribal, community, and county service providers in order to provide necessary services to the EHS home based child, their parents and any pregnant women enrolled in the program.

12. Documentation of all home visits and contacts with families as well as other required program information.

13. Develop and maintain a professional relationship with families enrolled in Early Head Start as well as must maintain confidentiality of all child/family information and records.

14. Collaborate with other home based staff, parents, and community resources to incorporate Ojibwe language and culture into home-based activities and curriculum. Reinforce positive self-image, pride, and cultural identity with both the parents and the infants/toddlers during all activities.

15. Must attend and participate in home base staff meetings, all staff meetings and ECC Policy Council meetings if requested as well as participate in job related training as required.

16. Any program equipment, cameras, laptops, or any other supplies purchased or obtained by the EHS program must remain within the EHS Home Based offices, and cannot be used outside of the Early Childhood Center unless you have prior express permission by the EHS Director to use outside of the center. Violations of this policy can result in disciplinary action.

17. Adhere to all EHS/ECC policies and procedures and ensure that Head Start Federal Performance Standards are being met. The above identified responsibilities are not intended to reflect all tasks necessary for the position. Perform other duties as directed.

18. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or as deemed necessary by the supervisor.

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SUPERVISORY AUTHORITY: None

KNOWLEDGE: Knowledge of Ojibwe language and culture preferred; knowledge of uniqueness of Red Cliff Community preferred.

QUALIFICATIONS:
1. High school diploma, HSED or GED, required.
2. Have a minimum of a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate’s or bachelor’s degree, required.
3. Associate Degree in Early Childhood Education or related degree or: Applicants can be considered if enrolled in an associates’ degree early childhood program and meets minimum education requirements, preferred.
4. Applicant has early childhood education coursework and is willing to enroll in associates’ degree early childhood within probationary period, preferred.
5. Bachelors’ degree in Early Childhood Education, highly desirable but not required.
6. Demonstrate competency to plan and implement home-based learning experiences that ensure effective implementation of the home visiting curriculum and promote children’s progress across the standards described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five, including for children with disabilities and dual language learners, as appropriate, and to build respectful, culturally responsive, and trusting relationships with families.
7. Minimum of one year prior experience in home visitation services, counseling/guidance, or family service/human service field.
8. Excellent oral and written communication skills and knowledge of local community resources.
9. Cultural sensitivity to Ojibwe culture, Native American beliefs, values, community mores.
10. Must have a valid driver’s license, vehicle and appropriate vehicle coverage and maintain driver’s eligibility as a condition of employment. Be eligible to be put on the tribe’s vehicle insurance policy. (Proof of auto insurance can be provided upon hire.)

PERSONAL CONTACTS: Students and their family members, ECC staff, Community Members

SPECIAL REQUIREMENTS: Must be able to work some nights if needed for ECC Family Nights or home based socializations or late afternoon home visits if requested.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as long as the staff disability does not create an undue risk of injury to any enrolled children in the home based option.

Must be physically able to work with young children and must be able to regularly lift and/or move up to forty pounds; occasional lifting of fifty pounds is required. Required to stand, walk, climb or balance, stoop, kneel, crouch or crawl when working with small children and parents in the home. Required to use hands to finger, handle or feel objects, keyboards, tools or controls, reach with hands and arms, speak and hear, and ability to operate keyboard (computer).

SPECIAL REQUIREMENTS: Also required are: five year health exam, initial TB test and annual TB questionnaire, immunizations including Hepatitis B (or sign waiver), mumps vaccine (or waiver or proof of immunization) and required trainings such as confidentiality, CPR, Shaken Baby Syndrome, Sudden Infant Death (SIDS), etc.

WORK ENVIRONMENT: Red Cliff Early Childhood Center facility. Student homes for home visits. All Tribal buildings are smoke free.

TRAVEL REQUIREMENTS: Will be required to attend training and meetings both in state and out of state.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Name or Image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all applicants will be considered.

This job description is subject to change at employer's discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

"The Hub of the Chippewa Nation"
1. Completed tribal application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

POSTED: November 3, 2017
DEADLINE: November 17, 2017 @4:00 pm

FOR FURTHER INFORMATION CONTACT:
Human Resources Department
Red Cliff Tribe
88455 Pike Road
Bayfield, WI 54814
www.redcliff-nsn.gov
ashley.poch@redcliff-nsn.gov

(715)779-3700 ext. 4268

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

All Early Childhood Center employees must submit mandatory criminal background check information to Human Resources Department with application. Per WI Department of Children & Families (DCF) Bureau of Early Care Regulation (BEAR) Memo 2014-03, all licensed child care center employees must complete a one-time fingerprint-based background check on all employees effective December 31, 2015. Every year thereafter, a name-based background check through the Department of Justice (DOJ) must be conducted annually or following any conviction occurring after commencement of employment.

The Red Cliff Early Head Start has a Drug Free/Smoke Free environmental policy and follows the intent of the Drug Free Work Place Act.

"The Hub of the Chippewa Nation"
(45) CFR Part 1302.90 (b)(6) A program must consider current and former program parents for employment vacancies for which such parents apply and are qualified.

EMPLOYEE BENEFITS PACKAGE
THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:
1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60% of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of $15,000 is included at no cost to all employees. Spouses are covered at $7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee’s wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 12 paid holidays.
Red Cliff Band of Lake Superior Chippewa Indians
88455 Pike Road
Bayfield, WI 54814
Phone: 715-779-3700 Fax: 715-779-3704
Email: redcliff@redcliff-nsn.gov

Red Cliff Tribal Council

JOB DESCRIPTION

POSITION: ECC Family Services Worker
LOCATION: Red Cliff Early Childhood Center
PROGRAM: Head Start and Early Head Start
SALARY: 10.00-12.00/hour (DOQ), Plus Benefits
SUPERVISOR: Family Services Manager

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

JOB SUMMARY:
Build relationships with families and community partners to ensure families’ support in reaching their individual goals.

DUTIES AND RESPONSIBILITIES:
1. Maintain accurate and up-to-date files of all ECC families
2. Complete Family Assessment Forms with families, goal setting, follow up and referral to comply with Federal Head Start Performance Standards.
3. Provide information/resources to families/teachers as identified in family partnership agreement and ensure that Head Start family data is entered into the Child Plus data management system to track services and progress.
4. Work with Family Services Team to coordinate services with tribal, community, and county providers to meet specified health needed services.
5. Must maintain confidentiality regarding, children, families, and staff at all times.
6. Document contacts with parents
7. Outreach to families not connected to services. Identify barriers to receipt of services and problem-solve solutions.
8. Work closely with Family Services team, teachers and Director to monitor daily attendance and follow up on chronic absences.
9. Responsible to work closely with mental health professionals to assure children’s unique behavioral needs are individually addressed and that staff are educated regarding children’s’ needs.
10. Assist with tracking ongoing data for the completion of the annual Program Information Report (PIR).

"The Hub of the Chippewa Nation"
Red Cliff Band of Lake Superior Chippewa Indians
88455 Pike Road
Bayfield, WI 54814
Phone: 715-779-3700 Fax: 715-779-3704
Email: redcliff@redcliff-nsn.gov

Red Cliff Tribal Council

11. Assist with coordinating services including outreach and referral for general health and
dental care for children birth to five years of age.
12. Attend ECC Family Services Team, all-staff, and other meetings as required.
13. Must have demonstrated ability to work well with a team.
14. Bus monitor as needed
15. Assist in classrooms as needed
16. Assist in main office as needed
17. Perform other duties as directed.

KNOWLEDGE: Knowledge of Ojibwe culture and language preferred, cultural sensitivity
required. Understanding of the uniqueness and dynamics of the Red Cliff community highly
desirable.

QUALIFICATIONS:
1. Must be at least 18 years old.
2. High school diploma, HSED, or GED required.
3. AA degree in human services, early childhood or related field is preferred.
4. If no degree, staff must obtain a credential or certification in social work, human services,
family services or related field within 18 months of hire.
5. Strong computer skills required.
6. Must have ability to work effectively as a team player in conjunction with ECC staff, parents,
community members, and other tribal/county support systems in the best interest of the child
/family.
7. Must have demonstrated positive experience working with tribal families.
8. Ability to maintain professional relationships with health care providers is required
9. Must have a valid driver’s license, vehicle and appropriate vehicle coverage and maintain
driver’s eligibility as a condition of employment. Be eligible to be put on the tribe’s vehicle
insurance policy.
10. CPR and First Aid certification or willingness to obtain them is required.
11. The above duties and responsibilities are not an all-inclusive list but rather a general
representation of the duties and responsibilities associated with this position. The duties and
responsibilities will be subject to change based on organizational needs and/or deemed
necessary by the supervisor.

PERSONAL CONTACTS: Collaboration with local and non-local health partners, state, and
national collaborating partners, with particular emphasis on networking with parents, extended
families, and the Red Cliff Community.

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PHYSICAL REQUIREMENTS: Must be physically able to work with young children, pass an initial health exam with periodic health exams every five years thereafter.

SPECIAL REQUIREMENTS: Must obtain an initial TB test and complete additional TB screenings annually. Must obtain other recommended immunizations including Hepatitis B (or sign waiver). Must attend required trainings such as confidentiality, CPR, SIDS, Shaken Baby, etc. Must attend appropriate staff meetings, Policy Council, and parent meetings as required. WORK ENVIRONMENT: Red Cliff Early Childhood Center office environment. All Tribal buildings are smoke free.

TRAVEL REQUIREMENTS: Will be required to attend training and meetings both in state and out of state. Home visits within ECC service area as needed.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Name or Image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer’s discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:
1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable

POSTED: November 1, 2017
DEADLINE: Open Until Filled

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Red Cliff Tribal Council

FOR FURTHER INFORMATION CONTACT:
Human Resources Department
Red Cliff Tribe
88455 Pike Road, Hwy 13
Bayfield, WI 54814
ashley.poch@redcliff-nsn.gov

(715) 779-3700 ext. 4268

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement the application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

All Early Childhood Center employees must submit mandatory criminal background check information to Human Resources Department with application. Per WI Department of Children & Families (DCF) Bureau of Early Care Regulation (BECR) Memo 2014-03, all licensed child care centers must complete a one-time fingerprint-based background check on all employees effective December 31, 2015. Every year thereafter, a name-based background check through the Department of Justice (DOJ) must be conducted annually or following any conviction occurring after commencement of employment.

The Red Cliff Tribe has a Drug-Free Work Place Policy and follows the intent of the Drug-Free Work Place Act. All new employees must be tested prior to starting employment. 45 CFR 1302.90 (b)(6) requires preference be given to qualified current or former parents of Head Start/Early Head Start children as position vacancies occur. Acknowledgement of understanding of job duties, knowledge & qualifications:

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.

"The Hub of the Chippewa Nation"
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.

3. Short Term Disability is offered to all employees at no cost and pays 60% of weekly pay for a maximum of 90 days if you get sick or injured off the job.

4. Life insurance of $15,000 is included at no cost to all employees. Spouses are covered at $7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.

5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.

6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.

7. The Tribe observes a total of 12 paid holidays.
Red Cliff Band of Lake Superior Chippewa Indians

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JOB DESCRIPTION

POSITION: Office Support Specialist

LOCATION: Makwa House - Red Cliff Child Support Services Agency

SALARY: $13.46 - $16.82 per hour, Plus Benefits

SUPERVISOR: Child Support Program Director

THIS IS A REGULAR FULL-TIME NON EXEMPT POSITION - length of employment dependent on funding availability

JOB SUMMARY: The Office Support Specialist will provide all front desk reception, general office and administrative support functions and maintain the child support agency's security and telecommunications systems.

DUTIES AND RESPONSIBILITIES:

1. Answer telephone, route calls to appropriate staff, take messages, etc.
2. Greets visitors and notifies staff of visitor's arrival.
3. Schedules appointments and maintain agency calendar.
4. Plan and implement program outreach activities.
5. Responsible for office inventory and ordering.
6. Maintains security and confidentiality by following Agency procedures.
7. Maintains visitor, mail and phone call tracking system.
8. Document contacts, correspondence, and actions taken during case transfers utilizing the State of Wisconsin KIDS system for case management purposes.
9. Performs administrative and clerical support services for all meetings, workshops, travel, community forums, etc.
10. Maintain electronic and hard copy filing system.
11. Facilitate the distribution of notices to be sent via mail, internet, posting on the local Tribal Channel, and other communications methods.
12. Must be able to work with other tribal departments (i.e., Procurement and Accounting staff to make travels arrangements and completing required documentation.)
13. Maintain appropriate filing and recording system which will maintain all records of project activities.
14. Respond to case referrals and telephone inquiries from the general public and employers.

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15. Function in a respectable manner to all contacts, resources, individuals, etc., who make contact with the Agency.

16. Establish and maintain cooperative working relationships with other jurisdictions, TANF programs, and other service programs or agencies.

17. Assist in the development and implementation of initiatives that support team building and collaborative services.


19. Maintain strict department security, confidentiality, and quality to meet professional standards of the department. Must sign a confidentiality agreement and attend confidentiality training.

20. Must be willing to occasionally work evening or weekends to meet the need of clients accessing services or attend community events.

21. Regular attendance and punctuality required.

22. Must be able to travel out of town for as long as a week at a time for training.

23. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE: Candidate must be knowledgeable or have the ability to acquire the knowledge: Of the Red Cliff Tribe, Tribal history and its families. Federal, State and Tribal laws regulating of child support services. Of the practical application of core Anishinaabe values in working with tribal youth and families and in generating interest in gaining insight from the community as it relates to program development incorporating these values into the Child Support enforcement agency and program. Of human growth and behavior, human relationships, current social and economic problems of Native Americans. Of the benefits gained in working together as a collaborative with other tribal and non-tribal entities that interface now and will in the future with this Tribal Child Support Services Agency.

QUALIFICATIONS:
1. A High School diploma or GED is required. If a High School diploma is the only education the individual has, they will also be required to have two years' experience in an office setting.
2. Ability to function well in a team-oriented environment, utilizing team resources when appropriate.
3. Ability to develop and maintain professional relationships with a variety of individuals

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and groups in complex environments.
4. Must be dependable and conscientious; possess initiative, self-motivated and capable of working independently.
5. Must present a professional appearance and demeanor as a representative of the Red Cliff Tribe in dealing with the general public.
6. Excellent organizational skills are required. Must have the ability to prioritize work and work independently on numerous concurrent tasks, meet strict deadlines and successfully cope with challenging situations and conditions.
7. Ability to exercise independent judgment, decisiveness and creativity.
8. Must possess good verbal and written communication skills.
9. Must be a Wisconsin Notary Public or able to obtain within three (3) months of hire and maintain during employment.
10. Strong keyboarding skills (50 wpm)
11. Advanced knowledge of Microsoft Office software is required.
12. Must be willing and able to obtain additional education and training.
13. Must have a valid driver’s license, vehicle and appropriate vehicle coverage and maintain driver’s eligibility as a condition of employment. Be eligible to be put on the tribe’s vehicle insurance policy

WORK ENVIRONMENT: The majority of work is performed in a professional office setting however, some of the work associated with the position may involve training sessions, community events held in larger venues. There may also be occasions where Agency staff may attend Anishinaabe cultural gatherings which are often held outdoors. Ojibwe language will be used when possible and all staff are encouraged to learn and use Ojibwe in the office environment. All Tribal Buildings are smoke free.

PERSONAL CONTACTS: There will be a number of contacts with individuals associated with the working for the Red Cliff Child Support Services Agency. These may consist of, but not limited to, community members, Red Cliff Human/Family Services and other Tribal Staff, County/State staff members of various agencies, employers, individuals from the funding agency (Federal), contacts with various sub-group within the tribal government services, elders and the population in general.

PHYSICAL REQUIREMENTS: The physical requirements associated with this position include sitting or standing for long periods of time as well as bending, stooping, lifting, overhead lifting and carrying items which are typically less than 50 pounds. Because of security standards, staff will be required to vacuum, Swiffer, remove refuse, and work with other staff to keep their offices and secure areas of the building clean.

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TRAVEL REQUIREMENTS: Will be required to attend training and meetings both in state and out of state.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Name or Image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

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APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

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2. Tribal Background Investigation Disclosure; available on the tribal website.

POSTED: November 3, 2017

DEADLINE: November 17, 2017 @ 4:00 pm

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FOR FURTHER INFORMATION:

Red Cliff Band of Lake Superior Chippewa
Human Resources
88455 Pike Road
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www.redcliff-nsn.gov
ashley.poch@redcliff-nsn.gov

(715)779-3700 ext. 4268

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

EMPLOYEE BENEFITS PACKAGE
THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:
1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.

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7. The Tribe observes a total of 12 paid holidays.
Lost Creek Adventures & Outfitter
22475 State Hwy 13 Cornucopia, WI 54827

Reservations Assistant
Category: Administrative, Support & Clerical
Seasonal - Full & Part time These are our front line professionals! Responsible for all day to day tasks in and around the shop, from being helpful on the phone and answering emails, taking reservation payments, talking up the gear in retail sales, doing inventory, scheduling guides, searching out new clients, and delegating tasks to logistical staff in everything from washing vehicles to fixing a kayak. Qualifications & Responsibilities On time and able to work various hours. Good communication ...

Hauser's Bayfield Cabin
94495 Raspberry Shore Drive Bayfield, WI 54814

Backup Cleaning Person Needed
Category: Custodial
Hauser's Bayfield Cabin needs a backup cleaning person. Can transition into full time. You are responsible for laundry, floors, counters, bed, decks, and general condition. Pay based on experience.

The Bayfield Inn
20 Rittenhouse Avenue Bayfield, WI 54814

FALL/WINTER Employment

http://business.bayfield.org/jobs
**Category: Hospitality Services**

The Bayfield Inn is open year-round and has immediate openings and is taking applications for COOKS, SERVERS, BUSHERS/HOSTS, BARTENDERS, HOUSEKEEPERS, & FRONT DESK STAFF for the Fall/Winter Season! The Bayfield Inn is Bayfield's premier lodging and dining establishment located on the shoreline of the Apostle Islands National Lakeshore. Our exclusive downtown location is central to all of Bayfield's gift shops and attractions and within walking distance of the Apostle Islands Cruise Service and ...read more →

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**Big Top Chautauqua**

PO Box 455 Washburn, WI 54891

**Development Coordinator**

**Category: Non-Profit and Social Services**

About Big Top Lake Superior Big Top Chautauqua (BTC) is a non-profit arts organization with a mission to provide entertaining and educational activities with an emphasis on history and the environment. BTC presents around 60 performances and events from June - September each year in an intimate 900 seat venue in Bayfield, WI. Big Top is at an exciting point in its evolution as the organization prepares for a major capital fundraising campaign to build a new performance venue (read more). The Development ...read more →

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**Lost Creek Adventures & Outfitter**

22475 State Hwy 13 Cornucopia, WI 54827

**Sea Kayaking Guides Needed**

**Category: Sports and Recreation**

Seasonal Full & Part-Time, Internships Available. We hire our guides based on who they are just as much as on what they can do. We're looking for people who love providing memorable experiences for others within the amazing natural areas in which we work. We can train you in the arts of leadership and paddling more easily than we can teach you the art of living well. We expect you to come to this job with that part well established! Guides/Instructors lead half day, full day, and multi-day sea kayak ...read more →

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Lost Creek Adventures & Outfitter

22475 State Hwy 13 Comucopia, WI 54827

**Food Manager, Maintenance, and Repair Staff**

http://business.bayfield.org/jobs
Category: Sports and Recreation

The following positions are not full time, so we are either hiring staff part-time or will combine each with one of our other positions to make a full time opportunity. They are great positions for those who crave flexibility and variation in their work, and who like to problem solve. Food Manager In charge of creating, purchasing, and making all day trip and overnight meals. This person needs to love and know how to make delicious food! Approximately 75% full time during the busy season. Maintenance ... read more →
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**EC/Circle**

- S Turkey Pies, Turkey Pies/Crackers
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- S Turkey Pies, Turkey Pies/Crackers
- S Turkey Pies, Turkey Pies/Crackers

**Thanksgiving**

- S Turkey Pies, Turkey Pies/Crackers
- S Turkey Pies, Turkey Pies/Crackers
- S Turkey Pies, Turkey Pies/Crackers
- S Turkey Pies, Turkey Pies/Crackers

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**November 2017**

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**Cashkando-Ghizis**