

Hualapai Day Care Center



Policies & Procedures Manual

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Table of Contents

SECTION 1:	INTRODUCTION	
1.1	Mission.....	Page 1
1.2	Vision.....	Page 1
1.3	Program Goals.....	Page 1
1.4	Program Overview.....	Page 1
1.5	Administration.....	Page 2
SECTION 2:	SERVICES	
2.1	Volunteering.....	Page 2
2.2	HDC Enrollment/Disenrollment.....	Page 2
2.3	Fees/Payments.....	Page 3
2.3	Exemption for Foster Children.....	Page 3
2.4	Placement Children.....	Page 3
2.5	Hours.....	Page 4
2.6	Family Nights.....	Page 4
2.7	Physical Development.....	Page 4
2.8	Illness Policy for Children.....	Page 4
2.9	Medication Policy.....	Page 4
2.10	Meals/Menus.....	Page 4
2.11	Multi Cultural Activities.....	Page 5
2.12	Nursing Mothers.....	Page 5
2.13	Parent Employment.....	Page 5
SECTION 3:	PERSONNEL	
3.1	Gossip.....	Page 5
3.2	On Call Staff.....	Page 6
3.3	Professional Development.....	Page 6
3.4	Excessive Absenteeism/ Attendance Expectations.....	Page 6
3.5	Arrival	Page 6
3.6	Provider Health.....	Page 6
3.7	Cell Phone/Electronic Devices.....	Page 6
3.8	Dress Code.....	Page 7
3.9	Employee’s Children.....	Page 7
3.10	Outside Employment.....	Page 7
3.11	Performance Evaluation.....	Page 7
3.12	Staff Travel.....	Page 7
3.13	Time Cards/Clock.....	Page 7
SECTION 4:	RECORDS	
4.1	Individual Child Files.....	Page 8
4.2	Injury Reports.....	Page 8
4.3	Incident Reports.....	Page 8
4.4	Accident Reports.....	Page 8
4.5	Confidentiality	Page 9
4.6	Custody Issues	Page 9
4.7	FERPA	Page 9
SECTION 5:	FACILITY & EQUIPMENT	
5.1	Fire Procedures.....	Page 9
5.2	Notice on Non Discrimination.....	Page 9

5.3	Parking.....	Page 9
5.4	Indoor/Outdoor Safety Checks.....	Page 10
5.5	Classroom Maintenance.....	Page 10
5.6	Emergency Preparedness.....	Page 10
SECTION 6: PROTOCOL		
6.1	Biting.....	Page 11
6.2	Illness.....	Page 12
6.3	Open Door Policy.....	Page 12
6.4	Parent Handbook.....	Page 12
6.5	Parent Supplies.....	Page 12
6.6	Sign In/Out.....	Page 12
6.7	SIDS.....	Page 13
6.8	Children’s Clothing.....	Page 13
6.9	Reporting Requirements.....	Page 13
6.10	Emergency Medical Procedures.....	Page 14
6.11	Drug Free Environment.....	Page 14
6.12	Communication Policy.....	Page 14
6.13	Termination Policies.....	Page 15
SECTION 7: EDUCATION		
7:1	Children Leaving Center Early.....	Page 15
7:2	Classroom Rules.....	Page 15
7:3	Curriculum/Daily Schedule/Lesson Plans.....	Page 15
7:4	Dental Hygiene.....	Page 16
7.5	Large Muscle Activity & Physical Development.....	Page 16

SECTION 1: INTRODUCTION

All Hualapai Day Care Staff are required to be aware of and follow the outlined policies and procedures at all times. This document is reviewed regularly to reflect changing community needs, CCDF Standards, theory and practice. If at any time you have suggestions for change - these are most welcome and should be forwarded to the Program Manager who will then raise them in the appropriate forum. These policies and procedures mandate all full time, part time, temporary employees and volunteers.

1.1 Mission

To provide positive and rich quality day care by encouraging each child to express themselves through language, art, music, and physical movement. With the emphasis on learning through play, they are building socialization in all areas of life, with the best providers & provider assistants available. To collaborate with community resources to provide nothing but the best care for your children.

1.2 Vision

Every child/family that comes through our doors will be treated with love and respect, so that we may become a quality Day Care Program for our community.

1.3 Program Goals

- To provide learning experiences for children in their culture and traditions.
- Opportunities to explore and observe new activities.
- Opportunities for physical development by using large and small muscle movement.
- Present opportunities through creative experiences in music, dance, dramatic play and messy media.
- Develop a sense of security & gain positive self esteem.
- Gain self control & respect.
- Develop & learn new language skills
- Develop cognitive abilities through hands on activities
- Develop readiness and transition skills needed for Head Start & Kindergarten &/ or age appropriate developmental skills.

1.4 Program Overview

Hualapai Day Care prioritizes in enrolling families based on need. Some of the priorities include: CPS, Foster Care, and low income families. All families are encouraged to enroll as those with lesser priorities may still be enrolled if vacancies exist. We will work with families that may have IEP's or that may need resources that may need referral process to get them to the right agency for help. It will be our best care to help with this process and working with the child.

1.5 Administration

DAY CARE PROGRAM MANAGER	Chira Walema (928)769-6340 Cwalema@hualapai-nsn.gov
ADMINISTRATIVE ASSISTANT	Zavier Benson (928)769-6339 Zbenson@hualapai-nsn.gov
PROVIDER	DeAna Watahomigie
PROVIDER	Vanessa Siyuja
PROVIDER	Franshon Crozier
PROVIDER	Nadine Crook
PROVIDER ASSISTANT	Kiona Kormes
PROVIDER ASSISTANT	Tonisha Johnson
PROVIDER ASSISTANT	Eva Lomawaima
PROVIDER ASSISTANT	Cougar Honga
COOK	Lyda Steele

SECTION 2: SERVICES

The Hualapai Day Care Program provides many services for staff as well as children and families ranging from nutrition/meals, Drop in Care, family nights, volunteer services and multi cultural activities to name a few.

2.1 Volunteering and Summer Youth Workers

Hualapai Day Care asks that all parents or volunteers that would like to volunteer more than 16 hours a week must have a background check done, although quick visits or to drop off extra items such as clothing will not need a background done.

Summer youth workers are placed in the Day Care center for working training purposes. As providers & provider assistants, it will be your responsibilities to teach the youth about being a provider or provider assistant. They will be extra hands for your rooms, and will also work alongside you; proper demonstration will need to be conducted. As for these youth see an interest in working in early childhood, any questions or clarifications you can ask the program manager.

2.2 HDC Enrollment/Disenrollment Policy

Enrollment Policy

A. **Purpose:** The Hualapai Day Care Center will accept children from 6 months to 11 yrs old. Applicants must meet CCDF guidelines & eligibility, and if in Foster Care or placed with another family.

The child capacity limits are listed as:

Infants– Limit 10

Toddlers 1-3yrs– Limit 16

Preschoolers 4-5yrs– Limit 16

After School 6-12yrs– Limit 18

B. **Procedure:** Applicants must complete an Enrollment Application to be considered. The following documents consist of:

- Completed Application
- CACFP Blue Card
- Birth Certificate
- Social Security Card
- CIB (Certificate of Indian Blood)
- Completed Physical w/ Negative Tb Result
- Updated Immunizations
- Guardianship Papers (Court, Human Services documents)

An update will be made quarterly. Previous attendance does not guarantee a child's re-admission. Any update on child information is critical in our day care center so that all staff know of pick-up/drop-off, phone numbers, place of employment or household change, etc. Hualapai Day Care must know what is going on regarding your child/ren, so we can handle any situation in our best care.

Since another family may be waiting to enroll their child, we respectfully ask that you make your decision within three (3) business days when you are notified of an opening.

Vacancies are filled on a first come first serve basis, depending on the type of enrollment. Foster and placement care are priority.

If we are at our Max capacity per classroom your child/ren will be put on a waiting list, and notified as soon as an opening is available.

When you withdraw your child, another child will fill your vacancy; a vacancy cannot be promised should you wish to enroll.

Disenrollment Policy

The parent/guardian must notify the day care center program manager before withdrawing a child. The center reserves the right to cancel the enrollment of any child should it be necessary (for the good of the child and the program as a whole).

2.3 Fees/Payments

A. **Purpose:** Hualapai Day Care program operates on a sliding fee scale basis; those day care parents over the income scale pay the private fee rates.

B. **Procedure:** All day care fees are due within a two (2) pay period ranged. Your day care will be suspended until your account is current. Your signed payment contract is kept in your child's file, and will need to be abided by. Payroll deductions are an option if you shall fall behind in payment.

Payments will be made by Check, Cash, and Money order to:

Hualapai Tribe - Hualapai Day Care Center-Payment

P.O. Box 179

Peach Springs, Az. 86434

2.4 Exemption for Foster Children

Children who have been placed in foster care by the court are considered automatically income eligible and the foster parent(s) are not required to fulfill the employment/school requirement.

2.5 Placement Children

Children who are in protective services are considered automatically income eligible, whether the parent(s) are meeting the employment or not.

2.6 Hours

Hualapai Day Care is here to provide our services:

Monday thru Friday

7:45 am—5:15 pm

Children will not be accepted before 7:45am.

Any child left after 5:15pm will be charged a Late Fee of \$10.00. Numerous late pickups (3 or more) will result in a Suspension of Services that may lead up to Termination of Service.

We are closed on tribal recognized holidays, and if/or needed for facility repairs. Administration leave, we are here until the last child leaves. Parents who know of admin leave will be here to pick up their child.

Training

We will give advance notice if we are going to be closed for staff training, which parents/guardians are encouraged to attend. Most staff meetings are held after the last child leaves during our normal business hours.

2.7 Family Nights

Scheduled and planned family nights require that employees who are scheduled to facilitate these events make all efforts to be available. Classrooms will rotate events.

2.8 Physical Development

Children should engage in 60 minutes of physical activity daily. Provider lesson plans should include indoor and outdoor gross motor activities to ensure physical development. Alternatives should be provided in daily lesson plans when outdoor time is not long enough.

2.9 Illness Policy for Children

The parent/guardian should notify the center if the child will be absent. If the child shall end up ill in the care of Hualapai Day Care, we will exclude depending on the severity of the illness.

2.10 Medication Policy

A. **Purpose:** The Hualapai Day Center staff will not administer any kind of medication to your child.

B. **Procedure:** If your child needs any medication given to him/her, we ask that the parent/guardian please come to the center to administer the medication.

2.11 Meals/Menus

All meals will be served Family Style to model healthy eating habits. If your child is on a restricted diet or has food allergies, please inform the staff when you are completing the application. Meal time goals are encouraging children to use eating utensils and practice social behavior as well as good manners at meal time. The staff will model mealtime etiquette and eat the same food provided by the center.

Meal Times

Breakfast 8:00-8:30am

Am Snack 10:30-10:45am

Lunch 12:00-12:30pm

Pm Snack 2:30-2:45pm

*Please alert the day care center if your child has any food allergies. Proper documentation from the doctor will be needed; also this information must be on the emergency blue cards.

If the parent/guardian donates food to celebrate a special day, we request that you notify the center in advance, the donated food should not meet high sugar, salt, or high fat content allowable per CACFP standards. Donations should accommodate the child's class, birthdays are allowable.

Menus

Weekly menus will be provided at the front Desk for parent's convenience.

2.12 Multi Cultural Activities

Cultural experiences reflect all tribes and ethnicities of the children enrolled. Activities planned should include, language, singing, counting, storytelling, and inclusion of crafts (age appropriate). The following items can be displayed (posters, pictures, calendars, etc.). Parent/Guardians are encouraged to share traditional activities with the children.

2.13 Nursing Mothers

For your convenience, we welcome nursing in the nursery room for breastfeeding mothers.

2.14 Parent Employment

Hualapai Day Care only provides services to working parents, all parents that are named on the household must be working, in school, job training, or have an Income Declaration on file.

This is following the CCDF requirements for the Hualapai Day Care Program.

SECTION 3: PERSONNEL

It is the policy of the Hualapai Day Care Center that before employing an individual in the Day Care Center, a complete background check will be conducted locally, after employment a Federal Background check. A clearance card will also be completed; consisting of fingerprints which will be sent off to the Arizona Department of Public Safety for clearance.

Hualapai Day Care Hiring Process following *Hualapai Tribe Personnel Procedures*

1. Local Background Check
2. Drug Testing
3. Federal Background Check
4. Clearance Card

After being hired for the Hualapai Day Care Center you will be supervised by the Program Manager who oversees the program daily functions. There is a department organizational chart as well that will need to be followed, as well as The Hualapai Day Care Program Policies & Procedures., which are also backed up by the Hualapai Tribe Personnel Policies & Procedures.

3.1 Gossip

A. **Purpose:** It is very important to maintain a healthy environment to work in. As role models and tribal employees it is very important that we have acceptable interactions with the children and each other. Gossiping in any form is not an image we would like to portray. Gossip in the workplace creates negativity and

could damage the reputation of the Hualapai Day Care Center as well as the staff and practices around the children.

B. Procedure:

1. Write down issues and present them at staff meetings.
2. Do not repeat what I have heard.
3. Advise that any concerns that arise be taken to the Program Manager.
4. Do not discuss any information about the enrolled children unless it pertains to the curriculum and includes the parent or guardian. Any other issues will be taken to the Program Manager.

3.2 On Call Staff

Temporary and Emergency Hire staff will follow the same policies and procedures as a full-time employee.

3.3 Professional Development

Each day care staff has a professional development portfolio. Staff are required to attend and complete a minimum of 18 clock hours per quarter (3month). The staff is afforded training from the day care center and Professional Development through DES and any community college that provides online classes for the staff to obtain their CDA. This also includes certificates of proficiency and or degrees. Parents are welcome to attend any program sponsored training or professional development opportunities.

3.4 Excessive Absenteeism

A. Purpose: Excessive absenteeism and tardiness as an employee of the Hualapai Day Care will not be tolerated. We are here to provide a service to children and inconsistency in staff may lead to behavioral problems in children. Being short staff also affects our adult to child ratios in the classrooms.

B. Procedure:

1. All staff are to report to work in a timely manner by 7:30 a.m.
2. All staff should contact their immediate supervisor in an emergency.
3. All staff should follow the Hualapai Policies and Procedures for leave. Sick leave and vacation leave should be submitted 3 days in advance.
4. Vacation leave is limited to 1 staff member in the same classroom due to the operation needs of the Hualapai Child Care Center.

Disciplinary action will occur if absents/tardiness becomes excessive.

See: Hualapai Tribal Policies and Procedures.

3.5 Arrival

Each and every child should be greeted daily. It is very important that we, The Hualapai Day Care staff provide a warm and friendly, welcoming environment for children and parents. Once the children enter the center our full attention should be directed at them.

3.6 Provider Health

All Day Care staff must complete a physical exam annually as well as a TB skin Test. This is to ensure that the provider is capable physically to meet the demands in caring for children in a stressful situation. Providers must be current in their immunizations and maintain a clear bill of health.

3.7 Cell Phone/Electronic Device Policy

- A. **Purpose:** Outlines the use of cell phones and personal devices during working hours in the presence of children.
- B. **Procedure:**
 - 1. Cell phones and electronic devices should be turned off and put away.
 - 2. The staff can check messages during breaks, lunch or after their shift.
 - 3. All staff members, Providers and Assistant Providers must adhere to this policy when in the presence of children.

3.8 Dress Code

- A. **Purpose:** It is very important that you are dressed appropriately to meet the needs of the children.
- B. **Procedure:** Clothing should be comfortable and allow freedom of movement. Remember, you will be just as active as the children but also be professional and neat. You should always be interacting with the children. No open toe shoes, heels or dress shoes.

3.9 Employee's Children

To ensure fair treatment of all children enrolled at the Hualapai Day Care Center children of the staff are to be treated in the same manner as all other enrolled children. A staff member should not allow their child to wander aimlessly throughout the center especially during working hours. Staff are allowed to have brief visits at the center after all the enrolled children have gone for the day. Employees that have small children should not be allowed to disrupt preparations for the next day or play with classroom activities while parent is cleaning at the end of the day.

Employees who have children enrolled at the Center are expected to follow classroom policies during working hours, this means that your child will be supervised by the classroom staff. Same fees and enrollment policies will apply to staff.

3.10 Outside Employment

Child Care is prohibited after hours and weekends for Day Care Center staff. This has insurance implications and is not permitted.

3.11 Performance Evaluation

- A. **Purpose:** Evaluate Day Care staff's job performance and advise employee on the progress they are making to set performance standards.
- B. **Procedures:** An appraisal will be conducted after a new hire's 6 month probation and annually thereafter according to hire date.

See: Hualapai Tribal Policies and Procedures.

3.12 Staff Travel Policy

- A. **Purpose:** To assure staff attend all required trainings when on travel and carry themselves in a professional manner to represent the Hualapai Tribe.
- B. **Procedure:** Personnel selected to travel on behalf of the Program are expected to produce and present a written report regarding the training attended. All receipts should be submitted immediately upon return to work. Failure to submit receipts will result in reimbursement of the expense to the Program including per diem and any other travel advances made.

3.13 Time Cards/Clock

- A. **Purpose:** All Center staff must clock in regularly. Writing in time is not acceptable unless on travel or in training after hours.

B. **Procedure:** Time is to be calculated by the Administrative Assistant by the end of the work week and submitted to the Program Manager. It is strictly prohibited to clock another person's card.

See: Hualapai Tribal Policies and Procedures.

SECTION 4: RECORDS

All records will be kept in files. Confidential forms will be kept under lock and key in the Program Manager's office and enrollment information will be updated by the Program Manager and Administrative Assistant.

4.1 Individual Child Files

A. **Purpose:** Each child has a folder that will be updated by the classroom team. All information within the child's folder should be kept confidential.

B. **Procedure:** Each child's file should contain the following

1. Enrollment Information
2. Monthly anecdotal
3. Three days samples of child's work
4. Developmental checklist
5. Notes regarding the child (Only record what you observe when you are describing behaviors. Do not label. If you need help with writing ask your classroom colleague).

4.2 Injury Reports

A. **Purpose:** If an injury/accident occurs while your child is in the care of the Program it will be documented immediately and reported to the Program Manager.

B. **Procedure:** An injury report will be provided to the parent/guardian at the time the child is picked up. A copy will be made for the child's file. In the event that medical treatment is needed, parent/guardian will be notified immediately.

4.3 Incident Reports

A. **Purpose:** An incident form will be filled out by Hualapai Day Care staff if your child exhibits behavior that is not acceptable and does not adhere to the classroom rules.

B. **Procedure:**

1. A copy of this form will be kept in child's file and a copy sent home the day of the incident.
2. If incident reports become excessive (3+ in a month's time) a Parent/Teacher Conference will be scheduled to address behavioral issues.
3. If behavior doesn't improve, depending on the severity of the situation a referral to Behavioral Health, Hualapai Health Education and Wellness will be submitted.
4. If help is not being sought for the behavioral issues child could be suspended from the Hualapai Day Care and in some cases services terminated at the discretion of the Program Manager.

4.4 Accident/Oops Reports

A. **Purpose:** To notify parents in the event of a potty accident. Parents should be encouraged to send an extra set of clothing for toddlers and preschoolers in potty training.

B. **Procedure:**

1. A copy of this form will be kept in child's file and a copy sent home the day of the accident.
2. If the child does not have an extra set of clothes the parent will be called immediately unless the Center has extra clothing available.

4.5 Confidentiality

The Hualapai Day Care Program respects the rights and privacy of all children, parents, staff, and volunteers. Any and all who enter the day care center are held to the strictest of confidentiality. We want our community to feel free to comment and experience the day care setting in a positive and friendly environment. We will make every effort to limit the use and disclosure of protected information and access to only that which is necessary to accomplish the purpose of our job. We will not seek and/or lease information to an external person or agency without parent's written permission.

4.6 Custody Issues

- A. **Purpose:** The Hualapai Day Care Center will not withhold a child from their natural parent or legal guardian without proper court documentation
- B. **Procedure:** A copy of court orders must be provided to the Day Care Center Program Manager if there are legal custody issues and will be documented in their child file.

4.7 FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) deals specifically with the education records of students. Affording them certain rights with respect to those records. Any and all requests for student information can be obtained through the Program Manager. The Program Manager & Admin Assistant/Secretary are in charge of protecting student information as directed by federal law and has the responsibility for determining the validity of requests.

Parents/Guardians of the children enrolled in the day care center, have the right to view the contents of his/hers child's file at any time.

SECTION 5: FACILITY & EQUIPMENT

The Hualapai Day Care facility and it's equipment should be kept in proper working order and inspected regularly to prevent injuries from occurring.

5.1 Fire Procedures

- A. **Purpose:** In the event of an evacuation or fire drill, the staff is to follow emergency evacuation plans that are posted throughout the center. Emergency evacuation drills will be practiced on a monthly basis.
- B. **Procedure:** Exit routes must be clearly marked. During the fire drills, the staff must also practice collecting all emergency information. This includes roll call duty after every drill. The office staff must assist with the evacuation of the youngest children. Office staff members shall be designated to declare the building clear (check each room, turn off all lights, shut doors).
 - 1. In a true emergency, the parent or guardian will be contacted immediately when it becomes necessary to release children.

5.2 Notice on Non Discrimination

The Hualapai Day Care Center does not discriminate on the basis of race, color, national origin, religion, marital status, gender, age, disability in admission or access to, treatment or employment in its educational programs or activities.

5.3 Parking

- A. **Purpose:** No one will be allowed to park at the front door for a lengthy time, we do have other parents that need to drop off their child as well.
- B. **Procedure:** Handicap parking spaces should not be used for pickup or drop off.
1. If you park in those spaces and do not have a handicap plate or sticker you will be reported to the Tribal Police Department.
 2. All staff must park in designated area.

5.4 Indoor/Outdoor Safety Checks

A. **Purpose:** The outdoor environment is considered part of the learning environment. Rules should be based on the age of the children, but could include the following.

B. **Procedure:**

- Walk to and from the play area
- Stay inside the play area
- Toys, games and playground equipment are to be shared
- Walk around swings, not in front or behind them
- One child at a time going down the slide
- Wheel toys are to be ridden- no bumping or rough play
- Rocks are to stay on the ground

5.5 Classroom Maintenance

The Staff are responsible for the center duties:

1. Clean all counters, table tops and sinks daily before/after meals and activities.
2. Dust classroom furniture and center equipment
3. Water live Plants
4. Care for classroom pets-keep cages, fish tanks, tanks clean
5. Wipe up all spills immediately
6. Keep mirrors clear of hand prints and smudges
7. Clean up spills on carpeted areas to avoid stains
8. If your classroom has a refrigerator; clean on a weekly basis
9. Sweep floors and mop when custodian is not available
10. Make sure all lights are off and the doors are locked before leaving
11. Empty trash before you lock up for the day
12. Make sure that the class is ready for the next day
13. Soiled clothing is to be sent home on a daily basis with the children
14. Stack chairs or place on top of table so that the floors may be properly cleaned
15. Properly store outdoor equipment and cover sandbox

See the schedule for staff. All cleaning should be shared and rotated to ensure that all responsibilities are shared.

5.6 Emergency Preparedness

- A. **Purpose:** In the event of an emergency, the day care center is instructed by local authorities to shelter in place, everyone in the center, until advised that it is safe to leave or evacuate. This safety procedure is for public view, and is placed in every room of the day care center.
- B. **Procedure:** The staff are aware of all procedures that this Hualapai Tribe Emergency Procedures Guide provides, and instructs the day care center/staff what to do in any case of emergency.
 - 1. Fire Drills are practiced monthly and documented.
 - 2. Other intruder or emergencies are listed in the guidelines.
 - 3. We do secure our two front doors with a buzz-in process.
 - 4. Visitors must sign-in, and then the front staff will allow them to enter the facility.
 - 5. Everyone must remain in their classrooms to help care for and calm the children.
- C. There will be a disaster supply kit and emergency information along with the children's immunization information prepared. The kit contents include:
 - 1. Emergency Information of children and staff
 - 2. Radio
 - 3. Flashlight & Batteries
 - 4. Water & Food for (3) three days
 - 5. Can Opener
 - 6. Trash Bags
 - 7. Paper Towels
 - 8. Bleach
 - 9. Soap
 - 10. Toilet Paper
 - 11. Sanitary Napkins
 - 12. Hand Sanitizer
 - 13. Matches or a lighter
 - 14. Gloves
 - 15. Paper & Pens
 - 16. Hand Tools (Basic)
 - 17. Duct Tape
 - 18. Aluminum foil
 - 19. (3) Three Day supply of diapers (various sizes)
 - 20. First Aid Kit

Please see our EMERGENCY PROCEDURES attached

SECTION 6: Protocol

6.1 Biting

- A. **Purpose:** Hualapai Day Care understands that biting is development stage for some children. We

try to redirect behavior and figure out what triggers the biting.

- B. **Procedure:** However, if the biting persists there will be a meeting with the parents, manager and providers. Following the meeting, a child who bites twice will be sent home for the day.
 - 1. We will try this technique for 2 weeks and if the biting continues, we will give you a two week notice for suspension.

6.2 Illness

The parent/guardian should notify the center if the child will be absent. If the child shall end up ill in the care of Hualapai Day Care, we will exclude depending on the severity of the illness.

6.3 Open Door Policy

- A. **Purpose:** Parents are welcomed to come into the Day Care Center and visit or have lunch with their children during operational hours. Parents are encouraged to participate in activities.
- B. **Procedure:** We discourage outside food, parents/guardians should notify the day care center when they plan to join their child for lunch so that enough food will be prepared to accommodate our guest. We encourage parents to drop in at their leisure to observe their child in day care. Our classroom doors are always open for parent volunteers or visits.

6.4 Parent Handbook

- A. **Purpose:** This handbook was designed to inform the parent/guardian of the policies of the Hualapai Day Care Center. If we have overlooked something that was not covered feel free to ask questions or comment, so that we may be able to meet your needs. Please note that this is in place for all families to follow, all items listed are very critical.
- B. **Procedure:** Every staff member should be aware of the contents in the Parent Handbook. This effort is to reduce the risk of contradictory information provided to the parent.

6.5 Parent Supplies

Parents/Guardians must provide any incidentals that meet your child's needs such as: formula, milk, pampers/pull-ups, wipes, pacifier, bottles, clothing, etc. Please ask questions if you have concerns regarding your child's needs.

For children who are potty training an extra pair of clothing for any accidents that may occur while your child is in our care.

6.6 Sign In/Out

- A. **Purpose:** Parent/Guardians are required to sign their child in and out each day, unless they are being dropped off by the school bus for the school they are attending. Any other person picking up a child must be on the Pick Up/Drop off list and must be 18 years or older. Identification may be required if the day care center may not know the person.

- B. **Procedure:** Any person, who appears to be under the influence of drugs or alcohol, will be asked to leave.
1. The child will not be released and Hualapai Human Services and Hualapai Law Enforcement will be contacted.
 2. Any legal issues concerning guardianship must be documented in the child's file.
 3. The Day Care Center staff is not responsible for the release of a child who's file does not document any legal issues regarding guardianship papers on file.
 4. Parents that are known to be registered sex offenders will not be kept from their biological child, however they are never to be left alone with other children.
 5. Children must be picked up from 5:00-5:15pm.

6.7 SIDS

1. Please dress your infant in clothes that provide warmth for sleeping. Blankets are not placed in cribs and no toys, pillows, or boppies are allowed in the crib without a doctor's note. Your infant will always be placed on their back when in their crib. No infant will be placed in a car seat, boppy, or bouncy seat to sleep.
2. New research on infant development states that infants need tummy time for brain development and muscle development. If a child medically needs to be placed on their abdomen to sleep, then a written note from the doctor needs to be brought to the center.

6.8 Children's Clothing

1. Children should be dressed appropriately and comfortably for weather and for play. We want your child to be able to participate in all activities.
2. Children sometimes soil their clothes by accident or in messy activities. Parents must provide an extra set of clothing for their child, including under garments, socks, etc. All children's clothing should be tagged with their name.
3. Closed toed shoes are required, to provide enough protection for active feet.

6.9 Reporting Requirements

A. **Purpose:** By law, the Day Care Center staff is required to report all suspected cases of child abuse and or neglect. The symptoms of child abuse can include:

1. Bruises
2. Burns
3. Scars, Cuts, Scrapes
4. Symptoms of Neglect (Lack of poor clothing, nutrition, hygiene, physical or emotion)
5. Other: signs that cause the child to act out causing disruption or need for immediate action.

B. **Procedure:** If a day care provider or day care staff employee suspects that a child is being neglected or abused, he/she will complete a report form and submit this completed to the day care program manager. The report will be submitted to the *Hualapai Human Services & Tribal Police* will be contacted.

1. All persons or agencies that make a report in good faith shall be immune from civil liability

and criminal prosecution arising from reporting a case of child abuse or neglect.

6.10 Emergency Medical Procedures

A. **Purpose:** A parent will be asked to pick up his/her child immediately when any of the following medical emergencies arise:

1. An infant 6 month or older has an auxiliary temperature of 100 degrees or higher for at least a (2) two hour period.
2. Any child that act or looks very ill (vomiting, lethargic, physical signs such as red cheeks due to high fever, hot to the touch, green or yellow mucus, coughing).
3. A child over 1 year old has a fever of 101 degrees or higher.
4. Any child that has seizure, will need a physicians release note.
5. Any child with a rash, hives, or welts not associated with an injury.

B. **Procedure:** An illness report will be conducted from the provider or provider assistant and reported to the day care program manager.

1. Documentation that a temperature has been checked with a thermometer.
2. Physical signs of seizure, or vomit left behind by the child.
3. Parent/Guardian will be notified VIA Telephone; for immediate pick up.

6.11 Drug Free Environment

A. **Purpose:** It is the policy of the Hualapai Tribe to provide a drug free working environment.

1. It is unlawful and strictly prohibited to manufacture, distribute, dispense, possess, or use a controlled substance on the day care center premises.

B. **Procedure:** Employees or contracted day care providers convicted of any drug status violations occurring in or associated within the workplace will be subjected to appropriate disciplinary action, up to and including termination.

2. Parents who appear to be under the influence of a substance will not be allowed to sign out their child.
3. The emergency contact number will be called to pick up the child. Hualapai Human Services will be contacted if no one is available to pick up the child.

6.12 Communication Policy

A. **Purpose:** Issues between co-workers should be discussed directly with each other. Sometimes a mere misunderstanding or lack of effective communication can be resolved when all parties discuss issues and resolved on their own

B. **Procedure:** All discussion should be done discreetly and in private.

1. Children can see anger and feel that they did something to cause your stress.
2. If issues cannot be resolved, submit your complaint in writing to the program manager.
3. A meeting will be arranged to further discuss how to work out any issues.

6.13 Termination Policies

A. **Purpose:** Day Care Center termination policies reflect the right to terminate a child's day care services. This will only happen in a case by case basis; none payment, no updated documents, lack of attendance, both parents not employed or in job training, GED or College Classes.

B. **Procedure:** A letter and phone call of termination of day care services will be sent to the parent/guardian, explaining the reason to terminate services. We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child

We appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. Parents are required to give two weeks written notice when they decide to terminate child care. The two weeks will be paid in full, regardless of whether or not the child is in attendance.

Anyone who terminates daycare and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days will be subject to payroll deductions or turned over to the Tribal Court.

SECTION 7: EDUCATION

7.1 Child Leaving Center Early

A **Purpose:** It is important that all children haven accounted for when they leave early. This is to ensure that proper billing is made. The only two fees that apply are half day rate & full day rate.

B. **Procedure:** Proper signing out of your child must always be done.

7.2 Classroom Rules

Each classroom has posted positive rules in simple language. Appropriate guidelines will be made based on age. The rules stated what the children should do rather than what not to do, with proper redirection.

7.3 Curriculum/Daily Schedule/Lesson Plans

The daily schedule for infants and toddlers will be based upon individual needs within a time black. The preschool daily schedule is based upon the appropriate developmental age and stage of he child. The daily schedule should be posted in each classroom, please take time to review what your child is covering in class so

that you may also help him/her at home. Parents and community members may volunteers in their services in order to include culturally appropriate activities. Fields trips are allowed to enhance the child's view of the world around them. Advance notice will be provided for permission slips to attend the scheduled field trips.

7.4 Dental Hygiene

A. **Purpose:** Curriculum will include dental hygiene activities. All children and staff will brush their teeth after each meal.

B. **Procedures:**

1. For infants, this means swabbing their gums.
2. Toddlers- Regular tooth brushing
3. Preschool- Regular tooth brushing
4. School Age- Regular tooth brushing

7.5 Developmental/Behavioral Assessment Policy

A. **Purpose:** To assure every child is given the opportunity to grow physically, cognitively, socially, and emotionally at their developmental stage without allowing behavioral problems to hinder their development.

B. **Procedure:**

- The Hualapai Day Care will first get consent from parents for their child to be assessed. If child is in Head Start or Elementary school and has already been assessed we will work with that agency to continue to provide the services necessary for success and growth in your child.
- Infants and Toddlers in our care will be assessed and adequate services will be set up with family and local agencies.

Receipt of the Hualapai Day Care Center Policies and Procedures

____ I have had the opportunity to carefully read & acknowledge the Hualapai Day Care Center Policies and Procedures and if I should have any questions, I will contact the Hualapai Day Care Manager.

____ I have been given the opportunity to ask questions regarding Hualapai Day Care Center Policies and Procedures.

____ I understand that the Policies and Procedures can be revised at anytime.

____ I also acknowledge that nothing in the Hualapai Day Care Policies and Procedures should supersede the Hualapai Tribe's Policies and Procedures but will work hand in hand.

Employee Name: _____

Date: _____

Employee Signature: _____

Date: _____

I have provided the above staff member with an orientation to the Hualapai Day Care Center Policies and Procedures. A copy has been provided to _____.

Program Manager Signature: _____