



HMa: Ny Ba ViSo:jo'

Hualapai Day Care Center

Parent Handbook

P.O. Box 179 / 475 Hualapai Drive

Peach Springs, AZ 86434

Phone: (928)769-1515/1517/1666

Fax: (928)769-1516

Dear Parents,

We are happy that you have chosen us to care for your child/ren. We hope that this handbook will help introduce you to Hualapai Day Care and answer many of your questions. No matter what age your child is or where they are developmentally, we are here to meet both their needs and your needs alike.

Hualapai Day Care believes that children benefit most when their parents are actively involved in their care. Therefore, all of us at Hualapai Day Care consider you a very special person in our program.... You are your child's first and best teacher!

In order to serve your child's and family's interest to the best of our ability, it is necessary for close cooperation between staff and parents. This handbook has been prepared to help you understand the Hualapai Day Care program, and how you can help us serve your child care needs.

We recommend you keep this booklet as reference, and if you may have questions or concerns please feel free to call us or visit us.

We look forward to working with you and your children in our program.

Thank you

Your child, our staff, quality care,
For our Community.

STAFF LIST

Day Care Program Manager

Chira Walema (928)769-6340
Cwalema@hualapai-nsn.gov

Administrative Assistant

Zavier Benson (928)769-6339
Zbenson@hualapai-nsn.gov
Hualcccenter1@gmail.com

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

INTRODUCTION

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.

OUR 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.

• 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.

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.

BITING

Hualapai Day Care understands that biting is a developmental stage for some children. We try to redirect behavior and figure out what triggers the biting. 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. We will try this technique for 2 weeks, and if the biting continues we will give you a two week notice for suspension.

CHILD ABUSE REPORTING

By law, the Day Care staffs are required to report all suspected cases of child abuse and or neglect. The symptoms of child abuse can include:

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

If a day care provider or day care staff employee suspect 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.

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.

CHILDREN'S CLOTHING

Children should be dressed appropriately and comfortably for weather and for play. We want your child to be able to participate in all activities.

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.

Closed toed shoes are required, to provide enough protection for active feet.

CHILDREN LEAVING CENTER EARLY

A written notice or telephone call must be received by the office for a child to be released at anytime, unless arrangements have been made. Child will not be released to anyone other than those listed on the application's pick-up/drop-off list.

CHILD VISITORS

Children who are not enrolled in the Hualapai Day Care Center are allowed to visit when space is available with advanced notice. There will be a flat rate required which must be paid to the Tribal Finance Department on arrival which is \$20.00. With a filled out application & updated copy of immunizations on file.

CLASSROOM RULES for CHILDREN

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

COMPLAINTS

All complaints must be in writing; No verbal or angry outburst will be addressed. Every effort will be made to investigate and resolve incident within (3) three working days. The person accused has the right to respond and contest all allegations.

Anyone can write a complaint to the Hualapai Day Care Program Manager in regards to a current provider. Upon receipt of a complaint or in response to the observation of the staff, an investigation will be conducted to the allegations made.

The Hualapai Day Care Center will conduct an investigation. The Hualapai Day Care Center will maintain all complaints against providers and shall make such information available to parents and interested parties upon a written request.

Depending on the severity of the allegations, the appropriate action will be taken, following the Hualapai Tribe Policies & Procedures manual.

To file a written complaint, mail to:

Hualapai Day Care Center
Attn: Program Manager
P.O. Box 179
Peach Springs, Az. 86434

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 your written permission.

CURRICULUM, DAILY SCHEDULE and LESSON PLANNING

The daily schedule for infants and toddlers will be based upon individuals needs within a time block. The preschool daily schedule is based upon the appropriate developmental age and stage of the 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 volunteer their services in order to include culturally appropriate

activities. Field 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.

CUSTODIAL / GUARDIAN ISSUES

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

DAILY HEALTH CHECK

Daily health checks will be conducted each morning when the child arrives at the day care center. This is to ensure that each child is free from communicable illnesses. Parents will be asked a few simple questions while the child is examined (How does he/she feel today, etc)

DELEGATION of AUTHORITY

The program administrative assistant is delegated as acting program manager in the absence of the Program Manager, or if otherwise stated by the Program Manager via Memo.

DENTAL HYGIENE

Curriculum will include dental hygiene activities. All children and staff will brush their teeth after each meal. For infants, this means swabbing their gums. Parents must provide permission for their child to participate in the dental hygiene activities, which provides the dental varnish program from the Dental Department IHS.

DISCIPLINE POLICY

The Hualapai Day Care Center staff encourages positive interactions and experiences for children attending the day care setting. Children learn best from positive role models, reinforcement and redirection.

When necessary and redirection is non effective, the child may need a break from group activities to prevent them from harming themselves or others. In event that the child is uncontrollable, the staff will request a conference with the parent/guardian so that the appropriate guidance and behavior plan can be developed. If behavior of the child does not improve the program reserves the right to suspend the child's enrollment and in severe cases terminate services.

***STAFF ARE NOT TO USE ANY FORM OF CORPORAL PUNISHMENT, ABUSE, HUMILIATION, HARSH INAPPROPRIATE LANGUAGE OR DENIAL OF FOOD AS FORM OF CONTROL/ PUNISHMENT OF CHILDREN**

HOURS OF OPERATION

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. Administrative 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.

CHILD/STAFF RATIOS

AGE OF CHILD	RATIO
6 months—12 months Infants	1 caregiver to 5 children Room Max: 10
1 yr.—3 yrs. Toddlers	1 caregiver to 8 children Room Max: 16
3 yr.—5 yrs. Pre School	1 caregiver to 8 children Room Max: 16
5 yr. – 12 yrs. School Age	1 caregiver to 10 children Room Max: 18

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).

DROP IN DAY CARE

Day care services are available on a limited basis for Drop- in Day Care Services, depending on the space available. The fee for this service will be \$20 a day. All policies and procedures will be the same for Drop-In Day Care children. First come, first serve. A copy of the child's updated

immunizations will need to be turned in as well.

DRUG FREE ENVIRONMENT

It is the policy of the Hualapai Tribe to provide a drug free working environment. It is unlawful and strictly prohibited to manufacture, distribute, dispense, possess, or use a controlled substance on the day care center premises. Employees or contracted day care providers convicted of any drug status violations occurring in or associated within the workplace will be subject to appropriate disciplinary action, up to and including termination. Parents who appear to be under the influence of a substance will not be allowed to sign out their child. 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.

EMERGENCY PREPAREDNESS

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. The staff are aware of all the procedures that this Hualapai Tribe Emergency Procedures Guide provides, and instructs the day care center/staff what to do in any case of emergency. Fire Drills are practiced monthly and documented. Other intruder or emergencies are listed in the guidelines. We do secure our two front doors with a buzz-in process. Visitors must sign in, and then the front staff will allow them to enter the facility. * Please see our EMERGENCY PROCEDURES attached*

EMERGENCY PROCEDURES

The Hualapai Day Care follows the Emergency Procedures Guide provided by the Hualapai Tribe's Emergency Services.

EMERGENCY MEDICAL PROCEDURES

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 two hour period.
2. Any child that acts 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 a seizure, will need a physicians release note.

Any child with a rash, hives, or welts not associated with an injury

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.

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.

ENROLLMENT POLICY

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

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.

FAMILY NIGHTS

Family nights are scheduled and planned by classrooms. Parents are encouraged to attend events planned especially for your child. At various times throughout the year activities may be sent home to encourage parent/child interaction. Please participate and be involved in your child's learning and activities.

FEES

Hualapai Day Care program operates on a sliding fee scale basis; those day care parents over the income scale pay the private fee rates. 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. Payroll deductions are an option is you shall fall behind in payment.

FIRE PROCEDURES

Evacuation drills are practiced on a monthly basis. In a true emergency, the parent or guardian will be contacted immediately when it becomes necessary to release children.

GOSSIP

This policy is for the protection of the staff and families that the Day Care provides services to. We ask that the parents/guardians refrain from gossip while they are visiting the Day Care Center. The staff are expected to maintain a professional etiquette while they are employed by the Hualapai Tribe and the Day Care Center.

HOURS

Hours are billed as: Services under six (6) hours is considered half day. Anything over six (6) hours will be considered a full day.

HEAD LICE POLICY

Head Lice checks are done at random times throughout the year. If lice are found in your child's hair you will be notified immediately and asked to come pick up your child. Your child is not allowed to return back to Day Care until the lice has been rid of.

If you are notified more than twice and you are doing nothing to treat your child's lice you will be reported to Human Services via Suspected Child Abuse & Neglect (SCAN) Report. This is to prevent the spread of lice throughout the center.

HEALTH ADVISORY COMMITTEE

Hualapai Day Care manager and assistant will attend these meeting, to be updated with new health procedures for our center and other schools.

ILLNESS POLICY

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.

INJURY REPORTS

All injuries and accidents that occur during the day will be documented and reported to the Program Manager and logged in the Accident Log. An accident report will be provided to the parent/guardian at the time the child is picked up. In the event that medical treatment is needed, parent/guardian will be notified immediately.

INCIDENT REPORT

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. A copy of this form will be kept in your child's file and a copy sent home the day of the incident. If incident reports become excessive (3+ in a month's time) a Parent/Teacher Conference will be scheduled to address behavioral issues. 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. If you don't seek help for the behavioral issues your child could be suspended from the Hualapai Day Care and in some cases services terminated.

INDIVIDUAL CHILD FILES

Each child will have a folder/file in their classroom that will contain the classroom curriculum, the child's class work, anecdotal and a developmental checklist, accident reports, oops reports, incident reports and emergency contact information.

The Program Manager & Admin. Assistant/Secretary will maintain confidential information of each child in the day care center office under lock & key. Parent/Guardians have full access to their child's file.

Proper documentation is an essential part of establishing a family's income eligibility and contribution amount. All information will show how we verified your information and how we calculated the payment numbers and hours.

MEDICATION POLICY

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

MEALS

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.

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.

NOTICE OF 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, or treatment of employment in its educational program or activities.

NURSING MOTHERS

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

ON CALL STAFF

Temporary or Emergency hired staff will also follow the same Hualapai Day Care Policies & Procedures as well as the Hualapai Tribe Policies & Procedures as the full time staff.

OPEN DOOR POLICY

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. 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.

PARENT HANDBOOK

This handbook was designed to inform the parent/guardians 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.

PARENT SUPPLIES

Parents must provide any incidentals that meet your child's needs such as: formula, milk, pampers/pull-ups, wipes, pacifier, bottles, clothing, etc.

Depending on your child's needs, please ask questions if you have concerns regarding your child's needs.

PARKING

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. Handicap parking spaces should not be used for pick up or drop off. If you park in those spaces and do not have a handicap plate or sticker you will be reported to the Tribal Police Department.

PAYMENTS

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

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 welcomed to attend any program sponsored training or professional development opportunities.

PLACEMENT CHILDREN

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

PROVIDER HEALTH SCREENING

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.

PHYSICAL DEVELOPMENT

Children will engage in at least 60 minutes of physical activity. If weather permitting, the children will be allowed to go outdoors, otherwise, physical activities will be coordinated by the staff in the multi-purpose room.

RECORDS

Completed Day Care Application, blue card, updated immunizations, physical, birth certificates, social security card, CIB (certificate of Indian blood) household verification, income (pay stub, income declaration), payment contract. Are all placed in a child file and must be updated if any changes are made.

Your payment contract is placed in our billing system and will be used for back up if need be, for payroll deductions. Your child's sign-in sheet will be used for billing, we bill only when the child has attended day care.

SIGN-IN/SIGN-OUT

Parents/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. Any person, who appears to be under the influence of drugs or alcohol, will be asked to leave. The child will not be released and Hualapai Human Services and Hualapai Law Enforcement will be contacted. Any legal issues concerning guardianship must be documented in the child's file. 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.

Registered sex offenders will not be allowed on the premises. If your child attends the Hualapai Day Care and you are a registered sex offender please arrange for the other parent or someone on the pick-up list to pick up and drop off your child. This is to assure safety of all the children in our care.

STUDENTS RECORDS-FAMILY EDUCATION RIGHTS & PRIVACY ACT

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.

TOBACCO-FREE CENTER/WORK PLACE

Hualapai Day Care is a tobacco free school and workplace. We believe it is in the best interest of the children, staff and volunteer workers to prohibit the use of tobacco products anywhere and anytime there are children present, on center property.

VOLUNTEERING

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.

WHAT NOT TO BRING

Children should not bring candy/gum, money, or any personal belongings to the center (toys, jewelry, etc.). The day care center will not accept responsibility for lost stolen or broken items.

Please make sure all items have the child's name on them, such as jackets, bags, clothing, etc. Please also be aware of our Arizona climate and dress your children according to the weather. A light jacket to send for the day shall be appropriate, heavier jacket in winter months.

CLASSROOM

INFANT ROOM

1. Hualapai Day Care providers shall frequently watch over all children, safety is the first priority in our center.
2. Promptly respond to a child's distress signals and need for comfort.
3. All bottle feeding requires holding, propping of the bottle is unacceptable.
4. Providers will practice best practices in caring for our infants, changing their diapers when needed.
5. Make sure they are fed when the eating time is, with the proper formula amounts. If the child can eat baby cereal & baby foods it needs to be supplied by the parents.
6. Baby Snack for snack times.
7. Document all diaper changing, bottle feeding meal time (baby food), and sleep times.

In our infant room our emphasis is on the individual needs of each infant. We provide the utmost security love and nurturance for the little ones in our care. Planned activities provide ample opportunities for exploration of a stimulating and safe environment. All of our materials are selected to provide a variety of natural learning experiences for your infant through manipulation and sensory awareness. Language development is emphasized with planned and spontaneous opportunities for communication between the provider and children.

In order to prevent the spread of illness, all toys in the infant room are disinfected after each use. This is in accordance with state guidelines. Families are to furnish the following items for their infant.

1. Infant formula, bottles, baby food
2. Disposable diapers, wipes, lotions, diaper cream.
3. Blanket
4. Pacifier
5. A change of clothing. Please be sure to label your child's belongings.

SIDS POLICY

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 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.

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

INFANT ROOM

Our providers do care teachings opportunities. They surround their teachings around the needs and development of your child. Teachers will simulate your child's cognitive, emotional, and physical development. There will be singing talking, holding, reading, and playing throughout the day. As well as following the schedule parents would like to have for their eating and napping. Diaper will be changed/ checked every 2 hours, if not need beforehand. If you have particular ways of caring for your child, please let your child's providers know.

INFANT SCHEDULE

7:45-8:15 am	Welcome Infants / Inventory of infant's diaper bags
8:15-9:00 am	Breakfast / Bottle Feeding
9:00-9:15 am	clean up & Diaper check
9:15-10:00 am	Circle time/ Tummy time
10:00-10:30am	Am Snack
10:30-11:10 am	Bouncers/Reading Time/ Art Activity
11:10-11:30am	Clean up for lunch & Diaper Check
11:30-12:30	Lunch Time / Bottle Feeding
12:30-12:45am	Clean Up & Diaper Check
12:45-2:00pm	Nap Time
2:00-3:00	Free Play & Diaper Check
3:00-3:30pm	P.M Snack
3:30-4:30pm	Swings/Gross Motor Skills
4:30-5:15pm	Infants cleaned up & ready for pick up / Close out

This schedule is posted in the infant room, and will be followed, if there shall be any other activity that may be planned, and then it will be included with the schedule.

TODDLER ROOM

Hualapai Day Care, we strive to provide your child with the best possible learning environment. These children also thrive for routine in their classroom setting. So their day consists of music, small, and large motor activities, calendar time and learning centers. At this age children learn by doing new skills that can be learned every day. They like to spend a lot of their time pretending dress up, using their imaginations that they thrive to learn about. Our Providers will create daily lesson plans that reflect creative activities.

Lots of children at this age are very energetic and active. That's why large motor activities inside or outside are an important part of their day. Naps are also included in their schedule. Your child's needs will be met by providing a daily schedule, which include establishing routines but is flexible enough to encourage creativeness and to take advantage of any new learning experiences.

TODDLER SCHEDULE

7:45-8:00am	Arrival/Free time/Circle Time
8:00-8:30am	Breakfast
8:30-9:00am	Clean up/hand washing/tooth brushing
9:00-9:45am	Music/Circle Time
9:45-10:30am	Story time/center
10:30-10:45	Am Snack
10:45-11:30am	Outside Play
11:30-12:00pm	Clean up/Wash Hands
12:00-12:30pm	LUNCH
12:30-1:00pm	Tooth Brushing/ Wash Hands
1:00-2:00pm	Center/ Nap Time
2:00-2:30pm	Clean up/ Wake from Naps
2:30-3:00pm	Snack
3:00-3:30pm	Clean Up/Tooth brushing
3:30-4:30pm	Writing activity/ Gross Motor Skills

4:30-5:15pm Clean Up/ Get Ready for Pick-Up

PRESCHOOL ROOM

Hualapai Day Care will provide a relaxed and loving atmosphere for all age groups. Our consistent daily routine will help these young children become familiar with their surroundings. Our day consists of group time when we have a story, calendar time, and discussions on many other topics. After morning snack we have learning centers where children are put into small groups. Learning centers provide your child with many activities to promote growth with their large and fine motor skills. There are opportunities for your child to learn to count, identify shapes, work with puzzles, play with blocks, play with play dough, and color. We also work with tracing, cutting, and writing their names, ABC's.

PRESCHOOL SCHEDULE

7:45-8:00am	Welcome/Wash Hands for Breakfast
8:00-9:00am	Breakfast/ Clean Up
9:00-9:30 am	Tooth Brushing/ Wash hands
9:30-10:15am	Morning Circle Time/Activity
10:15-10:45am	Wash Hands/ AM Snack
10:45-11:00am	Clean Up
11:00-11:30am	Outdoor Play
11:30-12:00pm	Hand Washing
12:00-12:30pm	LUNCH
12:30-1:00pm	Clean Up / Tooth Brushing
1:00-2:30pm	Activity
2:30-3:00pm	Wash Hands / PM Snack
3:00-4:00pm	Quiet Time / Centers
4:00-4:30pm	Clean Up / Centers
4:30-5:15pm	Centers / Get Ready for Pick Up

SCHOOL AGE ROOM

In our school age room, we have time for music, finger play, dancing, story books, and other games. We have a time to stretch out muscles either inside or outside with large motor activities. Opportunities for arts and crafts, story/circle time, calendar and learning centers are utilized throughout the day. Naps are also part of the children's day.

SCHOOL AGE SCHEDULE

7:45 am – 8:00 am	Welcome
8:00 am -8:30 am	Breakfast
9:00 am- 9:30 am	Circle Time
9:30 am – 10:00 am	Outdoor play
10:30 am -11:45 am	Math, Art, Science, Reading
11:45 am -12:00 pm	Wash Up & Lunch Time
1:00 pm – 2:00 pm	Outdoor Play
3:00 pm -4:00 pm	Center Time
4:00 pm – 5:00 pm	End of the Day Activity
5:00 pm -5:30 pm	Children Ready for Pick Up

Suggestions

We encourage suggestions and ideas about the program. We strive to provide the best Day Care Center to our community. Your ideas can be submitted to the secretary at the front desk.

Licensing Information

This facility is regulated by: The Hualapai Tribe & The Child Care and Development Fund (CCDF)

Receipt of Parent Handbook

____ I have had the opportunity to read & acknowledge the Hualapai Day Care Center Handbook.

____ I have been given the opportunity to ask questions regarding my child and my needs for day care services.

____ I understand that the Handbook can be revised at anytime.

Name: _____

Signature: _____

Child's Name: _____

Relationship to enrolled child: _____

I certify that the person above has received a copy of the parent handbook and had the opportunity to ask questions. I further certify that we have covered all contents of this handbook, and that the parent understands the handbook.

Staff: _____ Date: _____