



Kaw Nation

Kaw Nation Day Care Parent Handbook

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Introduction

The Kaw Nation Day Care seeks to provide quality child care to children ages 6 weeks through 4 years of age. Our mission statement is to “inspire service, success, and strength” within the children we provide care to.

The Kaw Nation Day Care seeks to support Native American families by accepting Child Care Development Fund (CCDF) subsidy, in addition to private-pay patrons.

The Kaw Nation Child Care Development Fund Program is operated under the patronage of the Kaw Nation Tribal Council. Funding for the Program is made possible through the United States Health & Human Services, Administration for Children & Families, Office of Child Care’s Child Care Development Fund (CCDF).

This document outlines the Policy and Procedures of the Kaw Nation Day Care; it will serve to inform participants of the established guidelines that must be kept to guarantee successful operation of this program.

Any questions or comments regarding this document can be given to CCDF Director at (580) 362-4114.

Chapter 1—Admission & Enrollment

It is encouraged that each new family schedule a visit to our program prior to enrolling their child. Once a tour has been completed, there are several forms the parent/guardian is required to complete prior to the child’s first day.

Section 1.1—Application

The Kaw Nation Day Care should have access to the following records for children: 1) Birth Certificate 2) Immunization records or written form stating exemption to immunization standards 3) Authorized parent form showing names of person permitted to pick the child up 4) Emergency and medical plan signed by parent/guardian for children in care 5) Emergency contact information of at least two different individuals authorized to act on the behalf of the child. Any changes to the application must be filled out by the parent and initialed by the School Age Coordinator or CCDF Director. 6) Permission to go on a field trip form 7) Permission to photograph your child form.

The Day Care teacher must check with the CCDF Director prior to approval, to ensure adequate staffing. All Kaw Nation Day Care policies and procedures apply to a drop-in status child.

All children with the exception of those under “drop-in” status are required to attend the child care program a minimum of two days per week. Occasional exceptions will be made on a case-by-case basis only, and must receive prior approval by the Director to do so. (Illness, vacations, etc.)

Once all forms have been approved by the CCDF Director, payment arrangements may be made with the Kaw Nation Day Care. All families will be considered private pay unless CCDF subsidy is verified by a Contact Representative or the CCDF Director.

Section 1.2—Payment

The Kaw Nation Day Care is able to offer quality childcare at competitive rates through continued support by the

Child Care Fees

Tuition

- 6 mos – 12 mos \$19 for full day for ½ day \$15 (up to 4 hours)
- 12 mos – 35 mos \$17 for full day and for ½ day \$13 (Up to 4 hours)
- 36 mos – 60 mos \$15 for full day and for ½ day \$11 (Up to 4 hours)

Family Discount

- 10% off each additional child

Tuition Payment Policies and Procedures Tuition payments are due in full to the billing contact by 5:30pm the **16th** of each month. If for any reason the Kaw Nation Day Care is closed the 16th of any month, we will accept payments without penalty by 5:30pm of the next day that care resumes. Any payments made after the due date or closing grace period will be charged an additional \$10 late fee toward the following months billing. A late fee notice with a reminder of our policies will be sent to the home after each late payment. Please submit payments to the Day Care by 5:30pm of the expected due date.

Delinquent Payment Policy If after two months of no payments or unauthorized partial payments made to Kaw Nation Day Care, the Director will send a notice indicating that you have 7 days to notify the Director of your reason for delinquency and present a payment plan. If no contact has been made to the Director after the 7 days of notice, the child(ren) will be dropped from the program. A letter from the Director will be sent home indicating your child's last day and the expectation of restitution for the full amount due.

Authorized Payment Plan Authorized payment plans may be arranged with the billing contact and approved by the CCDF Director. If a payment plan has been arranged, the plans must be adhered to. If you are unable to adhere to the payment plan you must advise the billing contact immediately. The child(ren) will be de-enrolled from the program if you are unable to adhere to the payment plan after one month's lapse in payment. A de-enrollment letter from the CCDF Director will be sent home indicating the child(ren)'s last day and the expectation for restitution of full amount due.

Due Dates Billing will be done the first of each month and placed in each child's cubby. If the parent wishes, the bill may be mailed or emailed provided that request is made in writing. If the center is closed on the first for any reason, billing will be done the next day the center is open. Payment is due by 5:30pm on the 16th of each month. We accept cash or checks. Make checks payable to: Kaw Nation. After payment is made, receipts will be given at time of pick-up.

If you have not paid your tuition by the 16th of the current month a \$10 fee will be applied to your balance. If you are more than one month behind in your payment, your child may be dismissed from the program.

Families receiving CCDF subsidy are required to pay a pre-determined co-pay amount calculated at the time of subsidy approval, with the Contact Representative. This co-pay is due at the beginning of each month. All payments must be made to the School Age Coordinator or the CCDF Director.

Section 1.3—Arrival & Pick-up

To maintain accurate documentation of the children's attendance and to ensure the safety of the children, parent/guardians are required to walk their child into the center. We require your child be here no later than 9:30 for headcount for lunch and to maintain their routine. If your child will be late due to an appointment, please let us know in advance. If you are running late, we require a notification by 9:00am and this will only be accepted occasionally. An authorized person is either the parent/guardian listed on the application, and all persons listed as emergency contacts and those allowed picking the child up. At no time should a child be released to a person not listed on the application. Picture Identification and name must be checked to confirm the person is an authorized person before releasing the child. If a parent calls to request someone other than the authorized persons, pick their child up, staff may call the parent back or call the other parent/guardian to authenticate the information. Anyone who appears to be under the influence of drugs or alcohol arriving at the center to pick up a child will be asked to call someone else to pick the child up. If a person leaves with a child while they appear to be under the influence, the center is obligated to call 911.

Our hours of operation are 7:00am-5:30pm. If a child is not picked up by 5:30pm, the teacher will call the parent/guardian promptly at 5:30pm to find their whereabouts. If you know that you are going to be late picking your child up, a courtesy call is greatly appreciated to assure the child of your location. If we cannot make contact with the parent/guardians or anyone from the pick-up and emergency contact lists, we will promptly contact Child Protective Services and/or Indian Child Welfare. There is a late pick-up fee charged in the amount of \$5.00 promptly at 5:31pm, and \$1.00 for each additional minute until the parent arrives. **The fee must be paid at the time of pick-up or before care may resume the following day.** A Late Pick-Up Form is to be filled out and signed by both parent and staff at the time of pick-up acknowledging the late charge.

Section 1.4—Notification of Absence/Ill Children

Parent/guardians are responsible for notifying Kaw Nation Day Care if their child will not be attending for the day.

If the child is absent due to a communicable disease, Kaw Nation Day Care must be notified immediately to take proper precautions and to notify the other families a \$5.00 No-Call Fee will be applied to anyone that does not comply with these requirements. The fee must be paid in full **before** the child may return to the program.

All children must be in attendance by 9:30 a.m. to ensure smooth transitions and adequately plan for the day's events. No exceptions will be made to this policy without prior notice. (Illness, vacations, etc.)

If a child shows symptoms of illness they will be separated from the group and parents and/or doctor will be notified if needed. The following are symptoms that may merit the child being sent home promptly: 100.1 degree fever or higher, two or more loose stools, vomiting, unusual rash, redness or swelling of the eye, head lice, or if the child's behavior is uncharacteristic (lethargic, moody, irritable, etc.). A parent and or guardian will be contacted first. If neither can be reached, the emergency contacts will be reached to pick the child up. If after 30 minutes, no one has shown, another round of calls will be made. Because the child will be quarantined, it is encouraged that a parent/guardian be sensitive to the child's need for rest and comfort and be prompt in their response. **The child may not return until he/she has been symptom-free, without medication, for a consecutive 24 hours.** In case of Pink Eye, the child may not return until 24 hours after first dose has been administered. In cases of suspected contagious disease or ongoing symptoms, a doctor's note stating the child is no longer contagious and is well enough to be back in child care, will be requested by the Director.

A two week notice is preferred if the intent is to terminate care. **There will be no refunds if a two week notice is not given.**

Section 1.5—Items Brought From Home

- **Infant**
 - **2-3 changes of clothes (seasonal), pacifier, bottles, formula or breast milk, diapers, baby wipes, and a blanket**
- **Toddlers**
 - **Blanket, 2 changes of clothes (seasonal), diapers, baby wipes, and a swimsuit**
- **3 and 4 year old**
 - **Blanket, change of clothes (seasonal) and a swimsuit**

Section 1.6—Record of Substantial Parental Complaint

When an applicant is denied services due to ineligibility, incompliance of Kaw Nation Day Care policy & procedures, or for any other reason deemed necessary by the Kaw Nation, they are sent a letter clearly stating why the applicant is being dismissed. The following reasons include how an applicant may be determined ineligible: 1) over/under age limitations 2) incomplete application 3) voluntary withdrawal 4) no need established (co-pay exceeds or is equal to child care cost) 5) out of service area 6) not compliant (overpayment, failure to make co-payment, failure to report changes in application, unable to locate applicant) 7) failed to recertify 8) Unresolved Disciplinary Issues with the child 9) closure of child care facility.

The applicant is entitled to appeal any decision, action, or failure to act made by Kaw Nation CCDF in regards to eligibility. In order to appeal the client must submit a complaint in writing to the CCDF Director within 30 days of the written notice of the decision. If the complaint is not received within 30 days, the decision is final. If the problem is not resolved with the CCDF Director, the applicant has the right to submit a written complaint to the Chair. A meeting will be scheduled with the applicant, CCDF Director, and Chair to discuss the matter. The final decision, in concordance with the Child Care Development Fund, rests with the Chair.

Chapter 2—Daily Operations

Kaw Nation Day Care wishes to ensure a warm, family-friendly, cooperative environment. Staff will maintain open communication with all families so that they are well informed of center policy and procedures, special events, and other pertinent information.

Section 2.1—Hours of Operation

We are open to serve children from 7:00am-5:30pm

The Kaw Nation Day Care will be closed on the following days:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

These dates are subject to change if and only if the Chair has given pre-approval. On the holidays that the center will be open, staff will get a proper headcount of the children expected to be in attendance to help determine operating costs and the validity of being open. If the center opens, and no children are present by 10:30am, staff is sent home and the center will close for the day.

Section 2.2—Inclement Weather

In the event that Kaw Nation Day Care must close its doors due to inclement weather or a utility outage, the opening staff person will contact by phone, the CCDF Director, and each family immediately. As we are made aware of updates by the Chair, we will keep our families informed. All families are given the CCDF Director's contact information if they have any further questions or concerns.

Section 2.3—Daily Schedule

The daily schedule provides stability with activities to compliment the child's overall daily experience. The following elements are considered in the creation of the daily schedule: intervals of indoor/outdoor play-weather permitting, time for quiet and active play, a mixture of large muscle and small muscle activities, opportunities for individual, small group, and team building activity, and a variety of fun and educational movement and events to meet the needs of each age group. The Daily Schedule is posted in the classroom. Staff is to adhere to it to create one smooth transition throughout the day. Given that there are fieldtrips, staffing adjustments, and weather delays, the staff is expected to make modifications to the Daily Schedule that best suits the majority of the children.

All media including television, electronic devices, VHS, DVDs, CDs, etc., are previewed by the CCDF Director and approved before presentation.

Section 2.4—Curriculum

It is our philosophy that children learn best through play. The Day Care children will be participating in Science activities, art, dramatic play, block center, and games. A child's age, gender, developmental needs, strengths, and interests are taken into consideration when creating the curriculum. It is designed to include all children comprising of the following elements: active play equipment, manipulative toys, age appropriate books, writing, art and science materials, dramatic play and prop gear and musical instruments. The activities will seek to achieve the following: positive self-awareness, encourage language and literacy development, build up social skills, increase a child's cognitive process, boost physical growth, incorporate health, safety, and nutritional practices, and respect for cultural diversity.

Section 2.5—Outdoor Play

Outdoor play is a vital part of the curriculum. Children need fresh air and be able to engage in gross motor activities each day. If a child is well enough to be in attendance, they are well enough to be outside. Children should be dressed appropriately for the weather, dress clothes or formal clothing is discouraged. The only time the children will not engage in outdoor play is in the event of an emergency or the weather poses a threat to the child's safety and overall health. Ideally, it will never be too cold or too hot to be outside for even a short stint of time. On the occasion that the children cannot play outside, the Johnnie Ray McCauley Gymnasium is a suitable alternative.

Section 2.6—Special Events

Special events will be scheduled periodically throughout the year. Special events include Family Movie Nights, Father Initiative, Family Thanksgiving dinner, caroling and participation in the Newkirk Christmas Parade, and Christmas activities. Events are subject to change and all Kaw Nation Day Care families will be given proper written notice in advance. We will have one (1) family night per month unless cancelled for sickness, weather, etc.

Section 2.7—Open Door Policy

Parents have unlimited access to their children while they are in the care of Kaw Nation Day Care, with the exception of a lock-down situation or any other situation that would put the child directly in harm's way. Incident Reports are given to share day-to-day happenings including injury that may or may not require the child be seen by a physician, disciplinary issues, and any physical or emotional issues. Parent or guardians may visit our program at any time and are invited to eat, observe, or volunteer in the classroom or on fieldtrips. Throughout the year we will host family dinners, father initiative, and events that cultivate thriving family connections. Parents are informed about the daily, weekly, and monthly activities through the Parent information board. The Parent Information board includes a menu, the curriculum, upcoming events, the evacuation routes in case of an emergency, and contact information to the CCDF Director. Parents are expected to abide by all policies while on the premises.

Chapter 3—Meals & Snacks

Kaw Nation Day Care provides breakfast, an AM snack, lunch, and a PM snack. In an effort to control food allergies and to promote healthy eating habits, no outside food or drink is allowed. If a family wishes to bring a snack for a birthday or other special occasion, this is permissible for store-bought items only and must be pre-approved by the CCDF Director. Breakfast is at 7:30, AM snack is at 10:30am, Lunch is served at 11:30, and the PM snack is at 2:30pm. Children need to be at the center in time for meals or need to have eaten before arriving. We seek to follow the Daily Schedule to keep consistency in the program, therefore we strongly encourage each family to respect and adhere to these times.

Safe drinking water is readily available to all children. It will be offered to all children between meals and when children are both indoor and outdoor.

Section 3.1—Menu

Nutritional needs of the children are provided for with a four-week rotating menu. It is posted on the parent info. Board and given to each family at the time of enrollment. This gives each family the opportunity to discuss the menu with their child and inform them that no substitutions will be made. Each child will be served according to USDA “5 A Day and School Age Children” guidelines. Second-helpings will be offered only when there is enough for everyone to have them.

Section 3.2—Special Needs

No outside food or drink is allowed. If there are special needs such as food allergies or stipulations with medication, a doctor’s note is required in advance so that we may make the proper substitutions for the child. Picky eaters are very common amongst school age children; however, this does not constitute special needs unless it is affecting the child’s health and well-being.

Chapter 4—Health & Safety

Section 4.1—Emergency Preparedness

The Kaw Nation Day Care’s highest priority is the safety and well-being of each child. Standard procedures are necessary for all employees to ensure children, visitors, and employees are safe from emergencies including fire, explosion, weather, hazardous material release, or hostility in the workplace. Fire and Tornado drills will be conducted monthly and all records kept on file with the CCDF Director and forwarded on to the Emergency Management/Safety Director’s office. All fires and/or spills must be reported to the Emergency Management/Safety Director’s office immediately.

Section 4.2—Fieldtrips

Our location excludes many local traveling opportunities. Therefore out-of-town field trips are a regular occurrence. Each family will receive a calendar of events or daily/weekly flier about the fieldtrip in most instances 2 weeks in advance, or minimally 24 hours in advance. Cancellations due to weather or acts by the vendor are out of our control. We will post these cancellations and do our best to reschedule or provide an alternate fieldtrip at a later date. If a parent does not want their child to participate, the parent must make other arrangements for the child. Staff will not be left behind as they are needed in ratio for the majority of the children. To increase supervision, each child is required to wear their program t-shirt. It is recommended that children not bring extra money, Kaw Nation Day Care will not be held responsible for lost or stolen money. If a child’s behavior is endangering the child or the others, the parent will be called to pick the child up regardless of location. Suspension

from future fieldtrips, stipulations set for future field trips, or disenrollment may be determined by the CCDF Director at a later date.

Smaller ratios are encouraged on fieldtrips, especially those where the vendor has requested it. Parent volunteers are not to be considered as part of the staff-to-child ratio, and may not ride in the vehicles. Primary care groups are established before the start of the fieldtrip to increase supervision. The staff will review expectations and problem solve with the children before the field trip begins to evade disorder. Headcounts are continuous and each staff is to keep track of their children with the face-to-name procedure and sheet, minimally every 30 minutes. At no time is a child to be left alone, nor allowed to go anywhere alone.

Ideally, all fieldtrips begin and end at the center. However, on rare occasions when it is absolutely necessary, the CCDF Director may allow the parent to drop off or pick their child up at the field trip location. The parent must sign their child in/out on the attendance sheet before dropping off or taking the child.

Section 4.3—Swimming

Kaw Nation Day Care will utilize the splash pads in the area along with Sun N Fun, and outdoor water play in their playground area. Parents must provide a life jacket or other flotation device.

Section 4.4—Administering Medicine

All prescription medications shall be administered only on the written approval of a parent or guardian. Any prescribed medication that is to be administered must be in the original bottle prescribed from the doctor. Prescribed medicine must also have the child's name and date on it, and a signed Medical Release Form. Non-prescription medications (Tylenol, Ibuprofen, etc.) will not be given without a Medical Release Form. All prescription and non-prescription Medical Release Forms are valid for 30 days upon entry. Parents will be asked to fill out a current form after the 30 days. Each family must indicate whether they will purchase their own sunscreen, or if they will use the sunscreen the Day Care provides.

Section 4.5—Special Needs

Applications for children with special needs will be accepted. Additional documentation, including an Individual Education Plan, doctor's note outlining the child's special need and any supplementary care that will be needed, or other information the parent feels is helpful may be requested by Kaw Nation Day Care to determine if the program is in the best interest of the child. After meeting with the Chair, and if the child does not require any additional staff, the child will be accepted into the program. Practical adjustments will be made in the curriculum and within the environment to fit the needs of the special needs child.

Section 4.6—Positive Guidance

Kaw Nation Day Care rules are posted to communicate clear expectations of every child. The staff shall use positive guidance in a non-violent, non-abusive method to achieve discipline. These methods could include but are not limited to the following: consistent, clear rules, planning ahead to avoid issues, include the child in problem-solving, staff will model and encourage appropriate behavior, redirection, "chill out" time may be used, one minute per age of the child and as a last resort. Incident Reports will be given to the parent to sign, and kept in the child's file

Chapter 5--Communication

Communication is essential in developing positive relationships and building trust between staff and families. The Kaw Nation website is also a helpful tool. We also have a Facebook page. Parents are encouraged to keep up with The Parent Info. Board for more information on schedule changes, upcoming activities and events, and various fun projects the kids are working on.

Section 5.1—Community Functions & Events

The Kaw Nation Day Care Program will host and encourage cultural integration thru some of the following events: storytelling and crafts with elders, attending a local tribal dance and/or pow-wow, and visits from the Kaw Language Department and Diabetes Prevention Program.

Families will be depended upon for volunteer opportunities from time to time. Volunteers are never considered in ratio, and are expected to abide by all Kaw Nation Day Care policy and procedures. Parents may be asked to participate in field trips, or to share in family traditions and cultures as a part of our curriculum. We encourage feedback, the informational meetings before the school year and before summer are opportune times to do so, and meet one on one with the CCDF Director to voice concerns or suggestions.