



Osage Nation Head Start

Parent Handbook

“Building World Class Futures”



Table of Contents

INTRODUCTION.....	4
VISION STATEMENT	5
MISSION STATEMENT	5
GOALS TO ACHIEVE.....	5
RIGHTS AND REPSONSIBILITIES	6
CENTER INFORMATION	7
EDUCATION FOR ALL DISABLED CHILDREN (PUBLIC LAW 94-142)	8
DAILY BUS TRANSPORTATION PROCEDURES (Fairfax & Hominy)	9
DROP OFF/PICK UP PROCEDURES	9
DISCIPLINE.....	10
CHILD BEHAVIOR POLICY	10
FIELD TRIPS	10
PARENT-TEACHER COMMUNICATION	11
PARENT TRAINING	11
TRANSITION.....	11
IN-KIND	12
HEALTH	13
CHILD HEALTH/DEVELOPMENTAL SCREENINGS	13
HEALTH REMINDERS	13
PARENT REMINDERS	14
PARENT ENGAGEMENT	15
POLICY COUNCIL	15
ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, ATTENDANCE POLICY	16
Eligibility	16
Recruitment.....	16
Selection	16
Enrollment	17
Attendance	18
SUSPENSION AND EXPULSION.....	19
NO FEES.....	20
CHILD ABUSE AND NEGLECT POLICY.....	20
HIRING POLICY	20

PARENT CLUB FUNDS.....	21
SMOKE FREE.....	22
HEAD LICE.....	23
ACCIDENT AND INJURY	23
SCHOOL INSURANCE	23
DRUG FREE.....	24
NUTRITION	25
GRIEVANCE POLICY	26
OSAGE NATION HEAD START GRIEVANCE FORM	27

INTRODUCTION

Welcome to Head Start! We are looking forward to a great year with your children and invite you to join us as often as you can. By setting examples, showing them a variety of environments and stimulating their minds and bodies, we play a very significant role in determining their physical growth, intellectual development and emotional well-being. It is through the tools and encouragement we offer them that children learn to test, explore, and master their world. The focus of Head Start is child centered.

At Head Start, we provide a comprehensive child development program that promotes and encourages individual growth and development of young children and their families. Services are provided in several areas, including health (medical, dental, nutrition, and mental health), education, social services, parent/family engagement, literacy, and services for special needs children and their families.

Since Head Start focuses on the whole child, your input is important because no one else knows your child like you do. Please keep us posted through the year of any major changes at home (major illness, death, divorce, etc.) which may affect your child. It could have an effect on your child's behavior and if we are aware of it, it will help us to understand and help your child. We will be sending home newsletters to let you know what skills and activities we are working on.

If you have any questions or concerns, please feel free to call or meet with us. Communication is the bridge that keeps us united in our goal:

Osage Nation Head Start
15th & Grandview
P.O. Box 1389
Pawhuska, OK 74056
1-800-287-6647
1-918-287-5460
918-287-3416 (fax)

Sincerely,
The Head Start Staff

VISION STATEMENT

Osage Nation Head Start empowers children and families an opportunity to grow and participate in life with confidence and awareness of their abilities to be successful citizens in the community and the world. Through Head Start's premier academic program, and culturally diverse student experiences, we can make a difference!

MISSION STATEMENT

At Osage Nation Head Start, we believe the chief priority is student learning and all students can learn to their fullest potential. By creating a caring, nurturing, and optimum learning environment, students are developing culturally, socially, emotionally, cognitively, and physically. Teachers, administrators, families and community promote high standards and expectations and share the responsibility for advancing the school's mission.

GOALS TO ACHIEVE

Osage Nation Head Start aims to achieve the following goals to provide a premier school system:

- High quality education
- Strong curriculum base
- School readiness guidelines
- Follow Head Start standards, early childhood best practices and state school standards
- Provide Osage language and culture
- Encourage family/community engagement
- Student centered/teacher guided learning experiences
- Exposure to new learning experiences through hands-on play, creativity, and exploration
- Differentiated instruction
- Positive, active engagement using the teacher modeling and interaction
- Independence
- Flexibility
- Positive peer interaction
- Respect for self and others

RIGHTS AND REPSONSIBILITIES

Rights

1. To take part in policy decisions affecting the planning and the operation of the program.
2. To be welcomed in the classroom.
3. To choose whether or not I participate without fear of endangering my child's right to be in the program.
4. To be informed regularly about my child's progress in head start.
5. To be always treated with respect and dignity.
6. To expect guidance for my child from head start teachers and staff that will help total individual development.
7. To be able to learn about the operation of the program including the budget and the level of education and experience required to fill various staff positions.
8. To take part in planning and carrying out programs designed to increase my skill in areas of possible employment.
9. To be informed about all community resources concerned with health, education and the improvement of family life.

Responsibilities

1. To learn as much as possible about the program and to take part in major policy decisions.
2. To accept head start as an opportunity through which I can improve my life and my children's lives.
3. To take part in the classroom as an observer, a volunteer worker or a paid employee, and to contribute my services in whatever way I can toward enrichment of the total program.
4. To provide parent leadership by taking part in elections, to explain the program to other parents and encourage their full participation.
5. To welcome teachers and staff into my home to discuss ways in which parents can help their children's development at home in relation to school experience.
6. To work with the teacher, staff and other parents in a cooperative and respectful way.
7. To guide my children with firmness that is both loving and protective.
8. To offer constructive criticism of the program, to defend it against unfair criticism and to share in evaluating it.
9. To take advantage of programs designed to increase my knowledge about child development and my skills in areas of possible employment.
10. To become involved in community programs which help to improve health, education and recreation for everyone.
11. To be confident that all files and information given to head start is kept confidential and only seen by qualified staff.

CENTER INFORMATION

Pawhuska Head Start
1421 Grandview
Pawhuska, Oklahoma 74056
Phone: 918-287-1246
Fax: 918-287-3416
Email: jmiles@osagenation-nsn.gov

Fairfax Head Start
1000 W. McKinley
Fairfax, Oklahoma 74637
Phone: 918-287-5601
Fax: 918-287-5604
Email: sdilbeck@osagenation-nsn.gov

Hominy Head Start
102 Buffalo Avenue
Hominy, Oklahoma 74035
Phone: 918-287-5649
Fax: 918-287-5663
Email: slatty@osagenation-nsn.gov

Skiatook Head Start
1801 W. Oak
Skiatook, Oklahoma 74070
Phone: 918-287-5471
Fax: 918-287-5663
Email: slatty@osagenation-nsn.gov

Administrative Office: (ALL PROGRAM MAIL SHOULD BE SENT TO THIS ADDRESS)
15th and Grandview
P.O. Box 1389
Pawhuska, Oklahoma 74056
(918) 287-5460
1-800-287-6647
Fax: 918-287-3416
Email: headstart@osagenation-nsn.gov

Head Start Director: Denise Keene
Phone: 918-287-5462
Email: dkeene@osagenation-nsn.gov

EDUCATION FOR ALL DISABLED CHILDREN (PUBLIC LAW 94-142)

Did you know that approximately half the nation's eight million disabled children are now denied the kind of education they should have in order to reach their potential?

The Education for ALL Disabled Children Act is based on the right of all American children, with no exceptions, to an education. The primary goal is to give every child, including the most severely disabled child, the learning opportunity he needs to become as self-sufficient and productive as possible.

Disabled children are defined by the ACT as:

Mentally retarded, hard of hearing, deaf, orthopedically impaired, other health impaired, speech impaired, visually impaired, seriously emotionally disturbed, or children with specific learning disabilities, who, by reason thereof, require special education and related services.

We teach disabled children and try to change the direction of their lives. Our aim is to assure that all disabled children in this area have available to them a free and appropriate education which emphasizes special education and related services designed to meet their unique needs.

Individual needs will be recognized and met in-so-far as possible in the classroom, through home visits, and by assisting parents to understand their roles in the treatment of the child's disabling condition. Such information will be presented by the staff through parent meetings and training sessions designed for that purpose. Parental consent and confidentiality of records regarding children with disabling conditions are ensured.

DAILY BUS TRANSPORTATION PROCEDURES (Fairfax & Hominy)

- 1.) If your child will be absent on any given day, you **MUST** call your center by 7:00 AM.
- 2.) If there is a change in transportation of your child on the bus route, call your center before 7:00 AM or by 2:00 PM. Messages can be left on the answering machines.
- 3.) If you miss the bus, parents will need to bring them to school and sign them in.
- 4.) **Students should be ready when the bus arrives, as it cannot wait for more than one (1) minute.** Please have your child ready to catch the bus. There may be days when the bus may be early or later than expected due to unforeseen circumstances.
- 5.) The bus monitor will get off the bus to help the children on and off of the bus.
- 6.) If you need to talk to your child's teacher, please give them a call at the center rather than talking with them during the bus route. This delays the route and may mean the children will arrive late at school or are late getting home.
- 7.) When your child arrives home, **PLEASE COME TO THE DOOR AND WAVE SO THE DRIVER CAN SEE THAT YOU ARE AT HOME.** Children **WILL NOT** be let off the bus unless a responsible adult is seen at the home that is on your child's pickup list.
- 8.) If no one is home, the child will be taken back to the center and the parents contacted to pick their child up. If parents can't be located, we will go down your emergency numbers in an attempt to locate someone to pick up your child. Your children **WILL NOT** be left with a neighbor or anyone not on your emergency pick-up list unless we have been notified by you first.
- 9.) Buses may not operate in bad weather if the teacher feels it is unsafe. Head Start may be in session although busses will not run. Teachers will notify parents of these situations.
- 10.) **The door to door bus service is a privilege provided for our children and families. The bus is on a schedule and school must start on time therefore the bus will go by your residence only one time. It is important that you talk with your child about the bus rules and riding safely.**
- 11.) All children riding the school bus are to be secured in age/weight appropriate restraints.
- 12.) If the bus pulls up to a house and the caregiver, other than parents, comes out obviously under the influence of drugs or alcohol, the bus driver will continue on the normal route with that child on the bus as well. The monitor will contact someone off of the emergency contact list as soon as possible.
- 13.) Children will learn to enter the bus in an orderly manner, take a seat, and buckle up.
- 14.) Children are to remain in their seat at all times and stay buckled up.

DROP OFF/PICK UP PROCEDURES

Children brought into school must be accompanied by an adult over the age of 16 into their classroom and sign the child in and out daily.

DISCIPLINE

Paddling (spanking) is not permitted at Head Start. Therefore, it is VERY IMPORTANT that you, as parents, teach your children to respect all adults. The methods we use for handling misbehavior are verbal reminder of rules and children made aware of misbehavior, redirection, and lastly, "time out". Redirection is moving the child away from the area and/or situation where the misbehavior is occurring and getting them interested in another activity. Time out is a designated quiet place where the child will not be able to participate in any activity for a set limit of time, usually 1 to 5 minute(s). Parents are contacted for a conference if misbehavior continues and cannot be corrected. A modified day may be required. Always feel free to ask questions about any Head Start procedures.

CHILD BEHAVIOR POLICY

Teachers and Center Managers will implement action steps to work with children and families when a child repeatedly exhibiting behavior that is potentially harmful to the child, other children or staff. Severe behavior is defined as, but not limited to the following examples: swearing, violent threats (shooting, stabbing, going to kill, etc.), and aggressive behavior (deliberate, repeated and uncontrolled attacks on others physically and verbally), defiance of teacher directives.

FIELD TRIPS

All Head Start field trips must be approved by the Director or Center Manager before the event. Parents will be notified one (1) week before out of town field trips and must sign a permission slip in order for their child to go. Local field trips (within 5 miles of the center) occur frequently and teachers will leave a note on their door as to where they have gone and when they will return. The teacher will ensure that transportation and supervision are adequate. **Please do not buy concessions or souvenirs for your children or yourself on field trips. It makes other children feel left out.** The program has minimal funds for educational field trips to pay for children and staff. Teachers will use this money to plan educational field trips for the children. Field trip funds are not to be used for fast food restaurants. **Children will be split into groups with a staff member present AT ALL TIMES.**

PARENT-TEACHER COMMUNICATION

Parents will receive a monthly calendar which will include information on activities at their center; as well as a program newsletter, nutrition, health, social service, parent training, and consumer information. Notes will be sent home as needed to announce meetings, trainings, field trips, etc. When a response is requested, we would ask that you reply promptly. Copies of notes are kept in the classroom by the sign in and out sheets. Answering machines will be used during class time for all telephone calls, so they will not be interrupted during valuable class time. If you need to call during this time, please leave your message, the teachers will check machines periodically during the day for changes in transporting your child, etc.

In case of an extreme emergency, you may need to come to the center to contact the teachers. Parents are required to attend an orientation session with their child's teacher before school year begins. A fall and spring home visit is also conducted with a mid-year parent conference at the center in January.

PARENT TRAINING

The program provides training for parents throughout the program year. The purpose of parent training is to strengthen parent's knowledge and awareness of different aspects of child growth & development, and parenting skills. Such training may include First Aid, CPR, parenting, and other workshops put on by staff or local providers. Parents are invited to participate in planning and designing training they feel is important to all parents. The program encourages all parents to participate in the training.

TRANSITION

Head Start helps children and parents make the transition from school to home and home to school. We understand the importance of sharing information and the partnership between Head Start, the public schools, and families as the children progress from one learning setting to another. Center staff meet with the principal and kindergarten teachers once a year to review transitioning children. The first transition activity is "Back to School Night" in August.

Research has shown that children and families who participate in transition activities adjust to school better, are happier, have greater self-confidence, more positive classroom behavior, and better reading performance. We plan two visits yearly to the local kindergarten. In the spring, a meeting will be scheduled with the local public school principal and teachers to meet at the center with the parents of the graduating children.

IN-KIND

In-Kind is volunteer services and contributions which show the federal government that the tribe, the parents, and community members are helping with the cost of the Head Start Program. Each time you volunteer or make a contribution to our Head Start program, we will fill out an "In-Kind Sheet". The In-Kind sheet keeps track of all time and material contributions you have made to the program.

HEALTH

Oklahoma Law requires that all children receive appropriate immunizations or meet the exemptions for medical, religious, or parental objection. The Center Manager and staff will assist parents in getting immunizations updated.

CHILD HEALTH/DEVELOPMENTAL SCREENINGS

1. Health screenings for vision, hearing, height, weight, speech, language, mental health, and development are conducted by head start staff or other professionals. They must be completed in the first 45 calendar days your child is in the head start program. Parents will be notified of all screening results and assisted with follow-up, if needed.
2. Dentals, physicals with a hematocrit, and lead screening need to be completed within 90 calendar days from the first day of school. These screenings are evaluated and the results are used to determine future health and developmental needs. Parents are responsible to get these completed.
3. Low Hematocrit Policy - children with low hematocrit results need to be rechecked within 4-6 weeks or have documentation of treatment being provided.
4. Developmental Screening – teachers use the BRIGANCE Screening tool and the Teaching Strategies Gold for ongoing assessment.

HEALTH REMINDERS

1. Make a careful check of your child's health before he/she leaves home. State regulations will not allow any child who has a temperature above 100 degrees or an infectious disease to remain at the center.
2. Report to us if your child has been exposed to a contagious disease.
3. If your child has had a contagious disease, you must bring a doctor's statement for re-admission to the center
4. All open sores or lesions must be fully covered during any part of the school day.
5. Head Start has policies concerning administration of medication. All medication has to be in its original bottle and prescribed by a doctor, the label with dosage, date and doctor's name must be intact. No loose pills, medicine in unmarked bottles, or over the counter drugs will be dispensed by teachers. All prescribed medicine to be dispensed must have parent authorization signatures. Staff will maintain a record of all medication dispensed in the child's file.
6. Children should be dressed appropriately to play outside for a part of each day (weather permitting).
7. **If your child has had a fever, vomiting, or diarrhea they are not allowed to return to school for 24 hours from the last occurrence.**
8. Make sure your child is able to go for outside play after an illness; because the program does not have the staff to keep a child indoors.

PARENT REMINDERS

1. You need to send an extra set of clothes (including underwear and socks) to the center for your child. These will be used in case of accidents or spills. Remember to switch from warm weather clothes to winter clothes as the seasons change.
2. Please put your child's name on his/her coats, jackets, or sweaters, also inside shoes:
 - a. Please use permanent laundry marker. This will reduce the risk of losing their belongings.
3. **DO NOT ALLOW YOUR CHILD TO BRING TOYS, CANDY, FOOD, OR MONEY FROM HOME!**
4. Backpacks are allowed only if parents bring children to school.
5. **Read all information that comes home with your child. Post it where you can refer to it easily. All information is important. Check with your daycare provider for notes.**

PARENT ENGAGEMENT

Head Start has groups that parents may participate in during the school year. A local **Parent Club** at each center where all parents are a member. The parent club plans local activities and we also have a **Policy Council** which includes parents and community representatives that are voted upon to represent each center at policy council meeting. The Policy Council is in shared governance of the program with the Osage Grantee. The **Health Advisory Committee** is another group that parents may be elected to at the local level to attend meetings during the year to discuss health issues as they relate to Head Start.

POLICY COUNCIL

1. Must approve or disapprove:
 - a. Internal dispute resolution developed for the Grantee and Policy Council.
 - b. A self-assessment of the Head Start program.
 - c. Head Start philosophy and long & short range goals.
 - d. Procedures for program planning.
 - e. Establish criteria for the defining of recruitment selection and enrollment of children for the program.
 - f. Determine the composition of the Policy Council and the method for setting it up.
 - g. Written Policies that defines roles & responsibilities of governing body members.
2. Determine Head Start Personnel Policies.
3. Reimbursement for reasonable expenses to fulfill responsibilities.
4. Approve the hiring and the dismissal of the director and staff.
5. Procedures for shared decision making with appropriate governing groups.
6. All requests for funding applications and any amendments.
7. Operating Responsibility:
 - a. Establish and maintain procedures for hearing and working with grantee to resolve community complaints about the program.

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, ATTENDANCE POLICY

Eligibility

A child must be 3 yrs. old on or before Sept. 1 of the respective school year. The family's income status must meet the eligibility requirements according to the Head Start Act 2007 with the additional allowance for Indian tribes up to 49% over income.

Recruitment

Ten percent (10%) of the children in Head Start must be professionally diagnosed as being disabled. Once 10% of the enrollment has been filled with children with disabilities, any additional children with disabilities will be evaluated according to the Criteria of Needs Point System and Selection/Eligibility criteria. The program will actively seek vulnerable children who are homeless or in foster care.

1. There is on-going recruitment year round.
2. Parents are to be notified of their child's enrollment status within two (2) weeks from the day of recruitment no matter what time of the year. The first "official" recruitment for the next school year begins March 1.
3. All returning children are to be sent a letter informing them they can return for the next school year on March 1.
4. When a child drops, a 24 hr. waiting period is available. On the next business day, a slot may be filed. All open slots should not exceed 7 days.
5. First accepted enrollment date: May 15 under income Osage
Second accepted enrollment date: June 1 under income Osage
Third accepted enrollment date: July 1 under/over income Osage and others eligible
All slots will be filled continuously to complete enrollment.
6. Documentation of forms that have been sent out are dated and placed in each child's file.
7. Original applications that have eligibility verification and immunization records are entered in the child/family tracking system on site.
8. All children with current applications are classified as on a Waiting List until an opening occurs. A letter will be sent to parents informing them of any updated information. Applications will be considered for acceptance according to guidelines established by the Office of Head Start, Policy Council and Grantee.
9. End of year Enrollment of Current School Year – the last day to place children in classrooms is April 1.

Selection

Admissions Policy – Children will be admitted to the Osage Nation Head Start program according to the following guidelines. Head Start federal regulations 1302.14 Selection process states at least 10% of its total funded enrollment is filled by children services under IDEA, unless the responsible HHS official grants a waiver:

- Continuing 3 and 4 year olds currently in Head Start.
- Children transferring from one Head Start center to another; i.e. Osage Nation centers.
- Children with diagnosed disabilities until 10% enrollment met.

- Homeless, foster and TANF Osage four-year-old children categorically eligible.
- Homeless, foster and TANF Osage three-year-old children categorically eligible.
- Four-year-old Osage under income children.
- Three-year-old Osage under income children.
- Four-year-old Osage over income children.
- Three-year-old Osage over income children.
- Homeless, foster and TANF other tribe's children categorically eligible.
- Four-year-old other tribes under income children.
- Three-year-old other tribes under income children.
- Homeless, foster and TANF non-Indian children categorically eligible.
- Four-year-old non-Indian children under income.
- Three-year-old non-Indian children under income.
- Four-year-old non-Indian children over income.
- Three-year-old non-Indian children over-income.

Homeless Part 1305, Foster, TANF child only children as defined in the Head Start Act are income eligible. As long as American Indian programs are primarily or 51% serving under poverty line families, they are able to serve up to 49% that are above income. A Head Start Criteria of Needs Point System will be used in conjunction with the Selection/Eligibility Criteria in determining selection as needed.

Note: Children who are 3 yrs. and meet the following criteria:

- Participating in an Early Head Start program and have applied to Osage Nation Head Start.
- Status evaluated according to the criteria of ethnic preference, income eligibility.
- Determined that there are no other children on a waiting list at a center in the program where an opening exists in another community that will not surpass staff/child ratio.
- THEY, will be transitioned to the local Head Start program immediately as slots become available

Enrollment

Applications will be considered complete and the children selected for enrollment when the local center manager has received and reviewed for selection/eligibility the following:

- Recruitment form
- Income verification document
- Immunization form
- CDIB/Membership if claiming Indian descent. Proof of Indian descent will be by submission of child's CDIB/Membership or parent's CDIB/Membership and a copy of the child's birth certificate OR a grandparent's CDIB/Membership with a copy of the parent's birth certificate with a copy of the child's birth certificate.

The program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 7 days. The program will make efforts to maintain enrollment of eligible children for the following year.

Attendance

The program tracks each child's attendance. Each classroom must maintain an average daily attendance of 85%. The program will implement strategies to promote attendance. The program will support and communicate to families to promote the child's regular attendance.

1. If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the family is to be contacted by the teacher to ensure the child's well-being.
2. If the child has two (2) unexplained absences, the teacher will give the center manager a written referral to contact the parents with a home visit or other direct contact.
3. If the child's attendance does not resume after engagement with the family, then the program must consider the slot is vacant.
4. Children are to be counted as present if attending health related activities, i.e. physicals, dentals, follow-ups.
5. If children are going to be absent for no longer than 30 days due to a family situation; such as vacations, visiting, family, family situation, families must notify the teacher who will document the excused absence. But, they are still counted as absent. If absent longer than 30 days, the child's enrollment is considered vacant.

SUSPENSION AND EXPULSION

The program will implement strategies to work with families when a child exhibits persistent and serious challenging behaviors. A temporary suspension is used only as a last resort where there is a serious safety threat that cannot be reduced or eliminated by reasonable modifications.

1. The program will engage with a mental health consultant, collaborating with parents and utilize specialists or other resources as needed to address the situation.
2. If a temporary suspension is necessary, a written plan with timelines and responsibilities is outlines and agreed upon by staff and family. Home visits will be included for family engagement and follow-up.
3. The program will determine whether a referral to a local agency responsible for implementing IDEA is appropriate for input.
4. A temporary suspension period may be necessary after exploring options and determining no other reasonable option is appropriate.
5. A temporary suspension will be documented with a written plan containing timeline and requirements.
6. The program will help the child return to full participation in all program activities as quickly as possible while ensuring the child's safety and other children in the program.

Prohibition on Expulsion. The program cannot expel or un-enroll a child from the program because of a child's behavior.

1. The program will explore all possible steps to address the problem when a child exhibits persistent and serious challenging behaviors.
2. The family will be notified in writing and in person of the challenging behavior exhibited by the child.
3. A mental health consultant will be engaged consulting with the family and the child's teacher to facilitate the child's safe participation in the program.
4. If the child has an individualized family service plan (IFSP) or individualized education plan (IEP), the program will consult with the agency responsible to ensure the child is receiving the needed support service.
5. If there is no IFSP or IEP, the program with the family's consent will consult the responsible/local school system to determine if there is a need for services.
6. If all possible steps have been explored and documented with the appropriate agencies and in consultation with the parents to address the problem in a reasonable amount of time, and the program determines that the child's continued enrollment presents a continued serious safety threat to the child or other enrolled children a decision will be made on the most appropriate placement.
7. The program will work with the entities to directly facilitate the transition of the child to a more appropriate placement.

NO FEES

The program must not charge eligible families a fee to participate in Head Start, including special events such as field trips, and cannot in any way condition an eligible child's enrollment or participation in the program upon payment of a fee.

Allowable fees – The program will only accept a fee from families of enrolled children for services that are in addition to services funded by Head Start, such as before or after care or after funded Head Start hours. The program will not condition a Head Start child's enrollment on the ability to pay a fee for additional hours. In order to support the program if it is serving children from diverse economic backgrounds or using multiple funding sources, the program will charge fees to private pay families and other non-Head Start enrolled families to the extent allowed by any other applicable federal, state or local funding sources.

CHILD ABUSE AND NEGLECT POLICY

Tribal Code, Chapter 303 and Federal law states that child care providers are required by law to report any suspected cases of child abuse to the proper authorities. If staff suspects a child is being subjected to physical, sexual, emotional abuse or neglect; staff must immediately follow the reporting steps. Osage Nation Head Start staff will receive yearly training on recognizing signs and symptoms of child abuse. Staff will also receive a yearly update on reporting requirements.

The Head Start program will provide support and advocacy to the victim by: coordinating transportation when needed, utilizing tribal resources first, meeting emergency and personal needs and advocating for the rights of the victim. Failure to follow this policy (Tribal Code 301-303 €) will result in disciplinary action and may lead to termination.

HIRING POLICY

It is the policy of the Osage Nation Head Start to follow all Head Start and Osage Tribal regulations concerning hiring of staff. The Policy Council will follow the Head Start Act 2007 standards and the current Osage Nation Human Resources Employee Handbook. Parent preference is also available.

PARENT CLUB FUNDS

Parent clubs do not have to have fundraisers. Expenditures are determined by the local Parent Club for field trips (for children and parents), student gifts, center contributions, etc. All parents are members of the Parent Club and represent all the families.

1. All Parent Clubs will have a checking account which requires two signatures on each check with three people who are able to sign on the account.
2. The Parent Club checkbook must be kept in a locked file at the Head Start center with access by the Center Manager and teacher.
 - a. The Parent Club members will be designated to sign checks. None of these people may be in the same household.
3. Two members of the Parent Club or program staff must count the money **On-Site** following a fund raising activity.
4. All money received from fund raising activities must be deposited by a club officer or program staff member in the Parent Club account within the next business day following the activity.
5. Bank statements must be mailed to the Head Start program Administrative Office.
6. The designated Parent Club members must make a monthly report to the Parent Club of the amounts deposited, all expenditures, and the current account balance.
7. All Parent Club financial records must be made available upon request to any member of the Parent Club or a staff member from that center.
8. All Parent Club financial records are subject to review by the Policy Council. The Policy Council will make decisions on any discrepancies when the above rules are not followed.
9. Matters will be referred to the proper authorities as determined by the Policy Council if the situation warrants.

SMOKE FREE

All Osage Nation properties are smoke free. There will be no smoking inside any Head Start building or vehicles and on tribal school property. This includes parent meetings and times during the day when children are not present at the center. When smoking at a Head Start function off campus, staff and parents must be out of the view of children. Staff is not permitted to smoke with parents.

HEAD LICE

1. Osage Nation Head Start recognizes a “no nit” policy.
2. Head Start staff will check all children weekly for signs of head lice. Children with recurring problems will be checked as needed.
3. If head lice or nits are found, the child’s parents will be contacted to pick them up from school. If the parent cannot be reached, the teacher will proceed down the emergency contact list. If an approved adult cannot be contacted, the child will be placed in a quiet area away from the other children in order to guard against further spread.
4. If a child has been sent home for lice or nits, the parent must bring the child to school to be re-examined by staff before they can re-enter the classroom. The child cannot be checked on the bus route.
5. Children must be lice and nit free in order to return to class.
6. If the child continues to have head lice or nits or the parent refuses to cooperate with the prescribed treatment, the parent may be reported to Social Services and/or Department of Human Services for neglect.
7. All parents will be notified if there has been a case of head lice at the center. It is the parent’s responsibility to notify the day care provider.

ACCIDENT AND INJURY

1. In the event of any serious injury (including all head injuries), parents will be contacted immediately and the child will be transported to the nearest medical facility.
2. A minor injury which may leave a mark (bite, scratch, cut, bruise, etc.) will be reported to the parent that day.
3. Teachers will make an accident report regarding injuries and reports will be kept at the center in the child's file.
4. Staff will wear hand guard, vinyl gloves when treating open wounds.
5. Osage Nation Head Start carries a liability policy which covers the children for accidents while at school or on field trips.
6. Medical Emergency Procedures are to be posted in each classroom.

SCHOOL INSURANCE

Head Start carries a liability policy and vehicle insurance which covers any accident which might happen to a child while in Head Start or while participating in any Head Start sponsored activities.

ACCIDENT ONLY - Head Start does not carry a health policy for children.

DRUG FREE

No alcohol, illegal drugs, or other controlled substances will be allowed on the Head Start premises or at any Head Start sponsored function. Anyone under the influence will be asked to leave immediately. Failure to do so will result in legal authorities being called.

NUTRITION

Head Start Program Performance Standards require us to follow U.S.D.A. Child Nutrition requirements. (American Indian Programs Branch of the Head Start Bureau, Environmental Health Code Section, 5-111 Food Service; also, Head Start Program Performance Standards (45 CFR-1304), Section 1304.3-10 Nutrition Services Sub-Section 5(f), p. 48.) These include such codes of cleanliness and safety of all foods, garbage disposal methods, dishwashing procedures and equipment, food handling practices, health of food service personnel, water supply, and insect & rodent control. All foods used in the Head Start program will meet all of these codes.

Since it is not possible for Osage Nation Head Start to require individual homes to meet these codes, **no food prepared and brought from any individual home can be served to the children during class hours.** These include such food items as cupcakes, cookies, cakes, hard boiled eggs, candies, etc., and any drinks other than bottled drinks. This does not include food cooked or prepared for Parent Club dinners, graduation exercises, bake sales, etc.

GRIEVANCE POLICY

The Policy Council will serve as the official grievance committee in matters between staff and parents. No action will be taken until the staff and the parents have tried to resolve the conflict. The grievance policy will be posted in each center and grievance forms will be available to the parents. In the event the conflict cannot be resolved between the staff and parents, the grievance form is to be completed and mailed to the following:

Osage Nation Head Start
Attention: P.C. Chairperson
P. O. Box 1389
Pawhuska, Oklahoma 74056

Upon receipt of the written grievance, the Chairman of the P.C. will notify the Head Start Director that a grievance has been received and request her assistance in resolving the conflict. The grievance policy will be posted in each center and forms will be made available to the parents. A quorum must be present in order to have an official grievance committee meeting. If the conflict cannot be resolved at this level, the PC Chairman will call a special meeting in order to hear the grievance and for the Policy Council to make a final decision.

OSAGE NATION HEAD START GRIEVANCE FORM

Date: _____ Center: _____

Name of Student: _____ Name of Parent: _____

Phone Number: _____ Email: _____

Mailing Address: _____

Please provide us with a detailed description of the issue:

Date of Incident: _____

Have you discussed the problem with the appropriate Head Start staff? ____ Yes ____ No

State briefly your efforts to resolve this issue:

Mail or drop by form:

Osage Nation Head Start
Attention: Policy Council Chairperson
P.O. Box 1389
Pawhuska, OK 74056

Parent Signature

Date