

WA[A[E
(Wah- Zha- Zhi)
Early Learning Academy

Parent Handbook

Serving children from 6 weeks to Twelve Years.

**Pawhuska
Skiatook
Hominy
Fairfax**

“Creating a Brighter Future through Education”

Parent Handbook

2017-2018

**Administrative Offices
102 Buffalo Ave.
Hominy, OK 74035**

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If you have any comments or questions please feel free to contact our office, Monday through Friday between the hours of 8:00 a.m. – 4:30 p.m. (CST).

Osage Nation WELA Administrative Offices

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HOURS OF OPERATION & LOCATION

Year Round Classes on an Academic Calendar

7:00 – 8:30 Early Arrivals
8:30 – 2:30 Class Times
2:30 – 5:30 Wrap Around Care

Pawhuska WELA & Wraparound

216 W. 15th St.
Pawhuska, OK 74056

Hominy WELA & Wraparound

100 North Price
Hominy, OK 74035

Skiatook WELA

205 S. Hominy
Skiatook, OK 74070

Fairfax WELA

401 S. 8th
Fairfax, OK 74637

Skiatook Wraparound

1801 W. Oak
Skiatook, OK 74070

Fairfax Wraparound

903 W. McKinley
Fairfax, OK 74637

INTRODUCTION

Congratulations on your choice to enroll your student in a truly rewarding, culturally rich, early learning environment!

WA[A[E Early Learning Academies (WELA) provide a comprehensive child development program that promotes and encourages individual growth and development of young children, aged 6 weeks to twelve years. Services are provided in several areas including health (medical, dental, nutrition, and mental), education, social services, parent involvement, family literacy, and services for special needs children and their families.

Our WELA's maintain a license through the Oklahoma Department of Human Services and/or the Osage Nation Community Outreach Department's Child Care Services Program. These licenses ensure that our academies comply with all applicable health and safety codes, and that student and staff records are up-to-date and maintained.

This handbook is intended to inform the parents/guardians with students attending WELA of the policies and procedures followed by our staff as well as those that apply to our students and parents/guardians.

GOALS OF THE WA[A[E EARLY LEARNING ACADEMY

- Surround our children with positive role models while creating a nurturing and caring environment
- Strengthen and empower families to learn together while bridging the gap between home and school
- Maintain a highly qualified staff
- Integrate Osage culture and language into each student's daily learning environment

Employees of WELA are public employees. As such, they possess no private rights in a job. Employees of WELA shall be given the honor and respect due to a public employee who serves the Osage people.

RIGHTS & RESPONSIBILITIES

Rights

- To take part in the development of family programs that will improve the family life of WELA students.
- To receive regularly scheduled communications from WELA staff regarding my student's progress.
- To always be treated with respect and dignity.
- To receive guidance for my student from Academy staff that will contribute to his/her total development.
- To be confident that all files and information given to WELA are kept confidential.

Responsibilities

- To participate in surveys to provide feedback to WELA from a parent's perspective in planning and providing services to students.
- To work with WELA staff and other parents/guardians in a cooperative way.
- To evaluate the program and offer constructive criticism to my WELA Center Manager.
- To evaluate the program and offer constructive criticism to my student's teacher(s).
- To take part in programs designed to increase my knowledge about my student.
- To follow Osage Nation confidentiality laws and policies pertaining to the program.

STAFF QUALIFICATIONS

Both the Oklahoma Department of Human Services (DHS) and the Osage Nation Community Outreach Department license WELA. The standards of both entities require regular maintenance of student records, health and safety codes are kept up-to-date at all times, and that staff will continually further their education and training in the early education field. Lead Teachers will have, or obtain, a Bachelor's Degree in Early Childhood Education or Child Development. Teacher Assistants, at minimum, will obtain a Child Development Associate Certification (CDA). All teaching staff will obtain a CDA within the first six (6) months of hire and will maintain the renewal of their CDA as necessary.

RECRUITMENT & ENROLLMENT

In order to ensure the safety of our students, WELA strictly enforces a standard enrollment process for each student prior to attending any one of our WELA locations. This enrollment process is not intended to delay start time or prohibit attendance for any student. A limited number of students are allowed to attend.

A recruitment process begins in March of each year for the new school year (beginning in August).

The following information must be received before the student will be permitted to attend:

- complete enrollment form signed by the parent/ guardian
- complete authorization forms signed by the parent/guardian
- complete enrollment contract
- current immunization records
- complete parent/guardian contact form
- complete emergency contact information
- signed acknowledgement form for handbook signed by the parent/guardian
- completed CACFP form
- completed Compliance File Notification form

Enrollment packages are available on the Osage Nation website's WELA page or at any one of our WELA locations.

All parent(s)/guardians(s) must sign an enrollment contract prior to their student attending any classes at WELA.

SELECTION CRITERIA

Enrollment is open to all students in each classroom. Osage preference is used to determine enrollment status. Osage preference will be given to students from Osage families. For the purposes of this policy, an Osage family is defined as a household with at least one legally enrolled member of the Osage Nation. Verification must be furnished for each student.

For Osage preference, parents/guardians must provide an Osage membership number to be verified through the Osage Nation Membership Department. For infants under six (6) months of age who have not yet been enrolled, the parent/guardian must furnish the membership number for the enrolled parent/guardian.

For Native American preference, parents/guardians must provide a copy of the student's tribal membership card or Certified Degree of Indian Blood (CDIB).

CLASS PLACEMENT

It is the policy of WELA to provide a learning environment that will maximize the students' opportunities for success. In order to achieve this goal, each student will be assessed upon entering WELA to determine placement. A determination will be made based on the student's age, physical, emotional, cognitive, and social maturity. Typically, students are placed in a class with other students their age.

TEACHER/STUDENT RATIO

The goal of WELA is to provide teacher to student interaction that best promotes learning and supports our young students.

The physical size of each classroom is also a factor in determining the optimal number of students in each group setting.

WELA will work to provide a higher staff/student ratio as funds are available for each age group.

At a minimum, the following teacher to student ratio is appropriate according to licensing standards of a childcare center:

Single Age Group Classrooms

| Age | Teacher to Student Ratio | Class size |
|----------------------------------|--------------------------|------------|
| Infants (up to 12 months) | 1:4 | 8 |
| Toddlers (12 – 23 months) | 1:6 | 12 |
| Two year olds | 1:8 | 16 |
| Three year olds | 1:12 | 24 |
| Four and Five year olds | 1:15 | 30 |

Mixed Age Group Classrooms

| Age | Teacher to Student Ratio | Class size |
|---|--------------------------|------------|
| 0 – 35 months No more than 2 students under the age of 12 months per teacher | 1:6 | 12 |
| Toddlers (12 – 23 months) Infants and older No more than 2 students under the age of 2 years per teacher | 1:6 1:8 | 12 16 |
| Two and older No more than 4 students who are 2 years of age per teacher | 1:12 | 24 |
| Three and older No more than 6 students who are 3 years of age per teacher | 1:15 | 30 |
| Four and older No more than 8 students who are 4 years of age per teacher | 1:18 | 36 |

The ratio and maximum group size for the age of the youngest student in the class is used for other mixed-age classrooms

PAYMENT POLICY

The monthly charge to ALL Students attending WELA is provided in the chart below.

The families of students enrolled and attending WELA have several payment options available to them. It is the policy of WELA to make every attempt to aid those students wishing to attend our Academy to be able to do so by providing financial assistance when possible.

The Child Care Assistance Program, through our Osage Nation Community Outreach Department allows families to receive financial assistance for day care expenses. Payment is received by the Osage Nation Community Outreach Department from the funding agency and families are asked to make a co-payment by the 10th of the following month. (For example: July’s bill will be due August 10th).

State DHS childcare assistance may also be used for day care expenses. Parents/guardians will need to complete the required forms at the State DHS office.

Payments are accepted at WELA. Payments are due by the 10th of the following month.

Parents/guardians are required to sign an enrollment contract with WELA outlining more detailed requirements.

If your bill is not paid by the 10th of the following month, the child will not be able to return to WELA until the bill is paid in full. Bills left unpaid for thirty (30) days will be sent to the Attorney General’s Office for collection.

WELA Monthly Rates (Effective October 1, 2017)

| Age of Child | Rate Per Month | Osage Language Credits (4 Classes) | Total |
|-------------------|----------------|------------------------------------|----------|
| 6 Weeks – 2 Years | \$500.00 | \$200.00 | \$300.00 |
| 3 Years – 4 Years | \$360.00 | \$200.00 | \$160.00 |

Wrap Around Monthly Rates (Effective October 1, 2017)

| Osage Tribal Membership | Total |
|-------------------------|----------|
| Osage | \$200.00 |
| Non-Osage | \$300.00 |

Please see next page for language credit information.

LANGUAGE CLASS FEE WAIVER

Among the goals of the Principal Chief are the expression and retention of the Osage Culture and Language. In order to expand the language, the WELA is offering a fee waiver of \$50 per language class attended per month. A parent may attend one class per week. Any family may attend the language classes for credit to their account. In other words, you do not have to be Osage to qualify; however, you do have to be the mother, father, or legal guardian.

Individuals who arrive later than fifteen (15) minutes after the scheduled start time will not receive an authorized signature on their language log and will not receive credit for that class towards the tuition waiver. Individuals leaving class fifteen (15) minutes before the scheduled end time will not receive credit for that class towards the tuition waiver.

Parents do not have to be Osage to attend the Osage language classes for credit. Household family members opting for the Osage class waiver must have a language log signed by the authorized instructor for each class in order to offset the cost of tuition for each class attended. Parents/Guardians are responsible for submitting their signed language log to the Center Manager in person on the first business day of the month, but no later than the fifth business day of each month.

The waiver will only be applied to the cost of one child per month.

Please see your Center Manager for a Language Waiver Log. This log is also available on the Wah-Zha-Zhi Early Learning Academy website.

ASSESSMENT POLICY

Student assessments are based on the objectives identified through the Creative Curriculum Program, which include the areas of:

- Social-Emotional Development
- Physical Development
- Language Development
- Cognitive Development
- Literacy
- Mathematics
- Science & Technology
- Social Studies
- The Arts
- W[A][E Y E (Osage Language)

Students will receive a pre-assessment upon enrollment to WELA as well as when they enter a new age-level classroom. Post-assessments will be performed when the student has reached an age or displays mastery in one or more, higher age levels in order to determine that the student is ready to move up.

Assessments will not be limited to pre- and post-assessment. At WELA, assessing your student is an ongoing activity performed by the instructor through careful observation of your student each day.

ATTENDANCE

WELA is not a day care facility. We are an early learning institution preparing our students for their academic careers. For this reason, it is the policy of WELA to treat our students as they would be treated in a K-12 learning institution with regard to attendance. Therefore, regular daily attendance is imperative.

If students must be absent for longer than thirty (30) days due to a family situation such as vacations, visiting family, or a family crisis the parents/guardians must notify staff so that the absences can be excused and documented.

Parents/guardians must pay for all days that a student is not in attendance; this ensures the student does not lose their enrollment status. The Osage Nation will adjust monthly balances for days WELA is closed.

ILLNESS

It is very important to all staff at WELA to ensure that our students are healthy and safe. If any student should exhibit one or more of the following symptoms, the parent/guardian will be contacted immediately and will be expected to pick up the student within 30 minutes. Students not picked up within 30 minutes may lose their enrollment status and may not be allowed back to the Academy.

- **Fever**- any student that has a temperature over 100.4 °
- **Vomiting**- two or more times in a 24-hour period
- **Diarrhea**- runny or watery stools with increased or abnormal frequency
- **Body Rash**- with the exception of diaper rash
- **Eye Discharge**- thick mucus or pus draining from the eye
- **Yellowish skin or eyes**
- **Severe Coughing**
- **Symptoms** of possible illness such as lethargy, irritability, persistent crying, etc.

When a student is sent home for any illness, they will not be permitted to return for at least 24 hours and must be symptom free for at least 24 hours upon return. A doctor's note will be required to reenter the Academy for severe circumstances, including but not limited to: contagious diseases, severe diarrhea or infections.

When a student is absent due to illness, the parent/guardian must notify the Academy **no later than 7:30 a.m.** on the day of the absence; this will allow Academy staff to plan for the day. Notification of illness also allows the staff to take any precautions necessary to protect the other students should the illness be contagious.

Exposure notices will be sent to parents/guardians when their student has been exposed to a contagious disease.

The decision to call a parent will be made by the Center Manager.

IMMUNIZATIONS

The WELA Center Managers will determine that the students' immunizations against vaccine preventable diseases are up-to-date according to the requirements in the schedule of well child care by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program for the State of Oklahoma. Immunization requirements incorporate the latest recommendations of the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP).

Native American students without up-to-date immunizations will be given the option of working with WELA staff in order to receive needed vaccinations. Non-Native students will be given a referral to local health department offices where vaccinations may be obtained.

Parents/guardians who do not wish to have their student vaccinated must obtain an approval of exemption from the Oklahoma Department of Health or the Osage Nation prior to the student's first day of school.

Without an approved exemption, those parents/guardians wishing not to immunize, students will not be able to attend school.

MEDICATION

It is the policy of WELA to provide a safe environment for all students. For this reason, WELA staff will only administer medication to a student if the parent/guardian provides the Academy with a doctor's note (for over the counter medication) or a current prescription for the student containing dosage instructions.

Over the counter medication must be administered to the student when that medication is provided by the parent/guardian in the original container and labeled with the student's full name. Over the counter medication must be accompanied by a doctor's note indicating dosage (if different from package directions) and length of time the student will need to take the medication.

The parent/guardian is required to fill out a separate form for each medication that is to be administered indicating the proper dosage and time to administer the medication.

To avoid duplication, each dose administered is recorded on an individual medication log by staff. Logs will be made available to parents/guardians upon request.

All medications are inaccessible to our students and are locked in the main office of each site for safe keeping.

Medication is returned to the parent/guardian when it is out-of-date or if the student has withdrawn from WELA.

One person at each site will be assigned to administer medication to the student.

SUPPLIES

It is the policy of WELA to keep students comfortable, healthy and clean while in our care. For this reason, parents/guardians are responsible for supplying necessary items. Staff members will inform the parent/guardian if their student needs any of the following supplies:

- bottles
- formula/breast milk
- baby food
- diapers
- baby wipes
- bibs
- complete change of clothing

The Academy maintains a supply of emergency diapers and wipes; however, if a student uses any emergency supplies, the student's parent/guardian must replace those supplies.

Parents/guardians should send their student to the Academy in comfortable, washable, and weather appropriate play clothes.

All students need an extra set of clothes to be kept at the Academy. Please provide a clean change of socks, underwear, shirt and pants. If possible, an extra pair of shoes for each student would be preferred. Check your student's cubby periodically to ensure their clothes fit and are weather appropriate. Please clearly label your student's clothing.

TOYS AND ELECTRONICS

It is the policy of WELA to provide your student with an educational environment free from distractions. For this reason, students are not allowed to bring personal toys or electronics from home, this includes cell phones. WELA will not be responsible for any broken, misplaced, lost or stolen belongings.

DROP OFF & PICK UP

WELA is open Monday through Friday with the exception of Osage Nation Holidays, professional days, and days when the Nation may close due to inclement weather. Each parent/guardian will be given an academic calendar upon enrollment of their student.

It is the policy of WELA to provide students with an environment rich in learning opportunities and with a required student/staff ratio. WELA staff begins instruction for the day at 8:30a.m.

Due to security considerations for our students, anyone entering and/or leaving the building must sign in and out at the front door of each classroom. No one under the age of 18 may drop off or pick up a child.

All students must be escorted into and out of the classroom by a parent/guardian or other authorized adult. In order for someone other than a parent/guardian to pick up a student, they must be listed on the Student Pick-Up Authorization Form. The authorized person must present their driver's license to the staff before the student may leave the premises. This policy is intended to protect your student.

****DHS subsidy clients must swipe their EBT card in order to check in/check out. If a client fails to swipe the EBT card, DHS cannot back-track billing beyond ten days; therefore, the responsibility of payment will fall solely upon the parent/guardian and payment arrangements must be made with the Site Coordinator***

Late pick-ups are highly discouraged by WELA.

For every one minute a student remains at an Academy after closing the parent/guardian will be charged \$1.00 per student. This late charge must be paid before the student is allowed back to the Academy.

Five minutes past closing a staff member will call the parent/guardian. If no answer, the staff will then call the first person on the Student Pick-Up Authorization Form to pick up the student. If no one is reached, the staff will continue to contact the other individuals on the list until someone is reached.

Fifteen minutes past closing the staff member will attempt to contact the people on the list again.

Thirty minutes past closing, if no one has been reached, the staff member is required to call the local police department or Osage Nation Police Department, and the Department of Human Services or the Osage Nation Social Services Department depending on the jurisdiction of the student.

If a parent/guardian has three late pick-ups within a two-month period, their student may lose their enrollment status.

REPORTS

It is the policy of WELA to work with parents/guardians and keep them fully informed of their students' progress, activities, achievements, challenges, and behaviors. For this reason, parents/guardians with students in infant/toddler classrooms will receive daily notes regarding their student's eating schedule, diaper changes, nap times and activities and information highlighting the week's activities and events. Parents/guardians with students in Pre-K classrooms will receive daily reports regarding behavior, understanding of new concepts, participation in class activities, etc.

Weekly lesson plans will also be posted inside each classroom with detailed outlines of daily activities.

Any parent/guardian may schedule a conference with a teacher anytime during the week to discuss attendance, behavior or progress.

If there is any situation at home that may affect the student, please inform your student's teacher.

HOLIDAY & BIRTHDAY CELEBRATIONS

It is the policy of WELA to make the learning experience as engaging and fun as possible. For this reason, parents/guardians are encouraged to, provide treats for holiday and birthday celebrations. Holiday/Birthday celebrations will take place during the afternoon snack period or immediately after lunch. The CACFP requires edible treats to be pre-packaged and store-bought. Store-bought cupcakes are acceptable without trinkets, toys, candles or anything that may be a choking hazard.

NUTRITION

It is the policy of WELA to encourage healthy lifestyles among our students, including nutrition. WELA serves breakfast, lunch and one snack daily. All meals are planned to meet the students' nutritional needs. Monthly menus will be posted in each classroom as well as being sent home. The Academy reserves the right to make any changes to the meal plan at any time.

Please provide information regarding your student's dietary restrictions to the Academy.

Children requiring special meals that vary from the WELA menu must provide special foods for their child. A doctor's note stating the need for the special diet must be provided.

BEHAVIORAL CONCERNS

It is the policy of WELA to help students become increasingly more self-managing and socially responsible. Our goal is to help your student learn how to express their feelings and emotions in a positive, loving way, and to enhance their ability to cooperate with others.

The staff recognizes the limitations of a student's ability to control their emotions and reactions. When redirection is necessary, it will be clearly defined and consistently maintained. At NO time will a student be physically punished, threatened, or intimidated. We will rely on techniques of diverting attention towards constructive pursuits, compromising/arbitrating differences, and encouraging students to seek positive alternatives within the boundaries of their abilities. In some instances, in order to regain self-control, a student may be removed from their area and allowed some private time, under close supervision, until they are ready to return to the group.

Parents/guardians will be notified and consulted if a student is repeatedly disruptive to the learning environment. When there are incidents where the student is putting others in danger, the parents/guardians will be notified to pick up the student. All incidents will be documented with Incident/Accident Reports and placed in student's file. The parents/guardians will be notified and given a copy of the incident report.

If three (3) incident reports of the same nature are given to the parents/guardians, a parent/teacher conference will be set up with the Center Manager. Academy staff will develop a behavioral plan with the parents/guardians. A referral for a screening, or meeting with a counselor may be given to the parent/guardian after consultation with Academy contracted professionals.

If after referral for screening and/or counseling, a parent/guardian refuses to seek counseling or obtain a screening for their student and incidents continue to occur, WELA will have no choice but to dismiss or suspend the student from WELA. Our priority is to ensure a safe and healthy environment for every student at the facility.

BITING

It is the policy of WELA to not only provide a safe learning environment to our students but also to promote healthy behaviors. For this reason, biting, as a behavior, is taken very seriously. Academy staff will work to eliminate this behavior among our students through communication and redirection.

A “Biter” is one of the most common and most difficult behaviors to understand and prevent. It occurs without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parent/guardian, and the caregivers involved.

For most toddlers, the biting stage will pass with age. Most times, toddlers do this as a way to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not.

For other students, biting may become a persistent problem and could stem from a variety of reasons: teething, frustration, boredom, inadequate language skills, a change in their environment, or protection.

No matter what the cause, biting causes ill feelings toward all involved. It does help, however, to be aware of a potential problem before it happens, and to have a plan of action in place.

When biting occurs:

For the biter:

- The biter is immediately and calmly removed from the area. Academy staff will tell the student that biting hurts and it is not okay to bite.
- The biter will not be allowed to return to the same play area, and will be directed to another play area for a few minutes until the situation has calmed. Additional statements will likely be communicated to the student such as “I know you want the truck, but we cannot bite to take the truck away.”
- An accident/injury report will be completed by Academy staff, and the parents/guardians of the biter and victim will be notified and given a copy of the report.
- Parents will be notified of all incidents and the student may be sent home at the discretion of the Center Manager.

For the Victim:

- The student will be separated from the biter, and comforted by the staff.
- First-Aid will be administered immediately, as necessary.
- An accident/injury report will be completed by Academy staff, and the parents/guardians of the biter and victim will be notified and given a copy of the report.

- Parents will be notified of all incidents and the student may be sent home at the discretion of the Center Manager.

NAP TIME

It is the policy of WELA to keep students alert and engaged throughout the day in order to allow them to take full advantage of their learning opportunities. For this reason, full time students may take a nap during the day, allowing them to recharge and refocus. WELA provides individual cots or mats for each student attending the Academy at least five (5) hours a day.

- Cots or mats are sanitized once a week.
- Sheets/bedding items are also washed at the end of each week.
- No pillows are allowed.
- The student's head/face area will not be covered by bedding.
- Crib(s) sheets are changed and sanitized on a daily basis.

TOILET TRAINING

It is the policy of WELA to support and encourage students and their families in meeting many of the milestones in the life of a young child, including toilet training. Toilet training is a huge milestone for your student, and we want to make it a positive experience for all. Inform Academy staff when you begin toilet training so that we may assist your student through reinforcing the efforts at the Academy. Remember to send extra clothes for occasional accidents.

Academy staff will work with parents/guardians to develop a toilet training plan for each student so that efforts at home and school align.

We strongly encourage parents/guardians who want their student enrolled or transitioned to a Pre-K classroom to have their student trained prior to moving forward.

EXPULSION POLICY

We reserve the right to expel a child for one or more of the following reasons:

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

We appreciate as much advance notice as possible when a child withdraws from WELA and we will give the same courtesy in return.

Anyone who ends WELA services and has a balance that is outstanding will need to have the account settled within thirty (30) days. All accounts not settled within thirty (30) days will be turned over to the Osage Nation Attorney General Office for collection.

LICE

It is the policy of WELA to protect all students in our care from transmittable conditions that may be brought into the Academy, including not only contagious disease but also parasitic conditions and infestations. Academy staff is required to check for lice on a regular basis. If a student has nits or lice, the parent/guardian will be contacted and required to pick up the student immediately.

Parents/guardians are required to pick up the student within 30 minutes of being contacted. A student may not return to WELA for a 24-hour incubation period, and until they are lice and nit free.

Upon return to the Academy, the student will be inspected for lice and/or nits prior to being allowed to enter his/her classroom.

If the problem persists because the parent/guardian refuses to cooperate with the prescribed treatment, the Oklahoma Department of Human Services and/or Osage Nation Social Services will be notified.

All students will receive an exposure notice when a lice incident has occurred in his/her classroom.

CLOSINGS

It is the policy of WELA to work with parents/guardians to ensure that our students are safe while in our care, and when outside of our care as well. For this reason, the Osage Nation will close Academy sites when driving conditions are unsafe and any time community schools are closed.

WELA is closed for all National and Osage Nation Holidays, as well as professional training days and scheduled school breaks.

There may also be other factors, out of our control, which may cause us to close at a moment's notice including, but not limited to, severe weather, utility problems, construction, wide-spread illness, etc.

If you have any concerns about offices being open during bad weather, we encourage you to subscribe to Osage Alerts. This system will notify you by phone, email or text if the Nation is closing some of its sites due to hazardous conditions.

In order to receive notifications from the Osage Alerts system, please go to the Emergency Management web page on the Osage Nation website (osagenation-nsn.gov).

If weather deteriorates after students arrive at WELA, parents will be notified to pick up their child/children.

CHILD ABUSE

It is the policy of WELA, as well as being required by Osage law, that Academy staff report any suspected cases of child abuse and/or neglect to the proper authorities. The Oklahoma Department of Human Services and/or the Osage Nation Social Services Department will be called to investigate and substantiate the claim. Verbal reports will be followed promptly with written reports by those persons required to report.

A copy of the report shall be immediately sent to the Osage Nation Social Services Department and/or Oklahoma Department of Human Services as well as to the Osage Nation Attorney General, and the Osage Nation Police Department.

Academy staff is responsible for creating and disseminating the reports to all agencies named above.

If the claim of child abuse and/or neglect is made against WELA or one of its staff members, parents/guardians must call Osage Nation Social Services to report the incident(s) at (918) 287-5335.

SMOKE FREE/DRUG FREE ZONE

The Drug Free Policy for the staff of the Education Division and WELA supersedes the Drug Free Policy contained within the Osage Nation Employee Handbook. When it comes to the care and education of our Osage youth, drug/alcohol use cannot, and will not, be tolerated.

Academy staff are expected to report for work and remain at work in a condition, which enables them to perform their duties and tasks free from the effects of drugs or alcohol.

The possession, use, sale, purchase or distribution of illegal drugs or controlled substances or being under the influence of alcohol or illegal drugs, or misusing prescription drugs on the Nation's premises or in the conduct of related work off-site is prohibited and will result in termination from the Academy.

It is the responsibility of all supervisors to enforce this Drug Free Workplace Policy. Failure to enforce this policy may result in disciplinary action up to and including termination.

Employees suspected of being impaired by or being under the influence of drugs and/or alcohol shall be escorted from the work site by the employee's supervisor or security personnel to a safe and secure area. The supervisor shall immediately document the incident and initiate Reasonable Suspicion Testing.

Peyote

The use, possession and/or transportation of peyote by Native American Church members in connection with the practice of a Native American Church (NAC) ceremony will not be considered a violation of this policy. The employee will not be subject to disciplinary action on the basis of such use, possession, or transportation in connection with the practices of NAC.

Legal Drugs

The use of, or being under the influence of, physician prescribed ("legal") drugs by an employee while in the workplace, or while on work related travel, is prohibited to the extent that such use or influence may, in the Nation's opinion, affect the safety of co-workers or members of the public, the employee's job performance, or the safe and efficient operation of the Nation's facilities. Failure to report to management the use of prescription or legal drugs, which by their nature may impair the employee's ability to perform his/her duties, may result in disciplinary action up to and including termination.

If management has determined that the employee does not pose a threat to his/her own safety, the safety of co-workers, and that the employee's job performance is not significantly affected by the legal drug, the employee may continue to work, even though they may be under the influence of a legal drug.

If management has determined that the employee does pose a threat to his/her own safety, the safety of co-workers, and that the employee's job performance is significantly affected by the legal drug, the employee may be required to take a leave of absence or comply with the appropriate directive as determined by management.

Any violation of this policy will subject the employee to disciplinary action, up to and including termination.

Alcohol

The consumption or influence of alcohol during work hours is prohibited and will subject the employee to termination.

The Nation reserves the right to take disciplinary action, including termination, for an employee's off-duty involvement with drugs, alcohol, or controlled substances. Off-duty involvement includes, but is not limited to, incidents where such involvement is, in the Nation's view, damaging to the Nation's reputation or business, and/or is inconsistent with the employee's duties or image, or when off-duty behavior constitutes criminal behavior. This may include the review of criminal records for convictions with respect to drugs, alcohol, and controlled substances.

The Nation reserves the right to conduct unannounced searches for illegal drugs or illegal controlled substances on the Nation's premises. Acceptance of employment with the Osage Nation constitutes consent to searches for illegal drugs or illegal controlled substances on the Nation's premises.

Reasonable search of employees and their personal property, including vehicles, may be conducted at any time in order to maintain a safe, healthy, and efficient work environment. Staff who refuse to cooperate during an authorized search will be subject to disciplinary action up to and including termination.

Parents/guardians and visitors to the Academy are also responsible for maintaining a safe, secure, and drug/alcohol free environment for students while at school. If a parent/guardian, or any authorized pick-up person or visitor, appears to be under the influence when on the premises, staff will call Osage Nation Police Department (ONPD) and the parent/guardian will not be allowed to leave with the student. Emergency contacts will be called to pick up the student. If emergency contacts will not pick up the student, staff will call Osage Nation Social Services for assistance.

Tobacco

The Osage Nation recognizes its responsibility to promote the health and well-being of Osage Nation constituents and employees and provide a healthy environment in and around the Nation's properties. For this reason, the Osage Nation's government properties will be considered a smoke free area extending to all owned and leased properties of the Nation that are used by the Nation's government, including vehicles and other equipment. This policy applies to all of the Nation's employees, contractors, visitors, clients, and any others.

There are no approved smoking areas in, or around, any of the Nation's properties if the area around that property is also included as an area owned or leased by the Nation.

This policy prohibits the use of tobacco products including smokeless tobacco products, electronic smoking devices and vapor products whether or not they are considered smokeless. The use of tobacco for traditional, ceremonial purposes, however, is allowed with the permission of KI HY KA or his/her designee.

STUDENTS WITH DISABILITIES

The Education for ALL Disabled Children Act (P.L. 94-142) protects the right of all children, without exception, to an education. The primary goal of the Act is to give every child, including the most severely disabled, the learning opportunity he/she needs to become as self-sufficient and productive as possible.

Disabled children are defined in the Act as:

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

Our goal is to ensure that all of our disabled students have an appropriate education which emphasizes special education and related services designed to meet their unique needs.

TRANSPORTATION

When a WELA facility provides transportation services, the Nation will ensure compliance with federal regulations.

Each vehicle used for providing transportation services is equipped with:

- A communication system to call for assistance in case of emergency
- Safety equipment for use in an emergency, including a charged fire extinguisher that is properly mounted near the driver's seat and a sign indicating its location
- A first aid kit and a sign indicating the location of such equipment
- A seat belt cutter for use in an emergency evacuation and a sign indicating its location

All vehicles used to transport students who are 50 pounds and under, as part of the transportation services, are equipped for use of height-and-weight appropriate child safety restraint systems.

Transportation services only use school buses or allowable alternate vehicles to transport students enrolled in WELA that are equipped for use height-and-weight appropriate child safety restraint systems and have reverse beepers.

For each transportation vehicle there is at least one bus monitor on board at all times, with additional bus monitors provided as necessary, such as when needed to accommodate the needs of students with disabilities.

PARENT COMMUNICATION

The staff at all WELA sites wish to partner with our WELA families in the care and education of the students. For this reason, communication with families is of the utmost importance. WELA staff have high standards and expectations placed upon them, especially in the area of communication with our families.

In addition, WELA's leadership expects our WELA families to engage in communication with the staff in a civil and courteous manner. Verbal abuse of WELA staff will not be tolerated. While it is understood that all of us may have a bad day, repeated incidents may result in one or more of the following:

- You may be prohibited from entering the WELA.
- You may be banned from WELA property.
- You may be banned from WELA events, including field trips and parent conferences.
- Your student may lose his/her enrollment status.
- ONPD may be called to remove you from the property.

GRIEVANCES

- Complaints shall be in writing, using the approved form
- Center Manager shall schedule and mediate a meeting between staff and parent/guardian
- If a resolution cannot be reached, Center Manager will forward the original complaint as well as a narrative of his/her attempt to resolve the conflict through mediation to the WELA Director. The Director shall make a final decision regarding resolution.

Grievance forms are available at each WELA site.

ACKNOWLEDGEMENT OF PARENT HANDBOOK

I, the undersigned, acknowledge that I have received and have read this Handbook and will adhere to the policies set forth in this Handbook. I have had an opportunity to clarify any questions, which I may have concerning the provisions of this Handbook.

I understand that this Parent Handbook is not a contract and that the policies contained herein may be changed without notice at the sole discretion of the Osage Nation WELA Program and the Osage Nation WELA Program retains the right to interpret and apply the stated policies as it seems appropriate.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

Please sign and return to Center Manager