

KAIBAB EARLY LEARNING CENTER



PARENT HANDBOOK

2230 N. Pipe Spring Rd. #122
Pipe Spring, AZ 86022
Phone: 928-643-6890
Fax: 928-643-6892
E-mail: tjohn333@gmail.com

Table of Contents

Mission Statement.....	4
Program Philosophy and Goals.....	4
Daily Operations of the Center	
Business Hours.....	5
Classification.....	5
Holidays.....	5
Enrollment Process.....	5-6
Registration Fee.....	6
Payment.....	6
Late Payment Fee.....	6
Returned Checks.....	6
Delinquent Accounts.....	7
Re-enrollment Fee.....	7
Withdrawal Policy.....	7
Child Release Information.....	7
Telephone Numbers.....	7
Contribution Hours.....	7
Attendance.....	7
Signing In and Out.....	8
Safety and Courtesy Tips for Arrival and Departure.....	8
Poor Weather Days.....	8
Nutrition.....	8
Special Dietary Needs.....	9
Fieldtrips.....	9
Videotaping.....	9
Education	
Curriculum.....	9
Children with Special Needs.....	9
Readiness for Kindergarten.....	9
*Social Skills.....	9
*Academic Skills.....	10
Student Assessment/Reporting.....	10
Program Policies and Procedures	
Staff to Child Ratios.....	10
Discipline.....	11
Parent Involvement/Volunteers.....	11
Food, Toys, & Money.....	11
Extra Clothing.....	11

Dress Code.....	11-12
Nap Time.....	12

Health, Safety, and Emergency Procedures

Immunizations.....	12
Accidents/Injuries.....	12
Illness.....	12-13
Notification of Unusual Symptoms (Sample Letter).....	14
Re-admittance to the Center.....	15
Medications.....	15
Emergency.....	16
Evacuation/Fire Drill.....	16
Evacuation Site.....	16-17
Child Abuse/Neglect.....	17
Pesticides.....	17

APPENDICES

Equity Statement.....	18
HIPPA.....	18
Sexual Harassment.....	18
Tobacco Use.....	18

MISSION STATEMENT

The mission of the Kaibab Early Learning Center is to nurture all children in the areas of physical, intellectual, emotional, and social development. This will be achieved through a variety of activities that are developmentally appropriate and recognize the individual needs and differences of children and families of the Kaibab Paiute Indian Reservation and surrounding communities.

PROGRAM PHILOSOPHY AND GOALS

Philosophy

The Kaibab Early Learning Center seeks to provide a learning environment for children in the areas of education, health, nutrition, social services, parent involvement, special needs, and family literacy. We believe the preschool years and the experiences that children have during these years are important to successful development; therefore, we make every effort to provide the highest quality program possible. We recognize and respect the roles of parents as the child's first and most important teacher. We believe that the ultimate success of Center depends on the involvement of parents/guardians and community partners. We believe quality time spent with children improves our community and our world.

Goals

It is the goal of our entire program to:

1. Provide a pleasant and safe space for children to play and learn.
2. Foster a sense of self-confidence and well being in each child.
3. Expose children to pre-reading, pre-math, science, music and movement, art, and cultural activities.
4. Provide physical activities to facilitate good gross and fine motor skill development.

5. Develop in children and parents a positive attitude toward self, others, school and learning.
6. Develop a partnership between parents.

DAILY OPERATIONS of the CENTER

BUSINESS HOURS

Business hours are Monday thru Friday, 7:30am-5:30pm

CLASSIFICATION

The Kaibab Early Learning Center will provide Full and Part time childcare for children ages 2 ½ -5 years old. Children must be potty trained.

HOLIDAYS

The Kaibab Early Learning Center will be closed on Holidays that the Tribal Administration follows. The Tribal Chairperson or the Tribal Council has the authority to declare holidays that can be observed by employees. The Kaibab Band of Paiute Indians recognizes the following as paid holidays:

Birthday Leave (If on Saturday, off Friday/ if on Sunday, off Monday. Employee may request to have birthday leave on a different day if approved.)

New Years Day

Martin Luther King Day

President's Day

Memorial Day

Tribal Establishment Day (June 11th~if on Saturday, off Friday/ if on Sunday, off Monday)

Independence Day

Thanksgiving Day

Labor Day

National Indian Day (4th Friday in September)

Kaibab Paiute Tribal Heritage Day (2nd Monday in October)

Veteran's Day

Christmas Eve (1/2 day)

Christmas Day

ENROLLMENT PROCESS

1. Parents may secure childcare applications from the center during regular office hours.
Regular office hours are 7:30 a.m. to 5:30 p.m.
2. The application must be returned to the center on or before the first day of

attendance.

3. Parents are required to submit a current immunization report documenting that the enrolled child has received all current, age-appropriate immunizations required, no later than the first day of enrollment.
4. If a parent is opposed to immunizations, an exemption affidavit must be provided by the child's parent that contains:
 - a. A statement, signed by the enrolled child's health care provider, that the immunizations required would endanger the enrolled child's health or medical condition; or
 - b. A statement, signed by the child's parent, that the enrolled child is being raised in a religion whose teachings are in opposition to immunization.
5. Parents are required to have a pre-enrollment conference with the Director prior to the child's first day of enrollment. During the pre-enrollment conference, parents are encouraged to share information about their child, voice their expectations of the program and ask questions.
6. Parents are encouraged to have their child visit the Center before enrollment. This will give the child an opportunity to meet the teachers and other children before the first full day of attendance.

REGISTRATION FEE

At the time of enrollment, parents are required to sign a tuition agreement, pay a registration fee of **\$25.00** and two weeks tuition in advance. **The Registration Fee is nonrefundable.** The registration fee/tuition will also serve as a security deposit to secure a child's space in a classroom for a minimum of two (2) weeks. At the end of this two-week period, the child will need to have started the program, or the space is forfeited.

PAYMENT

The Center requires pre-payment two (2) weeks in advance for the care of your child. Payments are due on the **1st and 15th** of each month. A discount will be given if more than one child from the same family attend the Center.

Non-Tribal Member:		Child of Tribal Member:	
1 Child	\$24/day	1 Child	\$20/day
2+ Children	\$20/day	2+ Children	Same

Part-time options are available: Monday/Wednesday/Friday or Tuesday/Thursday. We also offer half day options: mornings 7:30-12:00 or afternoons 12:00-5:30pm at \$15.

Forms of Payment: Clients are encouraged to make payments in the form of a check or money order. Administration may not always have the proper change for your payment if cash is used. Should the parent/guardian be late in paying, a **LATE PAYMENT FEE will be attached of \$3/day.** Tuition is required if your child attends the Center or does not attend, as long as the child is enrolled in the program.

LATE PICK-UP FEE

All children should be picked up at 5:30p.m., a late fee will be charged if a student is picked up after Center operating hours. The operating hours for the Kaibab Early Learning Center are from 7:30 a.m. until 5:30 p.m., Monday through Friday. The Center realizes that

emergencies occur and will give the parent a 15-minute time cushion (not on a regular basis and if a pattern occurs the cushion will cease); if your child is picked up after 5:45 p.m. you will be charged a late fee of **\$1.00/min.**

Phone calls to notify of late arrival will not exempt a late fee charge. Accounts will be billed.

RETURNED CHECK FEES

There will be a \$25.00 service charge for all returned checks, in addition to late payment fees. If the client takes care of the check before it is returned to the center; the account will not be billed the late payment fees. When the Center receives three or more returned checks from a client, we will no longer accept checks as a method of payment. Returned checks must be paid out before another check is taken.

DELINQUENT ACCOUNTS

If accounts are overdue by two weeks, the Center will discontinue services. After 30 days, all unpaid accounts will be turned over to a collection agency. Parents will be notified prior to this procedure.

RE-ENROLLMENT FEE

A regular re-enrollment fee of \$25 will be charged when a parent/guardian voluntarily withdraws their child from the Learning Center on good terms.

A re-enrollment fee of \$35.00 is charged when a child is dropped from the program by the center (i.e. delinquent account) and wishes to re-enroll at any given time within the same year. If a client wishes to continue services, and if the slot is still available, the \$35.00 re-enrollment will be requested upon entering the program. The Learning Center reserves the right to refuse childcare service.

WITHDRAWAL POLICY

If a parent decides to withdraw from the program, a two-week notice is required. Payment is required for the two weeks notice whether or not the student attends. No Exceptions!

RELEASE INFORMATION:

The Kaibab Early Learning Center will ensure that children are only released to a parent/legal guardian, or other individuals identified on their "Emergency Contact Form". In order to release child to a person not listed on this form, the Center must have verbal authorization from the parent/guardian.

TELEPHONE NUMBERS

Please keep the Center informed of any change of address and telephone numbers for employment, emergency contact information, persons allowed to pick up child and medical information. You are required to provide the Center with at least three names and telephone numbers of individuals to be contacted in an emergency if we are unable to locate you.

CONTRIBUTION HOURS

All parents/guardians are required to volunteer a minimum of 2 hours per week. You may

volunteer more if you wish. We want you have a vested interest in your child's education. If you are unable to due to work or other scheduling problems another member of your family may fill in.

ATTENDANCE

Regular attendance is vital to your child's success in school. Please call the Center to let us know if your child is going to be late or absent. Daily activities begin at 9:00 a.m. and it is important that your child is on time. We understand that not all children attend full-time, so please try to be as consistent as possible. Important activities are missed when your child is late or not in attendance. Our center has limited space available and would like the opportunity to care and teach your child, if we are unable to, please let another child have the opportunity to learn.

SIGNING IN AND OUT:

The safety of your child is our main concern; you must sign your child in/out at the Center front desk. Please advise us if another person other than yourself will pick up your child. If this person is not listed on our records, they **will not** be allowed to pick up your child until we receive verbal authorization from the parent/guardian. It is also important that you pick your child up on time. A **Late fee penalty** will be charged if a student is picked up after Center operating hours. The operating hours are Monday through Friday 7:30am-5:30pm. We realize you may have an unexpected occurrence and give parents 15 min. cushion period. If you pick your child up after 5:45p.m you will be charged a \$2.00 per minute late fee. We have a paid Staff, and if they are required to stay after, costs are incurred to the center. Unfortunately this cost will be passed on to you as well. Children also become anxious and fearful when they are not picked up on time. *You must pick your child up on time! Not picking your child up on time could be considered child neglect and you may be referred to the proper authorities.*

Phone calls to notify of late arrival will not exempt a late fee charge. Accounts will be billed

SAFTETY AND COURTESY TIPS DURING ARRIVAL AND DEPARTURE

To prevent unnecessary accidents, parents are asked to take your child/children directly to their class upon entering the building. Students leaving the building must be accompanied by parent/guardian from the class to the vehicle. **DO NOT ALLOW** your child the freedom to run or roam the building, classrooms or hallway. Kaibab Early Learning Center will not be held liable for accidents, incidents, or injuries that may occur to children who are not under the care of Center staff. When children are released from the class to parents/guardians, they are no longer under the care of Center staff.

POOR WEATHER DAYS

In the event of poor weather conditions, we will follow the Fredonia-Moccasin USD Policy. Please use your best judgment and be aware of road conditions before bring you children to school.

NUTRITION

Food service is provided by the Kaibab Senior Center. They will provide a hot lunch that meets the child's daily nutritional needs based on the Recommended Dietary Allowances contained in the Food Pyramid. The center participates in the Child and Adult Care Food Program, which meet all federal recommended daily nutritional standards. All parents/guardians are requested to fill out annually a Child Food Program Eligibility Application in order for the Center to maintain state compliance. Children will have an opportunity to eat a variety of foods, have a well-balanced meal, and participate in appropriate mealtime behavior opportunities for learning how to serve themselves. Morning and afternoon snack will be provided by the Center. Therefore, we request that you **do not send snacks or food of any kind to school with your child.**

Monthly menus are posted on the parent bulletin board located in each classroom. Information regarding nutritional needs and menu planning is available upon request.

SPECIAL DIETARY NEEDS

Our food program shall use precaution for children with food allergens and provide assistance, if needed, to students with special dietary needs. Please inform the Center during the enrollment process. In order to be considered for a special diet, a written request from the parent(s) or legal guardian is required. A Physician's Certificate is required when a special diet is needed for a medical reason.

FIELDTRIPS

Periodically, the Learning Center will take the children on field trips. Initially, all field trips will be around the reservation (ie., Tribal Library, Museum, nature walks, etc.) Later, when the center is more established, we will take trips off the reservation. We must have a permission slip filled out for each child and signed by a parent/guardian.

VIDEOTAPING

There will be on-site surveillance cameras strictly for safety purposes. This protects your child as well as our facility.

EDUCATION

CURRICULUM

The Kaibab Early Learning Center has adopted the Creative Curriculum. The Creative Curriculum was selected because it includes goals and objectives for children's development and varied learning experiences. Learning experiences are designed to ensure that children are mastering the readiness standards prior to entry into Kindergarten. The Creative Curriculum targets and illustrates experiences in all eight domains of language, literacy, math, science, creative arts, social and emotional development, approaches to learning and physical development. The Creative Curriculum includes strategies for addressing the needs of individual children, including those who have special needs.

CHILDREN WITH SPECIAL NEEDS

The Center will make every effort to identify and work with children with special needs. We will collaborate with different agencies such as First Things First and TLC (The Learning Center for Families) to ensure the child and family receives the support they need.

READINESS FOR KINDERGARTEN

The Kaibab Early Learning Center will work on the following skills to help the child be Kindergarten ready.

***Social Skills**

1. Work on sitting and listening to a complete story.
2. Attend to and finish an instructional task, e.g., complete a coloring sheet or outline the letter B with beans.
3. Participate in organized play and be able to distinguish between work and play (Play on the playground is not appropriate play inside.)
4. Respect school and others' property. Destructive behavior is inappropriate and unsafe.
5. Care for instructional materials used in the classroom.
6. Follow age appropriate rules, e.g., take turns, share, raise hand, etc.
7. Clean up after self, this includes proper bathroom and eating habits.

***Academic Skills**

1. Cut with scissors (straight and curved lines.)
2. Use a pencil and crayon (gripped correctly) and have practice writing circles, sticks and canes.
3. Recognize the eight basic colors.
4. Recognize first and last names when spoken; recognize first name in print.
5. Recognize and name shapes, i.e., triangle, circle, square, rectangle.
6. Work on letters and numbers recognition.
7. Recognize numbers 0 to 9 and rote count 1 to 10.
8. Sort and classify by attributes, e.g., colors, shapes, etc.
9. Identify relational concepts, e.g., same-different, top-bottom, etc.
10. Create patterns.
11. Group sets of objects into pairs.
12. Story comprehension.
13. Follow oral directions.
14. Uses mouse on computer.

STUDENT ASSESSMENT/REPORTING

Staff members engage in observation and ongoing assessment throughout the child's enrollment at the Center. Assessments are conducted twice a year. Staff and parents are able to follow each child's progress from the time he/she enters the program until the time he/she leaves. Through this process, teachers will come to know each child's strengths, interests, needs, and learning styles in order to individualize the curriculum to build on each child's prior knowledge and experiences. The staff can provide meaningful learning experiences for the children we serve. The Center Program ensures that our system for ongoing assessment of children includes collection of data in each of the eight domains of children's learning and development in the areas of: Language Development, Literacy, Mathematics, Science, Creative Arts, Social & Emotional Development, Approaches to

Learning, and Physical Health & Development. Should you feel your child isn't progressing in any of these areas please inform the teacher.

PARENT/TEACHER CONFERENCES

There will be a minimum of two (2) parent/teacher conferences per year; the lead teacher schedules these meetings.

PROGRAM POLICIES AND PROCEDURES

STAFF-TO-CHILDREN RATIOS

The Center will ensure that the following staff-to-children ratios are maintained at all times.

Age Group

2-year-old children	1:8
3-year-old children	1:13
4-year-old children	1:15
5-year-old children	1:20
(not school age)	

DISCIPLINE

Our learning center staff will utilize positive guidance strategies when addressing challenging behaviors of children. It is our responsibility and privilege to enable each child to benefit from our center and to be treated with dignity and respect. The Center recognizes the importance of using positive techniques to assist children to develop self-control, including: modeling of expected behaviors; redirecting children to acceptable activities; and intervening to enforce consequences for unacceptable or harmful behavior. Corporal punishment or abusive language will not be tolerated.

PARENT INVOLVEMENT/VOLUNTEERS

Kaibab Early Learning Center recognizes parents as the child's first and most important teacher. We encourage and greatly appreciate parents volunteering at the Center. Parents may participate in many different ways, which include: classroom aide, making items for classroom projects, participation in Parent Center Committees. Please know that no volunteer service is "too small." You are always welcome at the Center. Please sign in at the Center office and receive your visitor's tag so that staff will know that you have the right to be on site. The Center Program seeks to establish a trusting, supportive relationship with the families of the enrolled children. The Center staff members are available to assist parents in their endeavors to enhance their family life.

FOOD, TOYS AND MONEY

The program provides lunch and snacks at no charge. So please do not allow your child to bring food, candy, or gum to the center. If you would like to bring food items during a holiday like Easter, Halloween, or Christmas or bring cupcakes for your child's birthday, this is acceptable. Developmentally appropriate toys are also provided. Please do not allow your child to bring toys or money to the Center. All food, toys, and money will be taken from the child and placed in a bag with the child's name and put in their cubby.

EXTRA CLOTHING

Please provide the Center with an extra set of seasonal clothing for your child to be left in their cubby. Accidents do happen! The extra clothes should include top, bottom, socks and underclothes. Please also label each item, including jackets & sweaters, with your child's name. **Donations:** please donate clean, usable clothing to the center. These items will be used when children do not have a change of clothing on hand, or they may be donated to children in need.

DRESS CODE

We stress self-help skills. Please dress your child in comfortable, easily removable play clothes. Washable "paints" will be used on certain days. Parents should use good judgment seeing that their child dresses appropriately for school and school activities.

In determining appropriate dress, the following should be considered:

1. All student attire should fit so child may dress/undress themselves.
2. No symbols or logos that is inappropriate and disruptive to the learning environment.
3. Shorts/skirts/dresses should be of modest style and length.
4. Outer clothing should adequately cover all undergarments.
5. For safety reasons, strapless shoes/flip-flops should not be worn to the Center.

Unacceptable Dress: The following represents examples of unacceptable:

1. Short shorts, mini-skirts or body suits.
2. Clothing that does not cover the midriff.
3. Clothing with words, phrases, symbols, pictures, patches, or insignias, which are obscene, profane, suggestive, or drug or alcohol related.
4. Hats or caps.
5. Pants, jeans or shorts worn below the beltline.
6. Spaghetti straps.

NAP TIME

Provisions will be made for each child to rest a minimum of 2 hours per day. The child is not required to take a nap (sometimes taking a nap at another place other than home is difficult) but will be required to rest quietly on their cot. Please provide a crib sheet and a small blanket to cover cots at naptime. The linens should be brought in a pillowcase to keep item together and picked up every Friday afternoon to be laundered and brought back to the center on Monday mornings. Please label your child's linen and all personal items with his/her name or initials.

HEALTH, SAFETY and EMERGENCY PROCEDURES

IMMUNIZATIONS

Each child must have on file a current immunization report documenting that the enrolled child has received all current, age-appropriate immunizations required, no later than the first day of enrollment. If a parent is opposed to immunizations, an exemption affidavit must be provided.

ACCIDENTS/INJURIES

In the event of an accident or injury involving your child, the nearest person with first-aid training shall administer First Aid. The student's parent(s) or legal guardian shall be notified immediately should it be serious. Any minor injury at school (cut fingers, bumps, bruises, falls, etc.) will be reported to you. A student accident report will be completed signed by parent and teacher then placed on file in the main office. The parent/guardian will be given a copy.

When a life-threatening situation occurs and parent(s) or legal guardian cannot be reached, as indicated on child enrollment forms, a student shall be taken to the emergency room. The center will make every possible effort to reach the parent/guardian, but the child's health is of the utmost importance, especially if it is life threatening.

ILLNESS

Children will not be allowed to participate in the center program if they have any of the following symptoms:

1. **FEVER:** Oral temperature over 100 degrees. If a child enters a Center and is known to have had a fever during the previous 12 hours, the staff will take the child's temperature to determine admission.
2. **BEHAVIOR:** If a child looks or acts differently: Awake all night and crying, unusually tired, pale, lack of appetite, irritable or restless.
3. **RESPIRATORY:** Breathing difficulties, e.g., wheezing.
4. **VOMITING:** More than usual "spitting up".
5. **DIARRHEA:** Is characterized by frequent watery or green-colored bowel movements, which are not related to medications or food reactions.
6. **RASH:** Undiagnosed rash other than mild diaper or heat rash.
7. **SORE THROAT:** Sore throat that needs culturing because other signs are present (i.e., strep throat).

If a student becomes ill while at school, he/she will be isolated until he/she can be picked up. Parents are expected to come to school promptly when called to pick up a sick child. When your child is sent home, he/she will be sent with a "Parent Notification of Unusual Symptoms" letter, which states the necessary requirement for re-admittance into the

program. A sample of this letter follows for your review:

SAMPLE
LETTER

PARENT NOTIFICATION OF UNUSUAL SYMPTOMS

Dear Parent/Guardian:

Child: _____ Date: _____

Center Health Policies/Procedures require that children be temporarily excluded from the program if they have certain symptoms. Your child exhibited the symptom(s) checked below; therefore, we request that you keep your child home until free from these symptoms.

SECTION A:

- Fever over 100 degrees (Must be fever-free to return)
- Cold symptoms (may return after reduction of cough and runny nose)
- Behavior (looks or acts differently; unusually tired, pale, lack of appetite, irritable or restless.)
- Respiratory (breathing difficulties, wheezing, coughing)
- Vomiting
- Diarrhea
- Sore Throat
- Other _____

We are sending your child home because we suspect the following: He/She may return when the listed requirement is met.

SECTION B:

- Head Lice (following treatment; bring box or lid of shampoo for verification; child must be brought to school by parent/head check by staff)
- Impetigo (clearing of condition; at least 24 hours after start of medication; verification required)
- Ringworm skin (verification of treatment required; sores are covered)
- Other _____

We are sending your child home because we suspect the following communicable disease. You must bring a Doctor's note for re-admittance to the Center Program.

SECTION C:

- Chicken Pox
- Conjunctivitis ("pink eye")
- Measles (may return when has no rash or fever, red eyes or red nose)
- Rash (undiagnosed rash)
- Ringworm of scalp
- Other _____

This is to notify you of the following unusual symptom regarding your child. Please let us know that you are aware of this symptom and if any treatment is being administered.

These policies are intended for the safety and well being of all of our children. If you have any questions, please call the Center.

RE-ADMITTANCE TO THE CENTER

Re-admittance to the Center for the following communicable diseases shall be:

Chicken Pox – Have doctor’s permission; all lesions are dry and crusted.
No new eruptions or fever.

Conjunctivitis (“Pink Eye”) - Doctor permission or clear eyes evident;
at least 24 hours after the start of medication.

Head Lice (Pediculosis) – following medical treatment. When all lice
and eggs (nits) are gone.

Hepatitis - Physician’s statement required for re-admittance.

Impetigo - Doctor permission or clearing of condition; at least 24 hours after
the start of medication. If no improvement in 48 hours, the child should be
reassessed by the physician.

Measles - No rash or fever, red eyes, red nose.

Mononucleosis - Absence of all symptoms.

Mumps - No swelling; fever.

Scabies (body lice) - Doctor permission, at least 24 hours after start
of medication.

Pin Worms - No restrictions following the start of treatment.

Ringworm - Permit attendance if under adequate treatment and sores are
covered.

Strep Infections (Scarlet Fever, Strep Throat, Scarletine) - Doctor permission;
at least 24 hours after the start of medication.

COMMUNICABLE DISEASE

If a staff member or child contracts a communicable disease or infestation, a notice will be provided within 24 hours to each staff member, parent, and the local health department. We will ensure that a dated, written notice of the communicable disease or infestation is prepared and posted in the facility’s entrance

MEDICATIONS

It is encouraged that all medications be administered outside school hours other than those that would cause ill effects without their use. If it is necessary that medication be given during school hours, all medication shall be brought to the Center in its **original** container which, shows the dosage, doctor's name and expiration date. Parent(s) or legal guardian must complete a Medications/Treatments Form. These medications shall then be placed in your child's classroom in a locked cabinet

EMERGENCY

Serious medical emergencies include those in which a person is at risk for permanent injury, or those in which a person's condition seems to be getting rapidly worse, or any other condition, which cannot be managed with first aid procedures. Serious medical emergencies need immediate attention. In the event of a serious medical emergency involving a child or adult the following will take place:

1. A staff member will stay with the victim and, if necessary, provide first aid.
2. The Center Director or Receptionist will contact the Emergency Medical System (911) and describe the situation, give the physical location of the center, and give the center's phone number. They will stay on the line until told to hang up.
3. The Center Director or Receptionist will contact the parent or, if the parent cannot be reached, the child's emergency contact person.
4. Emergency transportation for necessary medical care will be determined by the emergency response team and/or parent. A staff member will follow the child to the hospital and will remain with the child until the parent(s) arrive.
5. The lead teacher for that classroom will complete an injury/ illness report form as soon after the incident as possible.
6. Incident reports must be signed by the parent and teacher. They will receive a copy of the report, and a copy is kept in the child's file.

EVACUATION/FIRE DRILL

The Kaibab Early Learning Center is committed to the safety of all children and staff. There are a variety of emergency situations that require staff to relocate the children or remove them from harm's way. Our emergency evacuation plan can be found in each classroom and on bulletin boards throughout the building. We practice this plan once per month.

- All staff and children will be evacuated to a safe place outside the building in the event of an emergency such as a fire or chemical hazard.
- Designated staff member will ensure Evacuation Packet is taken. This contains all children's emergency contact information and any other vital documents.
- Emergency drills are held on a monthly basis, but are not formally scheduled. During the emergency drills staff proceed as though a real emergency were occurring.
- The goal of Emergency Drills is to evacuate people from the building to a designated

safe place within 2 minutes.

EVACUATION SITE

In the event of an ACTUAL emergency and the school has to be evacuated, our evacuation site will be the community building. For all other emergencies that do not require evacuation, students and staff will remain on site and follow established crisis procedures. The appropriate steps will be taken to provide a safe and supportive environment for children and staff.

We ask that you cooperate in following these procedures when you're notified of an emergency at school.

1. Should the school need to evacuate, parents/guardian will be notified to pick up their children at the Community Building,
2. Children must be signed out before leaving so the Center has documentation and they are all accounted for.
3. No student will be dismissed until a parent/guardian or designated person listed on school records comes for the student.

CHILD ABUSE/NEGLECT POLICY

We understand the importance of family unity, however if a time arrives where any symptoms of suspected child abuse and/or neglect is suspected by a staff member or is brought to our attention, we are required by law to document and report it to Law Enforcement and Child Protective Services. This center will abide by this law. All Center staff will receive yearly training on detecting child abuse/neglect.

PESTICIDES

From time to time, especially during the summer months the Center will be sprayed to keep facility premises free of insects and vermin. We will notify parents make written pesticide information available to a parent, upon a parent's at least 48 hours before a pesticide application occurs on facility premises. If you are concerned, we will make available:

- 1.The brand, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide;
- 2.The date and time of the pesticide application;
- 3.The pesticide label and the material safety data sheet; and
- 4.The name and telephone number of the pesticide business licensee and the name of the licensed applicator.

We want to ensure the safety of your child at all times. Please see a Lead Teacher or the Childcare Director if you have any concerns.

APPENDICES

EQUITY STATEMENT

The Kaibab Early Learning Center provides equal opportunity for everyone regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief or disability.

HIPAA (HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT)

The Kaibab Early Learning Center complies with all aspects of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191.

As part of the registration process, Parents/Guardians sign an “Information Release/ Request Form” which authorizes the exchange of information as needed to provide and evaluate health services to students.

SEXUAL HARASSMENT POLICY

The Kaibab Early Learning Center intends to provide an environment that is pleasant, healthful, comfortable, and free from intimidation, hostility, threats, or other offenses that might interfere with the Center’s goals. Sexual harassment of any sort-verbal, physical, visual, sexual violence or by email will not be tolerated. If you feel that you have experienced harassment, report it to the Center Director, Tribal Administrator, or local law enforcement. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for privacy.

TOBACCO USE

The Kaibab Early Learning Center is a Smoke-Free Facility. No one may smoke in the building, or in any areas near the center (a minimum of 50 feet) such that children, parents, or staff members are exposed to second-hand smoke. The Center prohibits the use of tobacco in any form in areas utilized by children this includes facilities, playgrounds, vehicles, and areas designated for the various student programs and activities.

ALCOHOL AND DRUG-FREE

No person, (this includes staff, parents, and visitors) shall be in possession of or be under the influence of an intoxicating beverage or an illegal mood or behavior modifying or controlled substance while on school property, at school-sponsored activities, or while on school trips involving students.

INSURANCE

This facility is required by our state-licensing agency to carry a General facility liability insurance of at least \$300,000; Leavitt Insurance Group insures us. Should you wish to review documentation of the liability insurance coverage, it will be made available by the Center Director.