

## **Tsawout Head Start Program** **Policy Guide**

### **Safety**

Please note for the safety of all children and the liability of the facilities staff, children must be signed in on arrival and signed out on departure.

We require parents/guardians to fill out a form with the names and numbers of individuals over the age 19 years that may pick up your child(s) from the Program.

If you have not picked up your child(s) by 4:30 p.m. and have not called the centre, staff will contact the alternative person/persons (on your authorized pick up list) to pick up your child(s). If that person is unavailable, and you have not contacted the centre with the ½ hour of closing time 4:30p.m, we are required to notify Emergency Services of the Ministry for Children and Families.

### **Child Abuse**

As stated under the Child, Family and Community Act it is the staff's obligation and responsibility to report to the Ministry of Child and Family Services if we have reasonable grounds of suspicion concerning matters of sexual abuse, physical abuse, emotional abuse or neglect. As further stated in the Child, Family and Community Act staff is required not to inform parents and/or family of reports.

### **Volunteer Drivers and or Staff Drivers**

When transporting children signed in the Head Start Program, drivers must ensure that there is appropriate insurance coverage (3 Million) on all vehicles, and that all drivers have valid licenses.

All volunteer drivers and staff must have a Criminal Record Check completed by the RCMP and returned to the Head Start before the activity.

### **Car and Booster Seats**

It is the Tsawout First Nations Head Start policy that all children must have a car seat or booster seat on all outing that require transportation. No child will be permitted to go on the outing without a car seat or booster.

### **Parents and Legal Guardians**

The Head Start staff will only discuss issues or concerns regarding children or the program with the child's parents or legal guardians.

\*General notices and permission slips will continue to go home with the pick up person. Parents and Legal Guardians are responsible for getting the information that has been sent home, please be sure to ask your pick person about notices.

## **Health**

**Sick children must be kept home.** The program does not have facilities or extra staff to care for ill children; as well we do not want to spread contagious illnesses. If your child has had any of the following conditions in the past 24 hours, please keep them at home and notify the Centre regarding cancellation of attending that day.

- Fever over 100 degrees
- Vomiting
- Diarrhea
- Unidentified rash
- Deep cough
- Dark coloured runny nose
- Communicable disease: i.e. Chicken pox, measles, pink eye, etc.
- Parents are required to inform the Centre if a child has been in contact with someone who has a contagious illness.
- If a child becomes ill, injured, or is involved in an “unusual or unexpected occurrence” while attending the Centre, the staff is required to immediately notify the enrolling parent/guardian or emergency contact person.
- The Centre is required to notify the medical health officer with 24 hours after a child is seriously injured or has been diagnosed with a reportable communicable disease.
- The Centre is equipped with an approved First Aid Kit, and staff members have up to date First Aid Certification.

## **Medications:**

Staff will not administer non-prescription medications (Tylenol, cough syrups, throat lozenges, vitamins, holistic herbs, etc) without a note from the child's medical doctor.

## **Head Lice:**

Head lice are small parasites that live and breed on the scalp and hair. Although head lice are frustrating and difficult to control, they do not cause any major health concerns.

**Hair – to – hair contact, contact with hairbrushes, clothing or hats may transfer head lice from one person to another.**

Children must be kept at home until their hair has been treated and their heads are free of all lice, eggs and nits.

## **Clothing:**

Please ensure your child arrive with weather appropriate clothing for that day; also please send your child in comfortable and appropriate footwear to allow for safe running and playing (no high heel shoes or flip flops).

## **Developmental Screening**

Screening is an important component to our Head Start Program. The screening tool we use is the Ages and Stages Questionnaire Developmental Screen. It is an easy to use tool that examines children's development at regular intervals, by exploring a child's skills in the following areas: vision, hearing, speech, language, communication, gross motor, fine motor, cognitive, social/emotional, and self help.

This screening process can assist parents and Head Start staff in establishing goals and activities for the program and individual children. This will ensure that each child's educational, physical, spiritual, emotional, mental, and overall developmental needs are met.

You are in no way obligated to have your child participate in the screen; however it is recommended that all children be screened.

The Head Start Supervisor and the child's Parent/Guardian will do the first screening. Parents/Guardians will be informed of the date and time of the screen and the screen will only be done if the parents/guardians participate in the screen.

Parents will be given copies of the screen and a copy will be kept in the child's Head Start Program file.

## **Follow Ups and Referrals**

If parents or Head Start Staff have concerns about a child after caring for the child for a suitable period of time and doing a screen the Head Start Program Supervisor may support and encourage parents in a follow up assessment or a referral to another agency or service provider.

Prior to referral or follow up being made, staff will obtain written consent from parent to share information, at no time will staff do a follow up or referral without parents written consent.

## **Nutrition**

### **Snacks and Lunch:**

The centre will provide a nutritious morning and afternoon snack. Growing children need protein such as eggs, fish, real meat or cheese. We encourage whole wheat bread, raw veggies, and fruit and to include something from each of the food groups.

**Please note any allergies you child(s) may have in the area of foods.**

## **Parent Participation**

The funding our programs receive is directly influenced by the amount of parent support and participation throughout the year.

Parents/Guardians are also required to volunteer for events which may take place during the year; for example driving for a field trip, fundraising, baking children and family sport day or year end graduation.

### **Book Bag Reading Program**

Your child will receive a Head Start book bag when they begin the program. Please be sure your child(s) brings home the book bag and returns it the following day. The book bags are a very important part of the literacy program and we recommend that you and your child find a "Special" place to hang the book bag to prevent it from being lost or damaged. Your child will sign out a new book every time he or she attends.

### **Birthdays**

Birthdays are very special days and we would like to celebrate them. Let us know if you want to bring in a special snack, or have the staff and children bake something.

### **Withdrawal of Services**

If you plan to withdraw your child from the program, please let staff know as soon as possible.

### **A Special Note:**

This parent policy handbook is a living document, as the Head Start Program is ever changing and open to input from all elders, parents, community members and staff. Please feel free to discuss your questions or concerns with staff anytime.

Thank you for choosing the Tsawout First Nation Head Start Program. We hope you and your child's time with us will be happy and rewarding.

Head Start Programs Coordinator  
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