

# MENOMINEE EARLY CHILDHOOD SERVICES

## Head Start/Early Head Start

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### Family Handbook



2021-2022



"Menominee Early Childhood Services - Head Start Early/Head Start"

# Omaeqnomenewak

## People of the Wild Rice

### **Mission**

*The mission of the Omaeqnomenewak (People of the Wild Rice) is to promote, protect, and preserve our rights, resources, and culture by utilizing responsible leadership and judicious exercise of our sovereign powers.*

### **Vision**

*We envision the Omaeqnomenewak (People of the Wild Rice) as a strong, healthy, and proud nation living in accordance with its culture and beliefs, and possessing the resources necessary to be successful in achieving our goals.*

### **Values**

*As Omaeqnomenewak (People of the Wild Rice), we value our children, elders, and each other, preserving our language, tradition, history and culture.*

<p><b>Dolores K. Boyd Center</b>  N733 Head Start Road  Keshena, WI 54135  (715) 799-3384</p>	<p><b>Wapatam Head Start Center</b>  W6817 BIA Rte 431  Neopit, WI 54150  715-756-2667</p>	<p><b>Daycare Center</b>  W2727 Our Children’s Road  Keshena, WI 54135  715-799-5202</p>
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Welcome to Menominee Early Childhood Services! We are excited that you have chosen us to be a part of your child’s life and development. Our first priority is the same as yours—your child. **You are your child’s first, and most important, teacher. And we are here to support you and your family.**

We encourage family participation in the classroom and involvement in the program. At regular times throughout the year, we have special parent activities, as well as Parent Committee meetings, and Policy Council meetings. We look forward to seeing you often!

This handbook has been developed to assist you with questions you may have about program procedures. If you cannot find what you are looking for, please do not hesitate to call either one of the centers to ask for assistance or stop in and see the staff. We are here to provide the best learning environment for your child and by working together we can successfully reach that goal.

The Head Start/Early Head Start program day for children operates from 8:30 am to 2:30 pm.  
All centers and offices are open Monday through Friday 7:30 am to 4:30 pm.

## ATTENDANCE / LATE ARRIVAL / REFERRAL POLICY

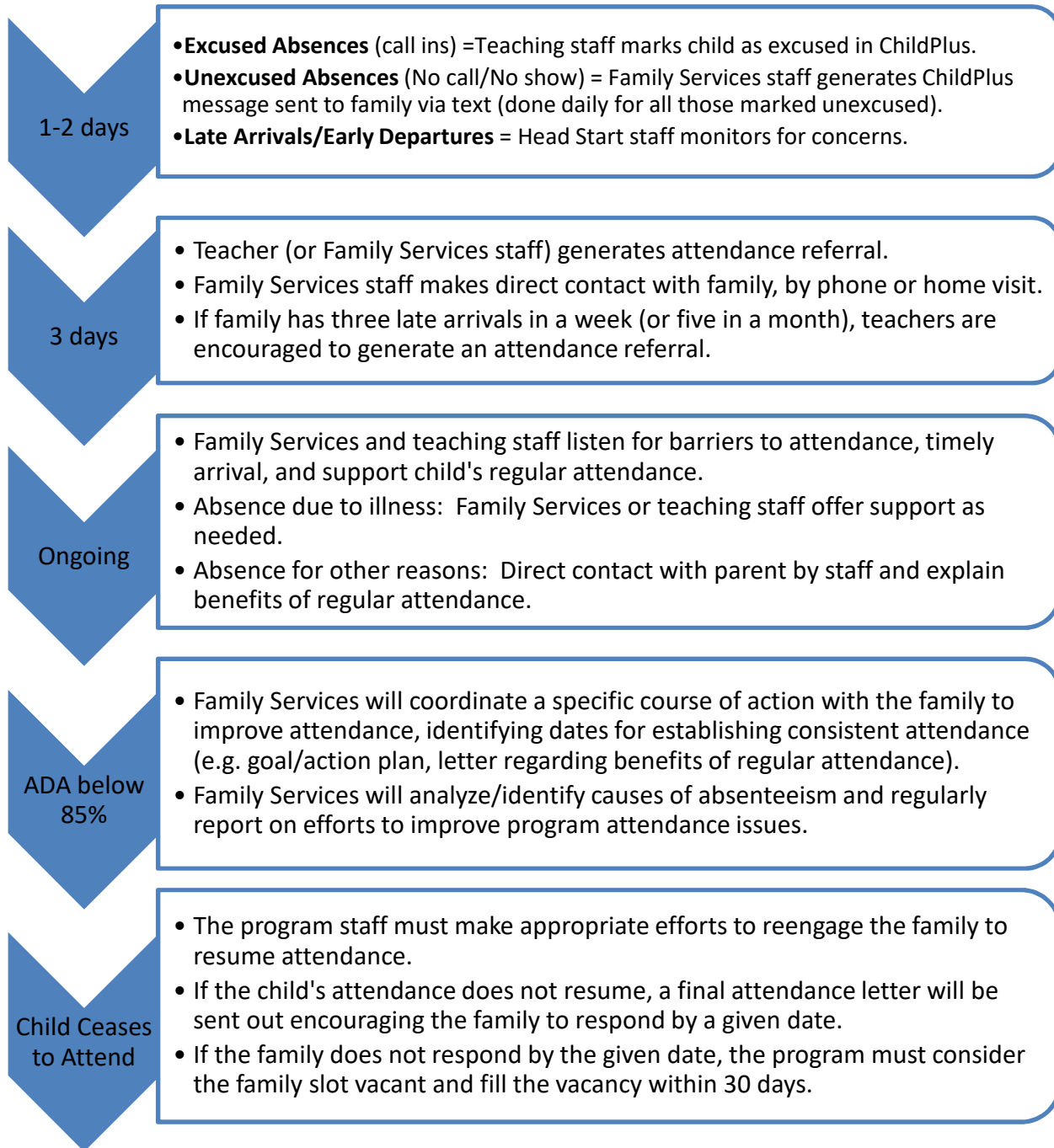
Head Start is a comprehensive PRESCHOOL for children and families. Regular attendance is necessary for children and families to benefit from the many services Head Start offers. In order for Head Start to maintain a high quality program, we rely on regular attendance and family involvement.

While it is understood that illness or emergency may occur:

- **MECS is required to document each child’s absence.**
- Parents are required to call no later than 8:30 am on the day of the absence to report any absences/late arrivals.
- All families are encouraged to maintain consistent attendance in the Head Start program. Head Start defines consistent attendance as being present or participating 85% of expected hours per month.

**Simply stated, if a child misses 4 days a month, their attendance drops below 85%.**

# Absences/Late Arrivals--Intervention Flowchart



## “LIVE MESSAGE” TEXTING NOTIFICATION SERVICE

Our program’s electronic data management system has a safe, easy-to use way for center staff to send parents reminders, notifications, or other announcements by text. If you have a texting plan on your cell phone, you may be signed up for this service. If not, contact Head Start staff to get signed up.

## CHILD DROP OFF / PICK UP

**WE MUST HAVE CURRENT FAMILY/EMERGENCY CONTACT INFORMATION.** When families are contacted due to an incident, accident, illness, or emergency, families are expected to respond. Please take this into consideration when choosing emergency contacts.

To assist us in ensuring your child’s safety, please follow the procedures below:

- Drop off time for children is no earlier than 7:45 a.m. and no later than 8:30 a.m. each service day.
- Pick up time is no later than 2:30 p.m. each service day (except early release days).
- Sign your child IN and OUT each day. This is a state licensing requirement.
- **Children must be brought into the centers by an adult.**
- DO NOT leave children in the parking lot to enter the building alone.
- Children will **only** be released to:
  - Someone over the age of 16
  - Someone with proper authorization (on child’s application or on the emergency contact/pick-up list).
  - Someone with proper identification.
- Children will **never** be released to:
  - Anyone suspected of being under the influence of drugs or alcohol.
  - Anyone without proper identification.
  - Anyone that is court-ordered against contact with your child.
  - Anyone that is under the age of 16.
- Per Tribal Law, any unwed parent that is not listed on the child’s application for enrollment as living in the household or on the emergency contact/pick-up list will not be allowed to take the child from the center without custodial parent permission.
- Any court order/custody agreement affecting custodial, parental, or educational rights regarding a child must be in the child’s main file at the respective center.
- If a child is not picked up from the center and staff is not able to reach any of the listed emergency contacts, the Tribal Police will be contacted to assist in locating someone to pick up the child. This is a step that no one wants to take.
- Children become extremely worried, and staff become concerned if you are late picking up your child. Please regard your child’s pick up time as important as it is.

When picking up or dropping off your child, please follow these procedures:

- Walk your child to their room and meet with the teacher.
- **Sign In and Sign Out your child** each day in their assigned classroom.

- Communicate with staff if there is any new information about your child (example: didn't sleep well, someone else will be picking them up, or if they will be leaving early, etc.).
- Pick up daily logs for children under two years of age.
- Check your child's cubby for adequate supplies or pickup any of your child's papers, projects, etc.

## TRANSPORTATION PROCEDURES

**WE MUST HAVE CURRENT FAMILY/EMERGENCY CONTACT INFORMATION.** When families are contacted due to an incident, accident, illness, or emergency, families are expected to respond. Please take into consideration when choosing emergency contacts.

The following transportation procedures are in place to ensure child and family safety:

### Morning/ Pick-Up

- Have your child dressed and ready to go to the bus on time.
- **Do not** send your child out to the bus by themselves.
- Never run to or from the bus.
- Wait for the bus driver's signal before crossing the street.
- The bus monitor will receive the child and assist them onto the bus.
- The bus driver will sound the horn twice and wait **no longer than three minutes** for your child to come out to the bus. \*\*\*This does not apply to the Shawano route, as horns cannot be sounded due to the noise ordinance in residential areas. If there is no acknowledgement within 45 seconds from the household that kids are coming out then the driver will move on.\*\*\*
  - If you know that your child will not be riding the bus, please call Transit 715-799-3222 as soon as possible. Once you have notified Transit, call the center to let them know your child will be absent.
  - If your child misses the bus 3 consecutive days without notice, bussing will be stopped until you contact the receptionist at the DKB center.
- Please keep driveways cleared and/or plowed to allow for bus entrance and exit.
  - In the event of inclement weather, the bus may not enter your driveway.
    - In this case, the monitor will assist your child to/from the bus.
- If your child misses the bus, you are responsible for transporting your child to the center
  - Do not let your child off in the parking lot to come into the center alone. You must escort your child into the center, sign them into their classroom and meet with the teacher.

### Afternoon/Drop-off

- The bus monitor will help children off the bus.
- No child will be left unattended at his/her drop off site. The transportation personnel/bus monitor must see an adult or sibling over the age of 13 who is authorized to receive the child before the child is allowed off the bus.
- If there is no adult/sibling over the age of 13 at the time of the stop, the bus will attempt a second stop at the end of the route. (Exception: Shawano Route) If there is still no adult/authorized person

at the stop the child will be brought to the DKB center for pick up. **THIS INCLUDES WAPATAM HEAD START.** The Receptionist/Bussing Assistant will make contact with child's parent and/or emergency contact's to inform them of the child's situation.

- A parent or person who is authorized to receive the child may get the child off the bus while the bus is still in route ONLY if it is at a scheduled stop on the bus route.
- If Head Start staff is unsuccessful in contacting anyone, they will contact the Tribal Police Department to locate someone for the child. If they are unable to contact you, they will contact the intake worker from Menominee County Health and Human Services.

## WHILE YOUR CHILD IS ON THE BUS

- **DO NOT** send candy, food, soda, toys or cell phones with your child on the bus, as these items can cause disagreements with other children.
  - MECS is not responsible for the items.
- Backpacks are required to stay closed and all items kept inside while on bus.
- All children are required to wear a seat belt harness for the entire bus ride. **IT IS THE LAW.**
  - Please talk with your child about wearing their belt properly.
- If your child has continual behavioral problems while riding the bus, you will be contacted. You will be asked to help design a behavior plan for your child to ensure their safety as well as the safety of others.

To make a daily change to your child's transportation, you must call **before noon** on full days and **before 11:00am** on half days. For a permanent change, parents/guardians must come to the center and fill out a transportation form.

## CENTER PARKING

- Please note that there is a ONE-WAY street at the Dolores K. Boyd center in Keshena. Signs are posted for the protection of pedestrians in the bus loading zones.
- Parent parking for drop off and pick up of children is in the paved parking lot by the Food Distribution building in Keshena. **DO NOT** park on the left side of the street directly in front of the center as this creates an unsafe situation for pedestrians.
- The bus loading zone for Wapatam is located by the gym doors at Tribal School.

## CENTER CLOSINGS / DELAYS

You will receive a monthly calendar to provide you with any advanced center-closing information. Centers may also be closed for the following reasons:

- Inclement Weather
- Building Concerns (heating/water problems, renovations, etc.)

MECS will announce program closings and cancellations on WBAY Channel 2 in Green Bay between 6:00 am and 7:00 am. The broadcast will explain if the centers are closed, delayed, or if buses will not

be running. If the road conditions are severely deteriorated, the buses will not be allowed on the road. You will have to transport your child **to and from** the center in this case. MECS Facebook page will post this information as well.

## SICK CHILD POLICY

Upon arrival at the center, all children will have a health check for the purpose of observing signs of illness or injury. Symptoms of an ill child, which may require them to go home, include any of the following:

- Fever of 100 degrees Fahrenheit or higher for children ages 0 through two years of age and 101 degrees Fahrenheit or higher for children over the age of three.
- Consistent severe cough
- Vomiting
- Diarrhea
- Flu like symptoms
- Ear aches or drainage from ear
- Severe stomach pain
- Open sores with drainage
- Any signs or symptoms of suspected communicable disease (impetigo, pinkeye, scabies, chicken pox, whooping cough and head lice).
- Child is obviously not feeling well and is unable or unwilling to participate in normal every day classroom activities due to illness.

For contagious illness and/or communicable disease, a child may be readmitted to MECS if the family provides a statement from a physician that a child's condition is no longer contagious OR for a period of time equal to the longest incubation period for the disease.

When in doubt of your child's health condition, PLEASE keep your child home and/or schedule a doctor's visit.

If a child becomes ill while at the center, parents will be notified by staff and the parent must pick up the child immediately. If the parent/guardian cannot be reached, the emergency contacts will be notified.

It is important that you keep the MECS staff informed of your child's health/physical changes such as diet, allergies, etc. Contact the Health /Nutrition/Safety Managers or Family Services staff to ensure

that staff is aware of your child's condition. **WE MUST HAVE CURRENT FAMILY/EMERGENCY CONTACT INFORMATION**. When families are contacted due to an incident, accident, illness, or emergency, families are expected to respond. Please take this into consideration when choosing emergency contacts.

## MEDICATION POLICY

MECS will provide children with any medication that they may need while in our program's care, including over the counter medication, provided the proper documentation and forms are completed. Medication must always be brought to the center by the parent/guardian and be given directly to the staff. **Do not put medication in the child's backpack.**

- All parents/guardians are required to complete and have a doctor sign the MECS form called "Medication Authorization and Instruction." The parent/guardian also needs to sign the state form called "Authorization to Administer Medication- Child Care Center." Both forms must be completed giving us permission to administer the medication every time a prescription is needed before staff can administer medication to your child at the center.
- Prescribed medication given to a child will be documented on the medication form and in the classroom medical log. As the parent/guardian you are able to look at the log to help monitor your child's progress/condition while on medication.
- Medication can be administered by center staff. The medicine must be in the original bottle from the pharmacy listing child's name, dosage amount, date, and expiration date. We will assist only when the prescription dosage is needed four (4) times a day. When the dosage is four (4) times daily, it is best to supply a container for the center and a container for home. Please ask the pharmacist to provide two containers/amounts. This will increase the chances of your child receiving the required dosage on schedule.

**Parents are welcome and encouraged to come to the center and administer any medication themselves, but must inform the child's classroom teacher and/or Health/Nutrition/Safety Managers in case a reaction occurs from the said medication. Parents/guardians are asked to pick up and dispose of any medication when their child will no longer attend the program.**

## HEAD START / EARLY HEAD START SCREENINGS

One thing that makes Head Start/Early Head Start different from other programs is the importance we place on helping families ensure that their children are healthy and ready to learn. During the early

years of life, proper nutrition, routine well-child health care, timely immunizations, safe environments and health-promoting behaviors are necessary to support physical growth and development.

Head Start/Early Head Start screenings conducted within the first 45 days of the child's enrollment are grouped as follows:

## CHILD DEVELOPMENTAL SCREENINGS

MECS uses the Ages and Stages Questionnaire-3 (ASQ-3) for screening and monitoring **physical** development in babies and children. These screening tools allow our staff to catch delays quickly and allow us to get our families the early intervention programs that they sometimes need. In many cases, ASQ-3 helps us catch children up **before** they start kindergarten, therefore providing children with the start that they deserve.

## CHILD HEALTH SERVICES

MECS aims to meet the health needs of all children enrolled in the program. It is our intent to provide a comprehensive health service program that entails medical, dental, mental health, and nutrition services for all enrollees, including children with disabilities. The following screenings are provided at MECS:

- **Audiology/Hearing Screening**
- **Dental Exams**
- **Heights and Weights**
- **Vision Screening**
- **Mental Health/Behavioral Screening**

Menominee Tribal Clinic professionals from each health department will conduct the screenings and also provide us with education, prevention, follow up systems and treatment.

Children who do not pass any of the previously mentioned screenings are monitored and referred for further evaluation if deemed necessary by MECS and in collaboration with parents. All screening will be documented and filed in the child's file.

If you choose to take your child to their own Medical facility for any of the previously mentioned health components, you must provide documentation of the screening for your child's file within 45 days of enrollment. See the Health/Nutrition/Safety Manager for appropriate forms.

## MENTAL HEALTH/BEHAVIORAL SCREENING

MECS uses the Ages and Stages Questionnaire: SE-2 (ASQ:SE-2) for screening and monitoring **social-emotional** development in babies and children. These screening tools allow our staff to catch delays quickly and allow us to get our families the early intervention programs that they sometimes need. In many cases, ASQ:SE-2 helps us catch children up **before** they start kindergarten, therefore providing children with the start that they deserve.

## CURRICULUM & ASSESSMENT TOOLS

The Early Head Start classrooms will utilize the Creative Curriculum for Infants, Toddlers, & Twos. The Head Start classrooms will utilize the Creative Curriculum Cloud for three and four year olds.

The learning environments in all Head Start/Early Head Start classrooms include the following interest areas: Blocks, Dramatic Play, Manipulatives (Table Toys), Art, Library, Science, Sand and Water, Music and Movement, Technology, and Outdoor/Physical Play. Teachers will guide children to nurture their skills in the following dimensions: social-emotional, physical, language, cognitive, literacy, mathematics, science and technology, social studies, arts, and English and Menominee Language acquisition.

The Teaching Strategies GOLD assessment and observation tool will be utilized by your child's teacher to illustrate your child's growth and developmental stages. These results will be shared with respective parents and guardians.

## SERVICES FOR CHILDREN WITH DISABILITIES

MECS centers provide the Least Restrictive Environment (in a class with their peers who do not have a disability) setting for children with disabilities.

The goal of Disabilities Services is to foster a positive environment where children with special needs are assisted in reaching their full potential. Head Start is a general education program, providing opportunities for all children with and without special needs to play and learn together, as well as learning to appreciate each other's differences.

MECS program supports the Special Education Goals for children with disabilities within the Least Restrictive Environment (LRE). Our Head Start Centers work with the Menominee Indian and Shawano Community School districts and the Menominee County Birth to Three program to provide therapy and special services to the children within the respective center.

Parents/guardians are encouraged to actively participate in the child's assessment process to ensure that children's needs are addressed through the Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP), or any plan regarding child development.

## TRANSITIONS

Transition is an important part of the Head Start/Early Head Start Program. Transition is simply about change--the changes you and your child experience coming into our program, the changes you will see taking place while you are involved in Head Start/Early Head Start, and finally the changes involved as your child prepares to move from Head Start into your local school system.

- When you enter the program, your teacher and the center staff will work with your family to help make your child's experience in Head Start/Early Head Start a positive one.
- As you progress through the year, you will be given numerous opportunities to become an active part of your child's transition.
- Transitions occur when your child is reaching the age to leave Early Head Start and enroll in Head Start as well as when your child is preparing for kindergarten.
- As your child prepares for the move to kindergarten, many new questions will arise. To make this as smooth a process as possible, we will work to provide information and support to Head Start families.
- The overall goal of Head Start transition is to ensure that you and your child experience a smooth transition into the next level of education. This ongoing process is constantly being reviewed and updated to provide you with the best possible services.

Children's educational record and screening results will be transferred directly to the school district, another childcare provider or another Head Start program your child will be attending. The Head Start center will obtain signed permission from each parent before doing so.

## DISCIPLINE POLICY

To ensure that your child's early childhood experience is positive and pleasant, no physical punishment or name-calling is allowed by anyone, including staff, volunteers, or parents while at the Head Start/Early Head Start center, on field trips, or at any other program functions.

Young children often have difficulty expressing their feelings and will often act out these feelings through their behavior. Understanding the difference between what is typical behavior and what we should be concerned about can be a challenge for parents and staff in the classroom. MECS has trained staff that can help in centers or in the home. If you have any questions or concerns about any area of your child's behavior, please discuss it with your child's teachers or the Education Manager/Coach.

There may be times when a child's behavior issues cause a need to be temporarily removed from the center or have a shorter number of hours in the center. This would occur only if a child is showing signs of serious safety risks to themselves or other children and staff.

MECS, in collaboration with a family, can develop a behavior plan for a child who may have difficult times controlling their behavior and expressing their emotions. If your child should have continuing behavioral situations, you will be notified and a special conference will be set up with the classroom teachers, Education Manager/Coach, Health/Safety/Nutrition Manager, and Family Service Staff. A behavior plan will be developed to assist your child in achieving appropriate behavior while with other children. Our goal is to work together with parents to develop behavior plans to best meet the child's needs.

## BEHAVIOR SUPPORTS

To discipline is to teach. Through discipline, children learn safety, responsibility, family rules, personal values, and self-control. We can facilitate the development of self-discipline in children in a number of ways:

- **RULES**--Rules are developed and reviewed with the children. The children have input in making these rules.
- **STRUCTURE & CONSISTENCY**--A consistent routine is provided in the center for the children. The consistency helps them learn what is expected.
- **CHOICES**--Children are provided with a variety of choices and activities within the daily routine.
- **PROBLEM-SOLVING SKILLS**--Staff supports children in solving their own problems, and redirect as needed.
- **MODEL BEHAVIORS**—This is the main leverage we have in managing a child's behavior. Children want adult approval and seek to please us. They pay close attention to how we handle conflict and frustration. So we stay positive, and model the behavior we want to see in the children.
- **OPEN-MIND**—Behaviors can take several weeks, or more, to change. Do not get discouraged if a behavior persists. Seek to understand what might be underlying the behavior. When one idea quits working, try a different idea.
- **BUILD TIME TO ENJOY EACH OTHER**—It is important to spend regular and special time with every child. In this way, they get the message that they are important.

It takes the participation and cooperation of all adults to help a child who has these types of behaviors. It is important to remember that MECS staff has the responsibility to see that all children and staff are safe from harm, including your child.

## CHILD ABUSE AND NEGLECT POLICIES AND PROCEDURES

All MECS staff members are mandated reporters for any suspicion of child abuse and/or neglect. It is center policy and regulation to report these types of situations immediately. The situation is then referred to the proper authorities and documented. Menominee/Shawano County Health & Human Services Department will then investigate the reported situation.

**National Child Abuse Hotline . . . . . 1-800-422-4453**

## PHYSICAL EXAMS

It is a Head Start/ Early Head Start regulation that all enrolled MECS children must have a complete comprehensive physical or well-baby checkup every year or a scheduled-age basis. The physical must include blood pressure, hemoglobin or hematocrit, vision and hearing, height and weight, examination of eyes, ears, nose, throat, genitalia, abdomen, chest extremities and skeletal disorders. A written report of the above described physical exam signed by the child's source of medical care shall be obtained by the parent and submitted to the center. Menominee Tribal Clinic does provide the Early and Periodic Screening, Diagnosis and Treatment (EPSDT) screening services through the Community Health Department. Parents/Guardians can obtain the age appropriate forms at either center.

## IMMUNIZATIONS

It is a State of Wisconsin Law and Head Start regulation that all Head Start/Early Head Start children must have updated immunizations. All updated records are required to be on file within the first 30 days of your child's first day of attendance. Immunizations ensure that young children are protected against vaccine preventable diseases.

## IMMUNIZATION WAIVER

The Wisconsin State Law requires all children in Child Care Centers to present written evidence of immunization against certain diseases. These requirements can be waived only if a properly signed health, religious or personal conviction waiver is completed at the center. You can obtain a waiver from the Health/Nutrition/Safety Manager.

## NUTRITION

MECS will serve a morning meal, a lunch and an afternoon snack. If your child is allergic to a particular food or has an eating or swallowing problem, please notify the Health/Nutrition/Safety Manager and alternate meals can be prepared.

MECS serves a variety of vegetables, fruits, whole grain foods, lean meats, and low fat milk in the center. The fats we use are generally the healthier oils. At the center children practice eating while helping to prepare, serve, pass, cut up and taste nutritious foods. Meal times are relaxed and enjoyable, with the staff and children eating together, family style.

## FAMILY STYLE MEALS

Meals are served “Family Style” at MECS. Family style mealtimes promote the physical, social, and emotional development of children. Mealtimes provide opportunities for decision-making, sharing, communicating, development responsibility for feeding themselves, and developing hand-eye muscle coordination.

- Children, staff, parents, volunteers and substitutes eat together, sharing the same menu, and socializing in a relaxed atmosphere; conversation is not limited to the meal being served.
- Children are encouraged to try new foods but are not forced to eat any foods.
- An approved menu that meets requirements will be followed at all times.
- A copy of monthly menus will be sent home in the monthly newsletter and posted in the classrooms.
- At least thirty minutes will be allotted for children to eat each meal.
- Clean up materials are on the child’s level so that children can be involved in clean up.
- The children set their own tableware (dishes, utensils, cups).
- They pass serving dishes to one another, serve themselves, and clean up after themselves.
- Food is not used as a reward or punishment.

During mealtimes, the adult at the table acts as a role model for the children sitting at the table, passing food, and taking a taste of each food. Adults should also encourage conversations among children sitting at the table. This is a great opportunity to help children develop language skills.

## HOME VISITS

Home Visits are an IMPORTANT part of our program. MECS believes that parents are the primary influence in their child’s education and development. Home visits provide a great opportunity for parents and teachers to come together to work on goals and plans for the children during the school year.

Head Start requires that each family completes two (2) home visits per program year. The first is the initial visit which is a “getting to know your teacher, child, and family” session. Goals will be set up

by you and the teacher for the child. Any ideas for classroom or home activities for learning experiences will be discussed for further individualizing the classroom lesson plans.

The second home visit provides a summary of the development progress of your child and opportunity to discuss any other situations that your child may be experiencing at the center or at home.

Remember that the purpose of the home visits is to discuss your child's goals and progress. It is not a home "inspection" but an opportunity for the teacher and family to discover the individual child and family. It is also a time to discuss strategies and techniques for the child's growth and development. Please keep in mind these additional points about home visits:

- Home visits **MUST** occur with parents or legal guardians
- Adjusting visit times may occur for working family's schedules
- Evening and Saturday visits are available
- Families need to restrain pets/animals in the home during visits.

## PARENT/TEACHER CONFERENCES

MECS is required to provide opportunities for parent/teacher conferences at the center. There are scheduled parent/teacher conferences in the fall and spring. These conferences are scheduled for the parent to come into the center to discuss the child's progress and to see if they are reaching the goals that were set for them. You can check your monthly calendar for the date when the conferences will be set up. We strongly encourage you to attend the conferences to discuss any concerns about your child's social, academic, and physical well-being.

## OPEN HOUSE

At the beginning of each program year, we invite all families and community members to come into the centers to take a look at the facilities and to meet staff that will be working with your child.

## PARENT PARTICIPATION IN HEAD START

Parent participation in Head Start is encouraged in the following ways:

- In the classroom as volunteers, observers, and paid employees.
- In working with your children in your own home as an extension of the classroom
- In parent activities which **you** help to develop.

- In meeting with Family Services staff and/or teaching staff to develop relationships that will result in identifying your family’s strengths and needs.
- In the process of decision-making about the nature and operation of the program  
Through the following:
  - Attending center Parent Committee meetings
  - Electing and serving as members of the Policy Council
  - Electing community representatives to the Policy Council

## POLICY COUNCIL

Every Head Start program has a Policy Council. The Policy Council is similar to a school board or “PTA” for the Head Start program. The Policy Council serves as a communication link to the Parent Committee, ensuring they understand their rights, responsibilities, and opportunities as participants in Head Start/Early Head Start. Policy Council members include parents/guardians whose children are currently enrolled in the program and people from the community who want to invest in education. During regular monthly meetings the Policy Council will assist the MECS Administrator with decisions in the areas of education, health, personnel, and program budget.

## VOLUNTEERS IN THE CLASSROOM

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| <ul style="list-style-type: none"> <li>○ Help children follow the ground rules</li> <li>○ Smile and give individual recognition to children.</li> <li>○ Talk with children about their work</li> <li>○ Read to a child.</li> <li>○ Play a board game or join in with a small group</li> <li>○ Invite a child to play with you</li> <li>○ Work individually with children who need special help</li> <li>○ Talk with children at mealtimes</li> <li>○ Help prepare materials</li> <li>○ Help set up food for meals</li> </ul> | <ul style="list-style-type: none"> <li>○ Help children clean up and move from activity to activity</li> <li>○ Help with washing hands</li> <li>○ Help children with their coats</li> <li>○ Observe the classroom and move into an area that has no adult</li> <li>○ Encourage children to do things themselves and be ready to help them, if needed</li> <li>○ Encourage each child to try again when frustrated</li> <li>○ Listen attentively to each child</li> <li>○ Respect each child’s needs and feelings</li> </ul> |
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## FIELD TRIPS

Classrooms may go out on field trips throughout the year. Notices will be sent home with children when a classroom field trip will be scheduled. You can also check the monthly calendar.

The following procedures have been put in place for the protection and safety of your child when they go on field trips:

- On all trips, transportation will be provided by Head Start and Menominee Transit.
- DO NOT send any snacks, soda, or money, etc. along with your child for the field trip. We will provide the snacks and lunch if needed.
- All chaperones must pass a background check and have documentation on site before the field trip.
- Chaperones will be asked to supervise a small group of children.
- Chaperones must be 18 years of age.
- There are to be NO siblings along on the trips.
- Chaperones are NOT allowed to sleep on the bus. They are there to supervise the children.
- Chaperones/staff are NOT allowed to smoke while on the field trip or in the presence of children.
- REPORT all accidents/injuries to the teacher immediately.
- If you chaperone a field trip, you must ride the bus.
- Supervise the children at all times
- Complete volunteer training/orientation

## FACEBOOK

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