



Family Handbook

Námá Türetú Early Childhood Development Center

(Lawton ECDC)

4 Star DHS Licensed & Tribally Operated Facility

206 SW 8th St.

Lawton, OK 73501

Phone: (580) 360.0519

Email: lawtonecdc@comanchenation.com

Hours of Operation:

Monday - Friday

7:00am to 5:30pm

Age of Acceptance:

6 weeks to 10 years old

Payment Accepted:

DHS, Tribal Subsidy, Private Pay

Site Director: Angela Passi

Comanche Nation Childcare Center

(Apache ECDC)

3 Star DHS Licensed & Tribally Operated Facility

405 E Evans

Apache, OK 73006

Phone: (405) 901.1258

Email: apacheecdc@comanchenation.com

Hours of Operation:

Monday - Friday

7:00am to 5:30pm

Age of Acceptance:

1 yr. - Preschool Age (*call for more info*)

Payment Accepted:

DHS, Tribal Subsidy, Private Pay

Site Director: Jennifer Kerr

Onáa Kahni Childcare Center

(Tribal Complex)

Tribally Operated Facility

584 NW Bingo Rd.

Lawton, OK 73507

Phone: (580) 360.0620

Email: onaa.kahni@comanchenation.com

Hours of Operation:

Monday - Friday

7:00am to 5:30pm

Age of Acceptance:

1 yr. - Preschool Age (*call for more info*)

Payment Accepted:

Tribal Subsidy, Private Pay

Site Director: DeAndrea "Robin" Hughes

Mission Statement

The Comanche Nation Early Childhood Development Centers are here to provide quality services through partnerships with families, providers, and the community while nurturing the development of the whole child and supporting cultural and family values.

Welcome Packet

Upon acceptance into our program, each family will receive a [Welcome Packet](#). This packet will include the following:

- ✓ ECDC Family Handbook
- ✓ OKDHS Child Information Form (*excludes Onáa Kahni*)
- ✓ Emergency Preparedness Plan
- ✓ Transition Plan
- ✓ Center Schedule & Classroom Schedule
- ✓ Meet the Teacher & Meet the Family Info Sheet
- ✓ Pick-Up Authorization Form
- ✓ Emergency Contact Form
- ✓ Emergency Medical Treatment Authorization
- ✓ Administration Authorization
- ✓ Developmental Screening Authorization
- ✓ Transportation Authorization and Waiver
- ✓ Illness Policy and Exclusion Agreement
- ✓ Payment Agreement
- ✓ Photo/Video Release & Facebook Notice
- ✓ Facebook Invite
- ✓ *If needed: Infant Formula and Food Information Form*
- ✓ *If needed: Safe Sleep Swaddle Authorization*
- ✓ *If needed: School Age Policy and Agreement Form*
- ✓ *If needed: Child Medical Health Plan Form*

Procure Policy



The Procure app is our primary source of communication. **It is required that all families download the Procure app on their phone to stay updated with information regarding your child.** Legal guardians must have a valid current email address to sign up. **Please update email addresses as soon as possible if there are any changes.** Families will be required to sign children in and out on the Procure tablet daily.

Information Available to Families

The following information is made available to Families:

- ✓ Compliance File (*excludes Onáa Kahni*)
- ✓ OKDHS Regulations (*excludes Onáa Kahni*)
- ✓ QRIS - Reaching for the Stars (*excludes Onáa Kahni*)
- ✓ ECDC Family Handbook
- ✓ Tribal Subsidy (Childcare Assistance) Applications
- ✓ Weekly Menu
- ✓ Activity Calendar
- ✓ Evacuation Plans
- ✓ Tornado/Fire Drill Logs
- ✓ Calendar Closures
- ✓ Community Resources
- ✓ *Ntmtt Ttrettat*: School Transportation Schedule

Discrimination Policy

We do not discriminate on the basis of race, ethnicity, national origin, religion, culture, sexual orientation, gender or identity, or handicap condition.

However, if a child's handicap condition requires special therapy and care needed by a trained specialist, we cannot accept the child due to not being able to meet his or her daily care and safety needs.

Enrollment Requirements

Completed Childcare Application (*items below are needed after child is accepted into our program*)

- Copy of official Birth Certificate
 - Current Immunization Record
 - Color copy of Guardian(s) DL or other form of ID
 - *If applicable*: Color copy of Tribal Membership card for child and guardian(s)
 - Completed Welcome Packet
 - *If applicable*: Copy of child's Medical Insurance Card
 - *Children with asthmas*: Copy of Asthmas Plan
 - *Children with allergies*: Allergy Documentation from Physician (food, skin, medication, insect bites, seasonal, etc.) A full list of all food allergies must be on file.
 - *If applicable*: Copy of child's IEP or IFSP
If your child has an IEP or IFSP, a meeting will be scheduled with the Site Director, the classroom Teachers, and the child's family.
- Children are enrolled based on space availability. **We follow OKDHS regulations regarding Staff to Child Ratios.**
 - Full time enrollment of at least three (3) or more days per week is mandatory to maintain a spot in our program. Children who need full time care of five (5) days per week will have priority.
 - If we have no availability, your child will be placed on the center's *Waiting List* after a completed childcare application has been received. Once a spot becomes available, the Site Director will begin contacting families on the *Waiting List*.
 - If we cannot contact you or receive a call-back within two (2) weeks of contact, your child's application will be removed from the *Waiting List*.
 - **We cannot reserve a spot for your child even if you have a child already enrolled in our program.**

Calendar Closures

We recognize the following holidays and closures:

- New Year's Holiday (*sometimes multiple days depending on calendar schedule*)
- Martin Luther King Jr Day
- Presidents' Day
- *Early Closure Thursday before Good Friday*
- Good Friday
- Oklahoma Native American Youth Language Fair (first Monday in April)
- Teacher Appreciation Empowerment Day (Friday of the first full week of May)
- Memorial Day
- Juneteenth
- Independence Day Holiday (*sometimes multiple days depending on calendar schedule*)
- Comanche Chief's Day (Friday of Comanche Homecoming Celebration)
- Labor Day
- *Early Closure 12:00pm on the Friday of Comanche Nation Fair*
- *Monday after Comanche Nation Fair*
- Indigenous Peoples' Day
- Veteran's Day
- Thanksgiving Day
- Comanche Constitution Day (Day after Thanksgiving)
- *Early Closure for Annual Family Holiday Event (Date TBD every year)*
- Christmas Holiday (*sometimes multiple days depending on calendar schedule*)

Families will be given a copy of calendar closures scheduled for each year. Reminders of closures will be posted on the Procure app and on the center's [Facebook group](#). (*Refer to section on Private Facebook Group*)

IMPORTANT NOTICE We will also be closed when given orders from the Tribal Administrator or Comanche Business Committee.

Child-led Curriculum and Learning Philosophy

Our child-led curriculum is centered around the principle that children learn most effectively when they are engaged in experiences that are meaningful and relatable to their own lives.

It is based on a variety of developmentally appropriate learning activities that promote the 7 major areas of development:

1. Communication and language development
2. Physical development
3. Personal, social, and emotional development
4. Literacy development
5. Mathematics
6. Understanding the world
7. Expressive arts and design



! Oklahoma Early Learning Guidelines (ELGs)

The Early Learning Guidelines provide guidance to Teachers with regard to what children should know and be able to do in order to experience school success. ELGs provide examples of activities that can be used to develop curriculum. The guidelines reflect current research on growth and stages of development, appropriate program planning, learning outcomes for children, and best practices in early education.

The guidelines are designed to align with the Oklahoma Priority Academic Student Skills (PASS) and Head Start Performance Standards and to promote early learning experiences that lead to children's success.

! Comanche Language and Culture

We begin introducing the Comanche language and implementing cultural practices and activities in our classrooms.

! Developmental Screenings

Development Screening is early identification of children at risk for cognitive, motor, communication, or social-emotional delays. These are delays that may interfere with expected growth, learning, and development and may warrant further diagnosis, assessment and evaluation. We require [Developmental Screening Authorization Forms](#) to be signed by a guardian at the time of enrollment.

Types of Screenings:

- ASQs (Ages and Stages Questionnaires: Social-Emotional): Developed to help early childhood programs accurately screen and assess infants and young children to determine who would benefit from an in-depth evaluation in the area of social-emotional development.
- Vision
- Dental
- Speech

Referrals, Release and Privacy:

We may give referrals as needed, based on assessments and evaluations. If a referral is necessary or requested, a [Referral Evaluation Form](#) will be required, along with authorization to release information.

Neither the Comanche Nation nor the Comanche Nation Child Care Programs, to include the Early Childhood Development Centers, shall be responsible for any fees or expenses related to referral services. It is the sole responsibility of the primary guardian to cover all expenses related to referral services.

! Outdoor Adventurous Play and Appropriate Physical Risk-Taking

OKDHS requires that daily outdoor play is ensured for each child regardless of age, unless the child's health or safety is at risk, based on guardian-provided written information. (Refer to p. 51 in the OKDHS Licensing Requirements)

We do not take children outdoors when the temperature is at **95°F or above; and 35°F or below (considering windchill)**. Please ensure children wear weather-appropriate clothing during each season.

If your child has an upper respiratory infection, they should avoid attending the center until they feel better and are symptom free (refer to our [Illness Policy](#)). If your child has asthma, we must have an [Asthmas Plan](#) on file, as well as a [Child Medical Health Plan](#) form. These are required to be signed by a physician.

While we believe that experiences with appropriate risks are necessary, your child's safety and well-being are our greatest concerns. Staff are trained in the supervision and support of this vigorous, challenging play. Our outdoor and indoor environments have safe surfaces to reduce the risk of injury during adventurous play. Consider dressing your child in clothes that are durable and can get wet and dirty.

Rates for Service

Effective May 1, 2023

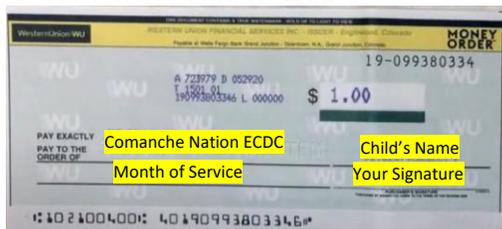
Child's Age	FT Daily	FT Weekly	PT Daily (4hrs or less)	PT Weekly
0-12 mo. (Infant - 1yr)	\$50.60	\$253.00	\$30.40	\$152.00
13-24 mo. (1yr - 2yrs)	\$48.10	\$240.50	\$29.00	\$145.00
25-48 mo. (2yrs - 4yrs)	\$41.30	\$206.50	\$25.20	\$126.00
49-72 mo. (4yrs - 6yrs)	\$29.00	\$145.00	\$18.50	\$92.50
73 mo. -12yrs (6yrs)	\$23.80	\$119.00	\$14.70	\$73.50

Payment for Services

Payment Agreements are required to be signed prior to your child starting in our program.

❖ **Payments/Co-Payments:**

- Billing will be complete by the 7th of every month.
 - **Tribal Subsidy Clients:** Timesheets must be signed by the 10th of every month or you will be responsible for full payment of services.
 - **ALL Payments/Co-payments are due by the 15th of every month.**
 - Payments not received by the due date will receive a **\$30 late fee.**
 - ! Only one (1) late payment per family may be arranged every 6 months. Arrangements must be agreed upon and approved by the CCDF Administrator **prior to the due date.** No more than (2) payment arrangements made per year will be granted.
 - **The entire balance (including late fee) must be PAID IN FULL by the next billing due date (15th of every month) or your child(ren) will be dropped from the program. Balances cannot carry over for more than 30 days.**
 - If services are terminated for failure to pay, the account must be brought to a \$0 balance before you can reapply to the program.
 - ! Please note that your child(ren) will not get to re-enter the program immediately. Your child(ren) will be placed on the waiting list (if any).
- ❖ All payments must be made on the *Procure App*, or by cashier's check or money order only. No cash payments or personal checks will be accepted.
- ❖ All transactions and payments received will be posted on your next statement and are viewable on the Procure app.
- ❖ Payments in the forms of money order or cashier's check must be made at the center your child attends.
- Make money order or cashier's check payable to:
Comanche Nation ECDC



- Write the child(ren)'s name legibly on the memo line on the money order/cashier's check so that proper credit will be given to your account.
- Payments can be placed into the *Payment Drop Box*. Payments can also be given to the Site Director or the person next in charge.

Technology Fee Policy

There will be an annual Technology Fee in the amount of \$40 per family assessed and due every November 15th. **Failure to pay by the due date will result in a \$10 late fee.** This fee will assist in the cost of software expenses and Procure payment system fees.

Tribal Subsidy and OKDHS Families

Guardians are solely responsible for maintaining their subsidy/OKDHS status in good standing prior to their child's enrollment in our program. Families are required to notify tribal subsidy/OKDHS with a minimum of seven (7) days' notice to inquire about the necessary documentation required for approval. **This also pertains to annual recertification.** We will not permit a child to begin or maintain enrollment in our program until an approval letter has been received by tribal subsidy/OKDHS. **Families will have financial responsibility for all days of child care services provided that are not covered by tribal subsidy/OKDHS.**

- **OKDHS ECC Connect** (*Ntmta Taretta and Apache ECDC only*)

All families receiving OKDHS assistance will need to download the [OKDHS ECC Connect App](#) to swipe their child in and out daily. Please contact OKDHS for assistance. You are allowed to back-swipe for up to 10 days. **Families will have financial responsibility for all days of child care services provided that are not covered by OKDHS.**

ECDC Late Pick-Up Fee Policy

Updated December 2025

❖ **Green zone:** From 5:45 – 6:00pm = **\$30 per family**

❖ **Yellow zone:** From 6:01 – 6:15pm = **\$40.00 per family**

❖ **Red Zone:** From 6:16 – 6:30pm = **\$50 per family**

One late fee in the RED ZONE may result in termination from the center.

❖ **Black Zone:** After 6:30pm = **Immediate termination**

Please respect our staff and their time to spend with their families by ensuring children are picked up promptly by the time the center closes at 5:30pm.

- Guardians must notify the center as soon as possible if there's a possibility of a late pick-up. However, this does not waive the late pick-up fee.
- Late pick-up fees begin at 5:45pm. Late pick-up fees will also apply when the center closes early. For example, if the center closes at 3:00pm, late pick-up fees will begin at 3:15pm.
- **Excessive lateness under any circumstance of three (3) times within 30 days will result in termination of services. Any time after 5:30pm is considered late, even if a late fee is not assessed.**
- **Fees must be paid by money order or cashier's check at drop-off the following day or your child(ren) will not be permitted to stay. No exceptions.**
- Waived fees will be determined by the CCDF Administrator. Circumstances considered are *medical or family emergencies, or other unforeseen situations.*

Comanche Nation employees only: If a tribal employee is required to work late due to an unforeseen situation that may arise, a phone call, written notice or email must be received the same day from the Tribal Administrator or Program Director in order for the late pick-up fee to be waived. **However, any time in the Black Zone will still result in immediate termination - no exceptions.**

- OKDHS and law enforcement may be notified if any child is not picked up in a timely manner and the center cannot contact the guardians.

Attendance

Full time enrollment of at least three (3) or more days per week with at least four (4) hours and one (1) minute per day is required to maintain a spot in our program. Excessive absences of three (3) consecutive days without notification will result in termination. Guardians must notify the center as soon as possible for any absence.

- **School Children**

- **In-School Time:** Required full-time attendance of at least three (3) or more days per week in before/after school care.

It is important that families maintain communication with the Site Director and your child's teachers. Your childcare spot will be held for a maximum of two (2) weeks if there is a break in services due to illness, loss of employment or a family circumstance (including family vacation time or maternity/paternity leave).

Continuity of Care

We practice *Continuity of Care*. Children will remain with their assigned classroom teaching staff throughout the majority of the day, and are not regularly assigned to another group. This approach increases the amount of time caregivers and children spend together and therefore increases the opportunity for caregivers to develop more meaningful relationships with the children over time.

DHS Childcare Staff to Child Ratios

AGE	STAFF TO CHILD	MAX GROUP SIZE
0-11 MONTHS	1 to 4	8
12-23 MONTHS	1 to 6	12
2 YEAR OLDS	1 to 8	16
3 YEAR OLDS	1 to 12	24
4 YEAR OLDS	1 to 15	30
5 YEARS AND OLDER	1 to 20	40
MIXED 0-35 MONTHS (Infant - 2yrs)	1 to 6 YOU CAN HAVE 6 WITH NO MORE THAN 2 UNDER 1 YEAR OLD	12
1-YEAR-OLDS AND OLDER	1 to 8 YOU CAN HAVE 8 WITH NO MORE THAN 2 UNDER 2 YEARS OLD	16
2-YEAR-OLDS AND OLDER	1 to 12 YOU CAN HAVE 12 WITH NO MORE THAN 4 TWO-YEAR-OLDS	24
3-YEAR-OLDS AND OLDER	1 to 15 YOU CAN HAVE 15 WITH NO MORE THAN 6 THREE-YEAR OLDS	30
4-YEAR-OLDS AND OLDER	1 to 18 YOU CAN HAVE 18 WITH NO MORE THAN 8 FOUR-YEAR OLDS	36

- We are required to follow OKDHS Staff to Child Ratios at all times.
- In a situation where we are short staffed due to illness, or staff personal emergencies, we will notify families as soon as possible of limited care for the day. We apologize in advance for the inconvenience.
- **It is important that children arrive on time when a field trip is scheduled.**
Unless prior arrangements have been made with the Site Director, children who will not be attending a field trip must find alternate care for the day. If your child arrives late for a field trip departure, your child will not be allowed to stay and you will need to find alternate care for the day.

Supplies Needed

Each classroom will provide you with a supply list of items that will stay at the center. All items must be labeled with child's name. Supplies can include (*varies by age group*):

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <input type="checkbox"/> Diapers/pull ups; and wipes <input type="checkbox"/> <i>Infants only</i> - Bottles (at least 2 to stay at the center); sippy cup; pacifier; teething soothers (teething rings, etc.)
<i>*Administration Authorization must be in child's file for Orajel</i> <input type="checkbox"/> Formula/breastmilk (<i>labeled and dated</i>)
<i>*Breastmilk must be in a spill-proof container</i> <input type="checkbox"/> <i>If needed</i> - Sensitive skin ointment/diaper cream (Aquaphor, Eucerin, etc.)
<i>*Administration Authorization must be in child's file</i> | <ul style="list-style-type: none"> <input type="checkbox"/> 2 Sets of extra clothes; shoes; well-fitted jacket/coat <input type="checkbox"/> Suitable sized blanket (<i>No pillows allowed</i>) <input type="checkbox"/> Water Play Items: clothes, shoes (<i>no flip flops</i>), swim diapers; towel <input type="checkbox"/> Outdoor Items: sunscreen; insect repellent
<i>*Administration Authorization must be in child's file</i> |
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Please maintain an adequate supply of essential items for your child. In the event that we need to utilize our supplies, the Comanche Nation nor the Comanche Nation Child Care Programs, to include the Early Childhood Development Centers cannot be held accountable for any adverse reactions or allergies that may occur.

- ❖ Blankets and sheets will be washed with sensitive skin detergent twice per week for Infants and Toddlers, and once per week for all other classrooms. **Blankets cannot go back and forth from home to center.**

Diaper Bags, Backpacks and Personal Belongings

To ensure a healthy and safe environment, diaper bags, backpacks (except for school children), blankets, toys and other personal belongings are not allowed in the building. Kindly pack all necessary items your child will need for the week in their designated cubby.

If your child is going home with another individual and requires a backpack, please note that backpacks will be held in the front lobby or Site Director's office. All other items brought into the premises will be removed and held securely in the lobby or Site Director's office until pick-up time.

The Comanche Nation nor the Comanche Nation Child Care Programs, to include the Early Childhood Development Centers, are not responsible for misplaced, stolen or damaged property.

No Disturbance Policy: Drop-Off and Pick-Up

Our No Disturbance hours are **9:00am - 2:30pm**. Children who do not arrive by 9:00am will be counted absent for the day. We appreciate your cooperation in keeping drop-offs and pick-ups smooth outside these hours. Your understanding will enable us to deliver exceptional care. Families are required to sign children in and out daily on the Procure tablet.

Appointments: For morning appointments, please arrive promptly by 9:00am. Afternoon appointments are best scheduled after 2:30pm to respect rest time. **Children may not return after an afternoon appointment.** A doctor's note is required for any exceptions.

Vaccinations: Children must remain out for at least 24 hours after receiving a vaccine due to the possible onset of a range of side effects, including soreness, stiffness, and fever, which may not be immediately apparent. We appreciate your understanding and commitment to prioritizing their well-being.

Field Trips: Unless prior arrangements have been made with the Site Director, children who will not be attending a field trip must find alternate care for the day. If your child arrives late for a field trip departure, your child will not be allowed to stay and you will need to find alternate care for the day.

Let's strive for punctuality: [3 late arrivals or early departures within 30 days will lead to service termination.](#)

Our facilities are secure buildings. To gain access to the classrooms, you will need to check in at the front desk when entering or ring the doorbell, depending on which center your child attends. For the safety of the children and staff, all new families and authorized persons will be required to present an ID.

Under the Influence



Drop-off: If it is suspected that a guardian or authorized person is under the influence of alcohol or drugs during drop-off, we will document the occurrence and issued a *Final Notice*.

! This includes possessing a strong smell of cannabis, alcohol or any other substance.

Pick-up: If it is suspected that a guardian or authorized person is under the influence of alcohol or drugs during pick-up, the child(ren) will not be released and emergency contacts will be notified immediately to pick up the child(ren).

If no contacts can be reached within 15 minutes, the proper authorities and OKDHS will be contacted. Childcare staff are required by law to contact OKDHS and/or law enforcement, at any time, to protect the safety of the child.

ECDC Zero Tolerance and Termination of Services

We reserve the right to terminate services and enforce the following policies at will:

- ! Failure to pay for child care services by the due date.
- ! Lack of family cooperation with Program policies and ECDC staff.
- ! Use or display of inappropriate language and/or rude/uncooperative behavior towards staff, especially in the presence of children.
- ! Excessive late pick-ups, to include late pick-ups for illness, injury, behavior, head lice/nits and early and emergency closures.
- ! Excessive absences (refer to section on *Attendance*).
- ! Any and all actions that display destructive and harmful behavior towards self, children, staff and our facilities (destruction of property).
- ! Excessive biting (refer to *Biting Policy*).
- ! Conflict of Interests regarding *outside* family complications, family disputes or incidences with staff, or any other occurrences that may cause conflict at our facilities.
- ! No hate speech, bullying or political content will be allowed. Degrading comments about race, religion, culture, sexual orientation, gender or identity will not be tolerated. This will result in a permanent ban and termination from our program.

Comanche Nation Zero Tolerance Policy

By Executive Order of the Comanche Business Committee, December 7, 2019

Our staff have a right to carry out their work in a safe environment.

Violence, foul language, and/or abusive behaviors are not acceptable on these premises.

Verbal threats or acts of violence toward staff, associates, or visitors will not be tolerated and may result in denial of services and/or removal from this facility and/or may result in prosecution.

Reporting Child Abuse and Neglect

If child abuse or neglect is suspected or witnessed, staff are required by law to contact the [statewide toll-free Child Abuse Hotline at 1-800-522-3511](#), as well as the Department of Human Services (OKDHS) and law enforcement to protect the safety of the child.

Staff are required to cooperate in any investigation of an allegation. Staff are not required to inform the family or Site Director about the report or investigation.

Oklahoma statutes define child abuse as harm or threatened harm to a child's health or welfare by a person responsible for the child. This includes nonaccidental physical or mental injury, sexual abuse or neglect.

When to report? A report should be made when there is reasonable cause to believe that a child has been abused or neglected or is in danger of being abused. A report of suspected abuse is a request for an investigation.

If other incidents of abuse occur after the initial report has been made, another report should be made.

How is abuse reported? 24-hour statewide Child Abuse and Neglect Hotline, 1-800-522-3511.

Report Human Trafficking: 1-855-617-2288

Grievance Procedures

If you have any concerns or complaints relating to your child(ren), please speak with your child's Teachers first. For more serious issues, speak with the Site Director. It is required that families fill out a *Parental Complaint form* and submit to the CCDF Administrator.

If you and your child's Teachers are unable to reach a reasonable resolution, please complete the following steps:

1. Turn in a *Written Grievance* (complaint or concern) to the Site Director, as well as a *Parental Complaint form* that must be submitted to the CCDF Administrator. Grievances can be written or emailed.
2. The Site Director will review the grievance and set up a conference call or in-person meeting with the family.
3. At no time can any member of the family become hostile, aggressive, use foul language, or become physical with childcare staff, especially in the presence of children. (*Refer to section on ECDC Zero Tolerance and Termination of Services*)
4. Services can be terminated for inappropriate behavior by a guardian or family member.

Our goal is to work with families as a team to provide the best environment possible for your child.

Medical Emergency

The *Emergency Medical Treatment Authorization Form* will be given in your *Welcome Packet*. This form allows us to seek the proper medical attention, if needed and must be returned before your child can start in our program. We will also need a copy of your child's medical insurance card, if applicable.

If your child has a medical emergency and requires medical attention, we will contact a guardian immediately. **Failure to contact you or any of your emergency contacts within 15 minutes will be considered lack of family cooperation with our program policies and staff and may result in termination of services.** You may be required to transport your child to a medical facility.

- ❖ If the child is in **serious condition**, staff may need to transport the child by ambulance or program vehicle, to the nearest medical facility, or the medical facility listed on your child's *Emergency Medical Treatment Authorization Form*.

WE DO NOT ADMINISTER ANY MEDICATIONS - PRESCRIPTIONS OR OVER THE COUNTER.

If a child has an allergy or chronic illness that may interfere with daily activities, a *Child Medical Health Plan Form* must be filled out and signed by a physician with detailed care instructions.

- ✓ Orajel or Tylenol/Motrin can be given 1x during the day for **teething purposes only** (*must have signed Administration Authorization Form on file*). **Children cannot be given medication in a sippy cup throughout the day.**
- ✓ Emergency inhalers and nebulizers require an *Asthma Plan* and *Medical Health Plan Form* signed by a physician.
- ✓ Epipens require a *Medical Health Plan Form* signed by a physician.
- ✓ Sensitive skin ointment and eczema creams can be applied with a signed *Administration Authorization form* on file.

Emergency Closures

In the event of an emergency closure, families will be contacted immediately. **Failure to contact you or any of your emergency contacts within 15 minutes will be considered lack of family cooperation with our program policies and staff and may result in termination of services.**

Emergencies include:

- ✓ Weather Related
- ✓ Utility Outages (Power, Water, Gas)
- ✓ Major Maintenance Repairs

Emergency Contact Forms will be given in your *Welcome Packet*. These will need to be updated quarterly. Families are responsible for notifying the Site Director when contact information changes. **Failure to keep contact information current may result in termination of services.**

Severe Weather

Decisions to close for severe weather-related concerns (road conditions, electrical outages, etc.) are made by the current Tribal Administrator or Site Director. **When Comanche Nation closes due to severe weather, we will close as well.**

Please refer to the **Emergency Preparedness Plan** in your *Welcome Packet*.

Please check the Procure app, your center's private Facebook group and the local KSWO 7News website/channel for all weather-related closures or delayed openings. You may also call your center for information.

Illness Policy

We will not accept children who are sick and/or displaying symptoms of illness.

We must be able to provide the same level of care for each child in the classroom. If your child requires more care than usual due to illness, the child will be sent home until they are able to comfortably participate in daily activities. A doctor's statement may be required.

- If your child begins displaying symptoms of illness, you will be contacted immediately. **Failure to contact you or any of your emergency contacts within 15 minutes will be considered lack of family cooperation with our program policies and staff and may result in termination of services.**
- **Child must be picked up immediately or within 30 minutes of contact - no exceptions.**
- **Vaccinations:** Children must remain out for at least 24 hours after receiving a vaccine due to the possible onset of a range of side effects, including soreness, stiffness, and fever, which may not be immediately apparent.

Staff will start a **Signs and Symptoms of Illness Form**. This form will include symptoms observed and what is required before your child can return. Please refer to the list of requirements below:

- Observe child. It is recommended that you take your child to be seen by physician if signs or symptoms continue or progress.
- Must remain out of the center for **at least 24 hours after symptoms have completely ceased and display no symptoms before returning.**
- Doctor's clearance of non-contagious illness **and clear of all symptoms required before returning.** This includes all illnesses and viruses; pinkeye, cold, RSV, flu, COVID-19 (refer to Procedures for COVID-19), ear infection, etc. **Doctor's clearance is required but may not always clear the child's return if symptoms are still present.**

WE DO NOT ADMINISTER ANY MEDICATIONS - PRESCRIPTIONS OR OVER THE COUNTER.

We will not accept or keep children who are or begin displaying the following the symptoms:

(regardless of allergies, teething, side effects from vaccinations, etc.)

Temperature of 100 degrees or higher	Constipation and/or severe gas
Complaining or displaying signs of pain	Unusual and/or infected skin irritation, rash or hives that is accompanied by a fever, behavior change, or any other symptom
Unexplained swelling on parts of the body	Bleeding or Drainage from any parts of the body
Trouble swallowing and/or loss of appetite	Glazed and/or swollen eye(s)
Increased irritability	Difficulty and/or rapid breathing, wheezing and/or shortness of breath
Drowsiness/lethargy (unable to participate in daily activities)	Asthmatic child with respiratory distress uncontrolled by current medication
Frequent urination and/or urinary pain	Severe and/or continuous coughing
Diarrhea or vomiting (Side effects from medication and/or food are not exempt from the policy.)	Congestion or severe runny nose

Childcare Exclusion Criteria

Certain illnesses, diseases, rashes and/or skin irritations, breathing problems, and other symptoms may require an extended stay out of the center. Certain cases will be determined by the Site Director. We must take into consideration the risk of children or staff contracting illnesses.

Doctor's clearance is required but may not always clear the child's return if symptoms are still present. We follow OKDHS and Tribal Health and Safety guidelines.

Respiratory conditions:

- a. Asthmatic child with respiratory distress uncontrolled by current medication
- b. Difficult, rapid breathing or wheezing
- c. Respiratory conditions, when the primary symptom is coughing accompanied by vomiting.
- d. Diphtheria
- e. Respiratory syncytial virus (RSV)
- f. Pertussis (Whooping Cough)
- g. Streptococcal Pharyngitis (Strep Throat)
- h. Tuberculosis (T.B.)
- i. Any other respiratory condition that prevents the child from comfortably participating in center activities including outside play and/or requires a significant amount of extra care/attention from caregivers preventing other children from receiving adequate attention/care.

Diarrhea and Vomiting:

- a. 2 or more diarrheas
- b. 1 diarrhea that is accompanied by another symptom
- c. Vomiting
- d. Stool that contains blood or mucus
- e. Salmonella or Shigella (until at least 2 negative stool cultures)
- f. Giardia (Parasite)

Rash Illness:

- a. Any type of rash - including severe diaper rash
- b. Varicella (Chicken Pox)
- c. Measles
- d. Any rash that is accompanied by a fever, behavior change, or any other symptom
- e. Rubella
- f. Roseola

Skin Conditions:

- a. Impetigo
- b. Ringworm
- c. Staph Infection
- d. Open wounds
- e. Open Boils or boils that cause the child excessive pain
- f. Hand-foot-and-mouth disease (HFMD)
- g. Blisters especially on mouth or in mouth that cause severe pain and do not allow the child to eat comfortably.
- h. A skin condition that is inflamed, irritated, or bleeding such as eczema, etc. (The child needs to be able to comfortably participate in center activities).

Procedures for COVID-19

❖ COVID-19 Exposure:

If anyone living in the home has been exposed to COVID-19, please notify the center as soon as possible. It will be required that everyone living in the home who enters the center begin wearing a mask immediately and continue precautions for at least **ten (10) full days** after exposure.

If a child runs a fever of **100.4** or higher and/or begins showing symptoms of COVID-19, the child will be isolated immediately. A guardian will be contacted immediately. **Failure to contact you or any of your emergency contacts within 15 minutes will be considered lack of family cooperation with our program policies and staff and may result in termination of services.**

- **Child must be picked up immediately or within 30 minutes of contact - no exceptions.**

Before the child can return, a doctor's clearance will be required and the child must be completely clear of any signs and symptoms of COVID-19.

❖ COVID-19 Positive:

If a child or anyone in the home tests **positive** for COVID-19, **the child must isolate immediately and remain out of the center for at least five (5) full days.** Before the child can return, a doctor's clearance will be required and the child must be completely clear of any signs and symptoms of COVID-19. When the child returns, it is required that the child wear a mask for ten (10) full days.

Our programs do not include detailed information about COVID-19 due to continual changes and updates on preventing the spread of the virus and variants that have emerged. We will follow the current CDC guidelines regarding COVID-19. Please visit [CDC.gov](https://www.cdc.gov) for the latest COVID-19 guidelines. All Comanche Nation Early Childhood Development Center employees are required to abide by the Comanche Nation Human Resources Covid-19 Policies & Procedures.

Head Lice/Nit Policy

Children must be clear of head lice and nits, alive or dead. If head lice/nits are found, a guardian will be contacted immediately. **Failure to contact you or any of your emergency contacts within 15 minutes will be considered lack of family cooperation with our program policies and staff and may result in termination of services. Children must be picked up within 30 minutes - no exceptions.** Staff will complete a [Head Lice or Nit Notice](#) that will include requirements before returning and cleaning measures.

Upon returning, a staff member will check your child's hair to ensure there are no more head lice or nits, alive or dead. Repeated episodes may result in termination. [Staff are required to report suspected child neglect.](#)

Hygiene Policy

Families are expected to practice good personal hygiene with their child(ren). [Staff are required to report suspected child neglect.](#)

- ❖ Children need to arrive clean and in appropriate clothing.
- ❖ Nails need to be kept at a short length.

Behavior and Guidance Policy

We are dedicated to providing a safe and healthy learning environment for all children. It is not only our responsibility, but the guardians' responsibility to guide, correct and socialize children toward appropriate behaviors.

Challenging behavior will be re-directed whenever possible or a meeting will be scheduled with the family. Guardians contacted about behavior challenges are expected to cooperate with staff in assuring the elimination of inappropriate behavior. *(Please refer to section on ECDC Zero Tolerance and Termination of Services.)*

! Challenging Behavior examples:

- | | |
|-------------------------------------------|-------------------------------|
| ✓ Aggression | ✓ Non-compliance behavior |
| ✓ Biting (refer to <i>Biting Policy</i>) | ✓ Bullying/Teasing |
| ✓ Self-injury | ✓ Social Withdrawal/Isolation |
| ✓ Repetitive Behavior | ✓ Running away |
| ✓ Disruption/Tantrums | ✓ Property damage |
| ✓ Inappropriate language | ✓ Unsafe behaviors |

Staff will fill out a [Behavior Incident Report](#) when a child displays challenging behavior that causes disruption in learning or daily routine. This report provides families with details on how the behavior was handled.

When a child begins demonstrating dramatic changes or continuous challenges in behavior, staff will begin a [Behavior Intervention Plan](#). At this point, a family meeting will be scheduled.

♥ Appropriate Teacher Responses and Strategies:

- ! Evaluate the environment, atmosphere, and activities before considering specific child interventions.
 - o Remove child from area/activity or move within the group
 - o Curriculum modification/child individualizations
 - o Redirection by providing alternatives when the behavior is unacceptable.
 - o Time with support staff
- ! Use fair and consistent rules.
 - o Speak so children understand their feelings are acceptable, but the action or behavior may be unacceptable.
 - o Use safe, natural, and logical consequences helping children take responsibility for his or her actions.
- ! Provide verbal reminders.
 - o Demonstrate positive behavior for child - ex: gentle touch
- ! Encourage children to develop self-control.
 - o Reflection time allows children to calm down and regain self-control before re-joining the group. This method also allows the child the ability to learn from the unacceptable behavior while reflecting. The child may sit quietly or participate in an individual activity.
- ! Physical hold/restraint

✓ Site Director Follow-up:

- | | |
|-------------------------------|---------------------------|
| o Talk with child | o Family meeting |
| o Send child home for the day | o Reduce hours in program |
| o Contact family | o Termination |

Every effort will be made to implement a behavior modification consistent with efforts being made at the child's home as well. If a child's behavior indicates that our program is unable to meet his or her needs, the child will be dismissed from our program. A child who is dismissed due to behavior issues will no longer be eligible to attend at any time.

Biting Policy

Biting is common in early childcare settings. *Most* children who begin biting are nonverbal and still learning to communicate their needs. Although children bite for many reasons, recurring behavior is not acceptable. Older children who bite to intentionally cause harm will automatically be given a final warning before termination.

Step 1:

- Teachers will observe the child to determine when and under what circumstances does biting occur.
- Families will be given resources to help prevent biting.

Step 2:

- A meeting will be held with the family to discuss solutions to prevent biting.
- If the biting continues, services will be terminated to ensure the safety of other children in our care.
 - ! After three (3) serious bites causing bruising and/or broken skin, the child will be terminated.

Accident/Injury Reports will be given to regarding the incident. These reports must be signed by a guardian or authorized person. A copy will be given after the report is signed.

Numu Turetuu ECDC School Children Policy and Agreement

We follow the academic calendars for the schools we transport to and from. We will not accept school children before or after the hours listed below. This includes children in the Preschool and School Age classrooms who attend school.

- Before School Hours: 7:00am to 7:50am
 - School children will not be served breakfast at our center. The final bus route leaves at 7:50am. All routes are scheduled to arrive at each school during school breakfast times.
- After School Hours: 3:30pm to 5:30pm

School Age Classroom Hours:

The School Age classroom is only open for before and after school hours during the school year, and during school breaks.

- Our School Age teachers will be assisting in other classrooms and utilized for breaks, teacher planning times and bus routes.

No Entrance:

We will not accept children who have been dismissed from school or are absent from school for the following:

- *Illness (refer to Illness Policy)*
- *Behavior related reasons, such as suspension or expulsion (refer to ECDC Zero Tolerance and Termination of Services; and Behavior and Guidance Policy)*
- *Guardians chose a virtual day for their child for personal reasons (called out sick, woke up late, personal errands, etc.)*

School Children Distance Learning (Virtual) Days

Preplanned Distance Learning Days:

As long as OKDHS Childcare Staff to Child ratios permit, the School Age and Preschool classrooms will be open to school children for *most* preplanned virtual days according to the academic calendars.

Unplanned Distance Learning Days:

As long as OKDHS Childcare Staff to Child ratios permit, the School Age and Preschool classrooms will be open to school children for *most* unplanned virtual days due to the following unforeseen circumstances:

- Water break, power outage or other utility related circumstances
- Weather related circumstances
 - We require a minimum of one (1) hour notice before our center opens if you plan to choose a virtual day for your child(ren) on weather related optional virtual days.
- **School Illness closures:** Depending on how severe the spread of illness is in our area will determine if we will accept school children on the days the schools close due to illness.

Technology Device:

Children must bring their own technology device on virtual days. *The Comanche Nation nor the Comanche Nation Child Care Programs, to include the Early Childhood Development Centers, are not responsible for misplaced, stolen or damaged property.* Preschool and School Age staff will assist children with logging in and provide guidance on assignments, if needed. Staff are not responsible for academic scores or performance.

Distance Learning Daily Rate:

Families with children who attend a full day will be charged the full-time rate of pay for their age group.

Technology Policy

No technology devices, including smartphones, iPads, tablets, handheld game systems, or similar devices, are allowed in the building. Exceptions will be made on virtual school days, strictly for distance learning purposes.

Devices brought into the premises will be collected and kept in the Site Director's office, then returned home with the student at dismissal time.

In an environment with constant exposure to digital technology, it's important that we carefully evaluate the experiences we provide to the children in our care. Our program focuses on building social skills and secure relationships by prioritizing time for active social play and exploration, which are critical in developing self-regulation, language skills, creativity, and the ability to reason.

Numu Turetuu ECDC School Transportation Schedule:

A [Transportation Authorization and Waiver Form](#) is required to be signed at enrollment. The [School Transportation Schedule](#) will be posted on the [Family Information Board](#). Guardians are responsible for transporting their child to school if they do not arrive before departure. We offer transportation to and from certain schools in close proximity. Check with the Site Director to find out which schools are included in the transportation route.

It is the guardians' responsibility to notify the center if their child will not need transportation. Excessive absences of three (3) consecutive days without notification will result in termination.

Potty-Training

If you believe your child is ready to begin potty-training, please let your child's Teachers know. We will be happy to assist you in this process. Please note that staff will only begin potty training if the family is also potty training at home. Teachers will meet with you to discuss a plan for your child.

- ❖ Please send a large quantity of pull-ups, underwear and clothes for your child when beginning the potty-training process.

Safe Sleep

Our staff implement Safe Sleep practices to reduce your baby's risk of Sudden Infant Death Syndrome (SIDS) and other sleep-related causes of infant death. All staff are trained in *Safe Sleep: Reducing the Risk of SIDS*.

- ✓ Infants sleep in cribs with the sides fully raised and secured.
- ✓ Infants sleep directly on a tight-fitting sheet covering the mattress.
- ✓ Infants are protected from overheating by adjusting room temperature and clothing.
- ✓ Infants birth through 3 months of age may be swaddled with an infant-sized, thin fabric, such as a receiving blanket only when:
 - Requested by the guardians and permission is maintained
**Safe Sleep Swaddle Authorization Form will be available upon request.*
 - The infant is not mobile enough to move the fabric over his or her face
- ✓ Infants are placed on their back for sleeping, unless there is a medical reason.
- ✓ Infants who are able to turn themselves over, are placed initially on their back for sleeping, but may turn themselves over and sleep in a position they prefer.
- ✓ Only pacifiers without attachments to them are in rest equipment with infants, when used.
- ✓ Sleep positioners and elevated mattresses are prohibited, unless there is a medical reason as documented.
- ✓ Soft products, such as quilts, comforters, sheepskins, pillows, stuffed toys, and bumper pads are prohibited inside and on the side of infant rest equipment.

Breastfeeding Policy

We are committed to providing ongoing support to breastfeeding families, including providing an opportunity to breastfeed their baby in the morning and afternoon, and holding off giving a bottle, if possible, near departure time. Infant formula and solid foods will not be provided unless requested by a guardian. If you wish to come breastfeed your child, please notify your child's Teachers.

- ✓ Breastfeeding families shall be provided a private and sanitary space (other than a bathroom) to breastfeed their child.
- ✓ A refrigerator will be made available for storage of breast milk.

Mealtimes

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- Breakfast: 8:30 – 8:45am
- Lunch: 11:30 – 12:00pm
- PM Snack: 3:00 – 3:15pm
- School Children PM Snack: 3:30-4:00pm
**served as children arrive to the center*

School Breaks/Virtual Days

- Breakfast: 8:30 – 8:45am
- Lunch: 11:30 – 12:00pm
School Age: 12:00 – 12:30pm
- PM Snack: 3:00 – 3:15pm

Onáa Kahni

- Breakfast: 8:30 – 8:45am
- Lunch: 11:30 – 12:00pm
- Snack: 3:00 – 3:15pm

Apache ECDC

- Breakfast: 8:30 – 8:45am
- Lunch: 11:30 – 12:00pm
- Snack: 3:00 – 3:15pm

Children must be present during designated meal times to receive a meal. We cannot hold a child's meal and serve for late arrivals due to health and safety standards.

NOTICE TO NÜMÜ TURETÜ ECDC FAMILIES WITH SCHOOL CHILDREN: School Age children will not be served breakfast at our center. The final bus route leaves at 7:50am. All routes are scheduled to arrive at each school during school breakfast times.

- ❖ Our program follows the Child and Adult Care Food Program guidelines.
- ❖ A menu will be posted every week.
- ❖ **Children with food allergies must have a signed doctor's statement with a full list of food allergies. If the center cannot accommodate the dietary needs of the child, the family will be responsible for providing the child's daily meals.**
- ❖ Infant meals (infant cereal, baby food and snacks) must be provided by the family. If you are ready for your child to begin eating solid foods, please inform your child's Teachers.
 - New foods must be given to the child for at least one (1) week at home before we can begin feeding the food at the center.

Outside Activities and Fieldtrips

We plan various outside activities and field trips to local and surrounding areas. Notices will be sent home to families, posted at the center, on Procure and the center's private Facebook group. A permission slip will require a parent/guardian signature.

Notices will include the following details about the activity and/or field trip:

- ✓ How to dress your child
- ✓ What items to bring
- ✓ Time of departure
- ✓ Estimated time of return
- ✓ Field trip fee
- ✓ Transportation details
- ✓ Contact info
- ✓ Meal plan
- ✓ Volunteers or chaperones

It is important that children arrive to the center on time when a field trip is scheduled.

- ! **Unless prior arrangements have been made with the Site Director, children who will not be attending a field trip must find alternate care for the day. If your child arrives late for a field trip departure, your child will not be allowed to stay and you will need to find alternate care for the day.**

Family-Teacher Conferences

We hold Family-Teacher conferences twice per year; spring and fall. Families may also request a conference at any time. Conferences can be in-person or over the phone. Child development, goals for your child and family needs will be discussed. We highly encourage all families to participate in Family-Teacher conferences.

Holiday Celebrations and Classroom Parties

We celebrate certain holidays in various ways. We participate in the following, but not limited to:

- | | |
|---------------------------------------------------------|-------------------------------------------------------------------|
| ✚ Sweetheart Party (week of Feb. 14 th) | ✚ Cook Appreciation Day (on July 25 th or the week of) |
| ✚ Dr. Seuss Week (week of March 2 nd) | ✚ Back to School Bash (August) |
| ✚ Luck Charm Party (week of March 17 th) | ✚ Kick Off the Season Spirit Week (August/September) |
| ✚ Hop 'til We Drop Egg Hunt (week before Easter Sunday) | ✚ Early Childhood Educators' Day (first Wednesday in September) |
| ✚ Child Abuse Prevention Month (April) | ✚ Grand Friends Day (September - Friday before Grandparents' Day) |
| ✚ Week of the Young Child (April) | ✚ Cultural Spirit Week (week of Indigenous Peoples' Day) |
| ✚ Staff Appreciation Week (May) | ✚ Red Ribbon Week (October) |
| ✚ Moms & More (week before Mother's Day) | ✚ No Tricks, All Treats (week of Halloween) |
| ✚ Dads & More (week before Father's Day) | ✚ Fall Feast (November) |
| ✚ Red, White & Blue Party (week of Independence Day) | ✚ 12 Days of Grinchmas (December) |

Families will be notified of details regarding all celebrations and spirit weeks. If you do not want your child to participate, you will need to find alternate care for the day(s) of the celebration.

Families are welcome to bring in items for their child's birthday. **Homemade food items are prohibited in accordance with OKDHS Policies regarding food allergies.** Please inform your child's teachers at least one (1) week in advance if you wish to celebrate your child's birthday at the center.

Misplaced Items

Please label your child's belongings. Inform staff as soon as possible if your child is missing any personal belongings. We will work together to locate the missing item and return it to you. Any unclaimed items found will be kept in a *Lost and Found* area. **The Comanche Nation nor the Comanche Nation Child Care Programs, to include the Early Childhood Development Centers, are not responsible for misplaced, stolen or damaged property.**

Reports and Documenting Forms

Accident/Incident Reports will be completed if your child has an accident or incident during the day. The report will be discussed with a guardian or authorized person and a signature is required. A copy will be made and sent home. The original will stay in the [Accident/Incident Report Log Book](#).

Behavior Incident Reports will be completed if your child displays challenging behavior that causes disruption in learning or daily routine. The report will be discussed with a guardian or authorized and a signature is required. A copy will be made and sent home. The original will stay in the child's file. A [Behavior Intervention Plan](#) may be necessary if your child continues to display challenging behavior that interferes with learning or poses a threat to his/her safety or the safety of others.

Poison Exposure Reports will be completed if your child is exposed (ingest or touch) to a poison. A guardian will be notified immediately, as well as Poison Control and OKDHS. A [Poison Exposure Report](#) will be completed and discussed with a guardian or authorized. A signature is required. A copy will be made and sent home. The original will stay in the child's file.

Documenting Forms are used to document the following:

- ✓ Family Complaint/Concern
- ✓ Accidents/Incidents Details
- ✓ Change in Behavior
- ✓ Observation
- ✓ Documentation for File

Documenting Reports may be discussed with a guardian, if necessary, and a signature is required. A copy will be made and given to the guardian. The original will stay in a private file.

Procure app will be used to communicate information specific to the child's physical and emotional state throughout the day. Daily caregiving procedures and activities will be logged for all children. This information remains confidential and is not shared to the entire group.

ECDC Staff Requirements

We follow OKDHS regulations. All staff are required to complete a fingerprint background check, in which a copy is submitted to OKDHS and kept on file. Resubmission is required every five years. We also follow Comanche Nation Policies and Procedures.

All staff will be required to complete CPR/First Aid training, Food Handlers Certification and Infection Control Training.

In addition, all teaching staff are required to complete Entry Level Childcare Training (ELCCT), Safe Sleep (Reducing the Risk of SIDS) Training, Early Learning Guidelines Training and Emergency Preparedness Training.

All staff who transport children in a program vehicle are required to complete Coaching the Van Driver training or Safe Kids training.

Volunteer Policy

Volunteers are limited to children's immediate family members, former employees and workforce summer youth workers with good standing and special invited guests. Volunteers must be at least 16 years of age. Exceptions can be made with the Site Director's approval.

Anyone who is interested in volunteering will be required to fill out a [Volunteer Form](#) and submit it to the Site Director for approval. (*Reference DHS Licensing Requirements*) Long term volunteers will be required to complete a fingerprint background check.

Visitor Policy

We have open visitation for immediate family members only. Please notify the Site Director and your child's Teachers if you plan to come visit your child(ren).

While we encourage family engagement and participation, please understand that visitations can interrupt a child's daily routine and can affect their mood and ability to partake in classroom activities. Please keep visitations limited.

We will also schedule visits from other organizations such as the Fire Department, Dental Clinic, Police Department, Tribal and Organizational Princesses, and other Tribal and non-tribal Programs/Organizations and Leaders.

Private Facebook Group



Each center has their own Private Facebook Group. We post announcements, reminders, photos and videos of children and various content related to early childhood education.

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- ! We ask that only authorized family members join the group. Anyone that is not included on your child's *Authorized Person(s) Form* will not be accepted.
- ! Please keep in mind the privacy and safety of all children and families when sharing photos and videos to social media.
- ! Please remain respectful and mindful when posting and sharing to the group.
- ! No hate speech, bullying or political content will be allowed. Degrading comments about things like race, religion, culture, sexual orientation, gender or identity will not be tolerated. This will result in a permanent ban and termination from our facility.

Donations

We accept donations in the forms of children's clothing and shoes, classroom/art supplies, diapers/pull-ups, unopened with seal still intact formula and baby food/snacks and approved toys in good condition. Please speak with the Site Director if you wish to donate. An acknowledgement receipt will be provided.

Confidentiality

Confidential information will not be released to any unauthorized person unless the Parent/Guardian provides written authorization to do so. However, if child abuse or neglect is suspected, law requires that appropriate authorities are notified.

Complete *Confirmation Form* on final page 17



Family Handbook

Confirmation Form

Child(ren) Name: _____

I confirm that I have received the Family Handbook. I understand that I am responsible for reading and understanding the Family Handbook Policies and Procedures. Any questions and concerns I may have regarding the Family Handbook Policies and Procedures will be addressed to the Site Director.

- I have read the ECDC Family Handbook Policies and Procedures.
- I agree to abide by the ECDC Family Handbook Policies and Procedures.

Parent/Guardian Signature: _____

Date: _____