

Redding Rancheria Head Start & Child Care Parent Handbook 2020-2021



Mission Statement

The Redding Rancheria Head Start and Child Care provides a safe, developmentally appropriate, nurturing environment for children that promotes social, emotional, cognitive and physical growth, as well as a positive self-image, a love of learning, and a pride for their native culture.

Vision Statement

To prepare children for kindergarten who are resilient, happy, culture enriched and eager to learn.

STAFF LIST

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Program Information:

Head Start:

The Redding Rancheria offers a part-day licensed exempt Native American Head Start program. The school year follows the local public school calendar as closely as possible. The program operates five days a week, Monday through Friday. There are two classes: Head Start AM class from 8:00am to 12:00pm, and Head Start PM class from 12:00pm to 4:00pm. Limited transportation is provided by a school bus at community bus stops. Head Start is a federally funded program and has strict eligibility requirements, with Native Americans, special needs and low-income children having priority. Children must be three years old; four year olds have priority over three year olds. Parents do not need to be working or going to school to be eligible, but must be low income. There is no fee for the Head Start program.

Child Care:

The Redding Rancheria offers full day Native American Child Care program from 7:30am to 5:30pm for children ages 3-5 years. Limited transportation is provided by a school bus at community bus stops. The Child Care program is federally funded and has different eligibility requirements from Head Start. Eligibility requires that your child be Native American, and the parents/guardians are working a minimum of 25 hours a week. The monthly fee for our subsidized Child Care program is a sliding scale based on your income. For families over the income ceiling, private pay is available at the full daily rate. Special needs children are encouraged to apply. The school year follows the local public school calendar as closely as possible.

Enrollment Process:

Vacancies are not filled on a first come basis. Both the Head Start and the Child Care program are designed to serve those with the greatest need. Applicants in the enrollment pool are scored, and the highest score is enrolled. Enrollment is not promised in advance. When you withdraw your child, another child will fill your vacancy. A vacancy cannot be promised should you wish to re-enroll.

Conditions under Which the Agreement May Be Terminated:

This agreement may be terminated by either party in the event that the family moves from the area, or that the program no longer meets the needs of the child. This agreement may be terminated by the program if the parent, guardian or representative fails to meet the program's expectations for the child's regular attendance at program classes and/or activities despite repeated offers of assistance, and/or fails to show interest or concern in meeting child's needs.

CACFP School Lunch:

The Program offers the USDA School Lunch program to all participants, serving breakfast, lunch and snack at no additional charge.

MONTHLY MENUS AND DAILY SCHEDULE

The daily classroom schedule, weekly lesson plans and monthly menu are all posted in your child's classroom for your review. Please refer to them when you visit our classrooms.

CLASSROOM ASSIGNMENTS

During the first month of school, all children are observed in both small and large groups settings to determine final classroom placement. While every effort will be made to honor parental requests, if educational needs are not met, children may be assigned to the other classroom.

MAJOR COMPONENTS OF THE PROGRAM

1. EDUCATION –The educational program is designed to meet the needs of each child. It also aims to meet the needs of the community served and its ethnic and cultural characteristics. Every child receives a variety of learning experiences to foster intellectual, social and emotional growth, with a focus on School Readiness. Children participate in indoor and outdoor play and are introduced to the concepts of words and numbers. They are encouraged to express their feelings and to develop self-confidence and the ability to get along with others. The goal is that children and families are better prepared for kindergarten.

2. HEALTH, DENTAL and WELLNESS– Emphasis on the importance of early identification of health problems. The program works with families to ensure each child receives comprehensive health care, including medical, dental, behavioral and nutrition services. The program partners with the Redding Rancheria Tribal Health Center with the goal that children are healthy and have an ongoing source of health care. Families are encouraged to enroll at the Redding Rancheria Tribal Health Center. See our Health and Disabilities Coordinator.
3. PARENT INVOLVEMENT – Parents are the most important influence on a child’s development. An essential part of every Head Start Program is the involvement of parents in parent education, program planning, and other program activities. Many parents serve as members of the Policy Council and Parent Committee “Parent Connections”, and have a voice in administrative and managerial decisions.
4. PARENT PARTNERSHIPS – The partnership component of the program represents an organized method of helping families to assess their needs, and then assisting the family to meet those needs through community outreach, referrals, family needs assessments, and community resources. The goal is to help families access services and meet their individual goals. See our Family Intake Coordinator.

BY THE FIRST DAY OF SCHOOL...

Prior to enrolment, we must receive your child’s most recent physical exam (CHDP’s) and immunization records. If records are not current, please make an appointment to complete a new child physical as soon as possible. The physical must include immunization dates, lead, hematocrit/hemoglobin levels & TB test and results. Please note that after 90 days of enrollment, your child cannot attend without these medical records.

WHAT TO BRING / NOT TO BRING

- A change of clothing, labeled with their name.
- When the weather changes, please include sweaters, jackets, etc.
- All personal items should be labeled with a permanent marker.
- Do not send toys from home; these are too easily 'lost' and are often 'found' by another child, thereby causing problems.
- Do not send money to the center with your child.
- Do not send special snacks, food or candy to school with your child. Our menus are designed to provide over 2/3 of your child's daily nutritional requirements.
- The Redding Rancheria is not responsible for lost, stolen or broken items.

CLOTHING

Dress your child in play clothes, with a jacket or sweater if the weather is cooler. The children play outdoors daily and often are involved in messy art projects. Please do not send them to the center in their "good clothes". Sturdy shoes are required. Flip-flops, jellies and "Crocs" do not provide enough protection for active feet, and prevent the child from running and bike riding safely. Sturdy sandals with back straps that do not easily fall off are acceptable.

CANCELLATION OF SCHOOL/SCHOOL CLOSURE

If the Cascade School district closes schools due to severe weather, the Redding Rancheria HS & CC classes are also canceled. For other cancellations, every effort will be made to contact parents by 7:30 AM. Parents may also listen to KNCQ radio 97.3 FM or KQMS radio 1400 AM. In order to maintain high quality of our program, ongoing staff training is provided for all staff and parents. The school will be closed one day a month for training. Monthly calendars reflecting dates for training will be given to each family at the beginning of each month.

ATTENDANCE POLICIES

- Children **must arrive no later than 8:30AM** for the morning and full day class, and **12:30 PM for the afternoon class**. Continuous tardies could result in a student study team/parent conference to help improve your child's tardiness. Daily attendance is expected, unless your child is ill. An attendance level of at least 85% is required.
- Breakfast is served from 8:15am- 8:45am; Lunch is served at 11:15am- 11:45am for the AM class. Lunch is served from 11:30am-12:00pm for Child Care and 12:30pm-1:00pm for the PM class.
- **Parents are responsible for informing Redding Rancheria Head Start & Child Care of any changes in address, phone, work, or emergency telephone numbers, etc.**
- **Please call the school if your child is absent for any reason.** Federal Head Start regulations require prompt follow-up of absences. See Attendance/Absence/Bus Use/Tardiness Policies for more information.

OPEN DOOR POLICY

***Due to COVID-19, please make an appointment or make prior arrangements with the staff. Parents must be fully protected with PPE to enter the center.** Our classrooms are equipped with one way mirrors if you wish to observe without your child's knowledge.

PARENT AND VOLUNTEER/BACKGROUND CHECKS

All parents are expected to participate in their child's education. We encourage every parent to participate virtually, plus participate in our Parent Connection committee meetings. You will be contacted to determine which committee you are interested in, as well as to schedule your classroom time. All volunteers must pass a background check and TB screening prior to volunteering. It is the policy that every effort will be made to identify those who could be deemed unsafe to be around children. Therefore the following shall occur at the earliest convenience:

- (a) By signing the Head Start and Child Care Application, parents are certifying that they will not knowingly bring any person onto the Head Start Grounds when they know or have reason to suspect is a convicted sexual offender, is

under investigation for committing a crime against a child or is on the sexual offender registry of any state, territory or country. Parents indicate their understanding that violating these terms may subject their child to being ineligible to participate in Redding Rancheria Head Start or Child Care.

- (b) Parents who intend to volunteer are requested to provide a statement regarding any criminal history, including, but not limited to: Crimes of violence, sexual assault, molestation, exploitation, contact with or prostitution, crimes against persons, offenses committed against children, child abuse or child neglect, any other pertinent information.
- (c) Parents are notified via the Enrollment Application and the Parent Handbook, **that their name, as well as all persons listed as pick up persons, will be checked against the California Megan's Law website**, a statewide list of known child perpetrators.
- (d) Any convictions of a crime other than a minor traffic violation requires an exemption from the Redding Rancheria Human Resources Department. This includes misdemeanors, felonies and convictions that occurred a long time ago. However, individuals convicted of serious crimes such as robbery, sexual battery, child abuse, elder or dependent adult abuse, rape, arson or kidnapping are not eligible for an exemption.
- (e) When an individual with such convictions has been cleared, he/she may volunteer and be in attendance in the Head Start/ Child Care facility. The clearance will remain active as long as the individual is associated with the program. If an individual leaves the program, he/she must be re-screened.

PARENT AND VOLUNTEER CODE OF CONDUCT

To ensure a safe school location, parents are asked to sign an acknowledgment of our Parent/Volunteer Code of Conduct. This form is included in the enrollment packet and is required for all families.

COURT ORDERS

In situations involving child custody disputes or restraining orders, a copy of the court order must be in the child's file on school premises. We will make every effort to comply with and enforce the court order. Please note, we cannot prohibit contact with either parent without current court orders.

COVID-19 PROTOCOL- Please see Health & Safety Plan for complete details.

HEALTH, MEDICATION, EXCLUSION & ACCIDENT POLICIES

It is our intention to prevent the spread of infections and illness to other children. If the staff becomes aware of a condition which may be contagious or unhealthy to any of the other participants, it will be brought to the parent's attention and the **child must be taken home and remain home until symptom free for at least 24 hours**. Children cannot attend if they are ill.

MEDICAL/ACCIDENT EMERGENCY PROCEDURES

- Minor Injuries (small cuts, bruises, etc.):
 - a. Staff will render the necessary first aid and notify parents when they pick up the child from care.
 - b. If the staff member is in doubt of the seriousness of the injury, the parents will be notified for further instructions.
- Serious Injuries:
 - a. One staff member will call for an ambulance and then make contact with parents or other authorized persons.
 - b. A second staff member will render first aid until the ambulance arrives, and will accompany the child to the emergency room.
- You will be notified in writing of any injury through an accident report; you will be notified immediately of any head injury.

FOOD ALLERGIES

Alert us immediately if your child has any food allergies. The Health and Disabilities Coordinator will contact you for further documentation and menu options. A doctor's note is required.

MEDICINE POLICY

- A Request for Medication form must be filled out by a **licensed physician and signed by the parent.**
- Medication can only be administered with specific written instructions from the physician containing the following information: Date, name of child, name of medicine, amount to be given, time of day to be given and how often, and number of days to be given.
- The container must be from the pharmacy and the information should correspond with doctors' orders.
- Medications must be hand delivered to program staff; do not send any medicines in your child's back pack or on the bus. Medications are stored under lock in the Head Start Health Coordinator's office.
- To confirm your child received their medication while in Head Start or Child Care, you may consult the medication log, inside the medicine cabinet.

MASKING SYMPTOMS

When children are sick, do not medicate and send them to school; this only masks the symptoms, prolongs the illness, and puts others at risk. Make sure your child is fully recovered before returning to school.

CONTROL OF DISEASES

Children may be readmitted after:

- 24 symptom free from **fever, vomiting, or diarrhea**
- Medical diagnosis to rule out bacterial infection, or
- 24 hours on an antibiotic treatment
- **Tuberculosis**; re-admission when approved by a qualified health care provider.
- **Impetigo**, re-admission 24 hours after treatment has been initiated.
- **Strep throat** or other streptococcal infection, re-admission 24 hours after initial antibiotic treatment and cessation of fever.
- **Chicken pox**, until 6 days after onset of rash or until all sores have dried and crusted, or with permission by their health care provider.
- **Pertussis (Whooping Cough)**, re-admission after five days of appropriate antibiotic treatment.
- **Mumps**, re-admission 9 days after onset of parotid gland swelling.

- **Hepatitis- A virus**, re-admission one week after onset of illness or as directed by the health department when passive immunoprophylaxis has been administered to appropriate children and staff.
- **Measles**, re-admission six days after onset of rash.
- **Rubella**, re-admission six days after onset of rash.
- **Shingles** (herpes zoster), exclusion until the sores have crusted over, or health care provider has cleared them for return.
- Children with open **oozing sores**, which cannot be covered, will not be allowed to be at the center until sores have crusted over.
- **Lice, scabies or other infestations**, re-admission 24 hours after treatment has been initiated and the child is found to be lice free, with nits more than 2 mm from the scalp.

BIRTHDAY CELEBRATIONS / HOMEMADE FOODS

Due to health and sanitation requirements, homemade foods and store bought items are not allowed. Please speak with your child's teacher about Birthday Celebrations!

TOILETING

Potty training is strongly encouraged prior to enrollment. Occasional toileting accidents can be managed in the classroom, but repeated toileting accidents may indicate your child may not be ready for preschool. A conference will be arranged to discuss overall readiness for school and other options. For occasional bathroom accidents, staff members will assist children in cleanup. Their soiled clothes will be double bagged and sent home. Parents need to return a complete change of clothing the following day. To maintain safety for children we have an open door bathroom policy; this is done by allowing children of the same gender to use the bathroom facility simultaneously. Adults have separate facilities. Children are required to properly wash their hands using soap and water after bathroom use.

HOME VISITS

****Due to COVID-19, home visits will be conducted virtually.*** Home visits are held at least twice a year with your child's teacher. Home visits give parents and teaching staff an opportunity to touch base regarding your child's progress, accomplishments and discuss the educational plan for your child. The Family Intake Coordinator is available for Home Visits to follow up on any area of concern or offer assistance. If you wish to meet with a staff member at any time, please make an appointment.

FIRE/EARTHQUAKE DRILLS; SHELTER IN PLACE DRILLS EMERGENCY EVACUATIONS

Fire drills and bus evacuations are held once a month; earthquake drills and shelter in place drills are held quarterly. In the event of an evacuation, the initial evacuation site will be the Redding Rancheria Community Center, located just east of our facility. Parents will be notified to pick up their children as soon as possible, or to meet the bus at a specified time. In the event that the initial evacuation area is unsafe, the children will be evacuated via bus, van or car to the Hilton Garden Inn, 5050 Bechelli Lane, near the intersection of Bonnyview and I-5. The children and staff will remain at the Hilton Garden Inn until parents arrive or until it is safe to return to school.

FIELD TRIPS/SPECIAL EVENTS

A consent form was signed during enrollment for your child to participate in the various field trips throughout the year. Specific notices will be sent out in advance, informing you of location, date and time of each planned trip. Head Start parents are required to participate. Child Care parents are encouraged to participate. Child Care parents may be required to attend to provide direct supervision for their child. Please identify another adult who would enjoy the field trip if you are unable to attend. Siblings are allowed to participate in field trips and special events, parent may be asked to cover any additional costs.

LOST AND FOUND

Please check the "Lost and Found" box and remember to label all clothing. The unclaimed items are periodically donated.

TOBACCO-FREE SCHOOL/WORK PLACE

The Redding Rancheria Head Start and Child Care is a tobacco free school and work place.

CHILD ABUSE

All staff members are mandated child abuse reporters. If staff suspects a child being abused in any way (physically, sexually, emotionally/mental & neglect) we are required by state law to file a report with Children & Family Services. We are available to listen and support families with resources in time of need.

MULTI-CULTURAL EXPERIENCE

Our culture surrounds us each day, and our program makes an effort to expose the children to as many different cultures from around the world as possible. Parents are encouraged to share any special traditions (especially Native American traditions) from their child's family background. Guest speakers, elders, Native American stories, drumming are also part of our ongoing curriculum.

CURRICULUM

We currently use the Preschool Creative Curriculum, Teaching Strategies GOLD, First Step, Second Step Violence Prevention Curriculum, I am Moving, I am Learning and the Nee-Kon-Nah Native American Curriculum. All curriculum resources utilized support individual child School Readiness Goals.

HEAD START TEACHING STRATEGIES GOLD

Teachers use this web based planning tool to enter classroom observations, assess children's development, individualize activities and submit weekly lesson plans. Parents have the capability to log on to this system to view teacher comments. Please ask your child's teacher for log-in information.

INCLUSION POLICY

The program does not discriminate solely on the basis of a disability. We ensure that support services are available to assist the development of each child's potential and support full inclusion. 10% of our Head Start enrollment is reserved for special needs children. With parental permission, a multi-disciplinary team will observe, evaluate, and diagnose, and make further referrals if needed. See our Health and Disabilities Coordinator for more information.

CONFIDENTIALITY POLICY

The program complies with HIPAA regulations. We will ensure that our program staff will have the necessary safeguards in place to protect the confidentiality of the child's files. We will not seek and/or release information to an external person or agency without your written permission.

CHILDREN'S SELF-REGULATION

Young children's social-emotional development involves learning how to understand their own and others' feelings, regulate and express their emotions appropriately, build relationship with others, and behave pro-socially in groups. These skills predict successful kindergarten transitions, early school success and future accomplishments in the workplace. Teachers guide the development of social-emotional competence by using these strategies:

- Provide play materials that support and challenge children's abilities.
- Promote problem solving and appropriate risk taking
- Provide appropriate responsibilities and meaningful jobs in the classroom.
- Encourage children to see tasks through to completion. Offer support as needed.
- Help children express their feelings and resolve conflicts in constructive ways. Help children detect and interpret cues about how other people feel.
- Support children who need assistance in finding play partners. Teach them positive strategies for entering and participating in group activities.
- Support children as they interact with one another.
- Offer opportunities for children to work together and to learn social skills.
- Use positive strategies to guide children's behavior and help them learn how to cooperate with others.
- Teach turn taking and sharing, and model cooperation.

General classroom guidelines:

1. Children are not forced to apologize.
2. Natural consequences are best.
3. Be open and generous with affection and quiet and fair with discipline.
4. Food is not to be withheld as a punishment or given as a reward.
5. Forgive and forget. Each child deserves a clean slate each day.
6. Model appropriate behavior. Allow children to respect you by showing respect for others, and for the children in your care.

BEHAVIOR POLICY

When a child's behavior causes a continued physical or emotional threat to the other children or staff, the following steps shall occur:

- A Child Study Team meeting will be scheduled. Participants may include: parent, teachers, Head Start staff, psychologist, speech therapist, etc.
- This team identifies potential solutions to mitigate the situation, thereby allowing the continued participation of the child.
- When all these efforts fail, and the physical or emotional threat continues, the child shall be suspended and or terminated from the program.

BITING

When biting occurs, the focus is on the victim; medical attention is provided immediately. The child doing the biting is removed from the group and a staff person calmly, but firmly explains the severity of biting. Children who repeatedly bite others are referred to a behavior specialist, and may be suspended if biting persists.

CLASSROOM AND PLAYGROUND RULES

Is it safe? Is it fair? Is it kind and respectful of others, or of other's property? These guidelines help the children learn what behaviors are acceptable and what is not acceptable.

PARENT COMMITTEE – “PARENT CONNECTION”

Parent Connection Meetings will be conducted virtually. This committee is made up of all parents in both Head Start and Child Care classrooms. Meetings are held monthly. We provide training opportunities, talk about parent concerns, and up-coming events. See flyers and monthly calendar for information.

HEALTH ADVISORY COMMITTEE

The Head Start Health Advisory Committee is made up of health care providers from the Redding Rancheria Tribal Health Center, community members, a parent and teacher representative. This committee meets quarterly. Our basic responsibilities are to:

- 1) Make needed revisions to current Health Policies;
- 2) Encourage input from the health, dental, nutrition, and mental health representatives who serve on the committee;
- 3) Bring any suggestions back from the committee to share with staff and parents; and

- 4) Encourage parents and community representatives to join us on the committee.
- 5) Stay current on any changes in immunizations or health issues within the community.

If you as a parent are interested in joining us, please contact the Health/Disabilities Coordinator at 530-242-4561.

BOOKWORM CLUB

Due to COVID-19 we are having to change the way we do Bookworm Club. This year, we will give each student a new book bi-monthly to take home. We will also have **Story Time** via class dojo. Make sure to have your emails updated! We will also send out digital books and celebrity readings. **A new book will be sent home with each child the first Friday every two months. Story time uploads will be on Fridays, every week! Emails will be sent out with the weekend newsletter.** If you have any further questions please contact us at 225-8925.

REDDING RANCHERIA HEAD START POLICY COUNCIL

Each year the parents of children enrolled in Head Start elect parents to represent them on the Policy Council. The Policy Council's main responsibilities are to:

- 1) To provide input into the decision making process for program planning and budgetary matters;
- 2) To effect dialogue between parents and agency staff to best meet the Program Goals; and
- 3) To develop plans to utilize all available community resources for the betterment of the Head Start Program.

All parents are eligible to serve on the Policy Council except close relatives of Head Start Staff members (brother/ sister/ husband/ wife/ mother/ father). Parents from each classroom are nominated at the beginning of each school year; parent elections are held the end of September; the top six parents are elected. The Policy Council term runs from October to September.

Head Start is administered under a shared decision making arrangement between Head Start Parents, Policy Council, Head Start Staff, Tribal Administrative staff, and the Tribal Council. All policies, program plans, budget proposals, etc. must be adopted by all four participants in this process. Should a plan not be approved by all involved, the matter falls under the Impasse Policy.

PARENT OR COMMUNITY COMPLAINT POLICY 517

SECTION 1: PURPOSE

The purpose of this Policy is to establish a policy to swiftly hear and resolve complaints from residents of the Rancheria, persons directly affected by the operation of the Head Start Program, and parent/guardians of an enrolled student at the Redding Rancheria Head Start and Child Care Center.

This policy is intended to provide recourse to parties wishing to make a complaint regarding the operation, policy or procedures of the Redding Rancheria Head Start and Child Care Center. This policy will not be used to address complaints about employees or volunteers of the Program.

Complaints regarding employee or volunteer conduct are not governed by this policy and should be made in writing to the Senior Director of Human Resources, who will follow the Tribe's existing personnel policies and procedures for Corrective Action.

SECTION 2: BACKGROUND AND INTENT

The grievance procedure is a problem-solving mechanism in which every attempt is made to resolve issues at the lowest level of authority, with the least possible amount of program disturbance. A grievance is a written complaint alleging that Head Start or Child Care Regulations, Department Policies and Procedures (if applicable), and/or Center Agency policies and procedures:

- were not followed;
- were administered in a discriminatory (unequal) fashion; or
- were administered in an arbitrary and capricious (unfair) fashion.

SECTION 3: PROTOCOL

The following protocol will be used for the written grievance procedure:

- a) Information is submitted in writing, signed and dated;
- b) No anonymous complaints will be accepted or considered;
- c) Supporting information may be submitted;
- d) The content of all meetings are kept confidential.
- e) Efforts are made to keep the grievance local, involving as few people as possible.

- f) Grievances alleging criminal acts or immediate danger to children are dealt with immediately by program officials, parents, and other authorities as appropriate. Provided that nothing in this policy shall be construed as an alternative to referring allegations of criminal conduct to local law enforcement.

SECTION 4: ADDITIONAL PROTOCOL

- a) Before a grievance is filed by a parent or community member, direct discussion between the person(s) whom the complaint involves is encouraged. All parties involved should note the date and time of the informal discussions.
- b) Failing resolution at that level, the person with the complaint must attempt to resolve problems or concerns at the center level with the Head Start and Child Care Program Manager. More than one meeting with the Program Manager must occur prior to the issue becoming a grievance.
- c) If the complaint is not resolved, or if no action occurs within 10 working days, the complaint shall be presented in writing to the Policy Council, who will review the matter and Policy Council Chairperson shall issue a response within 10 working days.
- d) If the complaint is not resolved, or if no action occurs within the 10 working days, the complaint shall be presented in writing to the Tribal Administration CEO, who will review the matter and will give a response within ten working days. The CEO's decision is final and shall not be subject to further administrative or judicial review.

SECTION 5: HIERARCHY OF AUTHORITY

The hierarchy of authority to resolve parent and/or community grievances against Head Start and Child Care is as follows:

- (a) Originator (parent or community person) and staff person
- (b) Head Start and Child Care Program Manager
- (c) Policy Council
- (d) Tribal Administrative CEO

SECTION 6: RECORD KEEPING

The Redding Rancheria Head Start and Child Care program will maintain a file of program complaints at its office, listed above. This file may be reviewed by interested parties by request during normal business hours. The contents of the file are the property of the Redding Rancheria and may not be copied.

SECTION 7: REVIEW

The CEO shall review this policy each year and shall such make recommendations, if any, for its amendment as appropriate for the effective administration hereof.

SECTION 8: SOVEREIGN IMMUNITY

Nothing contained within this Policy shall be construed as a waiver of the sovereign immunity of the Redding Rancheria, the Redding Rancheria Head Start and Child Care Center, or any officer, agent or employee thereof, to a suit brought for damages or any other relief in any court.

COVID-19 Considerations for Partial or Total Closures

- We follow State and local orders and health department notices daily regarding transmission in the area or closures and adjust operations accordingly.
- Communication plans for school closure include outreach to students, parents, teachers, staff and the community.
- We will continue education to the greatest extent possible through distance learning with the use of homework packets, Class Dojo App, Hatch Preschool Curriculum Tablets, and Talk Path speech services.

Child Pick Up & Drop Off

- Drop off and pick up will take place outside of the facility at the front gate.
- Physical distancing is supported at drop-off and pick-up areas by markers on the ground.
- Multiple entrance and exit points are available (see entrance and exit gates).
- At drop off we will conduct a visual wellness check of all students and take students' temperature with a no-touch thermometer. Staff will be gloved and masked during this procedure. All individuals will be asked about COVID-19
- symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. If the answer is yes they will not be permitted to enter.
- Staff, children, and visitors are required to wash their hands or use alcohol-based hand sanitizer at the gate upon entering the facility. Hand sanitizer is kept out of the reach of children and use is supervised.

- If a parents or caregivers must enter the child care setting for drop off or pick up they will be directed to maintain physical distance from workers and other children, and practice hand hygiene. Where this is not possible, for example when transferring a very young child between a parent and a worker, plan and communicate in advance to ensure that time spent in close proximity is minimized.
- If parents or caregivers have to enter the facility at pick up or drop off, only one parent or caregiver may enter the facility.
- Avoid close greetings such as hugs and handshakes.
- Always have photo identification with you. For your child's safety, it is required that each person authorized to pick up your child from child care be listed on the enrollment form. We do **NOT** release your child into someone's care, who is not authorized. We will ask for identification of all newly authorized persons or any authorized person who is unfamiliar to the staff on duty. Please inform us if any changes occur.

COVID-19 SAFETY PLAN

** This is a fluid situation. We will keep you updated as changes are made. We communicate regularly with local authorities and the CDC on recommendations to determine local disease levels in our community. Please see attached COVID-19 Safety plan. If you would like a digital copy, please contact the front office at 520-225-8925.

PROGRAM PROCEDURES & MONTHLY CALENDAR ONLINE

All of the procedures governing the program may be accessed online at:
<http://www.redding-rancheria.com/head-start-and-child-care/>



One Call Now and **ClassDojo** are important communication networks for you to be connected to and check in regularly! Please see your teacher for more details.