

# **Chippewa Cree Tribe Early Childhood Learning Center**

## **Parent Handbook**

### **Mission Statement**

To provide a safe, culturally rich, and nurturing environment where children grow through quality early learning experiences, and to prepare them for lifelong success and strengthen our community's future.

### **Introduction**

Welcome to the Chippewa Cree Tribe Early Childhood Learning Center. This program is designed to provide opportunities for each child to build self-esteem, self-confidence, and positive relationships. Our goal is to provide all children with a clean, safe, comfortable, and nurturing learning environment where they can explore and learn. The program promotes hands-on, child-directed learning supported by both structured and unstructured experiences.

### **Communication**

Honest communication is essential. We strive to maintain open communication among teachers, parents, and administration to support the well-being and development of each child.

### **Enrollment Policy**

All required enrollment forms must be completed before a child may attend. Parents must promptly update the center regarding any changes in address, phone numbers, emergency contacts, or medical information. A pre-start classroom visit is required.

The CCT Early Childhood Learning Center accepts children with disabilities or special needs and will conduct an individualized assessment to determine reasonable accommodations. Enrollment decisions are based on whether the child's needs can be met safely within program capabilities.

### **Enrollment Requirements:**

- Children must be at least six weeks old.
- Current medical records, including a physical and immunization record, must be submitted and updated annually.
- All registration materials must be completed.
- Proof of income may be required.

- College students must provide a class schedule.
- Parents must read and sign this handbook.

## **Hours of Operation**

The center operates Monday–Friday, 7:30 a.m. to 4:45 p.m., closing for federal, tribal, and program holidays, staff training, and emergency closures. Parents will be notified in advance when possible.

## **Parent Responsibilities**

Parents must sign children in and out daily and notify staff before leaving. Only authorized individuals may pick up a child. Parents must provide properly labeled personal items and appropriate seasonal clothing.

## **Child Abuse & Neglect Reporting**

Staff are mandatory reporters and must report suspected abuse or neglect to Tribal Social Services and/or Chippewa Cree Law Enforcement. Children will not be released to individuals appearing impaired or otherwise posing safety risks.

## **Discipline Policy**

Staff use positive guidance techniques and establish developmentally appropriate rules. Physical punishment, verbal abuse, and food/sleep deprivation are prohibited.

### **For repeated aggressive behavior:**

- 1st incident: Parent notified verbally
- 2nd incident: Parent notified in writing
- 3rd incident: Suspension for the remainder of the day and one full day

If an incident results in injury that breaks the skin, the child may be sent home immediately. A behavior support plan may be required before returning.

## **Medical & Illness Policy**

A current physical and immunization record is required. Health checks occur daily. Children may be excluded if symptoms interfere with participation or pose risks to others. Return-to-care requirements may include symptom-free periods or physician clearance.

## **Medication Policy**

Medication is administered only under specific circumstances with written physician instructions and parent consent. The center is not liable for adverse reactions to medications administered according to documentation provided.

### **Transportation**

Parents are responsible for transportation. Written authorization (including electronic written forms) is required for alternate pick-up arrangements.

### **Sanitation & Hygiene**

Handwashing and sanitation procedures are strictly followed. Diapering protocols and hygiene practices are maintained to prevent illness.

### **Personal Items**

All personal belongings must be labeled. Toys from home are not permitted.

### **Education**

The program supports development across social-emotional, motor, language, and cognitive domains, integrating Chippewa Cree cultural values.

### **Meal Participation**

Nutritious meals and snacks are provided. Meal schedules include:

- Breakfast: 8:30–9:00 a.m.
- Lunch: 11:30 a.m.–12:00 p.m.
- Snack: 3:00–3:30 p.m.

Special diets require physician documentation.

### **Quiet Time**

Quiet time occurs from 12:00–2:00 p.m. Children rest or engage in quiet activities. Individual mats and linens are used.

### **Fees**

Payments are made at the Business Office. Failure to pay may result in suspension of services following notice to the parent. Fees follow a sliding scale.

### **Parent Involvement**

Parents are encouraged to participate and maintain open communication. The center maintains an open-door policy.

### **Handbook Agreement**

This handbook is a guidance document and does not create contractual rights. Policies may be updated as necessary.

Parent/Guardian and Program Coordinator signatures are required to acknowledge receipt.

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Parent/Guardian

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Program Coordinator