

**YAAMAHANA
FAMILY HANDBOOK
POLICIES AND PROCEDURES**

TABLE OF CONTENTS

I. Introduction	
1. Mission Statement.....	2
2. Goals	
a) Goals for the Children.....	2
b) Goals for the Families.....	3
3. Management Systems and Procedures	
a) Organizational Structure.....	3
b) Record-Keeping.....	3
c) Licensing.....	4
d) Non-Discrimination Policy.....	5
e) Confidentiality and Security of Files Policy.....	5
f) Required Staff.....	6
g) Staff Policies and Procedures.....	6
h) Smoking.....	6
i) Alcohol, Illegal Substances and Firearms.....	7
II. Program Components and Policies	
1. Enrollment Eligibility.....	9
2. Enrollment of Children.....	10
3. After School and Summer Care.....	11
4. Waiting List Policy.....	11
5. Hours of Operation and Holidays.....	12
6. Arrival and Departure.....	12
7. Payment Schedules, Absences and Withdrawals.....	13
8. Attendance Policy.....	14
9. Child/Staff Ratios.....	14
10. Guidance Policy.....	14
11. Discipline Policy.....	15
12. Biting Policy.....	17
13. Student Assessment and Screenings.....	18
15. Television, Computers, And Other Electronic Devices.....	18
14. Toys.....	19
15. Clothing.....	19
16. Primary Care & Continuity of Care.....	20
17. Transitions.....	21
19. Dismissal.....	22
III. Child Health, Safety and Nutrition Policies	
1. General Policies.....	24
2. Health Inspection.....	24
3. Exclusion Criteria.....	25
4. Immunization Record.....	26

5.	Child Abuse and/or Neglect	27
6.	Medication Policy and Procedure	28
7.	Safe Sleep for Infants	29
8.	Outdoor Play Policy.....	30
9.	Transportation/Off-Site Activities Policy	30
10.	Water Activities Policy	31
11.	Photographing Children Policy	31
12.	Third Party Release Procedures.....	32
13.	Nutrition and Food Guidelines	32
14.	Animals Policy	35
15.	Asbestos Free Environment	35
IV.	Family Involvement	
1.	Communication with Families	37
2.	Open Door Policy	37
3.	Conferences.....	37
4.	Family Advisory Board	38
5.	Family Evaluation of Yaamahana.....	39
6.	Complaint Procedure	39
V.	Appendices	
A.	Community Resource List.....	41
B.	Discrimination Complaint Form	42

SECTION I
INTRODUCTION

Yaamahana/Chitimacha Child Development Center provides a program designed for Tribal children six weeks to five years of age. Yaaamahana will also provide after school and summer care to four and five-year olds completing pre-kindergarten when space is available.

MISSION STATEMENT

Yaamahana's mission is to promote the development of the total child through quality and age appropriate learning experiences. Our focus is to provide a safe and nurturing environment that supports the social, emotional, physical, intellectual and cultural development of the child.

We believe in:

- P Partnership with families
- L Learning through play
- A Awareness of culture
- Y Yaamahana – a place for children

YAAMAHANA'S GOALS FOR THE CHILDREN

The Yaamahana staff shall provide a variety of developmentally appropriate activities, experiences, and materials that are selected to engage children in active, meaningful learning and to achieve the following goals:

- -develop trust in adults and peers
- -foster positive self-identity and sense of well-being
- -develop social skills and knowledge
- -encourage children to think, reason, question, and experiment
- -encourage language (speaking, listening) and literacy development (emerging reading, writing awareness, and skills)
- -enhance physical development and skills
- -encourage and demonstrate sound health, safety, and nutritional practices
- -encourage creative expression, representation, and appreciation for the arts
- -develop awareness of Chitimacha cultural heritage and language development (speaking and listening), and respect for other cultures

YAAMAHANA’S GOALS FOR THE FAMILIES

The Yaamahana staff shall strive to work with families to achieve shared goals for children. Our goals for enhancing child care provider/parent relationships include:

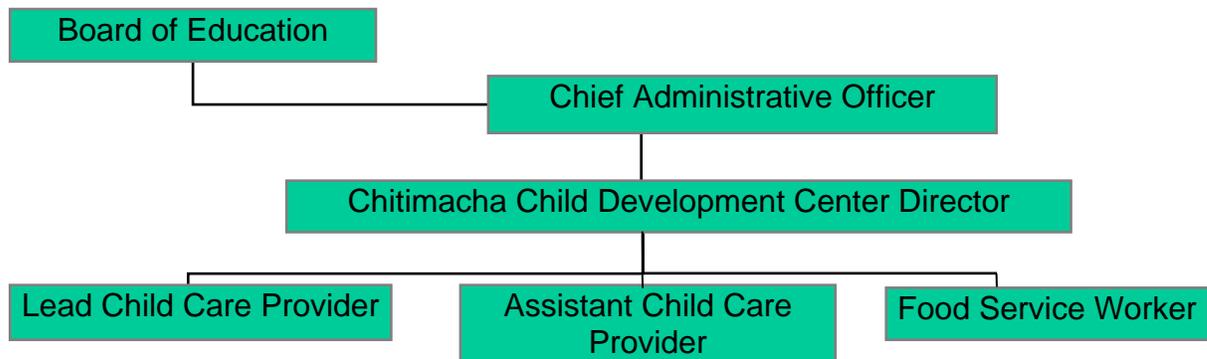
- -develop relationships based on mutual respect and cooperation
- -establish and maintain regular communication with parents
- -encourage parents to become involved in the program and participate in decisions about their children’s care and education

MANAGEMENT SYSTEMS AND PROCEDURES

YAAMAHANA ORGANIZATIONAL STRUCTURE

The Chitimacha Board of Education, acting as the governing body, shall have the responsibility of overseeing Yaamahana to ensure delivery of high quality services to children and families in accordance with Tribal policies and procedures, Yaamahana goals and objectives, and Yaamahana policies and procedures. Yaamahana shall maintain an organizational structure that supports the accomplishment of program goals and objectives. The child care center director shall provide the program with vision and leadership, and ensure management functions are properly carried out.

The hierarchy of Yaamahana is as follows:



RECORD-KEEPING

Yaamahana shall establish and maintain efficient and effective record-keeping systems to provide accurate and timely information regarding children and families. The confidentiality of the information is of the utmost importance. A

record for each child will be kept on file at the center. The record should include, but is not limited to the following:

- Pre-enrollment meeting verification form
- General information master form
- Copy of proof of degree of Indian blood, if applicable
- Copy of birth certificate
- Copy of social security card
- Proof of legal guardianship, if applicable
- Updated immunization record
- Authorization for emergency medical treatment
- Authorization for emergency contact information and pick-up
- Authorization for release of child
- Payment schedule agreement form
- Authorization for photographing, videotaping, audiotaping and observing child
- Authorization for non-vehicular excursions
- Authorization for medication administration, if applicable
- Authorization for application of topical products
- Authorization for water activities
- Infant/Toddler information, if applicable
- Two, Three & Four-Year-Old information, if applicable
- Parental agreement form

Children's records shall remain on file for a minimum of one year from termination or discharge from the center.

LICENSING

The State of Louisiana, Department of Social Services, has awarded Yaamahana with a "Class A" license. Yaamahana also voluntarily participates in the State of Louisiana's child care rating system known as Quality Start. This child care rating system is designed to recognize, build, and sustain quality child care. Yaamahana has been assessed and currently meets requirements for 4 out of 5 stars.

Licensing inspections, regulations, and information regarding licensed child care facilities, including Yaamahana, is available online at the Department of Children and Family Services website at www.dss.louisiana.gov. In addition, licensing

inspections, are also available upon request to the Department of Social Services, Child Care Licensing and Regulatory Section, P.O Box 3078, Baton Rouge, LA 70821.

NON-DISCRIMINATION POLICY

Subject to Native American preference as permitted by applicable law, in accordance with Federal law and U.S. Department of Agriculture policy, Yaamahana/Chitimacha Child Development Center does not discriminate against any person(s) on the basis of race, color, creed, national origin, sex, age, disability or whether the child is being breastfed. Any person(s) alleging discrimination has a right to file a complaint within 180 days of the alleged discriminatory action. All civil rights complaints should be forwarded immediately to:

***USDA
Director, Office of Civil Rights
1400 Independence Avenue, S.W.
Washington, D.C. 20250-9401
or call (800) 795-3272 or 720-6382 (TTY)***

The complaint should contain the name, address, and telephone number of person filing complaint, the specific location and name of the entity for whom complaint is against, the nature of the incident or action that led the complainant to feel discrimination was a factor, the basis on which the complainant feels discrimination exists, and the date, names, titles, and business addresses of persons who may have knowledge of the discriminatory action.

“USDA is an equal opportunity provider and employer”

CONFIDENTIALITY AND SECURITY OF FILES POLICY

Confidential information is restricted and private. Through written records and daily interactions with children and families, employees may become aware of potentially sensitive information. Employees of the center shall not disclose or knowingly permit the disclosure of any information concerning the child and his/her family, directly or indirectly, to any unauthorized person.

The center will maintain the confidentiality of all children's records. Written, informed consent from a parent must be received prior to releasing any information or photographs from which the child might be identified, except for authorized tribal, state, and federal agencies.

REQUIRED STAFF

The center has a full-time, qualified director who is responsible for overseeing, planning, and managing the daily operations of the facility as well as responding to parental concerns and ensuring that minimum licensing requirements are met. In the absence of the director, the director designee will assume the daily operations of the facility. When both the director and director designee are not on the premises due to a temporary absence, an employee at least 21 years of age will be appointed as staff-in-charge.

If children are picked up or dropped off at the facility by a public or private school bus, staff shall be present to safely escort children to and from the bus.

STAFF POLICIES AND PROCEDURES

The Yaamahana staff shall follow written policies and procedures that give instructions in carrying out daily routines. The policies and procedures help guide the staff in providing quality care in a safe and healthy environment. Parents have the right to review staff policies and procedures. If a parent is interested in reviewing this document, he/she can ask the child development director for a copy.

SMOKING

Yaamahana is a smoke-free building. The designated smoking area for employees and visitors is the outdoor area by the soft drink machine. Smoking is not allowed in any other location on the premises, even in inclement weather. Smoking for employees is limited to break periods, lunch, and before and after work hours. Smoking is not allowed in the presence of children on any field trip. When employees smoke during work hours, they are required to wear an over-shirt or smock over their clothing, to keep the smell of smoke from lingering on their clothing.

ALCOHOL, ILLEGAL SUBSTANCES, FIREARMS

The center prohibits the use of alcohol and the use or possession of illegal substances or unauthorized potentially toxic substances, knives, firearms (loaded or unloaded), pellet or BB guns (loaded or unloaded) in the center, on the playground and on any field trip.

SECTION II
PROGRAM COMPONENTS AND POLICIES

ENROLLMENT ELIGIBILITY

The center accepts Native American children from federally recognized Tribes. Within one month of enrollment in a federally recognized Tribe, proof of Degree of Indian blood must be submitted. Failure to provide the paperwork may result in termination of enrollment.

The center will also accept non-Indian children who are dependents of Indian households, located within St. Mary Parish, State of Louisiana. The parent or legal guardian of the non-Indian child must be residing with an enrolled member of a federally recognized Indian Tribe to whom they are legally married.

When space is available and upon the discretion of the director and/or Board of Education, Yaamahana will accept non-tribal children of full-time and part-time employees of the Chitimacha Tribe of Louisiana and Cypress Bayou Casino. Proof of employment from the Human Resource Department must be provided with the enrollment application. The tribal employee must be the natural parent or legal guardian of the child. Proof of legal guardianship must be provided with the enrollment application. Enrollment takes place each year in the latter part of July and beginning of August. First available space at the time of enrollment will be filled with tribal children. Once a tribal employee's child is enrolled, the child's place at Yaamahana will be secure until the following year's enrollment/re-enrollment. The same procedure will be followed for infants, with one exception. If a tribal infant is born after enrollment/re-enrollment and there are no available spaces in the infant room, a non-tribal infant may lose his/her place. The parents of the non-tribal infant will be given a two week notice so they can find alternative care for the infant. If the employee resigns or is terminated from his/her position with the Tribe or Casino, the child will be allowed to remain enrolled for no longer than two week after separation of employment.

The education and care of Indian children is the priority, with the privilege of enrollment to non-Indian children dictated by physical restraints and limitations of the facility. Therefore, Indian children will be admitted first, and thereafter, qualified non-Indian children.

ENROLLMENT OF CHILDREN

After a family has decided to enroll a child, the following steps must be completed before the child's first day at the center. These include:

1. Picking up an Enrollment Packet from the director or director designee.
2. Scheduling and attending a pre-enrollment meeting with the child development director. You can schedule a meeting when you pick up an Enrollment Packet or call 923-0100 to set up a meeting. The pre-enrollment meeting will include a review of policies and procedures, a tour of the facility, an opportunity to meet the Yaamahana staff, and a time for the director to answer questions the family may have about the program. At the pre-enrollment meeting, the director and the parents shall determine that the individual needs of the child (children) can adequately be met by the center's program and facilities.
3. Prior to enrollment, classroom visits by the family will help make separation easier. The family can schedule these visits with the director at the pre-enrollment meeting. The family shall not be charged for these pre-enrollment visits, however, a parent is required to remain with the child.
4. The Enrollment Packet includes a checklist of required documentation. When the application is returned to the director, the completed checklist of required documentation should also be returned to indicate that the applicant has included all documentation to complete the application. Documents needed for enrollment include:
 - Completed enrollment packet (one per child)
 - Proof of degree of Indian blood, if applicable
 - Birth certificate
 - Social security card
 - Proof of legal guardianship, if applicable
 - Immunization record
 - Free/Reduced Price Meal Application Form
 - \$30.00 registration fee (Make checks payable to Chitimacha Tribe)
 - Proof of monthly income (ex. Check stubs, child support payments, government payments, etc.), if applicable
5. Only Native American families are eligible for CCDF Tuition Assistance. Once all enrollment information is returned to the director, the family's information will be reviewed by the CCDF Program Administrator to

based on the information contained and provided in the completed application packet. Non-tribal families and Tribal families not receiving CCDF tuition assistance are eligible to apply for Child Care Assistance through the local Office of Family Support.

AFTER SCHOOL AND SUMMER CARE

When space is available, after school care will be offered to children currently attending pre-k. After school care will be provided on school day afternoons from 2:30 PM. – 5:30 PM. Full day care will not be provided during school holidays or other school closures. Since after school care is only offered to pre-kindergarten students when school is in session, parents will not be charged tuition during school holidays. When space is available, full day summer care will be offered to children just completing pre-k.

WAITING LIST POLICY

In order to maintain a quality child care program, the number of children enrolled in each room is limited as follows:

Infants -	8 children
Younger Toddlers -	8 children
Older Toddlers -	8 children
Three-Year-Olds	14 children
Four-Year-Olds	14 children

Enrollment packets for unborn children will be accepted two months prior to the infant's due date. When space is available, parents of the first child on the waiting list for the room will be notified. If the parent does not respond within three working days after notification of an available space, the child will be dropped to the bottom of the list and the parents of the next child on the list will be notified. Situations may arise that require the director's discretion. For example, a space is available and an unborn infant is next on the waiting list. The director may give the space to the second child on the waiting list knowing that a space will be available around the time the unborn infant turns six weeks old.

HOURS OF OPERATION

Yaamahana is open Monday through Friday, 7:00 A.M. to 5:30 P.M. (subject to change due to the needs of the community). Yaamahana does not offer care for children during night time hours. The center is closed for two staff development days each year. Notification will be sent prior to the scheduled dates.

The following national and local holidays will be observed:

Labor Day

American Indian Day

Thanksgiving Day, and day after

Christmas Eve, Christmas Day

New Year's Day

Mardi Gras

Good Friday

Memorial Day

Independence Day

When any holiday falls on Saturday, the preceding Friday will be observed as a holiday. A holiday which falls on Sunday will be observed on the following Monday (except Easter Sunday).

In the event of severe weather such as hurricanes, etc., Yaamahana will not be able to reimburse families for days missed. Yaamahana continues to incur operational expenses even though the center is closed.

ARRIVAL AND DEPARTURE

A parent or designated adult must sign (full name) the child in upon arrival and sign out upon departure. Children who leave and return to the center during the day shall be signed out/in. A child will not be able to leave the center with anyone other than a designated adult. These designated adults will be listed on the Release Form. Parents are encouraged to have their child in attendance by 9:00 AM so that the child will have an opportunity to participate in the Chitimacha Language Program and other daily activities. Breakfast will be served until 9:00 AM. A fee of \$1 per minute per child will be assessed to anyone picking up a child after 5:30 P.M. At 5:45 P.M., the fee will increase to \$1.50 per minute. If morning part-time services are chosen, please pick up your child by 12:00 P.M. If your child is not picked up by 12:00 P.M., a fee of \$1 per minute per child will be assessed. At 12:15 P.M., the fee will increase to \$1.50 per minute. The late fee is due on the following day before your child will be allowed to attend.

At arrival and departure, parents and child care providers shall share information related to child's health and/or safety (Example – whether child slept well; medication, notified of illness in group; injuries reported).

When a child is picked up after 5:25 PM, the child care provider shall have the child and his belongings in the front hallway to assist the parent in an easy departure.

PAYMENT SCHEDULES, ABSENCES, AND WITHDRAWAL

Payment for child care will be set up in weekly, biweekly, or monthly schedules. If receiving CCDF Tuition Assistance, any increase or decrease in household income must be reported immediately. **TUITION PAYMENTS ARE DUE UPON BEGINNING SERVICES (ex. If a child starts on August 27, tuition is due that day and then your payment schedule will be adhered to). Once tuition payments are 5 business days (1 week) past due, the director will send a letter to the parents stating that a payment must be made by the 7th day or the child will no longer be able to attend Yaamahana.** Parents should keep in mind that both tuition and late fees will continue to be charged to their account until payment is received. If the parents choose to withdraw the child from the center, and then re-enroll the child later, all tuition, late fees and a new registration fee is required.

Late Fees – Once tuition payments are five business days (1 week) past due, a \$5.00 late fee per family will be assessed. This late fee will continue to be assessed weekly to all accounts with a past due balance.

Please make all tuition payments including cash payments at Yaamahana. Make checks, money orders, and cashier's checks payable to the Chitimacha Tribe of Louisiana. When making a payment in cash, exact change is requested. All payments can be placed in the locked brass mailbox located in Yaamahana's front entryway. If you prefer to give your cash payment directly to a person, please give the payment to the director or director designee only. **A \$25.00 fee will be assessed to all NSF checks. Should we receive a NSF check, only cashier's checks or money orders will be accepted. You will have seven days to correct your account.** After seven days your account will be considered delinquent and the child will not be able to attend until the account is updated.

We cannot credit you with absences since your child's place is reserved for him/her and our expenses continue although he/she is not present. The director must be notified two weeks in advance of withdrawal. This allows another child the opportunity to enroll.

ATTENDANCE POLICY

When a child enrolls for two or three days a week, the parent needs to determine the days the child will attend each week. For example, the parent may decide to send the child on Tuesday and Thursday. It is the responsibility of families to comply with the enrollment plan that was agreed upon at the time of enrollment. The center will not be able to provide care for children who arrive on a day that is not part of the agreed upon enrollment plan unless prior arrangements are made with the director. If a field trip or special event occurs on a day the child does not attend, prior arrangements can be made with the director for the child to switch days of attendance for the week of the event only.

CHILD/STAFF RATIOS

Child/staff ratios are established to ensure quality care and safety of all children. Yaamahana follows significantly lower child/staff ratios than is required by the State of Louisiana. The child/staff ratios are as follows:

<u>Ages of Children</u>	<u>Child/Staff Ratio</u>
Infants under 12 months	4:1
13-30 months	5:1
31-35 months	6:1
3-year-olds	8:1
4-year-olds	10:1
5-year-olds	12:1

GUIDANCE POLICY

Our goals are to help children learn acceptable behavior and develop inner controls. When redirecting or guiding a child's behavior, the age, intellectual development, emotional make-up and past experiences will be considered, and consistency will be maintained in setting limits for each child. The staff will implement the following guidance techniques:

- Give guidance as needed, but try not to interfere in a child's activity.
- Take action when necessary, if the child's activity is endangering him/her, another child or property.
- Be positive in word and attitude when you must maintain limits. Be kind, matter of fact and composed at all times. Offer choices when possible.
- Refrain from discussing a child in his or her presence.
- Refrain from visiting with adults while in the classroom.
- Avoid labeling a child (positive and negative) or shaming a child.
- Tickling or throwing children up in the air are not appropriate to our goal of child-initiated play in a safe, secure environment.

DISCIPLINE POLICY

Yaamahana practices a positive method of discipline. The following methods of discipline are prohibited. Any use of the described practices shall be grounds for immediate termination of staff. All parents and staff are provided with a copy of our Child Guidance and Discipline Policy.

- No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats by either staff, substitutes, or parents while on center property.
- Prohibited actions include but are not limited to yelling, slapping, spanking, yanking, shaking, pinching, requiring a child to exercise, placing a child into uncomfortable positions, exposing a child to extreme temperatures and other measures producing physical pain, putting anything in a child's mouth, abusive or profane language including telling a child to "shut up", or threatening a child with a prohibited action even though there is/was no intent to follow through with the threat.
- No child shall be subject to cruel, severe, unusual, or unnecessary punishment.
- Derogatory remarks must never be made in the presence of children about family members of children in care or about the children themselves.
- Unsupervised isolation of a child is never allowed. Time out or time alone, if used, shall take place within sight of the child care provider. The length of each time out session shall be based on the age of the child and shall not exceed one (1) minute per each year of the age of the child. Time out shall not be used for children under 2 years of age as these children are too young to cognitively understand the consequences.

- A child is never to be physically restricted in any way unless his or her actions would bring harm to self or others. A child is never to be restrained by devices such as high chairs.
- Children shall not have active play time withheld as punishment.
- No child or group of children shall be allowed to discipline another child.
- No child or group of children shall be allowed to bully another child.
- The withholding of food, including snacks, water, a nap or rest, or bathroom facilities shall never be used as punishment for a child. An adult should never address a child harshly, with intimidation or ridicule.
- Adults are never to discuss a child's behavior with another adult in the presence of the child or other parents. Written or verbal reports to parents regarding conflicts or disagreements between children shall not include the name of the child who hit, bit, or pushed their child.

Yaamahana staff shall maintain a safe, non-threatening environment. Yaamahana staff shall foster creativity, encourage children to explore, and allow them to make discoveries. We also set limits and encourage self-discipline since children need boundaries to develop a sense of security.

To enforce the boundaries and rules at the center, the adults use the following techniques with the children:

- Clear statement of the limit. ("Put the block down.")
- Stating expectations positively. ("The blocks are for building.")
- Redirection. ("Let's go see what Eric is cooking in the kitchen.")
- Supporting problem-solving and negotiation between the children. ("How could you use your words to tell Caitlin that you would like to have a turn with that truck?")
- Logical consequences or choices: ("You are having trouble playing with the blocks without throwing. I need you to choose another place to play.")
- Modeling effective ways to express feelings and emotions. ("I do not like it when you grab the book from my hands. Please tell me that you would like to see it.")

There are times when all of the above techniques, which are appropriate to the situation, have been tried and the problem continues. It is at these times that we might ask a child to sit quietly by himself/herself until that child can return to play appropriately. We do not have a "time-out" place and this alone time is not seen as a punishment. Rather it is seen as a time to regroup. Even as adults, we

sometimes need time alone to “pull ourselves together.” Children also need this, especially when they have been in a group situation most of the day.

BITING POLICY

While it is important to understand that biting is an age-appropriate behavior for toddlers, it is just as important to accept that biting is not an acceptable behavior. The staff will help toddlers control their urge to bite other children by responding quickly and firmly.

The staff will take the following actions to lessen the likelihood of children being bitten:

- **First, the biting child should be stopped and told, “STOP, Billy! You may not bite Joey. Biting hurts Joey!”** The adult’s tone of voice must be firm, but should not be louder than normal.
- **At the same time that the adult speaks, the adult should act.** If two adults are in the room, one adult will step in to help the victim while the other adult stops the biting child. When there is only one adult, the biting child should usually be dealt with first. This is because discipline for toddlers is most effective when it occurs immediately after the unacceptable action. The biting child should be removed from the situation. Depending upon the age of the biter, the separation may be in the form of redirection, “time-out,” or simply meeting the biter’s need.
- **Adults will carefully observe what is happening in the classroom.** When a child is exhibiting low tolerance for frustration, or when a child has a history of biting, adults must pay especially close attention to the potential biting child.
- **Shadow severe, consistent “biters.”** Assign one adult in the classroom to be within two feet of the biter at all times until biting has ceased.
- **Child care providers shall talk to parents about what is happening.** Parents deserve to know that your classroom is having a biting problem. They will want to know what steps you are taking to solve the problem.
- **Parents shall talk to the child care provider about what is happening.** If your child is biting at home, letting the staff know will help prevent biting in the child care setting. If your toddler is dealing with stressors that may affect his or her behavior, this information is also helpful to the child care provider.

If a child has been bitten, the staff shall:

1. Wash the wound with soap and water.
2. Apply ice.
3. If the bite breaks the skin, the parent shall be notified immediately.
4. Write accident report.

STUDENT ASSESSMENT AND SCREENINGS

The first 5 years of a child's life set the stage for success in school and later life. It is important to make sure that each child is developing without problems in the early years. Developmental and social/emotional screenings will be conducted on each child. Developmental screenings will be conducted two times per year in the months of August/September and April/May. Social/emotional screenings will be conducted one time per year in the months of August/September. At re-enrollment or when a child enters the program, parents will be asked to conduct the social/emotional screening on their child. If there are concerns regarding a child's developmental or social/emotional screening, the parent will be contacted in a timely manner to discuss the findings. Otherwise, the results of the screening and informal assessments will be shared at Parent- Provider Conferences.

All children are observed daily in an ongoing effort on the part of the staff to best meet the needs of each child. Informal observations are recorded periodically. The lead child care providers with the help of the assistants will keep portfolios of each child's work. The portfolios include photos of the child, and selections of the child's work. The portfolios are also connected to the State of Louisiana's Early Learning Guidelines which provide indicators of what children at certain ages should be "working on."

TELEVISION, COMPUTERS, AND OTHER ELECTRONIC DEVICES

Electronic device activities for children under two years of age, including but not limited to television, movies, games, videos, computers, DVDs, hand held electronic devices, etc., shall be prohibited.

If there are daily activities involving any of the above mentioned electronic devices for children over two years of age, the electronic activities shall be included on the written daily schedule. Television/video will be viewed by children over two years old only very infrequently and with the director's approval. When children over two years old do view television, viewing time shall be limited to not more than 30

minutes total, once a week. Computer time and other hand held electronic devices shall be limited to 15 minutes per day for children over two years of age. Computers used by children will be equipped with software that prevents children's access to inappropriate web sites, e-mail, and instant messages.

TOYS

The center will provide numerous age-appropriate toys for the children; therefore, we encourage children to leave toys at home. The only exception is cuddly toys for children to hold during naptime.

CLOTHING

Washable play clothes are the most suitable. Your child may get dirty during the course of the day. Items such as sweaters, coats, hats, and diaper bags must be marked with the child's name. Please dress your child appropriately for the weather. Since infants also spend time outdoors each day, send clothing appropriate for the weather such as jackets and hats for the winter months. Recommended diaper supply for young infants should be 1 per hour per child. As the infant gets older, he/she will require fewer diapers. We encourage parents to bring enough diapers to last at least a week. The diapers will be labeled with your child's name and stored in the classroom. The child care provider will notify you when the diaper supply gets low. Children being toilet trained need MANY pairs of underwear.

Children need to wear shoes with ties, Velcro, buckles, or an elasticized back strap. Slip-on shoes and beach shoes are not acceptable attire for the center. Infants need to have shoes and socks on their feet or in their diaper bags.

ALL children need to bring and maintain at least two changes of clothes (appropriate to the season), including underwear and socks. Each item shall be marked with the child's name. After stored clothing is used, please send a replacement. Additional seasonal clothing is needed for the classroom emergency suitcase in case the center needs to evacuate from the facility.

Each child is required to bring a mat cover and small blanket for nap time. The mat cover and blanket need to be labeled with the child's name. The center will wash the mat covers and blankets weekly or as needed. Please do not send pillows.

If the child soils his/her clothing or blanket with bodily fluids such as urine, stool, blood or vomit, the clothing or blanket will be sent home to be laundered in a plastic bag with a secure tie. We cannot wash items soiled with bodily fluids because of the possibility of contaminating other laundry items.

“THE ONLY PERSON
WHO LIKES CHANGE
IS A WET BABY”
Anonymous

PRIMARY CARE & CONTINUITY OF CARE

As your child grows and develops, he/she will change classrooms. At Yaamahana, we practice *primary care and continuity of care* to the greatest extent possible.

What is primary care?

- Each child is assigned to one “special” child care provider and every parent has a primary contact. Primary caregiving is based on building relationships with each child and the child’s family.

What is continuity of care?

- The same primary child care provider will be caring for your child over an extended period of time.
- **Why is primary care and continuity of care important?**
- A consistent primary child care provider reduces a child’s fear and stress and enables the child to explore and learn with confidence.
- Attachment to a primary child care provider is very important in the first three years of a child’s life.
- It promotes an atmosphere of familiarity and trust.
- Children and families are able to form long-term relationships with the child care provider.

Transitions

- Entering Yaamahana for the first time
- Moving from one classroom to another classroom
- Moving from Yaamahana to pre-kindergarten

Home → Yaamahana	Classroom → Classroom	Yaamahana → PreKindergarten
<ul style="list-style-type: none"> • Parents are encouraged to make at least 2 visits to the classroom with their child • Why? You will help your child feel more secure. • Some parents may need to be present in their child’s classroom for a while each day – then gradually decrease this time as their child is more comfortable. This is OK – you can plan this with your child’s provider. • When you leave, <u>always</u> say goodbye to your child. You will violate your child’s trust if you leave without saying goodbye. 	<ul style="list-style-type: none"> • Before your child moves to a new classroom: <ul style="list-style-type: none"> ○ The director will communicate this information to you and the child care providers at least 2 weeks before the move ○ The child care providers will meet to share information and plan for a smooth transition • Your child will be helped so he/she can adjust to the new classroom. • Children transitioning from one classroom to another will visit for short periods at first then longer visits just prior to the final move. 	<ul style="list-style-type: none"> • 3-year-old staff and pre-k staff have a plan to assure that your child’s transition to school is smooth. • Yaamahana and Chitimacha Tribal School will coordinate learning activities, field trips, and special events. • 3-year-old children have regular visits to the school to participate in activities – this helps with their transition. • 3-year-old staff and pre-k staff will develop a plan to assist every child in their move to pre-k. The plan will include strengths, ideas, concerns, and your input. You will be asked to help develop this plan.

DISMISSAL

The center will do everything it reasonably can to maintain a safe and effective educational environment. We expect family members to cooperate with us in this effort. On rare occasions, if a child's behavior becomes too disruptive or unsafe, and if efforts in coordination with the family have not succeeded in curtailing that behavior, the Board of Education reserves the right to terminate the enrollment of the disruptive child. The Board of Education also reserves the right to terminate enrollment should any of the following occur.

1. The child threatens the safety, health and/or well-being of others.
2. Tuition is late. When tuition is 5 business days behind schedule, the child will not be allowed to attend the center on the seventh day.
3. Failure to honor obligations, rules, or regulations set forth by the Chitimacha Board of Education as listed in this handbook.
4. Parents/Guardians who ignore center guidelines, and/or cause undue stress to center staff or operations.
5. Parents/Guardians who threaten the safety of the children and/or staff.
6. Lack of cooperation from parents/guardians with the center's efforts to resolve differences and/or to meet the child's needs through meetings or conferences.
7. Enrollment/immunization records are incomplete and/or not updated.
8. Enrollment was under fraudulent circumstances.

SECTION III
CHILD HEALTH, SAFETY, AND NUTRITION POLICIES

GENERAL POLICIES

Staff shall report any injury of a child to the director, no matter how insignificant it may seem. The director will determine if the parent needs to be immediately notified and if first aid should be administered. All full-time staff and most part-time staff are trained in Infant/Child/Adult CPR and Pediatric First Aid. At least

50 percent of the staff on the premises at any one time shall be trained. First aid kits are in each classroom.

Parents shall be notified if a child suffers an accident or is involved in any unsafe or dangerous incident while at the center. All head injuries shall be reported to the parent immediately as well as human bites that break the skin, any animal bite or insect bite, blood not contained in an adhesive strip, broken or dislodged teeth, an impaled object, eye injury, and any injury requiring professional attention. All accidents/ incidents shall be recorded on an accident report to be given to the parent at the end of the day. A copy of the report shall be maintained on file for one year in the director's office.

HEALTH INSPECTION

The staff on duty are charged with the responsibility of performing a health check each day as the children arrive at the center. The staff shall check for possible signs of illness, infections, bruises, changes in behavior, and signs of injury. Parents are requested to examine their child daily, before coming to the center, to detect any symptoms of contagious illness or disease, behavioral changes, or bumps, scratches, bruises, unusual scars and injuries on face, arms, and legs. The staff are required to ask the parents to explain any changes in the child.

Parents must be notified if a child exhibits signs of illness or unusual behavior while at the center. All allergic reactions must be reported to the parent immediately as well as skin changes such as rashes, spots, and swelling, unusual breathing, dehydration, any temperature reading 101° (in mouth or ear)/100° (under arm) and any illness requiring professional attention.

To maintain a healthy environment for the center, we will accept only well children. We are depending on you to help us maintain this policy. A child with a fever of 101° (in mouth or ear)/100° (under arm) or higher within the previous 24-hour period must be kept home. If your child becomes ill during the day, an adult family member will be notified and the child will be isolated (with adult supervision) from other children until the child is picked up. Therefore, we ask parents to make every effort to pick up the ill child within 30 minutes of notification. The child may return when in good health (see Exclusion Criteria). Parents must inform the director immediately after a contagious illness or disease is detected. This will enable the center to determine if the illness or disease has been contracted by any other children and may help in preventing the illness or disease from spreading to other children.

EXCLUSION CRITERIA

A child shall be excluded from the child care facility if any of the following conditions exist:

- A. ***Unable to participate in the regular setting of the day.*** A child who cannot participate in the regular setting of the day shall be excluded from the child care facility regardless of nature or illness.
- B. ***Temperature:*** Temperature 100 degrees F or greater taken under the armpit, 101 degrees F or greater taken in the mouth or ear, accompanied by behavior changes or other signs or symptoms of illness. The child should be evaluated by a licensed health care professional (physician, advanced practice registered nurse, dentist).
- C. ***Visual evidence or verbal complaints of possible severe illness*** such as uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing or other unusual signs.
- D. ***Uncontrolled diarrhea*** or frequent loose or watery stools compared to child's normal pattern. Stool is not contained in the diaper or diarrhea is causing "accidents" for toilet-trained children. Blood and/or mucus are found in the stool. Plans for exclusion should begin after second episode of diarrhea noted in child care.
- E. ***Two or more episodes of vomiting*** in the previous 24 hours. Plans for exclusion should begin after second episode of vomiting.
- F. ***Mouth sores*** with drooling.
- G. ***Rash*** with fever or behavior change.
- H. ***Untreated conjunctivitis (pink eye)*** with purulent (white or yellow) drainage from eyes. A child shall be excluded until 24 hours after initial antibiotic treatment.
- I. ***Untreated infestations:*** scabies, head lice, or other infestation. A child shall be excluded until 24 hours after initial antibiotic treatment and cessation of fever.
- J. ***Tuberculosis:*** A child is excluded until a health care provider states that the child can attend child care.
- K. ***Impetigo:*** A child is excluded until 24 hours after medical treatment is initiated.
- L. ***Strep throat or other streptococcal infection:*** A child is excluded 24 hours after initial antibiotic treatment and cessation of fever.
- M. ***Chicken pox:*** A child is excluded until six days after onset of rash and all sores have dried and crusted.

- N. ***Pertussis***: A child is excluded until five days of appropriate antibiotic treatment have been completed and with sufficient documentation from the child’s physician.
- O. ***Mumps***: A child is excluded until nine days after onset of parotid gland swelling or as directed by a physician.
- P. ***Hepatitis A Virus***: A child is excluded until one week after onset of illness or as directed by a physician and health department when treatment has been administered.
- Q. ***Measles***: A child is excluded until six days after onset of rash or as directed by a physician.
- R. ***Rubella***: The child is excluded until six days after onset of rash or as directed by a physician.
- S. ***Unspecified respiratory illness, shingles or other conditions***: Children shall be excluded until sufficient documentation is received from the child’s physician.
- T. ***Abdominal pain*** intermittent or persistent. Children shall be excluded until sufficient documentation is received from the child’s physician.
- U. Children experiencing any above mentioned complaints, evidence of illness or conditions should be excluded from child care and should have documentation from the child’s physician.

Yaamahana reserves the right to exclude a child if visual and verbal complaints indicate the possibility of illness regardless of physician note. A return visit to the physician may be deemed necessary.

Our goal is to reduce the chance of illness and keep children as healthy and safe as possible.

IMMUNIZATION RECORD

Each child must have a completed “Child-Care-Preschool Certificate of Immunization” on file. In the state of Louisiana, children over 15 months are required to have the chickenpox vaccine.

CHILD ABUSE AND/OR NEGLECT

As mandated reporters, the director, staff and substitutes of Yaamahana are required legally and ethically to report child abuse in accordance with the Chitimacha Comprehensive Codes of Justice, Title V and in accordance with LA R.S. 14:403.

The Department of Children and Family Services (DCFS) defines a mandated reporter as follows:

- **Mandated Reporter** – professionals who may work with children in the course of their professional duties and who consequently are required to report all suspected cases of child abuse and neglect. This includes any person who provides training and supervision of a child, such as a public or private school teacher, teacher’s aide, instructional aide, school principal, school staff member, social worker, probation officer, foster home parent, group home or other child care institution staff member, personnel of residential home facilities, a licensed or unlicensed day care provider, any individual who provides such services to a child, or any other person made a mandatory reporter under Article 603 of the Children’s Code or other applicable law.

The director, child care provider, substitute, or support staff will not delay reporting suspected abuse and/or neglect to the Chitimacha Human Services Department and/or the St. Mary Parish Office of Community Services in an attempt to conduct an internal investigation to verify the abuse/neglect allegations. The staff, including substitutes, are not required to report the suspected abuse/neglect to the director and/or administrators prior to reporting to the Chitimacha Human Services and/or the Louisiana Department of Children & Family Services (DCFS).

The staff will report any suspected abuse and/or neglect of a tribal child living on the reservation to the Chitimacha Human Services Department.

The staff will report any suspected abuse and/or neglect of a non-tribal child, or a tribal child living off the reservation to the Louisiana Department of Children & Family Services (DCFS) Child Protection hotline.

The telephone numbers for the agencies are as follows:

Chitimacha Human Services	DCFS Child Protection Hotline
(337) 923-7000	855-4LA-KIDS (855-452-5437)

MEDICATION POLICY AND PROCEDURE

If any medication is to be given to a child during the day (prescription and non-prescription), PARENTS MUST COMPLETE AND SIGN THE MEDICATION AUTHORIZATION FORM DAILY. Only staff trained in Medication Administration will administer medications or medical treatments. The staff shall appropriately document giving the medication and sign the Medication Authorization Form. When a parent administers medication or medical treatments to his/her child at the center, the parent shall appropriately document giving the medication and sign the Medication Authorization Form. Medications will not be administered without written instructions. Medicine must be in its original container with the original label. Prescribed medicine must have the child's name, physician's name, name of medication or prescription number, dosage directions, and dosage. Medication must not have an expired date. Proof of possible side effects is required on all medications. All medications shall be sent home at the end of each calendar week except in the case of emergency medications for children with special health care needs.

Non-prescription medicine including non-prescription topical ointments/sprays/creams, shall also be appropriately labeled and will not be administered without a written physician's authorization. Insect spray, preventive diaper rash cream, and sunscreen shall be administered with a one-time Medication Authorization Form signed by the parent. If changes occur, the parent shall update the authorization with a signature and date.

When administering a new medication, the parent shall give the first dose to the child at home and observe the child for any adverse reactions.

No emergency medication of any type (prescription, non-prescription, or special medical procedure) shall be administered by facility staff unless authorized in writing by the parent. PARENTS MUST COMPLETE AND SIGN THE EMERGENCY MEDICATION AUTHORIZATION FORM. A plan of action must be in place for children who require emergency medication (i.e. Epipen, Benadryl). The plan of action shall include symptoms that would indicate the need for medication, actions to take once symptoms occur, and a description of how to use the medication, dosage, and method. Parental authorization and a plan of action for emergency medications shall be updated every 6 months.

All aerosol medications shall be delivered to the child care facility in pre-measured dosages. During the administration of this medication, staff shall ensure that the child is not disturbed by other children.

Medicine shall be stored in a section of the refrigerator in a locked, leak proof box, or in a locked cabinet away from food. The storage area should be labeled.

For the safety of all children, medications shall never be left in diaper bags, backpacks, or on counter tops.

To ensure medicine is given in accurate dosages, parents shall provide an appropriate medicine dropper or measuring spoon.

Medication that needs to be given 3 or more times a day will be given TWICE a day at the center unless special situations arise and the director or director designee approves additional administration. The staff will try to accommodate your child's medication needs, but due to the many demands at the center, the staff may not always be able to fulfill all requests for administering medication to children.

SAFE SLEEP POLICY FOR INFANTS

Only one infant shall be placed in each crib. All infants shall be placed on their backs for sleeping.

Written authorization from the child's physician is required for any other sleeping position. A notice of exception to this requirement shall be posted on or near the baby's crib and shall specify the alternate sleep position. The written authorization shall be updated every three months and as changes occur.

Infants shall not be allowed to sleep in a car seat or other similar device. Infants shall not be placed in positioning devices for sleeping.

"Back to sleep" signs shall be posted above or on each crib.

Infants shall not be placed in positioning devices for sleeping unless the child has a note on file from the child's physician authorizing the device.

Infants who use pacifiers will be offered their pacifier when they are placed to sleep, and it shall not be placed back in the mouth once the child is asleep. Bibs shall not be worn by any child while asleep.

Each infant shall be placed in a safety-approved crib with a firm mattress of no more than six inches and with well-fitting sheets.

1. Cribs shall not have more than 2 and 3/8 inches between slats and between the side and end panels.
2. Decorative cutout areas in crib end panels or decorative knobs on the corner posts, which can entrap a child's head or catch his or her clothing, are prohibited.
3. All latching devices on cribs shall hold securely, be maintained in proper working condition, and shall not be accessible by the child in the crib.
4. Full size cribs shall be in compliance with ASTM F 116910 as of December 28, 2012.
5. Cribs shall be free of toys, and other soft bedding, including blankets, quilts, comforters, bumper pads, pillows, soft toys, and wedges when the child is in the crib.
6. Nothing shall be placed over the head or face of the infant.
7. The staff shall visually check on sleeping infants at least every ten minutes.

The director shall talk to the parents of a new baby coming into the program about Yaamahana's safe sleep policy at the required pre-enrollment meeting.

OUTDOOR PLAY POLICY

Weather permitting, all children, including infants, will spend at least one hour per day in daily outdoor play. Children will be outside, weather conditions permitting. The director/director designee/staff-in-charge will determine if the temperature is appropriate for outdoor play based on the "Child Care Weather Watch" posted in all classrooms. Accommodations cannot be made for children to remain indoors if they are feeling "under the weather." A child too sick to be outside is probably too sick to be around other children.

TRANSPORTATION/OFF-SITE ACTIVITIES POLICY

Yaamahana does not transport children from home to center, or center to home. We will take official field trips approved by parents. An approved tribal vehicle will be used for field trips. A signed parental authorization is required for each field trip. All children shall be required to use federally-approved and properly installed child passenger restraint systems (harnesses or car seats). Walking field trips, stroller rides, and wagon rides may be taken on the reservation within a safe, reasonable walking distance. The family will be asked to sign a blanket permission slip during the enrollment process to cover reservation based walks and stroller/wagon rides. Offsite activities will include at least one staff member in

attendance and accessible to children at all times who has documented current certification in infant/child/adult CPR and pediatric first aid. Children shall be under the direct supervision of staff at all times during the offsite activity.

WATER ACTIVITIES POLICY

Water activities used at Yaamahana include the use of sprinklers, washing dishes, washing tricycles, painting with water, bathing baby dolls, pouring and measuring water, using a water table, squirt bottles, and water spraying devices. Children three years of age and above, completely toilet trained, can also participate in water activities in wading or swimming pools. Children under three years of age shall not engage in water activities in wading or swimming pools due to the risk of fecal-oral contamination and disease. When children participate in water activities in pools or other bodies of water with a depth of more than two feet, a certified lifeguard holding a current certificate shall be on duty supervising the children participating in swimming or wading activities at all times. Each child will be required to have a signed permission slip to participate in any of the above mentioned water activities.

PHOTOGRAPHING CHILDREN POLICY

Yaamahana has video cameras and video equipment that records the daily activities throughout the facility. These video recordings are conducted for the protection of the children and staff. At various times throughout the year, the staff of Yaamahana will be taking digital images, photographs, videotapes, and/or audiotapes of the children for educational purposes (e.g. conference presentations to train child care professionals), and decoration purposes (e.g. posting pictures on bulletin boards, in cubbies, etc.). There may also be occasions when the children and staff are photographed or videoed for use in materials, to include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the Chitimacha Tribal Web site and the Franklin Banner Tribune. Please be aware that parents are also allowed to come into the center and observe, photograph, videotape, and/or audiotape children. The family shall be asked to sign a release form during the enrollment process either granting or denying permission to take digital images, photographs, videotapes, and or audiotapes of their child. No child will be observed, videotaped, recorded, or photographed without the supervision of a child care provider and the authorization of Yaamahana's director or director designee.

THIRD PARTY RELEASE PROCEDURE

The child shall only be released to designated adults on the child's Release Form. If an adult other than individuals on the list comes to pick up a child, contact the director. Parents can add persons to the Release Form through written permission. Any additions made to the Release Form shall be signed and dated by the parent. In case of a medical emergency, individuals listed on the Emergency Medical Care Form can pick up a child if the parent/guardian cannot be reached. In any other emergency situation, individuals listed on the Emergency Contact Information and Pick Up Authorization Form can pick up a child if the parent/guardian cannot be reached. In a non-emergency situation, persons on the Emergency Medical Care Form cannot pick up a child unless they are also listed on the Release Form.

Every child enrolled in the center shall have an Emergency Medical Care Form and a Release Form on file. Every child enrolled in the center shall also have an Emergency Contact Information and Pick Up Authorization Form for the classroom emergency suitcase. It is the responsibility of the family to inform the center of any changes of information on these forms.

The center will not release a child at any time to a parent or designated individual who is obviously impaired due to alcohol consumption or substance abuse (either prescribed or illegal). In the event that a parent or designated adult is impaired, the director will telephone individuals from the Release Form to arrange for an alternative adult to pick up the child. If a parent or designated adult is impaired and insists that the child be released in his or her custody, the director will immediately notify the Chitimacha Police.

NUTRITION AND FOOD GUIDELINES

- Well-balanced and nourishing meals and snacks shall be provided as specified under the Child and Adult Care Food Program of the United States Department of Agriculture. Weekly menus will be posted.
- Additional servings of nutritious food over and above the required daily minimum shall be made available to children if requested, unless there are special dietary written instructions from the child's doctor, a registered nutritionist, registered dietician, or parent.
- Meals and snacks shall be served at 2½ to 3 hour intervals.
- Food shall never be used as punishment or reward.
- Each child shall be encouraged, without coercing or negative consequences to

- Food shall not be sold to children. Soft drink, vending machines and other food dispensers for personnel use shall be located outside of the children's play areas and inaccessible to children.
- The staff shall monitor children closely to be sure that food is not being shared.
- The staff shall not allow children to eat when walking, running, playing, lying down, or riding in vehicles.
- Drinking water shall be readily available indoors and outdoors to all children at all times. Drinking water shall be offered and children shall be encouraged to drink water at least once between meals and snacks, before going outdoors, and upon returning from outdoors. Water shall be given to bottle fed infants only with written instructions from parents or child's physician.
- Information regarding children's food allergies/special diets shall be posted in the food prep area so that the individual children's names are not in public view. The child's name and allergy information can only be posted in public view if the parent grants such permission in a signed and dated statement.
- Infants shall be fed on demand unless the parent provides written instructions otherwise.
- Infants shall be held for bottle feeding in an upright position to provide a nurturing experience. The staff shall not prop bottles or allow children to carry bottles around with them. An infant/toddler who can hold a bottle shall not be placed in a crib, on a mat, or cot with a bottle.
- Breastfeeding mothers are welcome to do so within the center setting. The program shall support breast-feeding mothers by providing a comfortable, quiet place for mother and baby to sit and nurse. The provider shall support the practice by willingly accepting bottles of breast milk and by allowing, even encouraging the mother to drop by for feedings.
- Milk is provided at meals for those children who are able to have it. When a child is allergic to milk, the parent shall provide a written statement from a healthcare provider. Yaamahana shall provide a protein rich substitute that is nutritionally equivalent to cow's milk. Water or juice shall not be substituted for milk.
- The center shall not serve any cow's milk to infants from birth to 12 months of age.
- Microwave ovens shall not be used for warming infant bottles or infant food.
- Parents are required to provide a sufficient amount of cleaned and sanitized bottles to meet the infant's feeding needs each day. The center will not clean or

- All filled bottles of breast milk or iron fortified formula shall be refrigerated until immediately before feeding. Any contents remaining after a feeding shall be discarded.
- Bottled formula/breast milk shall have labeled bottles and labeled caps/covers with the child's name or initials and refrigerated upon arrival. Used and unused bottles shall be sent home daily.
- Baby food shall be in the original unopened container and labeled with the child's name or initials. If baby food is fed directly from the jar, the jar shall be used for only one feeding.
- Baby food or cereal shall be added to an infant's formula only with written instructions from the child's physician
- When a child requires a modified diet for food allergies/intolerances, a written statement from a medical authority shall be on file.
- When a child requires a modified diet for religious or philosophical reasons, a written statement to that effect from the child's parent shall be on file.
- Parents/children are not allowed to bring food into the center with the exception of bottled formula, breast milk, infant food, special dietary items related to medical, ~~or~~ religious, or philosophical reasons, and refreshments for special occasions. Refreshments must be commercially purchased and in a sealed container.

Foods to Avoid

Children under 4 years of age shall not have foods that are implicated in choking incidents. Examples of these foods include but are not limited to hot dogs (whole or sliced into rounds), raw carrot rounds, whole grapes, hard candy, nuts, seeds, raw peas, dried fruit, hard pretzels, chips, peanuts, popcorn, marshmallows, spoonfuls of peanut butter, and chunks of meat larger than can be swallowed whole.

ANIMALS POLICY

Any pet or animal visiting the center, indoors or outdoors, shall be in good health, show no evidence of carrying a disease, be fully immunized, and be maintained on a flea, tick, and worm control program. A current (time-specified) certificate from

a veterinarian shall be required as evidence, stating that the pet meets these conditions. All contact between animals and children shall be supervised by a child care provider who is close enough to remove the child immediately if the animal shows signs of distress or the child shows signs of treating the animal inappropriately.

The following animals are prohibited from visiting the center, indoors or outdoors: Ferrets, turtles, iguanas, lizards or other reptiles, birds of the parrot family, or any wild or dangerous animals.

ASBESTOS FREE ENVIRONMENT

Asbestos materials were not used in the construction of the child care center. The facility is asbestos free.

SECTION IV
FAMILY INVOLVEMENT

COMMUNICATION WITH FAMILIES

Effective communication with families strengthens the quality of the program. Staff-Family communication should include the following:

- Opportunities for obtaining information about the child in care
- Encouragement of family involvement within the program
- Family-provider conferences conducted at least twice a year, or as needed
- Ongoing communication with families regarding the well-being of the child in care

Staff is encouraged to communicate with parents through a variety of means including orientation activities, informal telephone or face-to-face conversations, email, notes, or newsletters. Families are kept informed of center activities and special events through posted notices, the tribal newsletter, posted weekly lesson plans, and a monthly calendar of events.

OPEN DOOR POLICY

Families are appreciated and have an open invitation to visit the center anytime during regular hours of operation. We encourage parents to drop by just to say “hi” during their break, or to join their child for lunch, or perhaps to come by and kiss a scraped\knee. We encourage families to visit on their day off to “see” what their child does throughout the day.

Keeping an open line of communication between the center and families insures that the best interests of the child are served, both at home and at the center. All parents are encouraged to visit, telephone, and send notes whenever they deem necessary.

If a parent needs to discuss a problem or needs to have a more detailed conversation with the child’s provider, we ask that a conference time be set up with the child’s provider or the director. We discourage providers and families from having long conversations when providers are responsible for caring for the children. Children should have the provider’s undivided attention at all times.

CONFERENCES

In the Fall and Spring, each provider will conduct a conference to share the child’s progress with the family. The lead child care provider will share the results of developmental and/or social/emotional screening and information about informal assessments conducted on your child. The conference will also give the provider and the family an opportunity to discuss any needs, difficulties, or concerns. The conference will be held at the most convenient time for both the provider and family; a sign-up list will be sent out prior to the conference. The conference

notice will have a place for families to list what they would like to discuss, thus allowing families input into the conference and giving providers the opportunity to be prepared. Additional conferences may be scheduled when either parent or provider feels a meeting is necessary.

FAMILY ADVISORY BOARD

What is a Family Advisory Board (FAB)?

FAB is a small group (10 people) composed of Yaamahana parents, grandparents, or guardians who meet several times a year in order to provide ideas, input and advice to the Yaamahana director, staff, and Board of Education. The term for serving on the Family Advisory Board will be one year. At the start of the new school year, families will receive an interest survey. Based on the interest surveys, the director will select 10 people representing different classrooms at Yaamahana.

Purpose:

- Enhance quality of services and activities
- Provide ideas and feedback
- Identify issues and concerns, needs which reflect a family view/perspective
- Increase public awareness and advocate for the center
- Review materials, policies and procedures and provide input
- Identify training topics

What a Family Advisory Board **is not**:

- A policy-making group
- A personnel committee
- A grievance committee
- A fund raising organization
- A social group

- A school management committee
- A political organization

FAMILY EVALUATION OF YAAMAHANA

Families will be asked to fill out a written evaluation of the Yaamahana program. This shall be done annually in order to help center staff evaluate the quality of services being provided and to ensure that Yaamahana is meeting the needs of the community.

COMPLAINT PROCEDURE

We will do our best to please our families, however if a family should have any concerns regarding the way their child is being cared for, a problem with a staff member or substitute, or questions regarding the operations, please follow these suggestions:

1. Discuss the concern with the child's provider. If the provider is unable help the family, then he/she will know who can help.
2. If a family still has concerns, time should be set aside to discuss the concern with the director.
3. Unresolved concerns or issues can be addressed to:

Chitimacha Board of Education
P.O. Box 661
Charenton, Louisiana 70563

4. The state of Louisiana's Department of Children and Family Services Licensing Section serves as Yaamahana's licensing authority. If parents have significant, unresolved licensing complaints, they are advised to contact DCFS:

Department of Children and Family Services
P.O. Box 3078, Baton Rouge, LA 70821
627 North 4th Street, 1st Floor, Baton Rouge, LA 70802
Telephone (225) 342-9905 Fax (225) 342-9690

“Class A” Regulations and information on licensed child care centers are available online at the Louisiana Department of Social Services website: www.dss.state.la.us.

SECTION V
APPENDICES

APPENDIX A

COMMUNITY RESOURCE LIST

24 Crisis Line: 1-800-331-5303

Chez Hope

Family Violence Crisis Center

Chitimacha Human Services

Services include: Counseling, Parent

Education, Anger Management, Substance Abuse and Treatment
3287 Chitimacha Trail
Charenton, LA 70523
(337)-923-7000

Contact Person: Tonya Burton

Chitimacha Housing Authority
3221 Chitimacha Trail
Charenton, La. 70523
(337) 923-9125

Contact Person: Marilyn Burgess
Housing Director

Child Care Development Fund Program
Tuition assistance for Tribal children
155 Chitimacha Loop
Charenton, LA 70523
(337) 923-4973

Contact Person: April Wyatt

Child Care Assistance
Tuition assistance for all children
705 Bayard Street
New Iberia, LA 70560
Phone: (337) 373-0060
Toll Free: 1-888-524-3578
<http://www.dss.louisiana.gov>

Early Steps
Early Intervention System (Birth-Three)
Phone: (985) 447-6550
Fax: (985) 447-6513
Toll Free: 1-866-897-9044
earlysteps.dhh.louisiana.gov

Families Helping Families

Assists Adults and Children With Disabilities and Special Needs, Their Families, and the Professionals Who Serve Them
Toll Free: 1-800-331-5570
www.blfhf.org

Shots for Tots
Louisiana's Infant Immunization Initiative
Toll Free: 1-800-251-BABY
www.ShotsForTots.com

WIC
Special Supplemental Nutritional Program for Women, Infants & Children
Toll Free: 1-800-251-BABY

Louisiana Food Stamp Program:
Toll Free: 1-888-524-3578
<http://www.dss.louisiana.gov>

LaCHIP
Louisiana Children's Health Insurance Program
Toll Free: 1-877-252-2447
www.LaChip.org

La.Medicaid
1217 Adrian Street
New Iberia, LA 70560
(337) 373-0138

LaMoms
No-Cost Health Insurance for Pregnant Women
Toll Free: 1-888-342-6207
www.LaMOMS.DHH.Louisiana.gov

Safety Net for Abused People
606 Rue De Lion
New Iberia, LA 70560
(337) 367-7627
www.snapofiberia.org

Appendix B

DISCRIMINATION COMPLAINT FORM

Name _____

Address _____

Telephone Number ()

List other ways to contact you _____

Name and address of person(s) or organizations against whom you are filing a complaint

Tell what incidents happened that made you feel you had been discriminated against, the dates they occurred, or if continuing, the duration of such actions.

List the names, titles, and addresses of persons who may have knowledge of above-described incidents.

Name	Title	Address
------	-------	---------

a. _____

b. _____

c. _____

d. _____

State on what basis you feel discrimination exists (race, color, national origin, sex, age or disability).

All complaints, written or oral, shall be accepted by the SFA and forwarded to USDA, Director; Office of Civil Rights; 1400 Independence Avenue, SW; Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). The USDA is an equal opportunity provider and employer.

Name of individual receiving complaint:

Date and time complaint received:

