



Çanşayapi
Waqan̄yeza
Owayawa Oti

PARENT HANDBOOK

(Early Head Start and Head Start)

2022–2023

Çanşayapi Waqan̄yeza
Owayawa Oti

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Çanşayapi Waqan̄yeza Owayawa Oṭi

Çaŋşayapi Waŋaŋyeza Owayawa Oŋi

Our Vision

To establish an effective and meaningful learning environment for Early Head Start and Head Start children and families. Dakota language and lifeways drives the learning environment. Staff, teachers, parents, and children will learn and speak the language together while raising our Waŋaŋyeza, our Children. In five years, we hope to be a Full Immersion School.

Our Mission

This school's mission will be to raise the next generation of Dakota language speakers and to promote school readiness by enhancing the social, emotional, and cognitive development of the most at-risk children and families.

Çaŋşayapi Waŋaŋyeza
Owayawa Oŋi

ELIGIBILITY

The Çanşayapi Wakanyeza Owayawa Oṭi Early Head Start and Head Start Programs provide services to children birth to age 5. We also provide services to expectant families.

Each child or expectant family must complete an intake packet. Each application goes through a screening and selection process. We try to accommodate all children and provide continuity of care for children enrolled in our program.

APPLICATION PROCESS

Application

To enroll your child in our program, you must complete an application and provide certain documentation.

The following information must be on file for your child before they can begin:

- Complete enrollment application
- Copy of child's birth certificate
- Copy of child's Certificate of Degree of Indian Blood, if applicable
- Immunization Record
- Income verification (W-2 forms, pay stubs, unemployment benefits document, etc.)

Screening

A screening committee, comprised of The Çanşayapi Wakanyeza Owayawa Oṭi Early Head Start and Head Start Program Staff, will review applications for enrollment. This committee may include: Health & Safety Coordinator, Education and Disabilities Coordinator, ERSEA Coordinator, Family Advocates and possibly other Management staff.

Wait List

If the Center is full, you will be placed on a wait list until there is an available slot. The Çanşayapi Wakanyeza Owayawa Oṭi Early Head Start and Head Start (CWOO) will maintain a wait list. When an opening becomes available and the child fits the criteria for that slot, the family will be contacted. Please make sure that your information is updated regularly. It is the responsibility of each family to ensure that we have accurate and up to date contact information. If we are unable to contact you after three attempts, we will move to the next person on the wait list and the child will be placed back on the wait list.

Selection

Our program is committed to providing services to as many families as possible. To ensure we are staying true to our program's mission, our program has created a selection criterion to meet the needs of the community and follow our funding source's guidelines.

Children will be prioritized based on:

- Income status – Low-income based on federal poverty guidelines
- Special needs – current IFSP or IEP or Medical Disability
- Community member status – Lower Sioux Tribal member, other Native, non-Native
- Parental status – single parent, dual parent, teen parent, foster placement, homelessness, etc.

Applications are processed through the selection criteria, and children are enrolled based on priority calculations. Applications with the highest scores will be enrolled into available slots first. The remainder will be placed on a wait list, going in descending order from the highest score to lowest.

ACCEPTANCE & ENROLLMENT

When a child has been accepted into the program, they will receive an official acceptance letter. The letter will contain the child's future teacher's name and start date. Each family will complete an orientation to finish enrollment.

Enrollment

Once paperwork has been completed, the child will be considered for enrollment.

A child/family has 5 school days to start once accepted or they will be put back on the wait list. The Çanşayapi Waqan̄yeza Owayawa Oṭi Early Head Start and Head Start Staff will make three attempts to contact the family. It is the responsibility of each family to ensure that we have accurate and up to date contact information. Please make sure that your information is updated regularly.

Attendance Policy

When a child is unexpectedly absent and the parent/legal guardian have not contacted the program within 1 hour of program start time, CWOO attempts to contact the family to ensure the child's well-being. For each child with two or more absences per month, the program documents these in the system software. Per program standards, a child must maintain 85% attendance per month. The Family Advocate will follow up on absences and work with the family on an attendance improvement plan.

Disenrollment

There are times when families find that a program does not fit their needs and pursue other options. Families are required to submit a 5-school day written notice when you decide to withdraw your child from the program. This provides enough time to contact the next person on the wait list and time for each child that will be transitioning in or out of the program.

We value the parent as the first educator of their child and will work with parents as equal partners to assure successful Language, Cultural and Academic outcomes for the child.

COMMUNICATION WITH FAMILIES

We strive to provide quality care for our families. A key element to providing high quality care is open communication. We encourage families to share any questions, suggestion or concerns with staff that care for their child. Sharing of key information helps teachers to fully understand your child, and their progress within the class.

If you have any questions concerning CWOO's policy or practice, please ask your child's teacher, your Family Advocate or the management staff for clarification. If your concern is not addressed, please contact the Director.

Should you observe any area or piece of equipment that needs maintenance or repair, please alert staff as soon as possible.

Confidentiality

There may be times when your family is experiencing sensitive issues. Our staff is bound by confidentiality. Please do not hesitate to talk to staff if your family is experiencing times when you may need extra help.

We have Family Advocates and Coordinators to assist you if you have concerns about your child's development or a period that they may be having a struggle. We can refer you to on site assistance or several different agencies that may assist your family.

The only information teachers should share with parents is information concerning his or her child. Conversations about other children, other parents, co-workers, supervisors, etc., is not allowed, and in some instances, illegal.

Parent Involvement

Parent involvement is both welcomed and encouraged. We expect families to get involved in the Dakota Language to support the children in their growth in the language. We strongly encourage that parents attend one language/culture class monthly to support the work that the children are doing in their classrooms. We would ask that if parents would like to learn more about the culture to please let the Parent Family Community Engagement Coordinator or the Family Advocates know, so that way we can provide the opportunity. If parents have a cultural gift or talent, we encourage you to work with us to share with other families that have not had the opportunity to learn.

Families are informed of classroom and CWOO activities through email, social media, flyers, newsletters, or classroom bulletin boards. Various parent meetings and family events will be held each month. These will include social and educational topics based on parent and teacher interests.

Teachers and Family Advocates will be meeting with families regularly throughout the year. Some of these meetings will be held at the parent's home or other designated locations such as our conference room in the school.

Volunteering

Volunteer opportunities are available through our Parent Family Community Engagement Coordinator and the Parent Committee.

PARENT COMMITTEE

All Parents/Guardians are automatically members of the Parent Committee and are all welcome to join in and attend at any time throughout the school year.

The Parent Committee consists of all Parents/Guardians and can assist with special events and participate in parent trainings. The Parent Committee provides input to impact the overall well-being of the program.

Parent Committee meetings are scheduled once a month. The Parent Committee Group will elect officers to represent our program.

POLICY COUNCIL

The Çanşayapi Waqanyeza Owayawa Oti Early Head Start and Head Start Program will establish and maintain a policy council group within the program. This group is responsible for the overall monthly report approval, community assessment and are guided by the Head Start Performance Standards.

Policy Council Meetings are scheduled monthly. The Policy Council Group will elect officers to conduct their meetings.

Religious Activities

We respect and honor all faiths and traditions. No person shall be subjected to discrimination because of religious beliefs or traditions. We support each family and their child in their religious practice. Traditional Dakota values are the basis of our program with an emphasis on respect, sharing and caring for all members of the group.

Personal Belongings

We discourage bringing personal items from home. This is to ensure the safety of all children and staff in our facility, and to protect your child's valuables and special keepsakes. Please make sure that your children do not bring in valuables, toys, toy weapons, money, gum, candy, cosmetics, jewelry, fireworks, etc.

Children may want to share items related to the unit being studied or items from a vacation. Please check with your child's teacher to see if there is a designated sharing time. Please label all items brought to school. Appropriate books and CDs enrich the children's lives and may be brought in with the approval of the teacher.

Items such as comfort object and blanket can be brought for naptime but must remain in the child's cubby before and after naptime. Teachers will use their discretion on if the object is appropriate for naptime. If your child does bring an item, it is your responsibility not CWOO's if it gets lost or damaged.

ARRIVAL AT THE CENTER

Sign In

- To ensure the safety of your child please accompany your child into the classroom.
- All children must be signed in and out of their classroom daily.
- Please sign your full legal signature. Do not use your initials or titles, such as "mom" or "dad".
- Make verbal contact with a teacher for us to know that your child has arrived. This allows time to share any pertinent information that may be relevant to your child.
- Difficulty with separation is not unusual for children, especially during their first weeks of attendance.
- Please help prepare your child for your departure. Do not try to "sneak away" or "slip out" as this action creates anxiety for your child. Tell your child that it is time for you to go and you will be back to pick them up, then leave.
- Prolonging your good-byes sends a mixed message to your child and can increase anxiety.
- A teacher will be happy to assist you if necessary and help your child settle into an activity.

- If a child is upset when you leave, please know that children usually calm down and are participating before a parent reaches the parking lot.
- Please feel free to call at any time to check on your child.

Sign Out

- Only authorized adults over the age of 15 may pick up the child.
- When picking up children from the center, please be sure that a staff person knows the child is leaving
- Please advise family and friends who occasionally pick-up that photo identification will be required.
- If there are any changes in pick-up plans or arrangements, please notify your family advocate or the Front Desk
- Staff are not allowed to transport children
- Under no circumstances will we release any child to a person who appears to be under the influence of drugs or alcohol. A pre-approved individual will need to pick up the child

Please check your child's cubby each day for messages, art work, or other take-home items.

HOURS OF OPERATION

The CWOO will be open Monday through Thursday from 8:00 AM to 4:30 PM. We are unable to provide DROP IN childcare.

School hours are:

- Monday through Thursday from 8:15 AM to 4:15 PM.

Drop Off Time

- CWOO drop off time is from 8:00 AM to 8:30 AM.
- Children will be marked tardy after 9:15.

Pick Up Time

- School day ends at **4:15 PM**.
- CWOO pick up time is 4:15 PM to 4:30 PM.
- If you are held up due to unforeseen circumstances, please contact the main line at 507-697-8255.
- If your child has a medical appointment scheduled before pick up time, please inform the front desk and provide a note from the provider to your child's teacher upon return.
- If your child is not picked up by **4:30 PM**, staff will begin calling the families emergency contacts.
- If we are still unable to reach a parent or emergency contact, we must call Child Protective Services (CPS) and a mandated child neglect report will be filed.

HOLIDAYS

We operate on the Tribal Government calendar. The following days, the center will be closed:

- New Year's Day
- Memorial Day
- Wacipi
- Juneteenth
- Indian Victory Day
- Independence Day
- Labor Day
- Indigenous People's Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

We also take 3 short breaks throughout the school year. These allow children to have a break and staff to attend trainings. In our 2022-2023 school year these breaks will be as follows:

- October 20th-21st
- December 23rd -January 2nd
- April 10th-14th

Every attempt will be made to ensure that families are not inconvenienced. However, there may be times that the school needs to be closed.

The school will be open unless CWOO office is closed for inclement weather. All school closings, delayed starting times, and early dismissals will be announced through the school's software alert system, the Community's text message alert system, and on KLGR- AM 1490, FM 97.7; KNUJ-AM 860; WCCO-AM 830, WCCO-4 TV; KARE-11 TV and KSTP-5 TV. All school activities and after school activities will not be held when school is closed due to inclement weather. In case of a late start, breakfast will not be served that day.

For sanitation reason we will close if there is no water, heat or electricity for longer than half an hour. Parents will be required to pick up child within a half an hour.

**** During closures or a child's illness, the family is responsible for having back up child care. We appreciate your cooperation. ****

GENERAL DAILY SCHEDULE

8:15 am	Welcome, wash hands upon arrival, free play
8:30 am	Breakfast
9:00 am-11:15am	Learning Activities
11:00 am	Lunch
12:00 pm	Nap/Rest time
2:00 pm	Up from Nap/Rest time
2:00pm	Snack
2:30pm	Outdoor play
3:00pm	Learning Activities
4:15 pm	Pick Up, art, sensory, stories etc.

* This schedule is subject to change based on the individual needs of, and developmental appropriateness to the children. Each classroom has their own, unique schedule to be given at enrollment.

DAILY CARE OF CHILDREN

Curriculum

The CWOO Curriculum of choice is “Creative Curriculum”. These are the areas that we incorporate into the daily routine of our children:

- Dakota Language and Culture
- Social/Emotional
- Physical
- Language
- Cognitive
- Literacy
- Mathematics
- Science and Technology
- Social Studies
- The Arts
- English Language Acquisition

We integrate these areas of learning to provide a robust learning experience for our children. The teachers have curriculum planning time to help them be prepared to provide engaging activities and experiences for the children we serve.

Nutrition

Breakfast, lunch, and an afternoon snack will be made available to enrolled children.

Breakfast is completed by 9:15am. If child arrives past **9:15am**, they will receive an alternative breakfast option.

Our program utilizes the Child and Adult Care Food Program. Monthly menus will be provided to families and are on a monthly cycle to provide diverse options to our children. Meals are served “family style” with children being encouraged, not forced, to eat. During this time, children have the opportunity to develop independence and self-help skills by serving themselves when they are ready to eat. We encourage children to taste each item being served. Teachers “model” how to eat during mealtime. They will show children how to serve up their plates and try each dish on the menu. Infants must have a completed Dietary Plan when beginning solid foods. These will be updated as needed by parents and teachers. All changes in food plans must be written and signed by parents/guardians.

Outside Food

- We do not allow outside food to be brought into the center.
- While walking through the center you might drop crumbs of a food that might contain allergenic ingredients for one of our children.
- If a child arrives with outside food or drink, staff will receive the food and return it to the parent or it will be discarded.
- This helps prevent those with food allergies from being exposed to harmful foods.
- Due to allergy concerns, we prohibit peanut butter or foods with peanuts in the center.
- For birthdays or other special occasions, please contact your teacher for assistance.
- We appreciate your cooperation in helping keep our children and families safe.

Allergies

If a child has a food allergy or special menu requirements due to a health condition, you must:

1. Receive written directions from the child’s health care provider and parent to provide nutritional supplements (such as iron), a medically modified diet (such as diabetic or an allergy diet).
2. For allergy diets, the parent and child’s health care provider must:
 - a. Identify the foods the child is allergic to
 - b. Include the allergies on the Individual Health Care Plan
 - c. Specify an alternative food with comparable nutritive value
 - d. Notify staff of the reactions

The CWOO will post each child’s food allergies in locations where food is prepared and served.

Diapering

Diapers/pullups and wipes are provided for all children

Toilet Learning

During toilet learning, we understand that children have accidents, and we emphasize that:

- Each child's dignity and sense of self-worth will be preserved.
- We will work in partnership with families for consistency at school and home while toilet learning.
- Extra clothing and shoes needs to be provided for accidents.
- We do not use bribery for toilet learning.

There may be times when a Head Start child is having a toileting issue due to physical or medical reasons. If a child is having two or more accidents and is having difficulty cleaning themselves up or refusing to accept assistance from a teacher, a parent will be called to come and assist the clean-up of the child and/or will need to take the child home.

Naptime and Rest Time

- The Center provides sheets and blankets for rest mats and cribs.
- Infants sleep 'on demand' throughout the day.
- Children 12 months and up will be offered a 2-hour rest time just after lunch. If a child does not want to sleep, they will be offered another quiet alternative while their classmates are sleeping. They will be required to rest on their cots for 20 minutes before getting up to do a quiet activity.

Outside Time

Our school is committed to providing more environmental education which means more "outside time". The weather can be cold and drizzly, we ask that you dress your child appropriately. Please send labeled clothing appropriate for the weather. On snowy days send boots, hats, gloves, snow pants, and layers of warm clothing. We are required by licensing to have daily outside time. We will spend approximately 30 minutes or more a day outside

Owayawa Oti

Children's Clothing

- Please make sure that your child's clothing fits well and is weather appropriate.
- Make sure that your child is wearing well fitted, comfortable shoes.
- Flip flops without heel straps are unsafe.
- If your child arrives wearing these shoes, we will ask you to provide another pair, which may require a trip back home.
- This ensures that your child will be able to move freely and be safe while out on the playground.
- It is important to label your child's clothing with their first AND last names.
- This will help prevent your child's clothing from going home with another child.
- Make sure your child has at least two changes of clothing.
- We are a "hands on" facility. Children learn best through playing and they WILL get dirty.
- Clothing must also be available for diaper leakages and accidents during toilet training.
- Please check your child's extra clothing for size and weather appropriateness.
- Young children may need several changes of clothing each day, especially those involved in toilet learning.

We use a state approved cleaning supplies to sanitize toys and the changing area. As some supplies may cause discoloration, please refrain from dressing your child(ren) in clothing that hold high value.

CHILD BEHAVIORAL GUIDANCE

All Children need to feel safe at CWO. When there are behavioral concerns that affect other children's safety, staff will redirect and then follow these guidelines:

1. Guide the child's behavior based on an understanding of the individual child's needs and stage of development
2. Promote the child's developmentally appropriate social behavior, self-control, and respect for the rights of others
3. Ensure behavior management and guidance practices that are fair, reasonable, consistent, and related to the child's behavior.

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Owayawa Oṭi

HEALTH AND SAFETY

Emergency Preparedness

- The CWOO has a handbook for staff to address emergency issues that may arise.
- The school has one fire drill a month so that children and staff are comfortable getting out of the building quickly and safely.
- We have at least two tornado drills in a year.
- The school is required to have back packs on site to provide a snack and drink for each child in case of a real emergency.

For more detailed information, you can request to review it in a HSN Coordinator's office.

Accident/Illness Report Forms

- If your child is involved in a mishap that requires any type of attention or first aid, you will be notified with an accident report.
- You will be advised of what happened, where it happened, and what action was taken.
- A copy will be left in your child's cubby.
- If your child is ill, we will notify you if it meets our performance standards for notification such as elevated temperature, diarrhea, vomit, lice, etc.
- There may be times when we feel it is important to contact you with details of an incident. This includes, but is not limited to: bruises, bites, head injuries, etc.

CHILD ABUSE POLICY

All state licensed childcare programs, by law, are mandated to report any suspicion of safety concerns, possible child abuse or neglect to the proper authorities. Failure to do so can result not only in the loss of CWOO's license, but also in possible charges filed against the staff/agency or institution responsible for the CWOO.

For us, this means that all staff receive training on the issues of child abuse and neglect and specific instructions on what to do if anyone has any reason to suspect a child is in an unsafe situation or being abused.

Our staff is bound by law to:

1. Protect the children in our care from child abuse, neglect, or exploitation.
2. Report an instance when we have reason to suspect that child physical, sexual or emotional abuse, child neglect, or child exploitation has occurred. This report must be made to children's administration central intake.
3. Make a report to local law enforcement if there is immediate danger to a child

Parent Code of Conduct

Child's Name: _____

In order to maintain an orderly, respectful and secure learning environment for the students and staff of the Caṅṣayapi Wakanyeza Owayawa Oṭi it is essential that all parents, governing body members and visitors to our buildings be aware of their responsibilities and adhere to the expected code of conduct as set forth below:

Parents are expected to:

- If you are having concerns with anything about the Program, please contact the teacher or Center Supervisor before contacting the Management team or Director. Refrain from use of social media to address concerns with the Program.
- Recognize that the education of children is a joint responsibility of the parents and the Caṅṣayapi Staff;
- Help their children understand that appropriate rules are required to maintain a safe, orderly environment.
- Know school and classroom rules and help their children understand them;
- Convey to their children a supportive attitude toward education and the program;
- Build good relationships with teachers, other parents and their children's friends;
- Respect and promote the unique identities of all children, youth and families and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability, or sexual orientation;
- Follow program confidentiality policies concerning information about children, families, and employees
- Address misbehaviors of their children in a positive way. Physical or verbal punishment of children is not allowed in the classroom or at family events. This includes, but is not limited to, striking or cursing at your child, or another child.
- Direct all concerns regarding other children to staff immediately. It is never appropriate for a parent to discipline another child at a Caṅṣayapi event or in a classroom. If a child is in immediate danger, please use common sense and assist **if** necessary.
- Treat staff members with respect in the classroom, on the phone and at events. It is never appropriate for a parent to threaten or yell at a staff member.
- Address problems with other parents and staff in private, away from children attending a function or classroom. Quarreling in front of children at a program function or classroom is not allowed.
- Use appropriate language in the presence of young children. Cursing/swearing or yelling is not allowed.
- Refrain from smoking or vaping on center grounds or during events. Smoking and vaping must be done away from and out of view of the children.
- Refrain from use of alcohol or other controlled substances on academy grounds or events. Children will not be released to a parent adult that appears to be under the influence of drugs or alcohol.
- Use appropriate vehicle restraints at all times. This a Child Protective Services (CPS) issue and will be reported to the proper authorities.
- Refrain from leaving their child(ren) in a vehicle – running or not – while dropping off or picking up children to the program. This a CPS issue and will be reported to the proper authorities.
- Update emergency contact information with program staff when changes occur. **(If we do not have an emergency contact list, you will not be able to leave your child.)**



- Inform staff of their child's health history on the General Health History Form and will report any health condition that their child might have.
- Have their medical provider complete an Individual Health Care Plan to ensure that staff is aware of the health condition and will follow any specific instructions from the health care provider in order to keep their child safe while attending CWO.
- Inform staff of changes in the home situation that may affect student conduct or performance.

If at any time a person has a concern or grievance with another parent, staff person, child or program policy, it is necessary to bring it to the attention of the Center Supervisor, if not available then to another Management staff. The final step will be the Director of the Çanşayapi Waqanyeza Owayawa Oti. The issue will be addressed and brought to a resolution with the aid of management and staff. Failure to follow this guideline will result in the following progressive action.

1. A meeting will be scheduled with parent/grandparent/caregiver/adult not following the Parent Code of Conduct Policy.
2. Official notice through written documentation will be provided to person not following Parent Code of Conduct for a second time. They will be asked to review the Parent Code of Conduct and re-sign.
3. The person not following the Parent Code of Conduct for a third time may be banned from the building until the Management Team can review the incident. Special arrangement for pick-up and drop-off of child will need to be made with the Çanşayapi Waqanyeza Owayawa Oti Director.
4. A parent/or child may be excluded at any time for a serious health or safety concern until a meeting with the family or the Policy council occurs.

Failure to comply with the policies outlined herein may lead to a staff member contacting the parent(s) involved. It is not our wish to exclude or terminate the enrollment of any child or family. If a situation arises that places staff, children, or family members at harm, Çanşayapi Waqanyeza Owayawa Oti reserves the right to re-evaluate the enrollment status of a family.

Signed: _____

Printed Name: _____

Child: _____

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PARENT AGREEMENT

In order to assure that our parents clearly understand our policies and procedures, we require all parents to read the handbook.

- Parents are responsible for having back up child care when we are closed – due to emergencies, holidays or when your child is ill.
- Parents, or a responsible designated adult must walk into the building with the child each day and make sure their teachers know your child has arrived and must also let them know when you are leaving. Person picking up any child must be at least 15 years old.
- You **MUST** keep your child home if they display one or more of the following symptoms: **fever 100.4 degrees or more, diarrhea (2 or more), or vomiting (2 or more) within a 24-hour period. Children too sick to fully participate in activities, including outside play MUST be kept home.** If a child is sent home for illness, they are required to be symptom free for 24 hours before returning.
- Parents need to inform the center of changes in address, phone numbers, and emergency contact information.
- Parents are expected to pick up their child ON TIME.
- **No medication can be administered to a child without written parental consent and/or instruction from a health care provider.**
- The Director and/or ERSEA Manager must be given written/verbal notification if a child is withdrawn from the program.

I, _____, agree that I have read and received a copy of the Cañşayapi Waqañyeza Owayawa Oti Handbook. By signing this, I also agree to abide by the policies set in the handbook.

Child's Name

Parent/Guardian Signature

Date