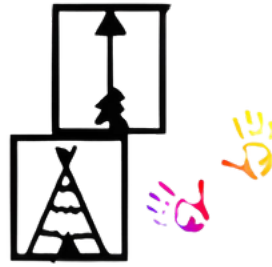


Confederated Salish and Kootenai Tribes
Early Childhood Services



Early Head Start & Head Start

PARENT HANDBOOK





Mission Statement

Early Childhood Services' vision is to bring holistic and cultural education to every child on the Flathead Reservation in order to eliminate abuse, prejudice, unhappiness and violence, and ensure healthy, honored, proud, strong families who experience unconditional love.

The mission of Early Childhood Services is to provide the highest quality learning and growing experiences in a safe, fun, nurturing and challenging environment in order to enhance the total development of children, families, staff, and the community.

We commit to providing a variety of educational, nutritional, and social services based on individual development, the celebration of uniqueness, and cultural experiences. The intent of these services is to heighten self-esteem, deepen self-awareness, increase problem-solving abilities, and encourage a greater use of native languages.

Welcome from our Early Childhood Services Administrative Team

Dear Parents and Families,

Welcome to the Early Childhood Services Program!

For parents who have participated in our program previously, welcome back! If you are new to our program, we are excited to meet you!

We want to partner with you to make the most of what we do together. Many opportunities lie ahead for you and your family. We provide educational, nutritional, health and safety practices and family engagement activities. We appreciate any feedback you can give after joining in these opportunities so we can improve services for you and your family as well as future program participants.

We can be contacted at 406-745-4509 and all mailing and center addresses are listed in the back of this book. At each site you can pick up a feedback form to share your ideas and perspectives with us. Ask your teaching team for a form for this purpose.

Thank you for allowing us to serve you and your family!

Sincerely,

ECS Team



Administrative Directory

Program Director - Carrie Antoine

Front Desk/File Clerk - Tanya Vollin

ERSEA/Child Care Coordinator - Liz Camel

Finance/Accounts Payable - Patty Stevens

Health Services Coordinator - Alice Van Gunten

Special Services Coordinator - Jody Jones

Mental Health Coordinator - Al Morigeau

Education Managers - Korrie Shourds, Lisa Hales, Andrea Adams, and Dan Durglo

Facilities & Maintenance Coordinator - Rick Clary

Supplies & Transportation Coordinator - Claudia Deltoral

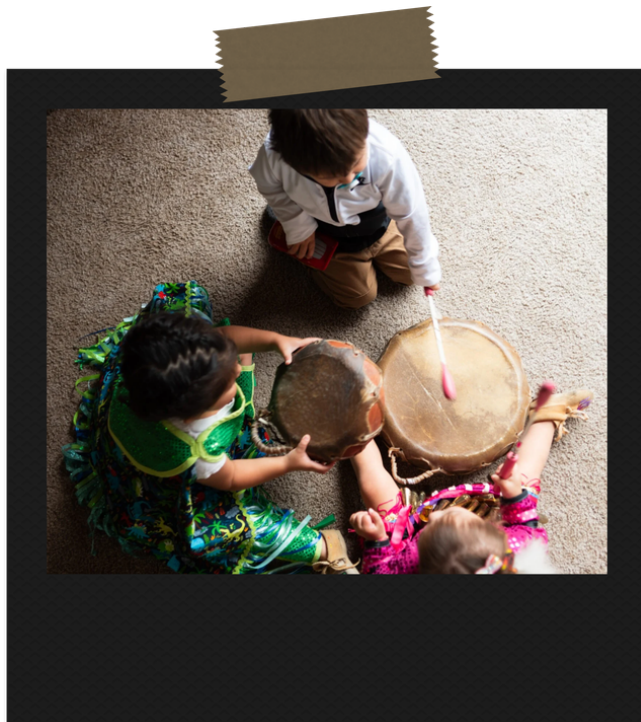


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Early Childhood Services

Early Childhood Services (ECS) is a comprehensive child development program that serves children from birth to age 5 and their families. This program's overall goal is to increase social competence and foster healthy development of children. ECS provides a range of services in education, early childhood development, health, nutrition, and parent involvement.

ECS programs are family-centered. Our belief is that children develop most successfully in the context of their family and culture. Parents are respected as the primary educators and nurturers of their children. Staff works closely with families to assist them in developing and utilizing individual and family strengths in order to meet personal and family objectives.

ECS offers family members opportunities for growth and change in a supportive environment. We believe that people are capable of identifying their own needs and interests and then finding solutions to bring about change. Parents are encouraged to become involved in all aspects of our program. To support the overall goal of improving social competence, ECS commits to the following:

- Establishing a supportive learning environment for children, parents, and staff.
- Recognizing that the community, children, families, and staff are diverse. Working together, families and staff can promote sensitive and respectful proactive approaches to diversity issues.
- Encouraging and respecting the ideas and opinions of families. Family empowerment happens when program governance is shared by families, community members, governing bodies, and staff.
- Embracing a comprehensive health vision for families, children, and staff. Ensuring basic needs are met and encouraging prevention and future well-being while respecting each person's own cultural influences. Respecting the value of child development in all areas including social, emotional, cognitive, and physical growth.
- Building a sense of community; reinforcing a sense of belonging and individuality.
- Establishing relationships and partnerships with the larger community in order to provide a network of services, care, and education.
- Developing a continuum of community partnerships to provide stable and uninterrupted support to children and families during and after their Head Start experience.

The policy groups, parent representatives, larger community, and strong governing body all play a critical role in ensuring excellence in the provision of quality services for children and families.

The Head Start program serves children aged 3-5 years old. Our Head Start classrooms are located in the following communities: Polson, Pablo, Ronan, St. Ignatius, and Arlee. The curriculum in the Early Childhood Services (ECS) Head Start program is based on the knowledge that children are naturally inquisitive and that they learn best when activities are tailored to meet their needs and capture their interest. The ECS Head Start classrooms implement The Creative Curriculum to guide instruction.

Classroom teachers conduct screenings and assessments for ECS. The Teaching Strategies Gold (TSG) assessment tool is administered three times a year to evaluate each child's development. Upon enrollment, all children undergo screening with the Dial-4 and Ages and Stages tool to assess their developmental stages. Teachers use their observations and parental feedback to create individualized goals for each child.

Early Childhood Services' "School Readiness Goals" are aligned with the Head Start Child Development & Early Learning Framework, the Montana Early Learning Standards (MELS (2014), Creative Curriculum Objectives for Development & Learning, and the Lake County Public Schools' Kindergarten Readiness Goals, helping to ensure a smooth transition from Head Start to kindergarten for your child.

Parents' involvement in their children's education at Head Start can be accomplished in a variety of ways. Parents are welcome to volunteer in whatever way feels comfortable. There are many opportunities throughout the school year for family engagement, as well. Teachers provide regular communication with parents regarding their child and parents are encouraged to be active participants in their child's early education.

Early Head Start



Our Early Head Start Program serves children aged six weeks to three years old. We currently provide Early Head Start services in the following communities: St. Ignatius, Arlee, Ronan, Polson and Pablo. Early Head Start is designed to enhance the development of infants and toddlers by establishing strong partnerships with parents.

Curriculum for infants and toddlers is based on relationships, routines, and daily experiences. At our Early Head Start Centers, we use The Creative Curriculum for Infants, Toddlers and Twos to guide our daily interactions with children. The ECS teaching staff work together with you to nurture infant/toddler development through positive and consistent care giving. We are dedicated to following your child's lead and working with each child as an individual. We also provide parent and staff training in infant/toddler development to help guide each child appropriately. ECS recognizes that you are the most important and influential person in your child's life. We are committed to working with you to achieve the goals you set for your family by building on the many strengths you already possess.

Child Care



Currently we offer wrap-around childcare services in the Pablo community at our Pablo Head Start center (College Drive) and Pablo Early Head Start center. Hours of operation for these centers are 6:30 a.m. to 5:45 p.m. Monday through Thursday. Families at these two centers, if needed, can apply for assistance in payment through The Nurturing Center and/or CS&KT Tribal Block Grant.

Records



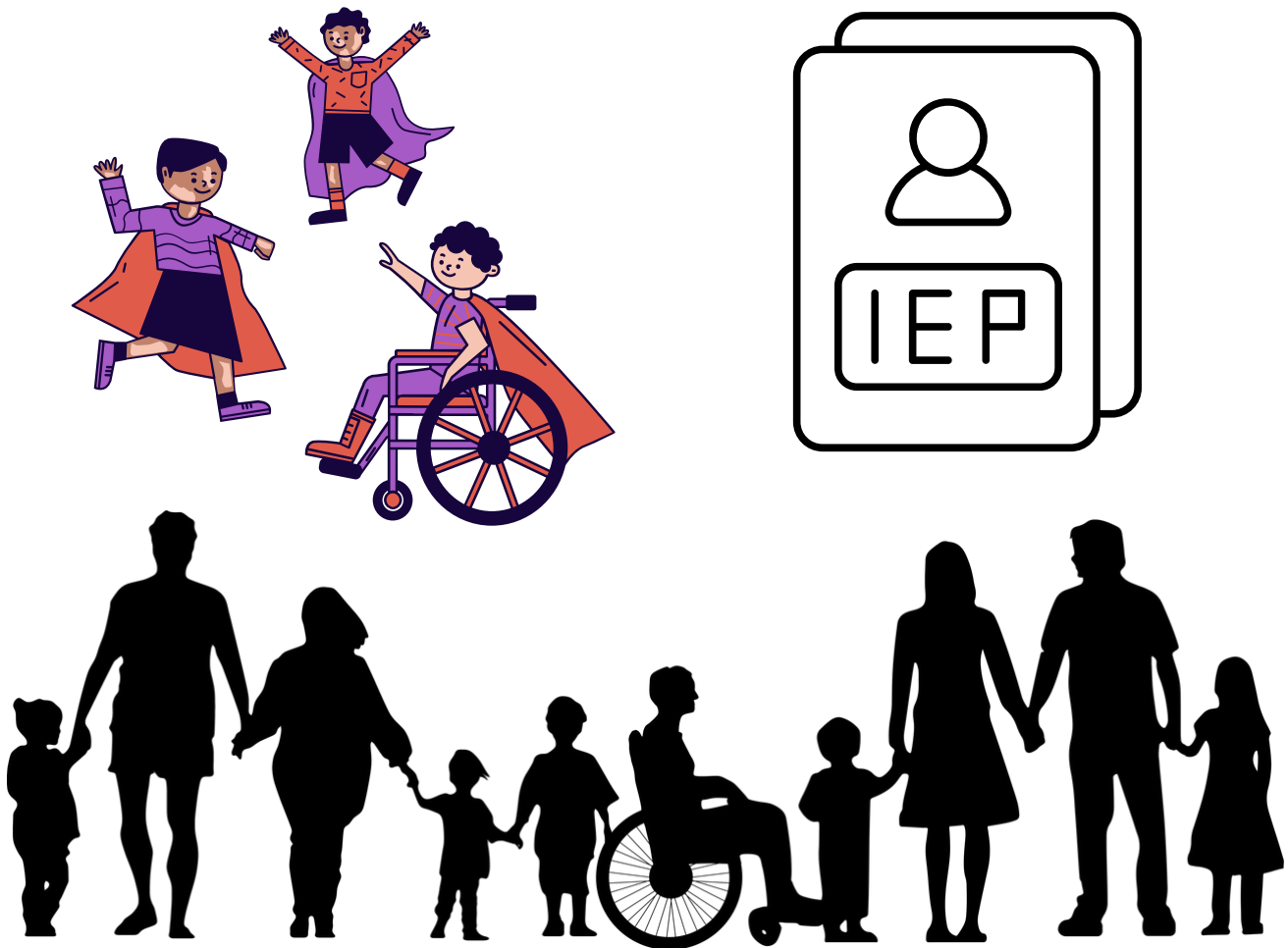
Parents/guardians have the right to review and obtain copies of any records maintained by ECS. You may request that any records be explained to you. ECS will keep your child's records for a maximum of 7 years. To request a copy of your child's records, you must send a written request to the ERSEA Coordinator at Headstart@cskt.org. Please allow 5 business days from receipt of request for delivery of records.



Services for Children with Special Needs

As a result of the Congressional Mandate of 1972, at least 10% of our enrollment must consist of children with professionally diagnosed disabilities. These children receive the full range of comprehensive services available to non-disabled Head Start and Early Head Start children. Children with special needs participate in regular classroom activities, which we refer to as inclusion. Our philosophy is that a child with a disability can often learn more readily in a group with non-disabled children than in a separate group for children with disabilities. This inclusive experience of learning and playing with all children helps foster a positive self-image and assists the child with a disability in enhancing her/his potential.

Children who may have developmental concerns may be referred for services if the child qualifies. A school district may evaluate a child who is 3 years old or older for possible services. A family may need to access their child services in a clinical setting. A child under age 3 with possible delays would be evaluated by the state Part C program. This could look like a private therapist coming into the classroom to work with a child, modification of the curriculum and adapting of activities, hiring additional teacher aides, development of new or different feeding skills, continuation of special medical care, and numerous other services based on individual need.



Transitions

Early Childhood Services (ECS) works with children and families to prepare them for the next step in their education. Teachers begin transition planning six months prior to a child's third birthday. They also begin supporting children and families with the transition for Head Start to kindergarten. This is done by inviting local kindergarten teachers to share at parent meetings, by visiting and working collaboratively with local public school districts.



ECS Positive Guidance Policy

ECS staff use positive guidance strategies to foster the child's own ability to become self-disciplined. Classroom expectations will be taught to the child before and at the time of any corrective action. Staff will model and encourage children to "be kind, be safe, and be ready" as developed in the "ECS Positive Behavioral Matrix." As well as to respect other people and property, and learn to be responsible for their actions.

ECS staff will guide children to develop appropriate social-emotional skills and behavior in relationship with peers and adults. Aggressive physical behavior toward staff or children is unacceptable. Staff will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior. Staff will use positive guidance and language that is consistent, clear, and understandable to the child. ECS staff will work together with parents and families to provide support when needed.

Mental Health Services

Mental Health consultation is used throughout ECS for staff and families. It builds on the caregiver's capacity to support healthy social and emotional development, prevent challenging behaviors and guide referrals to outside mental health resources. This is a strength based model, offering reflective and shared problem-solving partnerships. Consultation focuses on collaborating with the administrative and teaching staff in ways to improve classroom environments and to work better with children.

Health Services Advisory Committee

The ECS Health & Mental Health Services Advisory Committee (HMHSAC) is established to address health-related program service issues and respond to program and community needs. The HMHSAC meets a minimum of twice yearly and sub-committees meet as needed. The committee is comprised of community volunteers, Head Start/Early Head Start staff (non-voting), local dental personnel, a nutritionist, Head Start/Early Head Start parents, an optometrist, a sanitarian, registered nurses, a speech and language pathologist, mental health consultants and physicians. This committee advises and makes recommendations on health issues that concern all of the ECS programs.

Health Services

ECS emphasizes the importance of early identification of health concerns. We provide every child with a comprehensive health care program, including medical and dental screenings, nutrition and mental health services, and blood lead screenings.

Medical Services

Physical Examinations:

Requested to schedule prior to the first day of classroom attendance for Early Head Start and Head Start.

Must include immunization record, Medical/Religious Exemption form, or catch-up plan

Health Services Coordinator helps with the follow-up and recommendations.

Well Child Screenings

Dental Examinations:

Children 12 months and older are required to have 1 dental exam on file per school year.

Parent must accompany child if transportation is offered for dental appointments.

Health Services Coordinator does follow-up on treatment appointments.

Optional fluoride treatment available upon parental consent.

Vision Screenings:

Scheduled after child begins attending Early Head Start/Head Start classes.

Parents are notified of the date.

Screenings are done at your child's center by a Certified Ophthalmic Assistant or utilizing a Vision Screener tool, such as SPOT.

0-1 year olds will receive the National Center for Children's Vision and Eye Health developmental milestone questionnaire.

1-5 year olds will be screened with the SPOT Vision screening tool.

Parents are notified of any recommendations.

Health Services Coordinator provides follow-up services.

Note: Vision screenings are sometimes completed at Child Find screenings prior to or within 45 days of the child's first day of attendance. Vision screenings may be held at the center in conjunction with the developmental screening.

Hearing Screenings:

Scheduled after child begins attending Early Head Start/ Head Start classes.

Parents are notified of the date.

Screenings are done by Health Services Coordinator.

Parents are notified of any recommendations.

Children with suspected concerns are re-screened by the Health Services Coordinator 4-6 weeks following the initial screening.

Health Services Coordinator provides follow-up services.

Height/Weight:

Head Start children are weighed and measured three times during the school year.

Early Head Start children are weighed and measured three to four times yearly.

Results are plotted on growth charts.

Meetings with parents are scheduled to discuss diet/nutrition concerns.

Health Services Coordinator provides follow-up services.

Medications:

If a child must receive medication from a center staff member, the parent must complete the Medication Permission form. Designated center staff will maintain the Medication Record Form. All medications, prescription or over-the-counter, are stored in a locked box (in the refrigerator, if needed). Please refer to the ECS Medication Policy for further information.

Note: Results of all screenings, exams, and follow-up are recorded on the child's Early Head Start or Head Start record. Parents of children in Head Start receive a copy of the Health Record toward the end of the school year, but may request a copy at any time. Parents of children in Early Head Start receive a copy of the Health Record annually.

Early Childhood Services (ECS) Sick Child Policy

Health & Safety Policy & Procedure

CFOC 3.6.2.4, CCL 37.96.505

Purpose:

The purpose of this policy is to provide a framework for the health and safety of the children and staff of ECS in a setting of providing the best learning environment possible. It is not an exhaustive policy and will need to be applied in a way that acknowledges that pathogens that cause illness, and the best practices for managing them, are constantly evolving. Most children with mild illness can safely attend HS/EHS.

Definitions:

Sick child: Any child with a temperature greater than 100.4 degrees measured by temporal scan, axillary or rectal thermometer; one exhibiting recurrent forceful vomiting and/or diarrhea; one exhibiting persistent cough, runny nose or rash that significantly disrupts learning or is felt to be a health risk to the other children or staff (see appendix A).

Health care provider: A physician, nurse practitioner or physician's assistant who is licensed to diagnose and treat patients in the state of Montana.

Managing the sick child:

- Have emergency phone numbers posted in center. Each child should have a local emergency phone number for an approved caregiver on file.
- Ask the child about how they are feeling during Daily Health Check.
- If they appear to be ill, isolate child to a quiet part of the classroom where they can lie down. A sick child has a fragile self-concept. Make them comfortable, lend your support, be sensitive to their needs, and give them extra attention.
- Make sure an adult always supervises a sick child.
- If fever is suspected, measure the child's temperature using a temporal scan, axillary or rectal thermometer.
- If unsure about the child's condition, talk to the ECS teacher or contact the ECS Health Services Coordinator at (406) 745-4509.
- If it is necessary to send the child home (per the list of conditions in appendix A), contact the parent or emergency contact.

Children who require fever reducing medications to maintain a normal temperature should be considered sick children and sent home. The child must be fever free, without medications, for 24 hours before returning to class.

- Do not give the child any medication without the parent's written permission. (The Medication Permission Form must be completed prior to administering any medication such as Desitin, antibiotics, etc.)
- If the child attends a Day Care after the Head Start/Early Head Start day, and no adult has been able to pick up the child from ECS, contact the child's day care provider about the child's condition.
- If a child is vomiting, protect yourself and the child by using disposable gloves to clean and disinfect the area. It is ECS policy that disposable gloves be used when any bodily fluids are involved.
- If the child soils his/her clothing, change the child into extra clothing kept at the center. Use disposable gloves and approved cleaning supplies when cleaning up the child, the area, and when handling the soiled clothing. Do not use facilities at your center to launder soiled clothes.

Appendix A

Common childhood illnesses

Fever- fever is a common manifestation of illness and is a necessary part of the immune response. Most fever is harmless but can lead to dehydration and lethargy. If a child has a temperature greater than 100.4, it is necessary for the child to leave HS/EHS. The child must be fever free for 24 hours without the use of fever reducing medication to return to the center.

Diarrhea — any change from the child's usual stooling pattern, such as loose, watery, frequent or incontinence of stool, can be a symptom of a contagious illness. Children should be free of diarrhea for 24 hours before returning to the center. (If your child is on antibiotics, please communicate this with your teacher. If no other symptoms are present the child may stay in class with a doctor's note.)

Vomiting — more than 2 episodes of vomiting in 24 hours may represent a contagious illness and children should remain at home until they are able to eat and drink without vomiting for 24 hours. Small amounts of spitting up in infants under 12 months is considered normal.

Conjunctivitis (Pink Eye) — "Pink eye" may be caused by a bacteria, virus or allergies. Because of the highly contagious nature of bacterial conjunctivitis, children with red swollen eyelids, drainage, mattering or redness of the white part of the eye should be assumed to have bacterial conjunctivitis and should be sent home. They can return to the center when they have been on treatment for 24 hours and are accompanied by a note from a health care provider.

Rashes — most rashes are caused by bacteria, viruses or allergic reactions. Children with rashes should be evaluated by a healthcare provider and not return to HS/EHS until they have been released by the provider AND follow the sick child policy return guidelines. Chicken pox is a viral illness characterized by fever, runny nose, cough and subsequent blister-like rash. Children must remain at home until all blisters are scabbed over. Impetigo is a skin rash caused by the staph bacteria and is characterized by redness with a honey colored crust, usually around the nose and mouth. Children should remain at home until they have been on antibiotics for 24 hours and there is no drainage. Warts are common in children and present as raised, bumpy lesions usually on the hands, feet or mouth area. It is not necessary to send children with warts home. Scarlet fever is a fine, sandpaper like rash on the torso of children who have a strep infection. They should remain at home until they have been on antibiotics for 24 hours and are fever free. Hand Foot and Mouth is a common illness that usually causes fever, mouth sores, and skin rash. Children should remain at home if the rash is accompanied with fever and/or has oozing or open wounds. Children should be free from fever without the use of fever reducing medications for 24 hours prior to returning to the center.

Sore throat — can be caused by bacteria or viruses. If accompanied by a fever, difficulty swallowing, lesions in the mouth or a rash, children should be evaluated by a healthcare provider and should not return to HS/EHS until they are fever free for 24 hours and have a release from the provider.

Signs of serious illness — high fever, irritability, stiff neck or significant change in behavior may be a sign of a serious illness and children should be evaluated by a healthcare provider prior to returning to HS/EHS

Lice — ECS has updated the head lice policy, CCL 37.96.505, CFOC 7.5.8.1. In the event of lice or nits, affected children will not be sent home. Staff will notify the affected child/ren's parent/s at pickup so they can be treated. Families can reach out to the center staff or their family advocate for assistance with treatment if needed.

Injuries or Illness Requiring Medical or Dental Care

Medical Emergencies: The caregiver who is with the child and who has had pediatric first aid training will provide first aid.

The staff will activate the Emergency Medical Services (EMS) system by dialing **911** when immediate medical help is required. The on-site supervisor or lead teacher will contact a parent or legal guardian or, if the parent or legal guardian cannot be reached, the child's emergency contact person. The closest emergency facility will be utilized. Prior to a specific medical emergency, the on-site supervisor or lead teacher will contact the emergency facility to find out what procedures are followed for emergency treatment of children not accompanied by a parent or legal guardian. **Emergency transportation is provided by calling 911.** Do not hesitate to call EMS, they are trained professionals that can determine whether the child needs to be transported or can remain in the center.

A staff member will accompany and remain with the child until the parent or guardian assumes responsibility for the child. Child/staff ratios will be maintained at all times for the children remaining in the facility. The center cook will substitute for the missing caregiver in such emergencies to maintain child/adult ratios.

The staff member who witnessed the injury/event will complete an accident report form as soon after the incident as possible. This form will be signed by the parent or legal guardian. Copies will be distributed to the parent or legal guardian, placed in the child's center file, and scanned, emailed and sent to the ECS Health Services Coordinator and routed to the child's ECS office file. The center must submit a report to the ECS Admin who in turn will report to the childcare licenses program within 24 hours. after injuries to children requiring medical, dental care, and/or hospitalization.

Dental Emergencies: Follow the instructions found on the Dental Emergency Procedures poster located near the bathroom doors or first aid kit. Dental injuries will be given first aid as indicated on the "Procedures" poster.

If emergency dental care is required, a staff member will accompany the child to the closest dental facility and remain with the child until the parent or legal guardian arrives and assumes responsibility. Immediately notify ECS Health Services Coordinator or Education Manager or ECS Director at 406-745-4509.

Returning to the Center after an Illness

If you don't know if your child should come to the center because of an illness, the sick child policy will help you understand when it is all right to bring your child into the center. If you have any questions about the list, feel free to contact our Health Services Coordinator at the administrative office 406-745-4509.



Safety

Safety is a great concern for Early Childhood Services staff. We take our responsibility for the safety of your child, family and community very seriously. We want to demonstrate safe practices in our centers and vehicles while educating children and families about safe homes and lives.

Fire Safety

Classroom fire safety is important to us. We practice fire drills on a monthly basis in each center. We also have implemented a two-week Fire Safety curriculum unit in each Head Start classroom. In this unit children are taught where to go, whom to call, and how to get out in the case of a fire.

Vehicle Safety

The ECS staff is trained at the beginning of each year in vehicle safety. At ECS, we practice bus evacuation drills every other month during the school year.

Center Inspections

Our ECS centers are inspected at least once a year by the Tribal Sanitarian. This inspection includes: sanitation of the center, fire safety measures, and general safety.

Universal Precautions

Illnesses may be spread in a variety of ways, such as coughing, sneezing, direct skin-to-skin contact, or touching an object or surface with germs on it. Infectious germs may be contained in human waste (urine, feces) and body fluids (saliva, nasal discharge, tissue and injury discharges, eye discharges, and blood).

Since many infected people carry communicable diseases without having symptoms, and many are contagious before they experience a symptom, ECS staff practice "universal precautions." This means that our staff protect themselves and the children we serve by carrying out, on a routine basis, sanitation and disinfection procedures. These procedures include the use of disposable gloves and frequent hand washing.



School Safety

Transportation

Eligible children (at least 2 years old and 20 lbs) will be provided bus transportation as determined by the teacher, family, and education manager. This is determined by the priority of:

- bus capacity
- daycare attendance
- distance from center
- transportation needs.

If children are transported by ECS bus to and from Early Head Start or Head Start, a parent or other approved adult must be present when the child is picked up and dropped off. Once the bus route has been established, temporary changes cannot be made. It will be the parent's responsibility to transport their child should a temporary change occur.

Be Ready and On Time: Please have your child ready and on time for the bus. The bus will wait approximately 3 minutes, honking the horn if necessary. Staff will call the home from the bus's cellular phone. If your child misses the bus, you will be responsible for transporting your child to Head Start.

Drop-Off Procedures: A parent or other approved individual must be present to receive the child. If a parent or another adult is not home and a child has to be brought back to the center, the following procedures will be followed:

- The parent/guardian will be telephoned.
- If there is no response, the emergency contact will be called.
- If there is still no response, the child will be turned over to the local police/child protection services.

Bus Route and Schedule: A bus route will be set with specific pick-up and drop-off times. Drivers will adhere to this schedule as closely as possible. Pick-up and drop-off times will be posted in the bus.

Parent Transportation: If you transport your child to and from the center, you must walk your child into and out of the center. Approved transportation for parents will only occur in a GSA or the bus, no use of personal vehicle is permitted.

Communication: Families will notify the center if their child is not riding the bus at least 15 minutes before the start of the bus route and at least 15 minutes prior to the end of the day route

Pick-up Points: ECS is no longer able to provide door-to-door transportation services to Head Start children, except in extreme circumstances. We are happy to transport children to and from childcare settings. We will also work with parents to set up centrally located pick-up points in each community.

Emergency Closures/Late Starts:

Our Head Start program is under the management of the Confederated Salish & Kootenai Tribes. As such, if the tribe closes early for any reason, centers will close at that time also. If the tribe has a late start, centers will open at that time as well. In the event of a late start, morning bus routes will not run. In the event of an early out, afternoon bus routes may or may not run depending on the reason for closure. Please maintain contact with your child's center and download the Remind app to be aware of changes.



All Children must be 2 years old and 20lbs to ride bus

Nutrition Services

ECS participates in the Montana Child and Adult Care Food Program (CACFP), which is a part of a federal program administered by the U.S. Department of Agriculture (USDA). The mission of the Montana CACFP is to influence healthy lifestyle choices by facilitating program participation, funding nutritious meals, and providing effective training.

Good nutrition is very important for all of us, but it is especially important for our young children. We hope to set foundations for healthy eating lifestyles through:

1. Nutritious breakfasts, lunches, and snacks served daily.
2. Nutrition information provided to parents and families.
3. Training for staff and families.
4. Exposure to a variety of foods.
5. Weekly cooking activities for children.

Early Head Start and Head Start provide 2/3 of your child's daily nutrition requirements. We serve meals from a rotating cycle menu developed by our program with the help of a dietitian.

If you have or your child has any allergies to certain types of food, it is required that the Special Diet Statement be completed by your Health Care Provider or Dietitian.



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Form which can be obtained online at: <https://www.usda.gov/sites/detail/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** Program.Intake@usda.gov

This institution is an equal opportunity provider.

Parent Involvement

Parent involvement is a vital part of the Early Childhood Services. Parents are the first and primary educators of their children and we support and encourage parents to actively participate in their child's early education, growth and development. We encourage you to become actively involved in your child's education. We need your input and value your suggestions and observations. All parents are encouraged to complete a volunteer packet and volunteer at the center on a regular basis in whatever capacity they feel is appropriate.

In-Kind

The Head Start program is funded through federal and local resources. 80% of the needed funding comes from the federal government, while 20% is made up from local donations of goods and services. This 20% is called "In-Kind." Every time parents, organizations, or community members volunteer their time, or donate money or items to the program, it is recorded on an In-Kind Form. This In-Kind donation demonstrates the community's support for our program and helps our funding. Please remember to sign in at all Parent Meetings and family engagement events, like our annual Powwow and Baby Fair. Each signature creates more In-Kind funding for us.

The Confederated Salish and Kootenai Tribes contribute to these matching funds in many ways including: services, maintenance, and personnel resources. Volunteers play a crucial role in ECS. There are many ways individuals can contribute, such as: serving on the governing board, attending parent meetings, chaperoning field trips, helping teachers prep for activities, or visiting the classroom to read to the children. Their involvement enhances the educational experience and strengthens the community.



Attendance

Regular attendance is important for children to thrive, learn, and develop in a supportive learning environment. The Early Head Start and Head Start Programs are required to have daily average attendance of 90% of the total enrollment of children. Failure to implement this requirement could lead to denial of refunding or termination of the program. It is for this reason we are asking all parents to send their child on all days of classroom operation. Regular attendance is beneficial for your child and our program!

1 Hour Call In

If your child will NOT be at school, parents/guardian need to contact their child's teacher within 1 hour of the start of the school day. If families do not contact Head Start staff within 1 hour, staff is required to contact the family. If possible, and when applicable, please notify your child's teacher 24 hours before a missed school day.

Failure to make contact will result in a letter sent from our ERSEA Coordinator and an attendance plan with your child's teacher will be required. (Note): If a child is dropped from the program due to low attendance you have the right to re-apply to the program and your child will be placed on the waiting list if there are no vacancies at that time.

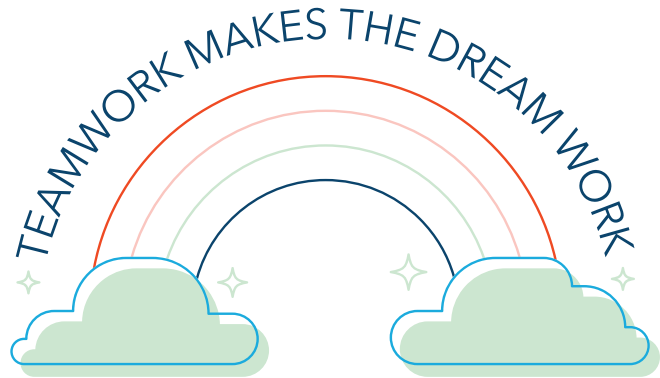
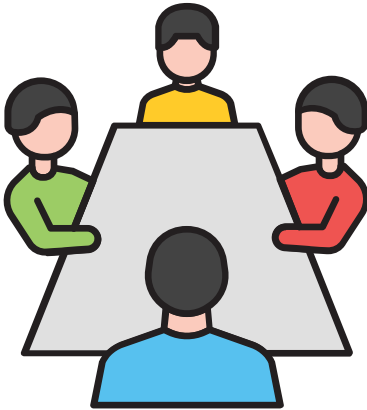


School success starts
with attendance

Policy Council and Parent Committees

Parent Committees are established for every center. They provide every parent of an enrolled child an opportunity to assist in the development of activities that address their interests and needs, nurture their child's development, and keep them linked to resources in the community. The Policy Council is made up of parent representatives from each Parent Committee and includes representatives from the community.

The Policy Council has policy-making authority and is governed by locally determined by-laws that ensure clarity and consistency in function and purpose. The elected Policy council individual attends monthly meetings to discuss, review, and make policies and procedures for the Early Head Start and Head Start Programs.



Parent Committee

- **Membership:** All parents with children enrolled in the Early Head Start or Head Start programs are automatically members of their center's Parent Committee.
- **Meetings:** Parent Committee meetings are held at a time and place that is convenient to the greatest number of parents. These meetings are friendly and informal.
- **Frequency:** Meetings will be held at the decision of the parent committee
- **Events:** There are Family Engagement events throughout the school year.

Some functions of each center's Parent Committee are to assist teachers, center staff, the Program Director and any other staff that has direct contact with their children. They will work closely with center staff to plan and carry out projects and activities for the center (raffles, parties, special get-togethers). Parents are directly involved in choosing, planning and implementing experiences and activities for their children.

Parent Dispute Resolution Policy & Process



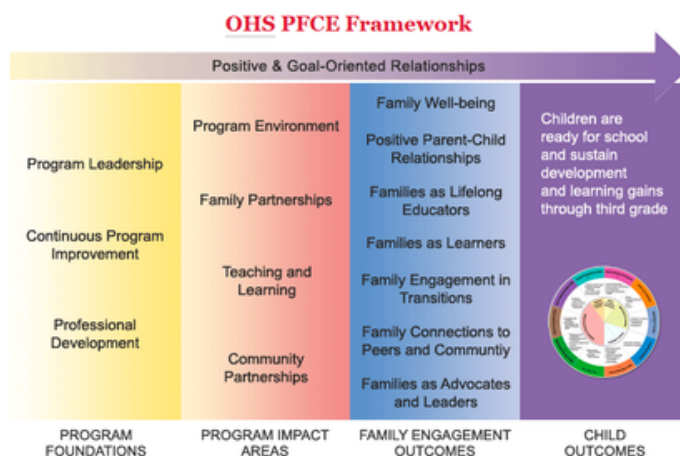
Whenever there is a complaint or concern about the services our program provides, parents may fill out a Parent Comment Form. Comment Forms are posted on each center's Parent Board along with self-addressed stamped envelopes. This form is mailed to the ECS Program Director and ERSEA Coordinator. The Program Director will confer with the appropriate administrative staff person. After a solution is identified, and before the administrative staff person confers with the person who brought the issue forward, the Program Director and ERSEA Coordinator will review again the suggested action to be taken.

Family Engagement

Parent and Family Engagement in Head Start/Early Head Start is about building relationships with families that support family well-being, strong relationships between parents and their children, and ongoing learning and development for both parents and children. The Parent, Family, and Community Engagement (PFCE) Framework is a road map for progress in achieving the kinds of outcomes that lead to positive and enduring change for children and families. The PFCE Framework was developed in partnership with programs, families, experts, and the National Center on Parent, Family, and Community Engagement. It is a research based approach to program change that shows how an agency can work together as a whole—across systems and service areas—to promote parent and family engagement and children’s learning and development.



Family and Community Partnerships



The Family Partnership Plan is a tool to assist you in identifying goals you set for your family. Early Childhood Services wants to support your efforts in meeting your goals by helping you build on the strengths that already exist within your family. It is our priority to provide services to both children and their families to make the most of their time in our program. The stronger our relationship is and the more we know about your family’s strengths, needs and questions; the better we can serve you throughout the year. For this reason, we have developed a **Family Advocacy Program** that employs people who are specially trained to assist you and your child in accessing community resources according to your needs.

You and the Family Advocate start the Family Partnership Plan early in the year and this plan continues throughout your family’s experience with Early Childhood Services. The initial survey identifies families’ interests and priority needs as well as providing Center Staff and Family Advocates with information to plan meetings and parent trainings. The Partnership Plan is built on and reviewed with parents throughout the year at home visits, parent-teacher conferences, and other meetings with parents. Goals are updated and progress celebrated.

Once parents identify goals and interests in the Family Partnership Plan, resources and services are determined which respond directly to the family’s needs and are critical in assisting parents accomplish their goals. Early Childhood Services has formed strong partnerships with many tribal, county, and community groups. Our program invites representatives from community agencies to speak at Parent Committee meetings and provides brochures, displays and other information for parents. Early Childhood Services supports families by providing direct referrals to agencies when requested. Emergency and crisis assistance is provided as needed and support is given to families throughout their participation in the program.

Community Partnerships are formed with various businesses, interested community members, and schools. These allow our program to provide some of our most rewarding educational experiences, study trips and assemblies. Head Start classrooms plan study trips, where children get to visit a site outside of the classroom environment. In all of our classrooms, community guests are invited in to share their knowledge, skills, or culture with our students.

Parent Training and Employment

Parents and families of children served by Early Childhood Services are offered continuing education and employment training through volunteer opportunities in the classrooms, at parent meetings, and community trainings and workshops. We also help families access other educational opportunities available to them here on the reservation such as the Adult Learning Center, Tribal Parenting Groups, and Salish Kootenai College.

We encourage interested parents to pursue employment with our program. If you are interested in employment, scan the QR Code to submit an application. You can also share the QR code for the Child Application with anyone you know who may be interested in our program.

Enroll your Child Now!
Scan QR Code

ECS Child Application



Link: <https://cskt.info/4a27voly>

Apply for Employment Now!
Scan QR Code

Employment Application



Link: <https://cskt.info/4c1vh33>

Early Childhood Services

P.O. Box 1510
35455 Mission Drive
St. Ignatius, MT 59864
Phone:(406) 745-4509
Fax: (406) 226-2697
Email: headstart@cskt.org

Arlee Early & Head Start 72691 Lumpry Road Arlee, Montana 59821 Phone: (406) 726-3273	Mission Head Start 28 Toweepah Lane St. Ignatius, MT 59865 Phone: (406) 745-4483 (406) 745-4485
Es K*?almi Nuwewiśtn Early Head Start 87 Alexander Lane St. Ignatius, Montana 59865 Phone: (406) 275-2909	Ronan Head Start 30 2nd Circle North East Ronan, MT 59864 Phone:(406) 676-8390
Ronan Early Head Start 417 Andrew Street NW Ronan, MT 59864 Phone: (406) 676-0230	Pache Early Head Start 47181 Beaverhead Ln Ronan, MT 59864 Phone: (406) 676-4508
Pablo Head Start & College Drive 35639 Stranger Loop Pablo, MT 59855 Phone: (406)675-0053 (406) 675-0058	Pablo Early Head Start 2nd 5th Avenue East Pablo, MT 59855 Phone: (406) 275-2777 (406) 675-2700 Ext 1215
Polson Head Start 301 8th Avenue West Polson, MT 59860 Phone: (406) 883-5451	Turtle Lake Early Head Start 37181 Turtle Lake Loop Polson, Montana 59860 (406) 883-1105
ECS Family Resource Center 307 South Main Street St. Ignatius, MT 59865 (406) 745-2112	