

# Parent Handbook



"Each One, Honor One"

The Ojibwe word, Zaasijiwan, means "it ripples", and was chosen to represent the program because it strives to reach as far as possible in support of young children, their families, and the community.





## Welcome Message from Zaasijiwan Head Start

Dear Parents,

We at Zaasijiwan Head Start would like to welcome you to our program! Our staff is excited to begin a new school year with you.

The parent handbook is designed to ensure you and your child have the information needed to have a successful experience in the program. We highly encourage a careful review of the handbook as well as your participation and involvement throughout the program year.

There are a few things to keep in mind as your child begins his/her educational experience.

- School attendance, punctuality, and a good night sleep are all basic fundamentals for student success.
- Collaborative partnerships that involve parents, families, and staff are the most beneficial to the successful education experience of your child;
- Parent involvement is fundamental to your child's overall success.

If you have questions about the program, please feel free to contact us anytime throughout the school year. Contact information is located within this handbook.

Once again, welcome and thank you for allowing us to be a part of the early education of your child.

Respectfully,

The Zaasijiwan Head Start Staff

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# ZAASIJIWAN HEAD START

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2899 US Hwy 47 S, Lac du Flambeau, WI 54538

## Mission Statement

Zaasijiwan Head Start 0 to 5

### Definition:

Zaasijiwan Head Start 0 to 5 is a comprehensive child development and family support program. It is administered by the Lac du Flambeau Band of Lake Superior Chippewa Indians. The program integrates core values of family, caring, partnership, responsibility, trust and respect for others into its practice.

### Mission:

The mission of Zaasijiwan Head Start 0 to 5 is to demonstrate a commitment to children and families to assure they have resources and opportunities to succeed.

### Motto: "Each One Honor One"

### Goals:

1. To enhance the growth and development of infants, toddlers and young children so they enter school ready to learn.
2. To support families in the achievement of personal goals for parenting, self-sufficiency, and cultural identification.
3. To collaborate with community agencies in supporting the comprehensive needs of families.

### Benefits:

- Parents are supported in their role as their child's primary teacher and advocate.
- Children are ready to learn when they enter school.
- Personal and family relationships are enhanced.
- Parents acquire the education and skills they want to become self-sufficient.
- Families have access to consistent quality health care services and health education.
- Families develop an extended network of caring professionals who help them access comprehensive family support services.
- Parents have the opportunity to be involved in all aspects of the program and to network with other parents.

### Outcomes:

- Children receive appropriate early intervention services and exhibit pro-social behaviors.
- Families gain problem solving skills and the ability to advocate for themselves in existing systems.
- Family relationships improve.
- Families have greater knowledge of community services and resources.





# 2021-2022 Organizational Chart

**Program Director:**

Tari Wolfe

**Early Childhood Education Manager/Disability Services:**

Ashley Fischer

**Family Service Manager:**

Amanda Snow

**Eligibility, Recruitment, Selection, Enrollment & Attendance Coordinator (ERSEA):**

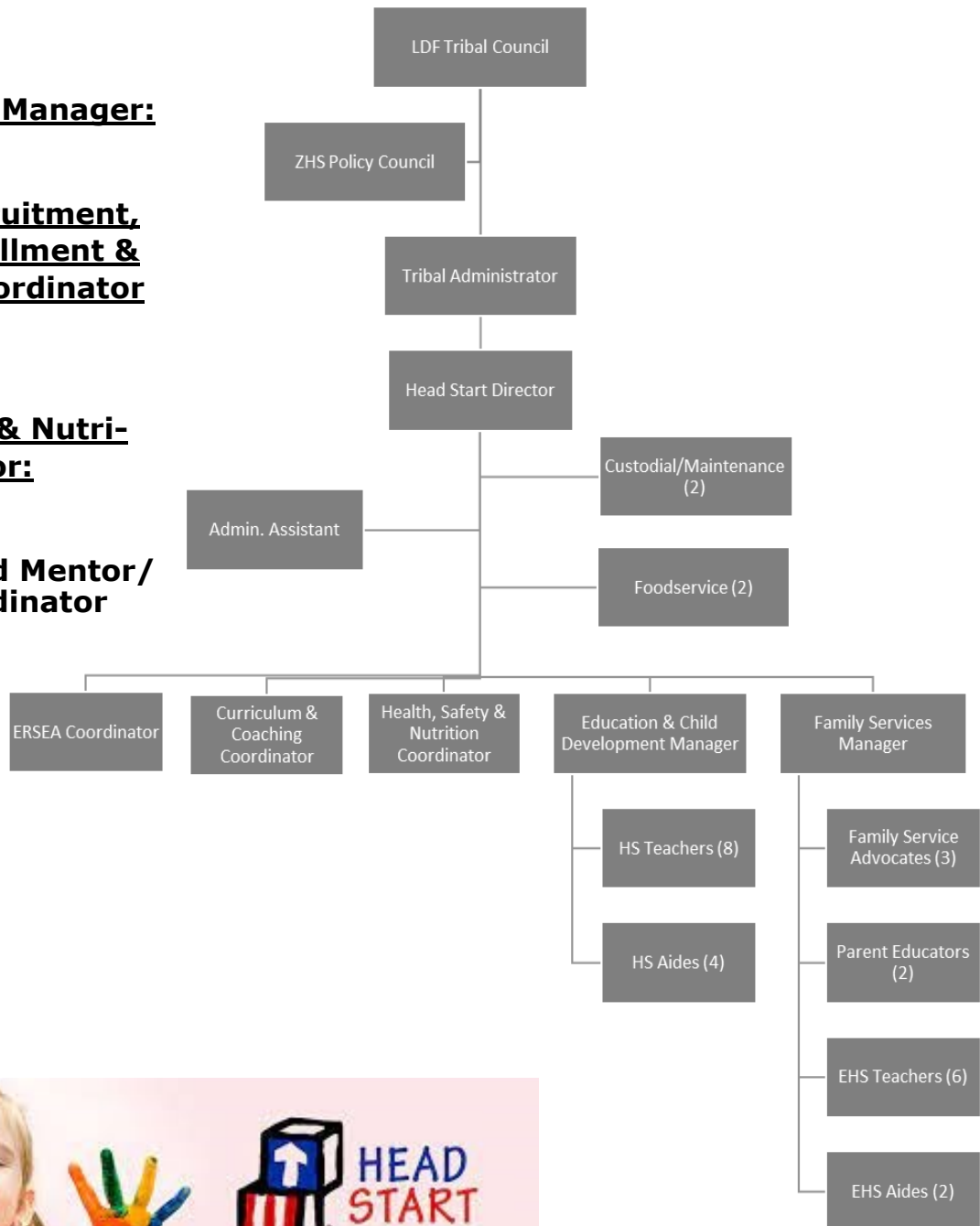
Deb Hagamon

**Health, Safety & Nutrition Coordinator:**

Sarah DeCota

**Early Childhood Mentor/Coaching Coordinator**

Whitney Sauer



# Staff Directory



## **Head Start**

Front Desk 715-588-9291

## **Administration**

### **Program Director:**

Tari Wolfe [twolfe@ldftribe.com](mailto:twolfe@ldftribe.com) 715-588-4331

### **Administrative Assistant:**

Chris Zortman [chaling@ldftribe.com](mailto:chaling@ldftribe.com) 715-588-4329

### **Early Childhood Education Manager/Disability Services:**

Ashley Fischer [afischer@ldftribe.com](mailto:afischer@ldftribe.com) 715-588-4338

### **Family Services Manager**

Amanda Snow [amanda.snow@ldftribe.com](mailto:amanda.snow@ldftribe.com) 715-588-4455

### **Health, Safety & Nutrition Coordinator**

Sarah DeCota [sdecota@ldftribe.com](mailto:sdecota@ldftribe.com) 715-588-4335

### **Early Childhood Mentor/Coaching Coordinator**

Whitney Sauer [wsauer@ldftribe.com](mailto:wsauer@ldftribe.com) 715-588-4336

## **Early Head Start Classroom Teachers**

### **Classroom 3:**

Connie Winters [cwinters@ldftribe.com](mailto:cwinters@ldftribe.com) 715-588-4343

Dorran Hiller [dhiller@ldftribe.com](mailto:dhiller@ldftribe.com) 715-588-4343

### **Classroom 4:**

Symone Pero [spero@ldftribe.com](mailto:spero@ldftribe.com) 715-588-4344

Marissa Moore-Sub [marissa.moore@ldftribe.com](mailto:marissa.moore@ldftribe.com) 715-588-4344

### **Classroom 5:**

Melissa Walters [mhamilton@ldftribe.com](mailto:mhamilton@ldftribe.com) 715-588-4345

Abby Hamilton [ahamilton@ldftribe.com](mailto:ahamilton@ldftribe.com) 715-588-4345

## **Early Head Start Parent Educators (Home Based Program)**

Lisa Setzer [lsetzer@ldftribe.com](mailto:lsetzer@ldftribe.com) 715-588-4334

TBD 715-588-4334



**Head Start Teachers**

**Classroom 6:**

Lexi Engler [aengler@ldftribe.com](mailto:aengler@ldftribe.com) 715-588-4346  
KenoQuaz Cloud [kcloud@ldftribe.com](mailto:kcloud@ldftribe.com) 715-588-4346

**Classroom 7:**

Kiona Poupart [kpoupart@ldftribe.com](mailto:kpoupart@ldftribe.com) 715-588-4347  
TBD 715-588-4347

**Classroom 8:**

Jeanette Chapman [jeanette.chapman@ldftribe.com](mailto:jeanette.chapman@ldftribe.com) 715-588-4348  
TBD 715-588-4348

**Classroom 9:**

Tisheana Maulson [tisheana@ldftribe.com](mailto:tisheana@ldftribe.com) 715-588-4349  
Lynette Soulier [lsoulier@ldftribe.com](mailto:lsoulier@ldftribe.com) 715-588-4349

**Family Services Staff**

**ERSEA Coordinator:**

Deb Hagamon [debra.hagamon@ldftribe.com](mailto:debra.hagamon@ldftribe.com) 715-588-4333

**Family Service Advocates:**

Bernard Lemieux [blemieux@ldftribe.com](mailto:blemieux@ldftribe.com) 715-588-4342  
Samantha Lande [slande@ldftribe.com](mailto:slande@ldftribe.com) 715-588-4342  
Shawny Young [syoung@ldftribe.com](mailto:syoung@ldftribe.com) 715-588-4342

**Early Head Start Classroom Aides**

Janet St.Germaine [jstgermaine@ldftribe.com](mailto:jstgermaine@ldftribe.com) 715-588-4342  
Marissa Moore [marissa.moore@ldftribe.com](mailto:marissa.moore@ldftribe.com) 715-588-4342

**Head Start Classroom Aides**

TBD  
TBD

**Kitchen Staff**

**Foodservice Worker:**

Tara LaBarge [tlabarge@ldftribe.com](mailto:tlabarge@ldftribe.com) 715-588-4330

**Foodservice Worker:**

TBD 715-588-4330

**Maintenance:**

Joe Poupart & David Allen

## Important Timeline

The completion of the required screenings and documentation is based on your child’s first day of enrollment in Head Start or Early Head Start during the program year. Please work with your Family Service Advocate or Health, Safety & Nutrition Coordinator to schedule the completion of these requirements.



Documentation needed	Completed by	Prior to Enrollment	Within 30 calendar days	Within 45 Calendar days	Within 90 calendar days
<b>Enrollment Packet</b>	Parent	<b>x</b>			
<b>Immunization Record</b>	Parent	<b>X</b>			
<b>Health Care Provider &amp; Health Insurance</b>	Parent, Health Safety Nutrition Coordinator		<b>X</b>		
<b>ASQ-3 ASQ-SE-2 *Developmental screener*</b>	Parent			<b>X</b>	
<b>Health Screenings *Vision/ Hearing*</b>	Health Safety Nutrition Coordinator or Family Service Advocate			<b>X</b>	
<b>Health Status Well child &amp; Dental</b>	Parent				<b>X</b>
<b>Family Partnership Agreement (FPA)</b>	Parent & Family Service Advocate				<b>X</b>

## Hours of Operation

**Early Head Start 8:00 AM – 3:30 PM ^ Head Start 8:00 AM – 3:30 PM**

**Office Hours 7:00 AM – 4:00 PM**

Teaching staff are available to receive students during class hours only. Authorized caregivers must pick-up students by dismissal time. Parents and/or caregivers must provide notice of any variance. In the event that a student is not picked up, the program will attempt to contact parents/authorized caregivers listed on the student's emergency card.

Breakfast, lunch, and snack (if applicable) are served at regular intervals. Physical activity is part of the daily schedule and classrooms spend a good portion of each day outdoors, weather permitting. Daily schedules for each classroom may vary, they will be shared with families and posted in the classroom. Please refer to individual classroom schedules for further details.



## Arrival, Departure, & Safe Release Procedures

Students must be brought into the center through the Head Start entrance. Please note Elementary students are not allowed to enter through Head Start and will be redirected to the public school entrance. To ensure safety and continuous supervision ZHS students must to be accompanied by a caregiver during pick up/drop off. No child can be left alone or unsupervised. Caregivers are required to sign in/out at the front desk prior to proceeding to the classroom. Caregivers must check students into the classroom and ensure a staff member is available to receive the child so no lapse in supervision occurs. Students will only be released to caregivers authorized on student applications and/or emergency cards. Please contact the front desk to make changes.

## Attendance Expectations

Zaasijiwan Head Start encourages regular, consistent attendance which is proven to aid in the establishment of good routines and relationships and the overall school culture. The program strives for an overall attendance average of 85% or above and tracks attendance trends. If your child is unable to attend, please notify the front desk by 9:00 AM by calling (715)588-9291. If we do not receive notification, we will attempt to contact you to determine the absence reason and provide assistance if necessary. Chronic absenteeism will result in program follow-up and continuous non-attendance can lead to your student being dropped from the program and placed on a waiting list for re-entry. If there is anything we can do to help you maintain good attendance, please do not hesitate to contact us.



## Inclement Weather & Program Closures

Zaasijiwan Head Start makes every effort to adhere to its calendar. Decisions about program closures are determined based on health and safety concerns in addition to the status of the Lac du Flambeau Tribe, the Lac du Flambeau Elementary School, and other pertinent factors. When deemed necessary to close the program due to inclement weather or other emergencies, the local news station - WJFW, will be notified. Information will also be posted via social media. In the event of a classroom closure, affected parents and their families will be notified individually.





## **Admission/Enrollment**

Head Start is a free educational program serving low income families with children ages 0-5, including pregnant mothers. Head Start reserves 10% of its enrollment slots for children with special needs. Children not accepted into the program at the beginning of the year will be placed on an active waiting list. Parents will be notified of enrollment opportunities when openings occur.

## **Enrollment options**

**Early Head Start Home Based:** Ages Prenatal-3; Participate in one home visit each week for 90 minutes with your child's Parent Educator. Participate twice monthly in a group socialization with your child.

**Early Head Start Center Based:** Ages 15 months-36 months; Classroom hours are 8:00 AM-3:30 PM Monday through Friday.

**Head Start Center Based** Ages 3-5; Classroom hours are 8:00 AM-3:30 PM Monday through Thursday.

## **Parent, Family & Community Engagement**

Zaasijiwan Head Start provides many opportunities for families to get involved in their child's education. Including but not limited to the following:

Parent Committee- Parents are offered a time to participate in a leadership opportunity by attending monthly meetings and discussing various topics.

Policy Council- Parents of enrolled children participate on a policy council and are responsible for the direction of the Head Start program at the agency level.

Volunteer opportunities: Families are encouraged to volunteer in their child's classroom when available.

Family Socials: Opportunities to get together with all program families and participate in a program activity.



## **Parent, Family & Community Engagement Continued**

Parent and family engagement is essential to quality early care and education. Our program provides child care, home visits, family support services and intervention opportunities. We pride ourselves in providing quality early childhood services to your whole family. In hopes to achieve this your family will be assigned a Family Service Advocate for the program school year. This person is responsible for conducting a minimum of (2) Home Visits per year. The first home visit will take place within 90 days of enrollment. The second home visit will be in the second half of the school year.

During your families home visit your Advocate will begin by getting to know your family through the Family Strengths and Needs Assessment, additionally setting goals where you would like to see accomplishments.

If your family is participating in our Home Based option you will be assigned your very own Parent Educator. (See page 9, enrollment options)

### **Parent engagement opportunities:**

Attend and/or volunteer on field trips	Set goals for you family and child	Participate in home visits/parent conferences	Participate in parent committee meetings
Volunteer in a pro-	Attend socializations	Run for Policy Council	Fundraising

### **Current policy council members:**

Early Head Start Home Based Rep– Jonell Thompson

Early Head Start Center Based Rep– Heather Mann

Head Start Rep– Stefanie Poupart, Leila Schuman

Community Rep– Tony Carufel



### **Policy Council**

The policy council works with the Head Start Director and Tribal Council to make decisions for the program. Elections are held annually in September. The council consists of Two (2) Head Start reps, one (1) Early Head Start rep, one (1) Home Based rep & one (1) community rep. A parent or immediate family member may not serve on the council if employed by Zaasijiwan Head Start. The policy council meets on a monthly basis with the Director. The policy council will elect their own officers, President, Vice President, Secretary and Community Rep.

## Education Services

### Focus on School Readiness:

Beyond program goals, Zaasijiwan Head Start also strives to enhance the growth and development of infants, toddlers, and young children so they enter school ready to learn. We call this "School Readiness" and the primary goal in this area is that children will progress so that 80% of children are meeting or exceeding widely held expectations for their age level in six (6) areas of development and learning: Social-Emotional, Physical, Language, Cognitive, Literacy, and Mathematics. We align our goals with the Lac du Flambeau School District's expectations for new 4K and Kindergarten students. Progress is assessed through checkpoints at the end of each academic period. More information on School Readiness Goals and specific objectives for development and learning can be provided upon request.

**Schedule & Supervision:** Infants and Toddlers will follow their own developmentally appropriate schedules. Staff-Child ratios will not exceed 1:4, 2:8 or 3:9 per classroom in Early Head Start.

Head Start classrooms will each serve 14 children and will not exceed a staff-child ratio of 2:17 (1:8 for 3 year olds, 1:10 for 4 year olds).

Children 2-5 years of age will have a schedule similar to below, though each classroom may vary based upon the needs and appropriateness for their students.

8:00	Arrival/Select Activities Clean up/ Wash
8:30/9:00	Breakfast Free Play/Planned Activities/ Outdoor Clean Up/ Wash
11:30/12:00	Lunch Story Rest Free Play/Planned Activities/ Outdoor
2:30	Snack
3:00-3:30	Free Play/ Dismissal



**Curriculum:** To provide a high-quality program that promotes your child's development we use a curriculum specifically designed for birth to three and one for preschool called **The Creative Curriculum** and *Making It Work* to supplement it with cultural and traditional teachings and learning. Both curriculum and our program strongly encourage and welcome family and community involvement through classroom visits, field trips & experiences.

### Family Services and Community Partnerships



Zaasijiwan Head Start adopts the Head Start philosophy that "empowerment of families occurs when program governance is a responsibility shared by families, governing bodies, and staff and when the ideas and opinions of families are heard and respected" and "fostering relationships with the larger community ensures families and staff are respected and served by a network of community agencies that work in partnership." Our Family Service Team will work with participating families throughout the year to set goals for their children and themselves and to connect them with community resources that can assist with achievement of those goals. We want to ensure that all families participating in the program are provided with opportunities to meet their needs and goals. If we can assist your family with setting and achieving goals or dealing with a hardship, please do not hesitate to contact us.

## **Health, Safety, and Nutrition Coordination**

Zaasijiwan Head Start maintains an acute focus on supporting health, safety, and nutrition as these areas are the foundation of overall wellness for children and families. We collaborate with other community agencies such as the Wisconsin Child and Adult Care Food Program (CACFP), Great Lakes Inter-Tribal Council and the Peter Christensen Health and Dental Centers to promote and support access to consistent, quality nutrition and health services in addition to providing educational materials and presentations on these topics. A core value of the Head Start program is "to ensure that all basic health needs are met while encouraging practices that prevent future illnesses and injuries and promoting positive, culturally relevant health behaviors that enhance life-long well-being." We want to support your child and your family in your journey to good health and well-being. We accomplish this in a number of ways including providing vision, hearing, dental, and developmental screenings, performing various assessments, providing and/or coordinating mental health consultation and following up to ensure the health needs of your child are being met. The program employs a Health, Safety, and Nutrition Coordinator who works with children, staff, and families to promote this agenda.



### **Health Requirements:**

Zaasijiwan Head Start partners with parents to support the health and well-being of each student. We want to make sure each child's health and developmental needs are being met in a timely and effective manner. We will communicate and follow-up with parents often to assist in meeting the following requirements. Most requirements can be fulfilled by participating in regular Well Child exams with primary providers.

**Health History:** This includes chronic health conditions or severe illnesses, medications and allergies, emergency contacts, as-well-as primary care providers (i.e.; doctor, dentist) and insurance providers. If a family requires assistance finding a provider or health insurance we will assist them in obtaining both.

**Nutrition Screening:** Our nutrition screening is a questionnaire meant to determine if each child's nutritional needs are being met and to help us best fill them when they are in our classrooms.

**Immunizations:** Part of ensuring that each child's health needs are being met is verifying immunization records and making sure they are up to date. We follow the immunization schedule mandated by the Centers for Disease Control and the Wisconsin Department of Health Services. Parents who do not wish to vaccinate their children for personal or religious reasons will need to submit an exception form that can be provided upon request.

**Lead Screen and Hemoglobin:** Lead screenings check for elevated lead levels in children which can negatively affect mental development and IQ. Hemoglobin is tested to check for chronic blood conditions. Both are a part of regular Well Child visits.

**Well Child Visits:** We will keep track of each child's preventative care schedule. In doing so we require records from each child's Well Baby/ Well Child visits. The schedule we follow to meet these requirements is outlined by the American Academy of Pediatrics and can be found at [www.aap.org](http://www.aap.org) .

**ASQ-SE:** The ASQ-SE is a screening tool used to assess each child's mental development and social and emotional health. It is set at different intervals ranging from two months on. These assessments are in the form of a questionnaire to be filled out by parents.

**Hearing/Vision Screen:** Periodic vision and hearing screening is important to ensure that children do not have a hearing or vision deficit that could impede their learning and development.

**Dental Exam:** Oral health will also be tracked and parents will be asked to fill out one of our dental consent forms. A hygienist from Peter Christensen Dental Clinic will make periodic visits to provide education and encourage oral health, as-well-as provide fluoride varnishes as a part of preventative care.

If you have any questions about any of these requirements, please contact our Health, Safety and Nutrition Coordinator.

## **Exclusion and Readmission Policy for a Sick Child**



Upon arrival each child will be observed for symptoms of illness or injury by the teachers and/or support staff in the classroom. This Daily Health Check is documented with attendance. Any child or staff person suspected of having or developing a disease that poses a significant risk to the health of another is excluded from the facility. When a child becomes symptomatic, the parent(s) or guardian must be notified in a timely manner to determine whether to remove the child.

A child or staff person exhibiting any of the following symptoms listed below will be excluded:

- Fever over 100 degrees Fahrenheit taken via the oral or tympanic route, or over 99 degrees Fahrenheit taken axillary (in the armpit).
- Vomiting two or more times in 24 hours.
- Uncontrolled diarrhea (3 or more loose stools in a 24 hour period) that cannot be contained in a diaper or underwear.
- Any person showing symptoms that indicate a communicable disease and meet criteria for exclusion guidelines provided by the State of Wisconsin Department of Health Services – Division of Public Health.
- Children with live lice or nits will not be immediately excluded, but will not be able to return to class until a follow-up head check is performed, as described in our Pediculosis Policy.
- A child suspected of having a communicable disease that poses a significant risk to the health of others will be isolated from other students and be kept comfortable until they are picked up by an authorized parent or guardian. A staff member will remain with the child.
- A child will be readmitted to the center if the parents provide a statement from a physician that the condition is no longer contagious, or if the child has been absent for a period of time equal to the longest usual incubation period for the disease as specified by the Health, Safety and Nutrition Coordinator. Without physician consent to allow return, child must be symptom-free for at least 24 hours prior to return.
- Infectious disease trends are monitored and communicated to the staff by the Vilas County Public Health and Lac du Flambeau Community Health Departments. The ZHS staff receives on-going training on infectious disease prevention and control.

## Communication

Zaasijiwan Head Start strives to keep open communication between, staff, parents, families, and the community. We regularly send notifications via text, email, flyers, newsletters, and post updates on our Facebook page (Zaasijiwan Tribal Head Start) in an effort to keep everyone well informed. We may also contact you by phone, text message, or other messenger service (i.e. Facebook Messenger) to relay important information or follow up on any concerns. We strongly encourage you to bring ideas, suggestions, or concerns you may have to our attention. We want to do our best to serve you and the community so maintaining an open dialogue is a top priority. Your input is important! Let your child's teacher and/or other pertinent staff know if you have a communication preference or if you would like to restrict these efforts in any way. Below are some general guidelines for maintaining respectful and open communication. We want to make every effort to operate with openness, collaboration and a shared best interest for every student.

- **Maintain Respectful and Open Communication**

Always use a respectful and polite tone.

Request or suggest, please refrain from making demands.

Be ready not just to provide information, but to listen to the observations and perspectives of others.

Keep an open mind and assume a shared best interest for your child. Be prepared to work collaboratively to solve problems.



- **Confidentiality**

Recognize that confidentiality limits the type of information that can be shared from school to parents. This includes, but is not limited to, information about other children in the program, consequences for other students' behaviors, surveillance, etc.

We make every effort to respect the privacy of our students and families. If you have a concern about confidentiality, please bring it to the attention of the Program Director.

- **Time to Respond to Communications**

Teachers will make every effort to respond as soon as possible to parent communications, with the understanding that the teaching day sometimes prevents immediate responses.

Teachers and staff may need some time to collect needed information before responding.

### **Whom to Contact**

Most communications of classroom and playground concerns should be directed at first to your child's teacher. The Education and Child Development Manager should receive concerns about academics or in-class behaviors. The Program Director may receive communications regarding non-academic concerns.

If you have an issue with a staff member, first try to address those concerns with that staff member directly, if you do not feel comfortable doing so, please contact the supervisor for assistance. Please refer to the staff directory and/or organizational chart on page 4–6 for information on staffing structure.



If you have discussed the issue with the appropriate personnel and you feel that the issue has not been addressed to your satisfaction then please do not contact the Program Director for further assistance.

An alternative means of addressing concerns about the program is to contact the President of the Policy Council, which is an arm of the program governance structure made up of parents. The Council meets regularly and may be able to address your concern through collaboration with other staff and parents. This method can be especially helpful if your concern is related to curriculum, policy, staffing structure, or program performance.

## **Educational Home Visits & Parent-Teacher Conferences**



Over the course of the program year, teaching staff will conduct three (3) educational home visits. The 1<sup>st</sup> Home Visit takes place before the school year starts and is designed to introduce your child to his or her teachers and provide teaching staff with a background on your family. It helps establish relationships and provides a strong foundation for learning as it focuses on your child's relationships, interests, and needs – please be sure to participate. Additional Home Visits will be conducted mid-year and at the end of the year. ZHS also holds Parent-Teacher Conferences twice per year to discuss your child's progress toward 'School Readiness'.

## **Classroom Procedures: Health Checks, Visitors, Celebrations, Food**

Each class has a daily routine and method of performing program requirements (see classroom schedule for details). Individual classroom schedules may vary but certain procedures and requirements apply to all. Upon arrival, children store belongings and wash hands. Teachers perform a "health check" during which they observe each student and document any obvious signs of illness, injury, or other health concerns. Teachers keep attendance and practice active supervision. Tooth brushing occurs at least once daily along with periodic dental screenings and fluoride treatments. Visitors are welcome, however we must adhere to staff to child ratios and require you to be responsible for the supervision of any non-students at all times. Celebrations are held at the discretion of each classroom. Please discuss options with your child's teachers if you plan to celebrate a birthday or other event in class.



## **Open Door Policy & Volunteering**



We have an open door policy which allows anyone to visit and observe at any time during classroom and/or office hours. We serve breakfast, lunch, and snack at regular times and encourage you to stop in and join your child in his or her classroom during this time. Likewise, we welcome volunteers into our program. Please contact us if you are interested in volunteering in any capacity. Volunteers may be required to participate in orientation and physical and criminal background checks depending on their status. Please do not hesitate to contact the center should you have any questions

about these policies/procedures.

## **Parent Committee & Policy Council**

As a participating parent, you are a member of our parent committee and we encourage your participation in educational events and program activities. We want to serve your needs and these activities help us gather the information needed to make that happen! Please look for announcements on meeting dates and times. Our program is also governed by the Policy Council which functions much like a school board and consists of parents elected each year. Please nominate yourself or another parent who may be interested in serving. We want parents to be as involved in setting the direction for our program. Please call for more information.



## **Surveillance**

Zaasijiwan Head Start employs surveillance cameras to enhance the safety and security of program participants, employees, and property with consideration given to reasonable expectations of personal privacy. Notification of surveillance is provided via signage at entrances and other prominent locations. Please refer to the policy for further details.

## **Suggestions, Concerns, Grievances**



Suggestions, concerns, and grievances are welcome. We will do our best to achieve resolution to any concern or grievance presented. Please follow the communication procedures and chain of command. If you would like to make a formal complaint, please do so in writing.

**Important Information:**

My child's teachers' are: \_\_\_\_\_

My child's classroom number/name: \_\_\_\_\_

My Family Service Advocate: \_\_\_\_\_

Family Service Advocate number: \_\_\_\_\_

My child's first day of school: \_\_\_\_\_

**Notes to remember:**

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Zaasijiwan Head Start  
2021-2022  
Receipt of Parent Handbook



I, \_\_\_\_\_, have received a copy of the parent handbook. I understand that I am responsible for reading and understanding the guidelines as outlined within the Parent Handbook. I also realize that I may address any questions or concerns with my child's Teacher, my Family Service Advocate, Program Supervisors or the Program Director.

My preferred method of contact by the Family Service Advocate is:

\_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**\*\*This page should be signed and returned to your Family Service Advocate or Family Service Manager\*\***