

"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

ZAASIJIWAN HEAD START

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. The program is administered by the Lac du Flambeau Band of Lake Superior Chippewa Indians. It integrates the 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. This is accomplished through direct services in the home and the center, the educational and empowerment process, and through working in partnership with existing community agencies.

Motto: "Each One Honor One"

Goals:

- To enhance the growth and development of infants, toddlers and young children so they enter school ready to learn.
- To support families in the achievement of personal goals for parenting, self-sufficiency, and cultural identification.
- 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.

Staff Directory



Front Desk

715-588-9291

Administration

Director:

Tari Wolfe

twolfe@ldftribe.com

715-588-4331

Administrative Assistant:

Chris Haling

chaling@ldftribe.com

715-588-4329

Education & Child Development Manager-Disabilities Coordinator:

Ashley Fischer

afischer@ldftribe.com

715-588-4338

Family Services Manager

Amanda Snow

amanda.snow@ldftribe.com

715-588-4455

ERSEA Coordinator

Debra Hagamon

debra.hagamon@ldftribe.com

715-588-4333

Health, Safety & Nutrition Coordinator

Sarah DeCota

sdecota@ldftribe.com

715-588-4335

EC Mentor & Coaching Coordinator

Whitney Sauer

wsauer@ldftribe.com

715-588-4336

Early Head Start Classroom Teachers

Classroom 3:

Connie Winters

cwinters@ldftribe.com

715-588-4343

Dorran Hiller

dhiller@ldftribe.com

715-588-4343

Classroom 4:

Lisa Setzer

lsetzer@ldftribe.com

715-588-4344

Janet St. Germaine (Sub)

jstgermaine@ldftribe.com

715-588-4344

Classroom 5:

Melissa Walters

mwalters@ldftribe.com

715-588-4345

Abby Hamilton

ahamilton@ldftribe.com

715-588-4345

Classroom 8:

Kiona Poupart

kpoupart@ldftribe.com

715-588-4348

Marissa Moore (Sub)

mmoore@ldftribe.com

715-588-4348

Early Head Start Parent Educators (Home Based Program)

TBD

debra.hagamon@ldftribe.com

715-588-4334

TBD

debra.hagamon@ldftribe.com

715-588-4339

Head Start Teachers

Classroom 6:

Lexi Engler
Shelbi Trapp

aengler@ldftribe.com
strapp@ldftribe.com

715-588-4346
715-588-4346

Classroom 7:

Jeanette Chapman
KenoQuaz Cloud

jeanette.chapman@ldftribe.com
kcloud@ldftribe.com

715-588-4347
715-588-4347

Classroom 9:

Tisheana Maulson
Lynette Soulier

tmaulson@ldftribe.com
lsoulier@ldftribe.com

715-588-4349
715-588-4349

Family Services Staff

Family Service Advocates:

Bernard Lemieux
Samantha Lande
Symone Pero

blemieux@ldftribe.com
slande@ldftribe.com
spero@ldftribe.com

715-588-4342
715-588-4342
715-588-4342

Infant-Toddler Classroom Aides

Janet St.Germaine
Marissa Moore

jstgermaine@ldftribe.com
mmoore@ldftribe.com

Early Childhood Classroom Aides

Ethan Pequet
Mary Saari

epequet@ldftribe.com
msaari@ldftribe.com

Kitchen Staff

Foodservice Worker:

Tara LaBarge

715-588-4330

Foodservice Worker:

Theresa Heandrickson

715-588-4330

Maintenance:

Joe Poupart & David Allen

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 -36 months; Classroom hours are 7:45 AM-3:45 PM Monday through Friday.

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

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:

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 (page 13) and chain of command (page 14). If you would like to make a formal complaint, please do so in writing.

Hours of Operation

Office Hours 7:00 AM – 4:00 PM ^ Early Head Start 7:45 AM – 3:45 PM ^ Head Start 8:00 AM – 3:30 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. If contact cannot be made, authorities may be contacted. 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. Please be sure your child is dressed appropriately; there are very few exceptions to outdoor time. Daily schedules for each classroom may vary and will be shared with families and posted in the classroom. Please refer to individual class schedules for further details.

Arrival, Departure, & Safe Release Procedures

ZHS students must be brought into the center through the Head Start entrance. 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 any 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. If we do not receive notification, we will contact to determine the reason for the absence and provide assistance if necessary. Chronic absenteeism will result in program follow-up actions. Continuous, chronic-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 typically be notified individually via text message. Please be sure to keep your contact information up to date.

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 to the point that 80% are meeting or exceeding widely held expectations in six (6) areas of development and learning: Social-Emotional, Physical, Language, Cognitive, Literacy, and Mathematics. We also match our goals with the Lac du Flambeau School District's expectations for new 4K and Kindergarten students, the "4K Power Standards". Progress toward these goals is assessed through academic checkpoints following the Fall, Winter, and Spring academic periods. More information on School Readiness Goals can be provided upon request.

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), and the Peter Christensen Health & Dental Centers to promote and support access to consistent, quality nutrition and health services in addition to providing educational resources, 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 health and 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. This employee also assists teaching and support staff in handling any medical/dental emergencies that may arise while your student is in attendance.

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 can be fulfilled by participating in regular Well Child exams with primary providers and sharing information with ZHS.

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

Nutrition Screening: Our nutrition screening is a questionnaire designed to assess if a child's nutritional needs are being met and to help us best fill them while in attendance. The Health, Safety, and Nutrition Coordinator will follow up on any concerns to develop plans for addressing them.

Immunizations: Part of ensuring individual health needs are being met is verifying immunization records and making sure they are up to date. ZHS follows 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 exemption form that can be provided upon request.

Lead Screen and Hemoglobin: Lead screenings check for elevated lead levels 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 track each child's preventative care schedule which requires 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.

ASQ-SE: The ASQ-SE is a screening tool to assess each child's social and emotional health and development. It is administered at various age intervals ranging from two months on. These assessments are in the form of a questionnaire to be filled out by a child's primary caregiver.

Hearing/Vision Screen: Periodic vision and hearing screening is important to identify hearing or vision concerns that could interfere with learning and development.

Dental Exam: Oral health is monitored by ZHS as it has the potential to impact a child's comfort level and engagement in learning. Parents/guardians will be asked to fill out a dental consent form that allows us to obtain and share information with the Peter Christensen Dental Center and arrange for periodic center visits to provide education, encourage oral health, and provide fluoride varnishes and exams as a part of preventative care.

An at-a-glance timeline of important requirements and timelines for meeting them is provided on the following page.

If you have any questions about any of these requirements, please contact our Health, Safety, and Nutrition Coordinator at 715-588-4335.

Important Timeline

Completion of required screenings is based on your child's first day of enrollment and attendance in Head Start or Early Head Start. Please work with your assigned Family Service Advocate and/or the 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 |
|---|--|----------------------------|--------------------------------|--------------------------------|--------------------------------|
| Enrollment Packet | Parent/ Guardian | x | | | |
| Immunization Record | Parent/ Guardian | X | | | |
| Health Care Provider & Insurance | Parent/ Guardian or Health Safety, and Nutrition Coordinator | | X | | |
| ASQ-3 | Parent | | | X | |
| ASQ-SE | | | | | |
| *Developmental screener* | | | | | |
| Health Screenings | Health, Safety, and Nutrition Coordinator or Family Service Advocate | | | X | |
| *Vision/ Hearing* | | | | | |
| Health Status | Parent/ Guardian | | | | X |
| Well child & Dental | | | | | |
| Family Partnership Agreement (FPA) | Parent/ Guardian & Family Service Advocate | | | | X |

Educational Home Visits & Parent-Teacher Conferences

Over the course of the program year, teaching staff will conduct three (3) educational home visits. The 1st Home Visit takes place before the school year starts. Ideally, it takes place in your home as it is designed not only to introduce your child to his or her teachers but also to provide teaching staff with a background on your family makeup and culture. Home Visits will also be conducted midway through the year and at the end of the year. Additionally, ZHS holds Parent-Teacher Conferences twice a year to discuss your child's progress toward 'School Readiness'.

These visits and check-ins help staff establish and maintain good relationships with your child and family. They also provide a strong foundation for learning because they focus on your child's relationships, interests, needs, and learning progress. Please be sure to participate.

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 - outside food may be allowed in the classrooms with restrictions to enhance safety. 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 info.

Surveillance

The Zaasijiwan Head Start program 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.

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 provided with opportunities to participate in a variety of program activities. They can choose to engage in committee discussions and events as members or to participate in a leadership capacity by working with ZHS staff to organize, facilitate and record committee activities and meetings.

Policy Council

Parents of enrolled children may participate in policy council. The policy council is an elected board that shares responsibility for program decision-making with program leadership and the Tribal government. 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 regularly with the Program Director and other governing officials. It elects its own officers, including: President, Vice President, and Secretary/Treasurer.

Volunteer opportunities

Families are encouraged to let us know about any interest in volunteering. We have many opportunities and can contact you as they become available.

Other opportunities:

| | | | |
|---|-------------------------------------|---|--|
| Attend/volunteer during family socials/ field trips | Set goals for your family and child | Participate in home visits/parent conferences | Attend parent committee meetings and/or engage in committee activities |
| Volunteer in a classroom | Attend socializations | Run for Policy Council | Fundraising |

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 education and family services. Our goal is to serve your whole family. 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 (separate from educational visits) and maintaining contact with your family throughout the program year. The first home visit will take place within 90 days of enrollment. During your families home visit your Advocate will begin by getting to know your family through the Family Strengths and Needs Assessment and working with you to set goals that you would like to see achieved for your child and/or family. They will follow up throughout the year and conduct a second home visit during the second half of the school year to check in. If your family is participating in our Home Based option you will be assigned your very own Parent Educator. (See page 6, enrollment options)

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 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

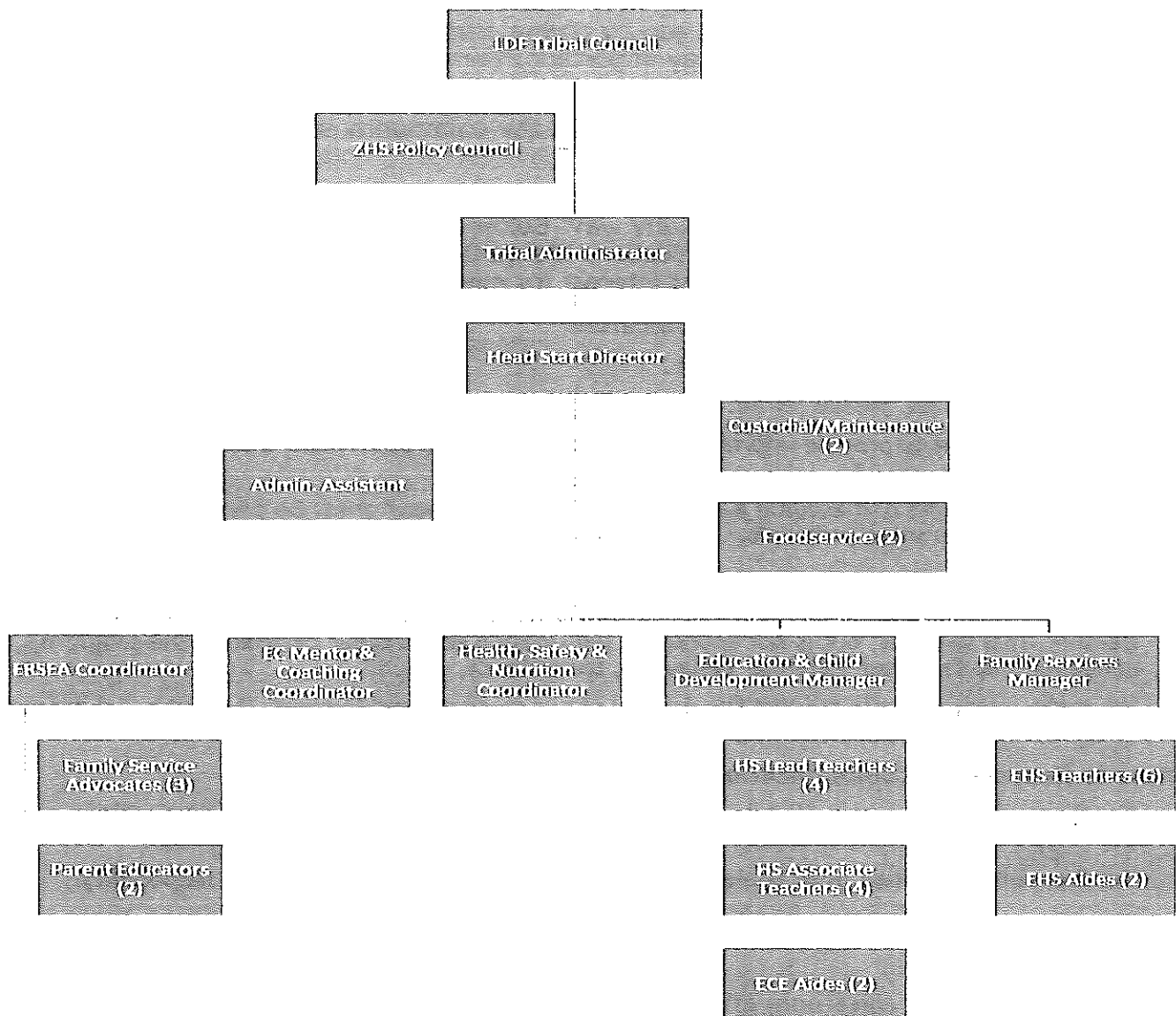
Most communications of classroom and playground concerns should be directed at first to your child's teacher. The Education and Child Development Manager should receive concerns about academics or in-class behaviors. The Program Director may receive communications regarding non-academic concerns.

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 for information on staffing structure.

If you have discussed the issue with the appropriate personnel in accordance with the chain of command specified in the organizational chart and you feel that the issue still has not been addressed to your satisfaction then please 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 ZHS program governance structure comprised of parent representatives. 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.

2022-23 Zaasijiwan Head Start Organizational Structure



Current policy council members:

Early Head Start Home Based Rep– Leila Schuman
Early Head Start Center Based Rep– Jonell Thompson
Head Start Rep– Heather Mann
Community Rep– Tony Carufel
Community Rep—Stefanie Poupart

*** Please note policy council members listed above served for the 2021-22 school year and a new election will be scheduled for the appointment of 2022-23 members. Please let us know if you are interested in serving in this capacity.*

Zaasijiwan Head Start

2022-2023

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 is:

Parent Signature

Date

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

