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Dear Parents,

Welcome to Head Start! We are looking forward to a great year with your child and invite you to join us as often as you can. As parents and teachers, we are your child's first playmates and educators. By setting examples, showing them a variety of environments and stimulating their minds and bodies, we play a very significant role in determining their physical growth, intellectual development and emotional well being. It is through the tools and encouragement we offer them that children learn to test, explore and master their world. The focus of Head Start is the child; and the guides are we the teachers, and you the parents.

At Head Start, we provide a comprehensive child development program that promotes and encourages individual growth and development of young children and their families. Services are provided in several areas, including Health (medical, dental, nutrition, and mental health), Education, Social Services, Parent Involvement, Family Literacy, and services for special needs children and their families.

Since Head Start focuses on the whole child, your input is important because no one else knows your child like you do. Please keep us posted through the year of any major changes at home (major illness, death, divorce, etc.) which may affect your child. It could have an affect on your child's behavior and if we are aware of it, it will help us to understand and help your child.

We will be sending home newsletters to let you know what skills and activities we are working on. We would be happy to supply you with materials in order for you to work with your child at home. A child enjoys sharing new ideas with his family. The support you lend will make him feel that what he is doing and learning is important and worthwhile.

If you have any questions or concerns, please feel free to call or meet with us. Communication is the bridge that keeps us united in our goal:

Osage Nation Head Start  
15<sup>th</sup> & Grandview  
P. O. Box 1389  
Pawhuska, OK 74056  
1-800-287-6647  
287-5460  
918-287-3416 (fax)

Once again, WELCOME!!!

Sincerely,  
The Head Start Staff

**THE PROGRAM**  
**STATEMENT OF PROGRAM GOALS**  
For Children

Osage Nation Head Start is concerned with a child's total development. We will provide experiences which will help them develop socially, intellectually, physically, and emotionally in a manner appropriate to their age and stage of development toward the overall goal of social competence and preparation for public school.

Children learn by doing. Through active involvement with their environment, children attempt to make sense of the world around them. They learn by observing what happens when they interact with materials and other people. They spontaneously engage in activities such as block building, painting, or dramatic play, adding pieces of information to what they already know and generating new understandings. Children learn simple concepts to grasp more complex ideas.

Head Start will encourage parents to be a part of their child's learning by providing information to them to promote the daily goals of competence in small motor, large motor, cognitive, language, Osage language, creative, self concept, self help, and social development.

For Families

Strengthening families is an important aspect of the Head Start Program. A young child who comes from a home where stress, negativity, poverty, or unhappiness are common, will have a hard time developing into a healthy, well adjusted student who is eager to learn.

Head Start assists parents in identifying family needs and working toward solutions. We provide referrals to social service agencies and educational institutions, conduct parenting and self-help classes, and enhance parents' self-esteem through their involvement in the program.

The program also focuses on the prevention of health (both physical and mental), nutrition, and family problems. Children with disabilities receive special services and the family is helped to understand and accept the child's condition. A strong healthy family will make a strong healthy child.

**OSAGE NATION HEAD START**  
**MISSION STATEMENT AND MOTTO**

Empowering Children and Families with the Skills needed to **MAKE A DIFFERENCE!!!**

## **MY RIGHTS AS A HEAD START PARENT**

1. To take part in major policy decisions affecting the planning and the operation of the program.
2. To help develop adult programs which will improve daily living for me and my family.
3. To be welcomed in the classroom.
4. To choose whether or not I participate without fear of endangering my child's right to be in the program.
5. To be informed regularly about my child's progress in Head Start.
6. To be always treated with respect and dignity.
7. To expect guidance for my child from Head Start teachers and staff, which will help his total individual development.
8. To be able to learn about the operation of the program, including the budget and the level of education and experience required to fill various staff positions.
9. To take part in planning and carrying out programs designed to increase my skill in areas of possible employment.
10. To be informed about all community resources concerned with health, education and the improvement of family life.

## **MY RESPONSIBILITIES AS A HEAD START PARENT**

1. To learn as much as possible about the program and to take part in major policy decisions.
2. To accept Head Start as an opportunity through which I can improve my life and my children's lives.
3. To take part in the classroom as an observer, a volunteer worker or a paid employee, and to contribute my services in whatever way I can toward enrichment of the total program.
4. To provide parent leadership by taking part in elections, to explain the program to other parents and encourage their full participation.
5. To welcome teachers and staff into my home to discuss ways in which parents can help their children's development at home in relation to school experience.
6. To work with the teacher, staff and other parents in a cooperative way.
7. To guide my children with firmness, which is both loving and protective.
8. To offer constructive criticism of the program, to defend it against unfair criticism and to share in evaluating it.
9. To take advantage of programs designed to increase my knowledge about child development and my skills in areas of possible employment.
10. To become involved in community programs which help to improve health, education and recreation for all.
11. To be confident that all files and information given to Head Start is kept confidential and only seen by qualified staff.

## OSAGE NATION STAFF

Administrative Office:  
15<sup>th</sup> and Grandview  
P. O. Box 1389  
Pawhuska, Oklahoma 74056  
(918) 287-1246/5460  
1-800-287-6647  
Fax # 918-287-3416  
e-mail: [headstart@osagetribe.org](mailto:headstart@osagetribe.org)

ALL PROGRAM MAIL SHOULD BE  
SENT TO THIS ADDRESS

Director

Denise Keene

FSC/Site Managers:

Sheaila Dilbeck - Fairfax  
Vicki Looney - McCord & Shidler  
Tammy Cunningham- Pawhuska  
Terri Buffalohead - Skiatook  
Sandra Latty - Barnsdall & Hominy

### Head Start Classrooms:

#### ***Pawhuska Center***

1421 Grandview  
Pawhuska, Oklahoma 74056  
918-287-1246/5460/5464/5674  
Fax 918-287-3416  
Email – [tcunningham@osagetribe.org](mailto:tcunningham@osagetribe.org)

#### ***Hominy Center***

102 Buffalo Avenue  
Hominy, Oklahoma 74035  
918-699-5648/5649  
Email - [slatty@osagetribe.org](mailto:slatty@osagetribe.org)

#### ***Barnsdall Center***

408 W. Cedar  
Barnsdall, Oklahoma 74002  
918-847-2993  
Fax 918-847-3663  
Email - [slatty@osagetribe.org](mailto:slatty@osagetribe.org)

#### ***Fairfax Center***

1000 W McKinley  
Fairfax, Oklahoma 74637  
918-642-5505/287-5601  
Fax 918-287-5604, 699-5604  
Email – [sdilbeck@osagetribe.org](mailto:sdilbeck@osagetribe.org)

#### ***Shidler Center***

Shidler Elem. & Hi-Way 11  
Shidler, Oklahoma 74652  
918-793-3031  
Fax 918-699-5663  
Email – [vlooney@osagetribe.org](mailto:vlooney@osagetribe.org)

#### ***Skiatook Center***

1801 W. Oak  
Skiatook, Oklahoma 74070  
918-699-5471/287-5471  
Email – [tbuffalohead@osagetribe.org](mailto:tbuffalohead@osagetribe.org)

#### ***McCord Center***

64173 US Hwy 60  
Ponca City, Oklahoma 74604  
580-762-0412 or 918-287-5612  
Fax 580-762-0783  
Email – [vlooney@osagetribe.org](mailto:vlooney@osagetribe.org)

# PROGRAM INFORMATION

## EDUCATION FOR ALL DISABLED CHILDREN (PUBLIC LAW 94-142)

Did you know that approximately half the nation's eight million disabled children are now denied the kind of education they should have in order to reach their potential?

The Education for ALL Disabled Children Act is based on the right of all American children, with no exceptions, to an education. The primary goal is to give every child, including the most severely disabled child, the learning opportunity he needs to become as self sufficient and productive as possible.

Disabled children are defined by the ACT as:

Mentally retarded, hard of hearing, deaf, orthopedically impaired, other health impaired, speech impaired, visually impaired, seriously emotionally disturbed, or children with specific learning disabilities, who, by reason thereof, require special education and related services.

We teach disabled children and try to change the direction of their lives. Our aim is to assure that all disabled children in this area have available to them a free and appropriate education which emphasizes special education and related services designed to meet their unique needs.

Individual needs will be recognized and met in-so-far as possible in the classroom, through home visits, and by assisting parents to understand their roles in the treatment of the child's disabling condition. Such information will be presented by the staff through parent meetings and training sessions designed for that purpose. Parental consent and confidentiality of records regarding children with disabling conditions are ensured.

## TRANSPORTATION PROCEDURES

- 1.) If your child will be absent on any given day, you **MUST** call your center by 7:30 AM.
- 2.) If there is a change in pick-up or delivery of your child on the bus route, call your center before 7:30 AM or by 12:00 PM for delivery. Messages can be left on the answering machines.
- 3.) Parents may bring their child to the center between 7:30 and 8:00. Your child will then ride the bus route to pick up the other children. Parents are required to sign them in daily when coming at this time.
- 4.) **Students should be ready when the bus arrives, as it cannot wait for more than one (1) minute.** Please have your child ready to catch the bus at anytime between 7:30 and 8:45. There may be days when the bus may be early or later than expected due to unforeseen circumstances. If your child misses the bus, **it will be the responsibility of the parent or caregiver to contact the school office or call the bus cell phone number for the bus monitor.**
- 5.) The bus rider will get off the bus to help the children on and off of the bus.
- 6.) If you need to talk to your child's teacher, please give them a call at the center rather than

- talking with them during the bus route. This delays the route and may mean the children will arrive late at school or are late getting home.
- 7.) When your child arrives home, **PLEASE COME TO THE DOOR AND WAVE SO THE DRIVER CAN SEE THAT YOU ARE AT HOME.** Children **WILL NOT** be let off the bus unless a responsible adult is seen at the home.
  - 8.) If no one is home, the child will be taken back to the center and the parents contacted to pick their child up. If parents can't be located, we will go down your emergency numbers in an attempt to locate someone to pick up your child. Your children **WILL NOT** be left with a neighbor or anyone not on your emergency pick-up list unless we have been notified by you first.
  - 9.) Buses may not operate in bad weather if the teacher feels it is unsafe. **HEAD START WILL BE CLOSED FOR BAD WEATHER ONLY WHEN THE LOCAL PUBLIC SCHOOLS ARE CLOSED.** Therefore, there may be some days when Head Start is in session but buses **DO NOT** run. However, at their discretion, they may implement the snow/ ice routes. Teachers will notify parents of these situations.
  - 10.) **The door to door bus service is a privilege provided for our children and families. The bus is on a schedule and school must start on time therefore the bus will go by your residence only one time. It is important that you talk with your child about the bus rules and riding safely.**
  - 11.) If you bring your child to school, they must be accompanied into the building to their classroom and sign him/her in and out daily.
  - 12.) All Children riding the school bus are to be secured in age appropriate restraints. Parents are welcome to ride the bus if there is space available. **Any siblings being transported on the bus must have an age appropriate car seat brought from home.**
  - 13.) If the bus pulls up to a house and the care giver, other than parents, comes out obviously under the influence of drugs or alcohol, the bus driver will continue on the normal route with that child on the bus as well. The monitor will contact someone off of the emergency contact list as soon as possible.
  - 14.) If you are late picking your child up from school, they will be put on the bus route and be brought back to the center for you to pick-up.

#### **HEAD START CHILDREN WILL LEARN TO:**

Enter the bus in an orderly manner, take a seat and buckle up!

**(THIS IS STATE LAW!!)**

Follow instructions of the driver or other adult rider!

Remain in seats while the bus is in motion and keep the seat belt buckled at all times!

Be courteous to the driver and other passengers!

Be alert to traffic when entering and leaving the bus!

## SCHOOL INSURANCE

Head Start carries a liability policy and vehicle insurance which covers any accident which might happen to a child while in Head Start or while participating in any Head Start sponsored activities.

**ACCIDENT ONLY** - Head Start does not carry a health policy for children.

## DISCIPLINE

Paddling (spanking) is not permitted in Head Start. Therefore, it is VERY IMPORTANT that you, as parents, teach your children to mind other adults, especially the teachers and aides.

The methods we most often use for handling misbehavior are verbal reminder of rules and children made aware of misbehavior, redirection, and lastly, "time out". Redirection is moving the child away from the area and/or situation where the misbehavior is occurring and getting them interested in another activity. Time out is a designated quiet place where the child will not be able to participate in any activity for a set limit of time, usually 1 to 5 minute(s). If these methods do not work, other measures may become necessary. Parents are contacted for a conference if misbehavior continues and can not be corrected. Always feel free to ask questions about any Head Start procedures.

## FIELD TRIPS

All Head Start field trips must be approved by the Director or Family Service Coordinator before the event. Parents will be notified one week (1) before out of town field trips and must sign a permission slip in order for their child to go. Local field trips (within 5 miles of the center) occur frequently and teachers will leave a note on their door as to where they have gone and when they will return. The teacher will ensure that transportation and supervision are adequate. **Please do not buy concessions or souvenirs for your children or yourself on field trips. It makes other children feel left out.** The Head Start program has minimal funds for educational field trips to pay for Head Start children and one parent per family. Teachers will use this money to plan educational field trips for the children. Head Start field trip funds are not to be used for fast food restaurants. **Children will be split into groups with a Head Start staff member present AT ALL TIMES.** No siblings can be paid for out of Head Start funds. **Parents are given first choice to ride the bus as long as seating capacity is not exceeded for a field trip.**

## GIFT ACCEPTANCE

Head Start employees are allowed to accept small gifts from children and parents. **Parent Club funds are to be used for children and classroom benefit only.**

# **THE FAMILY**

## **PARENT-TEACHER COMMUNICATION**

Parents will receive a monthly calendar which will include information on activities at their center; as well as a program newsletter, nutrition, health, social service, parent training, and consumer information.

Notes will be sent home as needed to announce meetings, trainings, field trips, etc. When a response is requested, we would ask that you reply promptly. Feel free to always call the teacher for information. Copies of notes are kept in the classroom by the sign in and out sheets.

Teachers will be using answering machines during class time for all telephone calls, so they will not be interrupted during valuable class time. If you need to call during this time, please leave your message, the teachers will check machines periodically during the day for changes in transporting your child, etc. In case of an extreme emergency, you may need to come to the center to contact the teachers. Teachers will be able to answer phones in the afternoons.

Progress of both health and educational needs will be shared with parents, officially, four times a year. Parents are required to attend an orientation session with their child's teacher prior to their child beginning class. Teacher Conferences at home visits will be scheduled during the fall, and spring. A mid-year parent conference in January is also held at the school.

During parent orientation, a parent participation checklist of topics that may be of interest to the parents concerning child development or parent training needs is completed. Lists are compiled and workshops are planned with parent input in the interest areas.

## **PARENT TRAINING**

The Osage Nation Head Start program provides training for Head Start parents throughout the program year. The purpose of Parent Training is to strengthen parent's knowledge and awareness of different aspects of child growth & development, and parenting skills. Such training may include, First Aid, CPR, Drug & Alcohol Abuse, and other workshops put on by Head Start staff or local providers.

Parents are invited to participate in planning and designing training they feel is important to all Head Start parents. The Head Start program encourages all parents to participate in the training offered through the program.

## **TRANSITION**

Osage Nation Head Start helps children and parents make the transition from school to home and home to school. We understand the importance of sharing information and the partnership between Head Start, the public schools, and families as the children progress from one learning setting to another. Local Family Services Staff and teaching staff usually meet with the principal and kindergarten teachers once a year to review transitioning children. The first transition activity is "Back to School Night which will be in August with refreshments and games.

Research has shown that children and families who participate in Transition activities adjust to school better, are happier, have greater self-confidence, more positive classroom behavior, and better reading performance. We plan two visits yearly for the graduating children view and the local kindergarten and meet with the teachers. In March/ April, a special meeting will be scheduled with the local public school principal and teachers to meet at the center with the parents of the graduating children.

## **IN-KIND**

In-kind is volunteer services and contributions which show the federal government that the tribe, the parents and community members are helping with the cost of the Head Start Program. We must match 20% of our Head Start grant with In-Kind dollars.

Each time you volunteer or make a contribution to our Head Start program, we ask you to fill out an "In-Kind Sheet". The In-kind sheet keeps track of all time and material contributions you have made to the program. They are totaled and reports are submitted monthly to the Federal Programs Finance Office for auditing purposes.

## **HEALTH**

Oklahoma Law requires that all children receive appropriate immunizations or meet the exemptions for medical, religious, or parental objection. The Family Services Coordinator will assist parents in getting immunizations updated.

## **CHILD HEALTH/DEVELOPMENTAL SCREENINGS**

- 1). Health screenings for vision, hearing, height, weights, speech, language, mental health, and development are conducted by Head Start staff or other professionals. They must be completed in the first 45 calendar days your child is in the Head Start Program. Parents will be notified of all screening results and assisted with follow-up, if needed.

- 2.) *Dentals, Physicals, with a hematocrit, and Lead screening need to be completed within 90 calendar days from the first day of school. These screenings are evaluated and the results are used to determine future health and developmental needs. Parents are responsible to get these completed.*
- 3.) Low Hematocrit Policy - Children with low hematocrit results need to be rechecked within 4-6 weeks or have documentation of treatment being provided.
- 4.) Developmental Screening - Staff use the LAP D (Learning Accomplishment Profile) for a developmental screening

### **HEALTH REMINDERS**

- 1.) Make a careful check of your child's health before he/she leaves home. *State regulations will not allow any child who has a temperature above 100 degrees or an infectious disease to remain at the center.*
- 2.) Report to us if your child has been exposed to a contagious disease.
- 3.) If your child has had a contagious disease, you must bring a doctor's statement for readmission to the center
- 4.) All open sores or lesions must be fully covered during any part of the school day.
- 5.) Osage Nation Head Start has new policies concerning medication; this is in compliance with new laws. All medication has to be in its original bottle and prescribed by a Doctor, the label with dosage, date and Doctor's name must be intact. No loose pills, medicine in unmarked bottles or over the counter drugs will be dispensed by Head Start Teachers. All prescribed medicine to be dispensed must have parent authorization signatures. Staff will maintain a record of all medication dispensed in the child's file.
- 6.) Children should be dressed appropriately to play outside for a part of each day (weather permitting). Only in rare cases are children kept or allowed to stay indoors.
- 7.) *If your child has had a fever, vomiting, or diarrhea they are not allowed to return to school for 24 hours of the last occurrence.*
- 8.) Make sure your child is able to go for outside play after an illness; because the program does not have the staff to keep a child indoors.

### **PARENT REMINDERS**

- 1.) You need to send an extra set of clothes (including under clothing) to the center for your child. These will be used in case of accidents or spills. Remember to switch from warm weather clothes to winter clothes as the seasons change.
- 2.) Please put your child's name on his/her coats, jackets, or sweaters, also inside shoes. Please use permanent laundry marker. This will reduce the risk of losing their belongings.
- 3.) **DO NOT ALLOW YOUR CHILD TO BRING TOYS, CANDY, FOOD, OR MONEY FROM HOME! Each classroom will schedule a day for Show and Tell.**

**Your child may bring something to share with the class on those days.**

- 4.) For safety reasons, **NO Backpacks Please!**
- 5.) Read all information that comes home with your child. Post it where you can refer to it easily. All information is important.

## **PARENT INVOLVEMENT**

Head Start has three groups that parents may participate in during the school year. A local **Parent Club** at each center where all parents are a member. The Parent Club plan local activities and a program-wide **Policy Council** where a parent and/or a Community Representative is voted upon to represent their center at monthly Policy Council meetings. The Policy Council is in shared governance of the program with the Osage Grantee. The **Health Advisory Committee** is another group that parents may be elected to at the local level to attend at least 2 times a year to discuss health issues as they relate to Head Start.

### **POLICY COUNCIL**

- A. Must approve or disapprove:
  1. Internal dispute resolution developed for the Grantee and Policy Council.
  2. A self-assessment of the Head Start program.
  3. Head Start philosophy and long & short range goals.
  4. Procedures for program planning.
  5. Establish criteria for the defining of recruitment selection and enrollment of children for the program.
  6. Determine the composition of the Policy Council and the method for setting it up.
  7. Written Policies that defines roles & responsibilities of governing body members.
  8. Determine Head Start Personnel Policies.
  9. Reimbursement for reasonable expenses to fulfill responsibilities.
  10. Hire and fire Head Start Director and staff.
  11. Procedures for shared decision making with appropriate governing groups.
  12. All requests for funding applications and any amendments.
- B. **Operating Responsibility:**
  1. Establish and maintain procedures for hearing and working with grantee to resolve community complaints about the program.

## Developed by Policy Council and Osage Grantee

### RECRUITMENT PROCEDURES

1. There is on-going recruitment year round.
2. Parents are to be notified of their child's enrollment status within two (2) weeks from the day of recruitment no matter what time of the year. **(The first official recruitment for the next school year is in March).**
3. All returning children are to be sent a letter informing them they can return for next school year on May 1.
4. First accepted enrollment due: **June 15<sup>th</sup>** Letters mailed this day. Low income only  
Second enrollment date: **July 15<sup>th</sup>** Letters mailed this day. Low income only  
Late enrollment date: **Aug. 1<sup>st</sup>** Letters mailed this day. Over-income considered at this time.  
Continuous enrollment: Fill slots as needed within 30 days of opening.
5. Documentation of forms that have been sent out are dated and placed in each child's file.
6. Original applications that have income verification and immunization records are entered on site by Family Services Staff. Files are highlighted to signify the data has been put into computer.
7. All children with current applications are classified as on a **Waiting List** until an opening occurs. Letters will be sent to parents informing them of any updated information needed. This letter should be sent during the week of recruitment. Applications will be considered for acceptance according to guidelines established by the Policy Council and Tribal Grantee.
8. **End of Year Enrollment of Current School Year - the last day to place children in classrooms is April 1<sup>st</sup>.**

### ENROLLMENT PROCEDURES

Applications will be accepted at any time during the program year by center staff members. Children must be between the ages of three (3) and five (5) years. Guidelines are:

- 1.) A child must be a minimum of three (3) years old on or before September 1 of the respective school year.
- 2.) Income guidelines established by ACYF are adhered to determining eligibility also.

### SELECTION PROCEDURES

*Admissions Policy* -Children will be admitted to the Osage Nation Head Start Program according to the following guidelines:

1. Continuing 3 and 4 year olds currently in Head Start.

2. Children transferring from one Pre-school Head Start center to another; i.e., Osage Nation centers, Non-Tribal centers.
3. Children with diagnosed disabilities until 10% enrollment met.
4. Four year old Osage under income children.
5. Four year old other tribes under income children.
6. Four year old non-Indian under income children.
7. Three year old Osage under income children.
8. Three year old other tribes under income children.
9. Three year old non-Indian under income children.
10. Over income Osage children.
11. Over income other tribes children.
12. Over income non-Indian Children.

Ten percent (10%) of the children in Head Start must be professionally diagnosed as being disabled.

Recruitment will be considered complete when the Head Start office has received the following:

- Recruitment form
- Income verification
- Current immunization record

If claiming Indian Preference, you will need to submit a \*\*\*CDIB (if applicable)

\*\*\*Proof of Indian descent\* will be provided by submission of child's CDIB or Parent's CDIB and a copy of the child's certified birth certificate OR a grandparent's CDIB and a copy of the child's parent's certified birth certificate along with the child's certified birth certificate.

Initial acceptance letters for new students will be mailed no later than June 15<sup>th</sup> with 10% of the slots left open for high priority children who enroll late.

The Policy Council will review any cases in question at the request of the Director. If a parent questions the decision of the Director concerning the admission of their child, the Policy Council will hear the grievance and make the final decision.

**Parents will be asked to have their child's physical & dental examination completed as soon as possible. It is required within 90 days after the first class day. Head Start staff will assist with appointments and transportation upon request.**

**PROGRAM POLICIES - approved by Policy Council.**  
**All policies may be found at the Head Start center.**

**A. *Attendance Policy***

1. Each classroom must maintain an average daily attendance of 85%, so please plan out-of-school activities so they don't interfere with the regular day at Head Start.
2. Children must attend Head Start regularly. If a child is absent for two (2) consecutive days or has a pattern of irregular attendance, the parents will be contacted by the teacher to find out the reason. If attendance continues to be a problem the Family Services Coordinator will be notified. The Family Service Coordinator will contact by phone or make a home visit within a week to find out why absenteeism is occurring.
3. If attendance still does not improve, a letter will be sent to the parents advising them that their child will be dropped from the program if attendance does not improve immediately.
4. As a last measure, the child will be dropped from the Head Start rolls. Parents can appeal this decision to the Grievance Committee for their final decision.
5. Children will be counted present if attending Head Start required health related activities, ie. Head Start dental, physical, follow-ups.

**B. *Child Abuse and Neglect Policy***

Head Start is required by law to report any suspected cases of child abuse and neglect to the proper authorities; DHS and Indian Child Welfare. DHS and/or Indian Child Welfare will refer to the proper investigative agency as tribal or non-tribal.

**C. *Hiring Policy***

All full-time permanent staff, except Director and Coordinators, will be hired in the following manner:

1. Job announcements and applications will be processed by the Tribal Human Resources office.
2. The immediate supervisor reviews and determines the candidates asked to come in for an interview.
3. The interviewing committee may consist of:
  - a. Head Start Director &/or Site Manager
  - b. One staff member (preferably one who will work at the center where the vacancy occurs).
  - c. One PC member (preferably from the center where the vacancy occurs).

4. After approval of the interview, the Director will forward the recommendation to the Human Resource Office of the Osage Nation.

Members of the interviewing committee may not have relatives applying for that position.

Hiring preference will be given to:

1. Current Head Start employees who are seeking promotions or permanent positions.
2. Parents or former parents of children in Osage Nation Head Start who meet position qualifications.
3. Applicants of Native American Descent

Hiring of temporary staff and consultants will be done by the Head Start Director.

**D. *Bus Service Policy***

The Osage Nation Head Start vehicles will provide transportation only for children living within a three mile radius of the center (exceptions are Shidler and Fairfax due to school district.) Parents of children living outside that service area may transport their child to a safe designated location within the service area for their child's transportation to and from school.

**E. *Parent Club Funds***

Expenditures are determined by the local Parent Club for field trips (for children and parents), student gifts, center contributions, etc. All parents are members of the Parent Club.

1. All Parent Clubs will have a checking account which requires two signatures on each check with three people who are able to sign on the account.
2. The Parent Club checkbook must be kept in a locked file at the Head Start center with access by the Site Manager and teacher.
3. The Parent Club Officers will be designated to sign checks. None of these people may be in the same household.
4. Two members of the Parent Club or program staff must count the money **On-Site** following a fund raising activity.
5. All money received from fund raising activities must be deposited by a club officer or program staff member in the Parent Club account within the next business day following the activity.
6. Bank statements must be mailed to the Head Start program Administrative Office.
7. The Parent Club treasurer must make a monthly report to the Parent Club of the amounts deposited, all expenditures, and the current account balance. In the treasurer's absence, the chairperson will report on the account.

8. All Parent Club financial records must be made available upon request to any member of the Parent Club or a staff member from that center.
9. All Parent Club financial records are subject to review by the Policy Council. The Policy Council will make decisions on any discrepancies when the above rules are not followed.
10. Matters will be referred to the proper authorities as determined by the Policy Council if the situation warrants.

**F. *Smoke Free Policy***

All Osage Nation Properties are smoke free. There will be no smoking inside any Head Start building or vehicles and on tribal school property. This includes parent meetings and times during the day when children are not present at the center. When smoking at a Head Start function off campus, staff and parents must be out of the view of children. Staff is not permitted to smoke with parents.

**G. *Head Lice Policy***

1. Osage Nation Head Start recognizes a “no nit” policy.
2. Head Start staff will check all children monthly for signs of head lice. Children with recurring problems will be checked as needed.
3. If head lice or nits are found, the child’s parents will be contacted to pick them up from school. If the parent cannot be reached, the Teacher will proceed down the emergency contact list. If an approved adult can not be contacted, the child will be placed in a quiet area away from the other children in order to guard against further spread.
4. If a child has been sent home for lice or nits, the parent must bring the child to school to be re-examined by the teacher before they can re-enter the classroom. The child can not be checked on the bus route.
5. Children must be lice and nit free in order to return to class.
6. If the child continues to have head lice or nits or the parent refuses to cooperate with the prescribed treatment, the parent may be reported to the Department of Human Services for neglect.
7. All parents will be notified if there has been a case of head lice at the center. It is the parent’s responsibility to notify the day care provider.

**H. *Accident and Injury Policy***

1. In the event of any serious injury (including all head injuries), parents will be contacted immediately and the child will be transported to the nearest medical facility.
2. A minor injury which may leave a mark (bite, scratch, cut, bruise, etc.) will be

- reported to the parent that day.
3. Teachers will make an accident report regarding injuries and reports will be kept at the center in the child's file.
  4. Staff will wear rubber gloves when treating open wounds.
  5. Osage Nation Head Start carries a liability policy which covers the children for accidents while at school or on field trips.
  6. Medical Emergency Procedures are to be posted in each classroom.

**I. *Drug Free Policy***

No alcohol, illegal drugs, or other controlled substances will be allowed on the Head Start premises or at any Head Start sponsored function. Anyone under the influence will be asked to leave immediately. Failure to do so will result in legal authorities being called.

**J. *Nutrition Policy***

Head Start Program Performance Standards require us to follow U.S.D.A. Child Nutrition requirements. (American Indian Programs Branch of the Head Start Bureau, Environmental health Code Section, 5-111 Food Service,; also, Head Start Program Performance Standards (45 CFR-1304), Section 1304.3-10 Nutrition Services Sub-Section 5(f), p. 48.) These include such codes of cleanliness and safety of all foods, garbage disposal methods, dishwashing procedures and equipment, food handling practices, health of food service personnel, water supply, and insect & rodent control. All foods used in the Head Start program will meet all of these codes.

Since it is not possible for Osage Nation Head Start to require individual homes to meet these codes, no food prepared and brought from any individual home can be served to the children during class hours. These include such food items as cupcakes, cookies, cakes, hard boiled eggs, candies, etc., and any drinks other than bottled drinks.

Parents may continue to send baked food purchased and/or packaged at a bakery or grocery store.

This does not include food cooked or prepared for Parent Club dinners, graduation exercises, bake sales, etc.

**K. *Grievance Policy between Parents and Staff***

The Policy Council will serve as the official grievance committee in matters between staff and parents. No action will be taken until the staff and the parents have tried to resolve the conflict.

The grievance policy will be posted in each center and grievance forms will be available to the parents. In the event the conflict cannot be resolved between the staff and parents, the grievance form is to be completed and mailed to the following:

Osage Nation Head Start  
Attention: P.C. Chairperson  
P. O. Box 1389  
Pawhuska, Oklahoma 74056

Upon receipt of the written grievance, the Chairman of the P.C. will notify the Head Start Director that a grievance has been received and request her assistance in resolving the conflict.

The grievance policy will be posted in each center and forms will be made available to the parents.

A quorum must be present in order to have an official grievance committee meeting.

If the conflict cannot be resolved at the level, the PC Chairman will call a special meeting in order to hear the grievance and for the Policy Council to make a final decision.

**THE GRIEVANCE FORM IS LOCATED ON THE OTHER SIDE OF THIS GRIEVANCE POLICY. IF THE CONFLICT CANNOT BE RESOLVED BETWEEN THE STAFF AND THE PARENTS, PLEASE COMPLETE AND MAIL TO THE ADDRESS INDICATED.**

**OSAGE NATION HEAD START  
GRIEVANCE FORM**

DATE:

CENTER:

NAME OF STUDENT:

NAME OF PARENT:

HAVE YOU DISCUSSED THE PROBLEM WITH THE APPROPRIATE HEAD START STAFF?    YES                                    NO    IF NOT, PLEASE STATE REASON WHY?

STATEMENT/SUMMARY OF COMPLAINT:

TELEPHONE#

(Number where you can be reached during the day)

MAIL THIS FORM TO:    OSAGE NATION HEAD START  
                                  ATTN:PC CHAIRPERSON  
                                  PO BOX 1389  
                                  PAWHUSKA OK 74056

ONHS 06/2009