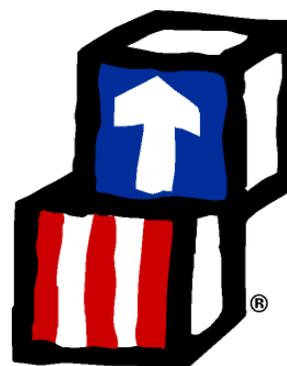
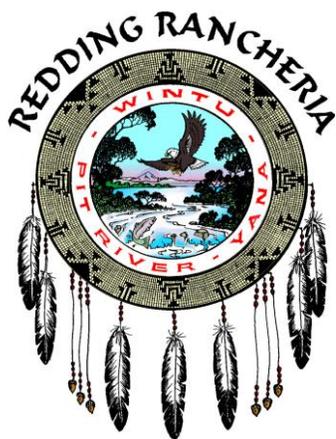


Redding Rancheria

Head Start Part Day and Full Day Program

Parent Handbook



Redding Rancheria Head Start and Child Care
1950 Redding Rancheria Road,
Redding, CA 96001
530-225-8925 fax 530-225-8930

August 2016

Dear Parents,

The Staff of the Redding Rancheria Head Start and Child Care would like to welcome you to the new school year. We hope to make this year a very successful and worthwhile experience for you and your child(ren).

The Rancheria believes that children benefit most when their parents are actively involved in their education. Therefore, all of us at the Redding Rancheria consider you a very special person in our program...You are your child's first and best teacher!

In order to serve your child's and family's interest to the best of our ability, it is necessary for close cooperation between staff and parents. This handbook has been prepared to help you understand the Redding Rancheria program, and how you can help us serve your preschool and child care needs.

We recommend you keep this booklet as a reference. It may answer questions you have throughout the year.

If you have any questions or concerns not covered in this handbook, please feel free to give us a call or make an appointment. We welcome your input.

We are looking forward to working with you and your children this year.

Yours in Friendship,

Kaysha Davis, Head Start and Child Care Program Manager
Marrysa Schumacher, Education Director

Redding Rancheria Head Start and Child Care

1950 Redding Rancheria Road,
Redding, CA 96001
530-225-8925 fax 530-225-8930

Redding Rancheria Head Start and Child Care Mission Statement

The Redding Rancheria Head Start and Child Care pledge to work together to:

- Provide a positive, enriching, developmentally appropriate environment
- Promote the development of children's social/emotional skills (problem solving skills, language skills, self-esteem, adaptability)
- Include parents/families in all areas of programming; to expose them to developmentally appropriate practices, social emotional skill, literacy and the importance of "preventive actions"
- Collaborate with others (parents, Redding Rancheria Tribal Health Center, Shasta County Office of Education, Cascade Union School District, Redding Rancheria Tribal Offices, Far Northern Regional Center, public schools, etc.) to meet children's individual needs

Leading to...Resilient, happy children who are eager to learn.

What is a high-quality early childhood program?

A high-quality early childhood program provides a safe and nurturing environment while promoting the physical, social, emotional, and intellectual development of young children.

In accredited programs, you should see:

- Frequent, positive, warm interactions among teachers and children
- Planned learning activities appropriate to children's age and development , such as reading stories, block building, painting, dress-up, and active outdoor play
- Specially trained teachers and administrators
- Ongoing professional development
- Enough adults to respond to individual children
- Many varied age-appropriate materials
- Respect for cultural diversity
- A healthy and safe environment for adults and children
- Inclusive environments
- Nutritious meals and/or snacks
- Regular, two-way communication with families who are welcome visitors at all times
- Effective administration
- Ongoing, systematic evaluation

Program Overview:

The Redding Rancheria Head Start and Child Care prioritize and enroll families based on need. Some of the priorities include: CFS, foster care, disabilities, homelessness and low income. All families are encouraged to apply, as those with lesser priorities may still be enrolled if vacancies exist. The Redding Rancheria Head Start and Child Care is a general education setting that teaches children in a group setting. Occasionally a child may develop behavioral or developmental issues that cannot be addressed in a general education group setting. In these cases the Redding Rancheria works with the child, the parent or guardian and relevant professionals to assess the issues and find the most appropriate setting for each child's education. See ED05, ED06 and EL05, EL06.

STAFF LIST

Administrative:

Education Department Director Marrysa Schumacher 225-8979 x 1182
marrysas@redding-rancheria.com

Head Start & Child Program Manager Kaysha Davis 225-8925 x 1151

Coordinators:

Health & Disabilities Coordinator Vacant 225-8925 x 1161

Parent & Community Partnership Coordinator Robin Ivins 225-8925 x 1191

Administrative Assistant: Savanna Edwards 225-8925
savannae@redding-rancheria.com

Teaching Staff:

ECE Teacher Cassi Lawson-Pigott 225-8925 x 1085
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ECE Teacher Angie Carter-Streiff 225-8925 x 1087
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ECE Teacher Marissa Phelan 225-8925 x 1086
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ECE Assistant Elizabeth Gomez 225-8925 x
elizabethg@redding-rancheria.com

ECE Assistant Julie Bothwell 225-8925 x 1082
marissap@redding-rancheria.co

ECE Assistant Priscilla Potter 225-8925 x 1179
priscillap@redding-rancheria.com

Food Service Worker/ECE Assistant Erin Blanks 225-8925 x 1072
erinc@redding-rancheria.com

ECE Assistant – substitute

Transportation Manager

Bus Driver Matt Bothwell
Wilma Reeves

Program Summaries:

Head Start:

The Redding Rancheria offers a part-day licensed exempt Native American Head Start program to eligible children in our Children's Center at 1950 Redding Rancheria Road. The school year starts shortly after Labor Day and follows the public school calendar. The program runs five days a week and limited transportation by school bus is available at community bus stops. There are two classes; the AM Class from 8:00-12:00 and the PM class from 12:00-4:00. Head Start is a federally funded program and has strict eligibility requirements, with Native Americans, special needs and low income children having priority. (Children must be three years old; four year olds have priority over three year olds.) Parents do not need to be working or going to school to be eligible, but must be low income. There is no fee for the Head Start program.

Applications accepted and reviewed on or about 5/30, and ongoing thereafter.

Child Care:

The Redding Rancheria also offers a Full Day Native American Child Care program. The Child Care program is also federally funded, with eligibility requirements pertaining to employment. The Child Care program follows the Head Start calendar and is closed during Christmas and Easter breaks and over the summer.

Subsidized Child Care:

The Redding Rancheria offers full day child care at our Children's Center at 1950 Redding Rancheria Road. Preschoolers ages 3-5 are served. To be eligible for subsidized child care, your child must be Native American, and the parents/ guardians must be working a minimum of 25 hours per week. Limited transportation via our Head Start school bus is available.

Private Pay Child Care:

For those families over the income ceiling, a limited number of private pay slots are available. Ages 3-5.

CACFP School Lunch:

The Redding Rancheria Head Start and Child Care offer the USDA "School Lunch" program to all participants, serving breakfast, lunch and snack at no additional charge. In accordance with Federal civil rights law and U. S Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices and employees and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal of retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Ave, SW
Washington, D.C. 20250-9410

2) fax: (202) 690-7442; or

3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

CLASSROOM ASSIGNMENTS

During the first month of school, all children are observed in both small and large groups settings to determine final classroom placement. While every effort will be made to honor parental requests, sometimes personalities can clash, and children may be assigned to the other classroom. Your cooperation is greatly appreciated.

MAJOR COMPONENTS OF HEAD START

1. **EDUCATION** – Head Start’s educational program is designed to meet each child’s individual needs. It also aims to meet the needs of the community served and its ethnic and cultural characteristics. Every Child receives a variety of learning experiences to foster intellectual, social and emotional growth, with a focus on School Readiness. Children participate in indoor and outdoor play and are introduced to the concepts of words and numbers. They are encouraged to express their feelings and to develop self-confidence and the ability to get along with others. The goal is that children and families are better prepared for kindergarten.
2. **HEALTH , DENTAL and WELLNESS**– Head Start emphasizes the importance of early identification of health problems. Head Start works with families to ensure each child receives comprehensive health care, including medical, dental, behavioral and nutrition services. The Redding Rancheria Head Start partners with the Redding Rancheria Tribal Health Center with the goal that children are healthy and have an ongoing source of health care. Families are encouraged to enroll at the Redding Rancheria Tribal Health Center....please call for an intake appointment: 224-2700.
3. **PARENT INVOLVEMENT** – Parents are the most important influence on a child’s development. An essential part of every Head Start Program is the involvement of parents in parent education, program planning, and other program activities. Many parents serve as members of their Policy Council and Committees, and have a voice in administrative and managerial decisions. All Head Start and Child Care parents are automatically members of the Center Parent Committee.
4. **PARENT PARTNERSHIPS** – The partnership component of Head Start represents an organized method of helping families to assess their needs, and then assisting the family to meet those needs through community outreach, referrals, family needs assessments, and community resources. The goal is to help the family access services for the betterment of their family life.

BY THE FIRST DAY OF SCHOOL...

- **Your child's most recent physical exam (CHDP's) and immunization records are required *prior* to enrollment. (We can accept a physical exam, even if it has expired.) If expired, please make an appointment to complete a new child physical as soon as possible. The child physical must include immunization dates, lead, hemocrit & TB test and results. Up to date child physicals are required within 90 days of enrollment. Please note that after 90 days, your child cannot attend without a current child physical and immunization records. See HL01**
- All enrollment packets and requested documents must be received
- Please inform us of any food allergies or other conditions concerning your child's health and safety at school.

WHAT TO BRING / NOT TO BRING

- All children must have a complete change of clothing labeled with his/her name kept here at school. This is essential for bathroom accidents, paint spills, etc.
- We play outdoors daily. When the weather changes, please include sweaters, jackets, etc.
- All personal items should be labeled, including coats, sweaters, underwear, shoes, boots, backpacks, lunch boxes, etc. A black permanent marker works well.
- For all children: please do not send toys from home; these are too easily 'lost' and are often 'found' by another child, thereby causing problems. Also, please do not send money to the center with your child. The exception is for Student of the Week; then personal items may be sent to your child's teacher.
- All children: please do not send special snack or lunch foods or candy with your child. Our menu's are designed to provide over 2/3 of your child's daily nutritional requirements. If your child has a special diet due to allergies or a medical condition, please let us know.
- The Redding Rancheria is not responsible for lost, stolen or broken items.

CLOTHING

- Head Start and Child Care are active programs which require your child's full participation. Please dress them in play clothes, with a jacket or sweater if the weather is cooler. The children play outdoors daily, and often are involved in messy (but totally cool) art projects. Please do not send them to the Center in their "good clothes".
- Sturdy shoes are required for both Head Start and Child Care. Flip flops, jellies and "Crocs" do not provide enough protection for active feet, and prevent the child from running and bike riding safely. (Sturdy sandals with back straps that do not easily fall off are OK.) Your cooperation is appreciated.

HEAD START & CHILD CARE ENROLLMENT POLICIES

- Since another family may be waiting to enroll their child, we respectfully ask that you make your decision within three business days when you are notified of an opening.
- Vacancies are not filled on a first come basis. Both the Head Start and the Child Care program are designed to serve those with the greatest need. Applicants in the enrollment pool are scored, and the highest score is enrolled. Enrollment is not promised in advance.
- When you withdraw your child, another child will fill your vacancy. A vacancy cannot be promised should you wish to re-enroll.
- Head Start is a 5 day per week program; attendance level of at least 85% is expected.

ATTENDANCE POLICIES

- Because Head Start is a comprehensive preschool learning environment, and to fully benefit from our program, parents who transport children **must arrive no later than 8:30 AM** for the morning and full day class, and **12:30 PM for the afternoon class**, after which time you may not attend for that day. Daily attendance is expected, unless your child is ill. An attendance level of at least 85% is required.
- Breakfast is served from 8:00am-8:30am; Lunch is served from 11:30-12:00 for the AM class and 12:00-12:30 for the PM class and full day).
- **Parents are responsible for informing Redding Rancheria Head Start & Child Care of any changes in address, phone, work, or emergency telephone numbers, etc.**
- Head Start and Child Care parents are to walk their children into the classroom and sign them in upon arrival and out upon leaving. The School Bus Monitors will sign for children riding the school bus.
- Please call the school if your child is absent for any reason. 530-225-8925. Federal Head Start regulations require prompt follow-up of absences. Continual absence or tardiness may jeopardize your child's participation. See Attendance/Absence/Bus Use/Tardiness Policies for more information.

FEE POLICIES

Head Start is federally funded with strict eligibility guidelines. There is no parent fee for the Head Start program. The Child Care program operates on a sliding scale fee basis; those child care parents over the income scale pay the private fee rates. All child care fees are due in advance. Your child care may be suspended until your account is current.

CANCELLATION OF SCHOOL

- If the Cascade School district closes schools due to severe weather, the Head Start classes are also canceled. For other cancellations, every effort will be made to contact parents by 7:30 AM. Parents may also listen to KNCQ radio 97.3 FM or KQMS radio 1400 AM.
- In the event of inclement weather, if public schools announce an early closure the Redding Rancheria Child Care program will make every reasonable effort to pick up your child and transport them to the center. In the event we are unable to get to the school to pick up your child, you will be notified immediately. If schools close prior to 8:00 AM, the Child Care program is also closed. Please listen to your radio for announcements. (Q97.3 FM or KQMS 1400 AM)

PICK UP POLICY

Always have photo identification with you.

For your child's safety, it is required that each person authorized to pick up your child from child care be listed on the enrollment form. We do **NOT** release your child into someone's care, who is not authorized. We will ask for identification of all newly authorized persons or any authorized person who is unfamiliar to the staff on duty. Please inform us if any changes occur; i.e., work number, person authorized to pick up, etc.

LATE PICK UP

Prompt pick up is required. Classes close and children must be picked up as follows:

Classroom	Start time	End time; Pick up by
Full day Child Care	7:30 AM	5:30 PM
Morning Head Start	8:00 AM	12:00PM
Afternoon Head Start	12:00 PM	4:00 PM
In the event we cannot reach you or an authorized person, the Redding Rancheria Child Protection Services will be called at 6:00 p.m.		

OPEN DOOR POLICY

The Center encourages parents to drop in at their leisure to observe their child at school. Our classrooms are equipped with one way mirrors if you wish to observe without your child's knowledge.

PARENT AND VOLUNTEER BACKGROUND CHECKS

Because Head Start and Child Care parents play an important role in our program, and are often present as participants and volunteers, a background check will be made. It is the policy of the Redding Rancheria Head Start and Child Care program that every effort be made to identify those who could be deemed unsafe to be around children. Therefore the following shall occur at the earliest convenience:

- (a) By signing the Head Start and Child Care Application, parents are certifying that they will not knowingly bring any person onto the Head Start Grounds whom they know or have reason to suspect is a convicted sexual offender, is under investigation for committing a crime against a child or is on the sexual offender registry of any state, territory or country. Parents indicate their understanding that violating these terms may subject their child to being ineligible to participate in Redding Rancheria Head Start or Child Care.
- (b) Parents who intend to volunteer are requested to provide a statement regarding any criminal history, including, but not limited to: Crimes of violence, sexual assault, molestation, exploitation, contact with or prostitution, crimes against persons, offenses committed against children, child abuse or child neglect, any other pertinent information.
- (c) Parents are notified via the Enrollment Application and the Parent Handbook, **that their name, as well as all persons listed as pick up persons, will be checked against the California Megan's Law website**, a statewide list of known child perpetrators.
- (d) Any convictions of a crime other than a minor traffic violation requires an exemption from the Redding Rancheria Human Resources Department. This includes misdemeanors, felonies and convictions that occurred a long time ago. However, individuals convicted of serious crimes such as robbery, sexual battery, child abuse, elder or dependant adult abuse, rape, arson or kidnapping are not eligible for an exemption.
- (e) When an individual with such convictions has been cleared, he/she may volunteer and be in attendance in the Head Start/ Child Care facility. The clearance will remain active as long as the individual is associated with the program. If an individual leaves the program, he/she must be re-screened.

PARENT AND VOLUNTEER CODE OF CONDUCT

To ensure a safe school location, parents are asked to sign an acknowledgment of our Parent/Volunteer Code of Conduct. This form is included in the enrollment packet and is required for all families. See FP 11, Parent Code of Conduct online at: www.redding-rancheria.com/headstart.

COURT ORDERS

In situations involving child custody disputes or restraining orders, a copy of the court order must be in the child's file on school premises. We will make every effort to comply with and enforce the court order. Please note, we cannot prohibit contact with either parent without current court orders.

HEALTH, MEDICATION, EXCLUSION & ACCIDENT POLICIES

It is our intention to prevent the spread of infections and illness to other children. If the staff becomes aware of a condition which may be contagious or unhealthy to any of the other participants, it will be brought to the parent's attention and the **child must be taken home and remain home until symptom free for at least 24 hours**. Children cannot attend if they are ill; you must make alternate arrangements for child care.

MEDICAL/ACCIDENT EMERGENCY PROCEDURES

- Minor Injuries (small cuts, bruises, etc.):
 - a. Staff will render the necessary first aid and notify parents when they pick up the child from care.
 - b. If the staff member is in doubt of the seriousness of the injury, the parents will be notified for further instructions.
- Serious Injuries:
 - a. One staff member will call for an ambulance and then make contact with parents or other authorized persons.
 - b. A second staff member will render first aid until the ambulance arrives, and will accompany the child to the emergency room.
- You will be notified in writing of any injury through an accident report; you will be notified immediately of any head injury.

FOOD ALLERGIES

Please alert us immediately if your child has any food allergies. The Health and Disabilities Coordinator will contact you for further documentation and menu options. A doctor's note is required.

MEDICINE POLICY

- Medicine may be given if needed for ambulatory illness only. A Request for Medication form must be filled out by a **licensed physician and signed by the parent**.
- Medication can only be administered with specific written instructions from the physician containing the following information:
 - a. Date
 - b. Name of child
 - c. Name of medicine
 - d. Amount to be given
 - e. Time of day to be given and how often
 - f. Number of days to be given
- The container must be from the pharmacy and the information should agree with that given by the doctor.

- Medications must be hand delivered to Rancheria Head Start or Child Care staff or to the bus drivers; do not send any medicines in your child's back pack. Medications are stored under lock in the Head Start Health Coordinator's office.
- To confirm your child received their medication while in Head Start or Child Care, you may consult the medication log, inside the medicine cabinet.

CONTROL OF DISEASES

We rely on parents to help our program maintain a high standard for health by observing the following rules:

Disease	Maximum Incubation Period	Exclusion period
Chicken Pox	21 days	7 days until all crusts are gone
German Measles	21 days	7 days
Mumps	26 days	10 days or until swelling is gone
Red Measles	14 days	7 days
Whooping Cough	21 days	3 weeks or until paroxysms are over
Impetigo and Ringworm	Child may not attend school until sores are crusted over	
Head Lice	Child must be excluded from school until treatment is complete and he/she is symptom free including all eggs removed from the hair.	
Flu	Child is excluded from school until free of fever and pain for at least 24 hours, without the use of fever-reducing medicines.	
Flu Symptoms: Students with a household member who has severe flu symptoms should stay home for five days from the day the first household member became ill. This is the time period when others are most likely to come down with the flu themselves.		
Ear infection	Child is excluded from school until free from both pain and fever.	
Common cold	Child should remain at home until most of the sneezing & coughing is over and fever has subsided.	

MASKING SYMPTOMS

If you are working or going to school, we recognize that you depend on Head Start and Child Care. When children are too sick for their normal activities, please do not medicate and send them to Head Start or Child Care; this only masks the symptoms and may prolong the illness. Plus it puts others at risk of contagion. If your child is too ill to attend public school, they are also too ill to attend the Rancheria. Please make sure your child is fully recovered before returning to school. Children's temperatures will be taken daily as a precaution, to prevent exposing others. Due to the fact that all teaching staff are required to be with the children during outdoor play in order to meet the teacher/child ratio, if a parent wishes for their child to stay indoors due to just getting over an illness or other reason, it would be best for the child to remain at home until s/he is completely over the illness. Your cooperation is greatly appreciated.

IDENTIFICATION AND TREATMENT OF PEDICULOSIS (HEAD LICE)

Anyone can get head lice, but they are most common on young school-age children. Personal cleanliness does not prevent a person from getting head lice.

If your child scratches his/her head frequently or if you hear of head lice occurring on frequent visitors to your home or close friends of your child, inspect your child's head for:

NITS ON THE HAIR: These look like tiny oval objects glued to the side of the hair shafts. Their length is less than ½ the diameter of the head of a pin.

LICE AMONG THE HAIR: Lice and nits are most likely to be found near the scalp where the hair is thickest, usually behind the ears, around the nape of the neck, and in the crown area. *Persons* in the household should be examined for the presence of head lice. If lice or eggs, (nits-closer than 1/8 inch from scalp) are detected, all infested persons should undergo treatment with an anti-lice product. Ask your doctor, or the Head Start Health/Disabilities coordinator for more information.

Household: In addition, wash (using very hot water or hot cycle of washing machine) all clothing, towels and bed linens used by persons with head lice. Dry clean clothing that cannot be washed. Vacuum furniture, cars, rugs and floors. Combs and brushes should be soaked in an anti-lice product for ten minutes. Items that cannot be washed must be secured in a plastic bag for a minimum of 12-14 days for any remaining nits to hatch and starve.

If head lice and/or nits are found and are closer than 1/8 " from the scalp, your child must be excluded from school until treatment is complete and s/he is symptom free. All eggs (nits) must be removed from the hair. Children are not permitted back into class until they are checked by Head Start or Child Care staff. Your cooperation is greatly appreciated.

BIRTHDAY CELEBRATIONS / HOMEMADE FOODS

Due to health and sanitation requirements, homemade foods are not allowed. Parents are invited to make cakes, etc., for their child's birthday or special occasion here in the Head Start kitchen. Store bought cookies/ cakes are OK; please speak with your child's teacher about Birthday Celebrations. Healthy alternatives are encouraged!

TOILETING

Potty training is strongly encouraged prior to enrollment. Occasional toileting accidents can be managed in the classroom setting, but repeated toileting accidents may indicate your child may not be ready for preschool, and may need to wait until next year. A conference will be arranged to discuss overall readiness for school and other options. For occasional bathroom accidents, staff members will assist children in cleanup. Their soiled clothes will be double bagged and sent home to be laundered. Parents need to return a complete change of clothing the following day. To maintain safety for children we have an open door bathroom policy; this is done by allowing children of the same gender to use the bathroom facility simultaneously. (Adults have separate facilities.) Children are required to properly wash their hands using soap and water after bathroom use.

HOME VISITS

Student home visits are an important component of Head Start and are held at least twice a year, with your child's teacher. Home visits give parents and teaching staff an opportunity to touch base with one another outside the busy work place in order to share your child's progress, accomplishments and discuss the educational plan for your child. It also gives parents the opportunity to ask questions or voice their concerns. Those children with disabilities will also receive at least two home visits from the Health/Disabilities Coordinator to discuss their services. Also, the Parent Partnership Coordinator is available for Home Visits to follow up on any area of concern or to offer any assistance. Should you wish to meet with a staff member at any time, please feel free to make an appointment.

FIRE/EARTHQUAKE DRILLS; SHELTER IN PLACE DRILLS EMERGENCY EVACUATIONS

- Fire drills and bus evacuations are held once a month; earthquake drills and shelter in place drills are held quarterly.
- **In the event of an emergency evacuation**, the initial evacuation site will be the Redding Rancheria Community Center, located just east of our facility. Parents will be notified to pick up their children as soon as possible, or to meet the bus at a specified time. In the event that the entire area is unsafe, the children will be evacuated via bus, van or car to the Hilton Garden Inn, 5050 Bechelli Lane, near the intersection of Bonnyview and I-5. The children and staff will remain at the Hilton until parents arrive or until the school is safe to reoccupy.

FIELD TRIPS/SPECIAL EVENTS

Field trips and special events are a supplemental part of the educational program of Head Start and Child Care. Each event will be under the supervision of the teaching staff. A blanket consent form was signed during enrollment for your child to participate in the various field trips throughout the year. Specific notices will be sent out in advance, informing you of location, date and time of each planned trip. Children are not required to attend and if for some reason you don't want your child to participate, please keep them at home on that date. There is no alternative program planned for that day.) Parents are expected to participate, and on occasion, parents may be required to attend to provide direct supervision for their child. Please identify another adult who would enjoy the field trip if you are unable to attend. **Younger or older siblings are not permitted to participate in field trips or special events unless approved in advance, and must be supervised by a parent or other adult guardian.**

LOST AND FOUND

Items are often left at school or on the bus. Parents are encouraged to check the "Lost and Found" box. Please remember to label all clothing. The unclaimed items are periodically donated to Good Will.

TOBACCO-FREE SCHOOL/WORK PLACE

The Redding Rancheria Head Start and Child Care is a tobacco free school and work place. We believe it is in the best interest of students, staff and volunteer workers to prohibit the use of tobacco products anywhere and anytime there are children present, on school property, in school vehicles, and on field trips.

CHILD ABUSE

All Head Start and Child Care staff members are mandated reporters of child abuse. If staff suspects a child being abused in any way (physically, sexually, emotionally/mental & neglect), we are required by state law to file a report with Child Protective Services. We realize that parenting is not an easy job and sometimes parents may need resources in our community to help. Please remember we are available to listen and support families in time of need.

MULTI-CULTURAL EXPERIENCE

Our culture surrounds us each day, and our program makes an effort to expose the children to as many different cultures from around the world as possible. Parents are encouraged to share any special traditions (especially Native American traditions) from their child's family background. Guest speakers, elders, Native American stories, drumming are also part of our ongoing curriculum.

CURRICULUM

The curriculum used in the classroom helps to develop each child's self-worth, as well as learn how to handle their own emotions and consider the feelings of others. A good curriculum helps to develop creativity, problem solving, and critical thinking skills. We currently use the Preschool Creative Curriculum-Teaching Strategies GOLD, First Step, Second Step Violence Prevention Curriculum, I am Moving, I am Learning and the Nee-Kon-Nah Native American Curriculum. Please ask your child's teacher for more information. All curriculum resources utilized support individual child School Readiness Goals.

INCLUSION POLICY

The Redding Rancheria Head Start and Child Care do not discriminate solely on the basis of a disability. Our Disabilities Service Plan ensures that support services are available to assist the development of each child's potential and to participate in the regular program provided the child's participation is appropriate and they may do so safely. As per Congressional mandate, at least 10% of our enrollment is reserved for special needs children. Upon assessment and with parental permission, a multi-disciplinary team will observe, evaluate and diagnose, offering programming suggestions to teachers and parents and making further referrals if needed. Please see our Health and Disabilities Coordinator for more information.

GENERAL EDUCATION SETTING

The Redding Rancheria Head Start and Child Care is a general education setting that teaches children in a group setting. Occasionally a child may present with or develop behavioral or developmental issues that cannot be addressed in a general education group setting. In these cases the Redding Rancheria works with the child, the parent or guardian and relevant professionals to assess the issues and find the most appropriate setting for each child's education. See ED06 and EL05, EL06.

CONFIDENTIALITY POLICY

It is our policy that all staff members do everything we can to safeguard the privacy of the children and families' protected health and personal information. In compliance with HIPAA regulations and the Redding Rancheria Head Start & Child Care Programs, we will ensure that our Program, it's Directors, Program Manager, Coordinators, Teachers, Assistants and staff, will have the necessary safeguards in place to protect the confidentiality of the child's file and records. Within the Redding Rancheria Head Start and Child Care staff, we will make every

reasonable effort to limit the use and disclosure of protected information and access to only that which is necessary to accomplish the purpose of the job. We will not seek and/or release information to an external person or agency without your written permission.

CHILDREN'S SELF-REGULATION

Young children's social-emotional development involves learning how to understand their own and others' feelings, regulate and express their emotions appropriately, build relationship with others, and behave pro-socially in groups. These crucial skills have been found to predict successful kindergarten transitions, early school success and even later accomplishments in the workplace. Teachers guide the development of social-emotional competence by using these strategies:

- Provide play materials that support and challenge children's abilities
- Promote problem solving and appropriate risk taking
- Provide appropriate responsibilities and meaningful jobs in the classroom
- Encourage children to see tasks through to completion. Offer support as needed.
- Help children express their feelings and resolve conflicts in constructive ways. Help children detect and interpret cues about how other people feel.
- Support children who need assistance in finding play partners. Teach them positive strategies for entering and participating in group activities
- Support children as they interact with one another. Make modifications as necessary so that shy children or children with disabilities can engage in meaningful interactions with adults and peers.
- Offer opportunities for children to work together and to learn social skills.
- Use positive strategies to guide children's behavior and help them learn how to cooperate with others.
- Teach turn taking and sharing, and model cooperation.

General classroom guidelines:

1. Children are not forced to apologize. It won't be sincere if you force it.
3. Natural consequences are best.
4. Be open and generous with affection and quiet and fair with discipline.
5. Food is not to be withheld as a punishment or given as a reward.
6. Forgive and forget. Each child deserves a clean slate each day.
7. Always remember, YOU are the child's model. Allow children to respect you by showing respect for others, and for the children in your care.

BEHAVIOR POLICY

The goal of Head Start is to provide a positive learning experience for all enrolled children. However, when a child's behavior causes a continued physical or emotional threat to the other children or staff, the following steps shall occur:

1. An immediate Child Study Team meeting shall be called. Participants may include: parent, teachers, Head Start staff, psychologist, speech therapist, etc.
2. This team identifies potential solutions to mitigate the situation, thereby allowing the continued participation of the child.

3. When all these efforts fail, and the physical or emotional threat continues, the child shall be suspended and or terminated from the program. This decision will be based on the information provided by the Study Team; the decision will be made by the Program Manager. See ED 05 and ED06 at www.redding-rancheria.com/headstart.

BITING

Biting is a scary event both for the victim (it hurts!) and the child doing the biting. Biting is usually a reaction to frustration—most frequently by 2-3 ½ year olds who are still perfecting their verbal skills. When biting occurs, the focus is on the victim; medical attention is provided immediately. The child doing the biting is removed from the group and a staff person calmly but firmly explains the severity of biting. Children who repeatedly bite others are referred to a behavior specialist, and may be suspended if biting persists.

CLASSROOM AND PLAYGROUND RULES

There are three primary rules that we teach the children that will help guide all behaviors: Is it safe? Is it fair? Is it kind and respectful of others, or of other's property?

These guidelines help the children learn what behaviors are acceptable and what is not acceptable. Our "Second Step" curriculum also focuses on these concepts.

USDA SCHOOL LUNCH PROGRAM (UPDATE 11/6/2015)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

MONTHLY MENUS AND DAILY SCHEDULE

The daily classroom schedule, weekly lesson plans and monthly menu are all posted in your child's classroom for your review. Please refer to them when you visit our classrooms.

WIC stands for Women, Infants, and Children and is also called the Special Supplemental Nutrition Program. WIC is a federal program designed to provide food to low-income pregnant, postpartum and breastfeeding women, infants and children until the age of five. The program provides a combination of nutrition education, supplemental foods, breastfeeding promotion and support, and referrals for health care. WIC has proven effective in preventing and improving nutrition related health problems within its population. The United States Department of Agriculture (USDA) funds the WIC Program. For more information about WIC, please speak with any HS staff.

PARENT AND STAFF TRAINING

In order to maintain high quality of our program, ongoing staff training is provided for all staff and parents. As a general rule the school is closed one morning a month for training. Monthly calendars reflecting dates for training will be given to each family at the beginning of each month.

CLASSROOM VOLUNTEERS

As part of Head Start, all parents are encouraged (and expected) to participate with their child as a volunteer. We hope that every parent will assist at least one morning a month in the classroom, plus participate on at least one Head Start committee. You will be contacted to determine which committee you are interested in, as well as to schedule your classroom time. Siblings may accompany parents while volunteering unless it interferes with the classroom. Baby-sitting can be arranged; please ask.

PARENT COMMITTEE – “KIDS COUNT!”

This committee is made up of all parents in both Head Start and Child Care classrooms. Meetings are held monthly at a time convenient to parents. We talk about parent concerns, menu recipes, and up-coming events. One of this committee's biggest responsibilities is planning Graduation; arranging refreshments and fun events, etc. Our meetings often have door prizes, so come join us and meet some of the other parents! Please contact your child's teacher at 530-225-8925.

HEALTH ADVISORY COMMITTEE

The Head Start Health Advisory Committee is made up of health care providers from the Redding Rancheria Tribal Health Center, community members plus any interested Head Start parents. It is required to meet at least twice per year, but ours meets several more times than that. Our basic responsibilities are to:

- 1) Make needed revisions to current Health Policies;
- 2) Encourage input from the health, dental, nutritional, and mental health representatives who serve on the committee;
- 3) Bring any suggestions back from the committee to share with staff and parents; and
- 4) Encourage parents and community representatives to join us on the committee.

We are kept current on any changes in immunizations or health issues within the community, and value the participation of our members greatly. If you as a parent are interested in joining us, please contact the Health/Disabilities Coordinator at 530-242-4561.

RAISING A READER

The RAR program features a weekly take-home book bag that promotes daily book reading and cuddling between parents and their children. The number one activity parents can do to prepare their child for kindergarten is shared reading. Parents are encouraged to read to their child daily and are expected to help their child return their books and book bags each week. See RAR Agreement in the back of this booklet.

REDDING RANCHERIA HEAD START POLICY COUNCIL

Each year the parents of children enrolled in Head Start elect parents to represent them on the Policy Council. The Policy Council's main responsibilities are to:

- 1) To provide input into the decision making process for program planning and budgetary matters;
- 2) To effect dialogue between parents and agency staff to best meet the Program Objectives; and
- 3) To develop plans to utilize all available community resources for the betterment of the Head Start Program.

All parents are eligible to serve on the Policy Council except close relatives of Head Start Staff members (brother/ sister/ husband/ wife/ mother/ father). Parents from each classroom are nominated at the beginning of each school year; parent elections are held the end of September; the top six parents are elected. The Policy Council term runs from October to September.

Head Start is administered under a shared decision making arrangement between (1) Head Start Parents and Policy Council, (2) Head Start Staff, (3) Tribal Administrative staff, and (4) the Tribal Council. All policies, program plans, budget proposals, etc. must be adopted by all four participants in this process. Should a plan not be approved by all involved, the matter falls under the Impasse Policy.

We are recruiting CURRENT PARENT REPRESENTATIVES to serve on next year's Policy Council. If you will have a child in attendance, you may nominate yourself by submitting your letter of interest. If you would like to nominate another parent, please be sure that parent meets the eligibility requirements and is willing to serve. We are also recruiting COMMUNITY REPRESENTATIVES to serve on next year's Policy Council. Parents of previously enrolled Head Start children may be nominated as community reps; please complete the Letter of Interest (over). Your letter will be forwarded to the Tribal Council which nominates community representatives.

PARENT OR COMMUNITY COMPLAINT POLICY (TP8-0222)

SECTION 1: PURPOSE

The purpose of this Policy is to establish a policy to swiftly hear and resolve complaints from residents of the Rancheria, persons directly affected by the operation of the Head Start Program, and parent/guardians of an enrolled student at the Redding Rancheria Head Start and Child Care Center.

This policy is intended to provide recourse to parties wishing to make a complaint regarding the operation, policy or procedures of the Redding Rancheria Head Start and Child Care Center. This policy will not be used to address complaints about employees or volunteers of the Program. Complaints regarding employee or volunteer conduct are not governed by this policy and should be made in writing to the Senior Director of Human Resources, who will follow the Tribe's existing personnel policies and procedures for Corrective Action.

SECTION 2: BACKGROUND AND INTENT

The grievance procedure is a problem-solving mechanism in which every attempt is made to resolve issues at the lowest level of authority, with the least possible amount of program disturbance. A grievance is a written complaint alleging that Head Start or Child Care Regulations, Department Policies and Procedures (if applicable), and/or Center Agency policies and procedures:

- a) were not followed;
- b) were administered in a discriminatory (unequal) fashion; or
- c) were administered in an arbitrary and capricious (unfair) fashion.

SECTION 3: PROTOCOL

The following protocol will be used for the written grievance procedure:

- a) Information is submitted in writing, signed and dated;
- b) No anonymous complaints will be accepted or considered;
- c) Supporting information may be submitted;
- d) The content of all meetings are kept confidential.
- e) Efforts are made to keep the grievance local, involving as few people as possible.
- f) Grievances alleging criminal acts or immediate danger to children are dealt with immediately by program officials, parents, and other authorities as appropriate. Provided that nothing in this policy shall be construed as an alternative to referring allegations of criminal conduct to local law enforcement.

SECTION 4: ADDITIONAL PROTOCOL

- a) Before a grievance is filed by a parent or community member, direct discussion between the person(s) whom the complaint involves is encouraged. All parties involved should note the date and time of the informal discussions.
- b) Failing resolution at that level, the person with the complaint must attempt to resolve problems or concerns at the center level with the Head Start and Child Care Program Manager. More than one meeting with the Program Manager must occur prior to the issue becoming a grievance.
- c) If the complaint is not resolved, or if no action occurs within 10 working days, the

complaint shall be presented in writing to the Policy Council, who will review the matter and Policy Council Chairperson shall issue a response within 10 working days.

- d) If the complaint is not resolved, or if no action occurs within the 10 working days, the complaint shall be presented in writing to the Tribal Administration CEO, who will review the matter and will give a response within ten working days. The CEO's decision is final and shall not be subject to further administrative or judicial review.

SECTION 5: HIERARCHY OF AUTHORITY

The hierarchy of authority to resolve parent and/or community grievances against Head Start and Child Care is as follows:

- (a) Originator (parent or community person) and staff person
- (b) Head Start and Child Care Program Manager
- (c) Policy Council
- (d) Tribal Administrative CEO

SECTION 6: RECORD KEEPING

The Redding Rancheria Head Start and Child Care program will maintain a file of program complaints at its office, listed above. This file may be reviewed by interested parties by request during normal business hours. The contents of the file are the property of the Redding Rancheria and may not be copied.

SECTION 7: REVIEW

The CEO shall review this policy each year and shall such make recommendations, if any, for its amendment as appropriate for the effective administration hereof.

SECTION 8: SOVEREIGN IMMUNITY

Nothing contained within this Policy shall be construed as a waiver of the sovereign immunity of the Redding Rancheria, the Redding Rancheria Head Start and Child Care Center, or any officer, agent or employee thereof, to a suit brought for damages or any other relief in any court.

Legislative History:

Originally Adopted by Tribal Council Resolution #056-06-23-09, dated June 23, 2009.

Amended by Tribal Council Resolution #058-10-09-12, dated October 9, 2012.

Amended by Tribal Council Resolution #029-04-14-15, dated April 14, 2015.

HEAD START PROCEDURES ONLINE

All of the procedures governing the Redding Rancheria Head Start program may be accessed online at: www.redding-rancheria.com/headstart/procedures.

HEAD START MONTHLY CALENDAR ONLINE

Each month the Head Start calendar is published on the Redding Rancheria website.

www.redding-rancheria.com

HEAD START TEACHING STRATEGIES GOLD

The teachers use this web based planning tool to enter classroom observations, assess children's development, individualize activities and submit weekly lesson plans. Parents have the capability to log on to this system to view teacher comments. Please ask your child's teacher for log- in information.



The One Call Now phone message service delivers automated phone calls, within minutes, to any group, large or small. The Redding Rancheria Head Start uses this phone service to deliver phone messages from teachers, alerts, calendar events and all other "group" messages. This service is coordinated by the Redding Rancheria Head Start and your phone number will not be disclosed to any other businesses or organizations.

Redding Rancheria Head Start and Child Care Department Procedure		
Program Area: Transportation Services;		
Procedure # TR 02: Daily Bus Procedures for Parents	Policy Council Approval:	2012
Performance Objective: To comply with California State Law for school buses and provide services to the most amount of students.	Tribal Council Approval:	2012
<i>Procedures are updated annually by the Health Advisory Committee and the Head Start Policy Council. This procedure shall be considered valid until further notice.</i>		

Telephoning: Parents are NOT to telephone the busses directly. For transportation questions and/ or changes, please call the Head Start Office at 225-8925.

Sign On/ Off: A responsible adult must be present to sign the children on/ off the school bus.

Pick Up: When the bus driver arrives at the child's home or designated pick up location, the driver is to wait no more than one (1) minute for the child to come to the bus. If the child does not come out within one (1) minute, the bus driver is to continue their bus route.

Drop Off: When a child is taken home or to the designated drop off and no adult is present, the driver must fill out the appropriate form and **return the child to Head Start**. You will be contacted, and are expected to promptly pick up your child. Please see Pick-up Policy.

Designated stops: Your child is assigned to a bus stop. The drivers are prohibited by law from picking up or dropping off your child at an unauthorized bus stop. Parents may not change bus stops without prior approval.

Parking at bus stops: To maximize safety, parents must park on the right side of the bus – the door side. This prevents dangerous crossovers in front of the bus.

Bus Schedules: Bus routes are designed to get the most children in the least amount of time. Routes vary from year to year and the scheduled times **may likewise change during the year**. Prompt bus participation is essential for all Head Start families. Please plan to arrive at your bus stop **at least 5 minutes early**. Also, parents requesting transportation must need full week (5 day) transportation; we do not offer part week transportation.

Those with lower priority may be bumped if a higher priority child enrolls.

SIP Days: The Redding Rancheria publishes it's calendar monthly for parents. Holidays and SIP days are indicated. There is no transportation on SIP days.

School bus Safety Rules:

Children must be able to get on and off the bus without being carried by staff or parent; (this does not apply to wheelchairs or others with physical disabilities.)

Children are to remain in their seats at all times, with seat belts snugly fastened.

Children are to keep hands and feet to themselves and inside the vehicle.

Children are to use inside voices, and follow the directions of the bus driver.

Children are to walk safely to and from the bus, using handrails when entering/exiting the bus. Food and drink are not allowed on the bus.

Repeated unsafe behavior may result in suspension and/or removal from bus privileges following established Behavior Policy (ED06)

Child Absences and Child Promptness: The bus routes are tightly established to accommodate as many children and stops as possible in as short a time as possible. Therefore, to assist us in prompt pick-ups, parents must notify the Center if their child will not be at the bus stop. Please call 225-8925 before 6:45 AM and before 11:00 for afternoon students. As per the Attendance Agreement, three "missed busses" will result in a Parent Conference; families who are consistently either late for the bus in the morning, or are not at the pick-up location may lose their bus riding privileges.

Final decision: The final decisions on routes, stops, etc. remains with the Transportation Manager. Routes and times may vary during the year as students drop and enroll.

Acknowledgement: Parents are required to acknowledge receipt of these rules prior to bus services. Thank you!

Redding Rancheria Head Start and Child Care Department Procedure		
Program Area: Transportation Services		
Procedure # TR 04: Bussing Priorities	Policy Council Approval:	2012
Performance Objective: To enable as many children to ride the school bus as possible in the time allowed.	Tribal Council Approval:	2012
<i>Procedures are updated annually by the Health Advisory Committee and the Head Start Policy Council. This procedure shall be considered valid until further notice.</i>		

Because of time, distance and bus capacities, not all transportation requests can be honored. To following procedures are meant to guide staff in creating bus routes.

- 1) The Redding Rancheria Transportation Program shall meet all applicable California codes pertaining to the operation of a school bus.
- 2) Children shall be on the bus no longer than 60 minutes, one way.
- 3) The Transportation Supervisor establishes the routes and makes final decision as to bus stops and times.
- 4) Outer area bus limits are established for North/South/East/West; the Redding Rancheria School bus does not transport beyond those points. Currently the bus is restricted to the general area between these locations:
 - North – Lake Blvd / ShopKo area
 - South : Tower Market/ Pinon Road
 - East - Tarmac Rd/ Shasta View
 - West - Holiday Market on Buenaventura.
 - **These locations may vary from year to year and are determined by the Transportation Supervisor**
- 5) Routes vary from year to year and are designed to pick up the most children in as safe a manner as possible. Routes and times are not a given and cannot be promised in advance from year to year.
- 6) Bussing is provided at community bus stops and not necessarily door to door. Parents are expected to be at bus stops at least 5 minutes prior to pick up.
- 7) Routes and times may vary during the current year to accommodate student mid-year moves, drops and adds - after consulting those parents on the current route.
- 8) When there are more requests than bus seats available, of if there are other conflicts, the following factors are guides in determining priority:
 - Parents with unreliable transportation have preference, whenever possible
 - Income eligible families have preference, whenever possible
 - Four year olds have preference, whenever possible
 - Over income families are a lower priority for transportation
 - Employees of Redding Tribal Offices are expected to self transport in the morning, whenever possible

Redding Rancheria Head Start and Child Care Department Procedure		
Program Area: Transportation Services		
Procedure # TR 05: Reasonable Support	Policy Council Approval:	2012
Performance Objective: To provide reasonable assistance to parents in the transportation to and from Head Start.	Tribal Council Approval:	2012
<i>Procedures are updated annually by the Health Advisory Committee and the Head Start Policy Council. This procedure shall be considered valid until further notice.</i>		

1. Because of the constraints of bus capacity, distance and time (see TR 04) not all transportation requests can be served. When school bus transportation is not available, the following reasonable assistance shall be offered to parents:
2. Parents are informed in advance, of the RRHS Policies and Procedures pertaining to transportation and must sign a Transportation Agreement prior to receiving transportation services.
3. For families living outside our bussing area, no assistance is available. Parents wishing to enroll must self transport either to school or to the nearest bus stop at their own expense.
4. To be eligible for reasonable transportation assistance, families :
 - a) must be income eligible
 - b) must live within the bussing area and are not offered a stop within walking distance
 - c) must not have any other means of reliable transportation
 - d) must maintain 85% attendance
5. Reasonable assistance means:
 - a) Parents may request assistance for up to \$10.00 per week in gas coupons, with a maximum of \$120 per year, or
 - b) Up to \$120 in taxi vouchers to transport to the nearest bus stop
 - c) Both of the above contingent upon budget fund availability
6. Parents who fall behind in attendance (more than two unexcused absences during the prior four week period) may or may not be considered for transportation assistance based on their attendance history. Head Start staff will make the decision. Repeated poor attendance excludes a family from reasonable transportation assistance, as the poor attendance is continuing.
7. An annual budget shall be allocated for “reasonable assistance.” When these funds are expended, no further assistance is available.

Redding Rancheria Head Start and Child Care Department Procedure		
Program Area: Transportation Services		
Procedure # TR06 Van Procedures	HAC Approval:	2012
	Policy Council Approval:	2012
Performance Objective: safety	Tribal Council Approval:	2012
<i>Procedures are updated annually by the Health Advisory Committee and the Head Start Policy Council. This procedure shall be considered valid until further notice.</i>		

Because of time, distance and van capacities, not all van transportation requests can be honored. The following will serve as a guide to meet all requests.

1. The van is only available to currently enrolled Head Start, Child Care and Voucher Program Families.
2. The van is available for Head Start and Child Care families to help meet any family partnership goals. Goals should be addressed and set before the use of the van.
3. The van is available for any social services appointment such as, WIC, Medi-Cal, Cash-Aid, Court order services, and others upon request.
4. The van maybe requested for transport to and from Head Start events, meetings, conferences, and field trips. However, families may be asked to ride the Redding Rancheria Head Start buses when space is available.
5. The van **may** be available before or after school hours. Such request of use of the van will be decided by the Program Manager.
6. All requests should be at least 48 hours in advance. Emergency same day request can be made but may not be granted.
7. The van **cannot** be used for “everyday” transportation. Children **cannot** be transported to and from school in the van. (California law.) Children can be transported to and from school in case of an emergency or if the child becomes ill while at school and the family has no means of transportation to come and get the child. All “emergencies” will be considered and approved by the Head Start staff.
8. There will be **NO food or drinks** in the van. If the van is transporting a family on a long road trip, Head Start staff will provide water and the van will make stops for food.
9. The use of tobacco and the transport of drugs or alcohol are strictly prohibited.
10. All children under 8 and 80 pounds must ride in a provided child safety seat.
11. All passengers must wear their seat belts while riding in the van.
12. Families are encouraged to seek out alternate means of transportation rather than just depending on the Head Start Van. This is so that one family does not monopolize the van and so that families have a transportation plan after Head Start.
13. Riding in the van is a privilege to help better our families and communities. It is not a right! Failure to respect this policy could result in loss of privilege of use of the van.

Redding Rancheria Head Start and Child Care Department Procedure		
Program Area: Transportation Services		
Procedure # TR07 Van Safety Procedures	Program Manager Approval	2012
	Policy Council Approval	2012
Performance Objective: safety	Tribal Council Approval	2012
<i>Procedures are updated annually as needed. This procedure shall be considered valid until further notice.</i>		

To ensure maximum safety:

- 1) The Head Start and Child Care Van may only be used for approved program business, and shall be parked on the Redding Rancheria premises.
- 2) Only Redding Rancheria employees may drive the van, and only those who have been pre-approved. All drivers must maintain valid California drivers' license and a clean driving record. Any traffic or vehicle violation must be reported immediately, regardless if violation occurred during non-work hours.
- 3) The driver is expected to know and follow the GSA procedures as outlined in the GSA notebook provided with the vehicle, including emergency roadside assistance, and in case of accident. The GSA binder shall be kept in the vehicle at all times.
- 4) Fueling shall occur following GSA guidelines. If possible, drivers shall fill up at the Win River Minimart; likewise car washes from the Win River minimart. Please refuel if the tank is below the 50% level.
- 5) The driver shall practice defensive driving at all times. Tribal vehicles are to be inspected regularly for safe operating condition. Report any malfunctions of equipment immediately. Be especially alert to preventive maintenance on vehicles and other equipment. The vehicle lights must be on at all times when being driven.
- 6) The driver is required to complete a Transport Request, and the center log of their destination and estimated return time prior to departure. Also, if departure or return time change, please correct the request and the log.
- 7) The driver must carry a working cell phone, and list the number on the center log. If the driver prefers to not use their personal phone, a phone will be provided.
- 8) The driver must ensure a current list of department and emergency numbers is stored in the van.
- 9) The driver must ensure a current copy of each child's Emergency Contact form is in the van prior to departure.
- 10) A vehicle pre-check must be made prior to starting the van each day. Forms in the GSA binder.
- 11) Seat belts must be worn at all times by all passengers
- 12) Children must be strapped into approved child care seats at all times

- 13) Loud noises (crying children, loud stereo) and other distractions must not interfere with the driver's concentration. If needed, pull over.
- 14) Call the center or if needed call 911 for assistance.
- 15) Cell phones are prohibited from use while driving
- 16) No alcohol or tobacco may be consumed or transported at any time in the van
- 17) Drivers should not take any substance, including over the counter medicines, that may impair their ability to drive. Trip should be rescheduled or another approved staff should drive.
- 18) Staff should not drive or park in an area where you feel unsafe; proceed to a safe area.
- 19) Severe weather or unsafe road conditions dictates that trips be postponed. Staff are expected to make prudent decisions regarding unsafe road conditions; your life and your passengers' lives are at stake.
- 20) Drivers are expected to obey all traffic laws and speed limits
- 21) Use of the van outside of regular business hours (8:00 AM-5:00 PM) must be approved in advance by the Program Director. As a rule, road trips prior to 6:00 AM or after 8:00 PM are prohibited.

Remember....No job is so urgent, and no schedule so rigid, that we cannot take time to do our work safely.
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