



CANKDESKA CIKANA  
COMMUNITY COLLEGE  
HEAD START



# Welcome to CCCC Head Start!!

This handbook is designed to provide you with information regarding Cankdeska Cikana Community College (CCCC) Head Start's philosophy, policy and activities for the upcoming program year. We are excited to offer your family a variety of experiences, opportunities and services without a financial fee. Please review those items which pertain to your enrolled infant, toddler or preschool child(ren). If you have any questions or concerns, please feel free to stop by or call us.

**Your child's FSA:** \_\_\_\_\_

**Your child's teacher:** \_\_\_\_\_

**Your child's assistant teacher:** \_\_\_\_\_

## Connect With Us!

[Facebook](#)

[CCCC Head Start](#)



### Contact Information

Main Phone	Reception	766-4070
Roxanne Laugsand	Family Service Coordinator	766-4070 x 1010
Darian Jackson	Family Service Advocate	766-4070 x 1011
Robin Sposato LPN	Health Coordinator	766-4070 x 1018
Clayton Peltier	Education Manager	766-4070 x 1019
Paul Keating	Assistant Director	766-4070 x 1003
Kara Koski	Director	766-4070 x 1002



# Attendance Matters!

CCCC Head Start operates from 9:00 to 3:30 Monday through Friday, with the doors opening up for children at 8:45 am. (Office hours are 8:00 to 4:30)

Head Start Program Performance Standards **requires an attendance percentage of 85%** or more. If requirement is not met your child's slot may be compromised.

## Remember.....

- Parents/guardians must **call the child's Family Service Advocate (FSA) each day that their child is absent** and provide a reason for the absence.
- We operate a closed campus for the safety of our students.
- **Be on time.** After 9:30, adults should meet with their FSA prior to entry of classroom.
- **If an emergency arises, please contact us immediately.** When a child is not picked by 3:30, the FSA will contact the parent/guardian and all emergency contacts provided. If the parent or emergency contacts cannot be reached or are unable to pick up the child, law enforcement will be notified.

## Authorized Child Release

- An adult **MUST** come to the room and sign the child in and out each day.
- Children can be picked up from their room **ONLY** by a parent/guardian or those listed on the authorized child pick up list.
- Please notify FSA if there are any individuals who are court ordered **NOT** to have contact with child. Please provide legal documentation supporting this matter.





# What You Need To Know

## Stormy Weather

Head Start generally follows CCCC weather closing dates. Announcements are posted on our Facebook page and sent to current cell phone via text messages/email address using the college's alert systems. Please keep phone numbers updated.

## Birthday Policy

Birthdays can be acknowledged in the classroom on your child's birthdate with a special activity planned by the teacher. If you plan to bring treats, they must be store bought, sealed, and approved by teacher. NO distribution of invitations will be allowed in the classroom.

## Clothing

Please send an extra set of clothes to be left in your child's cubby. Please label all clothing items with your child's name to help ensure your items return home. Children must wear clothes that are appropriate for the weather. In the winter, children are required to have a winter coat, snow pants, snow boots, mittens, and cap.

## Confidentiality Policy

CCCC Head Start respects the privacy of each family. All staff and regular volunteers must sign a statement ensuring that information about children and families is kept confidential. Staff members are not authorized to discuss information about children or families without a release of information and may not serve as a personal reference. Staff will share private information with the parents/guardians. Grandparents, aunts/uncles, child care providers, etc. do not have access to child/family information without a release of information.

## Blanket and Personal Items

Provide a blanket that can be left at the center labeled with your child's name. Do not bring pillows or stuffed animals for nap time. Please do not let your child bring personal toys from home, as they can be lost or broken.

# What you need to know

## Child Safety

Children must have adult supervision at all times during drop off and pick up, including:

- When in a vehicle
- While in center

## Daily Reports

Parents/Guardians can request daily reports for their child from their teacher.

## Grievance

### Concerns

If you are dissatisfied or concerned about HS services, please speak to your FSA or administrative staff. If you feel it is not resolved contact the Head Start Director at 766-4070 ext. 1002.

## Mandated Reporting

All CCCC Head Start staff are mandated reporters of child abuse and neglect. Reports will be followed up by local county social services. If you have concerns about a child, you may contact the ND State Child Abuse and Neglect and Reporting line at (833)-958-3500.

## Transportation Policy

- Head Start may provide bus transportation for children ages 3-5 years. A current 911 address must be provided for our records to generate an efficient bus route.
- Caregivers must communicate with their FSA if a child will not be riding the bus or to start/restart transportation services.
- If your child does not need transportation services on a certain day, please call the center to inform us.
- 24-hour notice is required for each change on the transportation agreement
- You may have to arrange alternative transportation if your child is not dressed for the weather or does not display safe responsible ridership.
- Busses will meet the child at the end of the drive unless an unobstructed means of turnaround is available without backing up.
- Transportation Services will not operate if the wind chill temperature is -30 F or greater, if routes are impassable, or for other emergency reasons.
- An authorized adult (18 and older) must be available when children are dropped off or picked up. If no one is home, authorized adult must pick up the child at the center prior to 4:30 or authorities may be contacted.

# Health Overview

One of the goals of Head Start is to make sure your child is healthy and able to participate in all activities. Determining a child's health needs starts with establishing a medical home and the Physical Exam and Dental Exam.

Documentation of current **WELL CHILD EXAM** and **IMMUNIZATION** records need to be submitted to the Head Start nurse annually. Early Head Start well child exams are required from 6 weeks to 36 months.

Healthy Children Learn Better



**On-site screenings are provided by CCCC Head Start for:**

- ✓ Vision Test
- ✓ Hearing Test
- ✓ Dental Exam

**With referrals as needed.**



Health checks are reviewed by nurse daily. If any illnesses or diagnosis, please contact nurse prior entrance to classroom.

## **NUTRITION**

Breakfast and lunch follow the requirements of the USDA Food Program. Menus will be posted for public view.

To keep your child healthy, we serve nutritious meals each day. These times are used to teach:

- ☺ Good nutrition
- ☺ Good manners
- ☺ Exploring new foods
- ☺ Family Style Dining

## **Medication Policy**

Antibiotic and over the counter medications should be given at home around center based hours if possible. A prior arrangement with your child's medical provider, along with a signed authorization is necessary if your child needs medications at CCCC Head Start.

## **Mental Health**

Mental health services are available to all Head Start families. Please contact your FSA if you feel in need of a referral.

## **Allergies**

Please notify your FSA of any allergies - including food allergy, such as dairy, nuts, etc.

# Is my child too sick to come to Head Start?

At CCCC Head Start, we want to protect the health and safety of all children and staff. For this reason, there may be times when your child is too ill and should not come to school or needs to return home.

Review the following symptoms and diagnoses to know when to keep your child at home.

## SYMPTOMS:

- Fever over 100.4 and excluded until fever free without medication for 24 hours.
- Open, infected, redness, drainage, or not easily covered sores
- Vomiting or Diarrhea - stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in diaper/underwear or toilet.
- Observable Lice or nits- HS Nurse consult upon return is needed, please see staff for assistance if desired.
- Impetigo, strep throat, ringworm, chicken pox, whooping cough, scabies, MRSA, purulent conjunctivitis (pink eye) etc.

## A child may return

- Chicken pox—when all the blisters have dried into scabs and no new blisters have started for 24 hours
- Head Lice— when treatment has been given
- Scabies— once treatment is complete
- Impetigo, Strep Throat, Pink Eye — after 24 hours of antibiotic treatment
- Hand, Foot and Mouth— when the fever is no longer present and the vesicles begin to subside
- Influenza— once they have been fever free for 24 hours without the aid of fever reducers, and regardless of whether or not they have received antivirals
- Other infectious diseases—following Dr's recommendations
- Medical statement needed prior to student returning



**Parents are encouraged to keep ill children at home if:**

1. The illness prevents the child from participating comfortably in activities, including outdoor play.
2. The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the children.

**Call us if your child will be absent or arriving late!  
766-4070**



# Parent Involvement

Parents are an important part of children's educational journey. You can become involved by:



- Being an active participant in decision making for your child.
- Read to your child daily.
- Do craft or learning activities with your children.
- Monitor time on electronics and/or television.
- Attend parent trainings, meetings, and family nights.
- Communicate with your child's teacher.
- Consider serving on the Parent Policy Council.
- Provide a healthy lifestyle for your child including: annual checkups and regular bedtime routines.

## *Become a member of Parent Policy Council*

- A member will serve for one year (re-election after 1 year)
- Reimbursements are available for reasonable expenses
- Agency will provide appropriate trainings
- Help with decision making processes





# Family Literacy

**WRITE:** Helping infants open and close their fingers, providing babies and toddlers opportunities to grasp or tear a variety of objects, and encouraging preschoolers to use writing utensils and scissors will help them get ready to write.

**SING:** Singing allows children to hear that words are made up of different sounds and is a great way to help young children with transitions like diaper changing, being in the car, or getting ready for bed.

**READ:** Reading every day is the single best thing you can do to prepare your child to read independently. Twenty minutes per day is a good goal.

**TALK:** Asking open-ended questions while reading books, pointing out that everything has a name, and taking the time to speak slowly and wait for a response all help young children expand their vocabularies and learn how to tell their own stories.



“The more you **read**  
the more **things** you know.  
The more that you **learn**  
the more **places** you’ll go.”  
-Dr. Seuss



# CCCC Education Strategies



CCCC Head Start uses the evidence-based curriculum: *The Creative Curriculum*. This includes ten areas of development and learning, which is social-emotional, mathematics, physical science and technology, language, social studies, cognitive arts, literacy, and English language acquisition.



## Children with Special Needs

Infants, toddlers and preschoolers often require a variety of services to ensure that their individual developmental needs are being met.

If your child requires additional support: staff will partner with area service agencies with the appropriate releases in place to provide a full range of activities, services, and opportunities to avoid duplication of services. According to a child's IFSP/IEP guidance, services can be received right here at the center.

Staff will also serve on your child's IFSP/IEP team. Please let us know how we can support your child and family.

## Teacher Home Visits

Head Start Program Performance Standards: teachers are required to conduct a minimum of two home-visits and two parent-teacher conference per academic year. Your involvement and participation are appreciated.





# Promote School Readiness at Home

✚ Give your child lots of love!

✚ Read stories! Take time to talk with your child about the pictures.

✚ Take your child for a walk and let them explore nature. Talk about the things you see with your child.

✚ Teach your child a simple song. An older child can easily help with this.

✚ Teach your child to wash before meals and after using the toilet, and to brush their teeth after meals. These are important health habits your child is learning in school. It is a good practice for your family to continue at home too.

✚ Use things you have at home for toys, such as paper bags, empty boxes, jar tops, cake pans, pot lids, spoons, empty spoons.



✚ Bake something with your child. Let them measure and pour ingredients. Children love to create things! Teach your child to say the magic words “please”, “thank you”, and “excuse me”.

✚ Let your child color and draw.

✚ Use old magazines to teach the names of animals, vegetables, fruits and other objects. Teach your child to recognize A, B, C and more of the alphabet as your child learns more letters

✚ Let your child help whenever possible. For example, you could ask your child to hand you two clothes pins, three clothes pins, a few clothes pins, a lot of clothes pins. This will help you and teach about numbers at the same time.

✚ Teach covering mouth when your child sneezes, coughs or yawns.

✚ Establish a regular bedtime routine. Toddlers need around 12 hours of sleep a night; children aged three to six – 10-12 hours





# IS YOUR CHILD READY?

*Keeping children and young people safe is the responsibility of their parents.  
The following are guidelines to help parents establish safe practices.*

Age of Child	Outside Unattended	Left Alone for Two Hours or Less	Left Alone for More Than Two Hours	Provides Care for Other Children	Left Alone Overnight
<b>Newborn - Age 4</b>	NO	NO	NO	NO	NO
<b>Age 5 - 6</b>	YES Playground or yard within visual sight or hearing distance to supervision	NO	NO	NO	NO
<b>Age 7 - 8</b>	YES Parent or caregiver must be available (visual sight or hearing distance)	NO	NO	NO	NO
<b>Age 9</b>	YES	YES (During daylight hours)	NO	NO	NO
<b>Age 10 - 11</b>	YES	YES (During daylight hours with ready access to an adult supervisor)	YES (During daylight hours)	NO	NO
<b>Age 12 - 14</b>	YES	YES	YES (During hours before curfew)	YES (Child care classes recommended)	NO
<b>Age 15 - 18</b>	YES	YES	YES	YES	Use Caution! Assess your child's level of maturity and responsibility

# When to Call EMS

- ◆ the child is unconscious, semi-conscious or unusually confused.
- ◆ the child's airway is blocked.
- ◆ the child is not breathing
- ◆ the child is having difficulty breathing, shortness of breath or is choking.
- ◆ the child has no pulse.
- ◆ the child has bleeding that won't stop.
- ◆ the child is coughing up or vomiting blood.
- ◆ the child has been poisoned.
- ◆ the child has a seizure.
- ◆ the child has injuries to the head, neck or back.
- ◆ the child has sudden, severe pain anywhere in the body.
- ◆ the child's condition is limb-threatening (for example, severe eye injuries, amputations or other injuries that may leave the child permanently disabled (unless he/she receives immediate care.)
- ◆ the child's condition could worsen or become life-threatening on the way to the hospital if not transported by EMS.
- ◆ moving the child could cause further injury.
- ◆ the child needs the skills or equipment of paramedics or emergency medical technicians.
- ◆ distance or traffic conditions would cause a delay in getting the child to the hospital.



# 911

**CALL IF YOU CAN  
TEXT IF YOU CAN'T**

If any of the above conditions exist, or if you are not sure, it is best to call EMS.

Sources: American Red Cross & American College of Emergency Physicians





CCCCC HEAD START

Spirit Lake Tribe

Required hours: 1,020 (HS); 1,380 (EHS)



Early Head Start 0-2 • Head Start 3-5

7656 Ephriam Hill Road | Box 269 | Fort Totten, ND 58335

Office: (701) 766-4070 | Fax: (701) 766-1357

Website: <http://www.littlehoop.edu/headstart.html>

Calculated hours: 1,086 HS -- 1,391 EHS

2023-2024 School Calendar

August 2023					February 2024							
S	M	T	W	T	F	S	M	T	W	T	F	S

September 2023					March 2024							
S	M	T	W	T	F	S	M	T	W	T	F	S

October 2023					April 2024							
S	M	T	W	T	F	S	M	T	W	T	F	S

November 2023					May 2024							
S	M	T	W	T	F	S	M	T	W	T	F	S

December 2023					June 2024							
S	M	T	W	T	F	S	M	T	W	T	F	S

January 2024					July 2024							
S	M	T	W	T	F	S	M	T	W	T	F	S

Office Hours:  
 8:00 am - 4:30 pm  
 Monday - Friday  
 First & Last Day of School

Green - Classes in Session  
 Recommended by Parents Policy Advisory Cmte: 5/24/2023  
 Approved By Board of Regents on: 6/8/2023

Gray Shade - Facility Closed

Classroom Hours:  
 9:00 am - 3:30 pm  
 Monday - Friday





CCCC HEAD START



## Join our **Home-Based Program**

### **Provides Educational Services to:**

- Pregnant Mothers
- New Mothers
- Children Ages Birth To 3 Years Old

### **Home Visits**

Consists of home visits throughout pregnancy to educate and support mothers and their families. Children are able to continue in the program until they are 3 years of age.

### **Educational Information:**

- Importance of prenatal care
- Importance of dental care
- Importance of fetal development
- Importance of breast feeding
- Importance of smoking and substance usage



Prenatal mothers in our program have the opportunity for their child to move into the Early Head Start Center - Based program

### **Socializations**

"Parent education and play" are groups, that happen twice a month where you and your child interact with other parents and children in a classroom environment. Meals are also provided.

### **For more information:**

Robin Sposato LPN • 701-766-4070 • ext. 1019  
 Roxanne Laugsand • 701-766-4070 • ext. 1010  
 Celeste Herman • 701-766-4070 • ext. 1020  
 Cherilyn Cloud • 701-766-4070 • ext. 1021  
 Tia Jetty • 701-766-4070 • ext. 1017

# Building



# POSITIVE

*relationships with students'  
families*



## Partners for a Healthy Baby

### Home Visiting Digital Curriculum



## Dakota Values

**Woksape** - Wisdom practice with knowledge comes wisdom

**Wicowañba** - Humility we have a spirit, we are no better nor less than others

**Wowaditake** - Courage to face all the obstacles that are put before us

**Wawokiya** - Generosity giving from the heart

**Wowaditake** - Fortitude strength of mind to bear pain without crying out

**Waohoda** - Respect for self, higher power, family, community, all life

**Oñañ Owotana** - Honesty with yourself, higher power, and others with sincer



