



# **Waasabiik Ojibwemotaadiwin**

*The Red Lake Immersion School*

*Parent Handbook*



### **Waasabiik:**

This first Immersion Classroom (First Cohort) was named in honor of one of our elder teachers and friend, Waasabiik (Anna Gibbs). Waasabiik has been an integral part of the development and implementation of the Immersion classrooms as well as many other Ojibwemowin and cultural teaching endeavors for our Anishinaabe people here in Red Lake as well as throughout Minnesota. She has continued to work alongside the Immersion Program team to build and sustain a thriving Immersion Program for our Red Lake Nation community. It is our honor to continue a vision of a lifelong way of life (language and culture); our Immersion Program, ***Waasabiik Ojibwemotaadiwin.***

### **Endazhi-Nitaawiging “The Place Where It Grows”**

*School Year 2022/2023*

- ➔ (Two) Immersion Classrooms, 3 & 4 year olds
- ➔ (One) Kindergarten Immersion Classroom, 5 year olds
- ➔ (One) First Grade Immersion Classroom, 6 year olds
- ➔ (One) Second Grade Immersion Classroom, 7 year olds
- ➔ (One) Second Grade Immersion Classroom, 7 year olds
- ➔ (One) Second Grade Immersion Classroom, 7 year olds

*Boozhoo Giinawaa,*

*We would like to take this opportunity to describe a little bit about this Immersion Program and answer some basic questions about what it entails. Also, we would like to thank all of our partners and community members that have contributed to this initiative and other Ojibwemowin Revitalization efforts. We are very grateful to be a part of such a supportive and culturally rich Red Lake Nation community. Gimiigwechiwendamin!*

## **What is Ojibwemowin Immersion?**

Ojibwemowin Immersion is a teaching method in which the language of instruction is Ojibwe. The teachers instruct the different subjects and lessons in Ojibwe and the materials we use to teach with are also in Ojibwe. The language is not the subject; it is the vehicle that we use to teach.

## **Why are we using an Ojibwemowin Immersion teaching method?**

Immersion style teaching works! It is an effective method for creating fluent speakers of the language. Many other indigenous communities have utilized immersion style teaching at different age levels with outstanding result.

## **Additional Benefits of Second Language Learning**

Achievement:

- Higher academic achievement on standardized test scores
- Increases reading abilities
- Transfers skill between languages
- Increase linguistic awareness
- Increases ability to hypothesize in science
- Creates greater self-efficacy
- Higher SAT and ACT test scores

Cognitive Benefits:

- Improves cognitive skills
- Increases cognitive development and abilities
- Offsets age-related cognitive losses
- Increase attentional control on cognitive tasks
- Increase metalinguistic skills
- Improves problem solving abilities
- Improves verbal and spatial abilities
- Increases investigative skills

Attitude and Culture:

- More positive attitude towards culture
- Increases self-esteem
- Increase self-identity
- Increase self-worth
- Increase in success

## **Why is it important to sustain our Ojibwemowin?**

The Ojibwe language is the way in which our traditional values and beliefs are expressed. It is our mission as a sovereign Red Lake Nation to uphold those traditions, that which makes us Anishinaabe, by including our sacred language. Furthermore, understanding Ojibwemowin

parallels to understanding one's own core Anishinaabe identity. Knowing one's own cultural identity increases positive self-image and helps Anishinaabe people deal with negative stereotypes. It creates a greater sense of community, positively affects student retention, and it counteracts the devastating effects of American colonization on Anishinaabe people.

But while we, as Red Lake Anishinaabe, are blessed to have many vital cultural resources, such as our fluent speaking elders, it is apparent that our younger generations are not learning the language at a rate that will sustain the language for years to come. This is a crisis in which we aim to address with the implementation of this Ojibwemowin Immersion School.

### **Who is eligible to apply to the (two) Immersion classrooms?**

Any child who is 3 or 4 years old on September 1<sup>st</sup> 2018 is eligible to apply. Please fill out Waasabiik Ojibwemotaadiwin Immersion Application packet and turn in to Immersion staff.

### **Who is eligible to apply to the (K-1) Immersion Kindergarten classroom?**

Any child who is 5 years old on September 1<sup>st</sup> 2018 is eligible to apply. Any Child who is entering first grade is also eligible to apply. Please fill out Kindergarten Enrollment packet and turn in to the Early Education Principle. First, Second and Third grade Immersion classrooms are in the Red Lake Elementary, please request with Elementary if you would like your child(ren) in Immersion classrooms.

### **What is expected of the parents and family members?**

- ✓ The families are expected to understand that we will follow as closely as possible, the original teachings of the Anishinaabe. This will include the seven grandfather teachings (Wisdom, Love, Respect, Bravery, Honesty, Humility, and Truth), which will be an integral part of our curriculum.
- ✓ To make a commitment to our language, culture and children through this program. This process will require a lot of hard work and strong commitment, but it is possible if we all work together
- ✓ To participate in family Ojibwemowin classes as much as you can
- ✓ To volunteer at the Immersion Program
- ✓ To utilize Ojibwemowin home resources that are administered by the program
- ✓ To use Ojibwemowin at home as much as possible
- ✓ To work closely with our Ojibwemowin Team to continue developing the Immersion School
- ✓ To be patient, supportive, and understanding of their child's learning and our collective family's learning
- ✓ To provide us with feedback that will help us meet the needs of our families and students

### **How many students will be admitted into the (two) Immersion classes.**

There is room for approximately 12 Immersion enrollees (3-year-old class), and 12 immersion enrollees (4-year-old class). We anticipate several returning students and several interested new families, so there is a limited space. Please apply ASAP and speak with a member of the Immersion team to learn more about admission.

### **How will students be selected for the program?**

The students will be selected by a committee of elders, teachers, and administrative staff based on their commitment to the program. We are still developing this process.

### **In the Classrooms**

#### **What will we teach?**

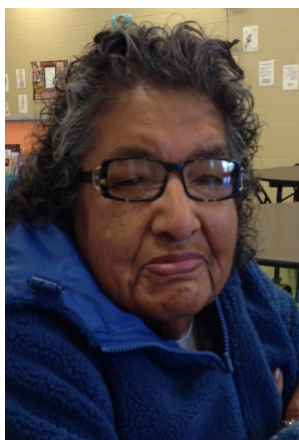
We will adhere to the basic standards of the Early Education and School District, addressing each child's development of academic, social, emotional, and physical skills. The method in which we will be addressing these development areas is through our own Anishinaabe teachings, what our grandmas and grandpas taught us. For example, we will center the lesson plans around the seven grandfather teachings, seasonal teachings, and other traditional teachings such as wild rice harvesting, sugar bush activities, fishing, doodemag ("clans"), just to name a few.

#### **How will we teach?**

Lessons will be delivered in Ojibwemowin only (with some bilingual instruction as needed). This is best way to learn the language, to strictly immerse yourself in it. We will encourage the children to learn how to communicate and express themselves in Ojibwemowin. As teachers and administrators we will do our best to adhere to this policy as much as possible, speaking English ONLY when safety or other concerns arise. In later years we will introduce English as a subject. But for these early years of education we will use only Ojibwemowin.

#### **Who will be teaching?**

##### **Classroom Master Speaker Teachers & Classroom Namesake:**



##### **Frances Miller, Elizabeth Kingbird**

Frances and Elizabeth are both community members of the Red Lake Band and are both fluent Ojibwemowin speakers. These elders have a wealth of experience and knowledge; they are well

respected in our community, and exceptionally dedicated to Ojibwemowin Revitalization initiatives. They are currently working as the Master Speakers in the classroom and are responsible for insuring proper speech and use of language. They are also working with the Ojibwemowin Advisory Committee and the rest of the Waasabiik Ojibwemotaadiwin Classroom Team on developing curriculum and lesson plans for the classroom.

### **Classroom Lead Teachers:**



### **Mike Needham and Marcus Tyler**

#### **Mike Needham**

Marcus was raised in Red Lake and is an active community member and has a strong love for the language and culture. He has been working on the language for over 14 years and is nearly a fluent speaker. He was the Ojibwe Language instructor for Red Lake College in 2011-2013, and currently shares his language expertise with Red Lake programs and Departments. He is currently attending Red Lake Nation College working towards his Associates Degree in Liberal Arts. He has his CPR training and certificate, along with teacher training hours. He also currently conducts language tables during the evenings in the Red Lake communities.

### **Classroom Assistant Teachers:**



#### **Trudy Jourdain**

Trudy Jourdain was raised in Red Lake and is an active community member who has 12 plus years in the Early Childhood Education field. She has her CDA credentials and has her CPR training and certificates, along with teacher training hours. She is currently attending Red Lake Nation College working towards her Associates Degree in Liberal Arts. She is very committed to Ojibwemowin Revitalization initiatives and is quickly learning to become a proficient speaker.

Benicio Tyler-

Naomi Long-

Sylvia Fred-

### **School Year Schedule**

The Waasabiik Ojibwemotaadiwin Immersion offers class time from 8:00am- 1:15pm Tuesday-Friday and runs from September through June.

Children attending Waasabiik Ojibwemotaadiwin Immersion receive breakfast and lunch. Full day students receive breakfast, lunch, and afternoon snack. A maximum of 12 students may be enrolled in a Waasabiik Ojibwemotaadiwin Immersion 4 year old classroom and the maximum 12 students may be enrolled in a 3 year old classroom.

We follow the public school system in taking holidays, vacation, and Tribal workdays off.

### **Early Drop Off**

Early drop off begins at 8:00am. The buses leave to pick of children at 8:15am each morning. They arrive at Waasabiik Ojibwemotaadiwin Immersion approximately 9:30am. Class time schedules vary according to the needs of parents and children. Please check with individual classrooms for class schedules.

### **Childcare**

Childcare is ***not*** offered at the Waasabiik Ojibwemotaadiwin Immersion. To be eligible for extended care at Waasabiik Ojibwemotaadiwin Immersion, parents ***must*** be working, or attending school.

### **Curriculum**

The philosophy behind our curriculum is that young children learn best by doing. We take a very creative, holistic, hands-on approach to planning educational and social activities that promote healthy learning habits. Each child is encouraged to learn at his/her own pace so that he/she can develop a strong, positive sense of self. We actively promote your child's enthusiasm for

learning. Our job is to help your child learn *how* to learn not just for preschool and the transition into kindergarten, but also for learning challenges throughout his/her lifetime.

*Mii owe waa izhichigeyang endaso giizhik (What we will do everyday)*

*\*sample schedule\**

Time	Activity
8:00-8:15	Biindigeng-come in Anamikaagewin- greeting
8:15-9:30	Waakaabing-circle time Nookwezigewin- smudging Asemaakewin-tobacco Da gaagiigido gichi aya'aa- elder talk Giziibiigininjig- everyone wash hands before breakfast
9:30-10:00	Gigizhebaawiisiwin-breakfast Biinichigeg gakina awiya- everyone clean up after breakfast, kids have choice until next circle time
10:00-10:20	Waakaabing- circle time, lesson planned themes based on seasons
10:20-10:45	Smart Board-activities, table time/worksheets
10:45-11:05	Wiji'idiwin- kids work with partners, Choice time, all staff assists with partner groups
11:05-11:15	Giizhoopizowin-dressing warm to go outside
11:15-11:45	Agwajiing- outside time/inside gym time
11:50-12:00	Biindigeg gakina awiya- coming inside, put clothes away Giziibiigininjig- everyone wash hands
12:00-12:30	Naawakwe wiisiniwin-Lunch Biinichigeg gakina awiya- everyone clean up after lunch Giziiyaabide'owin- brushing teeth
12:30-1:00	Nagamowin-singing after lunch Niimiwin-Dancing after lunch
1:00-1:15	Ani azhegiweng- Kids get ready to go home

Sample Weekly Themes:

Iskigamizigewin (sugar bush)  
Mino izhiwebiziwin wiisiniyang (eating well)  
Aadizookaanan (winter legends)  
Gitegewin (farming)  
Wijiidiwin (working with partners)  
Bimibizowin (transportation)  
Zoogipon (it's snowing)  
Niin/Giin/Wiin (me/you/he/she)  
Mitigoog, mitigobagoon, aniibiishhan (trees, leaves)  
Gidinawemaaganinaanig (Homes & Families)



Manoominikewin (ricing)  
Waawiyebii'an (circles, shapes)

**Gikinoo'amaagewinan (Sample Teaching Lessons)**

*(lessons gathered from different collaborators who have helped with our immersion program, some created by our teachers, some created by other teachers in other communities)*

**Nagamowinan (Songs)**

Morning circle time song

\_\_\_\_\_ (name of person) omaa ayaa! (\_\_\_\_\_ is here)

\_\_\_\_\_ (name of person) omaa ayaa! (\_\_\_\_\_ is here)

Mino giizhigad. (it's going to be a good day)

\_\_\_\_\_ (name of person) omaa ayaa! (\_\_\_\_\_ is here)

Song about homes

Waakaa'igan waakaa'igan (house, house)

Niin indaa imaa waakaa'iganing (I live in a house)

Zaaga'igan zaaga'igan (lake, lake)

Giigoonh daa imaa zaaga'iganing (fish lives in a lake)

Wadiswaan wadiswaan (nest, nest)

Bineshiinh daa imaa waadiswaaning (bird lives in a nest)

Gichi-mitig gichi-mitig (big tree, big tree)

Ajidamoo da imaa gichi mitigoong (squirrel lives in a big tree)

**Activities/Lessons**

Feelings Activity

Making feelings masks out of paper plates

Materials needed: paper plates, yarn, glue, scotch tape, markers, crayons, and scissors

Holes for eyes may need to be precut. Students can draw their face with different feelings (i.e. happy face, sad face, etc).

Ni nishkaadiz (I am mad)

Ni jiiendam (I am happy)

Nindayekoz (I am tired)

Ask: Aaniin enamanji-oyan? (How are you feeling)? Aaniin ezhi ayaayan? (How are you)

Gi nishkaadiz ina? (Are you mad)

Gi jiikendam ina? (Are you happy)

Gidayekoz ina? (Are you tired)

## **Policies and Procedures**

### **Dropping Off and Picking Up Your Child**

Your child must be signed in and out for the day when he/she is dropped off or picked up from class. **Parents/Guardians must sign in with their full signature and record the times of arrival and departure each day.** Please spend a few minutes with your child's teacher each day before you sign him/her out so that you can learn how he/she spent the day.

### **Waasabiik Ojibwemotaadiwin Immersion Late Pick-Up Policy**

Child Protective Services will be called anytime you are more than 30 minutes late and have not contacted the school about an emergency or an unavoidable situation. If the teacher is unable to reach Child Protective Services, the Police Department will be called to pick up your child.

Although we do not usually have these kinds of problems, we believe all children should be treated fairly and consistently. It is in the best interest of the children to take these precautions. Thank you for understanding our policy and helping us ensure the safety of the children.

Please make sure children are dropped off and picked up at their designated time. Chronic tardiness or late pick up will be referred to the Family Service Manager.

### **Extended Care**

Extended care will be offered to your child ***only*** if you are currently working or attending school. Your child must be picked up before 4:00pm.

### **Attendance**

Attendance is not mandatory but we do need some method of maintaining the required average daily attendance. More importantly, we do not want to set up a casual attitude regarding regular attendance that may carry over into elementary school. The teachers will follow up on unexcused absences. If your child is absent three (3) days in a row a phone call or home visit will be made. A call or not should be made to excuse any child's absence.

According to the Federal Register, the following is considered to and excused absence:

1. A child is hospitalized
2. A child is incapacitated due to injury or illness
3. A child contacts a communicable disease
4. A child has other health ailments, which temporarily prevents attendance (such as asthma)
5. There is a death in the family
6. The child's attendance is affected by a family situation
7. Weather conditions
8. Transportation, water and heat problems that may necessitate closing Waasabiik Ojibwemotaadiwin Immersion

The goal for Waasabiik Ojibwemotaadiwin Immersion is for children to attend 100% of the time unless they are sick or have an excused reason to be absent. The Family Service Manager or designee will analyze cause for absenteeism. All action taken to remedy absenteeism will be documented. Teachers, Teachers Aides, or Family Advocates will assist you with attendance issues. Attendance records shall document and verify all excused absences.

### **Late Drop off Policy**

You cannot drop your child (ren) off later than 10:00am. It is important for your child to learn as much Ojibwe as they can and a lot of the instruction begins immediately after breakfast. Please make sure your child (ren) attends class regularly and on time.

### **Weather Rule**

Waasabiik Ojibwemotaadiwin will follow the same weather rule the Red Lake School District weather policy because we utilize the same bus services. If the weather is 15 degrees below zero (including wind chill) there will be no school. Please be advised that we are a Tribal program and that we will also follow the Red Lake Tribal Holidays, Weather days off and Administrative days off.

***It is important to maintain communication with our staff for the most updated weather closure for our school year.***

### **Covid-19 Pandemic**

Covid-19 Procedure: When reporting to the school location: students will practice safe social distancing, consistent hand washing, sanitation of work area, and will be required to wear a mask. Students **will not** be allowed to participate in school if they are sick or show any symptoms (cough, fever, chills, running nose, etc.).

If the student has tested positive for Covid-19, or have symptoms they will not be allowed to participate in school or in community language events conducted by Waasabiik Ojibwemotaadiwin Immersion Program; they will follow MDH and CDC recommendation. Once they have completed the isolation period or the quarantine phase has expired (14-days) they will be allowed back to school.

### **Reporting Absences**

Please call your child's center before the start of class when your child is going to be absent. Please give us the exact reason your child is missing school.

Parents will receive a phone call from the staff each day his/her child is absent if the parent does not call the school.

### **Emergency Contact and Consent for Emergency Treatment Form**

To ensure children's safety the staff will not release the child to any one not listed on the child's emergency contact and consent for emergency treatment form. We are not permitted to release children to anyone under the age of 16. Please make sure the teacher has the current names and phone number of two people (over 16 years of age) who could pick up your child from school in an emergency. If we do not recognize the person picking up your child we will ask the person for picture identification.

To insure the safety of the children, we will not release children to persons behaving in a way that poses a risk to the children or to the facility. The appropriate agency will be called if the situation arises.

### **Adult Behavior**

The Waasabiik Ojibwemotaadiwin Immersion program is a chemical-free environment. The use of recreational tobacco, drugs, and alcohol are not permitted anywhere on or near the center grounds or at sponsored events and activities. School grounds include all areas on school property within the sight of the students. **The use of profanity or corporal punishment by any parent attending the preschool program or activities is prohibited.**

Center staff and Family Advocates visiting in the home promote a tobacco, drug, and alcohol free home environment.

### **Behavior Guidance**

Our program promotes positive, respectful and considerate behavior in children. When a child behaves in a way that poses a threat to him/her other children or staff, the parent or designee may be required to spend time with the child at the site or take the child home for the remainder of the day.

### **Positive Approach**

Parents are encouraged to use a positive approach when talking to and interacting with their children. Tell your child what he/she needs to do. Avoid words such as "don't" or "no". Discard words like "good", "bad", "nice", "baby", "naughty", and "big" from your vocabulary. Praise the act, not the child. Use phrases like "That was a good job", "That's fantastic!" or "I liked the way you tried." Be generous with your use of "please" and "thank you". Praise your child often to recognize his/her achievements.

### **Discipline**

Discipline refers to action(s) taken by adults when assisting children to control their own inappropriate behavior. Adults help children understand the consequences of acceptable and

unacceptable behavior by modeling, redirection, and oral communication. Discipline and punishment are not the same. Discipline and punishment are not the same. Punishment refers to action taken by adults to change a child's behavior by making the child suffer emotionally or physically. Children are not punished for their behavior at Waasabiik Ojibwemotaadiwin Immersion, but they may be disciplined.

It is very important that parents teach their child at home to listen and follow instruction given by their teachers, assistants and bus drivers. Physical punishment is not permitted in the Waasabiik Ojibwemotaadiwin Immersion program. The Waasabiik Ojibwemotaadiwin Immersion program uses the Time-Out method for handling misbehavior. If the child is continually misbehaving, the teacher or assistant may place the child in Time-Out. Time-Out is designated quiet place where the child will not be able to participate in any activities for a set period of time, usually one minute for each year of the child's age. The teachers and assistants appreciate your cooperation in helping us make Time-Out effective disciplinary tool. A behavior report will be sent home to parents/guardians when necessary.

Aggressive Behavior: is defined as deliberate, repeated and uncontrolled attacks on other physically or verbally.

Severe Behavior: is defined as, but is not limited to the following examples:

- Excessive Swearing (repeatedly swearing, other children begin to swear)
- Physical Aggression (hitting, biting, kicking, etc.)
- Violent Threats

In cases where a child's aggressive or severe behavior becomes a consistent problem and disrupts the classroom, the Waasabiik Ojibwemotaadiwin Immersion staff will document the behavior and place it in the child's file and the following procedure will occur:

1. A parent-teacher conference will be scheduled to address the aggressive behavior problem
2. The Waasabiik Ojibwemotaadiwin Immersion Director will be notified.
3. The child's parent/guardian may be required to pick up the child from the center. If a parent/guardian cannot be contacted, the center may utilize the authorized list of persons submitted by the parent/guardian
4. In order for our child to remain enrolled, he/she may be required to attend counseling.
5. If the child's behavior continues to be a problem, you or another adult may be required to accompany the child in the classroom and or/on special activities such as field trips.

### **Birthdays**

Make arrangements with your child's teacher if you plan to celebrate his/her birthday at school. Birthday candles and sugary foods are discouraged.

### **Clothing**

Children's clothing should be comfortable and appropriate for the weather. Students participate in a variety of indoor and outdoor activities each day. Please dress your child for playing! **Also, please send your child in closed toed shoes or shoes that are securely strapped. Children cannot run in flip flops!**

Clothing for adults, staff, and children may not promote or advertise alcohol, drugs, or tobacco. Clothing with unacceptable language or pictures is not permitted. Adult volunteers should wear clothing that is comfortable and conservative. Clothing that overly exposes any adult's body to the students is not permitted. For example, adult clothing that is too tight, too high, or too low cut is inappropriate.

### **Soiled Clothing**

Parents should provide a complete change of clothes in case of accidents. When a child has an accident requiring a change of clothes he/she is taken by one of the teaching staff to the bathroom. Staff will assist child in removing the soiled clothes, getting cleaned up, and, if needed, with dressing him/herself.

### **Potty Trained**

For your child to attend the Waasabiik Ojibwemotaadiwin, your child must be fully potty trained and able to undress and dress self.

### **Natural Disasters & Emergencies**

Periodically we may have to start late or close early because of natural disasters such as snow, cold, or seasonal storms. Listen to your news for information regarding any of these conditions. Call you center, or staff for class schedule changes due to natural disasters.

### **Siblings**

If you bring your infant or toddler with you to the classroom when you volunteer/visit, you must supervise him/her at all times. We are licensed to provide care for preschool age children only. We also suggest you bring a snack for your toddler or infant. Food served at the preschool is for enrolled children only and staff or adult classroom volunteers.

### **Transportation**

Waasabiik Ojibwemotaadiwin Immersion offers transportation to all enrolled children

#### **Bus rules and transportation guidelines:**

1. Waasabiik Ojibwemotaadiwin Immersion children will be returned to the place they were picked up, unless the parent notifies the program of a change before 12:00 pm.
2. Parents should notify the program when a child will not be attending class or riding the bus.
3. Children should be dressed and ready when the bus arrives. If your child misses the bus, it is your responsibility to bring your child to school. The driver or bus monitor will not come to the door. The sound of the horn will be used to announce the bus arrival. Due to time restraints, the driver will wait a maximum of 3 minutes before leaving. If the child misses the bus it is the parent's responsibility to bring the child to the Waasabiik Ojibwemotaadiwin Immersion. Bus drivers will not back track to pick up your child.
4. When a child is delivered home, the parent or adult should let the driver know there is someone home by waving out the window or door.
5. ONLY WAASABIIK OJIBWEMOTAADIWIN IMMERSION CHILDREN AND VOLUNTEERS will ride the bus to the Waasabiik Ojibwemotaadiwin Immersion.
6. There will be at least (2) adults on the bus at all times. (Bus drivers and one bus aide.)

7. Toys/food should not be sent with the children to the school
8. Parents who transport their child to the school must accompany their child into the front of the college building and into the Immersion classroom; there will be no drop off or entering from the side of the building.
9. If the bus riders feel they are in danger due to the presence of a dog, they are not required to get off the bus to pick up or drop off a child. It is the parent's responsibility to escort their child to and from the bus.
10. Waasabiik Ojibwemotaadiwin Immersion mandates that all children transported will be in a height and weight appropriate safety restraint. Safety restraints will be used on all program buses.
11. If there is any change in the place your child will be picked up, please call the school no later than 8:15 am. If there is a change in the place they are to be let off after school you **MUST** notify Waasabiik Ojibwemotaadiwin Immersion before 12:00pm. If there is no one at home at the time of drop off, the child will be returned to the Waasabiik Ojibwemotaadiwin Immersion and the parent will be required to come and pick up the child.
12. To ensure the safety of the child, parent and monitors will help the child get on and off the bus. If the driver or monitor were injured or incapacitated and unable to perform their duties during the route, the uninjured person would call for help and remain at the location until assistance arrives. Waasabiik Ojibwemotaadiwin Immersion will be contacted immediately. Waasabiik Ojibwemotaadiwin Immersion will arrange alternate transportation, if necessary, for the children or replace the injured worker to continue the route.
13. If no one is home or the designated drop off point and time, the driver will return the child to Waasabiik Ojibwemotaadiwin Immersion. It will become the responsibility of the parent or emergency contact person to pick up and take the child home. If the child is not picked up from the center within one hour, and all efforts to contact the parent and emergency contact person are fruitless the teacher will contact Family & Children Services. The child will be turned over to the care of social workers. Their Parent must contact the Waasabiik Ojibwemotaadiwin Immersion to arrange a conference with the program teacher and Director in order to begin bus service again. [Please note: We do recognize that emergency situations occur.]
14. It is the responsibility of the bus driver and monitor to ensure that no child is left unattended in the vehicle or at the child's home.

### **Procedure:**

Waasabiik Ojibwemotaadiwin Immersion dismisses the same time each day unless parents are notified otherwise. The buses run on a regular schedule if everyone cooperates. Please make sure someone is home to receive your child at drop off time or make other arrangements. The children should not be left at the Waasabiik Ojibwemotaadiwin Immersion classrooms after class is over unless they are approved for extended care. If child is approved for extended care, they should be picked up before 4:00pm.

The procedure for consistent late pick up and non-compliance follows:

**First Incident:** Parent will receive a verbal warning from WOI Administrative Staff.

**Second Incident:** Parent will receive a written notice from WOI Director.

**Third Incident:** Loss of Extended Care Privileges for your child (ren).

### **Accident Report**

If a child gets hurt, a written injury report is sent home. A copy of the report is placed into the child's file. If a child hurts another child the teacher will complete an incident report and give to both sets of parents. The name of the child hurting another child will be kept confidential.

### **Emergency Evacuations**

In the case of major disaster (i.e. fire, flood, and tornado) staff takes all children to a pre-arranged location. An evacuation plan and map are posted in each center indicating where children are taken. Your child's teacher has further information on emergency procedures. Both centers practice monthly evacuation/fire drills.

Emergency lock down drills will be conducted during the months of September, November, February, and April. The lock-down drills are to protect the children if there was an intruder on campus or another emergency that requires the children to be locked inside the classroom.

### **First Aid Kits**

First Aid kits are well supplied and readily available at each center classroom.

### **Gloves**

Non-porous gloves are available and must be worn under certain circumstances. The staff is trained on the appropriate use of non-porous gloves. Please ask a staff member if you need information about the use of non-porous gloves.

### **Hand Washing**

Hand washing is one of the best ways to prevent illness. Everyone must wash his/her hands before food preparation, eating, or any other food-related activity and after toilet use/diapering. We encourage parents/guardians to wash hands with their children when they arrive at the center. This will help maintain a germ free environment and allows parents/guardians to role model the importance of hand washing to their children.

### **Head Lice**

**Children must not come to school with head lice or nits.** On the first day of each week all children are screened for head lice and nits. If your child has an infestation, you will need to take him/her home. Staff has information on the treatment of head lice and nits. (See Head Lice Policy)

### **Illness**

Children may not come to school when contagious or sick. Health checks are done daily. If your child becomes ill at school you will be called and asked to pick him/her up.

### **Immunizations**

Parents must provide a written record of his/her child's immunizations before he/she can enter the program. Immunizations must be complete and up-to date.



## **Medications**

It is preferable that your child take any needed medications before and after school. If medication is needed during school hours, you must have a medication form completed and signed by your doctor before medication is permitted at the center. All medications are kept in a locked box out of students' reach.

## **Teeth Brushing**

Children brush their teeth daily at the Immersion Program. Teachers show children how to brush their teeth correctly. Our dental program provides a toothbrush and toothpaste for each child.

## **Kindergarten Transition**

The Waasabiik Ojibwemotaadiwin Immersion program prepares you and your child for smooth transition into Kindergarten. When your child leaves Waasabiik Ojibwemotaadiwin Immersion, he/she will have the basic skills necessary to be successful in the more academic Kindergarten setting. However as an informed parent or guardian, will be your child's best advocate while he/she transitions from preschool into elementary school. The staff will provide you with information on your rights in the public school setting so that you will be able to help your child adapt to new school regulations.

## **Records, Reports, and Documentation**

Parents and legal guardians are responsible for 1) providing the program with required information and 2) notifying the program of any changes in family, income, family size, or need for child care and development services.

Staff member will assist you if you have questions or need help completing the necessary forms and documentation.

## **Custody Papers and Restraining Orders**

In order for staff to prevent a non-custodial parent from picking up a child, current custody papers or restraining orders must be on file at the center. You will help our staff provide the protection your child needs by filing these documents promptly.

## **Emergency Contact and Consent for Emergency Treatment**

Emergency information is kept for every child so we can call parent/guardian in case of illness, injury, or other emergency. Please help us keep our records up-to-date. Notify the staff promptly of any changes to telephone numbers and addresses.

## **Family Data Files**

Files containing basic data, required records, and legal documents, will be maintained for each family/child enrolled. **Parents have reasonable access to their child's file upon request. All records are stored for five years and after that date they will be destroyed.**

## **Background Checks**

All staff members have background checks through the Tribal Law Enforcement agency prior to the time they are hired.

### **Medical History**

A complete medical history is kept on each child. Please let the staff know if our child's health changes or he/she needs medication.

### **Parent/Teacher Conferences**

All families have two home visits and 2 parent/teacher conferences scheduled each year. Teachers and parents use these opportunities to discuss and document the progress, concerns, and goals of each child and family.

### **Developmental Profile**

A record of each child's physical, cognitive, social and emotional development is completed by staff upon enrollment, and updated every 3 months. Teachers and parent observations are part of the child's developmental profile.

### **Mandated Reporting Requirement**

All staff is mandated by the State of Minnesota to report any suspected child abuse or neglect. Mandated Reporters (any staff member) must report known or suspected abuse immediately to Child Welfare Services. A mandated reporter who fails to report an instance of known or suspected child abuse is guilty of is demeanor which is punishable by jail time and/or a fine. All reports are confidential.

### **Children With Special Needs**

Waasabiik Ojibwemotaadiwin Immersion welcomes children with special needs into the program. Appropriate specialized educational services will be provided to children with special needs. The staff works closely with parents and outside agencies to develop on Individualized Education Plan (IEP) for each child with special needs. Our staff encourages acceptance and consideration of all children with special needs.

### **General Childcare Definition of Children With Exceptional Needs:**

Children who have determined eligible for special education and related services by and Individualized Education Program team, and who meet Minnesota Department of Education (MDE) General Childcare eligibility criteria are defined as Children with Exceptional Needs. These children may developmentally disabled, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, other health impaired, deaf-blind, multi-handicapped, or children with specific learning disabilities who require the special attention of adults in a child care setting.

### **Education**

Each child will be assessed and evaluated by staff to determine his/her educational and developmental progress and levels of achievement. Individual learning plans will be developed for each child to outline specific goals, concerns, and levels of success.

### **Health**

A core value of the Early Childhood Services program is that all children need to be healthy. To ensure children are healthy the program provides dental, vision and hearing screening and healthy meals for children.

### **Physical Exam**

For the safety of your child State Law requires a complete physical exam which includes the results of anemia and lead test. We ask that this exam be completed prior to your child's enrollment in Waasabiik Ojibwemotaadiwin Immersion.

### **Daily Health Check**

When your child arrives at school each day he/she will receive a health check by the classroom teachers.

### **Dental Screening**

By preschool age all children need to be visiting on a regular basis. This should include discussing oral fluoride supplements for your child. A dental screening must be completed within 90 days of your child's enrollment in Waasabiik Ojibwemotaadiwin Immersion.

### **TB Tests**

Children are assessed for TB risk at the time of the physical examination. Your doctor or clinic will determine if the child should have a TB test.

### **Mental Wellness**

Our goal is to nurture feelings of self-respect and self-worth in each child. An important part of our mental wellness services is early intervention and identification of problems that interfere with a child's healthy mental development. We encourage family involvement in identifying and dealing with areas of concern and progress.

### **Mental Health Professionals**

Mental Health Professionals from the community are available to provide special care to children with emotional, behavioral, or developmental needs. They are available to do individual observations on children with parent consent. The consultants also do classroom observations on children with parent consent. The consultants also do classroom observations to help staff identify ways to improve the learning environment, and provide educational information on mental wellness issues. Group or individual information sessions are available to parents and staff members.

### **Nutrition**

Good nutrition is important for developing healthy eating habits and improving mental and physical growth. We provide nutritious meals and snacks in a social, relaxed, family-style-eating environment and meals and snacks are low in sugar, salt and fat.

### **Nutrition Program**

The food program is funded by the USD through the Red Lake School District #38. We follow their nutritional guidelines.

Good nutrition is important for developing healthy eating habits and improving mental and physical growth. We provide nutritious meals and snacks in social, relaxed, family-style-eating environment. Children are encouraged to taste everything even those food item. Parents will receive a menu each month. You are invited to discuss menu concerns with staff.

Food safety is a primary concern. Our foods are prepared according to food service requirements. Any person preparing foods must have clean hands, wear kitchen prep gloves, and use a hairnet.

At the Waasabiik Ojibwemotaadiwin Immersion, we serve the children breakfast when they get to the school, a hot lunch, and a snack in the afternoon. The public Health Nutritionist approves the Waasabiik Ojibwemotaadiwin Immersion menus, and they must meet the following requirements:

Breakfast

Bread or bread alternate (including cereal)

Juice or fruit or vegetable

Milk, fluid

Lunch

1-1½ oz. Meat or cheese

2- 1/4 cups serving of fruit or vegetables

Bread/butter

Milk ¾ cup

We encourage our children to set the table, serve themselves, and talk and enjoy themselves just like they do at home.

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Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Services at (800)877-8339 or (800)845-6136 (in Spanish).

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communications for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202)720-2600 (voice and TDD).

This institution is an equal opportunity provider.

### **Parent/Child Socialization**

Special socialization involving food (such as birthdays, holidays, parent meetings and cultural events) must be discussed with your child's teacher. The nutritional needs of all children/families enrolled are considered. Cakes, cupcakes, (candles not permitted), candy and highly sugared foods are discouraged at the center classrooms, parents meetings or home based socializations.

### **Meals**

Balanced meals and snacks are provided to all children as a part of the Child Care Food Programs. Special meals are provided to children with disabilities, food allergies, or other special nutrition needs with written certification by the child's medical professional. Children are encouraged to taste everything, even those foods that may be new to them. No child is forced to eat any food items. Parents receive a menu each month and are also encouraged to provide input in planning it. You are invited to discuss menu concerns with staff.

### **Food Safety**

Food Safety is a primary concern. Our meals are prepared according to commercial food service requirements. Any person preparing food must be healthy, free from TB, have clean hands, wear kitchen prep gloves, and use a hairnet. Parents may not serve themselves from the food cart that is used to serve children.

### **Nutrition Workshops**

Nutrition workshops are offered to parents in collaboration with the WIC program. Nutrition counselling is available to any parent whom requests it.

### **Sugars**

Cakes, pastries, doughnuts, and highly processed foods should not be brought to the classroom or school sponsored events. Candy and gum are not allowed in the classroom. Staff does not use candy or highly sugared foods in cooking projects.

### **Resources and Referrals**

Some of the many resource and referral services available are described below. Check with staff members for any special needs your family has.

### **Employment Opportunities**

Parents are encouraged to apply for job vacancies within the Waasabiik Ojibwemotaadiwin Immersion program for which they are qualified.

### **Parent Education**

Each year parents and staff members will plan parent education classes and/or workshops. CPR, First Aid, Safety, Nutrition, Mental Health, and Child Development are just a few of the classes that may be offered. We recommend that you attend the parent education classes and workshops. These classes are informative, fun, and a great way to meet other parents.

### **Handouts**

Important printed information is sent home frequently. All Parents receive a Parent Handbook, as well as monthly newsletter, calendars, and monthly meals menus. Notes are sent home with the children. Parents should check daily to see if your child has brought home a note. The staff will gladly help you if you have any questions or need help understanding the handouts.

### **Networking**

Waasabiik Ojibwemotaadiwin Immersion staff works with many local family service agencies. We are happy to help you find the resources and community assistance your family needs.

### **Family Partnerships**

Partnerships in education, in family life, and in community service can make a difference in the quality of your family's life. The Waasabiik Ojibwemotaadiwin Immersion program works in partnership with parents and guardians to provide quality educational services. We rely on the vast knowledge you have of your child to develop a teaching strategy that best suits him or her. Parents can also improve the quality of their family's life that may need improvement. Finally, you and your children benefit from your involvement in the community. When you volunteer in the community you can make a difference in the quality of local government and the environment your family lives in.

### **Classroom Volunteers**

Your child benefits the most from the time and skill you invest in the Waasabiik Ojibwemotaadiwin Immersion program. All parents/guardians have an equal opportunity to volunteer at the Waasabiik Ojibwemotaadiwin Immersion center.

Volunteers are especially needed to help in the classroom. Parents and guardians perform a variety of essential tasks such as plan activities, provide input on curriculum and lesson plans, help at mealtimes, prepare cooking projects, and supervise hand washing and teeth brushing. These are just a few of the ways you will be helping to make your child's classroom experience the very best it can be, and you can use your volunteer experience on your resume when you look for work.

You can be a vital part of the Waasabiik Ojibwemotaadiwin Immersion program planning process.

### **Parent Involvement**

Parent involvement is crucial to the success of the Waasabiik Ojibwemotaadiwin Immersion program. There are many ways in which you as a parent can participate in your child's education and development while he/she is in the Waasabiik Ojibwemotaadiwin Immersion program. You can begin by being here on Parent Orientation Day, becoming a volunteer, attending family nights, coming to the Waasabiik Ojibwemotaadiwin Immersion to have lunch with your child, and site visiting as often as possible.

Parent Participation in the Waasabiik Ojibwemotaadiwin Immersion Program is:

- Participation in the process of making decisions about the nature and operation of the program.
- Participation in the classroom as a volunteer and observer
- Activities for parents, which they have helped to develop.
- Attending family nights.

Making a good Waasabiik Ojibwemotaadiwin Immersion calls for many people to work together, sharing their talents, knowledge and energy so that the children can receive the greatest benefit. The more knowledge and energy parents and staff invest in the program, the better the program will be.

What you can do as a parent:

1. Talk to your child
2. Learn with your child
3. Read to your child, and then have him/her tell you what the story was about.
4. Have your child share his/her toys
5. Play with your child
6. Remember that you as a parent are your child's first and most important teacher

### **Confidentiality/Concerns**

All staff and volunteers sign a Confidentiality and Ethics statement in order to insure that confidentiality is maintained for all children and families. Furthermore all children's records are considered confidential. Records are filed in a locked file cabinet located at the Program Center. No Child's record will be left on a desk while staff is not present in the office. Records will not be released to any agency or person without the written permission from the parent or guardian of the child. Parents and Guardians have access to their child's records upon request. If you have a concern about another person (parent or staff), please go directly to that person first. Discuss your concern with them so the issue may be resolved immediately. If your concern is not resolved, then speak with one of the other classroom staff members. He/she may be able to offer suggestions to assist in resolving the situations. If your concern involves our preschool program please speak with one of the classroom staff. He/she will be able to answer your questions, direct you to the appropriate person to help you, or provide you with helpful written information.

### **In-Kind Donations**

There are many ways parents and community members can be in-kind donors. During home visits the use of space in your home is considered a donation to our program. Goods you donate, such as rice for the rice table, books, art materials, or scrap lumber for carpentry can also be listed on the in—kind form as a donation. All donations are tax deductibles.

Volunteers must sign-in sheet each time they volunteer time, space, or goods to the program. It is important that you sign a sign-in sheet every day that you volunteer!

**If you are interested in Waasabiik Ojibwwemotaadiwin Immersion School please contact our Immersion Program staff, Program Coordinator Nate Taylor 785-550-5359, Family Recruitment Specialist Liz White 218-679-1455. Or by calling our Immersion staff @218-679-1048 or 218-679-1049.**

*Please find us and follow us on Facebook for current updates.*

***Questions or Comments?***