



Inuvialuit Child Development Program Parent Handbook



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Inuvialuit Child Development Program
Parent Handbook Table of Contents

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Welcome to the Inuvialuit Child Development Program

We are pleased to welcome your family into the Inuvialuit Child Development Program. You'll find a secure, healthy, supportive, and welcoming atmosphere for your child and family at the centre.

Children are encouraged to learn, develop self-esteem, and take pride in their aboriginal culture. Their experiences will prepare them for success in kindergarten and school years through social and intellectual learning.

As a parent, you have an important role in our program. You can help your child learn and grow by becoming involved in ways that are comfortable for you. You can teach the children new skills and offer your time and experience to the program.

There are many opportunities throughout the year for you to get to know staff and other families. Please join in willingly!

If you have any questions about the program, do not hesitate to ask any of the staff.

Mission Statement: *Provide and implement a quality and culturally relevant child centred learning approach in the areas of growth and development by setting a solid foundation that reflects the child's needs. "Your child is our child away from home"*

Operating Philosophy: The Inuvialuit Regional Corporation (IRC) recognizes the importance to provide a safe, quality early childhood program that is culturally relevant for all Inuvialuit communities.

The promotion of growth and development for all Inuvialuit children is a priority of the Inuvialuit Early Childhood Program. The purpose and philosophy of our program is to provide a stimulating, nurturing, and culturally-sensitive environment for your child, to enhance his/her development.

Registration Process

Applications

Registration and applications will take place every year during the month of May. Parents must register their child every year to be an eligible candidate for the fall program.

Applications can be dropped to the program coordinators at the centres in Aklavik, Inuvik, Paulatuk, Tuktoyaktuk, and Ulukhaktok. They can also be emailed or dropped off in person to the Early Childhood Programs Manager, located in Inuvik at the Inuvialuit Corporate Group building on the first floor.

Applications will be accepted throughout the year but will be put on a waitlist if enrollment is full at the time of submission. If space becomes available, the program coordinator will take the first child on the waitlist and notify the parents.

Review Committee

The applications will be reviewed during the month of July by the Program Manager, Early Childhood Programs Manager, and Director of Community Development.

The Program Coordinator will contact the parents to let them know if their child was accepted into the program or if they were put on a waitlist. If put on a waitlist, parents will be notified where they sit on that list.

Accepted into the Program

Children that are accepted into the program would have fully completed an ***Application for Enrollment*** with a copy of their most up-to-date ***Immunization Record***.

If incomplete, the application will be waitlisted for a period of one week.

Criteria for Accepting Children

- Child with a disability
- Parents attending any training in an educational program
- Parents entering the workforce after graduation
- Inuvialuit
- Gwich'in
- Other

Contact Us

Office hours are 8:30 a.m. to 5:00 p.m. Monday to Friday

Aklavik Child Development Centre

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During work hours, we focus on the children so we may not be able to answer the phone. If we can't answer when you call, please leave us a message and we will call back as soon as we can.

When to call us:

- ✓ If your child is sick
- ✓ If your child won't be coming to class for any reason
- ✓ If your child will be late
- ✓ If there are any changes to your child's routine
- ✓ If you have any questions
- ✓ When you want to discuss your child or the program

Daily Routine

<u>Morning</u>		<u>Afternoon</u>
8:30-9:00	Arrival, Welcome!	1:00-2:00
9:00-9:45	Free Play, Planned Activity	2:00-2:45
9:45-10:15	Wash Hands, Have Snack, Brush Teeth	2:45-3:15
10:15-10:45	Circle Time/Language	3:15-3:45
10:45-11:45	Gym/Outdoor Play (Rain or Shine!)	3:45-4:45
11:45-12:00	Parents arrive for pick-up	4:45-5:00
12:00	All children have departed	5:00

When we have field trips, the schedule will be modified to better suit the day. Parents will be notified in advance of any changes to the schedule.

What Children Need

Please send your child to school dressed appropriately for the weather. Footwear for inside the classroom should be soft and comfortable, such as running shoes or other clean shoes that are not worn outside. Please pack an additional change of clothes for your child in the case of an accident. Please put your child's name on all items brought from home.

Please do not send personal toys or objects of value to the program. This helps prevent lost items and arguments with other children. We are not responsible for any lost or damaged items that are brought onto the premises.

Arrival & Departure

We must always know where your child is when they are at the program. Please help us keep your child safe.

Arrival

When you bring your child into the classroom, please sign the Sign In/Sign Out form located by the classroom door.

- Notify the staff that the child has arrived
- Please make sure that their clothes and backpack are clearly labeled with their name and put into their individual cubby

Lateness

If your child will be absent or arriving later than usual, please call us before class starts for the day.

- Children must arrive on time

Children will not be accepted into the class if they are more than 30 minutes late, with the exception that you called before programming starts for the day.

Departure

When picking your child up, please arrive as close to 12:00 p.m. for the morning session and/or 5:00 p.m. for the afternoon session.

- Sign the Sign In/Out form before you and your child leave the classroom
- Let one of the staff know that you are taking your child home

Children are only released to parents, guardians, and people you have authorized on their enrollment application. If there are any changes to the people who can pick up your child, please let us know.

If you want your child picked up by someone who is not authorized, you must tell us the following information in advance, either verbally, in writing, or through email.

- Name of the person
- Description of the person/photo identification, if necessary

If you are late picking up your child, we will call the person you have identified as their emergency contact.

We will not release children to anyone who does not appear to be able to care for them.

Annual Calendar 2017/2018

Tuesday, September 5 th 2017	First Day of School
Monday, October 9 th	Thanksgiving – Centre Closed
Friday, November 10 th	Remembrance Day Weekend – Centre Closed
December 21 st – January 2 nd	Christmas Break – Centre Closed
Tuesday, January 3 rd 2018	First Day back from Christmas Break
Monday, March/April ____	Jamboree – Centre Closed in the Afternoon
Friday, March 30 th	Good Friday – Centre Closed
Monday, April 2 nd	Easter Monday – Centre Closed
Monday, May 21 st	Victoria Day – Centre Closed
Tuesday, June 5 th	Inuvialuit Day – Centre Closed in the Afternoon
Thursday June 21 st	Aboriginal Day – CELEBRATE!
Thursday, June 28 th	Last Day of School

Some dates are tentative and subject to change

We are closed the last Friday of every month for sanitization of the full classroom and use this time as our planning day for the following month.

If the school closes for unexpected reasons, such as shortage of staff, fire, or power outages, parents will be notified by telephone and/or email.

We apologize in advance for any inconvenience this may cause you and your family!

Parent Involvement

You are your child's first and most important teacher. Everything you and your child do together will teach important lessons that will help them grow and learn about the world they are living in.

We encourage parents to take an active part in our program. Ask your child every day what they learned at school.

Most importantly, ***READ TO YOUR CHILD AT HOME!***

If you need books for home, please contact the Manager of Early Childhood Programs and he/she will provide you with some.

There are many ways to get involved in the program. Please talk to staff if you have any questions.

These are some of the ways that you could participate:

- Visit and help in the classroom (any day, any time)
- Volunteer for a specific task every week
- Share a talent you have with the children or other parents
- Bring in any cool pets you have at home to share with the class
- Become a member of the Parent Committee
- Participate in parent/staff meetings, social events, and community events
- Help with special events and field trips
- Help prepare activities (sewing, beading, etc.)

Parent Committee

The Parents Committee is an advisory committee to assist with the child development program and each community should have its own. This group is made up mainly of parents but may include relatives and leaders of the community that have the interest of the children and community in mind. They give direction and guidance to the program. The committee will elect a Chair annually and hold quarterly meetings. The main responsibilities of the committee are:

- Encourage volunteer participation from all parents in the program
- Plan and organize the annual graduation
- Inform the Program Coordinator of needs

Attendance & Withdrawing Your Child

Attendance

The Inuvialuit Child Development Program is very popular and we have a wait list of children who would like to participate. Your child needs to attend regularly to be successful. For these reasons alone, your child must attend 85% of the days to remain in the program.

There are 189 days that the centre is open. This means your child must attend 160 days to maintain an 85% attendance rate. They can be absent 29 days of the year.

Withdrawal

We are committed to providing a caring and supportive environment. There are a few situations that could lead to a child being removed from the program. These happen rarely but are taken very seriously.

- A parent does not abide by the expectations in the parent contract and we cannot resolve the issue
- A family member harasses, threatens, or commits a violent act towards a staff member, child, or other families in the centre
- A child's behaviour is severely disruptive or physically threatening to the well-being and safety of other children or staff and additional resources to accommodate the child are not available
- The child has not maintained an attendance rate of 85% or has missed 10 consecutive operating days without informing the program coordinator

If a child is absent for more than six consecutive operating days without any notifications, the Early Childhood Programs Manager will call the parents to remind them of the attendance protocol and procedures that they are to follow. These phone calls will be logged and kept on file as a reference.

Illness & Allergies

Illness and Medications

Children should only be sent to the centre if they are well enough to participate in both indoor and outdoor activities. This is for their benefit, as well as protecting the other children in the classroom.

A child with any of the following symptoms is not well enough for class.

- Cold with a fever, runny nose and eyes, coughing, or sore throat (green mucus implies infection)
- Ear infection for which medication has not been prescribed
- Fever of 100°F (38°C) or higher
- Any communicable disease, infected skin, or undiagnosed rash
- Vomiting or diarrhea

Staff may refuse to let any child attend who appears to be unwell during arrival.

Our staff will not administer over-the-counter medicines like Tylenol and cough syrup.

If a doctor has prescribed medication for your child that requires staff to administer while at school, you must complete an ***Authorization to Administer Medication*** form. The program coordinator can provide you with more information regarding this topic.

Allergies

It is very important for your child's safety that you tell us about all their allergies, including food, pets, stings, household products, and nature.

The allergies of every child in the classroom are posted in the kitchen, in the classroom, and in the emergency binder.

Please do not bring food from home or any outside food into the centre!

Any outside food will be stored in the program coordinators office until pick-up.

If you have any questions, please talk to the program coordinator.

Healthy Habits

We teach your child healthy habits that are important for them as they grow. Please help us by practising these habits at home.

Hygiene

Children are taught three important policies that will help them remain healthy.

- Wash hands before cooking/baking, meals, after toileting, and sneezing
- Brush their teeth after snack
- Cough and sneeze into their elbow or hand

Nutrition

All snacks are nutritious and low in refined sugar. We discuss nutrition and children are encouraged to try a variety of foods. Basic table manners are taught as it teaches them consideration and respect of others.

IRC's Regional Dietitian creates a menu that is age appropriate and meets Canada's Food Guide recommendations. This menu is child friendly and promotes a healthy diet. We try our best to incorporate as much country food in the menu as possible. This is all dependant on donations from parents and the community.

Fire Drills

We have regular fire drills that are completed monthly to be sure that staff and children know what to do if a fire ever occurred while at the centre.

Communication

We make every effort to always demonstrate respect when communicating with children, parents, and each other. We ask you to do the same to show the children we are all working together.

About Your Child

We will talk with you about your child frequently. It could involve setting goals, discussing progress, or resolving issues. Information about your child is confidential. Staff do not discuss this topic with anyone but the Program Coordinator, Manager of Early Childhood Programs, and the Director of Community Development.

About the Program

There are many ways to get information about the program. Watch for newsletters that go home with your child, posts on the Inuvialuit Regional Corporation Facebook page or on the Inuvialuit Regional Corporation website (www.irc.inuvialuit.com).

Parent Committee meetings are a great way to learn about things that may be coming up in the program and ways you can become involved.

Issues and Conflicts

Respect becomes very important when issues or conflicts arise. Our goal is to resolve differences of opinions in a peaceful and considerate way that works for everyone. This means we focus on the issue and not the people involved.

***It's you and me against the problem,
NOT
It's you and me against each other.***

If an issue or conflict arises for you, please follow these steps.

1. Talk to the person most directly involved in the conflict to receive the details and express your feelings. Most conflicts can be resolved with open and honest communication.
2. If this does not resolve the issue, the staff will set up a meeting with the Program Coordinator and in special instances the Early Childhood Programs Manager. Everyone involved will develop solutions and participants will make commitments about how they can contribute to a resolution.
3. In some cases, the staff may set up a follow-up meeting to check on progress and that the commitments are being met.

Parental Behaviour Policy

Rationale:

We believe staff, parents and children are entitled to a safe and secure environment to work and learn in. Behaviour that will cause harassment, fear, or distress to users of the building is not permitted or tolerated.

Goal:

All members of the Aboriginal Head Start community should treat each other with respect

Expectation:

- Adults set a good example for the children at all times, showing them how to get along with all members of the program and community
- Staff, parents or children should not be the victims of abusive behaviour or open to threats from other adults on or off the program premises
- Physical attacks and threatening behaviour, abusive or insulting language verbal or written to staff, parents, caregivers and children will not be tolerated and will result in withdrawal from Aboriginal Head Start Program
- Any family withdrawn from the program will have the right to appeal the decision by writing to the Inuvialuit Regional Corporation, Director of Community Development

Guidelines:

Types of behaviour that are considered serious and unacceptable will not be tolerated towards any member of the Aboriginal Head Start community. This is not a detailed list but seeks to provide examples of such behaviour.

- Shouting (in person or over the phone)
- Inappropriate posting on social media (Facebook, Twitter, Instagram, etc.)
- Speaking in an aggressive/threatening tone
- Physically intimidating (ex. Standing very close)
- The use of aggressive hand gestures
- Physical Threats
- Shaking or holding a fist towards another person
- Swearing
- Pushing
- Hitting (slapping, punching kicking)
- Spitting
- Inappropriate Comments

Please note that any incidents of rudeness will be logged with the Manager of Early Childhood Programs and stored on file.

Any concerns you may have must be done through the appropriate stages by speaking to the class teacher followed by the Program Coordinator. If at this time, the concern is not addressed please contact the Manger of Early Childhood Programs.

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More Information about Inuvialuit Child Development Program

All five child development programs in the Inuvialuit Settlement Region are non-profit centres and are funded by the Government of the Northwest Territories, Public Health Agency of Canada, and First Nations and Inuit Child Care Initiative. ***The program is built around six components that are from the Aboriginal Head Start Curriculum.***

Culture & Language

Providing children with a positive sense of themselves as Aboriginal children. The children will learn and understand their culture and language.

Education

Supporting and encouraging children to enjoy life-long learning. Inspiring each other to take initiative in learning and providing every child with a safe, and developmentally age appropriate opportunity to learn.

Health Promotion

Empowering children to learn and have a positive self-image. Ensuring families have access to current health and wellness promotions. Encouraging practices for self-care and improvement of their overall health.

Nutrition

Ensuring that children are provided with food that meets their nutritional needs. Educate children, parents, and staff about the importance of nutrition in a child's development.

Social Support

Ensuring that families are made aware of resources and services available in their community to improve their healthy lifestyle.

Parent & Family Involvement

Supporting the parents and family's role as the children's primary teacher. Having parents and community members fully participate in the early learning experiences to build a deeper understanding of their children.

Licensing

Our centre is licensed by the Government of the Northwest Territories, Education, Culture, and Employment under the Northwest Territories Child Day Care Act and Standard Regulations.

For more information about the Act and Regulations please visit the ECE website.

https://www.ece.gov.nt.ca/sites/www.ece.gov.nt.ca/files/resources/child_daycare_standards_and_regulations.pdf