

Daybreak
Star
Preschool
Parent
Handbook



UNITED INDIANS
OF ALL TRIBES FOUNDATION

United Indians of All Tribes Foundation

PO Box 99100

Seattle, WA 98199

206-285-4425

www.unitedindians.org

Welcome to our United Indians of All Tribes Foundation Daybreak Star Preschool!

We are so honored to work with you and your family as we prepare our cherished children for their future academic success. We strive to ensure we are providing a quality program that mirrors the value each child brings to the classroom. We are using a curriculum that is child centered, Creative Curriculum, and works well with our efforts to weave and adapt Indigenous education for a holistic approach to our children’s education. We are very excited for this upcoming year and supporting the amazing growth you and your child will achieve.

This Handbook is your guide to understand our program policies and procedures. Please refer to it when you have questions or concerns and remember, feel free to contact us as we are here for the whole family.



Our Daybreak Star Preschool receives funding through the City of Seattle, Seattle Preschool Program Pathways.



City of Seattle

CONTENTS

OVERVIEW OF DAYBREAK STAR PRESCHOOL.....	3
NONDISCRIMINATION POLICY	6
CULTURAL AND RELIGIOUS POLICY.....	5
SCHEDULE	6
WEEKLY LESSON PLANS	7
FEES AND DOCUMENTATION.....	8
ENROLLMENT PROCESS	9
IMMUNIZATION PROCESS.....	9
FAMILY & COMMUNITY ENGAGEMENT	10
CHILD PICK-UP & DROP-OFF.....	11
CHILD ILLNESS	14
CHILD BEHAVIOR & EXPECTATIONS	14
DAILY EXPECTATIONS FOR SCHOOL	14
BIRTHDAYS & SPECIAL OCCASSIONS	15
MEALS.....	15
NAPTIME	17
TRANSPORTATION.....	17
CONFIDENTIALITY	17
COMPLAINTS.....	19
EMERGENCY PROCEDURE.....	19
FIELD TRIPS.....	19
PROGRAM PARTICIPATION.....	19
PARENT SUPPORT.....	20

OVERVIEW OF DAYBREAK STAR PRESCHOOL

The focus of Daybreak Star Preschool is to provide high quality early learning opportunities to AI/AN children and families, along with families of other cultural backgrounds, through a Native-based curriculum including daily routines, values and activities. These daily routines and activities will provide children with opportunities to learn and develop skills in communication, number, letter and letter sound recognition, sorting, matching, observation, creativity, body movement, eye hand coordination, sharing, turn taking and empathy, which is integrated with Indigenous values, knowledge, traditions, ceremonies and music.

Our goal is to work with the whole child by enhancing their social, emotional, cognitive, physical and creative development.

- Social Development
 - Learning to get along in groups
 - Acquiring respect for individual differences
 - Learning responsible behavior
- Emotional Development
 - Developing self-control
 - Promoting positive self esteem
 - Promoting trust, independence and unity
- Cognitive Development
 - Experience culture, science, art, music and nature
 - Building number sense
 - Encouraging literacy skills
- Physical Development
 - Encouraging hands-on experiences
 - Improving hand/eye coordination
 - Improving large and small muscle development
- Creative Development
 - Making choices
 - Promoting active learning

NON-DISCRIMINATION POLICY

**TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990
SECTION 504 OF THE REHABILITATION ACT OF 1973
AGE DISCRIMINATION ACT OF 1975**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans With Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, it is the policy of United Indians of All Tribes Foundation (UIATF), Daybreak Star Preschool that no person on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in employment or in any program or activity for which UIATF is responsible or for which it receives financial assistance from the United States Department of Education.

CULTURAL AND RELIGIOUS POLICY

Daybreak Star Preschool's focus is on the individual and our acceptance of differences and it is because of this philosophy that we are committed to incorporating and celebrating diversity in our program. One of the most important things that we do in our work with children, families and students is to encourage recognition and acceptance of each individual's intrinsic and uniqueness.

We encourage all families to share various aspects of their cultural heritage as part of our program on an on-going basis. For example, families have visited our program to share stories, songs and lessons about their culture which are used and re-used throughout the year. This type of on-going activity strengthens the link between a child's home and school and encourages acceptance of differences.

One of our most important priorities is to include *all* children and families. We welcome families to share songs and stories that can be recorded. We invite families to cook or share a recipe that can be copied and re-used throughout the year. While we also do not hold formal birthday party celebrations, we do invite parents to provide a special snack to celebrate a child's birthday.

There are many ways for children and families to share aspects of their culture and heritage with the Daybreak Star community. Cultural diversity is experienced daily through music, literature, dramatic play and many other classroom practices.

An anti-bias approach to curriculum is one that challenges prejudice, stereotyping and bias. At Daybreak Star, we feel it is not enough to observe people of different gender, ethnicity, and abilities, but rather we must actively intervene and challenge images that perpetuate stereotypes and bias. A natural task for a young child is figuring out who they are and how they feel about themselves and others. Children construct their identity and attitudes through interactions and experiences within their environment. Gender, ethnicity, culture and physical ability are identity issues that children struggle to understand during this period of development. Research shows that children notice differences early. Our goal is to develop an environment that encourages children to ask questions about their physical characteristics, provide accurate information in response to their questions or comments, help children feel pride their identity, develop respect for each other and challenge biases they encounter.

One of the important things that we do in our work with children is to create an environment that is rich in possibilities for exploration of gender, race, culture and ability and we accomplish this in numerous ways. We use images and materials in the classroom that reflect a wide variety of gender, race culture, age, and ability. Pictures include images of diverse family structures, people with different physical abilities, men and women doing jobs in and out of the home, etc. Books accurately reflect diverse images of people. Materials such as puzzles, toy people, and games

depict a variety of children and adults of different gender, race and ability. Through music, art and language children have the opportunity to explore and experience diversity.

At Daybreak Star Preschool our goal is to develop positive attitudes about the many ways people differ from one another through active, purposeful intervention and opportunities for expanded experiences.

At Daybreak Star Preschool we do not discriminate based on culture or religious/spiritual affiliation. We encourage families to share their culture and religious/spiritual values so we can better understand all members of our community. If, at any time you do not want your child to participate in any cultural, religious and or spiritual activities please talk with your preschool teacher to make alternate accommodations. Our lesson plans are posted weekly, so you can share your questions, comments and concerns with preschool staff.

2016-2017 SCHOOL SCHEDULE

Daybreak Star Preschool is open Monday through Friday 9:00 am to 3:00 pm and follows the Seattle Public School District calendar. Daybreak Star Cultural Center hours are Monday through Friday 9:00 am to 5:00 pm.

2016-2017 BREAKS AND HOLIDAYS

Independence Day	7/4/2016
Labor Day	9/5/2016
Bernie Whitebear Day	9/30/2016
Veterans Day	11/11/2016
Thanksgiving Day	11/24/2016
Thanksgiving Day After	11/25/2016
Christmas Eve	12/23/2016
Christmas Day	12/26/2016
New Year's Day 2016	1/2/2017
Martin Luther King Day	1/16/2017
President's Day	2/16/2017
Memorial Day	5/29/2017
Employees Birthday	

WEEKLY LESSON PLANS

Weekly lessons plans will be posted on the parent information board outside of the classroom. These lesson plans will encourage children to explore, create, discover, experiment discuss, observe, and share.

Activities will include:

- Art and cooking
- Dramatic play
- Music and movement
- Manipulative: blocks, construction, water
- Explorations in science and math
- Emerging reading and writing activities

Our daily schedule is as follows:

9:00 Arrival/wash hands

9:10 Breakfast

9:30 Brush teeth

9:40 Morning circle

9:55 Learning Centers

10:40 Clean up

10:50 Outside

11:50 Wash hands

12:00 Lunch

12:30 Story time

12:40 Rest time

1:30 Small groups

2:00 Clean up

2:10 Outside

2:30 Snack

2:50 Afternoon circle

3:00 Bus/dismissal

FEES AND DOCUMENTATION

The Daybreak Star Preschool has minimal fees. Staff will review the enrollment application to determine that eligibility criteria are met. Main eligibility criteria include:

- Living with city of Seattle approved city limits
- Children age 3 to 4
- Income eligibility (talk with staff for more information)
- Families with Immigrant or Refugee status
- Children who are English Language Learners
- Children in Foster care or other child welfare placement
- Families who are homeless
- Children with special needs

Families must provide supporting documentation regarding the number of children and parents in the family.

Supporting documentation for the number of children shall be at least one of the following:

- Birth certificate
- Child custody order
- Adoption documentation
- Foster care records
- School or medical records
- DSHS records
- Other reliable documentation detailing the relationship of the child to parent/caregiver

If only one parent has signed the application packet, but documentation indicates another parent, whose name does not appear on the application, is known, this shall be documented.

Documentation must be one of the following:

- Records of marriage, divorce, domestic partnership or legal separation
- Court-ordered child custody arrangement
- Evidence that the parent signing the application receives child support
- Rental receipts or agreement contracts, utility bills or other document of residence
- Any other document, excluding a self-declaration to confirm the presence or absence of the parent of the child in the family.

A file for each family, under parent name, shall be created and maintained by preschool staff. The basic data file shall contain the following:

- Application

- Documentation of total countable income
- Child health form
- Immunization record
- Birth certificate
- Emergency information
- Income verification

Preschool staff are mandated reporters. As mandated reporters we are required to report suspected or known abuse of children to Child Protective Services. We will notify Child Protective Services and follow all required procedures if we suspect abuse or neglect of children.

ENROLLMENT PROCESS

To enroll children into the Daybreak Star Preschool contact Lynnette Jordan at 206-829-2206 or by email at ljordan@unitedindians.org. To ensure the process is complete please bring the following documents:

- Birth Certificate
- Immunization documentation
- Proof of income for a minimum of one month, we prefer three

Once the packet has been completed, the Seattle Department of Education & Early Learning will verify the packet is complete and you will be contacted with an agreed upon start date.

IMMUNIZATION REQUIREMENTS

All students must have current immunizations on record. Daybreak Star Preschool may enroll and start a child who may be lacking one or more required immunizations but will be receiving it soon.

FAMILY AND COMMUNITY ENGAGEMENT

At Daybreak Star Preschool we encourage parents and caregivers to visit us and observe the classroom. Parent and caregiver participation is always a welcome addition to the classroom. Studies show that children have greater success when parents and caregivers are actively involved in a child's education. Additional adult supervision may also increase program quality.

Our preschool welcomes community partnerships. Donated goods, tools and services can only enhance our preschool.

Our preschool also actively recruits community volunteers. Community volunteers are asked to fill out a volunteer application and complete a background check prior to entering the classroom.

Prior to becoming a regular volunteer, parents, caregivers, and community members are asked to provide documentation of a negative tuberculosis skin test.

Formal parent and caregiver/teacher conferences occur three times a year. Informal meetings may occur throughout the school year.

The preschool has a Parent Board located near the entrance of the classroom. It will contain daily menus, weekly lesson plans, calendar of events, a parent/caregiver and volunteer sign-up page, program information and the classroom newsletter.

CHILD PICK-UP AND DROP-OFF

Children must be signed in and out each day by the designated adult (18 years and older). There will be a sign-in and sign-out sheet each day that includes first and last name, and time of sign-in and sign-out. Adults who are able to sign-in and sign-out a child must be listed on the application form/emergency contact form. We may ask for picture ID to ensure the safety of all the children.

We ask that children be dropped off and picked up on time each day. If you are going to be late please contact preschool staff. Staff will allow only authorized individuals to pick up children.

In case of custodial issues please provide court documents detailing who is responsible for pick up and drop off. Restraining orders must also be on file with the classroom and if possible a picture so staff can identify individuals.

When dropping off and picking up please follow our parking lot safety rules:

- Hold your child's hand in the parking lot.
- Please follow the posted speed limit for our driveway.
- Only park in designated slots.
- Do not leave children in your vehicle.

When a child is going to be absent from school contact the preschool as soon as possible. The classroom benefits from healthy children Excused absences include:

- Illness
- Family emergency
- No transportation

Upon returning, please note reason for absence on sign-in sheet.

CHILD ILLNESS

If you have any reason to believe your child does not feel well enough to attend class please keep him/her home. If a child does come to class with the following symptoms they will be sent home as soon as possible:

- Fever
- Diarrhea
- Vomiting
- Body rash with fever
- Sore throat with fever and swollen glands
- Head lice or nits
- Eye discharge or pink eye
- Severe coughing
- Yellow skin and/or eyes
- Discolored discharge from the nose and/or extreme congestion causing breathing difficulties

Children must be symptom free for 24 hours before returning to class.

- Staff cannot administer medication to any child without written authorization and a physician statement stating the name, time and amount to be given.
- Staff cannot administer non-prescription medication including aspirin. Parents and caregivers are responsible to administer medication other than those prescribe by a physician.
- Parents must complete the parent Consent for Administration of Medications and Medication Chart will be kept in the child's file.
- All medication must be kept in its original container with the original label noting child's name, medication name, dosage, time for administration, expiration date, prescribers name and license number.
- Medication shall be stored according to the instructions, kept out of reach of children and returned to the family when no longer necessary.

Minor injuries will be given first aid by a qualified staff person.

In the event of an accident or medical emergency, parents/caregivers shall be contacted per the information provided by the emergency contact card.

CHILD BEHAVIOR & EXPECTATIONS

At Daybreak Star Preschool all children are entitled to a safe and healthy environment, whereby children's behavior which may pose a risk to others is minimized. Our goal is to work with parents/caregivers in partnership to encourage all children to become creative, independent, responsible and socially appropriate. This multi-level goal involves teaching children about responsible choices and accepting consequences of said choices.

Our preschool staff will engage the following strategies:

- Active listening
- Positive acknowledgment and verbal praise
- Redirection
- Planned ignoring of behavior
- Modification/adjustments to the environment/transitions/schedules
- Clear, concise and consistent direction
- Problem solving with open-ended questions
- Natural consequences
- Thinking time, removing a child from a situation and guiding a child in gaining self-control

If the classroom does experience aggressive behavior we may contact parents/caregivers to pick up their child/ren from the program. We define aggressive behavior as intentional, repeated and uncontrolled attacks on others physically and/or verbally. Aggressive behavioral patterns may include but is not limited to, disrespect, biting, hitting, profanity or throwing items.

If this behavior continues staff will call a staffing with the family to understand the behavior and how best to address future disruptions. If appropriate outside professionals may be called in to consult and support the child/ren and family.

If a family wishes to withdraw their child/ren from the classroom a two-week notice is required.

DAILY EXPECTATIONS FOR SCHOOL

Each student is provided a cubby for your child's belongings. Best practice is to label all of their belongings. We do ask that no items such as: **toys, candy, gum and money** not be brought to school so as to avoid hurt feelings or loss. If we do have show and tell we ask that included items are toys that are **NOT** associated with violence such as guns, knives and swords. The preschool will not be responsible for lost, damaged or stolen items.

Students should wear comfortable clothing. Many projects can be hands-on and messy, such as painting, playing in dirt and cooking. We suggest labeling all clothing with your student's name.

We ask that families bring in an extra set of clothing for emergencies.

BIRTHDAYS AND SPECIAL OCCASIONS

We do intend to celebrate special occasions throughout the school year. Please inform staff if your child is unable to participate due to religious beliefs.

We also invite children to celebrate their birthdays at school, but it is not a requirement or expectation. Parents/caregivers can choose to bring in a treat, and we ask that it be nutritious, healthy and store bought. Again please inform staff if your child will not be able to participate.

MEALS

We offer two meals and one snack per day, breakfast is at 9:00 am, lunch is at 12:00 pm and afternoon snack is at 2:30 pm. Menus are prepared in accordance with state nutritional guidelines and a copy of each month's menu will be available on the parent board.

Here is a sample:

	BREAKFAST	LUNCH	SNACK
MONDAY	Life cereal, fresh berries, milk	Turkey roll-ups, cabbage patch soup, oranges, milk	Fresh veggie bowl w/ranch dip, Ritz crackers
TUESDAY	Breakfast sandwich w/turkey sausage, egg & cheese, fresh fruit bowl, milk	Chicken stir-fry w/garlic, carrots, bell peppers, rice, apple slices, milk	Cinnamon muffins, fresh melons & berries
WEDNESDAY	Oatmeal, fresh pear slices, milk	Egg salad sandwich on wheat w/cheese, cole slaw, fresh fruit salad, milk	Vanilla yogurt, fresh strawberries
THURSDAY	Bagels w/cream cheese, oranges, milk	Sweet & sour meatballs, rice, broccoli, pineapples & mangos, milk	String cheese, crackers, grapes
FRIDAY	Cheesy grits, scrambled eggs, toasted bagels, oranges milk	Toasted cheese on wheat, tomato soup, apples & pears, milk	Soft pretzels w/jam, fruit salad

Children are welcome to bring their own meals from home, and parents/caregivers should provide their own food for children on special diets. Most important, please inform preschool staff if your child has a known or suspected food allergy.

NAPTIME

We provide a time for quiet, rest and napping for the students. We will try to accommodate each child's rest needs, some may sleep some may only rest. Children can bring their own blanket for naptime.

TRANSPORTATION

Daybreak Star Preschool does provide limited transportation. We operate one bus and employ one bus driver. In order to accommodate as many families as possible, we have designated community pick up hubs and times which will be made known to families upon enrollment into preschool.

Our bus driver meets all requirements for operating a school bus including appropriate license and yearly physical. The bus driver conducts the required safety checks for the bus daily and documents the inspections. Our bus driver will have emergency contact information for the children, including adults who are authorized to receive children.

The bus is equipped with 5-point harness seat belts, an emergency exit, one fire extinguisher and a first aid kit.

When the bus arrives at the hub, a parent/caregiver or authorized adult helps the child onto the bus and buckles the child into the seat belt harness. The adult ensures the seatbelt is secure. Parent/caregiver/ authorized adult will sign the child in for the day.

At the end of the preschool day, children line up, teachers count children and the bus driver takes attendance while the teachers buckles the children in and make sure they are all secure. Once the teacher and driver confirm that the correct children are on the bus, the teacher exits the bus and the bus driver drives the children to their appointed hubs. Upon arrival at the hub, the parent/caregiver/authorized adult, helps the child unbuckle from the harness and exit the bus. Children are only released to the parent/caregiver or authorized adult who must sign the child off.

In the event that the bus experiences an emergency or there is traffic congestion that will cause a delay of 15 minutes or more, the driver will pull over to a safe location and ensure the children are safe and secure. The bus driver will first contact the Director and teachers about the delay. Then the driver and/or staff will contact all families to inform them of the delay.

If the bus is operational, the driver will continue on the bus route to deliver children to their designated drop off points. If a traffic delay is significant the bus driver will locate a safe location every 30 minutes to update administration, staff and family. At no point will the bus driver call or text while sitting in traffic.

If the bus is not operational, the bus driver will notify parents/caregivers/authorized adults to pick up the children where the bus is disabled. The bus driver will ensure that children are safe during the time spent waiting for parents/caregivers to arrive.

Preschool staff will be available to assist with contacting and notifying parents of extraordinary events and will support the driver in meeting the needs of the children and their families to the best of their abilities and as the situation requires.

It is imperative that families update emergency contact information on a regular basis in case of emergencies such as those listed above.

CONFIDENTIALITY

Any information concerning your child is confidential and will not be made available upon request unless written authorization is provided by a parent or legal guardian. An exception will be made in cases involving suspected child abuse/neglect. Preschool staff are mandated reporters and any alleged abuse/neglect will be reported CPS.

In the case a separation or divorce occurs, court documents must be provided to inform staff of custodial rights. Any documents must be kept on file.

COMPLAINTS

If a parent/caregiver has an issue regarding the preschool program, we ask that the following process be followed:

- First contact should be with preschool teacher. If the issue is not resolved;
- Program manager should be contacted, then;
- Director, then;
- Executive Director.

EMERGENCY PROCEDURE

United Indians of All Tribes Foundation does have a crisis response plan that will be followed in the event of a crises requiring evacuation or lock down. That document is available for review at any time and will be addressed during orientation for parent/caregiver review.

FIELD TRIPS

Daybreak Star Preschool will conduct field trips throughout the school year. The intent of our field trips is to support the developmental learning that is occurring in AND out of the classroom.

Parents will be notified of an upcoming field trip, including information about where the classroom will be going, when they will be going and what the general outcome of the field trip outing is regarding. This information shall be presented in a timely fashion to allow enough time to sign permission slips.

Parents will be asked to review and sign a permission slip with this information and if a child is unable to attend families will need to find alternative care for that day. We will provide breakfast, lunch and a snack per policy during the field trip.

Parent volunteers will be greatly appreciated during our field trips and there will be volunteer applications available throughout the year for those interested parties.

Please be advised that if your child requires medication while on the field trip on one other than the parent/caregiver will be able to administer the medication.

PROGRAM PARTICIPATION

Daybreak Star Preschool asks parents/caregivers to acknowledge receipt of their parent/caregiver rights and the rights of their child/ren in the program. These include:

Children's rights:

- To be treated with dignity and respect by and with staff and other individuals connected to the program.
- To be afforded safe, comfortable accommodations, furnishings, equipment and tools to meet his/her needs.
- To be free from physical or unusual punishment, infliction of pain, humiliation, intimidations, ridicule, threat, abuse or punitive actions.
- Not to be locked in a room, facility or building day or night.
- Not to be placed in a restraining device, except a supportive restraint approved by the appropriate parties.

Parent's rights:

- To enter and if necessary inspect the preschool without advance notice when class is in session.
- File a complaint with the licensing agency (DEL).
- Request in writing, with appropriate court documents, that a parent not be allowed to visit your child or take you child from the preschool.
- Receive the name, address and phone number of DEL.

I have reviewed the Parent Handbook and agree to its tenets.

Signature

Date

Signature

Date