

Parent Handbook

First Nation Head Start On-Reserve

April 2006

Mission Statement:

The First Nations Head Start Program will strive to improve the quality of life for Mi'gmaq families through the provision of positive, contemporary and traditional teachings. Through the core components: Culture and Language; Education; Health Promotion; Nutrition; Social Support and Parent/Family Involvement the project strives to instill in the children a sense of pride and desire to learn and to foster emotional and social development.

ADMISSION POLICY

The First Nations Head Start Program is open to all First Nation's children ages 0-6 years of age. The program operates from September to June yearly. The morning hours will begin at 9:00 to 12:00 and the afternoon session will begin at 1:00 and end at 3:45. Children will only be released to a parent or guardian or to a designated person authorized by the parents. The classes will run from Monday to Thursday, Friday's are for the staff to prepare for the following weeks curriculum and disinfect the classroom.

Please Note: Parent and or guardian involvement is mandatory component of this program.

ENROLLING YOUR CHILD

Enrollment in the program is complete when the parent or guardian has"

1. Completed the enrollment forms
2. Provided a copy of the child's immunization record

If the center is full, you will be placed on a waiting list and enrolled as soon as an opening occurs.

ATTENDANCE SCHEDULE

Children must be picked up by the assigned time. Designated pick up and drop off areas for the center will be at the front entrance. During drop off parents must bring in their child/children into the classroom. Children will need to be signed in and out.

ABSENT

If your child will be absent for that day, please give us a call by 10:00 am at the number provided below:

506-547-8005

CLOTHING

Please provide adequate clothing so that the child is able to participate in/out door activities. Comfortable, washable clothes. In which the child is able to participate fulling in all activities. Make sure all clothing is marked with your child's name and stored in the proper storage bin.

PLEASE bring a pair of indoor shoes or slippers with your child each day they attend. These may be left in your child's storage bin.

PLEASE send your child in with a complete change of clothes appropriate to the time of year. This change of clothes can be used if your child has an accident at Head Start.

Personal toys must be left at home incase of toys being lost.

HEALTH AND SAFETY REGULATIONS

For health and safety reasons, please check your child in personally in order to pass on any information that may be relevant to the care. When picking up your children from the center, please be sure that a staff person knows that the child is leaving, as well as signing them in or out on the sign up sheet. Children may be picked up only by a person authorized by you, the parent. You will authorize these persons by the emergency card that you have returned with the registration.

SMOKING IS NOT ALLOWED ON THE PREMISE

NEWSLETTERS will be sent home the first week of each month. Information on current and upcoming themes, field trips or events will be discussed. Please take a few minutes to read through the newsletter so you will be informed about your child's activities. There will also be a monthly calendar on the door as a reminder of upcoming events.

VACATIONS AND CLOSURES

Our program follows the school calendar, closing for Christmas, March Break, Storm Days and Statutory holidays. You will be notified in advance of these closures in the monthly newsletter.

FIELD TRIPS

We will be having field trips to enhance the program. Parents will be asked to volunteer as chaperons for your own child on field trips. It is extremely important that you are responsible for your own child.

Children who's parents will not permit them to participate on field trips must keep the child home on that day as there will be no one at the center to care for them.

FIRE DRILLS

Staff will have a fire drill every month and keep a record of it. The children will be informed that it is only a drill and we need to practice getting out safe. We will be asking the Fire Department to come and visit our center to meet with the children