



# Parents Handbook

Issue Date:

Approved by: Executive Director - Community Development Division



## **PURPOSE OF THE PARENT HANDBOOK**

This handbook is to provide parents with information about the Aboriginal Head Start (AHS) programs and Child Development Centre (CDC) programs.

## **MISSION STATEMENT**

*Provide and implement a quality and culturally relevant child centered 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 of providing 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 Programs. The purpose and philosophy is to provide a quality, safe and warm supportive environment for the child to foster their physical, mental, emotional, intellectual, cognitive and emotional development that is culturally sensitive.

## **PROGRAM GOALS AND OBJECTIVES**

### **Goal: Education and School Readiness**

Provide the children with a safe, supportive and interesting environment with developmentally age appropriate activities

#### **Objectives**

- Educational play centre's, daily routines of educational activities i.e. alphabets, numbers, colors, shapes, sharing, respect for one another etc
- ensuring that the children are ready to enter the kindergarten program

### **Goal: Culture and Language**

The children will learn and have an understanding of their culture and language which supports a positive self image

#### **Objectives**

- The Inuvialuktun language will be spoken daily with all activities
- Elders story telling
- Traditional games i.e. drum dancing, singing the songs
- Arts and craft projects

**Goal: Health Promotion**

For the children to learn and have a positive self image, and their families to have access to current health and wellness promotion and practices

**Objectives**

- Provide pamphlets of all available health resources
- Teach the children that they should be proud of who they are
- Provide numbers for all emergency numbers
- Hand washing
- Brushing teeth

**Goal: Nutrition**

The children will have access to nutritious food and information

**Objectives**

- Assist with shopping
- Assisting with snack and lunch preparation
- Learn what they can have more of and what should be in smaller portions

**Goal: Parental Involvement**

For parents and community member to fully participate in the early learning experiences of their children

**Objectives**

- Have an open door policy
- Volunteer sheet for parents and community members
- Elder involvement

**PARENT COMMITTEE**

The Parents Committee is an advisory committee to assist with the Child Development Centre. Each community should have its own Parents Committee. This group is made up of mainly parents, but may include interested relatives and leaders of the community that has 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 or bi-monthly meetings.

The main responsibilities of the committee are:

- To encourage the participation of all parents in CDC activities and programs;

- To inform CDC management of needs identified by the parents;
- To plan and organize, together with the CDC Coordinator, the annual graduation;
- To encourage other family members and friends to volunteer at the centre.

## **REGISTRATION PROCESS**

### **Call for applications**

Registration and applications will take place every year during the month of May.

Parents must register their child every year to be eligible for acceptance into the fall program of that year. Applications can be dropped off at the Child Development Centre's in Tuktoyaktuk, Aklavik, and Ulukhaktok to the Program Coordinators, and to the AHS program to the Coordinator or Early Childhood Manager at IRC in Inuvik, and to the Program Coordinator in Paulatuk.

Applications will be accepted through the year, but the child will most likely go on a waiting list if there is no space available. If a space becomes available, the Coordinator will take the next child on the waiting list and notify the parents.

We encourage parents to follow up on their child's application with the Early Childhood Manager at IRC.

### **Review Committee**

The applications will be reviewed during the first week of June by the Program Coordinator, Early Childhood Program Manager and the Executive Director.

The Program Coordinator will contact the parents to let them know if their child is accepted into the fall program or on a waiting list, and what number they are on the waiting list.

### **Children that are accepted into the program**

Will have fully completed an "*Application for Enrolment in a Licensed Facility*" with an attached copy of updated *Immunization Record*.

If incomplete the application will be wait listed for a period of one week.

Once a child is accepted registered Parent/Guardian will be given a copy of this **Parent Handbook**

### **Criteria for accepting Children into the program**

- Parent(s) attending any training in an educational program
- Parents entering the workforce

- Inuvialuit
- Gwich'in
- Other

**Children who have ALL the necessary documents in their file will be accepted and only then will they be able to attend the Program.**

**ALL forms required and/or documents requested from the parents or guardians of the child will be given 1 week to submit, if not submitted after 1 week, the application will be placed in the waiting listed file.**

## **BEHAVIOUR AND EXPECTATIONS**

Staff and other adults will treat all children in a respectful and safe manner when guiding inappropriate behavior by following *NWT Child Day Care Act and Child Day Care Standards Regulation* with specific attention to Regulation 23(1) (a), (b) and (c) (2) (3) and (4)

### **POLICY & PROCEDURES**

1. All staff will encourage & support appropriate behavior while attending the program.
2. Staff will use positive communication skills when having to redirect inappropriate behavior.
3. Staff will be actively engaged and observing children at all times
4. Staff will explain and share regularly the **Positive Expected Behaviours** (*see appendix*)
5. The staff will help the child/ren understand the *safety guidelines, (Positive Expected Behaviors)* i.e. for their safety as well as others in the appropriate use of toys and equipment.
6. Children will be allowed to make choices about their behavior with guidance from the staff e.g. *“You have a choice to use the toy safely or put it away which do you choose?”*
7. The child’s feelings will be recognized and assisted by Staff in making clear choices. E.g. *“It is time for lunch, you can wash before me or after me.” instead of “Do you want to wash up for lunch?”*
8. The child’s feelings will be recognized verbally, i.e. *“When I see you throw the shoe at Sally, it looks like you are angry.”*
9. Staff will observe the children who are upset, watching for clues on how and when to provide guidance/assistance.
10. Tools such as negotiation, distraction, humor, reminders and preventive strategies will be used to guide all the children’s behavior appropriately.
11. Any form of physical or verbal abuse may be grounds for staff dismissal or requesting the staff member or adult to leave the

program. Such actions may be reported to the Department of Social Services and the Education Officer for Education, Culture and Employment during the working hours

12. Children will have access to their physical necessities such food, drink or sleep while attending the licensed programs
13. All staff will work as a team to resolve any ongoing situations regarding inappropriate behavior.

If the inappropriate (negative) behavior continues, and all corrective measures have been used;

1. Parents may be called to help resolve the inappropriate behavior.
2. The child may be asked to leave until the inappropriate behavior is corrected.

For more information and clarification, please refer to **Understanding Child Day Care Regulations (Blue Binder)** (Regulation 23(1) and (2) beginning on page 98)