

Dusk'a Head Start Family Learning Centre Kwanlin Dün First Nation *Parent Handbook*



Dännch'e – Welcome

Dusk'a

Address: 47 McIntyre Drive

Mailing Address: 35 McIntyre Drive

Whitehorse Yukon Y1A 5A5

KDFN Phone: 867-633-7800

Dusk'a Ext. 301 or 302

Dusk'a Main Office: 867-393-3775

Manager: 867-633-7816

Dusk'a Fax: 867-393-3959

INTRODUCTION

“Dusk’a Head Start Family Learning Centre is committed to providing a program that will meet the needs of the whole child. This includes the physical, emotional, intellectual, social needs and parental involvement. Our goal is to work in partnership with parents in teaching children, nurturing their development and supporting the family... (p 9) Research has proven children who come from homes with involved parents tend to do better in school and have a better parent child relationship. We feel it is important to encourage parent involvement” (Parents in Aboriginal Head Start).

Dusk’a is Emma Burns Traditional Name: Emma used to spend a lot of time with the children at the Daycare. When the changes went through to change to a Family Learning Centre, it was decided that in recognition of Emma Burns, the centre would change its name to Dusk’a Head Start Family Learning Centre.

Dusk’a provides culturally based programming to the child and promotes a healthy sense of community. It is based on the principles of the Aboriginal Head Start Mandate. Integrated into the curriculum include Education, Culture and Language, Nutrition, Parent and Guardian Involvement, Health Promotion, and Social Support

Our Centre

Learning Centre Hours: 8:30 am to 3:30 pm

Extended hours are offered for children whose parents/caregivers are working or in school. These hours are from 7:30 am to 5:15 pm. The centre does not provide drop in services.

Hours of operation

Our doors open at 07:30 and close at 5:15. There will be a **late fee charged** to parents for late pick up after 5:15 **for the amount of a dollar a minute**. For example, if you arrive at 5:25 you will be charged \$10.00 late pickup fee.

Fees

Duska' Daycare Fee Breakdown	Full-time	Special Needs Full-time
<i>Toddler</i>	\$622.00	\$688.00
<i>Preschool</i>	\$578.00	\$688.00

Admission Policy and Procedures

Parents or care givers are required to have a mini conference with the administrative staff prior to enrollment to go through admission procedures and be assisted with the registration forms.

PROGRAMS



Head Start:

Aboriginal Head Start is a federally funded program through Health Canada. The Aboriginal Head Start Program is integrated into our early childhood curriculum. The program offers services to families of the children who attend the centre.

Health and Nutrition:

Our centre provides a morning snack, lunch and afternoon snack. All meals reflect the Canada Food Guide. After each meal, the children are provided with a toothbrush and toothpaste. Washing hands is mandatory.

Field Trips:

Please watch for posting from your classroom teacher for field trip outings to the: Canada Games Centre, Parks, Museums and other venues in Whitehorse

Cultural Teachings:

Our centre provides cultural teachings to the children: berry picking, harvesting traditional medicines, drumming, dancing, elder involvement and our centre participates in community events hosted by KDFN.

STAFF

Director of Education & Social Development: Dawn Waugh

Centre Manager: Cody-Anne McArthur

Administrator: Keanna Lutz (Jessica Dyck – maternity leave)

Elder: Vera Brown

Language Teacher: Joe Binger

Cultural Early Childhood Educator: Charlene Brown

Cook: Anne Webb

Early Childhood Educator Pre-K: Yasamin Al-Jumaili

Early Childhood Educator Preschool: Nikki-Lee Williams Patchet

Early Childhood Educator Toddlers: Katie Hall

Early Childhood Educator Toddlers: To be filled

Early Childhood Educator: Claire Strauss, Hanaa Al-Shawa

Supported Childcare Workers: Shannon Reid, Taiya Melancon, Jasmine Tracey, Grace Todd, Sarah Thompson

Custodian: Mark Johnson

Classroom Contact Numbers

Pre-K: 867-334-8136

Preschool: 867-334-3133

Toddlers: 867-335-1673



CHILD DEVELOPMENT CENTRE

The Child Development Centre has an office in our building. The hours are usually 08:30 to 3:30, Monday to Friday. CDC is closed during the summer. Staff assists with developmental check-ups and offer support to families.

Contact Information

867-633-7820

Staff

Developmental Therapist

The developmental therapist role is to assist children with their learning and behavior providing services and supports to children, families and caregivers at the centre and for the Kwanlin Dun Community.

Program Assistant

The program assistant provides early intervention services to individual children at Dusk'a under the direction of the CDC clinical team

Child Psychologist

The psychologist works with children and their families to assist them to understand how their children think and learn, express emotions and relate to other people.

Physiotherapist

The physiotherapist assist children in the development of gross motor skills balance and coordination needed for movement such as rolling, sitting, crawling, walking and jumping.

Occupational Therapist

The occupational therapist assist children in the development of their fine motor skills needed for the use of their hands. This includes grasping, holding, cutting, writing and self-care skills such as feeding, toileting and dressing.

Speech and Language Pathologist

The speech and language pathologist assist children in their speech and language skills.

OUR GENERAL DAILY SCHEDULE

Welcome: 7:35 am—10am

Breakfast: 9am

Clean up

Circle /Craft Time

Free Play

Outdoor Play

Lunch: 11:30am

Quiet Time/Nap Time

Language/Music

Snack Time

Active Circle/Dramatic Play

Clean Up

Outdoor Play

**Learning Centers: Block Centre, Dramatic Play Centre, Art Centre, Sand/water play, Book Centre, Science/Discovery Centre, Table Top Area*

***Activity: Cooking/Baking, Exploration, Discovery, Guest speaker, Gardening, Play-dough*



CURRICULUM

The toddler and pre-school curriculums are developmentally appropriate guides for our teachers to follow. The principles of healthy growth and development are integrated throughout our curriculum.

Child Growth and Learning Guiding Principles

- Nurturing relationships.
- Learning is most meaningful when it is integrated across all areas of development.
- Learning is continuous and sequential.
- Children are active and individual learners.
- Learning is continuous and sequential.
- Development and learning are rooted in culture and supported by the family.



Description and Objectives of Daily Routine Activities

Centre Time

Centre time or “Free Play” allows for children to choose what is open for them to explore. The spaces are specifically designed for active involvement and experience based learning. The designs support children’s individuality, developmental abilities, interests and learning styles. Learning centers include, table top centre, art centre, dramatic play centre, sand/water centre, Science centre, building centre, book or quiet centre.

Small Group Activities

Small group activities involve breaking up the larger group into smaller ones in order to explore a specific activity.

Circle Time

Circle time allows for children to come together as a larger group to experience and explore songs, finger plays, movement, stories and participate in discussions. Activities that support development of specific language concepts can be done.

Gross Motor/ Movement Time/ Outdoor time

Children participate in a variety of movement activities and outdoor pursuits. Children work on skills that are developmentally appropriate by learning about body awareness, motor planning, physical fitness and the use of recreational equipment.

Native Language Time

Native Language instruction is in Southern Tutchone and Tlingit. Language activities are related to local values and customs of Kwanlin Dun and Yukon First Nations.

Snack and Meal Time

Children come together and eat as a group. Teachers take this time to assist and model manners, safe eating practices and self-help skills.

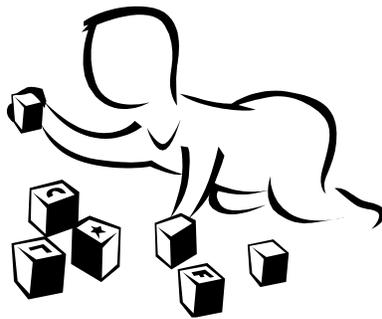
Toileting/ Diapering

Proper diapering procedures are posted and followed to assure the children's health and safety.

Naptime

There is a space where children can sleep quietly and safely. Children have their own mat or cot, blanket and familiar space to sleep in. A relaxed mood is created by planning a quiet activity before nap time or by playing soft music.

For further information or any questions on the curriculum, please speak with a staff member.



EDUCATIONAL COMPONENT

Social and Emotional Development

In quality early childhood programming, one of the primary goals is to foster social and emotional development in young children. By learning how to appropriately express and manage feelings, children learn how to get along with others.

Language and Cognitive Development

Language and literacy skills develop through talking, listening, playing, reading, writing and learning the skills that adults use to communicate. Language and literacy are supported and encouraged through play, music, rhythm and rhyme.

Language is linked to cognitive development. Cognitive development is the growth of thinking skills.

Literacy

Children gradually begin to understand how oral language is reflected in written symbols (letters), and learn to create written symbols to communicate their ideas. This process can be supported in an environment that is rich in language and literacy experiences.

Concept Development

Concepts are learned through listening, watching, playing, imitating and exploring. Concepts are learned during every day routines and play.

Fine Motor and Gross Motor Development

The development of fine motor and gross motor skills is a critical part of the development of the preschool child. Young children need both indoor and outdoor space that allows them to experience a variety of developmentally appropriate physical activities.

Fine Motor Development

Children are “hands on” learners and explore their environment by using their hands, guided by their vision. The hands are an important tool for learning. Fine motor skills can be developed using a variety of materials, sand, water, paint, pegboards, beading, sponges, etc. Hand skills include coloring, cutting, printing, and general eye/finger/hand manipulation skills.

For further information or any questions on the curriculum, please speak with a staff member.



PARENT RESPONSIBILITIES

Fee Payments

It is the responsibility of parents or caregivers to pay fees on the due date, to ensure the subsidy is up to date and to sign the subsidy forms and return them to administrator...

Punctuality

It is important to ensure that your child arrives by **10:00 am** for the learning sessions. Late arrivals are disruptive to the class. Arrive at the centre at the same time daily to ensure an easy transition, routine and familiarity for your child.

Appropriately dressing your child

Your child needs appropriate clothing for the weather and season. In the spring and fall, provide rubber boots, a warm jacket and splash pants. In the summer, provide sun screen and hats. In the winter, provide a hat, mitts, and boots and snow pants. Your child's health and safety depend on it.

Labeling clothing items

Labeling your child's clothing can ensure their clothing do not get lost, misplaced or make their way home with another child.

What to bring

Your child needs extra clothing every week. Bring prescribed medications such as inhalers or Epipens and diapers or pull ups as needed. The centre looks forward to parent involvement in programming. Suggestions are always welcome.

What not to bring

Leave all toys at home, as the toy may get lost. High sugared snacks brought for your child will be left in their cubby.

Updating files and records

Keep your file updated and communicate changes with the administrator. It is a child care regulation violation when files are not up to date. The centre relies solely on the information provided by you, the caregiver, when attempting to contact a caregiver in an emergency situation.

How to find out what is happening in your child's classroom

You are encouraged to participate in your child's learning. You may ask a teacher about the development of your child at any time. You may also ask the teacher for the weekly and monthly planning for themes in your child's class. Share talents such as sewing, beading, cooking with the children and become involved with the centre. Come in for a visit any time.

Releasing a child

Staff will not release a child to anyone that is not on the approved pick up list, unless we receive a written or verbal authorization from the child's caregiver. The staff at Dusk'a will request that your file be updated with a new contact for your child when new people are approved to pick up your child.

Communicable diseases

Please do not send your child to the centre if they have a communicable disease such as head lice, scabies or diarrhea until the infection is cleared by a doctor's note. It is a health and safety policy to prevent spreading of infection to other children and staff. In the event that a child has one symptom of a communicable disease, then the parent or caregiver will be called to pick up their child

Sick Policies

If your child is too sick to participate in daily activities, then your child is too sick to come to the centre. You will be called by staff to pick up your child. For instance, with signs of flu or a fever of 100 or more, you will be called.

Weather

Our staff will not take the children outside to play if the weather is below – 20 with the wind chill.

Signing in and out

Parent/Guardians must sign their children in and out of the centre on our Sign In/Out sheet at the front table. This information is required by Child Care Services.



SPECIAL EVENTS FOR FAMILIES



Family Luncheon

A family luncheon is held on the last Thursday of every month.

Field Trips

Family members over the age of 18 are encouraged to participate in field trips.

Craft Nights

During winter months our facility will coordinate a family craft night each month. This is a fun event held at the centre.

Preschool Graduation

This is an annual event where we have a graduation for the preschool children transitioning to Kindergarten.

Drum Workshop

Each year, new families to the centre will be provided a workshop in order to make a traditional drum for their child to use during singing, dancing and drumming at the centre. Drums will be gifted to the children when they graduate from the pre-school program.

Other Workshops

We often host other activities and workshops throughout the year. Families will be notified as these come up.

Monthly Newsletters

Our centre has a monthly newsletter to take home. This is to keep you updated on planned events for the month. Please feel free to submit any community events that you would like to share with other families in the centre.



STATUTORY HOLIDAYS AND CENTRE CLOSURES

January	New Year's Day
February	Yukon Heritage Day
April	Good Friday and Easter Monday
May	Victoria Day
June	Aboriginal Day
July	Canada Day
August	Discovery Day
September	Labor Day
October	Thanksgiving
November	Remembrance Day
December	Christmas Break (TBA after chief and council sets dates)

*Please look for postings of other centre closures for professional staff development. There will be a minimum of 3 days per year.

ADDITIONAL INFORMATION FOR PARENTS

Child Care Services: 867-667-3492

Kwanlin Dun Health Centre: 867-668-7289

Whitehorse Health Centre: 867-667-8864

Family Violence Prevention: 867-667-3581

Child Abuse Treatment Services: 867-667-8227

Kaushee's Place: 867-633-7720

Crisis line: 867-668-5733

Skookum Jim's Friendship Centre: 867-633-7692

Healthy Families: 867-667-8864

Many Rivers: 867-667-2970

Canada Games Centre: 867-667-4386



TIPS FOR TEACHING DISCIPLINE

- Use of discipline is a mental and trying process.
- Effective discipline is good for parent and child.
- Discipline teaches a child to take responsibility for their own behavior.
- The parent keeps a healthy attachment relationship with their child by using discipline.
- The goal is to teach the child how to behave, not to make the child suffer.
- When disciplining, explain to your child why, set clear and safe limits.
- Look for signs that your child knows these limits.
- Be consistent.
- Keep discipline positive. Tell your child what to do instead of what not to do. You are the caregiver. Role model your actions. For example, if you hit your child for hitting others, your child will not understand why it is not okay to hit. Guide your child through natural consequences.
- Help your child feel safe by establishing clear expectations.
- Reward your child's good behavior.
- Find consequences that fit the actions when a child misbehaves.

COPING WITH SEPARATION ANXIETY

- This is developmentally normal, so be positive with your child.
- Staying to read a book, tell a story, or talk about feelings and answer questions your child may have about going to a new place.
- Get information about the new place and plan a talk with your child about what to expect.
- Some children feel less anxiety when they bring special clothing item from home. Sometimes a photo of you in their pocket is enough.
- Do not slip out when your child is not looking. It very important to say good-bye your child, reassure your child you will be back to pick him/her up. When leaving the centre, sometimes a special hand shake or little special good byes make for an easier transition into the centre

