

Nooksack Youth Program



Parent Handbook

2022-2023

Nooksack Youth Program

5604 Mission Rd. Bellingham WA 98226

Tel: 360.966.9696

Fax: 360.966.2406

Nooksack Youth Program welcomes your family in joining us.

Attending Youth program is a blessing and honor. The Nooksack tribe supports and provides this program for the future and prosperity of our children and our community. The youth program supports character development and encourages cultural values and teachings to our children.

Youth Program Staff

Education & Youth Program Director- **Donia Edwards MEd**

Career Services & Employment Coordinator, Assistant to the Education Director- **Jessica Kelly BA**

Youth Program Manager- **Dean Ollinger**

Teen Enrichment & Prevention Manager- **Keith Lindsey**

Teen Enrichment Program Assistant- **Monica Bailey**

Language Instructor- **Loren Roberts**

Education & Academic Enrichment Manager- **Charise Wenzl**

Certified Teacher- **Marjorie Farquhar**

Tribal Education Liaison, Family Advocate & Youth Program Manager Assistant- **Ravenia D. Williams**

Transportation Coordinator- **Avto Kekutia**

Receptionist- **Victoria Williams**

Lead Cook- **Jamie Johnson**

Youth Program Aide: **Maly Roberts**

Youth Program Aide: **Jordan Latorre**

Youth Program Aide: **Alma Edwards**

Youth Program Aide: **Sara Roberts**

Youth Program Aide: **Shyra Williams**

Youth Program Aide: **Lucas Revey**

Youth Program Aide: **Zachary Williams**

Youth Program Aide: **Erikka Edwards**

On-call Youth Program Aide: **Sahteenkah Tigilau**

GENERAL PROGRAM RULES:

1. Send your child to Program on a daily basis. Attendance is required to remain on the program. Staff will determine if your child will be removed and placed on the wait list.
2. Again, notify Program if your child will be absent, for whatever reason. Reminder: failure to do and excessive absences so may result on removing your child from the active list to the wait list.
3. Read and follow bus policies
4. Notify Program in writing of any change of information such as: a change in address, phone, emergency information, health issues, or family situations, authorized pick-ups.
5. If there is a court order in place, contact the Director or Program Manager
6. Join the Nooksack Youth Program Face Book page for updates and field trip information. If you do not have Face Book or social media, you must contact Ravenia or the Victoria at the first desk for an alternative method of communication.
7. At the end of the day, ask how your child's day went. If they felt unsafe, unwelcomed, bullied or treated unfairly by peers or staff, contact any Program staff immediately!
8. Because we have a wait list, a typical program day starts at 9:00 a.m. to 3:30 p.m. Monday to Friday. If your child can't keep that schedule, your child may be removed to part-time or removed from program and placed on a wait list.

Participation in Nooksack Youth Program requires parent/guardian agreement to the following rules:

- I or an authorized adult will walk into the building and sign in/out my child if being picked up or dropped off. I will make certain a staff member knows that my child has arrived or is departing.
- Only the names of the people on my child's registration form are allowed to pick up my child. I will notify the front desk if alternate persons will be picking up my child.
- Transportation changes will be made no later than 3:15pm by calling the front desk. I will not message alternate staff through text messaging, Facebook messenger or verbal confirmation. I understand all changes must be made through the receptionist only.
- I will inform the receptionist of changes in address, phones numbers, emergency information, or any other changes that may be necessary.
- My child has permission to be photographed and/or videotaped while at the NITYP for education or promotional purposes, within the Nooksack Tribal Newsletter, Tribal website, or Youth Program Social Media, either alone or in a group setting.
- My child is to ride on the school bus for field trips & follow all bus rules.
- My child may go on spontaneous walks or local fieldtrips (such as Everson Park), without advance notice as part of his/her education experience.

- If any problems should occur with my child, I have been notified of the disciplinary procedures that will be followed through (look at Rules & Consequences form.)
- I understand that NITYP staff are not permitted to administer medications. My child cannot receive topical or oral medication from staff (this includes sunscreen, bee sting relief and Tylenol)
- If my child requires medication or has medical concerns I will complete a Medical administration plan with the Nooksack tribal clinic and Youth program office (this includes Epi-pens & diabetic medication)
- My child may participate in groups that address the social/emotional need of my child within the Nooksack Tribal Youth Program. I understand that Nooksack Behavior Health counseling center staff will facilitate groups.

Attendance Reporting

Children are expected to attend program regularly. If a student has three consecutive absences or has a pattern of irregular attendance they will be placed on our waitlist. Parents must communicate absences with our receptionist to excuse illness or expected absences.

Illness

Do not send your child to program if he/she has a temperature over 100.4 a fever, unexplained rash, vomiting, diarrhea, or any other illness. Common cold symptoms do not apply. We want to ensure that all kids stay healthy while attending program. Please do your part and keep sick children at home.

Your child may return to program when they have not shown symptoms of the illness for 24 hours.

You should call us at 360.966.9696 if your child has a communicable disease, which may have been received from our passed on by other children.

Abandonment Policy

Please call our front office if you will be late in picking up your child. If you are 10 minutes late picking up your child from program we are required by law to contact Child Protective Services (CPS) for child abandonment. Once your child steps off the bus/van, (at the address or point of record indicated on the registration application) the child is no longer the bus driver's responsibility. So please ensure that someone is at the designated bus pick up and drop off point.

Drop-off/Pick-up by Parent

Do not bring your child to program before 8:55am for summer program. Staff members will be picking up students from housing sites and are not scheduled to be on site till 9:00am. All staff need to be on location for students to be safely monitored.

If you pick up your child from program, be prompt. For your child's safety, we require that you sign your child out daily. Children will not be released to individuals less than 16 years of age nor to anyone not on the authorized pick-up list.

Complaint & Concern Form

At the end of the day, ask your child how their day went. If they felt unsafe, unwelcomed, bullied or treated unfairly by peers or staff, contact any Program staff immediately!

A **Complaint and Concern** form is available at the front desk. Program staff take the safety and well being of your child seriously. Program staff are responsible for your child and will make every effort to ensure your child enjoys program. If not, we need to hear from you so that we can correct the issue which may include disciplining program staff or discussing the issue together to come up with a favorable solution.

Although we cannot control what you post on social media, we ask that you give staff the opportunity to discuss the situation before you turn to drawing attention to something to your concern on social media.

As part of the rules, do not contact staff on their personal Messenger, text. Personal cell phones or social media as they are instructed not to respond. Please contact the front desk at 360 966 2043.

Child Abuse/Neglect Reporting Law

According to Washington State Law, anyone who suspects child abuse must report it to the proper authorities. AS a mandated reported, Program endorses and cooperates fully with authorities concerning this law.

- All staff that work for Program are required to report any suspected cases of abuse of children in our program such as physical abuse, punishment, emotional/verbal abuse or sexual exploitation.
- All incidences are reported to the Child Protective Services/NIT ICW who will do the follow-up investigation.
- We may or may not inform the parent that we have or intend to report a case of suspected abuse/neglect.

Dispensing Medication Policy:

STAFF WILL NOT GIVE ANY MEDICATION TO A CHILD WIHTOUT A DOCTOR'S WRITTEN ORDER! An Authorized to Dispense Medication Form must be filled out when medication is given to staff to administer to your child. No medications will be given unless specifically prescribed by a physician. No over-the-counter medications will be given unless there are written specifications by a doctor or authorized medical physician. All lines on the form must be filled out for the plan to be valid. Medication must be contained in a prescription labeled bottle and handled by adults only. The Program staff have the right to contact the physician. All medications must be brought to the Program by a parent. The bus driver will not accept any medications.

Parents must provide Program with information about special dietary needs or allergies. If your child has food allergies or special dietary, you will need to meet with the Program Manager to go over a plan in case of emergency. This includes the use of an Epi Pen or Inhaler.

Rules & Discipline Policy

Please review the rules with your child. The Nooksack Program has these rules in place for the safety of all children and staff.

- RESPECT (people, property, buildings, classrooms, food and anything provided by the Program)
- No gang related paraphernalia, rags, or gang signs.
- No Public Display of Affection.
- You are only permitted to get into your own back pack.
- No outside junk food allowed (soda, gum, candy, energy drinks, etc.)
- No use of profanity (swearing, name calling, racist jokes, etc.)
- This is a Drug, Alcohol and Tobacco free program and campus.

Bus Rules

- RESPECT (people, their property and their space)
- Sit forward at all times.
- Listen to the monitors and drivers.
- Talk in quiet voices.
- No eating or drinking on the bus.
- Hands and heads must remain inside the bus at all times.
- No spitting or throwing objects outside the windows of the bus.
- No horse-playing on the bus.
- Always wear your seatbelt when provided.
- No swearing or using inappropriate language.
- Zero tolerance on bullying
- Clean up after yourself.

If you would like your child to ride the provided transportation, please have them ready prior to our scheduled arrival. The bus driver will honk and wait briefly, if your child is not ready after this limited amount of time- the bus driver will leave your site. Bus drivers are not authorized to make bus route changes. All changes must be made in advance notice with our receptionist.

Electronic & Cell phone rules

Electronic devices will be permitted with strict guidelines.

- During workshops and group sessions, activities, learning sessions--students will not be allowed to have them on this includes texting or any technical usage. If parents need to contact their

children, they can call the front office and we will have them reached. Youth Program staff and Program will not be held responsible for lost, stolen, or damaged devices. If the device becomes a disruption the item will be taken by a staff, given to a Program Manager, and then returned at the end of the day.

Field trip Rules

- RESPECT (people, property, materials, staff & fieldtrip location property).
- Follow all Fieldtrip location site Rules and Regulations.
- No fighting.
- All field trips are Drug, Alcohol and Vaping/Tobacco free.
- Each student must remain with their Team Leader. Staff must know where their students are at all times. Students must ask permission to leave group to use restroom, to hydrate, or to buy souvenirs at gift shops.
- No stealing
- No Public Display of Affection
- Protect your private property by keeping it within your own personal belongings.
- No breaking the law

Disciplinary Action: There will be no physical discipline! No spanking, swatting, or physically restraining children.

- Physical contact will be used only if a child is in danger of harming himself or others, and will be used to remove the child from a dangerous situation.
- Staff will not yell, shout, shame, or threaten children. Every effort will be made to redirect a child's behavior or utilize natural consequences.
- Timeout will be used only in extreme situations where a child is out of control and poses a threat to either himself or others. If a time out is needed, separate the child for no more than five minutes, until he/she is ready to safely rejoin the group.
- Staff will model appropriate behavior at all times.

In the event a participant is disruptive to the group, learning and activities the following levels of corrective action and discipline will be carried out:

- ❖ (Level 1) Examples: not following rules after repeated requests of staff. Student will receive a verbal warning by Leader and verbal corrective action. The Leader may determine that the participant repeatedly would not follow verbal requests to follow rules or respond to corrective action. The leader advances the discipline to Level 2.
- ❖ (Level 2) Student will be removed from group (by group leader). The Program Manager will determine if the participant is or when to return back to the group. Student will receive a verbal warning (from Program Manager). Parent/Guardian will be sent a notice of the incident (incident report). The Program Manager may advance to Level 3.
- ❖ (Level 3) Student will be removed from the group (by Program Manager) for the day. Parents will receive a phone call (from Program Manager) and the student will be sent home with a

notice of the incident (incident report). A mandatory meeting between the staff, participant and family must take place to develop a correction action plan. Any violation of the correction action plan may advance to Level 4.

❖ (Level 4) any violation of these rules: The Program Manager will determine or remove the participant from program, the parent will be contacted to pick up their child if any of these violations occur:

- ❖ RESPECT (people, property, buildings, classrooms, food and anything provided by the Program)
- ❖ No gang related paraphernalia, rags, or gang signs.
- ❖ No Public Display of Affection.
- ❖ No use of profanity (swearing, name calling, racist jokes, etc.)
- ❖ This is a Drug, Alcohol and Vaping/Tobacco free program and campus.
- ❖ No bullying
- ❖ No physical fighting
- ❖ Breaking the law

Child will be immediately removed from the program. An appeal process is in place and may be requested if the parent would like the child to return. At that time, a corrective action plan will be written and agreed upon by the participant, parent and program staff.

If any of these violations happen on a field trip, the participant will be removed from the group and the parent will be contacted and may possibly asked to pick up their child.