

Fond du Lac FACE Program Parent Handbook



Family And Child Education

Fond du Lac FACE Program

The Fond du Lac FACE Program
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Notes

Daily Schedules

Adult Education

7:50-8:15	Breakfast at Ojibwe School *Optional
8:15	Arrive
8:15-8:30	Large Group Current events, Newspapers, Puzzles, Realebooks
8:30-8:45	Journaling, Reading, Goal Setting
8:45-9:30	Adult Education
9:30-10:20	Ojibwe Language at Ojibwe School
10:30-11:00	Lunch at Ojibwe School
11:00-11:45	PACT Time in Early Child- hood Class
11:45-12:00	Debrief & Take Home Activi- ties
12:00-1:00	Parent Time
1:00-2:30	Adult Education Individual Academic Work & Projects
2:30	Dismissal

Early Childhood Education

7:50-8:15	Breakfast Ojibwe School *Optional
8:15-8:30	Arrival
8:20-8:25	Brush Teeth
8:30-8:45	Circle Time/Plan
8:45-9:50	Do Time
8:45-9:00	Ojibwe Language
9:50-9:55	Clean-Up
9:55-10:05	Review
10:05-10:25	Gym
10:25-10:30	Wash Hands
10:30-10:55	Lunch
10:55-11:45	PACT
11:30-11:35	Clean-Up/Brush Teeth
11:35-11:45	Circle Time & Review
11:45-1:30	Rest
1:30-1:45	Snack
1:45-1:55	Read
1:55-2:15	Small Group
2:15-2:25	Books, Puzzles & Writing
2:25-2:30	Clean-Up
2:30	Time to go home!!

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Mission Statement

The mission of the Fond du Lac Ojibwe School Family and Child Education (FACE) Program is to strengthen families and provide quality educational and lifelong learning opportunities for Native Americans from prenatal through adult life.



FACE Program Goals

The overall goals of the FACE Program are to:

- Support parents/ primary caregivers in their role as their children's first and most influential teacher.
- Strengthen family-school-community connections.
- Increase parent participation in their child's learning and expectations for academic achievement.
- Support and celebrate the unique cultural and linguistic diversity of each American Indian community served by the program.
- Promote lifelong learning.

Additional School Policies

Illness

If you or your child have any of the following symptoms, you should stay home from school: Fever, Diarrhea, Severe Headache, Harsh Cough, Vomiting, Persistent Pain, Chills, Skin Rash, Sore Throat, Crusty Eyelids, or Head Lice.

The complete policy on Illness, accident, and infectious physical conditions can be found in the Ojibwe School Handbook.

Parents of center-based children must give the name and phone number of an emergency contact for the child and for themselves.

Dress Code

The responsibility of the appearance of our students rests with the parents and the students themselves. Clothing should be neat, clean, and non-offensive. Clothing must be appropriate for a school setting and not distract other students or staff. Common courtesy means appropriate dress, including footwear, should be worn at all times.

Bad Weather Policy or School Closing

FACE Classes, Home visits, and Activities will be cancelled if:

- Headstart is cancelled.
- Ojibwe School is cancelled.
- If there is a 2 hour late start at OJS.

Please use your discretion during winter weather.

Notice of school closing for the Fond du Lac Ojibwe Schools will be announced on WGZS, WKLK, KDAL, KZIO, KODS and most other radio stations, also channels 3, 6, and 10 on the television.

Additional School Policies

Violence

The Fond du Lac Reservation has a ZERO TOLERANCE POLICY for the community. This policy can be found in the Ojibwe School Parent Handbook.

This also means no spanking, shaking, hitting, or using abusive words with children. No one may strike, bully, threaten or use abusive language with adults. No weapons are allowed at school.

Zero Tolerance Policy

The Fond du Lac Reservation has declared that acts of violence are against the public policy of the Fond du Lac Community, and that the Fond du Lac Band has ZERO TOLERANCE for acts of violence, including:

- Acts of physical violence against another person, including forms of threats and intimidation;
- Acts of destruction against property;
- Acts of racial intolerance against any person;
- Acts of public disrespect against any person; or
- Distribution or possession of illegal drugs or weapons.

Suspected Child Abuse

As required by state law, all staff must immediately report suspected abuse to local authorities.

Medication

Staff will not administer prescription or non-prescription medicine to a child. If medication is brought to center, it must be kept in a secure/ locked area of the adult education classroom.

The History of FACE

The Fond du Lac FACE Program is one of the original FACE sites in the United States. FACE began in 1990. Through congressional appropriations, the Office of Indian Education Programs (OIEP) developed the Early Childhood/ Parental Pilot program. It was based on three distinct and proven early childhood and family education models, namely: Parents as Teachers (PAT), National Center for Family Literacy (NCFL) and the High/Scope curriculum. This pilot program became what is known today nationally, as the FACE Program. As of 2011, there were 44 sites across the nation.





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Referral Process

When a child is identified as needing further assessment or services the following steps shall take place:

- The Parent Educator or Teacher shall bring the screenings to the next team meeting.
- The team shall identify the school district responsible for screening services and complete the referral form.
- The screening information and referral form shall be mailed to the identified school district.
- The Coordinator shall monitor the timeline for completion of services.
- Home-based children, if in need of services, shall receive services in the home by the district in which the child resides.
- Center-based children, in need of services, shall receive services at the FACE Program provided by the Fond du Lac Reservation.

Additional FACE Procedures and Policies

Transition

Home-based to Center-based: a family in home-based, with a child that is 30 months old, may transition to the center-based part of the program. The following are the steps that need to be completed.

- When the child is 27 months old the Parent Educator and the family will start the transition plan.
- At 28 months the family transition plan is completed. The completed form is brought to the next team planning meeting to make sure that the needs of the family can be met. A visit to the center and orientation date will be set.
- At 29 months the family will visit the center for a couple of hours and do the orientation paperwork.
- At 30 months the family will come to the center two consecutive days. Home visits will be bi-weekly to continue support of the family.
- At 34 months the family will have the choice to move to 3 days a week. Home visits will continue to be bi-weekly
- At 35 months the family will have the choice to move to 4 days a week. One home visit this month.
- At 36 month transition is complete. The file changes hands from home based to center based.

Center-based to Kindergarten: children that are four during the school year shall be eligible to transition to kindergarten. (Five years of age by December 1st) The following are the steps for this transition:

- screenings take place through out the school year.
- The kindergarten, of the families choice, shall be identified and contacted for dates of round up and file transfer.
- Classroom visit and meet the teacher will be facilitated by the FACE Program and the necessary file information shall be transferred.



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The Fond du Lac Ojibwe School
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Administration Fax: 878-7263
Transportation: 878-8009

The FACE Program is housed in the portable buildings past the Ojibwe School Gym.

Eligibility to Participate

1. Be eligible to attend the Fond du Lac Ojibwe School upon reaching school age.
2. For home based services, be a parent or primary caregiver of an eligible Indian student prenatal to kindergarten entry and willing to participate in weekly or bi-weekly personal visits and attend FACE Family Circles.
3. For the center-based services, be a parent or family member of an eligible Indian student, 3 years old to 3rd grade, and agree to actively participate in the four daily required components of Adult Education, Early Childhood Education, PACT Time, and Parent Time.
4. For both home and center based services, eligibility includes adults and children with special needs.

Priority for Participant Enrollment

Home-based Services:

1. Teenage parents with children prenatal to 36 months of age;
2. Families with children from prenatal to 36 months of age;
3. Families who are referred by collaborating agencies;
4. Families with children who are ages 3 years to kindergarten entry who are in need of services and cannot participate in another program.

Center-based Services:

1. Families with children who are ages 3 years to kindergarten entry and whose parents have academic needs;
2. Teenaged parents who have dropped out of school or are at risk of dropping out and whose children are ages 3 years to kindergarten entry;
3. Families, with children who are ages 3 years to kindergarten entry, who are referred by collaborating agencies;
4. Children who are in grades K-3 and whose parents have academic needs.

Retention

Center-Based

- We have an incentive plan for the FACE Adults, it is a point based system that is based upon the daily schedule and all of the components of the day. Adults are responsible for documenting their participation on a point sheet. The Adult Education Teacher verifies all points at the end of the week. The points are able to be redeemed for a variety of incentives, which are chosen throughout the year by the adult students. This plan will be explained in detail at orientation.
- Incentives based solely on attendance are distributed twice a year; mid year and end of the year. Tickets are given based on the participation percentage for each month. Above 95% receives 3 tickets, above 85% receives 2 tickets, and above 75% receives 1 ticket. Tickets are then used in drawings for various large prizes.
- Absence policy– When a family is absent two days from Center-Based without contact, they will receive a phone call regarding their attendance. If a family is absent for a week without contact, they will receive a letter informing them to contact the program regarding their absenteeism. After three weeks, they will receive another letter and could be dropped from the program.

Home-Based

- Incentives based solely on attendance are distributed twice a year; mid year and end of the year. Tickets are given based on the participation percentage for each month. Above 95% receives 3 tickets, above 85% receives 2 tickets, and above 75% receives 1 ticket. Tickets are then used in drawings of assorted large prizes.
- Absence policy– If a family misses one visit, they receive a phone call, the second missed visit also receives a phone call, if they miss three or more visits they will be placed on an "inactive list."

Recruitment

The Fond du Lac FACE Program has an ongoing recruitment plan which includes:

- distribution of current flyers & brochures to community locations and agencies,
- information sharing meetings with school and community representatives,
- attendance at community activities by a minimum of two FACE Staff:
 - Fall and Spring Pow wows,
 - WIC clinics– four per year,
 - Parent/ Teacher Conferences at the Ojibwe School
 - Health and Wellness Fairs
 - Operation Community Connect
 - State of the Band Address
 - Community Center events– One event per center
 - Additional events/ activities as they arise, and as invited!

Attendance

Orientation

- Orientation is provided for three days, in the Fall, prior to the school start date.
- Families that are entering the FACE Program during the school year must schedule an orientation date. Meetings are scheduled on Fridays and must be completed prior to the student's first day of school.
- Transportation may be provided to and from orientation with prior notice.
- Orientation will include:
 - * Meeting with FACE Program Staff
 - * Completion of enrollment paperwork
 - * Transportation planning
 - * Discussion of Daily schedules and handbook

Home-Based

Families are asked to keep at least 75% (3 out of 4) of their scheduled visits. If families are unable to keep most of their visits then they may be placed on a waiting list.

Center-Based

- Regular, consistent attendance is necessary for success. Families are to attend at least 75% of the time. If an adult leaves the center for an activity that is not part of FACE, they let an early childhood teacher know and take their child with them.
- The morning is the most important part of your child's day, direct instruction and "Do Time" take place during this time. If you are unable to arrive prior to 9:30, we ask that wait until the next school day to attend.

Cancellations of Visits/ Absence from Center-based and Home-based

If you are unable to keep a visit or attend class contact your Home Visitor or Adult Education Teacher at the numbers previously provided in this handbook.

Overview of Services

Home-based Services

- The primary goal of home-based services is to support parents in their role as their child's first teacher. These services are focused on families with children prenatal to three-years-old.
- Personal visits are provided weekly or every other week usually in the home and last about an hour.
- Developmental screenings for children are completed twice a year.
- Community resource referrals are made when needed.
- FACE Family Circles are held monthly for enrolled families.

Center-based Services

- The FACE center-based program offers services to families with children three years old through 3rd grade. FACE is a family program, parent and child come together. The center-based program requires families to participate in four daily areas.
- Adult Education: Adults spend at least two and one half hours in Adult Education each day.
- Early Childhood Education: Children spend at least three and one-half hours each day in early childhood.
- PACT Time: Parents and children participate in PACT Time together for about one hour each day.
- Parent Time: Parents spend about one hour each day in Parent Time.
- A child may not attend the preschool without an eligible adult participating in Adult Education, Parent Time and PACT Time.

Additional FACE Services

FACE Family Circles

Once a month, a Family Circle is held so that home-based families can meet other families and receive parenting or child development information.

Meals and an activity will be provided. Transportation may be arranged upon prior request.

Field Trips

Eligibility to participate is based on attendance. Transportation will be provided and families are expected to be on time. Families are expected to watch their own children on the field trip.

Imagination Library

Every child from birth to age five whose family actively participates in the FACE program receives a free book every month, from the Dollywood Foundation. This is paid for by the Bureau of Indian Education and is an incentive for active participation.

Community Resources

A community resource directory is available upon request.

Transportation

Transportation is available to Center-based Families to and from the Center. Transportation is available to Home-based families with prior notification for FACE Family Circles and field trips. Adults must accompany children at all times in school vehicles. Adults and children must adhere to the Fond du Lac 's Transportation Policy, as written in the Fond du Lac Ojibwe School Handbook.

Meals

Breakfast and lunch are provided at no cost to families attending the center-based program. Nutritious snacks are also provided.

FACE Policies and Expectations

Participant's Rights and Responsibilities

Home-based

- Keep scheduled visits with your parent educator.
- Participate with your child during the home visit.
- Call or leave a message if you can not complete a visit, and schedule a make-up visit.
- Provide a safe environment for the weekly visit by not allowing drugs and alcohol in the home and by restraining possibly dangerous animals.

Center-based

- Attend Center-based FACE on a regular consistent basis.
- Contact FACE Staff when unable to attend classes.
- Actively participate in all center-based components.

Staff's Responsibilities

Home-based

- Work with you to schedule your regular visits for the best time and day to meet your needs.
- Keep scheduled home visits.
- Call or leave a message if we can't provide a visit, and schedule a make-up visit.
- Provide developmental, health, hearing and vision screenings.
- Provide necessary links to community resources.
- Provide a FACE Family Circle every month: parenting skills, child development, parent-child activities, make-it-and-take-it activities, connections with other families, and snacks and fun.

Center-based

- Provide a safe, nurturing, learning environment for children and adults.
- Keep adults' and children's progress, family information, or special needs confidential.