

First Nation of Na-Cho Nyäk Dun  
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## **First Nation of Na-Cho Nyäk Dun Education & Training, Youth, Daycare Department**

### **INFORMATION BOOKLET**

The following information has been gathered to better inform you of certain policies and procedures that are in place for the Department.

This document covers the major topics of interest to you. For any additional information or questions, please contact us.

On behalf of Chief & Council and the NND Education Department, we wish you every success in your education and career goals.

If you need any assistance with our application form process, please feel free to come in and we can assist you.

We hope that this booklet assists you with some of the services that is offer, though The First Nation Department of Education, Training, Youth and Daycare.

If you have any comments, please feel free to contact us at our email address.



## **MISSION STATEMENT OF NA-CHO NYAK DUN**

The First Nation of Nacho Nyak Dun is committed to ensuring that its citizens receive equal access to educational opportunities and outcomes in accordance with their needs. This includes support for those at risk, the upgrading of basic skills, vocational training and formal education. As well, the First Nation of Nacho Nyak Dun is committed to promoting traditional forms of education and learning as equal alternatives to current methods.

## **OBJECTIVE**

The objective of the NND Education & Training Department is to support Na-Cho Nyak Dun Citizens to gain access to be reintroduced into the workforce by obtaining training with the qualifications and skills needed to pursue individual careers; and to contribute to the achievement of Self Government and economic self-reliance.

## **WHO QUALIFIES?**

You have to be a registered NND Status or Beneficiary, you can be employed or unemployed. A copy of your status card for proof or letter from enrollment, as a NND Beneficiary, must be provided with your application.

## **HOW TO APPLY**

You can apply in person, or contact us by E-mail, you a application from our office. For information, please contact our office. You will be notified within 3 to 5 days of your receipt, whether your application has been approved or disapproved.

## **YOU WILL NEED THE FOLLOWING**

Application form for NND Post Secondary Education or Application Form for Community Training

Copy of your Status card or verification from NND Enrollment Department.

A letter of acceptance from your education institution.

Program outline of the courses, you would like to take.

All your personal information is required, all files are keep confidential

We can email forms you if you let us know you email address, so please let us know.

## **WHO IS IN THE DEPARTMENT AND WHAT DO THEY DO?**

### **MANAGER OF EDUCATION, TRAINING, YOUTH AND DAYCARE**

In June of 2006 the First Nation of Na-Cho Nyak Dun, adopted a new organization chart to develop a new department to have Education, Heriage, youth and Daycare under one Director. My name is Roberta Hager, I am Northern Tutchone from the Wolf Clan and started working in the department as of August 2006. I am responsible to oversee and direct programs. I work on proposal, report writing and do presentation to the Annual Assemblies and to Chief and council on matters related to this department. We have lots of invitatives happening. Yukon College has created a Presidents Advisory Committee, to consult with First Nation on what training is important to the First Nation.

The Yukon First Nation Advisory Committee meeting 4 times a year to go over Education issues that deal with K4 to grade 12, they have currently developed a Grade 5 Goverance Manuel and have start the pilot project, First Nations 12 is also being done this year. The First Nations cirruumlum have been working on developing booklets that reflect First Nation citizens and culture. A new document has been develop on Students succedding and accomplishing their dreams. This will assist the Department of Education to move forward with First Nation as part of the process. I also sit on the School Council, attend monthly meetings to review the school plan and to ensure that NND's culture is incorporated into the school system. We would like to have more elders work with us to work in the school and on culture activies. if your interested in attending any meetings, please let me know. Mussi Cho

You can contact the Manager of Education:

Phone: (867) 996-2265

Fax: (867) 996-2107

Email: [educationdirector@nndfn.com](mailto:educationdirector@nndfn.com)

### **NND AHRDA, NND POST SECONDARY AND COMMUNITY TRAINING**

Karla Olsen is the NND AHRDA and Post Secondary Education Coordinator, Karla is responsible for Student applications, community training, ensures that all documentation is included. Requests are forwarded to the Director for review and then monthly allocation set out in the NND Education Policy. Every August the applications for school supplies is available on NND website, this is a subsidy for parents to assistance with supplies. Process request for graduates from high school and post secondary students. Reports monthly to Director. Karla has to liaison with HRDC, Social Assistance, Finance and Personnel Officer.

The Post Secondary Program is governed by Post Secondary Education Policy, adopted June 17, 2008 and by the NND Constitution.

You can contact the AHRDA Coordinator at: Phone: (867) 996-2137

Fax: (867) 996-2196

E-mail: [nndahrd@northwestel.net](mailto:nndahrd@northwestel.net)

### **COMMUNITY EDUCATION LIAISON COORDINATOR**

Joanne Buyck is the CELC for the First Nation of NND, the CELC is responsible for liaisoning between JVC Administor and JVC teachers, NND parents and the First Nation Education Director. Assisting the teachers with culture activities and forms. Attend meetings concerning students and parents. Informing the Education Director of any policies changes within JVC. Coordinate yearly events on behalf of the NND Education Dept. Assist school staff with parent/teacher interviews. Ensure that the Education Department has stats and enrollment list for students for NND for school supplies. Provide food for learning, snacks for the students at JVC.

If you have any concerns with your child's education, please contact the teacher first, if you are not content with the results, contact the Principal, and then school council.

You can contact the CELC at: Phone: (867) 996-2804

Fax: (867) 996-2116

E-mail: [celc@nndfn.com](mailto:celc@nndfn.com)

### **DUNENA KO'HONETE KO - DAYCARE**

The First Nation supported the community by opening a daycare service to all the community members; it has been in operations since Feb 13, 2007. The Daycare operates under the YTG Child Care regulations.

Apryl Olsen has been hired as the Daycare Coordinator. They offer services from 8:00 A.M to 5:00 P.M for working parents. Subsidies application forms are available at the Daycare.

The Daycare has a committee established to assist with the operations of the facilities and policy development.

You can contact the Daycare Coordinator at:

Phone: (867) 996-2190

Fax: (867) 996-2193

E-mail: [daycare@nndfn.com](mailto:daycare@nndfn.com)

## **YOUTH & RECREATION COORDINATOR**

The First Nation is seeking assistant with program for youth or after school project, if your interested, please submit your name to the Education office.

The Youth & Recreation Coordinator, will be responsible to coordinate the Youth Council, hold regular meetings at least once a month, assist the youth with fundraising events, host workshops or recreational activities. Work with Heritage and Culture to ensure youth are getting the traditional knowledge of Northern Tutchone.

The Youth & recreation Coordinator's position is currently vacant, but you can contact the Education Manager at 996-2054.

You can contact the Youth Coordinator at: Phone: (867) 996-2086  
Fax: (867) 996-2087  
E-mail: [youth@nndfn.com](mailto:youth@nndfn.com)

## **YTG Culture Inclusion Funding**

The First Nation will receive about \$10,000.00 a school year, to promote NND history & culture in the school, to have an annual teacher's orientation day. We also have funding to sponsor an Elder to spend a day in school or if you have a traditional project you would like an elder to help you with. please submit the form to the NND CELC – Joanne Buyck at the School

So any if any NND Citizens have an interesting project, please contact me if you need more information.

## **NACHO NYAK DUN RECREATION FUND POLICY**

Scope: All NND Youth from ages 4 to 18

Purpose: To assist low income families with assistance for recreation events.

To encourage students to participate in school and community recreation events for healthy living.

Policy: All travel requests must include a copy of the sports event program.

Income verification – must be submitted with application. This fund is to be for families that earn \$50,000 or less a year.

The assistance will pay for gas by purchase order up to \$80.00 one way and \$80.00 return, depending on location.

Hotel will be paid at the Standard room rates, plus GST. A purchase order will be forward to the Hotel. It is the responsibility of the parent to make arrangements, depending on location.

Meals for child will be covered at the present NND travel rates.

No incidentals will be given.

Parents can apply for registration cost of the event; provided a receipt is given at the time of application.

If the fund is misused, applicants will not be eligible for any upcoming funding.

If students are reported to have broken the rules while on conferences, workshops or recreational events, upon evaluation a child may or may not be considered for future recreational funding.

A report must be submitted from the parent/coach or chaperone after the event has taken place from the parent.

Accounts receivable will be set up for families that do not attend the approved event.



**First Nation of Na-Cho Nyäk Dun  
YOUTH RECREATION FUND APPLICATION**

Please include any information of the event – or program outline

Date: \_\_\_\_\_

To: \_\_\_\_\_

From: \_\_\_\_\_

Date of Travel: \_\_\_\_\_

Expected Date of Return: \_\_\_\_\_

Location of Event: (Please submit copy of the event schedule): \_\_\_\_\_

Name of recreation event: : \_\_\_\_\_

Details: \_\_\_\_\_

Coach's contact number: \_\_\_\_\_ Applicant's Annual Income: \_\_\_\_\_

Primary Parent's Income: \_\_\_\_\_ Spouse's Annual Income: \_\_\_\_\_

Have you tried to apply for any other recreation funding? Yes or No

**(if you make under \$30,000 a year, you can apply to Sport Yukon for recreational cost at**

**<http://www.sportyukon.com>)**

Please prepare by: \_\_\_\_\_ or send info to: \_\_\_\_\_

Check	Notes:	Check
Registration Fee		Purchase Order for Gas (One Way)
Hotel Name:		Purchase order for Gas – Return
Private Accommodations		Airfare
Meals		Donation
Incidentals		Other:

Charge to:     Youth Recreation Subsidy- 32600    

**For Office Use Only: Date Received: \_\_\_\_\_ Sent to Main Office On: \_\_\_\_\_**

Notes: \_\_\_\_\_

Travel Approved by: \_\_\_\_\_  
(Director of Education)

Date: \_\_\_\_\_

Travel Approved by: \_\_\_\_\_  
(Executive Director)

Date: \_\_\_\_\_



**First Nation of Na-Cho Nyäk Dun - REQUEST FOR COMMUNITY TRAINING FORM**

**PERSONAL INFORMATION REQUIRED:**

Given name:	Surname:
Permanent Address/street:	City/Town
Province/Territory:	Postal code:
Telephone number:	Fax number:
Cell Number:	Email Address:

Name of training /course: \_\_\_\_\_

Provided by: \_\_\_\_\_ Location of training : \_\_\_\_\_

Contact person: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Date: \_\_\_\_\_ to: \_\_\_\_\_ total hours or days: \_\_\_\_\_

Reason for training /Course: \_\_\_\_\_

Expenses	Requesting	For Office Use Only: Amount approved	Confirmation Finance Dept
Tuition	\$		
Books	\$		
Supplies	\$		
Meals	\$		
Accommodations	\$		
Living Allowance	\$		
Other	\$		
Total Amount	\$		

**Declaration of applicant: I \_\_\_\_\_ accept the amount of financial assistance provided as approved above. I understand that I must provide written proof that I completed the training specified. I further understand and agree that if I fail to complete the training specified without having reasonable cause, I must repay the total amount advanced to me or paid on my behalf.**

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only:       Approved                       Not Approved

Details: \_\_\_\_\_

\_\_\_\_\_  
Director of Education Signature                      Date: \_\_\_\_\_

\_\_\_\_\_  
Executive Director Signature                      Date: \_\_\_\_\_



**First Nation of Na-Cho Nyäk Dun**  
**GRADUATION REQUEST FORM**

Please refer to Post Secondary Education Policy – Section 2 - Benefits

Date: \_\_\_\_\_

To: \_\_\_\_\_  
 (Director of Education)

From: \_\_\_\_\_  
 (Student name)

Date of Graduation: \_\_\_\_\_ Graduating From: \_\_\_\_\_

If you need to contact me, I can be reached at: \_\_\_\_\_

Phone :( ) \_\_\_\_\_ Fax :( ) \_\_\_\_\_

Please prepare by: \_\_\_\_\_ A.M \_\_\_\_ P.M \_\_\_\_

Send to: \_\_\_\_\_

Check	Expense	Confirmation by Department	Account Code
	2i) Grad outfit of \$300.00		
	2ii) NND graduation Gift of \$300.00		
	2iii) Travel assistance of \$500.00		

Non- Refundable Travel charge to: \_\_\_\_\_ TRAIN/POST SECONDARY - 50600

Travel Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Director)

Travel Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Executive Director)





**First Nation of Na-Cho Nyäk Dun - School Supplies  
Application Form (K4 to Grade 12)  
Please return application to the above address**

Parent or Legal Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Town/City: \_\_\_\_\_ Prov/Terr: \_\_\_\_\_

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Band number (10 digits): \_\_\_\_\_ or Beneficiary \_\_\_\_\_

Cheque to be issued to: \_\_\_\_\_

Please note: Kindergarten 4 to Grade six - Will be issued \$100.00 per student per annual  
Grade seven to Grade twelve – Will be issued \$150.00 per student per annual

Children's Legal Name	Band Number or Beneficiary	Date of Birth	Name of School Address & Phone	Grade

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Education Department only:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Cheque Issuing Authority: \_\_\_\_\_ Date: \_\_\_\_\_

Confirmation by Finance Department: Cheque # \_\_\_\_\_ Sent On: \_\_\_\_\_

**CULTURAL INCLUSION FUNDING REQUEST – FORM**  
**REQUEST MUST BE SUBMITTED 2 WEEKS IN ADVANCE**

Date: \_\_\_\_\_ Request submitted by: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Give a brief outline of the project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I will hand in a report by: \_\_\_\_\_

Where would you like to order from: \_\_\_\_\_

What is the cost? \_\_\_\_\_

\*\* Please attach a copy of the estimated expenses or a budget.

**Note:** Once your application has been approved, you will receive a purchase order and will be responsible to order the supplies or material.

**Please return form to Joanne Buyck, CELC at the school – Thank You**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

**\* Note: One form must be completed for each event or request**

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For NND Education & Heritage Department Use Only: Code: \_\_\_\_\_ Program Name: \_\_\_\_\_

Approved by: \_\_\_\_\_  
(NND Education Director)

Date: \_\_\_\_\_