

Nature Preschool

Parent Handbook
2019-20

*Where learning
comes naturally!*



Nature Preschool

400 S Badour Rd
Midland, MI 48640

989-631-0830 (CNC Main Number)
989-835-9661 (Nature Study Building)
989-631-7070 (fax)

Classroom Extensions:

Bluebirds	237
Chickadees	237
Cardinals	237
Green Frogs	230
Painted Turtles	230
Gray Fox	Nature Study Building
River Otter	Nature Study Building

Nature Preschool Staff

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Program Purpose

Nature Preschool is a five star, play-based program which uses research-based curriculum practices to implement developmentally appropriate early childhood education with nature at its core.

Program Philosophy

We believe that children are capable individuals intrinsically motivated to learn. The teaching staff promotes learning by:

- Providing an environment which encourages discovery, experimentation, and the opportunity to see the results of one's actions.
- Developing activities that encourage growth based on children's abilities and interests.
- Encouraging problem-solving and reflection by asking open-ended questions and providing information in response to children's ideas, insights, and concerns.
- Assisting children in their interactions with each other and offering opportunities for conflict resolution and cooperative learning.
- Appreciating the individuality of children and families, and celebrating diversity.
- Engaging the whole family in the nature-based educational process.

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How We Teach

In a HighScope preschool program, teachers ignite children's interest in learning by creating an environment that encourages them to explore learning materials and interact with adults and peers. We focus on supporting early learners as they make decisions, build academic skills, develop socially and emotionally, and become part of a classroom community.

Active learning is at the center of the HighScope Curriculum. It's the foundation of young children gaining knowledge through their natural play and interactions with the environment, events, and other people.

Adult-Child Interaction

Teachers act as partners, working alongside children and communicating with them both verbally and nonverbally to encourage learning. Key strategies for adult-child interactions are sharing control with children, communicating as a partner with children, scaffolding children's play, using encouragement instead of praise, and taking a problem-solving approach to supporting children in resolving conflicts.



Learning Environment

To create a predictable and active learning environment, teachers arrange and equip the classroom with diverse, open-ended materials that reflect children's home, culture, and language. The room is organized and labeled to promote independence and encourage children to carry out their intentions.

Daily Routine

A consistent framework for the day provides a balanced variety of experiences and learning opportunities. Children engage in both individual and social play, participate in small- and large-group activities, assist with cleanup, socialize during meals, develop self-care skills, and exercise their small and large muscles. The most important segment of the daily routine is the plan-do-review sequence, in which children make decisions about what they will do, carry out their ideas, and reflect upon their activities with adults and other children. These higher-level thinking skills are linked to the development of executive functions, which are needed to be successful in school and life.

Assessment

Ongoing child assessment is also an underlying component of the HighScope Curriculum. Objective anecdotal observations of children collected throughout children's natural play allow teachers to assess child progress and plan meaningful learning experiences.

What We Teach

The HighScope Preschool Curriculum is based on more than 50 years of research on early childhood development and has been validated by direct evaluation of the curriculum. Our framework for understanding and supporting children's learning from ages 3–5 years is based on 58 key developmental indicators (KDIs), which are aligned with national and state early learning standards, Common Core State Standards, and the Head Start Early Learning Outcomes Framework.

In the HighScope Preschool Curriculum, learning is focused on the following eight content areas:

- Approaches to Learning
- Social and Emotional Development
- Physical Development and Health
- Language, Literacy, and Communication
- Mathematics
- Creative Arts
- Science and Technology
- Social Studies

Preschool Curriculum Content

Learning in these eight areas is guided by 58 key developmental indicators (KDIs). Each KDI identifies an important learning goal for young children. We recognize that the normal pace of children's development and learning varies widely across these eight categories and the KDIs reflect that continuum of widely held expectations. Our curriculum is designed to help teachers appropriately scaffold learning for every child across all areas.



The HighScope key developmental indicators

- Provide teachers with a child development "filter" for observing and choosing appropriate interactions and activities
- Help teachers interpret what young children say and do along a developmental continuum
- Enable teachers to maintain reasonable expectations for young children
- Reinforce children's play as the primary mechanism for learning
- Allow teachers to be more knowledgeable and intentional in their daily planning for individual children and the class

Learning Through Play

Play is a vital part of a child's social, emotional, language, physical, and cognitive growth during the preschool years. Children learn best through play—it is their work. When you visit Nature Preschool you will see the children engaged in many different kinds of play:

- A group of children building a fort are experimenting with materials, gravity, balance, communication, and collaboration
- A child making “muffins” in the mud kitchen is utilizing imaginative play skills and scientific tools
- A child climbing a tree is building large and fine motor skills as well as analyzing risk

Nature Preschool provides meaningful opportunities for your child to experience learning through play. Whether independently or in a group, play enables your child to explore and understand their world. Using these interests, teachers will expand this learning through the introduction of new materials and ideas.

Sample Schedule

We value spontaneity in activity and take advantage of the “teachable moment.” We also know young children benefit from knowing what will happen next. While the location of these events may vary, we will maintain a regular pattern of activities from day to day. The following is an example of a possible classroom schedule.

Arrival

Class begins outside in one of the two play areas. The adult bringing the child will first make sure the child has used the toilet and has put away his/her backpack, including extra clothes. From there, the adult will help the child sign-in, dress for the weather, and join the teachers outside.

Outdoor Play

Children will play in the outdoor play area (or inside if there are dangerous weather conditions.) Children have uninterrupted time to choose an activity. Play area activities include, water play, sand play, fort building, digging, gardening and dramatic play.

Clean Up

The class will work as a team to put away and care for the materials used during Outdoor Play.

Group Meeting

Children connect with their teachers and classmates in Conscious Discipline inspired activities. A “school family” is created and maintained throughout the year. Children take part in conversation, engage in music and movement activities, listen to stories, sing songs, and participate in other whole-group activities.



Hike / Large Group

The class will take a hike on the Nature Center grounds. Activities include hiking to and playing in the forest, meadow, trails around Arbury Pond, the Sugarhouse, and the Homestead Farm. Children take part in conversation, engage in music and movement activities, listen to stories, sing songs, and participate in other whole-group activities.

Snack / Planning

Teachers and children eat “family style,” serve food, converse, and enjoy each other's company. Children clean up from snack as they finish eating. They then make a plan for what they want to do at Choice Time. (Area to play in, materials to use, and friends to play with.)

Choice Time

Children have uninterrupted time to choose an activity among the different areas of the classroom or outdoor play area. This allows children to lengthen attention spans and to develop competency with an activity.

Clean Up

Children and teachers put away materials they have used during Choice Time.

Recall

The children meet with an adult and other children to review and recall what they have done and learned during Choice Time.

Small Group

A group consisting of six children and one teacher meet at the same location and time everyday for several months. Activities are open ended and extended to meet children's developmental progress and interests. Activities include experiments, cooking projects, art, and literacy & math games. These activities allow children the opportunity to ask questions, and they allow the teacher to assess each child's needs and progress.

Group Meeting

We gather to recall activities from the day and say goodbye before meeting families in the hallway.

Departure

The children meet their families in the hallway and then are signed out before leaving Nature Preschool.

School Year Schedule & Session Offerings

Eligibility for Nature Preschool is determined by the child's age on Sept 1 in the year of enrollment. Children cannot attend both the morning and afternoon sessions. The 2019-20 school year will run from Sept 9 through May 15, and will follow the Bullock Creek School District calendar. Nature Preschool is a 9-month program, and requires a commitment for the entire school year.

Days of the week	Class	Times	Ages
Mon-Thurs	River Otters	9 am-12 pm	4 year olds
Mon, Tues, Wed	Painted Turtles	12:45-3:45 pm	3 & 4 year olds
Mon-Thurs	Gray Fox	1-4 pm	4 year olds
Mon, Wed, Fri	Green Frogs	8:45-11:45 am	3 & 4 year olds
Mon, Wed, Fri	Cardinals	9 am-12 pm	3 & 4 year olds
Mon, Tues, Wed	Bluebirds	1-4 pm	3 & 4 year olds
Tues, Thurs	Salamanders	8:45-11:45 am	3 year olds only
Tues, Thurs	Chickadees	9 am-12 pm	3 year olds only



Cultural Competence Mission Statement

Nature Preschool will value employees, students and parents as evidenced by fair practices and high expectations. We will create a climate where dignity and respect are encouraged and modeled so that everyone enjoys equitable opportunities for professional and personal fulfillment.

Our staff embraces the many cultures in our community and families, and is caring and respectful to all of our families' cultural and diverse needs. Culture influences every aspect of a child's development. We involve the whole family in all aspects of our program and what we do for their children. Staff will refrain from making assumptions, and are trained in opportunities annually to further their knowledge of enhancing their daily communications and curriculum planning. Classes interact with books, music, dramatic play area, puzzles and people which depict non-stereotypical roles and include family cultures and the community around us. We will continue to help our students foster self-esteem and self-awareness. We take pride in having a welcoming, nurturing and caring environment. Language, foods and other cultural input is encouraged in the classroom. We will continue to provide sustained professional development on diversity-related topics that support the mission. We refer to this specialized information and to following services:

Midland Center for the Arts – www.mcfta.org

Grace A. Dow Memorial Library –

www.cityofmidlandmi.gov/gracedowlibrary

Midland County Educational Services – www.midland.esa.org

Holidays & Birthdays

We do not celebrate holidays at Nature Preschool. There will be times throughout the year that attention is paid to changes in seasons and events in the natural world. For example, we typically have a pajama party day for winter solstice, the day of the year with the shortest amount of daylight. If your family celebrates birthdays and would like to bring a snack for the class on or near your child's birthday, please feel free to do so. We generally provide this treat at the end of the class rather than substituting the healthy snack. We are a peanut-free building.

Clothing – Dressing for Success

Discovery-based learning can be messy. For this reason, it's important that children come dressed for messy, outdoor play. When preparing your child for the day, be aware that your child will be indoors and outdoors with access to mud, water, paint, glitter, glue, etc. Children also need comfortable, close-toed, protective shoes with gripping soles for running, jumping, and climbing. In addition, your child will need a pair of indoor shoes (not slippers) that they are able to put on independently.

Layers of clothing for changing weather and moving from outdoors to indoors are needed for children to enjoy the variety of activities offered throughout the day. You should expect your child to go outside every day. Clothing needs for each season include:

Fall/Spring

Rubber boots
Jacket or sweatshirt
Rainsuit
OR
Rain jacket w/hood
and rain pants

Winter

Snow pants
Winter coat
Waterproof
mittens/ hat
Scarf/neck cover
Boots
Wool/fleece
socks



Family Involvement and Volunteering

To help ease the transition from home to school, talk regularly with your preschooler about his or her new experiences. Your preschooler will benefit from your support and understanding as he/she begins to grow outside the home. Recognizing the important connection of home and school we ask that your involvement include:

- Attending Parent Orientation, held in August without preschoolers, where you'll have a chance to meet the staff and learn what to expect for the coming year.

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- Volunteering in the classroom at least once monthly if possible.
- Attending parent and family activities.
- Being available for a home visits and two Family Connection Meetings. *(The home visit will be arranged at Parent Orientation, and will occur in late August/early September. This gives the student a chance to meet their teacher before school begins, and for you to ask any questions and take care of any last paperwork. Those children in the four day per week classes will have a second home visit in May.)*
- Reading newsletters and flyers sent home with your child.

We welcome all family members including parents, grandparents, aunts/uncles, nannies and other caregivers. When in the classroom you can play with your child and other small groups of children. When volunteering, you may read books, pull sleds, assist in fort building, and enjoy expeditions. The staff is there to help if you have questions. We ask that you allow staff members to manage student behavior according to our policies. You are always welcome to visit Nature Preschool during your child's class time and participate in preschool activities.

Volunteers are always under the supervision of Nature Preschool staff. No child is ever left alone with a volunteer. Family volunteers must complete a statement as to whether or not they have been convicted of child abuse or neglect or a felony involving harm or threatened harm to an individual. This statement is kept with the child's records. If there is a case where a volunteer is to receive unsupervised volunteer status (i.e., student teacher) that volunteer shall provide appropriate documentation from Department of Human Services (DHS) that he or she has not been in a central registry case as the perpetrator of child abuse or neglect. Nature Preschool will also conduct a criminal history check using the Michigan State Police's internet criminal history access tool (ICHAT). The written documentation from DHS and ICHAT shall be kept on file.

Staff Gifts & Tips

It is Nature Preschool policy that staff members are not to accept tips or gifts. If you or your child would like to show appreciation to a teacher we encourage handmade gifts and cards. If you'd like to contribute beyond a handmade gift we encourage gifts that will benefit the program as a whole—such as bird seed for the feeders, an Amazon gift card or a donation to the Nature Preschool scholarship fund.

Registration Requirements

Documentation

The child's parent or guardian must provide the following documentation to Nature Preschool:

- Child's birth certificate
- Child's immunization record
- Health screen (physical)

A health exam is required for entry into the program. The physical form must be turned in by the opening day of school. The child will not be able to attend until the physical form is returned. If you have any difficulty in obtaining any of these documents, please let us know and we may be able to help you. All children's shots must be up-to-date before entering the program. The following are required for 4-year old children:

4 doses DTP	3 doses Polio	1 HIB	1 MMR
3 doses Hep B	1 Varicella	Pneumococcal Conjugate	

Enrollment Policy

Nature Preschool accepts all children regardless of race, creed, or national ethnic origin.

To enroll your child in Nature Preschool you will need to complete a registration form and submit it with a \$25 non-refundable registration fee per child.

We will do our best to place your child in your first choice as indicated on your registration form. If we are unable to do so, we will attempt to place your child in one of your other selections. If none of the sections you identified as acceptable we will also discuss with you at that time your interest in being added to the waiting list.

Once your child has been placed, you will receive an email confirmation letter. At that time, a \$250 deposit will be due within 10 working days to hold your child's place. This deposit can be paid online via the link provided in the email confirmation or by calling CNC. Those receiving a partial scholarship are still required to pay a deposit. However, a deposit is not required for full scholarship recipients. This is a non-refundable, non-transferable deposit that will be applied to tuition account. The deposit will not be refunded if you withdraw your child.

A complete list of needed paperwork and documentation will be sent to you mid-summer. Some of the documentation required before each child's first day of attendance includes:

- Proof of immunization (or a signed waiver)
- Health appraisal (physical) signed by a licensed physician
- Copy of birth certificate

We ask that you complete paperwork as soon as possible and return it prior to Parent Orientation in August.

Scholarships

Great Start Readiness Program (GSRP) and Great Start Collaborative scholarship funding may be available to those who qualify. We are also grateful for the support of The Charles J. Strosacker Foundation and The Dow Chemical Company which provide financial support to make Nature Preschool scholarships possible.

Tuition Payment Schedule

Upon notification of placement in the program, \$250 is due within 10 working days. This is a non-refundable, non-transferable deposit that will be applied to your tuition account. Monthly tuition payments commence Sept 1 with subsequent payments due on the first of each month. Tuition can be paid monthly or in one lump sum. Your initial email confirmation will include instructions for making payments online; you may also pay in person or by phone. Payments can be made by check (*payable to Chippewa Nature Center*) or MasterCard/VISA/Discover. If paying by check, please put the child's name and the tuition month in the memo line. There is a tuition payment box in the Preschool, or payments can be made at the Visitor Center. **There will be no reduction in tuition for days missed or days the school is closed.**

Withdrawal Policy

It is required that families fulfill the responsibilities outlined in the manual. As problems arise, be sure to communicate with the Nature Preschool staff. When staff members are informed of the situation, most problems can be overcome as staff and families work together. Families who withdraw will not be refunded the \$250 deposit.

Late Pick Up Fee

Our teachers are very busy before and after class preparing and cleaning up. They also have very limited time to enjoy a quick lunch break between classes. Thus, we have a \$1.00 per minute late fee when students are picked up late. We recognize that everyone has busy schedules and sometimes things happen which is why we allow a 5 minute grace period before charging the late fee.

Snow Days & Other School Closings

Nature Preschool is closed whenever Bullock Creek School District is canceled, including snowdays. Occasionally, we will be closed for unexpected circumstances. **If there is a 2 hour delay for Bullock Creek School District, the morning session is canceled and the afternoon session will run as scheduled. There will be no reduction in tuition for days missed or days the school is closed.**



Maintaining Confidentiality

Teachers and staff will not discuss private and confidential information regarding the programs, fellow employees, families, or children with anyone outside of Nature Preschool. Teachers

and staff will also not discuss your child's development or situation with any other parents in the program. The only exception to this is authorized personnel on a need to know basis, particularly as it relates to mandated reporting laws.

Child Guidance and Discipline Policy

We do not deny enrollment, suspend, expel or exclude children based on challenging behavior.

In accordance with developmentally appropriate practice for preschool children and the State Board of Education's Supporting Student Behavior: Standards for the Emergency Use of Seclusion and Restraint (updated 4/18/17), adults use prevention strategies, redirection, natural and logical consequences and encouragement of cooperative and prosocial behavior through the implementation of the Conscious Discipline® system. At Nature Preschool, we use the Conscious Discipline® approach to behavior management, which is a self-regulation program that integrates social-emotional learning and discipline. Positive discipline allows children to solve their own problems with the guidance and modeling of preschool staff – transforming conflict into a learning opportunity. Moments of “behavior issues” are our opportunity to teach children the social-emotional and communication skills necessary to manage themselves, resolve conflict and develop pro-social behaviors. In a typical day, you will hear teachers acknowledging a problem exists, labeling the feelings being experienced and guiding the children to find a solution. Adults are prohibited from using corporal punishment, humiliation, threats, seclusion or techniques based on shame or fear. If children engage in behavior that is harmful to themselves or others, we work together with families and our support team to develop a plan for teaching skills and reducing challenging behavior. Physical restraint is only used on an emergency basis and as a last resort if there is an imminent risk to the safety of the students or others. The staff strives to work closely with parents to make the preschool experience the best that it can be for each child and family.

Special Needs Statement

Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the Nature Preschool Director before classes start. We respect the confidentiality of your child and family. If special needs cannot be met in the classroom, then outside help may be warranted such as from the Health Department (vision, hearing), Early On/Project Find (diagnosing early learning developmental delays) and Midland County Educational Services (www.midland.esa.org). Parents will be notified before these services are requested. We value working with all parents, as they are an important part of their child's educational team. We also use recommendations from specialists for information on appropriate tools to use with each child. We commit to inclusion in our classrooms. Staff receives ongoing training on inclusion/special needs. Staff facilitates to enhance interactions between children with and without disabilities, as we believe all children learn from each other. Communication with families is ongoing, while staff and families collaborate to meet the individual needs of the child.

Snacks

We are a peanut-free building. Healthy snacks, such as fruit, cheese, crackers, water and milk are provided by Nature Preschool in accordance with USDA guidelines. We provide one snack daily. If your child has food allergies or needs a special diet, please make the teacher aware and we will make arrangements for your child to receive an appropriate substitute.

If you wish to bring a treat for a birthday, you may certainly do so. We generally provide this treat at the end of the class rather than substituting the healthy snack.

Field Trips

The Chippewa Nature Center grounds are considered part of our extended campus and walking on the grounds is not considered a field trip. We will take spontaneous as well as scheduled trips on the property. We will take a cell phone or two-way radio with us on these excursions to allow contact with the office in case of emergency. Child Information Records will be kept in the teaching team's trail bag and accompany the group.

Attendance & Health

Regular attendance is very important for your child to get the most from preschool. When there are frequent absences, a child may feel uncomfortable as he/she may not know the songs, activities, or the other children. Friendships are easier when children attend regularly. If regular absences begin to interfere with your child's preschool experience we will discuss with you possible solutions to resolve whatever issue may be preventing regular attendance.

That being said, there are times when it is best for a child NOT to be at school. If your child has one or more of the following symptoms, please do not send him/her to school:

- A temperature of 100°+*
- A low grade fever & acting ill*
- An infectious disease
- Vomiting or upset stomach
- Pain
- Diarrhea – more than 2 loose/watery stools
- Constant runny nose
- Coughing non-stop

**Please make sure your child is fever-free for at least 24 hours before returning to school.*

You will be notified if your child has been exposed to a contagious disease. It is requested that you inform preschool staff if your child has been exposed to or contracts any communicable disease. Please take into consideration the rest of the children and staff. Please call the Nature Preschool at 989-631-0830 when your child will not be in preschool.

CNC Membership

Your tuition includes a one-year family membership beginning Sept 1. If you are already a family member of CNC, your membership expiration date will be extended by one year. As a CNC member, you help promote stewardship of natural resources, help us teach visitors about nature and the natural world.

Membership benefits include:

- 20% discount for workshops, field trips and other programs, including Nature Day Camp
- Invitation to members-only events including Maple Syrup Day Pancake Breakfast, early access to the Native Plant Sale, Members Only 4th of July event and special preview of the Nature Art Show & Sale
- In-home and/or electronic delivery of the quarterly newsletter
- Free admission to Maple Syrup Day and Fall Harvest Festival
- 10% Nature Center Store discount
- Opportunity to host birthday parties
- Free or reduced admission to over 150 nature centers worldwide



Grievance Policy

If you have any concerns that you don't feel are adequately addressed by the teachers or relate to teacher performance, please contact Madison Powell, Preschool Director at 989-631-0830 or mpowell@chippewanaturecenter.org.

Nature Preschool Health Care Plan

Licensing regulations require us to provide you with a copy of our Health Care Plan.

Many communicable diseases can be prevented through appropriate hygiene and sanitation practices. Contamination of hands, toys and other equipment in the room has appeared to play a role in the transmission of disease in child care settings. Illnesses may be spread by way of human waste, such as urine and feces; body fluids, such as saliva, nasal discharge, eye discharge, open skin sores and blood; direct skin-to-skin contact; touching a contaminated object or the air, in droplets that result from sneezes and coughs.

Since many infected people carry communicable diseases without symptoms and many are contagious before they experience a symptom, caregivers need to protect themselves and the children they serve by carrying out, on a routine basis, universal precautions and sanitation procedures that approach every potential illness-spreading condition in the same way. With this in mind, the following policies shall be implemented at Nature Preschool.

Handwashing

Staff must wash their hands:

- When arriving at school
- Before preparing or serving any food or drink
- After handling animals or insects
- After sneezing or blowing the nose
- When hands are dirty
- Before administering medication
- Before and after giving first aid (when appropriate)
- After using the restroom
- After washing hands, it is important not to touch anything (such as a child, chair, doorknob, etc.) before handling food
- If you are using gloves to prepare food, you should still wash your hands before putting on the gloves
- After any contact with a child's bodily fluids – including blood, vomit, sputum and mucus (from wiping noses) your hands must be washed

Children must wash their hands:

- When arriving at school
- Before eating
- After toileting
- After sneezing or blowing the nose
- After playground activities
- After handling animals or insects
- When hands appear to be dirty

How hands should be washed:

- Wet both hands
- Apply a small amount of liquid soap
- Rub hands together for at least 15 seconds to work up a good lather

- Be sure to wash between your fingers, under the nails and all hand surfaces from the tips of the nails to beyond the wrists
- Rinse hands well under a stream of warm running water
- Leave water running while you dry your hands – you do not want to turn off the “dirty” faucet with your now clean hands
- Dry your hands well
- Use the towel to turn off the faucet
- Dispose of the towel in the trash
- Consider the use of hand lotion to prevent chapped and cracked skin

Teaching the children

- Time should be taken to teach children the correct hand washing technique as described above
- When to wash hands
- How to wash hands (*demonstrate correct hand washing*)
- Observe the child hand washing
- Correct his/her technique as necessary

Handling Bodily Fluids

Nature Preschool staff shall use universal precautions (i.e., protective gloves) when handling potential exposure to blood, including blood-containing body fluids and tissue discharges. Treat all situations involving potential contact with blood, body fluids, or medical waste with caution.

1. Wash hands after contact with any bodily substance or articles contaminated with a bodily substance. Use liquid soap from a dispenser; not bar soap.
2. Wear protective gloves on both hands for anticipated direct hand contact with blood, body fluids, medical waste or contaminated objects or surfaces. Wash hands immediately after removing protective gloves.
3. When unanticipated exposure occurs, remove contaminated substances by washing hands and other skin surfaces immediately and thoroughly. If splashed in eyes, nose or mouth – flush with water immediately. Notify supervisor immediately. It is recommended that medical help be sought within 2 hours of exposure. Employees are not to risk their personal health by waiting to seek treatment if they feel that immediate treatment is needed. Any approval that the employee feels that they need from their supervisor is to be “assumed” in exposure situations.
4. Treat all linen soiled with blood and/or body secretions as infectious. Soiled linens and materials should be handled as little as possible and with minimum agitation. All linen should be bagged in a red-labeled biohazard bag at the location where it is used.
5. Trash must be placed in covered containers bagged in impervious bags; secure tops when filled, double bag only if break through is anticipated.
6. Areas, surfaces or articles that are grossly soiled with blood or other body fluids must be cleaned with detergent/disinfectant.

Cleaning & Sanitizing of Equipment

Nature Preschool staff shall complete regular cleaning and sanitizing of equipment, toys, and surfaces. Cleaning procedures should be conducted according to the timeline below and anytime a child contracts a communicable disease.

Area	How Often?	With What?
Countertops & tabletops	Daily & when soiled, before & after food is served.	Spray/bucket bleach solution
Cubbies	Weekly	Spray/bucket bleach solution
Bare floors	Swept daily, Mopped weekly	Commercial floor cleaner
Small rugs	Vacuum daily, launder weekly or when visibly soiled	Laundry detergent
Carpets & large area rugs	Vacuum daily, shampoo every 3 months or when visibly soiled, Must be dry when children return	Commercial cleaner
Door & cabinet handles	Daily or when visibly soiled	Spray/bucket bleach solution
Telephone receivers	Weekly	Spray/bucket bleach solution
Toys (<i>not contaminated with bodily fluids</i>)	Bi-weekly	Spray/bucket bleach solution
Dress-up clothes, stuffed toys	Bi-weekly & when head lice or skin infection is identified	Laundry detergent
Water tables	Weekly	Spray/bucket bleach solution
Trash cans	Bi-weekly or when visibly soiled, empty daily	Spray/bucket bleach solution
Food preparation & Food service area	Before and after food activity; between preparing raw and cooked foods	Spray/bucket bleach solution
Eating utensils	After each use; do not reuse single use service items	Bleach soaking solution
Refrigerator	Monthly or visibly soiled	Spray/bucket bleach solution
Hand washing sinks, faucets, counter tops, soap dispensers, cabinet handles & floors	Daily & visibly soiled	Spray/bucket bleach solution
Toilet seat, flush handles, door knobs, stall handles	Daily & visibly soiled	Spray/bucket bleach solution
Toilet bowls/urinals	Daily	Spray/bucket bleach solution
Any surface contaminated with bodily fluids	Immediately	Spray/bucket bleach solution

Controlling Infection

If a child becomes ill while at Nature Preschool the child's parents will be called immediately to pick that child up. The child will be moved away from the rest of the group and made comfortable until the parent arrives. If the child handled toys or other items in the classroom the items will be sanitized to reduce the risk to other students.

Communicable disease reports must be submitted to Midland County Environmental Health weekly or when symptoms of a potential communicable disease are presented among children or staff. When performing tasks that involve body fluids, employees will adhere to the following Universal Precaution procedures.

Health Related Resources

Nature Preschool is heavily involved with a wide variety of agencies in and around Midland County. Information is shared and referrals are made to agencies such as:

- Midland County Health Department
- Community Mental Health
- Child Protection Council
- Shelterhouse

Staff is trained to recognize general health concerns in children.



Animals at Nature Preschool

Animals play a large part in our curriculum and we will have visiting animals as well as permanent classroom pets. Please notify your child's teacher of any animal or other allergies your child may have, or other concerns you have regarding animals. **Please do not bring pets at drop off or pick up time.** Pets are not allowed on CNC property.



Medication & Health Services

No medication shall be given at Nature Preschool except on written order by the child's parents. Parents must complete the "Medication Permission and Information" form. This form should be updated annually for medication that is administered on an on-going basis. All medication must be stored according to label instructions and in its original container. The container must have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication. All medication is to be stored out of the reach of children and returned to the child's parent or destroyed when the parent determines it is no longer needed or it has expired. All medication is to be given according to the label directions. The U.S. Food and Drug Administration and the American Academy of Pediatrics have both recommended that cold and cough medications NOT be used with children under 6. It is for this reason that we require a written order from the child's physician prior to administering cold and cough medications.

All other health services (i.e., medical, dental, etc.) will be provided by the parents. Referrals to community services and agencies will be made by the teaching team when appropriate.

Incident Reports

A Chippewa Nature Center Incident Report and a DHS Incident Report (if applicable) will be completed anytime an accident or illness occurs at Nature Preschool. The

staff member who tended to the sick or hurt child will be responsible for completing the report.

Licensing Notebook

Nature Preschool maintains a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). This notebook includes all reports issued and CAPs developed on and after May 27, 2010, per licensing requirements. This notebook is available for parents to review during regular business hours. Any licensing inspection and special investigation reports from the past two years are also available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

Pest Management Plan

Pesticide application may occur during the year if there are pest issues in the classroom. You will receive advanced notice of these applications through two means (letter sent home and notice in the Nature Preschool lobby). This advanced notice shall contain information about the target pest or purpose for pesticide application, information about the pesticide to be used, approximate location of application, date of application, who to contact at CNC for more information and the National Pesticide Information Center phone number.



The logo for Chippewa Nature Center, featuring a stylized green silhouette of a hand holding a red and orange animal, possibly a fox or a dog.

chippewa
naturecenter
Venture Out!

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Inspiring people to be stewards of the natural world