Nature Preschool
Where learning comes naturally!

Family Handbook
2022-2023
Nature Preschool
Nature Preschool
400 S Badour Rd
Midland, MI 48640
989-631-0830 (CNC Visitor Center)

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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.

Contact Us
Madison Powell, Preschool Director • mpowell@chippewanaturecenter.org
Jill Derry, Preschool Office Manager • jderry@chippewanaturecenter.org

Classroom Extensions
Bluebirds 989-631-0830 x237
Chickadees 989-631-0830 x237
Cardinals 989-631-0830 x237
Green Frogs 989-631-0830 x230
Painted Turtles 989-631-0830 x230
Gray Fox 989-631-0830
River Otter 989-631-0830

Program Purpose
Nature Preschool is a high-quality, 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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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

www.chippewanaturecenter.org | 989.631.0830 | 989.631.0830 x237
989.631.0830 x230
989.631.0830 x237
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 their backpack, including extra clothes. From there, the adult will help the child sign-in, dress for the weather, and join the teachers outside.

Choice Time
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 where teachers and children connect with their teachers and classmates in Conscious Discipline inspired activities. A “school family” is created where teachers and children connect with their teachers and classmates in Conscious Discipline inspired activities. A “school family” is created where teachers and children connect with their teachers and classmates in Conscious Discipline inspired activities. A “school family” is created where teachers and children connect with their teachers and classmates in Conscious Discipline inspired activities.

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.

Recall
Children and teachers put away materials they have used 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.

Snack/Planning
Teachers and children eat, 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.)

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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
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Departure
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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 our 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.mcmd.org
- Midland County Educational Services – www.mceds.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. Non-food treats (stickers, notebooks, fidgets, etc.) are an easy way to avoid allergens. 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 outdoors and outdoors with access to mud, water, paint, glitter, glue, etc. Children also need comfortable, close-toed, protective shoes with grippy 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
- Rain suit or rain jacket
- Wool or fleece socks

**Winter**
- Snow pants
- Winter coat
- Waterproof mittens/hat
- Scarf

**Spring/Summer**
- Outdoor shoes
- Sun hat
- Sunscreen

**Holiday & Special Events**
- Holiday dress for a holiday celebration
- PJ day for a special event or holiday

School Year Schedule & Session Offerings

<table>
<thead>
<tr>
<th>Days</th>
<th>Class</th>
<th>Times</th>
<th>Ages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon-Thu</td>
<td>River Otters</td>
<td>9 am-12 pm</td>
<td>4 years</td>
</tr>
<tr>
<td>Mon-Wed</td>
<td>Painted Turtles</td>
<td>12:45-3:45 pm</td>
<td>3 &amp; 4 yrs</td>
</tr>
<tr>
<td>Mon-Thurs</td>
<td>Gray Fox</td>
<td>1-4 pm</td>
<td>4 years</td>
</tr>
<tr>
<td>Mon-Wed, Fri</td>
<td>Green Frogs</td>
<td>8:45-11:45 am</td>
<td>3 &amp; 4 yrs</td>
</tr>
<tr>
<td>Mon-Wed, Fri</td>
<td>Cardinals</td>
<td>9 am-12 pm</td>
<td>3 &amp; 4 yrs</td>
</tr>
<tr>
<td>Mon, Tues, Wed</td>
<td>Bluebirds</td>
<td>1-4 pm</td>
<td>3 &amp; 4 yrs</td>
</tr>
<tr>
<td>Tues, Thurs</td>
<td>Salamanders</td>
<td>8:45-11:45 am</td>
<td>3 yrs old</td>
</tr>
<tr>
<td>Tues, Thurs</td>
<td>Chickadees</td>
<td>9 am-12 pm</td>
<td>3 yrs old</td>
</tr>
</tbody>
</table>

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 make part in conversation, enjoy food and movement activities, listen to stories, sing songs, and participate in other whole-group activities.

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  - Winter coat
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  - Scarf
  - Boots
  - Wool or fleece socks

**Non-food treats** (stickers, notebooks, fidgets, etc.) are an easy way to avoid allergens. We generally provide this treat at the end of the class rather than substituting the healthy snack. We are a peanut-free building.
Family Involvement
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:

- Completing Family Orientation which will be sent to the email address you have provided. The presentation and survey must be completed before your child’s first day.
- Being available for home visits and family connection meetings. These may be virtual or in-person, depending on regulations and requirements at the time of the meeting. Home visits/virtual welcome meetings will be arranged after you have completed the parent orientation session.
- Reading newsletters and flyers sent home with your child.

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
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.

A health exam is required for entry into the program. The physical examination must be completed before starting school.

Tuition Payment Schedule
Upon notification of placement in the program, the deposit 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.

If the program or the class must stop meeting in person due to COVID-19 (due to class-wide exposure, recommendation of the local health department, or executive order), virtual lessons will be delivered. The weekday immediately following the closure will be a work day for teachers, with content beginning for families the day after that. Virtual lessons may include recorded videos, live virtual meetings, and written resources. Tuition will also not be reduced due to weather-related closures or Teachers’ Professional Development days as additional class dates are already incorporated into the schedule to accommodate these types of closures.

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. Sroскаker Foundation and The Dow Chemical Company which provide financial support to make Nature Preschool scholarships possible.

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 deposit.

Late Pick Up Fee
We want your children to be able to take advantage of every minute of their class time. Adhering to drop off and pickup times is very important. The addition of COVID-19 screening means we will need to limit any cross-class contact. Nature Preschool staff will have very little time between classes to complete the required cleaning and prep in addition to eating their own lunches. With this in mind, there will be a $1.00 per minute late fee enforced for every minute your child is not picked up after the 5-minute grace period.

Snow Days & Other School Closings
Nature Preschool may close if Bullock Creek Schools close for weather-related reasons. Families will receive an email as soon as possible announcing the closure. Families may also call CNC at 989-631-0830 after 8am to determine if classes are meeting. 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.

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 & 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.midelementes.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.

Tuition Payment Schedule
- 4 doses DTP
- 3 doses Polio
- 1 Hib
- 1 MMR
- 3 doses Hep B
- 1 Varicella
- Pneumococcal Conjugate

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Find (diagnosing early learning developmental delays) and Midland County Educational Services (www.midelementes.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.
Records will be kept in the teaching team’s trail bag and with the office in case of emergency. Child Information
scheduled trips on the property. We will take a cell phone or of our extended campus and walking on the grounds is not
Guidelines. We provide one snack daily. If your child has food
are provided by Nature Preschool in accordance with USDA
Symptoms and many are contagious before they experience a
Since many infected people carry communicable diseases without
as saliva, nasal discharge, eye discharge, open skin sores and blood;
by way of human waste, such as urine and feces; body fluids, such
Many communicable diseases can be prevented through appropriate
and regulations shift throughout the school year.
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 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, spum 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.

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.

Snacks
We are a peanut-free program. 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.

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.
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.

<table>
<thead>
<tr>
<th>Area</th>
<th>How Often?</th>
<th>With What?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Countertops &amp; tabletops</td>
<td>Between classes, when soiled, and before &amp; after food is served</td>
<td>Spray/bucket bleach solution or other EPA-approved disinfector</td>
</tr>
<tr>
<td>Cubbies (if used)</td>
<td>Between uses by different children</td>
<td>Spray/bucket bleach solution</td>
</tr>
<tr>
<td>Bare floors</td>
<td>Swept daily, mopped weekly or when visibly soiled</td>
<td>Commercial floor cleaner</td>
</tr>
<tr>
<td>Small rugs</td>
<td>Vacuum daily, launder when visibly soiled</td>
<td>Laundry detergent</td>
</tr>
<tr>
<td>Carpets &amp; large area rugs</td>
<td>Vacuum daily, shampoo every 3 months or when visibly soiled</td>
<td>Commercial cleaner</td>
</tr>
<tr>
<td></td>
<td>Must be dry before children return</td>
<td></td>
</tr>
<tr>
<td>Door &amp; cabinet handles</td>
<td>Between classes, after being touched by an individual displaying symptoms of infectious disease, or when visibly soiled</td>
<td>Spray/bucket bleach solution or other EPA-approved disinfector</td>
</tr>
<tr>
<td>Telephone receivers</td>
<td>Daily</td>
<td>Spray/bucket bleach solution or other EPA-approved disinfector</td>
</tr>
<tr>
<td>Toys (not contaminated with bodily fluids)</td>
<td>Daily or between classes as needed</td>
<td>Spray/bucket bleach solution or other EPA-approved disinfector or dishwasher</td>
</tr>
<tr>
<td>Dress-up clothes, stuffed toys (if used)</td>
<td>Bi-weekly &amp; when head lice or skin infection is identified</td>
<td>Laundry detergent</td>
</tr>
<tr>
<td>Water tables (if used)</td>
<td>Daily or between classes as needed</td>
<td>Spray/bucket bleach solution or other EPA-approved disinfector</td>
</tr>
<tr>
<td>Trash cans</td>
<td>Emptied and exterior sprayed daily</td>
<td>Spray/bucket bleach solution or other EPA-approved disinfector</td>
</tr>
<tr>
<td>Food preparation &amp; food service area</td>
<td>Before and after food activity; between preparing raw and cooked foods</td>
<td>Spray/bucket bleach solution or other EPA-approved disinfector</td>
</tr>
<tr>
<td>Eating utensils</td>
<td>After each use; do not reuse single use service items</td>
<td>Dishwasher</td>
</tr>
<tr>
<td>Refrigerator</td>
<td>Monthly or visibly soiled</td>
<td>Spray/bucket bleach solution</td>
</tr>
<tr>
<td>Hand washing sinks, faucets, counter tops, soap dispensers, cabinet handles &amp; floors</td>
<td>Daily, after being touched by an individual displaying symptoms of infectious disease, or when visibly soiled</td>
<td>Spray/bucket bleach solution or other EPA-approved disinfector</td>
</tr>
<tr>
<td>Toilet seat, flush handles, door knobs, stall handles</td>
<td>Daily, after being touched by an individual displaying symptoms of infectious disease, or when visibly soiled</td>
<td>Spray/bucket bleach solution or other EPA-approved disinfector</td>
</tr>
<tr>
<td>Toilet bowls/urinals</td>
<td>Daily, after being touched by an individual displaying symptoms of infectious disease, or when visibly soiled</td>
<td>Spray/bucket bleach solution or other EPA-approved disinfector</td>
</tr>
<tr>
<td>Any surface contaminated with bodily fluids</td>
<td>Immediately</td>
<td>Spray/bucket bleach solution</td>
</tr>
</tbody>
</table>

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

Sometimes preschool classrooms have pets who are used for teaching, building relationships, and supporting children in their growth and development. 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.
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 and help us teach visitors about 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 meal, 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 180 nature centers worldwide